City of Schertz

FY 2024-2025

Approved Budget

SCHERTZ

COMMUNITY ★ SERVICE ★ OPPORTUNITY





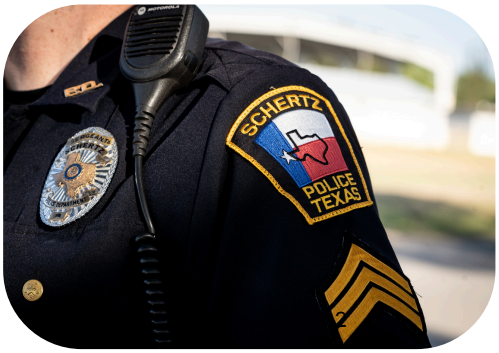

SCHERTZ




ENGINEER
AVE
SCHERTZ






SCHERTZ
POLICE
TEXAS

CITY OF SCHERTZ
FISCAL YEAR 2024-25
BUDGET COVER PAGE

The City Council hereby ratifies the budget will raise more total property taxes than last year's budget by $1,345,617 or 5.1% increase, and of that amount, $339,457 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: Councilmembers Mark Davis, Michelle Watson, Paul Macaluso, Tiffany Gibson, Robert Westbrook, Allison Heyward, Tim Brown

AGAINST: N/A

PRESENT AND NOT VOTING: N/A

ABSENT: N/A

PROPERTY TAX RATE COMPARISON	2024-25	2023-24
Property Tax Rate:	$.04900/100	$0.4872/100
No-new-revenue	$.04805/100	$.04554/100
No-new-revenue Maintenance & Operations Tax Rate:	$0.3301/100	$0.3213/100
Voter-approval Rate:	$0.4990/100	$0.4873/100
Debt Rate:	$0.1574/100	$0.1548/100
Total debt obligation for the City of Schertz secured by property taxes:	$88,054,065	$96,572,010

ORDINANCE NO. 24-T-150

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, 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 is held by the City Council of the City of Schertz, Texas on the 20th day of August 2024 and the 3rd day of September 2024; 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 RESOLVED 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, 2024, and ending September 30, 2025, 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 2024, and ending the thirtieth day of September 2025.

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:

2024-2025 Budget

General Fund	$52,589,778
Tax I&S Fund	10,193,020
Water & Sewer Fund	35,011,333
Capital Recovery - Water	19,000
Capital Recovery - Sewer	33,000
Drainage Fund	1,635,862
EMS Fund	15,371,822
SEDC	16,668,840
Special Events Fund	55,000
PEG Fund	64,000
Hotel Occupancy Fund	208,722
Park Fund	100,000
Tree Mitigation	85,000
Roadway Impact Fee Area1	5,000
Roadway Impact Fee Area2	105,000
Roadway Impact Fee Area3	5,000
Roadway Impact Fee Area4	3,000
Library Fund	21,500
Historical Committee	14,250
Total:	$132,189,127

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 ON FIRST READING, the 20th day of August, 2024.

PASSED, APPROVED and ADOPTED ON SECOND READING, the 3rd day of September, 2024.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

ORDINANCE NO. 24-T-151

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 20th day of August 2024 and a second Public Hearing will held on the 3rd day of September 2024; 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 2024-25 budget as required by state law;

NOW THEREFORE, BE IT RESOLVED 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 2024, 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 0.76% and will raise taxes for maintenance and operations on a $100,000 home by approximately $0.20.

Section 4. There is hereby levied and assessed and there shall be collected for the tax year 2024 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Forty-Nine ($0.4900) 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 2024 as follows:

0.3326 for the purpose of maintenance and operation
0.1574 for the payment of principal and interest on debt
0.4900 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, 2024 and shall become delinquent after January 31, 2025. 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, 2025, 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 ON FIRST READING, the 20th day of August 2024.

PASSED, APPROVED, and ADOPTED ON SECOND READING, the 3rd day of September, 2024.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

CITY OF SCHERTZ, TEXAS
PROPOSED ANNUAL BUDGET

FISCAL YEAR 2024-25

OCTOBER 1, 2024 - SEPTEMBER 30, 2025



RALPH GUTIERREZ
MAYOR



TIFFANY GIBSON
COUNCILMEMBER
PLACE 4



MARK DAVIS
COUNCILMEMBER
PLACE 1



ROBERT WESTBROOK
COUNCILMEMBER
PLACE 5



MICHELLE WATSON
COUNCILMEMBER
PLACE 2



ALLISON HEYWARD
COUNCILMEMBER
PLACE 6



PAUL MACALUSO
COUNCILMEMBER
PLACE 3



TIM BROWN
COUNCILMEMBER
PLACE 7

PREPARED BY

STEVE WILLIAMS, CITY MANAGER
BRIAN C. JAMES, DEPUTY CITY MANAGER
SARAH GONZALEZ, ASSISTANT CITY MANAGER

JAMES P. WALTERS, FINANCE DIRECTOR
JESSICA DYCUS, ASSISTANT FINANCE DIRECTOR
MIKE WALKDEN, FINANCIAL ANALYST

OUR VISION

COMMUNITY. SERVICE. OPPORTUNITY.

OUR MISSION

LEADING, IMPROVING, AND SERVING A LIVABLE, SUSTAINABLE AND FINANCIALLY SOUND COMMUNITY

OUR CITY CORE VALUES

1. **DO THE RIGHT THING**
2. **DO THE BEST YOU CAN**
3. **TREAT OTHERS THE WAY YOU WANT TO BE TREATED**
4. **WORK COOPERATIVELTY AS A TEAM**

OUR GOALS



Sustainable Government



Safe and Livable Community



Infrastructure Investment



Sense of Community



Thriving Economy

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September 3, 2024

TO: The Honorable Mayor and Councilmembers
FROM: Steve Williams, City Manager
SUBJECT: Adopted Budget for Fiscal Year 2024-25

The proposed budget for FY 24-25 was filed with the City Secretary on August 2, 2024, in accordance with the requirements of the City Charter. Revenues in each of the funds meet or exceed proposed expenditures when utilizing excess reserves. There will be two public hearings for resident input on August 20, 2024, and September 3, 2024.

This budget makes significant strides in continuing the pursuit of the City's goals of 1) ensuring a competitive position with regards to Staff Compensation; 2) properly maintaining the City's Infrastructure, with a particular emphasis on Street Maintenance and Repair; 3) creating and implementing a comprehensive Capital Improvement Program (CIP); 4) increasing Staffing Levels to ensure excellent service; and 5) constructing new and/or remodeling City Facilities.

This is achieved by implementing an across-the-board salary increase of 3.5% for all departments based on the Bureau of Labor Statistics Employer Cost Index (ECI) for State and Local Government workers. The ECI measures wage and benefit costs across the country for state and local government jobs. As of June 30, 2024, the ECI showed a 5.1% increase; however, this budget includes a lower percentage to align with revenue projections. It will be implemented in October 2024 with the new budget and will increase individual salaries, as well as adjust the Grade and Step programs accordingly. In addition to the ECI, funding is included to continue the City's Step Program (4%) for public safety positions and a Merit (0-4%) for non-public safety positions, based on performance evaluation.

Street maintenance is a priority again this year. In FY 23-24, the City purchased a pothole truck, developed an online dashboard to monitor progress, and utilized $1,000,000 in excess fund balance to complete additional projects (on top of a base budget of $650,000). In FY 24-25, it is anticipated that all three will provide the necessary momentum to fully implement a more aggressive street maintenance program.

The construction of larger capital projects is included in the City's new comprehensive CIP. The CIP is the City's 10-year plan to ensure that current and future capital needs are identified, prioritized, have a construction timeline, and may be funded with projected resources. It includes water, sewer, streets, parks, facilities, and drainage projects that typically cost more than $250,000 and last for at least five years. They are funded with a variety of sources, such as bonds, grants, impact fees, and cash. The first year of the CIP is the Capital Budget for the upcoming fiscal year and it is adopted along with the Operating Budget.

In September of this year, the City will issue $20,000,000 in Certificates of Obligation (COs) to fund various streets projects throughout the City. Regarding past bond elections, in 2010, voters approved a bond package for the construction of additional baseball fields, a soccer complex, an animal adoption center, the relocation of a playscape, an indoor aquatic center, and infrastructure improvements to Main Street. Of the 2010 bonds, the only remaining project is for the Main Street improvements, which are scheduled to begin in October of 2024. In 2021, voters approved a bond package for the construction of Fire Station #4. These funds have been issued, the land has been purchased, and the project is currently in the design phase. Its projected opening date is in early calendar year 2026.

To address ongoing staffing needs, the following positions are included in the budget: an EMS Battalion Chief; 5 Water/Sewer Workers; and a Meter Technician. Also included is the reclassification of the EMS Supply Coordinator from a part-time to a full-time position and upgrading the Public Works Customer Service Representative to an Administrative Assistant.

The Guadalupe County Tax Assessor/Collector calculated the City's total combined taxable assessed value at $5,645,026,665. This is a 3.9% increase or $213,600,527 over last fiscal year. Slower development in FY 22-23 has resulted in less taxable value being added than in recent years. Nevertheless, development is accelerating with such projects as the Schertz Station retail center and its associated build-to-rent residential neighborhood, the construction of multiple warehouse/distribution centers, and the expansion of The Crossvine neighborhood. All of which will provide additional tax revenues.

The FY 24-25 Budget increases the current property tax rate to $0.4900 per $100 of assessed property valuation. The Maintenance & Operations (M&O) portion of the tax rate, which is dedicated for city operations, increases to $0.3326 from $0.3324, while the Interest & Sinking (I&S) portion, which pays the City's bonded indebtedness, increase to $0.1574 from $0.1548.

Sales taxes in the City of Schertz have experienced strong growth in the past few years averaging over 10% annual growth the past 3 years but have leveled off in FY 23-24. Historic long-term growth has been at 7% but is expected to be around 3.5% by year end September 2024. Staff has been keeping an eye on the economy and the Federal Reserve. The Federal Reserve has stated their desire to curb inflation and has taken frequent action to slow down the economy. Current inflation factors are showing a slowdown and with the Federal Reserve looking to decrease the rate and stimulate the economy during FY 24-25. This directly affects mortgage lending rates and could increase home purchasing once the rates are lowered. As such, while in FY 24-25 the City is expected to see 6% growth in sales tax revenue, staff will watch for potential changes in revenue growth and plan accordingly.

The City has an adopted goal of keeping a General Fund fund balance level of 26% of operating expenditures, and if over that target, must reduce the fund balance to 26% within five years. At this time, it is estimated the General Fund will have a fund balance equal to 31% of operating expenditures by the end of September 2024 and 25% at the end of September 2025. This is below the intended goal and staff will be charged to return the fund balance to 26% within one year.

I would like to thank all Department Heads for their assistance in the development of this document. Special thanks are due to the following people for their critical roles in the completion of this budget: Deputy City Manager Brian James, Assistant City Manager Sarah Gonzalez, and Finance Department staff Jessica Dycus, Mike Walkden, and Finance Director James Walters.

Lastly, I would like to thank the Mayor and City Council for your continued support and leadership. Together, we are providing vision and quality operations to the City while being good stewards of the resources our residents and businesses have provided.

Sincerely,
Steve Williams
City Manager

ORGANIZATIONAL CHART

City Council



Municipal Court Judge



City Manager
Steve Williams



City Secretary
Sheila Edmondson



Deputy City Manager
Brian James



EMS Chief
Jason Mabbitt



Assistant City Manager
Sarah Gonzalez



Economic Development
Scott Wayman



Police Chief
Jim Lowery



Parks & Recreation
Lauren Shrum



Planning & Community Development
Lesa Wood



Fire Chief
Greg Rodgers



Public Affairs
Linda Klepper



Public Works
Larry Busch

SCHERTZ
COMMUNITY ★ SERVICE ★ OPTIMISM



Human Resources
Jessica Kurz



Engineering
Kathy Woodlee

★ Council Appointed Officials ★

★ Executive Team ★

★ Directors ★



Finance
James Walters



Internal Services
Dawniecia L. Hardin Trussell



Library
Melissa Uhlhorn

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

GENERAL FUND

Revenue: Revenues for FY 2024-25 Budget are expected to increase 3.5% from the FY 2023-24 year-end estimate. The largest contributor to this increase will be from property and sales taxes.

Expenses: The overall FY 2024-25 Budget increased 3.1% from the FY 2023-24 year-end estimates. This includes wage increases of 3.5% across the board as well as a 2% merit for non-public safety and a step increase for public safety.

City Council
The Proposed FY 2024-25 Budget increases 4.1% from the FY 2023-24 year-end estimates for anticipated CPI increases.

City Manager
The FY 2024-25 Budget decreases 10.2% from the FY 2023-24 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

Municipal Court
The FY 2024-25 Budget increased 1.2% from FY 2023-24 year-end estimates for the proposed wage adjustments.

311 Customer Service
The FY 2024-25 Budget increases 2.0% from the FY 2023-24 year-end estimates caused by the wage adjustments with no other changes to operation.

Planning & Zoning
The FY 2024-25 Budget decreases by 2.1% from the FY 2023-24 year-end estimate. Increase in personnel expenditures is offset by less capital outlay.

Legal Services
The FY 2024-25 Budget is $20,000 lower then the FY 2023-24 year end estimate. The level of legal services used in FY 2023-24 is not expected to continue in FY 2024-25.

Economic Development
The FY 2024-25 Budget increased 14.9% from FY 2023-24 year-end estimates for the proposed ECI wage adjustments and additional contributions to the TIRZ.

City Secretary
The FY 2024-25 Budget increases 6.9% from the FY 2023-24 year-end estimate from the anticipated wage adjustments and full year funding of the Classification & Compensation Study implementation results.

Non-Departmental
The FY 2024-25 Budget increases 28.8% from the FY 2023-24 year-end estimate due to higher insurance policy rates and is offset by setting the contingency account to $180,000 total.

Public Affairs
The FY 2024-25 Budget increases 1.8% from the FY 2023-24 year-end estimates. The increase is caused by the anticipated wage adjustments.

Engineering
The FY 2024-25 Engineering Budget increased 16.4% from the FY 2023-24 year-end estimates for filling multiple position vacancies and planned wage increases.

Police
The fiscal year 2024-25 budget has experienced a decrease of 3.3% compared to the year-end estimates of fiscal year 2023-24. Within the fiscal year 2023-24, five (5) school resource officers were incorporated into the budget unfunded. We have added one position, but four still need to be funded. Upon the employment of these officers, an amendment will be made to the contract with Schertz-Cibolo-Universal City ISD, resulting in supplementary funds being allocated to the budget. The most significant reductions in the budget are attributable to capital outlay (-$950,801). Orders from previous fiscal years were delivered in FY 2023-24 resulting in higher-than-normal expenditures. The costs for vehicle replacement will remain consistent, with the police department scheduled to replace eight vehicles during fiscal year 2024-25.

Fire Rescue
The FY 2024-25 Budget will increase 8.8% from the FY 2023-24 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

Inspections
The FY 2024-25 Budget increases 12.4% from the FY 2023-24 year-end estimate with the anticipated wage adjustments.

Neighborhood Services
The FY 2024-25 Budget decreases 0.4% from the FY 2023-24 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

Streets
The FY 2024-25 Budget will decrease 1.6% from the FY 2023-24 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Overall repairs and maintenance 2024-25 budget has decreased from FY 2023-24 estimate back towards base budget.

Parks
The FY 2024-25 Budget will decrease 3.6% from the FY 2023-24 year-end estimate. Personnel increases from the anticipated wage adjustment is offset by fewer park improvements with the completion of existing projects.

Pools
The FY 2024-25 Budget increased 6.5% from FY 2023-24 year-end estimates for the proposed wage adjustments.

Event Facilities
The FY 2024-25 Budget will decrease 5.3% from the FY 2023-24 year-end estimate due to lower Capital Outlay costs in 2024-25.

Library
The Library FY 2024-25 Budget increases 4.4% from the FY 2023-24 year-end estimate with the anticipated wage increase.

Information Technology
The Information Technology FY 2024-25 Budget increases 12.2% from the FY 2023-24 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

Human Resources
The FY 2024-25 Budget will increase 1.2% from the FY 2023-24 year-end estimate with the anticipated wage increase.

Finance
The FY 2024-25 Budget will increase 8.6% from the FY 2023-24 year-end estimate. This increase is due to increased costs for services and goods. Also, with anticipated wage increase from Class and Comp study.

Purchasing & Asset Management
The FY 2024-25 Budget reflects an increase of 22% from the FY 2023-24 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

Fleet Services
The FY 2024-25 Budget will decrease 11.7% from the FY 2023-24 year-end estimate. Supplies and Equipment and Capital Outlay costs are lower for 2024-25 budget compared to estimated 2023-24 costs.

Facility Services
The FY 2024-25 Budget decreases 3.4% from the FY 2023-24 year-end estimates. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

City Assistance
The FY 2024-25 Budget will decrease $13,270 from the FY 2023-24 year-end estimate.

Court Restricted Funds
The FY 2024-25 Budget will increase $91,000 from the FY 2023-24 estimate to match the projected revenue for 2024-25.

Interest & Sinking Fund
Revenues: Revenues for FY 2024-25 Budget increased 9.5% from the FY 2023-24 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2024-25 Budget will increase 7.6% from the FY 2023-24 year-end estimate following the existing debt payment schedule.

Water & Sewer Fund
Revenue: Revenues for FY 2024-25 Budget are expected to increase 3.3% from the FY 2023-24 year-end estimate due to account growth and fee increases.

Expenses: The FY 2024-25 Budget increased 9.7% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Utility Billing
The FY 2024-25 Budget increases 13.6% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

Administration
The FY 2024-25 Budget will increase 1.9% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Capital Recovery Fund – Water
The FY 2024-25 Budget will be set at $19,000 for any professional services or studies that need to be completed.

Capital Recovery Fund - Sewer
The FY 2024-25 Budget will be set at $33,000 for any professional services or studies that need to be completed.

Drainage Fund
Revenue: The FY 2024-25 Budget increased 10.1% from the FY 2023-24 year-end estimate from anticipated service additions.

Expenses: The FY 2024-25 Budget will decrease 4.9% from the FY 2023-24 year-end estimate.

EMS Fund
Revenue: Revenues for FY 2024-25 Budget are expected to increase 13.6% from FY 2023-24 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2024-25 Budget will increase 8.0% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

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 2024-25 budget is projected to decrease by 2.9% from the FY 2023-24 year-end estimate. The decrease is due to the expected lowering of the Federal Funds Rate which the City's investment income closely follows, as well as having less funds invested overall.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2024-25 are projected to increase $15,874,880 to fund approved incentive payments and contributions to the City. The City contributions will go toward Lookout Road improvements and additional field lighting at the Schertz Soccer Complex. City Support Services increase from year end estimates to utilize the maximum allowed Marketing and Promotion dollars. 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 lighting additional fields at the Schertz Soccer Complex.

Special Events Fund
Revenue: Revenue budget has decreased, and it is now set at $55,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at $55,000 with no change in operations.

Public, Educational, and Governmental Access (PEG) Fund
Revenue: Revenues for FY 2024-25 Budget are expected to decrease by $19,417 from the FY 2023-24 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2024-25 Budget decreased to $64,000 with the continued implementation of the communication master plan.

Hotel Motel Tax Fund
Revenue: Revenue for FY 2024-25 Budget is expected to increase 5.4% from the FY 2023-24 year end estimates.

Expenses: The Hotel Motel Tax Fund FY 2024-25 Budget decreases 32.5% from FY 2023-24 year-end estimate. The change for this year expenses is caused by the sign replacement.

Park Fund
Revenue: The revenue for FY 2024-25 Budget is expected to be $154,750 in anticipation of a new development which will pay into the fund.

Expenses: The FY 2024-25 Budget is set at $100,000 to utilize incoming funds for park improvements.

Tree Mitigation
Revenue: The revenue for the FY 2024-25 Budget is expected to increase 36.9% from 2023-24 year-end estimate following the previous years' trends.

Expenses: The FY 2024-25 Budget increases 12.1% from FY 2023-24 year-end estimate for additional tree planting.

Roadway Impact Fee Area 1
The FY 2024-25 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 2024-25 Budget will be set at $105,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

Roadway Impact Fee Area 3
The FY 2024-25 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 2024-25 Budget will be set at $3,000 for any professional services or studies that need to be completed.

Library Fund
Revenues: Revenue for FY 2024-25 is expected to decrease $5,503 from the FY 2023-24 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2024-25 Budget will decrease $5,285 from the FY 2023-24 year-end estimate.

Historical Committee
Revenues: Revenue for FY 2024-25 will remain at the same funding allocation as FY 2023-24.

Expenses: The Historical Committee's FY 2024-25 Budget will increase slightly the FY 2023-24 estimate.

BUDGET PROCESS

STRATEGIC PLANNING

At the beginning of the budget process, the City Council, City Management and Department heads gather at a pre-budget retreat to discuss priorities and goals for the upcoming fiscal year budget.

REVENUE PROJECTION

The Finance Department staff develops revenue projections based upon trend analysis, anticipated changes in the local, state and national economies, and discussions with other departments. The revenue projection is used to determine the financial limitations for the development of the budget.

BUDGET DEVELOPMENT

The budget was developed based on zero base budgeting. Supplemental requests for capital items, new personnel, expanded services, or other items that do not fit within normal operating budgets are requested and justified separately. Upon completion of the proposed budget, department heads submit their budget request to the Finance Department for review, after which the budget is submitted to the City Manager for review and approval. The City Manager meets with his direct reports to discuss and adjust where needed.

BUDGET

The City Manager submits to the City Council a proposed operating budget City Councill meets for budget workshops to review the proposed budget and ensure it meets the priorities and goals set at the beginning of the budget process.

PUBLIC HEARINGS/BUDGET ADOPTION

Public hearings are held to inform the public about the proposed budget and tax rate and give citizens the opportunity to comment. The budget and tax rate take effect on October 1st.

FY 2024-2025
BUDGET CALENDAR

DATE	ACTION
March	Pre Budget Retreat
April	Budget Kickoff- go over instructions for preparing budget, calendar and process. Departments submit Year end projections to Finance for review and approval.
May	Departments submit base budget and fee schedules to Finance for review and approval
June	City Management reviews budgets and supplemental requests
July	Fee Schedule is presented to Council. Tax rate is reviewed by Finance and City Manager.
August	Budget Retreat, Budget workshop, and first public hearing on Budget & Tax Rate. The preliminary Tax rate is set.
September	Second public hearing and vote on budget & tax rate
October	New budget in effect

BUDGET STRUCTURE

GENERAL FUND
The City's primary governmental operating fund. Allocates property taxes, sales taxes, fees, fines and other revenue sources to provide basic City services, such as Police, Fire, Street Maintenance, Park Maintenance, Building Inspections, Support Services, and others. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes.

INTEREST & SINKING FUND
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.

ENTERPRISE FUNDS
Enterprise funds are used to account for governmental activities that are similar to those found in private businesses. The major revenue source for these enterprise funds is the rate revenue generated from the customers who receive the services provided. Expenses for these services are paid for through revenue generated from services provided.

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.

- CAPITAL RECOVERY WATER
  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 SEWER
  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.

EMERGENCY MEDICAL SERVICES (EMS)
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.

DRAINAGE
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.

SCHERTZ ECONOMIC DEVELOPMENT FUND
The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects.

BUDGET STRUCTURE

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

- **SPECIAL EVENTS**
  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.

- **PUBLIC, EDUCATIONAL, and GOVERNMENT (PEG) ACCESS FUND**
  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.

- **HOTEL/MOTEL TAX**
  Revenues for the Hotel/Motel Fund are derived from a 7% tax on rooms rented in the City. These revenues are used to support Schertz as a destination location.

- **PARK FUND**
  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.

- **TREE MITIGATION**
  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.

- **ROADWAY AREA 1-4**
  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.

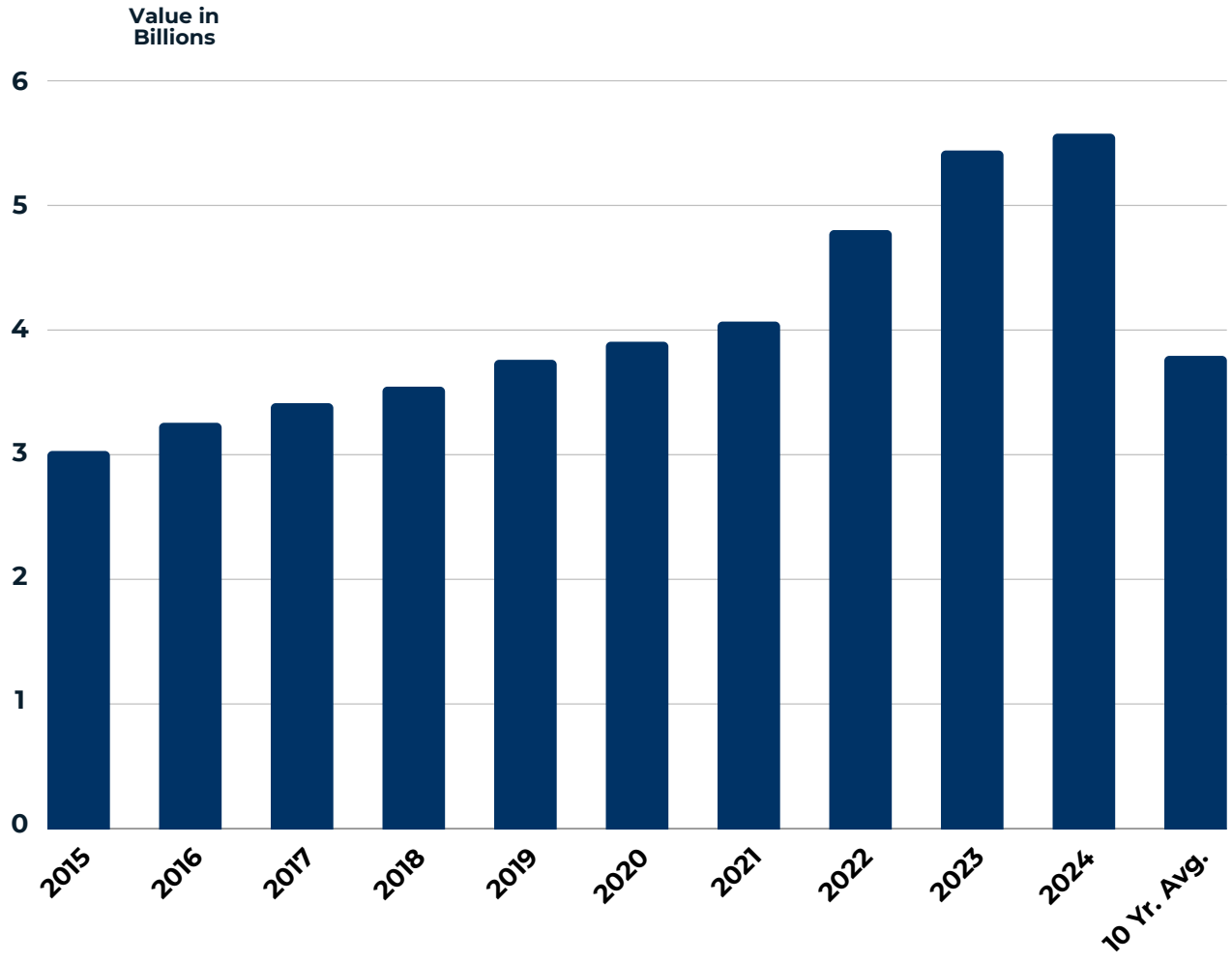
- **LIBRARY FUND**
  The purpose of the Library Advisory Board is to provide citizen input to the City of Schertz on Library policy and operation and to raise community awareness of the library and its services.

- **HISTORICAL COMMITTEE**
  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.

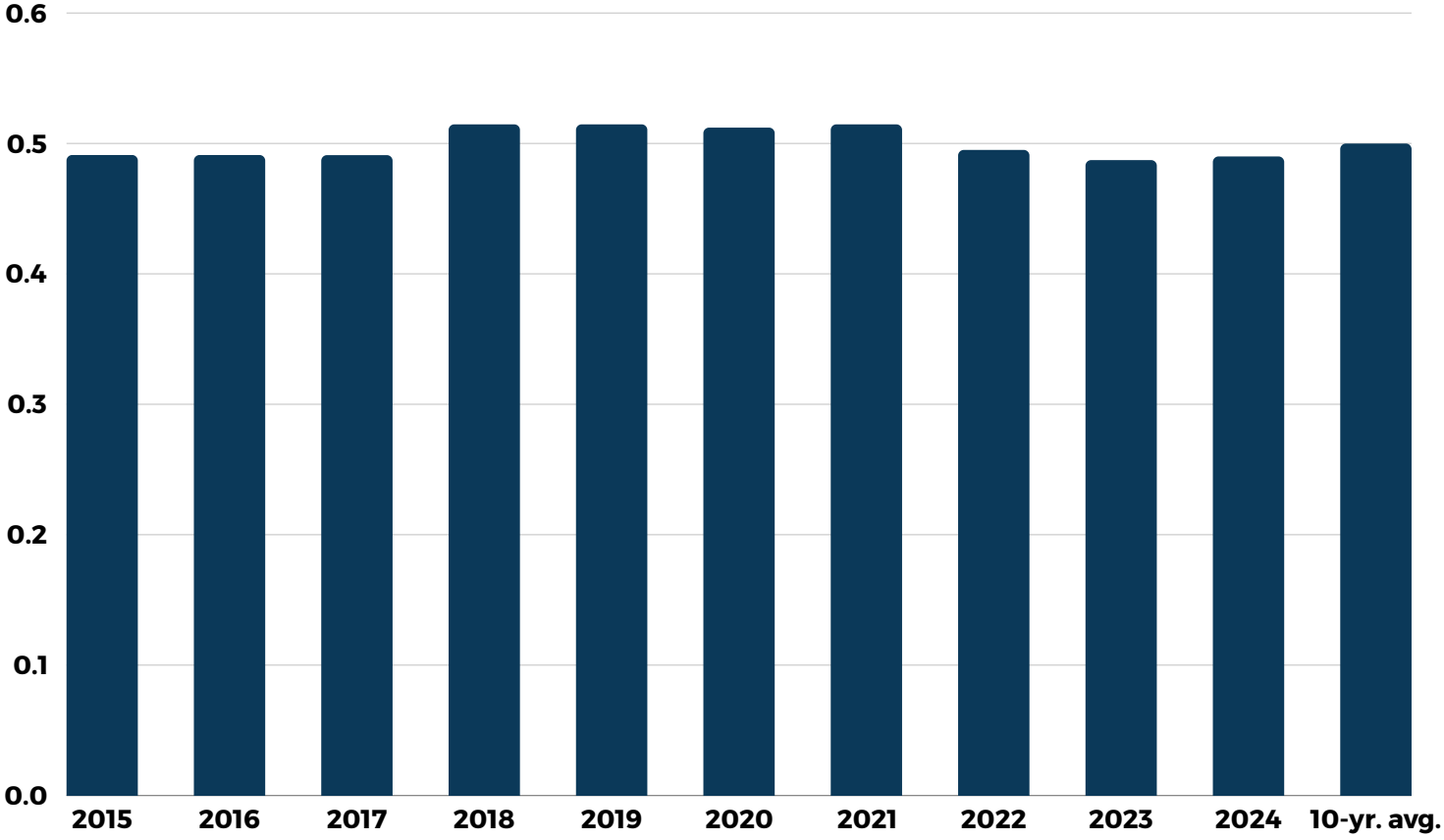
GENERAL FUND

TAX YEAR RATES AND PROPERTY EVALUATION		
YEAR	**RATE**	**TOTAL TAXABLE VALUATION**
2015	0.4911	$3,029,803,646
2016	0.4911	$3,255,978,906
2017	0.4910	$3,413,283,122
2018	0.5149	$3,545,808,786
2019	0.5146	$3,761,245,673
2020	0.5121	$3,906,217,828
2021	0.5121	$4,068,009,738
2022	0.4950	$4,802,195,802
2023	0.4872	$5,440,641,228
2024	0.4900	$5,575,749,725

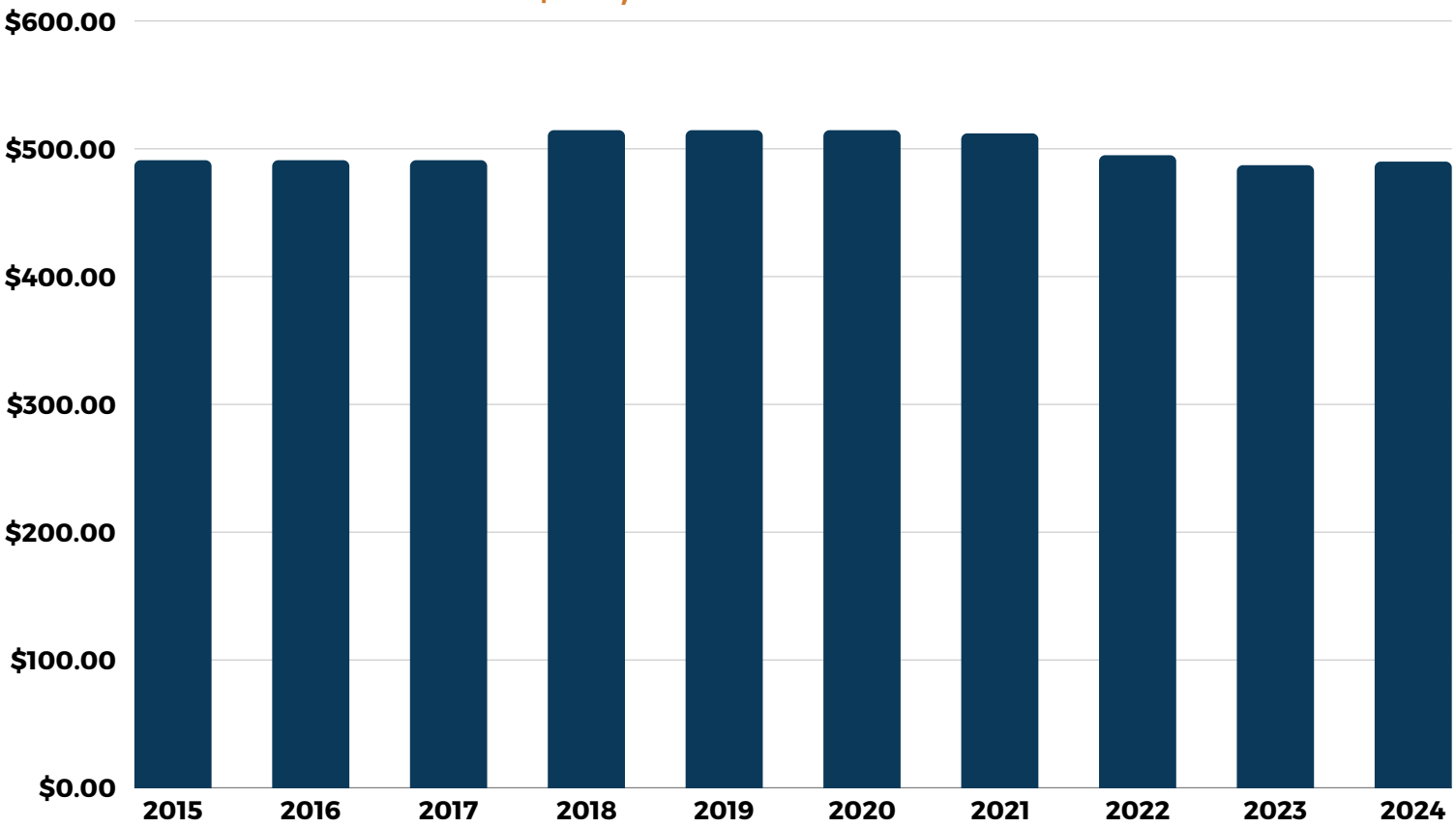
TAXABLE ASSESED PROPERTY VALUES



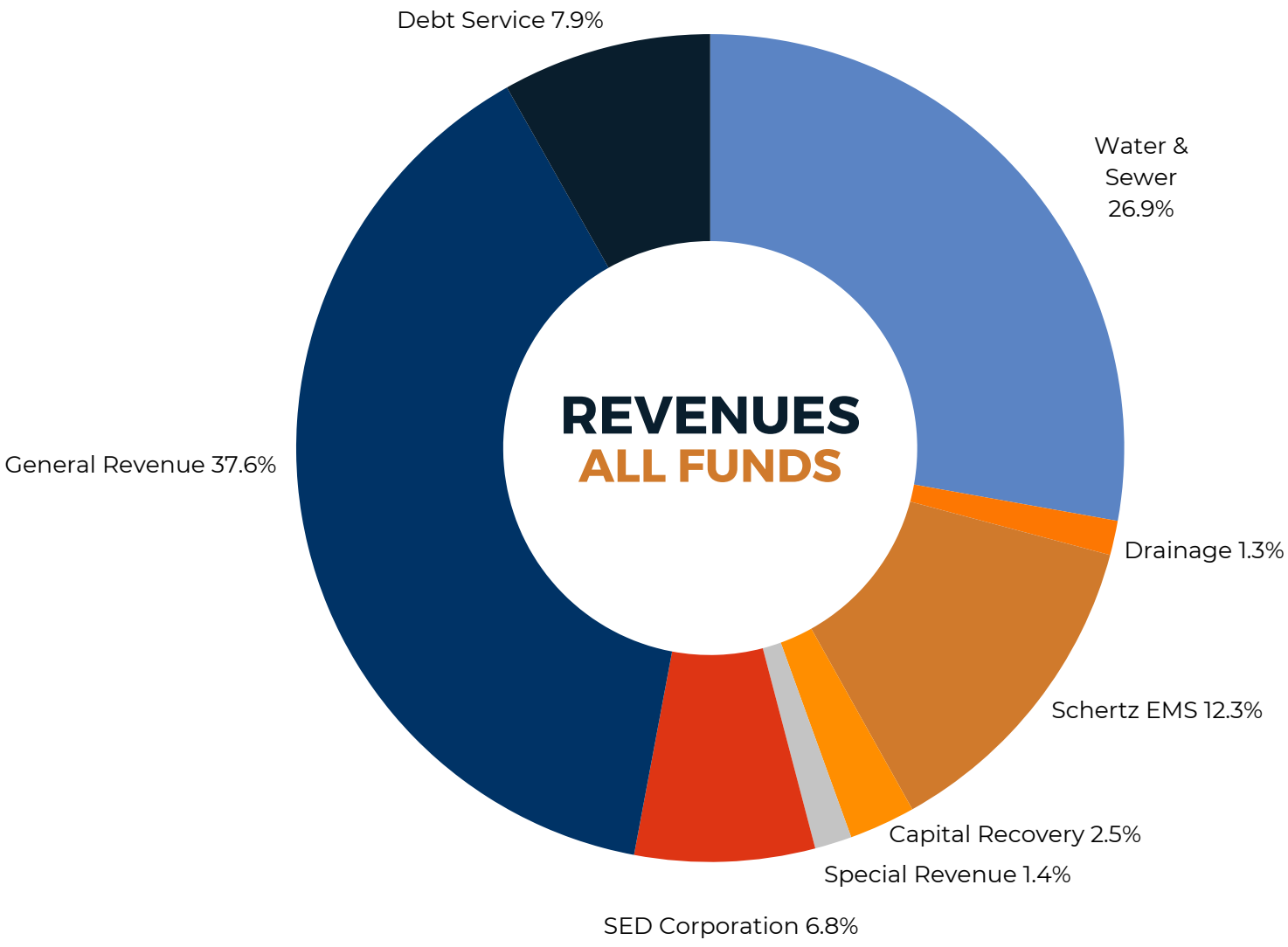
RATE PER HUNDRED VALUATION



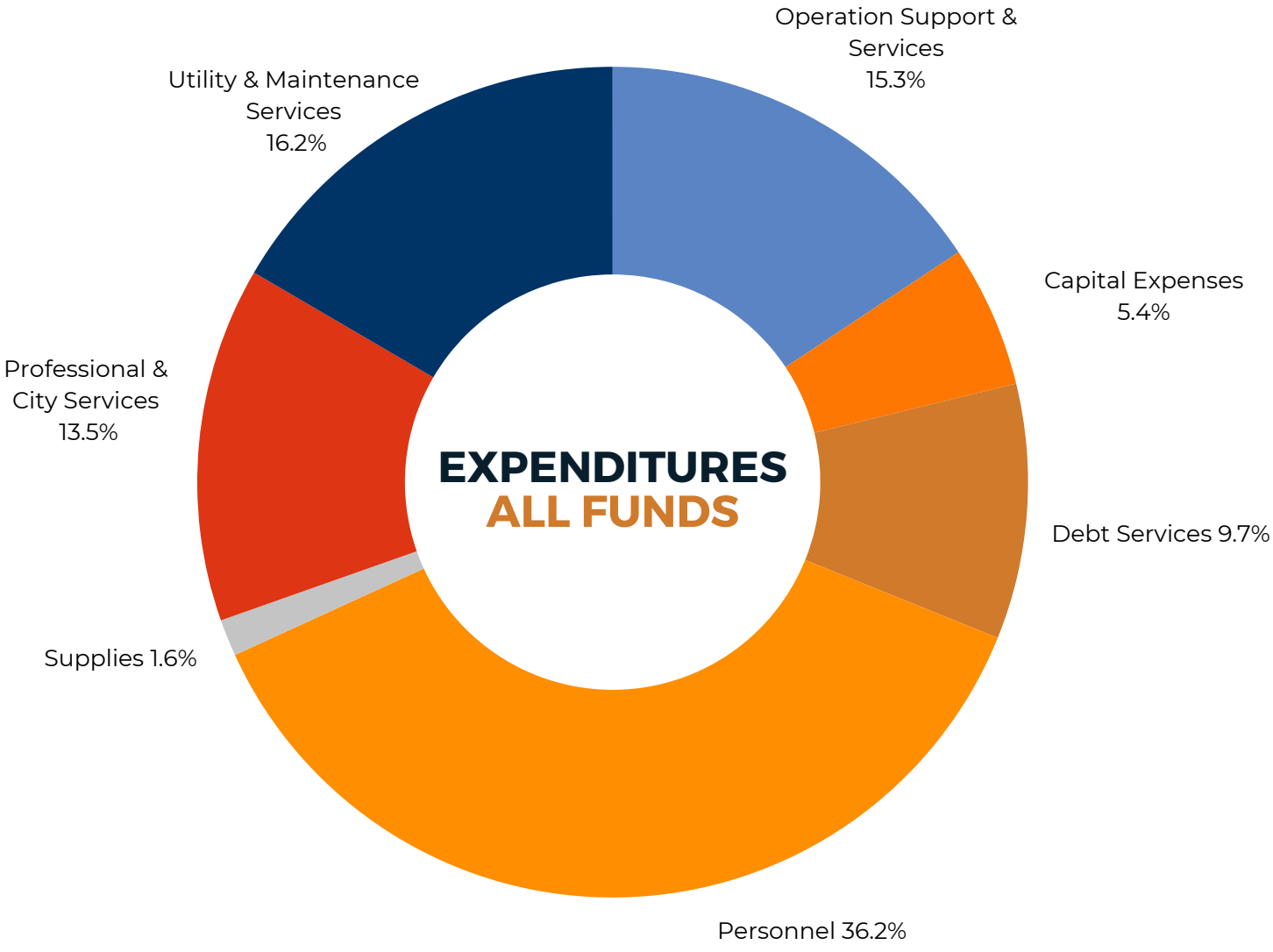
TAX ON $100,000 VALUATION BY YEAR



REVENUES - ALL FUNDS	
GENERAL REVENUE	$49,993,629
DEBT SERVICES	$9,710,920
WATER & SEWER	$32,860,415
DRAINAGE	$1,566,283
SCHERTZ EMS	$15,070,944
CAPITAL RECOVERY	$3,038,915
SPECIAL REVENUE	$1,671,000
HISTORICAL COMMITTEE	$14,250
SED CORPORATION	$8,343,000
TOTAL	**$122,269,356**

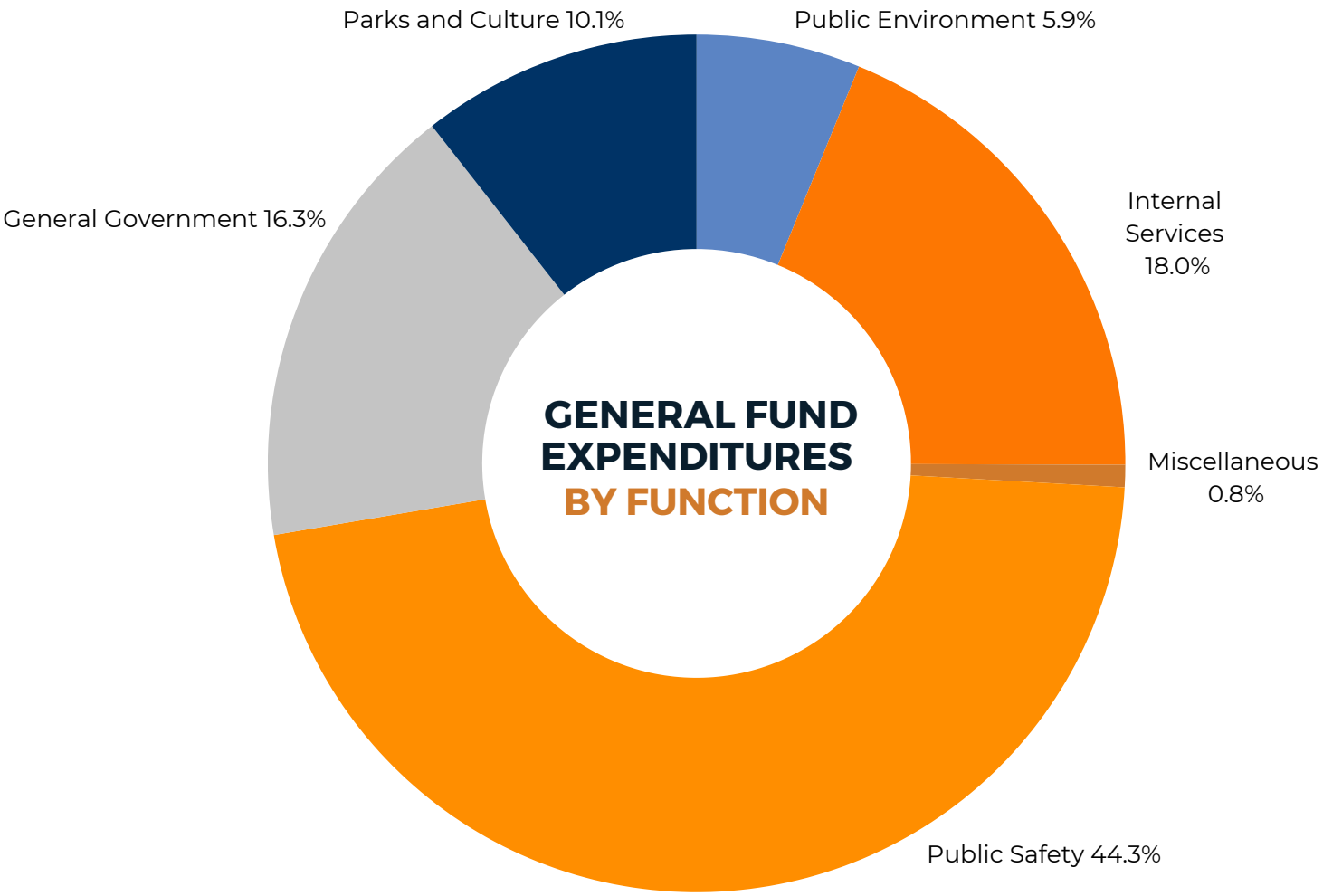


EXPENDITURES - ALL FUNDS	
DEBT SERVICE	$12,780,232
PERSONNEL	$47,816,225
SUPPLIES	$1,905,807
PROFESSIONAL & CITY SERVICES	$17,905,286
UTILITY & MAINTENANCE SERVICES	$21,439,444
OPERATION SUPPORT & SERVICES	$20,160,855
CAPITAL EXPENSE	$7,181,278
MISC/PROJECTS	$3,000,000
TOTAL	**$132,189,127**

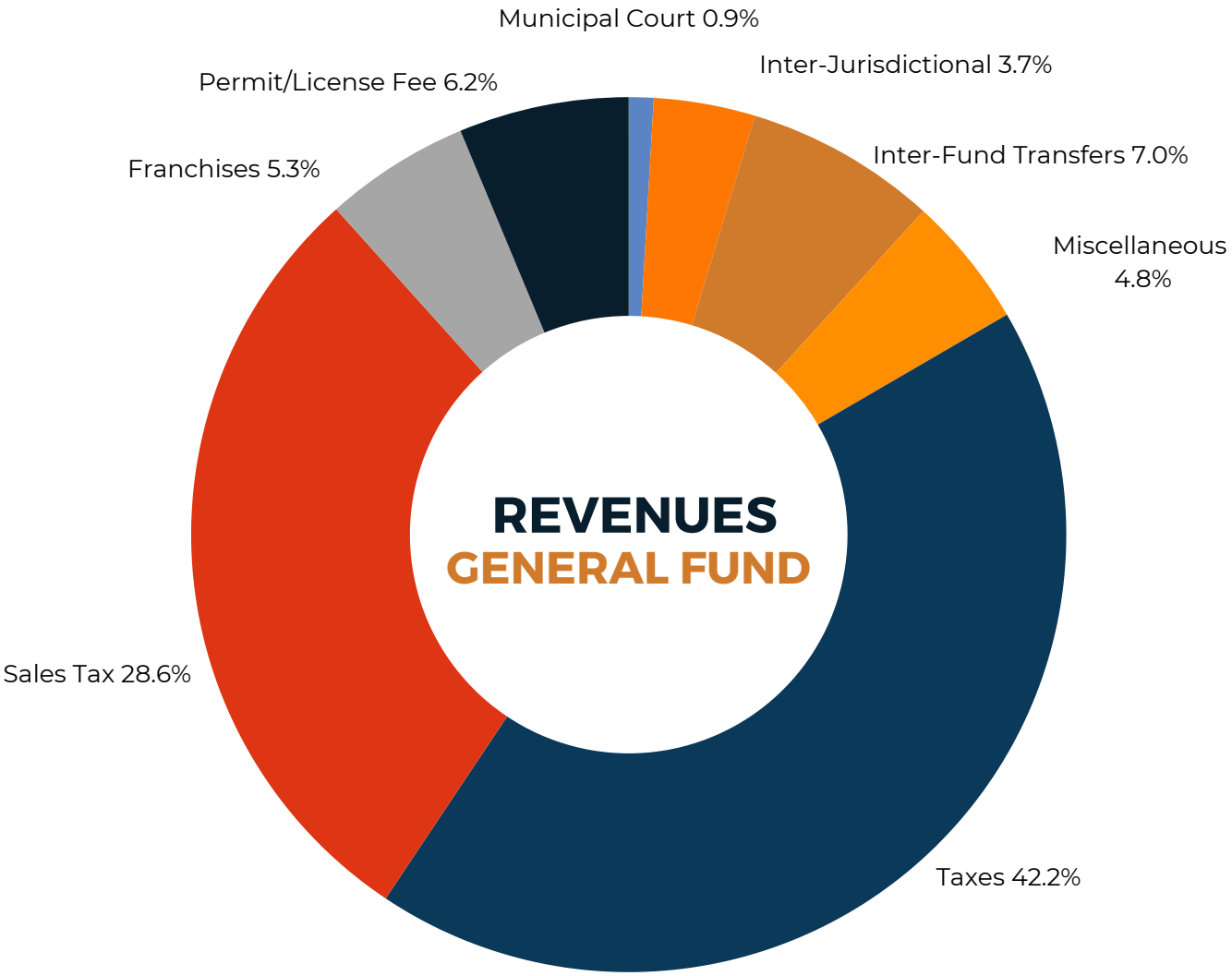


FUND BALANCE - ALL FUNDS				
	Estimated Beginning Balance 10/01/2024	**FY 2025 Adopted Revenues**	**FY 2025 Adopted Expenditures**	**Budgeted Ending Balance 09/30/2025**
GENERAL FUND	12,492,280	49,993,629	52,589,778	9,896,131
SPECIAL EVENTS	158,122	55,000	55,000	158,122
PUBLIC, Ed., & GOV. FUND	(770,686)	64,000	64,000	(770,686)
TAX I&S FUND	1,151,737	9,710,920	10,193,020	669,637
WATER & SEWER FUND	29,922,525	32,860,415	35,011,333	27,771,607
CAPITAL RECOVERY FUND	8,410,711	3,038,915	170,000	11,279,607
DRAINAGE FUND	484,896	1,566,283	1,635,862	415,317
EMS FUND	3,224,296	15,070,944	15,371,822	2,923,847
SEDC FUND	33,065,687	8,343,000	16,668,840	24,739,847
HOTEL TAX FUND	3,503,346	1,226,500	208,722	4,521,124
PARK FUND	(264,985)	154,750	100,000	(210,253)
TREE MITIGATION FUND	731,843	149,250	85,000	796,093
LIBRARY BOARD	71,653	21,500	21,500	71,653
HISTORICAL COMMITTEE	34,102	14,250	14,250	34,102
ALL FUNDS	92,215,527	122,269,356	132,189,127	82,295,756

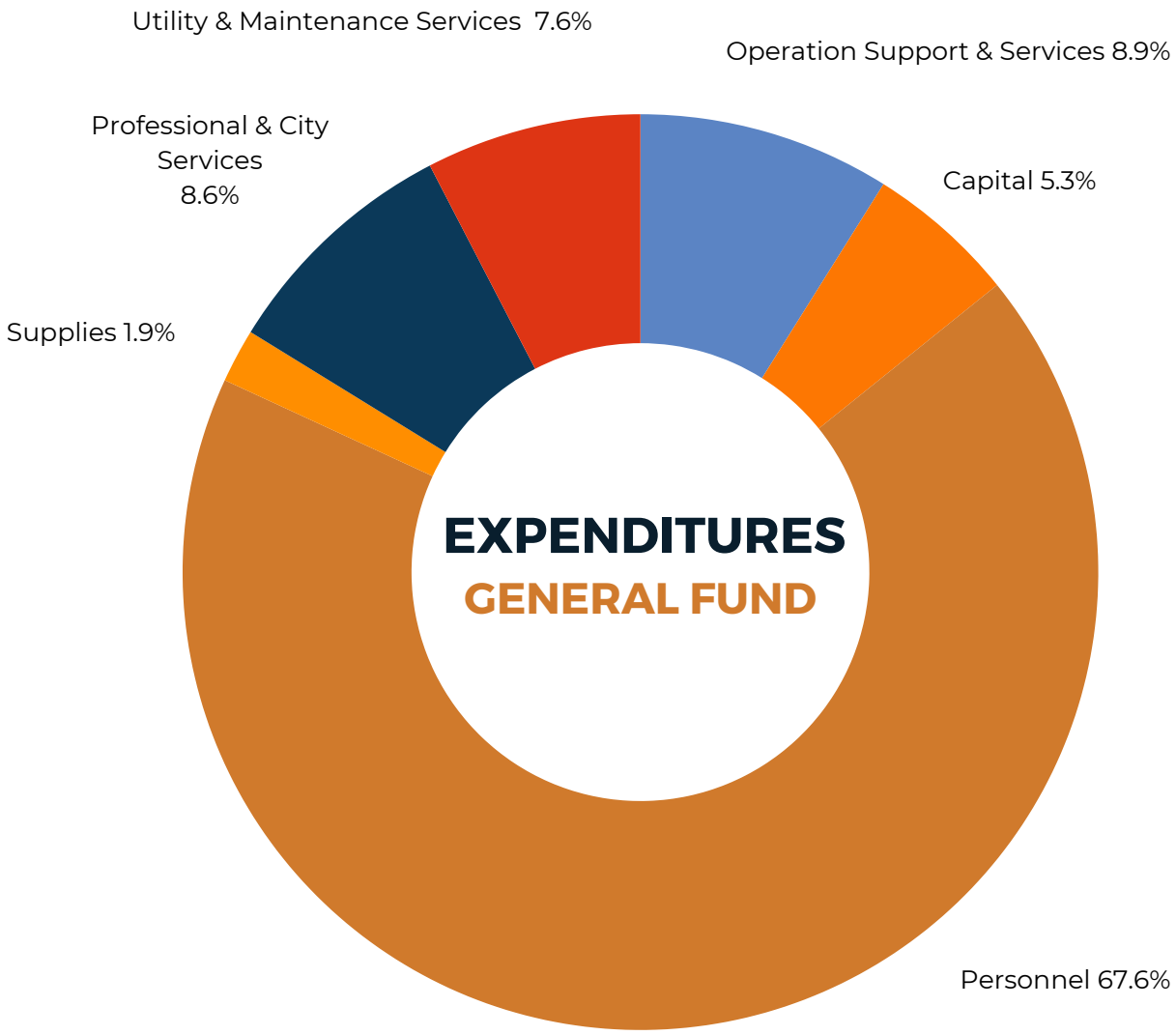
GENERAL FUND EXPENDITURES - BY FUNCTION	
PUBLIC SAFETY	$25,727,540
GENERAL GOVERNMENT	$8,562,138
PARKS & CULTURE	$5,293,690
PUBLIC ENVIRONMENT	$3,118,351
INTERNAL SERVICES	$9,472,393
MISCELLANEOUS EXPENSE	$415,666
TOTAL	**$52,589,778**



GENERAL FUND - REVENUES	
TAXES	$21,109,377
SALES TAX	$14,300,000
FRANCHISES	$2,630,000
PERMITS/LICENSE/FEES	$3,875,739
MUNICIPAL COURT	$360,440
INTER-JURISDICTIONAL	$1,843,533
INTER-FUND TRANSFERS	$3,485,520
MISCELLANEOUS INCOME	$2,389,202
TOTAL	**$49,993,629**



GENERAL FUND - EXPENDITURES	
PERSONNEL	$35,576,732
SUPPLIES	$1,001,407
PROFESSIONAL & CITY SERVICES	$4,537,735
UTILITY & MAINTENANCE SERVICES	$4,022,369
OPERATION SUPPORT & SERVICES	$4,667,375
CAPITAL EXPENSE	$2,784,160
TOTAL	**$52,589,778**



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, interest income and any other fees 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, like Police, Fire, Parks, Community Development, Library, and internal support services.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenues				
Taxes	$28,794,951	$32,627,390	$33,739,050	$35,321,377
Franchises	2,494,637	2,519,642	2,530,917	2,630,000
Permits & Licenses	2,203,972	2,077,758	2,500,092	2,065,700
Fees	1,862,071	1,983,071	2,208,969	2,006,139
Fines & Forfeitures	664,271	451,883	357,655	357,840
Inter-Jurisdictional	961,604	1,156,824	1,258,806	1,843,533
Fund Transfers	3,123,769	3,156,639	3,204,837	3,485,520
Investment Income	90,736	1,049,319	1,240,000	1,150,000
Miscellaneous	733,742	694,045	1,249,747	1,045,500
Total	*$40,929,754*	*$45,716,572*	*$48,290,072*	*$49,993,629*
Expenses				
General Government	$6,573,414	$6,791,423	$7,743,741	$8,562,138
Public Safety	18,633,808	20,320,040	25,115,903	25,727,540
Public Environment	1,926,603	2,278,233	3,169,207	3,118,351
Parks & Recreation	2,577,796	3,149,873	3,904,478	3,811,918
Cultural	1,144,684	1,277,826	1,416,603	1,481,722
Internal Service	7,169,922	7,859,785	9,094,317	9,472,393
Misc & Projects	2,218,615	1,138,805	587,936	415,666
Total	*$40,244,842*	*$42,815,984*	*$51,032,185*	*$52,589,778*
Change in Fund Balance	*$684,912*	*$2,900,588*	*-$2,730,113*	*-$2,596,149*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to increase 3.5% from the FY 2023-24 year-end estimate. The largest contributor to this increase will be from property and sales taxes.

Expenses: The overall FY 2024-25 Budget increased 3.1% from the FY 2023-24 year-end estimates. This includes wage increases of 3.5% across the board as well as a 2% merit for non-public safety and a step increase for public safety.

101 GENERAL FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
FINANCIAL SUMMARY				
REVENUE SUMMARY				
Taxes	32,627,390	35,018,000	33,739,050	35,409,397
Franchises	2,519,642	2,795,000	2,530,917	2,630,000
Permits & Licenses	2,077,758	1,428,420	2,500,092	2,065,700
Fees	1,983,521	1,702,160	2,208,969	2,006,139
Fines	451,884	405,980	357,655	357,840
Inter-jurisdictional	1,156,824	1,196,684	1,258,806	1,843,533
Inter-Fund Transfers	3,156,639	4,493,340	3,204,837	3,485,520
Investment Income	1,049,319	1,200,000	1,240,000	1,150,000
Miscellaneous	695,855	437,407	1,249,747	1,045,500
TOTAL REVENUES	45,718,832	48,676,991	48,290,072	49,993,629
EXPENDITURE SUMMARY				
GENERAL GOVERNMENT				
NONDEPARTMENTAL	2,570,624	2,033,527	1,769,303	2,276,771
CITY COUNCIL	119,977	151,565	133,658	136,639
CITY MANAGER	1,271,469	993,260	1,132,477	1,016,690
MUNICIPAL COURT	414,255	447,441	436,772	441,911
CUSTOMER RELATIONS-311	130,382	138,257	149,811	152,771
PLANNING & ZONING	339,309	450,686	447,066	437,608
LEGAL SERVICES	69,233	90,000	110,000	90,000
ECONOMIC DEVELOPMENT	-	1,548,032	1,500,897	1,724,639
CITY SECRETARY	199,000	267,971	252,750	270,115
PUBLIC AFFAIRS	612,058	674,787	636,504	648,161
ENGINEERING	1,059,905	1,371,896	1,174,723	1,366,833
TOTAL GENERAL GOVERNMENT	6,786,213	8,167,422	7,743,961	8,562,138
PUBLIC SAFETY				
POLICE	10,965,927	13,904,627	14,063,656	13,602,271
FIRE & RESCUE	7,756,540	8,385,016	9,195,191	10,085,401
INSPECTIONS	1,141,246	1,370,411	1,304,153	1,489,339
NEIGHBORHOOD SERVICES	456,325	528,388	552,902	550,529
TOTAL PUBLIC SAFETY	20,320,040	24,188,442	25,115,903	25,727,540

CITY OF SCHERTZ
OPERATING BUDGET
2024-25

101 GENERAL FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC ENVIRONMENT				
STREETS	2,278,233	3,373,851	3,169,207	3,118,351
TOTAL PUBLIC ENVIRONMENT	2,278,233	3,373,851	3,169,207	3,118,351
PARKS & RECREATION				
PARKS	2,064,223	2,384,461	2,604,342	2,502,218
POOLS	562,064	594,552	621,552	665,023
COMMUNITY/CIVIC CENTER	523,587	576,841	678,410	644,677
TOTAL PARKS & RECREATION	3,149,873	3,555,854	3,904,304	3,811,918
CULTURAL				
LIBRARY	1,277,826	1,386,218	1,416,603	1,481,772
TOTAL CULTURAL	1,277,826	1,386,218	1,416,603	1,481,772
INTERNAL SERVICE				
INFORMATION TECHNOLOGY	2,884,164	3,382,118	3,369,223	3,839,385
HUMAN RESOURCES	750,340	914,880	876,100	886,330
FINANCE	729,239	792,929	767,960	840,226
PURCHASING & ASSET MANAGEMENT	282,935	328,466	248,874	319,063
FLEET SERVICE	1,212,819	1,513,007	1,648,933	1,476,571
BUILDING MAINTENANCE	2,000,288	2,062,642	2,183,182	2,110,818
TOTAL INTERNAL SERVICE	7,859,785	8,994,042	9,094,272	9,472,393
MISCELLANEOUS				
PROJECTS	850,204	1,250,000	250,000	-
CITIZENS ASSISTANCE	288,081	317,666	335,936	322,666
COURT RESTRICTED FUNDS	521	10,000	2,000	93,000
TOTAL MISCELLANEOUS	1,138,805	1,577,666	587,936	415,666
TOTAL EXPENDITURES	42,810,774	51,243,495	51,032,185	52,589,778
OVER/UNDER	2,908,058	(2,566,504)	(2,742,113)	(2,596,149)
FUNDING FROM RESERVES	-	(1,288,503)	-	-
BEGINNING FUND BALANCE	12,326,335	15,234,393	15,234,393	12,492,280
ENDING FUND BALANCE	15,234,393	11,379,387	12,492,280	9,896,131

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Taxes					
101-101-411100	Advalorem Tax - Current	18,050,016	19,100,000	19,100,000	20,071,377
101-101-411110	Disable Veterans Assist Pymnt	1,179,232	1,500,000	868,704	800,000
101-101-411200	Advalorem Tax - Delinquent	95,933	50,000	50,000	50,000
101-101-411300	Advalorem Tax - P&I	115,961	100,000	125,000	100,000
101-101-411500	Sales Tax Revenue-General Fund	13,097,900	14,180,000	13,500,000	14,300,000
101-164-411600	Bingo Tax	11	-	13	20
101-164-411700	Mixed Beverage	88,336	88,000	95,333	88,000
Total Taxes		32,627,390	35,018,000	33,739,050	35,409,397
Franchises					
101-101-421200	Center Point/Entex Energy	148,373	145,000	150,000	151,000
101-101-421220	City Public Service	1,201,362	1,400,000	1,200,000	1,280,000
101-101-421240	Guadalupe Valley Elec Co-op	550,705	550,000	579,583	580,000
101-101-421250	New Braunfels Utilities	77,522	85,000	78,000	82,000
101-101-421300	Spectrum-State Franchise	294,763	290,000	280,000	288,000
101-101-421460	Direct TV Franchise Fee	21,916	30,000	22,000	24,000
101-101-421480	Other Telecom Franchise	48,036	100,000	22,000	25,000
101-101-421500	Solid Waste Franchise Fee	176,965	195,000	199,333	200,000
Total Franchises		2,519,642	2,795,000	2,530,917	2,630,000
Permits & Licenses					
101-258-431100	Home Occupation Permit	210	550	550	550
101-258-431101	Bldg Permit - Residential	234,038	320,000	450,000	350,000
101-258-431102	Bldg Permit - Commercial	942,738	350,000	1,125,000	800,000
101-258-431103	Bldg Permit - General	222,436	300,000	220,000	300,000
101-258-431104	Mobile Home Permit	325	400	675	400
101-258-431105	Signs Permit	6,918	5,500	7,200	5,500
101-258-431107	Plumbing Permit	97,177	90,000	115,000	95,000
101-258-431108	Electrical Permit	56,140	65,000	70,000	70,000
101-258-431109	Mechanical Permit	43,700	50,000	63,000	55,000
101-256-431110	Solicitor/Peddler Permit	3,050	2,800	3,000	3,000
101-256-431111	Animal/Pet Permit	100	250	250	250
101-258-431112	Certificate of Occupancy Permit	8,500	9,000	9,000	9,000
101-256-431113	Security Alarm Permit	32,352	35,800	37,917	38,000
101-173-431114	Grading/Clearing Permit	27,229	15,000	45,000	20,000
101-173-431115	Development Permit	274,578	75,000	200,000	200,000
101-257-431117	Fire Permit	26,698	30,000	75,000	40,000
101-164-431118	Alcohol Beverage License	7,290	9,000	8,500	9,000
101-258-431119	Mobile Home License	80	120	-	-
Total Permits & Licenses		1,983,558	1,358,420	2,430,092	1,995,700
Fees					
101-152-451000	Municipal Court Fines	334,351	300,000	250,000	250,000
101-152-451001	Texas Motor Carrier Fines	200	-	-	-

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
101-152-451002	CVE Out of Service	50	-	-	-
101-152-451003	Arrest Fee	9,631	9,600	7,500	15,000
101-152-451004	Expunction Fee	-	340	-	-
101-152-451005	Warrant Fees	42,209	36,000	38,000	36,000
101-152-451006	Officer Jury Fee	131	200	100	200
101-152-451008	Judicial Fee - City	235	240	237	240
101-152-451009	Traffic Fine Costs TTL	3,758	3,600	5,112	3,500
101-152-451010	Juvenile Court Fee	1,958	1,800	2,005	1,800
101-152-451011	Truancy Fees	9,675	9,600	6,500	6,500
101-152-451012	Local Municipal Jury Fund	188	200	200	200
101-152-451013	Technology Fund Fee	9,179	8,400	10,000	8,400
101-152-451014	Security Fee	10,461	9,000	8,000	9,000
101-152-451015	Time Payment Fee - City	3,681	3,000	4,000	3,000
101-152-451016	State Fines 10% Service Fee	20,055	18,000	20,000	18,000
101-152-451017	DPS Payment - Local	3,093	3,000	3,000	3,000
101-152-451018	Child Safety Fee	3,029	3,000	3,000	3,000
101-154-432000	Platting Fees	58,500	54,000	54,000	54,000
101-154-432007	Site Plan Fee	28,000	23,000	40,000	40,000
101-258-432008	Plan Check Fee	636,188	550,000	833,000	550,000
101-460-432009	Tree Mitigation Admin Fee	-	15,000	-	-
101-154-432011	BOA/Variance Fees	3,500	2,500	1,000	2,500
101-154-432014	Specific Use/Zone Chng Fee	32,100	26,450	40,000	40,000
101-154-432015	Zoning Ltr&Dev Rights	3,450	2,550	2,550	2,550
101-258-432010	Technology Fee	-	-	20,000	23,000
101-258-432016	Reinspection Fees	241,250	190,000	150,000	190,000
101-259-432017	Swim Pool Inspection Fee	3,630	2,900	2,900	3,000
101-259-431106	Food Establishment Permit	94,200	70,000	70,000	70,000
101-259-432018	Lot Abatement	8,533	6,500	20,000	10,000
101-258-432019	Admin Fee-Inspections	5,900	5,000	4,000	5,000
101-259-432020	Foster Care	-	500	500	500

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Fees continued					
101-460-432021	Pool Gate Admission Fee	29,963	22,000	22,000	28,000
101-460-432022	Seasonal Pool Pass Fee	6,430	6,000	6,000	6,000
101-460-432035	Senior Center Memberships	26,997	23,000	25,000	25,000
101-460-432037	Senior Center Meal Fee	36,013	25,000	45,000	40,000
101-257-432046	Fire Re-inspection Fee	445	-	400	300
101-872-432058	Sale of Merchandise-Gov Deals	125,281	60,000	150,000	150,000
101-464-432069	Civic Center Rental Fees	249,392	250,000	301,252	346,440
101-464-432064	Civic Center Ancillary Fees	(450)	-	-	-
101-464-432065	North Center Rental Fees	37,306	30,000	30,875	35,506
101-464-432067	Senior Center Rental	8,400	8,400	7,000	8,400
101-464-432068	Community Center Rental Fees	47,606	43,000	48,820	56,143
101-460-432073	Pavilion Rental Fees	27,995	25,000	26,000	26,000
101-460-432074	Equipment Rentals-Parks	55	100	200	200
101-460-432075	Chamber of Commerce Rent	7,800	7,800	11,000	7,800
101-460-432076	Non-Resident SYSA League	10,420	10,000	13,440	12,000
101-464-432077	Cancellation Fees-Event Rental	5,850	3,500	2,265	2,500
101-460-432078	Nonresident User Fee- BVYA	7,510	7,000	7,490	7,000
101-460-432079	BVYA Utility Reimbursement	18,692	15,000	18,000	15,000
101-460-432080	SYSA Utility Reimbursement	7,717	7,500	7,500	7,500
101-460-432081	Lions Futbol Utility Reimbursement	17,540	15,000	15,000	15,000
101-460-432082	Recreation Programs	17,689	10,000	53,000	46,000
101-460-432083	Rec Prgrm-Kickball Leagues	1,625	3,000	5,000	11,000
101-256-432084	Vehicle Impoundment	11,901	12,300	13,000	12,300
101-101-432089	NSF Check Fee	75	-	-	-
101-101-432088	Notary Fee	42	60	50	50
101-256-432062	Animal Adoption Fee	13,522	11,100	12,000	11,100
101-256-432061	Pet Impoundment Fee	10,227	12,000	10,000	12,000
101-256-432029	Police Reports Fee	5,296	5,000	5,417	5,250
Total Fees		2,298,474	1,966,140	2,431,314	2,234,879
Fines					
101-665-432059	Library Fines	12,477	11,000	12,500	5,600
Total Fines		12,477	11,000	12,500	5,600

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Inter-Jurisdictional					
101-257-473100	Bexar Co - Fire	-	21,077	21,077	21,000
101-257-473101	City of Seguin-Fire Contract	40,547	30,107	37,245	30,000
101-665-473102	Guadalupe Co-Library	217,152	220,000	228,010	228,010
101-665-473104	Library Services-Cibolo	40,000	40,000	40,000	40,000
101-665-473105	Library Services-Selma	25,275	23,000	24,630	24,000
101-256-473108	Dispatch Service-Cibolo	160,000	160,000	160,000	493,023
101-256-473109	School Crossing Guard-Bexar Co	45,333	40,000	48,000	50,000
101-256-473110	School Cross Guard-Guadalupe C	48,157	48,000	49,000	50,000
101-256-473111	School Crossing Guards - Comal	15,405	10,000	16,137	20,000
101-256-473112	School Officer Funding	527,455	567,000	597,207	850,000
101-256-473113	Crime Victim Liaison Agreement	37,500	37,500	37,500	37,500
Total Inter-Jurisdictional		1,156,824	1,196,684	1,258,806	1,843,533
Fund Transfers					
101-101-480700	Indirect Costs -EMS	216,994	221,334	221,334	232,400
101-101-480701	Indirect Costs -Hotel	69,915	80,265	80,265	82,976
101-101-480002	Transfer from Reserves	-	1,288,503	-	-
101-101-480705	Interfund Charge-Drainage-5%	320,073	265,625	265,625	275,000
101-101-480703	Interfund Charges - Water	1,493,620	1,540,372	1,540,372	1,585,628
101-101-480202	Transfer In - W&S	-	4,000	4,000	4,000
101-101-480203	Transfer In - EMS	-	4,000	4,000	4,000
101-101-480204	Transfer In - Drainage	-	1,000	1,000	1,000
101-101-480706	Interfund Charges-Fleet	513,816	541,358	541,358	691,436
101-101-480702	Interfund Charges-4B	542,221	546,883	546,883	609,080
Total Fund Transfers		3,156,639	4,493,340	3,204,837	3,485,520

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Miscellaneous					
101-101-491000	Interest Earned	145,760	200,000	140,000	150,000
101-101-491200	Investment Income	894,187	1,000,000	1,100,000	1,000,000
101-101-491302	Unrealized Gain/Loss-CapOne	9,373	-	-	-
101-101-497002	Donations-Others	375	-	300	-
101-665-497002	Donations-Public Library	1,976	5,000	5,000	5,000
101-256-497004	Donations-Animal Control	1,795	5,000	2,000	5,000
101-256-497016	Grants-Police, Fire, Gen Fund	-	-	800	-
101-460-497008	Donations-Senior Center	2,314	1,000	800	800
101-257-497002	Donation-Fire Rescue	150	-	-	-
101-460-497003	Donation - Veteran's Memorial	1,575	3,000	1,200	1,500
101-460-432001	July 4th Activities	34,050	28,000	20,000	28,000
101-460-432003	Proceeds-Holidazzle	16,070	14,000	11,010	11,000
101-460-432004	Moving on Main	12,000	8,500	9,800	-
101-460-432005	Music, Movies in the Park	8,000	8,000	8,000	8,000
101-460-432006	Cornhole League	2,260	2,000	-	-
101-256-497015	LawEnforcemtOfficersStnd&	4,107	4,107	10,792	10,000
101-460-432012	Mobile Stage Rental Fees	3,100	1,500	-	1,500
101-101-497000	Misc Income-Gen Fund	(5,984)	60,000	60,000	60,000
101-170-432013	Schertz Magazine Advertising	126,194	125,000	125,000	125,000
101-256-497021	Misc Income-Police	6,359	9,000	22,000	9,000
101-665-497000	Misc Income-Library	4,980	6,000	5,000	4,800
101-665-432060	Misc Income-Library Copier	18,790	16,000	19,000	20,000
101-256-497024	Misc Income-Animal Control	1,110	800	900	800
101-359-497000	Misc Income-Streets Dept	37,585	40,000	35,000	40,000
101-460-497000	Misc Income-Parks	408	-	400	-
101-101-497025	Misc Income-TML Ins. Claims	61,595	30,000	55,000	50,000
101-101-497026	Misc Income-TML WC Reimbursmnt	7,829	10,000	20,000	15,000
101-101-497027	Misc Income-Vending Mach	2,556	2,500	2,550	2,600
101-152-497000	Misc Income-Muni Court	400	-	5	-
101-101-497031	Reimbursmnt-Gen Fund	-	20,000	-	-
101-256-497029	Reimbursmt Police OT-DEA	17,699	33,000	20,000	33,000
101-257-497030	Reimburmnt Fire-Emg Acti-OT	539,697	200,000	1,000,000	800,000
101-665-497033	Reimbursement - Library	7,520	8,000	8,000	8,000
Total Miscellaneous		1,963,829	1,840,407	2,682,557	2,389,000
TOTAL REVENUES		45,718,832	48,678,991	48,290,072	49,993,629

DEPARTMENT: 101 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

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	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Supplies and Equipment	$9,148	$9,486	$9,750	$9,000
City Support Services	858,294	1,210,482	303,333	280,000
Utility Services	3,065	0	0	0
Operating Expenses	1,239,330	1,241,253	1,386,474	1,942,853
Fund Charges/Transfers	30,945	19,189	27,757	28,818
Capital Outlay	0	90,215	28,473	0
Total	*$2,140,783*	*$2,570,624*	*$1,755,788*	*$2,260,671*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 28.8% from the FY 2023-24 year-end estimate due to higher insurance policy rates and is offset by setting the contingency account to $180,000 total.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
NONDEPARTMENTAL					
City Support Services					
101-101-532000	County Appraisal District	280,016	280,000	303,333	280,000
101-101-534005	City Insurance-Commercial	341,582	390,000	405,000	450,000
101-101-534011	Contingencies	(19,439)	23,116	-	180,000
101-101-534013	Contingencies-Personnel	-	300,000	-	300,000
Total City Support Services		602,159	993,116	708,333	1,210,000
Utility Services					
101-101-533200	Electric Utility Services	-	-	-	-
TOTAL Utility Services		-	-	-	-
Operations Support					
101-101-521702	Postage	9,486	9,000	9,750	9,000
101-101-534021	Equipment Maint - Copiers	124,525	120,000	130,000	130,000
101-101-534017	Electronic Filing Services	3,693	4,500	4,875	4,500
Total Operations Support		137,704	133,500	144,625	143,500
City Assistance					
101-101-534046	Emergency Medical Services	725,514	770,949	770,949	791,273
101-101-532005	Main Street Local Program	25,289	-	-	-
101-101-532008	Tax Reimbursements/Abatements	905,177	-	-	-
Total City Assistance		1,655,981	770,949	770,949	791,273
Professional Services					
101-101-534052	State/County Admin Fees	35	100	100	100
101-101-534057	Misc Bank Charges	1,016	980	800	980
101-101-534015	Credit Card Service Fee	60,284	95,000	65,000	75,000
101-101-534016	Credit Cards Fees - AMEX	4,043	12,000	9,750	11,000
Total Professional Services		65,377	108,080	75,650	87,080

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Fund Charges/Transfers					
101-101-548008	Transfer Out	9,881	-	-	-
101-101-548018	Transfer Out- Special Events	147	-	-	-
101-101-548011	Transfer Out - Drainage	-	17,222	17,222	18,283
101-101-548015	Transfer Out - Hist. Committee	9,161	10,535	10,535	10,535
Total Transfers		19,189	27,757	27,757	28,818
Capital Outlay					
101-101-581008	Land Purchase	90,215	-	28,473	-
Total Capital Outlay		90,215	-	28,473	-
TOTAL NONDEPARTMENTAL		2,570,624	2,033,402	1,755,788	2,260,671

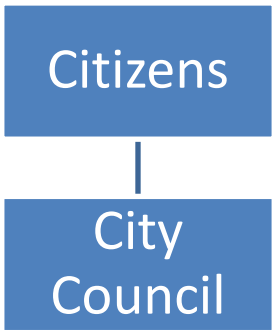
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of ordinances passed	41	40	150	45
Number of resolutions passed	140	140	130	130
Requests for Information	11	11	11	10
Number of Council Meetings	40	40	25	25
Requests for Agenda Items	7	7	10	10
Council on the Go Meetings	1	1	0	0
Council HOA Presidents Meeting	1	1	0	0

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Meeting Attendance rate	95	95	98	98

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel	$58,188	$65,991	$69,908	$71,839
Supplies and Equipment	303	322	1,500	1,000
Operating Expenses	40,053	53,664	73,250	77,800
Professional Services	2,150	0	2,000	2,000
Total	*$100,695*	*$119,977*	*$146,658*	*$152,639*

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2024-25 Budget increases 4.1% from the FY 2023-24 year-end estimates for anticipated CPI increases.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
CITY COUNCIL					
Personnel Services					
101-150-511110	Regular	26,989	32,189	31,000	30,319
101-150-511240	Allowances	10,705	12,089	11,597	11,519
101-150-511310	FICA-Employer	2,907	3,387	3,387	3,201
Total Personnel Services		40,601	47,665	45,984	45,039
Supplies					
101-150-521000	Operating Supplies	-	250	250	1,000
101-150-521100	Office Supplies	322	1,250	1,250	-
Total Supplies		322	1,500	1,500	1,000
City Support Services					
101-150-534049	City Elections	46,775	50,000	50,000	50,000
101-150-534007	Special Events	6,846	10,000	10,000	11,650
Total City Support Services		53,621	60,000	60,000	61,650
Operations Support					
101-150-534027	Memberships-City Use	-	-	13,000	16,000
101-150-534029	Printing & Binding	43	250	250	150
Total Operations Support		43	250	13,250	16,150

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-150-511606	Uniforms	353	400	424	1,800
101-150-511607	Awards	-	1,500	1,500	-
101-150-511610	Memberships	12,944	13,000	1,000	-
101-150-511611	Publications	-	-	-	-
101-150-511612	Training/Travel	12,093	17,250	21,000	25,000
Total Staff Support		25,390	32,150	23,924	26,800
Professional Services					
101-150-541017	Other Consl/Prof Services	-	10,000	2,000	2,000
Total Professional Services		-	10,000	2,000	2,000
TOTAL CITY COUNCIL		119,977	151,565	146,658	152,639

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Manager serves under the policy direction of the City Council and provides the leadership for implementation of the City Council's policies to ensure residents, businesses, and visitors receive exceptional City services and that Schertz maintains a high quality of life. The City Manager's Office facilitates the coordination and implementation of City Council policy direction, provides administration of the organization, and develops methods for the effective and efficient delivery of services to the community.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Fiscally Sustainable
  - Oversee the management of the City budget.
- Operational Value: Systems Management
  - Develop strategic plans and systems to meet the many diverse needs of the community.
  - Develop management systems for efficient and effective use of resources.
- Operational Value: Proactive
  - Respond effectively and timely to City Council requests.
- Operational Value: Service Oriented
  - Oversee special projects and studies commissioned by City Council.
  - Formulate and submit recommended actions concerning policy issues to City Council.
- Operational Value: Engaged Workforce
  - Recruit, retain, and develop talented staff.

Project Focus for FY 2024-25

- Cultivate positive work environment with autonomy, mastery, and purpose.
- Uphold the values as outlined in the Strategic Plan.

ORGANIZATIONAL CHART



CITY MANAGER	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
City Manager	1	1	1	1
Deputy City Manager	0	0	1	1
Assistant City Manager	2	2	1	1
Assistant to the City Manager	1	1	0	0
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	5	5	4	4

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel	$1,281,854	$1,268,219	$1,129,517	$1,013,260
Supplies and Equipment	1,192	1,464	1,000	1,470
Operating Expenses	1,333	1,786	1,960	1,960
Professional Services	13,641	0	0	0
Capital Outlay	43,537	0	0	0
Total	*$1,341,557*	*$1,271,469*	*$1,132,477*	*$1,016,690*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases 10.2% from the FY 2023-24 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
CITY MANAGER					
Personnel Services					
101-151-511110	Regular	902,513	676,480	735,124	699,353
101-151-511120	Overtime	2,328	283	1,500	347
101-151-511210	Longevity	5,170	4,524	5,601	4,574
101-151-511230	Certification Allowance	1,180	650	350	-
101-151-511240	Allowances	8,462	14,554	22,124	21,448
101-151-511310	FICA - Employer	63,139	52,151	58,499	53,862
101-151-511350	TMRS-Employer	150,860	116,329	128,546	121,961
101-151-511410	Health-Employer	106,067	80,834	129,013	67,653
101-151-511500	Workers' Compensation	2,260	1,120	2,677	1,157
Total Personnel Services		1,241,979	946,925	1,083,434	970,355
Supplies					
101-151-521100	Office Supplies	1,437	1,470	1,000	1,470
101-151-521300	Motor Vehicle Supplies	27	-	-	-
Total Supplies		1,464	1,470	1,000	1,470
City Support Services					
101-151-534007	Special Events	1,786	2,344	1,960	1,960
Total City Support Services		1,786	2,344	1,960	1,960

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-151-511606	Uniforms	1,836	616	1,000	1,000
101-151-511609	Employee Recognition	2,913	4,900	1,733	4,900
101-151-511610	Memberships	4,520	4,200	4,800	4,200
101-151-511611	Publications	497	695	750	695
101-151-511612	Training/Travel	13,354	13,270	19,000	13,270
101-151-511614	Meeting Expenses	3,121	18,840	18,800	18,840
Total Staff Support		26,241	42,521	46,083	42,905
TOTAL CITY MANAGER		1,271,469	993,260	1,132,477	1,016,690

DEPARTMENT: 152 MUNICIPAL COURT
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

The staff of the 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 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, driver's safety course and alcohol violations to the Texas Department of Public Safety. They also assist the Warrant Department 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.

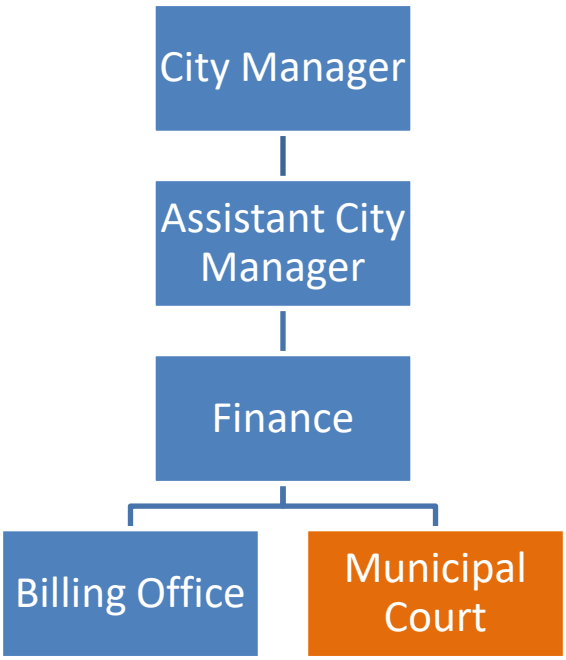
Strategic Plan Emphasis

- Policy Value: Essential Services
  - Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
  - Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Policy Value: Attractive Community
  - Relocate court session from city hall to council chambers.

Project focus for FY2024-25

- Implement the use of new technology and other innovative practices to maintain efficiency and security.
- Implement Youth Diversion Plan to allow a child the opportunity to complete a plan with realistic and reasonable terms so the child is not formally criminal charged.
- Reclassification of positions within the department for changes in assigned responsibilities.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Court Administrator	1	1	1	1
Senior Deputy Court Clerk	1	1	1	1
Deputy Court Clerk	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Traffic Citations Filed	3,290	1,794	1,327	900
State Law Citations Filed	1,003	600	450	300
Municipal Ordinances Filed	270	195	126	60

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cases Disposed	2,485	2,080	1,675	1,270
Charges Processed per Clerk	827	693	453	215

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cases Disposed per Clerk	33%	33%	33%	33%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$323,061	$349,992	$363,272	$366,251
Supplies and Equipment	3,152	1,428	1,500	1,500
Operating Expenses	2,063	1,752	3,500	5,660
Professional Services	41,404	59,061	66,000	66,000
Repair and Maintenance	2,714	2,022	2,500	2,500
Total	*$372,394*	*$414,254*	*$436,772*	*$441,911*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increased 1.2% from FY 2023-24 year-end estimates for the proposed wage adjustments.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
MUNICIPAL COURT					
Personnel Services					
101-152-511110	Regular	223,543	237,588	229,752	237,560
101-152-511120	Overtime	1,211	958	1,000	958
101-152-511210	Longevity	9,635	10,247	10,298	10,223
101-152-511230	Certification Allowance	2,830	2,471	1,872	1,436
101-152-511310	FICA - Employer	17,441	19,115	18,584	19,032
101-152-511350	TMRS-Employer	38,803	41,907	40,835	41,982
101-152-511410	Health-Employer	50,711	52,184	53,431	47,751
101-152-511500	Workers' Compensation	565	411	600	409
Total Personnel Services		344,739	364,881	356,372	359,351
Supplies					
101-152-521000	Operating Supplies - CVE	-	-	-	-
101-152-521100	Office Supplies	1,428	1,500	1,500	1,500
Total Supplies		1,428	1,500	1,500	1,500
Operations Support					
101-152-534007	Special Events	664	1,000	500	1,000
101-152-534055	Court/Jury Cost	756	2,160	1,000	2,160
101-152-534029	Printing & Binding	331	1,012	1,500	2,000
Total Operations Support		1,752	4,172	3,000	5,160

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-152-511606	Uniforms	449	600	600	600
101-152-511610	Memberships	670	800	800	800
101-152-511611	Publications	468	-	-	-
101-152-511612	Training/Travel	2,745	4,000	4,000	4,000
101-152-511614	Meeting Expenses	921	1,500	1,500	1,500
Total Staff Support		5,253	6,900	6,900	6,900
Professional Services					
101-152-541011	Judges Services	32,050	32,488	36,000	36,000
101-152-541018	Prosecutor Services	27,011	30,000	30,000	30,000
101-152-534051	Interpreter Services	-	500	500	500
Total Professional Services		59,061	62,988	66,500	66,500
Maintenance Services					
101-152-551076	Other Maintenance Agreement	2,022	2,500	2,500	2,500
Total Maintenance Services		2,022	2,500	2,500	2,500
Operating Equipment					
101-152-521708	Furniture & Fixtures	-	4,500	-	-
Total Operating Equipment		-	4,500	-	-
TOTAL MUNICIPAL COURT		414,255	447,441	436,772	441,911

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

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, streetlights out, trash collection, special events and all other City requests. This division is under the supervision of the Communications Manager.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- City Goal: Sense of Community
    - Increase easy public access to city services and information
    - Reduce or eliminate abandoned or misrouted calls or inquiries
    - Communicate consistent, accurate, and timely information about city services, programs, and events to all callers and online inquires
- City Goal: Safe and Livable Community
    - Provide an easy and quick way to report issues across the city to ensure public roads, sidewalks, parks, buildings, etc. are maintained and remain attractive and safe for residents/visitors.

Project focus for FY 2024-25

- Continue to promote the Keep It Nice Schertz campaign to encourage residents to be the eyes and ears of the city and report any issues they may see across the city
- Develop and implement a program for text message communication to enhance customer service.
- Continue training and development for staff to strengthen knowledge on all government functions and leadership

Accomplishments for FY 2023-24

- Updated the 311/Customer web page for ease of use and access for residents to ask questions and submit issue or complaint inquiries
- Updated and added to the Frequently Asked Questions page on the website to provide easier access to general information

ORGANIZATIONAL CHART



CUSTOMER RELATIONS/311	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Customer Relations/311 Rep	2	2	2	2
Customer Relations/311 Rep (PT)	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Work Orders (initiated for other depts.)	554	566	550	600
Customer Care Inquiries (online)	1,762	1,579	1,650	1,700
Calls Received	16,395	12,153	14,555	16,000
Calls Not Answered	1,182	962	1,000	800
Average Calls Per Day Received	68	49	58	64

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel	$118,327	$130,168	$149,336	$152,621
Supplies and Equipment	73	214	475	150
Total	*$118,399*	*$130,382*	$149,811	$152,771

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 2.0% from the FY 2023-24 year end estimates caused by the wage adjustments with no other changes to operation.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
CUSTOMER RELATIONS-311					
Personnel Services					
101-153-511110	Regular	93,792	98,812	103,782	103,919
101-153-511120	Overtime	333	263	263	293
101-153-511210	Longevity	2,627	2,903	2,926	3,366
101-153-511230	Certification Allowance	150	-	-	1,149
101-153-511310	FICA - Employer	7,310	7,792	8,183	8,307
101-153-511350	TMRS - Employer	15,864	17,017	17,982	18,253
101-153-511410	Health - Employer	9,587	10,278	15,399	15,955
101-153-511500	Workers Compensation	238	167	251	179
Total Personnel Services		129,900	137,232	148,786	151,421
Supplies					
101-153-521100	Office Supplies	214	125	125	150
Total Supplies		214	125	125	150
Staff Support					
101-153-511606	Uniforms	-	200	200	200
101-153-511612	Training/Travel	268	350	350	1,000
Total Staff Support		268	550	550	1,200
Operating Equipment					
101-153-521708	Furniture & Fixtures	-	350	350	-
Total Operating Equipment		-	350	350	-
TOTAL CUSTOMER RELATIONS-311		130,382	138,257	149,811	152,771

DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT
DIVISION: 154 PLANNING & ZONING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Planning & Zoning Division ensures quality development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations. The Division also researches and develops long-range plans and goals to help guide the future of our city; and creates development codes to tailor our regulations around citizen, businesses, and developer needs and city goals for a high quality of life and attractive community. The Division frequently collaborates with other departments within the city, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to provide 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 FOR FY2024-25

Strategic Plan Emphasis
Operational Value: Service Oriented, Systems Management, Engaged Workforce, Innovative, Proactive

- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.
- Continue to do proactive updates to 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.
- Continue to proactively 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.
- Continue to improve CityView to assist applicants and staff in order to provide timely reviews and convey information clearly.
- Promote staff development including continued education, cross training, and department integration to provide outstanding customer service and provide staff with growth opportunities.

- Foster collaborations in regional planning efforts and increase participation in regional organizations/groups.

Policy Value: Safe Community, High Quality of Life, Attractive Community

- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents, make the development process more efficient and effective and ensure a properly planned safe community.
- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.

ACCOMPLISHMENTS
Operational Value: Service Oriented

- Completed a redesign of the website feature, “What’s Developing in Schertz”, to provide information on active public hearings, new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.

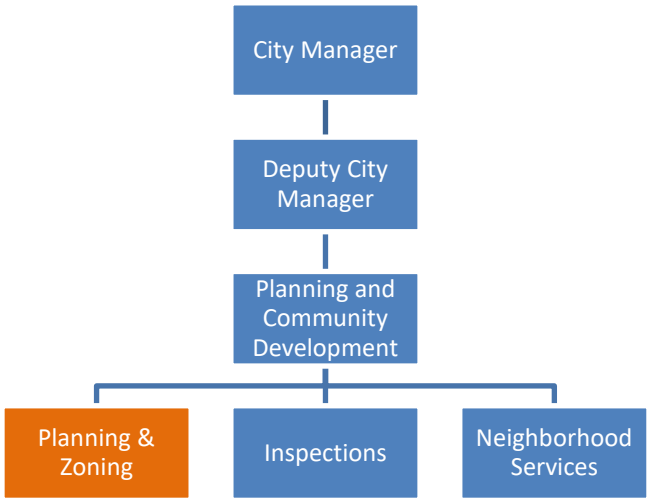
Operational Value: Engaged Workforce

- Through continued education and training, one Planner on staff became a member of the American Institute of Carried Planners, a professional certification earned through the American Planning Association.

Policy Value: Safe Community, High Quality of Life, Attractive Community, Innovative, Proactive

- Received the 2023 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 tenth year in a row.
- Completed the Comprehensive Land Plan update for the City, which will shape the future of Schertz to meet the desires, goals and core service policy values of the residents
- Completed UDC amendments in relation to Article 3 Section 21.3.3 *Planning and Zoning Commission* Article 5 Section 21.5.2 *Zoning Districts Established,* Article 5 Section 21.5.4 *Zoning Change/Zoning Map Amendment,* Article 5 Section 21.5.5 *Statement of Purpose,* Article 5 Section 21.5.7 *Dimensional and Design Standards*, Article 5 Section 21.5.8 *Permitted Use Table,* Article 8 Section 21.8.4 *Home Occupations ,* Article 9 Section 21.9.7 *Landscaping*, Article 9 Section 21.9.9 *Tree Mitigation,* Article 14 Section 21.14.3 *Additional Design Standards,* and Article16 *Definitions*

ORGANIZATIONAL CHART



PLANNING AND ZONING	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Planning Manager	1	1	1	1
Senior Planner	1	1	1	1
Planner	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Plats	32	33	32	32
Site Plans and Master Plan	18	18	30	30
Variances/Waivers	5	4	2	5
Zone Changes and Specific Use Permits	15	14	23	23
UDC/ Comp. Plan Revisions	5	2	10	5
Annexation	4	0	1	4

Budget - Revenue	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget

Platting Fees	$55,250	$58,500	$54,000	$54,000
Site Plan Fees	23,000	28,000	40,000	40,000
BOA/ Variance Fees	3,500	3,500	1,000	2,500
Specific Use/Zone Change Fee	37,250	32,100	40,000	40,000
Zoning Letter & Develop Rights	4,800	3,450	2,550	2,550
Total Revenue	$123,800	$125,550	$137,550	$139,050

Budget - Expenses	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$220,463	$332,999	$417,464	$434,958
Supplies and Equipment	10,116	6,258	2,100	2,300
Operating Expenses	0	62	250	250
Professional Services	75	-10	100	100
Fund Charges/Transfers	400,000	0	0	0
Capital Outlay	0	0	27,152	0
Total	*$630,653*	*339,309*	*$447,066*	*$437,608*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases by 2.1% from the FY 2023-24 year end estimate. Increase in personnel expenditures is offset by less capital outlay.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
PLANNING AND ZONING					
Personnel Services					
101-154-511110	Regular	212,457	283,543	267,393	274,755
101-154-511120	Overtime	4,256	6,377	6,377	6,408
101-154-511210	Longevity	1,165	1,290	1,398	1,592
101-154-511230	Certification Allowance	1,505	2,241	2,880	2,241
101-154-511310	FICA - Employer	16,450	22,445	21,271	21,797
101-154-511350	TMRS - Employer	37,601	49,019	46,740	47,896
101-154-511410	Health - Employer	34,344	46,349	42,744	40,811
101-154-511500	Workers Compensation	529	472	561	458
Total Personnel Services		308,305	411,736	389,364	395,958
Supplies					
101-154-521000	Operating Supplies	541	650	650	650
101-154-521100	Office Supplies	1,176	1,200	800	1,200
101-154-521600	Equipment Supplies	41	200	200	-
101-154-521701	Computer Fees & Licenses	4,200	-	-	-
Total Supplies		5,958	2,050	1,650	1,850
Operations Support					
101-154-534029	Printing & Binding	62	250	250	250
Total Operations Support		62	250	250	250

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-154-511606	Uniforms	826	850	850	850
101-154-511610	Memberships	1,543	2,550	2,550	2,950
101-154-511611	Publications	-	500	500	500
101-154-511612	Training/Travel Staff	19,901	24,000	20,000	26,500
101-154-511613	Training/Travel Commission	1,933	7,500	3,500	7,500
101-154-511614	Meeting Expenses	490	700	700	700
Total Staff Support		24,694	36,100	28,100	39,000
Professional Services					
101-154-541019	State/County Admin Fees	(10)	100	100	100
Total Professional Services		(10)	100	100	100
Fund Charges/Transfers					
101-154-548010	Transfer Out - Capital Project	-	-	-	-
Total Fund Charges/Transfers		-	-	-	-
Capital Outlay					
101-154-581012	Vehicles & Accs Over $5K	-	-	27,152	-
Total Capital Outlay		-	-	27,152	-
Operating Equipment					
101-154-521708	Furniture & Fixtures	300	450	450	450
Total Operating Equipment		300	450	450	450
TOTAL PLANNING & ZONING		339,309	450,686	447,066	437,608

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Attorney is the legal advisor to the 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 to the City.

ORGANIZATIONAL CHART



Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Operations Expenses	$11,341	$9,821	$10,000	$10,000
Professional Services	99,376	59,412	100,000	80,000
Total	*$110,717*	*$69,233*	*$110,000*	*$90,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget is $20,000 lower then the FY 2023-24 year end estimate. The level of legal services used in FY 2023-24 is not expected to continue in FY 2024-25.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
LEGAL SERVICES					
Operations Support					
101-155-534024	Advertising/Legal Notices	9,821	10,000	10,000	10,000
Total Operations Support		9,821	10,000	10,000	10,000
Professional Services					
101-155-541012	Legal Services	59,412	80,000	100,000	80,000
Total Professional Services		59,412	80,000	100,000	80,000
TOTAL LEGAL SERVICES		69,233	90,000	110,000	90,000

DEPARTMENT: 156 ECONOMIC DEVELOPMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Economic Development Corporation helps to provide a supportive tax base, generate investment and improve quality of life. The City and the Corporation share many of the same objectives with a focus on infrastructure and the Corporation's mission statement reflects their purpose to strategically strengthen the Schertz economy by attracting and retaining businesses, investing in infrastructure, and promoting and enhancing the quality of life for residents and businesses through innovative measures, creating a sustainable and vibrant community. The department consists of four personnel and assists with the needs of 1,100 businesses and stakeholders.

GOALS FOR FY 2024-25

- The Economic Development Corporation's goals have been established by the Board of Directors this year to reflect a new focus.

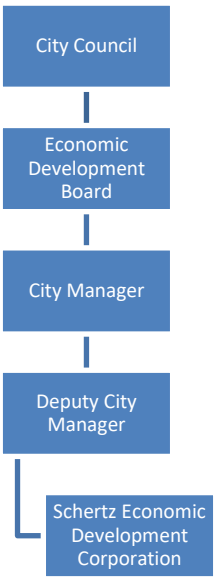
Strategic Plan Emphasis

- Policy Value: Promote Economic Development
  - Provide supportive tax base to balance increasing residential growth.
  - Generate investments in undeveloped areas and improve quality of life.
  - Promote economic development opportunities for high valued employers of all sizes.
  - Conduct incentive application analysis and engage in business recruitment.

Project focus for FY 2024-25

- Improve Economic Prosperity through Quality Developments, providing jobs that provide a High Quality of Life.
- Endorse programs to benefit small business
- Participating in 2 infrastructure projects that will provide Essential Services.
- Lead a discussion by participating with businesses to explore innovative ways in which the company can conserve natural resources.
- Engage public utilities to assist business success.
- Participate in 6 events to attract new businesses to the city.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Executive Director	1	1	1	1
Deputy Director	1	1	1	1
Business Engagement Manager	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$0	$0	$367,056	$524,639
City Supported Services	0	0	1,133,841	1,200,000
Total	*$0*	*$0*	*$1,500,897*	*$1,724,639*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increased 14.9% from FY 2023-24 year-end estimates for the proposed ECI wage adjustments and additional contributions to the TIRZ.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
CITY SECRETARY					
Personnel Services					
101-156-511110	Regular	-	367,466	292,190	386,304
101-156-511120	Overtime	-	-	1,600	-
101-156-511210	Longevity	-	370	160	540
101-156-511230	Certification Allowance	-	15,607	-	-
101-156-511310	FICA - Employer	-	29,333	22,365	29,594
101-156-511350	TMRS - Employer	-	64,064	49,144	65,028
101-156-511410	Health - Employer	-	20,588	993	42,564
101-156-511500	Workers Compensation	-	604	604	609
Total Personnel Services		-	498,032	367,056	524,639
City Assistance					
101-156-532005	Main Street Local Program	-	50,000	53,083	50,000
101-156-532008	Tax Reimbursements/Abatements	-	1,000,000	1,080,758	1,150,000
Total City Assistance		-	1,050,000	1,133,841	1,200,000
TOTAL ECONOMIC DEVELOPMENT		-	1,548,032	1,500,897	1,724,639

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

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, alcohol beverage permits, 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 FOR FY 2024-2025

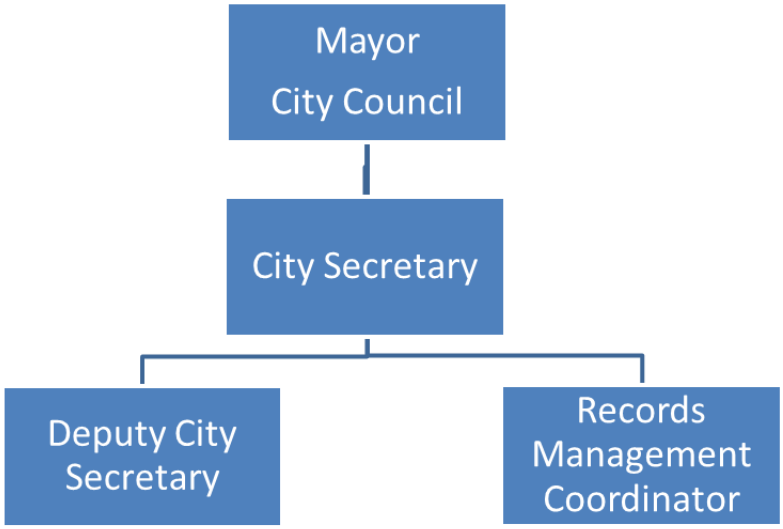
Strategic Plan Emphasis

- Operational Value: Systems Management
    - The goals and objectives of the City Secretary's Department for the fiscal year 2024-2025 are to provide the following services with greater transparency and efficiency for the Mayor, City Council, City Staff, and the residents of Schertz.
- Operational Value: Innovative
    - Creating new processes for records governance to ensure minimum compliance with state statutes as they relate to records management and the Texas Public Information Act.
    - Creating a new system for the management and administration of Ordinances and Resolutions.
    - Creating new systems for managing alcohol permits and volunteers on boards, commissions, and committees.

Project focus for FY 2024-2025

- Work with the part-time Records Management Coordinator to create and implement standardized records management processes to meet standards set forth by state statute. This position will provide processes and related training for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records. The role of this position is to ensure compliance, increase transparency, and mitigate legal risk for the City.
- Automate the Public Information requests using a new software platform. This will enhance transparency, increase efficiency for retrieving and compiling responsive documentation, tracking requests, and minimize legal risk by ensuring quality responses and maintaining compliance.
- Create a new database for better management of Ordinances and resolutions to ensure accurate assignment and description. This will greatly enhance the ability to research documented changes to city governance documents.
- Create new database for issuance and monitoring of Alcohol permits for businesses. This will greatly enhance the tracking of permits issued for businesses, provide an automated process for sending renewals and invoices, and ensure greater compliance.
- Create a new database for the management of the City of Schertz Boards and Commissions. This will provide the Board Bylaws, and Board Member documents such as application materials, training certificates, appointment and reappointment data, contact information.
- Document processes for Election administration to ensure transparency, compliance, and consistency across three counties.
- Create an On-Boarding Program for newly elected Councilmembers.

ORGANIZATIONAL CHART



CITY SECRETARY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Records Management Coordinator (P/T)	0	0	1	1
TOTAL POSITIONS	2	2	3	3

PERFORMANCE INDICATORS

Workload	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Ordinances Passed and Processed	61	61	150	70
Resolutions Passed and Processed	130	142	140	150
Council Meetings Attended	39	39	30	25
Open Records	571	600	700	750

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	98%	80%	95%	95%
Documents completed, signed, scanned within 48 hours of council approval	98%	85%	95%	95%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	85%	95 %	95%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%	100%
Alcohol permits processed within the month of expiration	97%	85%	90%	95%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Personnel Services	$214,531	$195,205	$219,390	$235,291
Supplies and Equipment	1,347	1,947	3,040	2,870
Operating Expenses	5,248	1,848	30,320	31,954
Total	*$221,126*	*$199,000*	*$252,750*	*$270,115*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 6.9% from the FY 2023-24 year-end estimate from the anticipated wage adjustments and full year funding of the Classification & Compensation Study implementation results.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
CITY SECRETARY					
Personnel Services					
101-164-511110	Regular	141,652	171,386	160,163	173,620
101-164-511120	Overtime	85	-	-	-
101-164-511210	Longevity	2,158	600	620	840
101-164-511230	Certification Allowance	600	575	600	575
101-164-511310	FICA - Employer	10,500	13,199	12,346	13,387
101-164-511350	TMRS - Employer	20,541	28,826	27,128	29,417
101-164-511410	Health - Employer	10,702	11,113	11,515	9,664
101-164-511500	Workers Compensation	395	284	418	288
Total Personnel Services		186,633	225,983	212,790	227,791
Supplies					
101-164-521100	Office Supplies	1,567	1,700	1,700	1,870
Total Supplies		1,567	1,700	1,700	1,870
City Support Services					
101-164-534030	Records Management	1,619	31,804	30,170	31,804
Total City Support Services		1,619	31,804	30,170	31,804
Operations Support					
101-164-534000	Advertising	100	-	-	-
101-164-534029	Printing & Binding	129	150	150	150
101-164-511605	Temporary Empl. Services	4,444	-	-	-
Total Operations Support		4,673	150	150	150
Staff Support					
101-164-511606	Uniforms	351	500	500	700
101-164-511610	Memberships	310	1,400	700	1,400
101-164-511611	Publications	687	500	500	500
101-164-511612	Training/Travel	2,781	4,900	4,900	4,900
Total Staff Support		4,129	7,300	6,600	7,500
Operating Equipment					
101-164-521710	Computer & Periphe. LESS $50(	380	1,034	1,340	1,000
Total Operating Equipment		380	1,034	1,340	1,000

101 GENERAL FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
TOTAL CITY SECRETARY	199,000	267,971	252,750	270,115

DEPARTMENT: 170 PUBLIC AFFAIRS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department is responsible for establishing and maintaining internal and external communications with Schertz residents and city employees. Emphasis is placed on engaging with residents about city services, programs, and policies in a manner designed to build trust and understanding in local government. Public Affairs accomplishes this through Schertz Magazine, use of social media, advertising, production of city videos, media relations, City Headlines, and Schertz.com website. The department also captures photos/video of City events and activities, designs City marketing materials, social media/print graphics, logos, etc., and maintains the Schertz brand to ensure consistency and promote a positive public perception of the city.

Public Affairs publishes *Schertz Magazine* monthly with 16,000 copies printed; including 15,000+ direct mailed to households in Schertz and over 500 distributed to local businesses. The magazine is the number one source of information for Schertz residents according to the past three citizen surveys.

The department serves an internal audience of over 400 employees, elected and appointed officials, as well as an estimated city population of 44,000+.

Operations of 311/Customer Care are maintained under the umbrella of Public Affairs.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- City Goal: Sustainable Government
    - Implement initiatives to increase transparency in government processes and decision-making, ensuring that residents have access to accurate and timely information about city operations, policies, and initiatives.
    - Provide residents with accessible avenues to voice their concerns, suggestions, and feedback, and ensure timely responses and follow-up actions to demonstrate our commitment to listening and responsiveness.
- City Goal: Sense of Community
    - Develop and execute comprehensive engagement strategies to foster meaningful interactions between the city and its residents, promoting active participation in civic activities, events, and initiatives

Project focus for FY 2024-25

- Evaluate where and how the city's communications and engagement resources, processes, strategies and materials may need to be improved or enhanced for better community stakeholder awareness and engagement.
- Launch promotional Library video highlighting various services and programs happening yearly at Schertz Public Library.
- Implement new technology to increase awareness and foster community engagement.
- Implement the Strategic Communication Plan.
- Implement a comprehensive CIP campaign aimed at increasing awareness of city projects/improvements gaining favorable opinions towards the city.

Accomplishments for FY 2023-24

- Launched the newly redesigned Schertz.com website which aims to enhance resident awareness and understanding of city government activities.
- Executed the 2023 Citizen Satisfaction Survey.
- Implemented a comprehensive recruitment campaign in conjunction with HR which yielded a lower vacancy rate across the city.
- Launched new video series, "Now You Know", to share insights and a behind the scenes look at Schertz government operations.

ORGANIZATIONAL CHART



PUBLIC AFFAIRS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Public Affairs Director	1	1	1	1
Communications Manager	1	1	1	1
Marketing and Communications Specialist	1	1	1	1
Administrative Assistant	1	1	0	0
TOTAL POSITIONS	4	4	3	3

PERFORMANCE INDICATORS

Workload/Output Measures	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
News Items Created	158	75	125	150
Marketing Materials Produced	134	771	850	800
Number of publications including e-newsletters produced	67	67	68	68
Social Media Posts (City accounts)	1,080	914	975	975
Social Media Posts (Parks account)	386	595	675	0

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Schertz Magazine Ad revenue	147,192	125,668	125,000	125,000
City social media fans (Instagram/FB)	14,797	16,252	17,800	19,500
Facebook Reach (city account)	92,800	252,100	400,000	400,000
Instagram Reach (city account)	93,300	56,900	30,000	50,000
Schertz.com sessions	737,251	566,111	700,000	700,000
Percentage open rate for e-newsletter	43%	49%	56%	60%
Percentage click rate for e-newsletter	2%	2%	3%	4%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$333,461	$338,316	$361,149	$370,063
Supplies and Equipment	57,192	59,148	59,737	59,900
Operating Expenses	142,484	125,005	125,100	132,948
Professional Services	99,656	89,589	90,768	85,250
Total	*$632,793*	*$612,058*	*$636.754*	*$648,161*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 1.8% from the FY 2023-24 year-end estimates. The increase is caused by the anticipated wage adjustments.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
PUBLIC AFFAIRS					
Personnel Services					
101-170-511110	Regular	232,590	266,952	246,208	258,027
101-170-511120	Overtime	679	1,035	1,500	1,266
101-170-511210	Longevity	5,324	5,789	2,722	2,955
101-170-511230	Certification Allowance	-	-	-	-
101-170-511310	FICA - Employer	17,590	20,925	19,158	20,052
101-170-511350	TMRS-Employer	38,365	45,700	42,097	44,063
101-170-511410	Health-Employer	32,444	36,488	37,553	32,221
101-170-511500	Workers' Compensation	918	448	675	429
Total Personnel Services		327,910	377,337	349,913	359,013
Supplies					
101-170-521000	Operating Supplies	253	75	75	-
101-170-521100	Office Supplies	608	625	625	650
Total Supplies		861	700	700	650
City Support Services					
101-170-534043	Other Events	-	-	-	1,000
Total City Support Services		-	-	-	1,000
Operations Support					
101-170-521702	Postage	11,734	15,470	10,000	10,000
101-170-534000	Advertising	8,269	11,800	10,200	13,400
101-170-534029	Printing & Binding	23,340	26,250	25,000	26,750
101-170-534027	Memberships- Organizations	210	375	375	1,220
101-170-534002	Business Meetings/Networking	511	500	500	578
Total Operations Support		44,063	54,395	46,075	51,948
Staff Support					
101-170-511606	Uniforms	161	200	200	250
101-170-511610	Memberships	-	125	250	-
101-170-511611	Publications	-	50	50	50
101-170-511612	Training/Travel	9,572	11,325	10,136	10,050
101-170-511614	Meeting Expenses	671	630	600	700
Total Staff Support		10,405	12,330	11,236	11,050

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Professional Services					
101-170-541017	Other/Consl/Prof Services	30,646	29,500	30,000	25,400
101-170-541016	Prof Services-Writers/Photogr	9,739	11,600	12,000	9,850
101-170-534028	Magazine-Printing	92,676	90,000	89,025	90,000
101-170-541005	Design Services	49,204	50,000	48,768	50,000
101-170-521704	Magazine-Postage	45,125	48,000	48,000	48,000
Total Professional Services		227,391	229,100	227,793	223,250
Operating Equipment					
101-170-521708	Furniture & Fixtures	1,236	300	299	500
101-170-521712	Operating Equipment	192	750	738	750
Total Operating Equipment		1,428	1,050	1,037	1,250
TOTAL PUBLIC AFFAIRS		612,058	674,912	636,754	648,161

DEPARTMENT: 173 ENGINEERING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Engineering Department serves as technical advisor to the City Manager, City Council, Executive Staff, and other City departments. The Engineering Department 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 creates and maintains standard construction details, technical specifications, and design guidelines.

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. TSAC is a Commission that hears input from citizens about traffic and transportation safety concerns; considers transportation issues; and makes recommendations to City Council regarding traffic and transportation safety and other related matters throughout the City.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Essential Services and Safe Community
  - Assists with the updating of capital improvement plans and prioritizations of projects to plan for and accommodate future community needs.
  - Provides technical expertise to plan, prioritize, manage; and construct critical infrastructure projects for water, wastewater, drainage, and roadways to provide quality basic services for residents' current and future needs.
  - Create, maintain; and update as needed standard construction details, technical specifications, and design guidelines to create a well built and well-planned environment.
  - Inspect infrastructure projects to ensure compliance with the standard construction details, technical specifications, codes and design guidelines.

- Policy Value: Attractive Community and High Quality of Life
  - Create and update a Pavement Preservation Program (called "SPAM") to repair and maintain city roadways in good condition.
  - Provide technical assistance for implementing repairs and construction of new safety features like crosswalks for pedestrians.
  - Assist with the planning of new multi-use paths and hike and bike trails. Manage and inspect the construction of new multi-use paths and hike and bike trails.

Project focus for FY 2024-25

- Update and improve standard construction details, technical specifications, and design guidelines.
- Support development and implementation of comprehensive Capital Improvement Program including water, wastewater, drainage, and roadway projects.
- Continue positive progression and completion of capital improvement projects.
- Complete update of roadway capital recover plan and fee update.
- Continue to provide efficient, clear review of construction plans and other development submittals.
- Continue promotion of efficacy of TSAC activities and actions.
- Continuing successful partnership with TxDOT for projects.

ORGANIZATIONAL CHART



ENGINEERING	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
City Engineer	1	1	1	1
Engineer	3	3	4	4
Senior Graduate Engineer	1	1	1	1
Graduate Engineer	1	1	1	1
Engineering Inspector	2	2	3	3
TOTAL POSITIONS	8	8	10	10

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Capital Improvement Projects (number active includes design and/or construction contract)	17	22	15	13
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	50	51	62	62
Residential Subdivision Construction – number of projects (completed projects)	4	11	9	12
Number of Miles of Public Infrastructure Added (residential)	12.01	24.45	12.20	16.40
Residential Subdivision Construction – dollar value of public improvements (completed projects, -- cost data no longer attainable per state law changes)	$6.0 million	$27.4 million	--	--
Commercial Subdivision Construction – number of projects (completed projects)	2	7	8	10
Number of Miles of Public Infrastructure Added (commercial)	1.40	2.29	3.20	2.82
Commercial Subdivision Construction – dollar value of public improvements (completed projects, -- cost data no longer attainable per state law changes)	$4.1 million	$2.7 million	--	--

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$858,403	$995,485	$1,034,609	$1,245,933
Supplies and Equipment	2,691	12,175	5,800	5,700
Utility Services	6,286	7,528	8,000	8,500
Operating Expenses	31	62	945	800
Professional Services	36,885	49,865	50,000	50,000
Capital Outlay	0	0	75,414	56,000
Total	*$904,296*	*$1,065115*	*$1,174,768*	*$1,366,933*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Engineering Budget increased 16.4% from the FY 2023-24 year end estimates for filling multiple position vacancies and planned wage increases.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT					
EXPENDITURES					
ENGINEERING					
Personnel Services					
101-173-511110	Regular	670,306	885,167	686,575	858,016
101-173-511120	Overtime	1,766	750	3,500	3,900
101-173-511210	Longevity	8,827	11,941	7,084	7,751
101-173-511230	Certification Allowance	2,504	14,169	925	1,120
101-173-511310	FICA - Employer	50,178	69,841	53,403	66,577
101-173-511350	TMRS-Employer	113,496	152,531	117,348	146,296
101-173-511410	Health-Employer	111,628	150,534	134,491	139,550
101-173-511500	Workers' Compensation	6,247	3,183	6,613	3,023
Total Personnel Services		964,953	1,288,116	1,009,939	1,226,233
Supplies					
101-173-521000	Operating Supplies	2,308	1,000	1,000	1,000
101-173-521100	Office Supplies	815	1,000	1,250	1,750
101-173-521300	Motor Vehicle Supplies	549	1,400	2,500	1,400
Total Supplies		3,672	3,400	4,750	4,150
Utility Services					
101-173-533500	Vehicle Fuel	7,528	8,000	8,000	8,500
Total Utility Services		7,528	8,000	8,000	8,500
Operations Support					
101-173-521702	Postage	36	50	50	50
101-173-534029	Printing & Binding	62	360	900	700
101-173-511605	Temp Employee Services	15,956	-	7,000	-
101-173-534027	Memberships-City Use	-	-	45	100
Total Operations Support		16,054	410	7,995	850
Staff Support					
101-173-511606	Uniforms	3,351	4,220	4,220	4,500
101-173-511610	Memberships	2,409	2,500	2,500	3,100
101-173-511611	Publications	-	3,300	-	500
101-173-511612	Training/Travel	7,835	9,600	9,600	9,600
101-173-511614	Meeting Expenses	621	700	700	1,000
101-173-511616	Professional Certification	362	650	650	1,000
Total Staff Support		14,577	20,970	17,670	19,700

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Professional Services					
101-173-541006	Engineering Services	5,210	-	-	-
101-173-541017	Other Professional Services	44,655	50,000	50,000	50,000
Total Professional Services		49,865	50,000	50,000	50,000
Operating Equipment					
101-173-521708	Furniture & Fixtures	6,938	500	500	500
101-173-521710	Computer & Peripherals	1,529	500	500	1,000
Total Operating Equipment		8,467	1,000	1,000	1,500
Capitalized Equipment					
101-173-581012	Vehicles & Accessories over $5,000	-	-	75,414	56,000
Total Capitalized Equipment		-	-	75,414	56,000
TOTAL ENGINEERING DEPARTMENT		1,065,115	1,371,896	1,174,768	1,366,933

DEPARTMENT: 256 POLICE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Police Department oversees an area of approximately 32 square miles and provides services to the city across three counties. Annually, the communications division receives thousands of service calls, handling dispatch for Police, Fire, Emergency Medical Services, and Animal Services. Additionally, the department extends its dispatch services to the City of Cibolo for Police, Fire, and Animal Services. It handles Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, Santa Clara, and other county areas. The Patrol Division is dedicated to preventing and reducing crime, enhancing traffic safety, and promoting public safety through a visible presence in the community. Meanwhile, the Investigations Division manages incidents within the city, processes crime scenes, and sees cases through to prosecution in collaboration with the County and District Attorneys of all three counties. The records unit is responsible for receiving and preparing cases for submission to County and District Attorneys. The School Resource Program ensures a visible presence within schools to prevent and address crimes on campus. In addition, the Animal Services Division enforces state and city ordinances concerning the care and treatment of animals, as well as rabies control and public health through disease and population control. The Community Outreach Officer engages with Homeowner Associations, providing education and crime prevention programs to the community, and oversees the Citizens Police Academy and the Citizens on Patrol. Moreover, the Crime Victim Liaison safeguards crime victims' rights and assists in meeting their needs in Schertz and Live Oak.

GOALS AND OBJECTIVES FOR FY 2024-25

Strategic Plan Emphasis

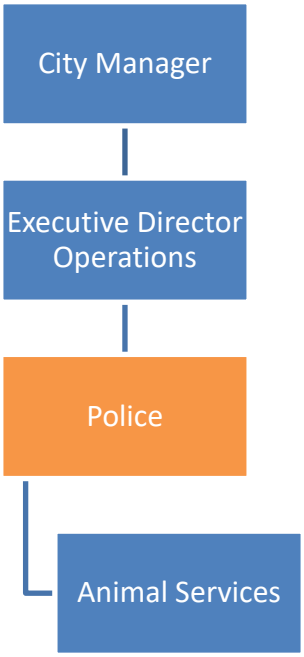
- Policy Value: Essential Services and Safe Community

Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.

  - Enhance our citizens’ quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.

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

ORGANIZATIONAL CHART



POLICE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Chief of Police	1	1	1	1
Assistant Chief of Police	1	2	2	2
Captain	1	0	0	0
Lieutenants	4	4	4	4
Sergeants	7	12	12	12
Corporals	14	0	0	0
Officers	37	40	56	56
Administrative Assistant	2	2	2	2
Records Manager	1	1	1	1
Records Clerk	2	3	3	3
Civilian Evidence Technician	2	2	2	2
Crime Victim Liaison	1	1	1	1
Animal Services Manager	1	1	1	1
Animal Services Officer	4	4	4	4
Animal Services Kennel Tech	3	4	4	4
Communications Manager	1	1	1	1
Communications Shift Supervisor	4	4	4	4
Communications Officer	12	12	12	12
P/T Communications Ofc (Irregular)	3	3	3	3
Crossing Guards (Part Time)	16	16	16	16
TOTAL POSITIONS	**118**	**122**	**129**	**129**

LAW ENFORCEMENT COMMISSIONS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2023-24 Budget
Fire Dept. Law Enforcement Commission	1	2	2	2
TOTAL COMMISSIONS	**1**	**2**	**2**	**2**

PERFORMANCE INDICATORS

Workload / Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Dispatch-911 Calls	29,681	32,313	31,000	31,000
Patrol-Citations/Warnings Issued	10,768	5,943	8,356	8,356
Inv-Criminal Cases Filed w/ Prosecutor	75	202	150	150
Inv-Cases Investigated per Investigator	160	164	132	132
Inv-Total Cases Cleared	155	295	212	170
Records-Total Active Alarm Permits	166	160	195	195
Records-Open Records Requests	1,571	1,458	1,816	1,816
Crime Victim Liaison-Assigned Cases	200	266	270	270
Warrants Issued	1650	1083	860	860
Warrants Cleared	1625	4237	1030	1030
Animal Services				
Animals Taken In	925	1217	1260	1260
Adoptions	325	419	360	360
Return to Owner	300	279	240	240
Transferred Out	110	202	330	330
Wildlife Release	75	63	90	90
Euthanized	55	138	175	175

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$9,214,610	$9,667,983	$10,909,015	$11,530,414
Supplies and Equipment	347,252	445,134	687,805	471,059
City Supported Services	872	0	0	5,000
Utility Services	210,811	204,056	197,472	237,600
Operating Expenses	44,509	54,835	68,592	78,205
Professional Services	57,188	76,340	57,644	88,686
Repairs and Maintenance	59,149	53,773	80,816	76,147
Rental/Leasing	0	0	546,345	550,000
Capital Outlay	298,643	463,806	1,515,961	565,160
Total	*$10,233,034*	*$10,965,927*	*$14,063,656*	*$13,602,271*

PROGRAM JUSTIFICATION AND ANALYSIS

The fiscal year 2024-25 budget has experienced a decrease of 3.3% compared to the year-end estimates of fiscal year 2023-24. Within the fiscal year 2023-24, five (5) school resource officers were incorporated into the budget unfunded. We have added one position, but four still need to be funded. Upon the employment of these officers, an amendment will be made to the contract with Schertz-Cibolo-Universal City ISD, resulting in supplementary funds being allocated to the budget. The most significant reductions in the budget are attributable to capital outlay (-$950,801). Orders from previous fiscal years were delivered in FY 2023-24 resulting in higher-than-normal expenditures. The costs for vehicle replacement will remain consistent, with the police department scheduled to replace eight vehicles during fiscal year 2024-25.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC SAFETY EXPENDITURES					
POLICE					
Personnel Services					
101-256-511110	Regular	5,993,596	6,747,673	6,698,302	7,322,377
101-256-511120	Overtime	356,733	337,045	444,167	357,370
101-256-511210	Longevity	116,743	105,612	118,769	106,786
101-256-511220	Clothing Allowance	68,516	61,142	78,641	54,968
101-256-511230	Certification Allowance	44,960	99,187	48,750	103,046
101-256-511310	FICA - Employer	483,174	548,365	546,358	592,544
101-256-511350	TMRS-Employer	1,058,842	1,209,376	1,274,505	1,316,373
101-256-511410	Health-Employer	1,129,439	1,260,576	1,191,147	1,155,428
101-256-511500	Workers' Compensation	110,411	116,510	116,414	128,662
Total Personnel Services		9,362,413	10,485,486	10,517,052	11,137,554
Supplies					
101-256-521000	Operating Supplies	40,894	71,585	56,967	71,585
101-256-521100	Office Supplies	7,139	7,500	7,352	7,500
101-256-521150	Child Safety Supplies	3,100	5,275	3,331	5,275
101-256-521200	Medical/Chem Supplies	31,338	28,350	30,654	28,350
101-256-521300	Motor Veh. Supplies	19,587	21,400	21,220	21,400
Total Supplies		102,058	134,110	119,525	134,110
City-Support Services					
101-256-534005	City-Insurance-Commercial	36,437	34,500	49,379	55,000
Total City Support Services		36,437	34,500	49,379	55,000
Utility Services					
101-256-533200	Electric Utility Service	34,838	34,400	30,249	29,400
101-256-533410	Water Utility Service	7,685	15,000	14,766	15,000
101-256-533500	Vehicle Fuel	161,534	193,200	152,457	193,200
Total Utility Services		204,056	242,600	197,472	237,600
Operations Support					
101-256-534000	Advertising	4,201	4,500	4,003	4,500
101-256-534029	Printing & Binding	4,858	8,605	5,000	8,605
101-256-511605	Temp Staff Services	1,800	4,500	4,875	-
Total Operations Support		10,859	17,605	13,878	13,105

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-256-511606	Uniforms	71,084	98,180	94,994	98,180
101-256-511609	Employee Recognition-Morale	7,853	10,000	9,993	10,000
101-256-511610	Memberships	2,950	3,815	4,087	3,815
101-256-511611	Publications	126	265	137	265
101-256-511612	Training/Travel	131,369	133,568	179,696	217,000
101-256-511614	Meeting Expenses	2,468	4,000	3,931	4,000
101-256-511615	T-Class Training	18,401	-	24,917	5,000
Total Staff Support		234,251	249,827	317,755	338,260
City Assistance					
101-256-511617	Medical Services	69,519	56,400	69,333	54,600
101-256-534014	Community Outreach	9,340	10,100	10,215	10,100
Total City Assistance		78,859	66,500	79,549	64,700
Professional Services					
101-256-541017	Prof Services/Consulting	69,949	132,419	50,000	82,796
101-256-551026	Contract Service - Crematory	792	1,000	941	1,000
101-256-541013	Microchip Service	6,391	5,890	7,644	5,890
Total Professional Services		77,132	139,309	58,585	89,686
Maintenance Services					
101-256-551075	Minor & Other Equip Maint	4,711	5,142	5,819	5,142
101-256-532016	Abatement/Lot Cleaning	-	-	-	5,000
101-256-551076	Other Maintenance Agreements	-	825	876	825
101-256-551074	Maintenance Agr. - Radios	48,270	69,180	73,179	69,180
Total Maintenance Services		52,981	75,147	79,875	80,147
Rental/Leasing					
101-256-561200	Lease/Purchase Payments	-	550,000	546,345	550,000
Total Rental/Leasing		-	550,000	546,345	550,000
Operating Equipment					
101-256-521708	Furniture & Fixtures	10,242	10,920	9,954	10,920
101-256-521709	Vehicles & Access. LESS $5,000	218,723	426,589	426,589	183,280
101-256-521710	Computer & Periphe. < $5000	14,263	10,440	14,020	10,440
101-256-521712	Operating Equipment CVE	32	-	-	-
101-256-521716	Equipment under $5,000	99,815	132,309	117,718	132,309
Total Operating Equipment		343,075	580,258	568,281	336,949

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Capitalized Equipment					
101-256-581003	Computer & Periphe. > $5,000	11,957	5,600	12,953	5,600
101-256-581005	Equipment Over $5,000	174,500	144,896	174,370	127,560
101-256-581012	Vehicles & Access. Over $5,000	277,348	1,178,788	1,328,638	432,000
Total Capitalized Equipment		463,806	1,329,284	1,515,961	565,160
TOTAL POLICE		10,965,927	13,904,627	14,063,656	13,602,271

DEPARTMENT: 257 FIRE RESCUE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

Schertz Fire Department is a full service, life safety focused department committed to protecting the City of Schertz by providing outstanding emergency services delivery in conjunction with a comprehensive community risk reduction program, to include public education, fire inspections, and plans review. Our Fire department is presently served by 53 personnel that consists of 45 uniformed personnel in Operations and 8 staff positions filled by uniformed and civilian team members. We respond from 3 fire stations with a fourth station in process. Our emergency response force of apparatus includes engines, quints, ladder truck, NWCG typed wildland units and specialty operations assets. Additionally, we cross staff specialized equipment to serve response in the Special Operations areas of Hazardous Materials, Wildland, and Water Rescue.

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. In addition, our services are also provided to our Automatic and Mutual Aid partners of Cibolo along with the contracted areas of Guadalupe, Comal, and Bexar Counties.

GOALS FOR 2024-25

Strategic Plan Emphasis

- Policy Value: Safe Community
    - Perform comprehensive and excellent customer service to all residents and visitors to the City of Schertz
    - Respond to 90% of the calls for service in the city limits within 5 minutes or less.
- Operational Value: Proactive
    - Institute cancer prevention best practices in all facilities and responses
    - All department members receive annual physical and cancer screening.
    - Perform fire pre-plans and inspections at 100% of commercial structures.

- Operational Value: Engaged Workforce
  - Improve training opportunities and encourage involvement in specialized operations.
  - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
  - Encourage innovative and improved emergency medical training and service delivery

Project Focus for FY 2024-25

- Recurring Projects
  - Review and update policies and procedures to ensure conformance to current industry standards and best practices.
  - Analyze the performance of all fire equipment technology systems to ensure best for performance for service delivery
  - Develop comprehensive professional development program
  - Enhance Emergency Management platform for Schertz and Guadalupe County

- Specific Projects
  - Design and begin construction of fire station #4.
  - Continue Staffing initiative for fire station #4.
  - Implement an officer development program with an emphasis on leadership training.
  - Enhance department wellness initiative to improve long term physical and mental well being
  - Pursue Recognition from the Texas Fire Chief's Association's Best Practices program.

ORGANIZATIONAL CHART



FIRE RESCUE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
Emergency Management Coordinator	1	1	1	1
Division Chief of Prevention (Fire Marshal)	1	1	1	1
Deputy Fire Marshal	1	1	1	1
Fire Prevention Specialist	0	0	1	1
Division Chief of Training	0	0	1	1
Battalion Chief	4	4	3	3
Lieutenant	9	9	9	9
Fire Apparatus Operator	9	9	9	9
Firefighter	18	18	21	21
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	46	46	50	50

PERFORMANCE INDICATORS

Input	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of Commercial Occupancies	1030	1297	1500	1650
Total staffing	46	46	50	53
Suppression staffing	39	39	42	45
Prevention staffing	2	2	3	3
Support staffing (command/training/admin)	5	5	5	5
Number of fire stations	3	3	3	3
Number of full-time engine companies	3	3	3	3

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of incidents	4516	5112	5500	5900
Unit Responses (# calls for all units responding to all emergencies)	5700	5912	6180	6520
Buildings preplan contacts				
Community Contact (citizen contact)	9850	10000	10750	11500
Fire Inspections Conducted	520	402	425	550
Plan Reviews Completed	260	260	340	400
Training Hours Provided	6144	6144	5320	6750

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Average Drive Time (Minutes)	5.70	5.70	5.23	5.00
% Drive Time < 5 Minutes	30%	31%	52%	60%
% of Buildings Preplanned	100%	100%	100%	100%
% Prevention Contacts	29%	29%	29%	32%
Inspections per Inspector	262/233	100/250	300/450	350/650
Training Hours/Employee	205	220	235	235

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$6,500,778	$6,825,078	$8,260,467	$8,578,838
Supplies and Equipment	157,630	174,230	188,738	136,652
Utility Services	121,405	121,682	117,240	133,240
Operating Expenses	15,970	39,676	42,276	43,026
Professional Services	43,634	61,191	50,000	70,000
Repairs and Maintenance	56,492	62,792	95,250	95,250
Rental/Leasing	38,745	28,055	26,720	26,900
Capital Outlay	94,755	443,838	414,500	1,001,500
Total	*$7,029,410*	*$7,756,540*	*$9,195,191*	*$10,085,401*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 8.8% from the FY 2023-24 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC SAFETY					
EXPENDITURES					
FIRE RESCUE					
Personnel Services					
101-257-511110	Regular	3,857,383	4,558,806	4,695,728	5,182,373
101-257-511120	Overtime	854,034	448,925	1,000,497	722,571
101-257-511210	Longevity	68,327	71,631	76,266	78,975
101-257-511220	Clothing Allowance	13,890	13,443	15,312	13,145
101-257-511230	Certification Allowance	23,925	55,439	20,425	56,435
101-257-511310	FICA - Employer	348,549	391,955	444,329	460,288
101-257-511350	TMRS-Employer	783,518	856,025	976,363	1,011,431
101-257-511410	Health-Employer	617,796	706,575	758,731	686,477
101-257-511500	Workers' Compensation	63,367	100,912	66,934	115,669
Total Personnel Services		6,630,789	7,203,711	8,054,585	8,327,364
Supplies					
101-257-521000	Operating Supplies	6,483	7,000	7,042	7,000
101-257-521100	Office Supplies	3,190	4,000	4,000	5,000
101-257-521200	Medical/Chem Supplies	3,106	10,736	10,292	10,736
101-257-521300	Motor Veh. Supplies	920	1,500	1,500	1,500
101-257-521600	Equip Maint Supplies	862	1,176	1,176	1,176
Total Supplies		14,562	24,412	24,009	25,412
Utility Services					
101-257-533100	Gas Utility Service	3,733	6,860	6,860	6,860
101-257-533200	Electric Utility Service	29,124	28,000	28,000	28,000
101-257-533320	Telephone/Air Cards	2,523	5,880	5,880	5,880
101-257-533330	Telephone/Internet	3,543	-	-	-
101-257-533410	Water Utility Service	10,595	11,500	11,500	12,500
101-257-533500	Vehicle Fuel	72,163	80,000	65,000	80,000
Total Utility Services		121,682	132,240	117,240	133,240
Operations Support					
101-257-534029	Printing & Binding	193	4,436	4,436	4,436
Total Operations Support		193	4,436	4,436	4,436

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-257-511606	Uniforms	106,659	125,000	100,000	125,000
101-257-511609	Employee Recognition-Morale	4,600	7,500	6,500	7,500
101-257-511610	Memberships	3,176	3,724	3,782	3,724
101-257-511611	Publications	287	2,450	2,600	2,750
101-257-511612	Training/Travel	65,662	91,500	80,000	97,500
101-257-511614	Meeting Expenses	2,935	5,000	3,000	5,000
101-257-511616	Professional Certification	10,970	10,000	10,000	10,000
Total Staff Support		194,289	245,174	205,882	251,474
City Assistance					
101-257-534014	Community Outreach	36,394	30,000	30,000	30,750
Total City Assistance		36,394	30,000	30,000	30,750
Professional Services					
101-257-541017	Other Professional Services	61,191	70,000	50,000	70,000
Total Professional Services		61,191	70,000	50,000	70,000
Maintenance Services					
101-257-551075	Minor & Other Equip Maint	268	750	750	750
101-257-551076	Other Maintenance Agreements	45,624	75,795	75,800	72,995
101-257-551074	Maintenance Arg. Radios	16,900	18,698	18,700	21,500
101-257-581013	Construction	11,312	24,500	10,000	24,500
Total Maintenance Services		74,104	119,743	105,250	119,745
Other Costs					
101-257-521706	Deployment-Reimb-STRAC	-	-	389	-
101-257-521707	Deployment-Reimb-TIFMAS	91,168	10,000	65,000	10,000
Total Other Costs		91,168	10,000	65,389	10,000
Rental/Leasing					
101-257-561200	Lease/Purchase Payments	28,055	26,720	26,720	26,900
Total Rental/Leasing		28,055	26,720	26,720	26,900
Operating Equipment					
101-257-521708	Furniture & Fixtures	7,196	15,000	15,000	15,000
101-257-521709	Vehicles & Access. LESS $5,000	14,620	9,800	9,800	9,800
101-257-521710	Computer & Periphe. < $5000	2,428	7,840	7,840	7,840
101-257-534033	Computer Software	3,089	7,840	7,840	7,840
101-257-521711	Communication Equip LESS $50(	3,678	9,800	9,800	9,800
101-257-521715	Police/Fire/Medical Equipment	37,513	53,900	53,900	53,900
101-257-521716	Equipment under $5,000	3,066	4,900	3,000	4,900
Total Operating Equipment		71,590	109,080	107,180	109,080

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Capitalized Equipment					
101-257-581012	Vehicles & Access. Over $5,000	286,132	324,500	324,500	892,000
101-257-581002	Communication Equip Over $500	57,305	55,000	50,000	55,000
101-257-581005	Equipment Over $5,000	89,089	30,000	30,000	30,000
Total Capitalized Equipment		432,525	409,500	404,500	977,000
TOTAL FIRE RESCUE		7,756,540	8,385,016	9,195,191	10,085,401

DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT
DIVISION: 258 BUILDING INSPECTIONS
FUND: 101 GENERAL FUND

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 a safe community and 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 FOR FY2024-25

Strategic Plan Emphasis
Operational Value: Service Oriented, Systems Management, Engaged Workforce, Innovative

- Strive to provide superior customer service through courteous and professional relationships with the community.
- Promote and educate contractors and citizens on the CityView land management software which has streamlined the process and provides transparency on construction projects.
- Continue to proactively make website improvements to help educate the public on the permitting process, inspection process and online payment process to meet customer needs.
- 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 while providing staff with growth opportunities.

Policy Value: Safe Community, High Quality of Life

- Raise public awareness of Building Safety Month through education and activities to promote a safe community.

ACCOMPLISHMENTS

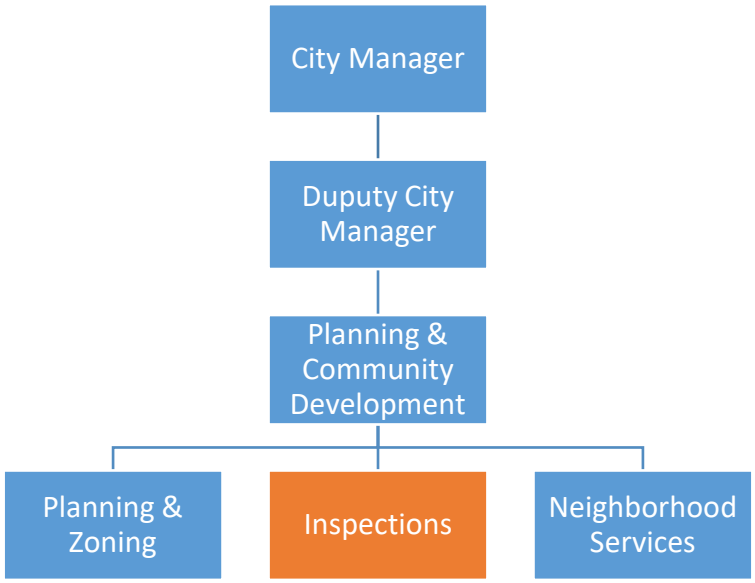
Operational Value: Service Oriented, System Management, Innovative

- Continued making improvements on CityView, the permitting, planning, and Code Enforcement software, which has improved the service to customers, transparency, and efficiency on all development projects.
- Refreshed and enhanced the customer portal, a one-stop shop for contractor and citizen communications, including submitting permits, making payments, and requesting online inspections.
- Maintaining our commitment to flexibility by offering a variety of meeting types. Whether in-person or virtual meetings through Microsoft Teams, we're ensuring that our daily business with contractors and developers continues to support a service-oriented culture.
- Increased the use of the Virtual Inspection Program, which allows residents, contractors, and city inspectors the ability to conduct virtual inspections on specific building projects. This process improves the timeliness of certain inspections while still providing and storing visual records.

Policy Value: Safe Community, High Quality of Life

- Promoted the yearly program to raise awareness for Building Safety Month, which included safety tips on the city social media site, including new reals and an article in the Schertz Magazine, as well as meet and greets with citizens and contractors at Lowe's.
- Updated all Citizen Information brochures to reflect current adopted codes.

ORGANIZATIONAL CHART



INSPECTIONS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Dir. of Planning & Comm. Dev.	1	1	1	1
Administrative Assistant	1	1	1	1
Chief Building Official	1	1	1	1
Plans Examiner	1	2	2	2
Building Inspector	5	5	5	5
Permit Technician	2	3	3	3
Development Specialist	1	1	1	1
TOTAL POSITIONS	12	14	14	14

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Estimate
New Residential Construction	186	164	375	300
New Commercial Construction	23	28	48	40
Mechanical Permits	566	620	800	700
Electric Permits	378	670	750	600
Plumbing Permits	437	1188	1,300	1,200
Other Permits	1,919	1,822	2,000	2,000
Total Permit/License/Fee Revenue	$2,542,670	$2,495,600	$3,067,425	$2,453,450

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Estimate
Standard Inspections (i.e. framing) and Re-Inspections	10,809	12,405	14,000	18,000

Budget	2021-22 Actual	2021-22 Actual	2022-23 Estimate	2024-25 Budget
Personnel Services	$944,443	$1,056,532	$1,255,799	$1,356,829
Supplies and Equipment	2,687	9,486	9,004	5,460
Utility Services	6,385	8,118	8,500	7,200
Operating Expenses	31	248	850	850
Professional Services	57,900	20,250	30,000	70,000
Capital Outlay	0	46,612	0	49,000
Total	*$1,011,446*	*$1,141,246*	*$1,304,153*	*$1,489,339*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 12.4% from the FY 2023-24 year-end estimate with the anticipated wage adjustments.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC SAFETY					
EXPENDITURES					
INSPECTIONS					
Personnel Services					
101-258-511110	Regular	690,868	847,516	824,054	913,608
101-258-511120	Overtime	10,226	13,312	13,312	13,717
101-258-511210	Longevity	11,888	13,075	13,101	11,340
101-258-511230	Certification Allowance	3,135	2,738	2,300	-
101-258-511310	FICA - Employer	52,812	67,021	65,237	71,771
101-258-511350	TMRS - Employer	116,715	146,372	143,350	157,708
101-258-511410	Health - Employer	120,760	145,728	147,426	137,348
101-258-511500	Workers Compensation	3,770	2,114	3,994	2,312
101-258-511605	Temporary Employee Svcs	9,080	-	-	-
Total Personnel Services		1,019,255	1,237,876	1,212,774	1,307,804
Supplies					
101-258-521000	Operating Supplies	1,135	1,000	1,000	1,000
101-258-521100	Office Supplies	314	2,400	2,400	2,400
101-258-521300	Motor Vehicle Supplies	245	660	660	660
101-258-521600	Equip Maint Supplies	487	500	500	500
Total Supplies		2,181	4,560	4,560	4,560
Utility Services					
101-258-533500	Vehicle Fuel	8,118	7,200	8,500	7,200
Total Utility Services		8,118	7,200	8,500	7,200
Operations Support					
101-258-534029	Printing & Binding	248	850	850	850
Total Operations Support		248	850	850	850

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-258-511606	Uniforms	6,781	11,000	11,000	11,000
101-258-511610	Memberships	210	725	725	725
101-258-511611	Publications	2,303	2,400	2,400	2,400
101-258-511612	Training/Travel	23,196	33,000	27,000	33,000
101-258-511614	Meeting Expense	1,157	1,900	1,900	1,900
101-258-511616	Professional Certifications	3,630	-	-	-
Total Staff Support		37,278	49,025	43,025	49,025
Professional Services					
101-258-541017	Other Consult/Prof Service	20,250	70,000	30,000	70,000
Total Professional Services		20,250	70,000	30,000	70,000
Operating Equipment					
101-258-521708	Furniture & Fixtures	7,005	900	1,194	900
101-258-521710	Computer & Peripherals	300	-	3,250	-
Total Operating Equipment		7,305	900	4,444	900
Capital Outlay					
101-258-581012	Vehicles & Access. over $5,000	46,612	-	-	49,000
Total Capital Outlay		46,612	-	-	49,000
TOTAL INSPECTIONS		1,141,246	1,370,411	1,304,153	1,489,339

DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT
DIVISION: 259 Neighborhood Services
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Neighborhood Services Division works with the community to engage, educate, protect and promote health, safety and keep Schertz a safe and attractive 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.

The Neighborhood Services Division – 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 FOR FY2024-25

Strategic Plan Emphasis
Operational Value: Service Oriented, Systems Management

- Fostering collaborative partnerships between neighbors through our Good Neighbor Program and practices.
- Provide and seek interdepartmental assistance to support the community needs working alongside Planning, Building Inspections, Public Works, Parks, Police and Library.

Policy Value: Safe Community, High Quality of Life, Attractive Community, Fiscally Sustainable

- Build a sense of community by closing gaps between needs and resources.
- Help increase a feeling of safety through proactive property maintenance inspections and engagement to achieve an attractive community.
- Work hand-in-hand with community stakeholders to increase and maintain a high quality of life by increasing our property maintenance program.
- Seek grant opportunities to support community programs to support an attractive community and high quality of life.

- Continue to promote safety and community service programs through social media, community events and attending HOA meetings.

ACCOMPLISHMENTS

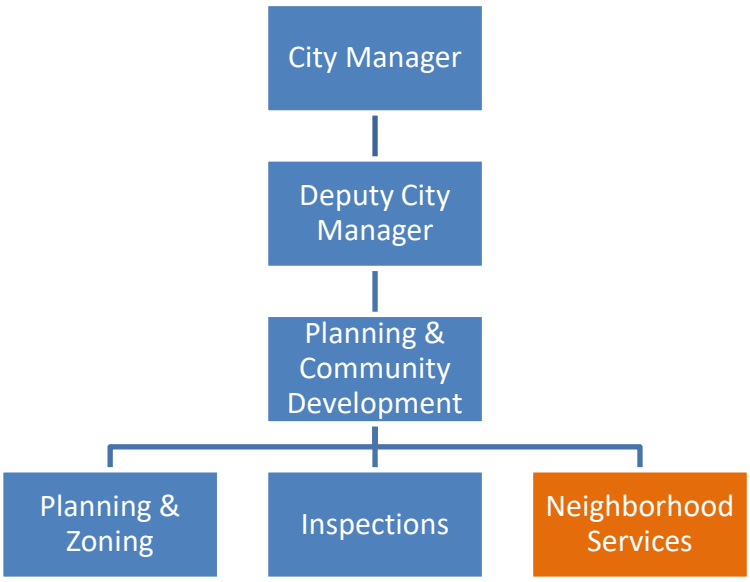
Operational Value: Service Oriented, Systems Management

- Increased division presence in the community earning trust and improving our accessibility to support residents in property maintenance projects.
- Worked with Public Affairs to improve the division brand and use social media to provide information about city programs to support residents with the property maintenance needs.
- Increased awareness and improved the community tool shed to assist with resident property maintenance needs.

Policy Value: Safe Community, High Quality of Life, Attractive Community, Fiscally Sustainable

- Successfully worked with the Love Where You Live volunteers to help over 100 residents to remediate code violations.
- Connected residents with community resources for a major home repair.
- Sponsored the 2nd Annual “Clean the Creek” which was an event in conjunction with other government entities and volunteers removing over 2 tons of trash and debris from the Cibolo Creek watershed within our community.
- Successfully administered the Graffiti Abatement Program (GAP) to promote awareness and increase education on the impacts in the community.
- Continue to collaborate with city departments on events to ensure the health and safety of food vendors.

ORGANIZATIONAL CHART



NEIGHBORHOOD SERVICES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Neighborhood Services Manager	1	1	1	1
Neighborhood Services Specialist	0	1	1	0
Code Enforcement Officer	3	3	3	3
Sanitarian	1	1	1	2
TOTAL POSITIONS	5	6	6	6

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Estimate
Code Enforcement Activities	3,002	5546	7493	8500
Other Permit (food/foster/pool)	215	236	224	250
Health Inspections	265	247	436	500

Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
Personnel Services	$340,282	$423,553	$505,377	$499,429
Supplies and Equipment	5,728	14,249	10,000	10,400
Utility Services	4,853	5,687	4,575	6,500
Operating Expenses	31	155	500	1,200
Professional Services	0	0	2,450	3,000
Repairs and Maintenance	9,025	12,681	30,000	30,000
Total	*$359,918*	*$456,325*	*$552,902*	$550,529

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases 0.4% from the FY 2023-24 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC SAFETY					
EXPENDITURES					
Neighborhood Services					
Personnel Services					
101-259-511110	Regular	277,977	305,443	322,974	326,267
101-259-511120	Overtime	5,428	7,778	7,778	9,016
101-259-511210	Longevity	2,145	1,896	2,348	2,387
101-259-511220	Clothing Allowance	-	-	-	-
101-259-511230	Certification Allowance	2,150	1,445	1,950	1,445
101-259-511310	FICA - Employer	21,200	24,173	25,631	25,892
101-259-511350	TMRS - Employer	47,036	52,794	56,322	56,894
101-259-511410	Health - Employer	41,172	49,677	52,678	43,325
101-259-511500	Workers Compensation	2,192	1,032	2,596	1,103
Total Personnel Services		399,299	444,238	472,277	466,329
Supplies					
101-259-521000	Operating Supplies	864	1,300	1,300	1,300
101-259-521040	Operating Supplies-Creek Clean	5,343	5,500	5,500	5,500
101-259-521100	Office Supplies	834	1,200	1,200	1,200
101-259-521300	Motor Vehicle Supplies	149	850	450	850
101-259-521600	Equip Maint Supplies	603	1,100	1,100	1,100
Total Supplies		7,793	9,950	9,550	9,950
Utility Services					
101-259-533500	Vehicle Fuel	5,687	6,500	4,575	6,500
Total Utility Services		5,687	6,500	4,575	6,500
Operations Support					
101-259-534029	Printing & Binding	155	1,700	500	1,200
Total Operations Support		155	1,700	500	1,200
Staff Support					
101-259-511606	Uniforms	4,827	7,300	7,300	7,300
101-259-511610	Memberships	441	1,100	1,100	1,100
101-259-511611	Publications	450	1,200	1,200	1,200
101-259-511612	Training/Travel	16,144	22,500	22,500	22,500
101-259-511614	Meeting Expense	816	1,000	1,000	1,000
101-259-511616	Professional Certifications	1,577	-	-	-
Total Staff Support		24,254	33,100	33,100	33,100
Professional Services					

101-259-541017	Other Consult/Prof Service	-	2,450	2,450	3,000
Total Professional Services		-	2,450	2,450	3,000

Maintenance Services					
101-259-551001	Abatement-Graffiti	8,142	15,000	15,000	15,000
101-259-551002	Abatement/Lot Cleaning	4,539	15,000	15,000	15,000
Total Maintenance Services		12,681	30,000	30,000	30,000
Operating Equipment					
101-259-521708	Furniture & Fixtures <$5,000	2,922	450	450	450
101-259-521710	Computer & Periphe. < $5,000	3,534	-	-	-
Total Operating Equipment		6,456	450	450	450
TOTAL NEIGHBORHOOD SERVICES		456,325	528,388	552,902	550,529

DEPARTMENT: PUBLIC WORKS
DIVISION: 359 STREETS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Street Division provides high quality essential services in design, construction, inspection, and renovation of streets to provide safe and sustainable transportation infrastructure. The Streets division's service-oriented focus is to offer innovative customer service while being fiscally sustainable. The division evaluates affordable and efficient options for providing street maintenance service including support for community service opportunities.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Values: Essential Services and Fiscally Sustainable
  - Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.

- Policy Values: Essential Services and Attractive Community
  - Plan, design, construct, inspect, operate, and maintain traffic functions including traffic control devices, crosswalk signals, street resurfacing and rehabilitation, streetlights, street signs, street sweeping and street pavement markings.

- Policy Value: Safe Community
  - Emphasize safety to reduce preventable accidents.

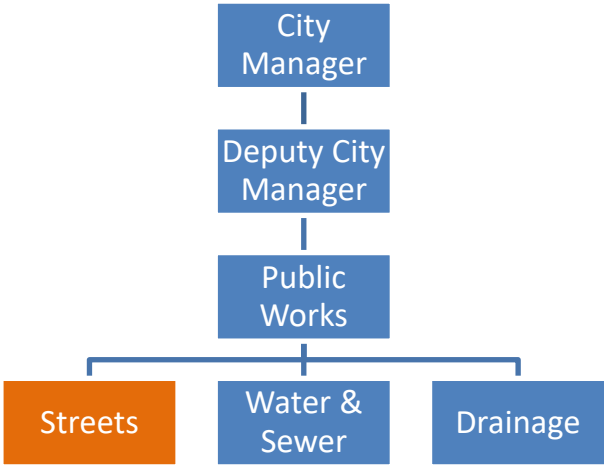
- Policy Value: Safe Community
  - Provide proactive services such as traffic counts and speed information on specific streets as requested to improve community traffic conditions and safety.

- Operational Value: Systems Management
  - Develop and execute a systems management approach to street maintenance plans, pothole patching, crack sealing, and sidewalk repair/construction.

Project focus for FY 2024-25

- Utilizing newly acquired equipment, provide necessary training, prioritize and schedule crack sealing and pothole repair program consistent with the Pavement Condition Index (PCI)recommendations and goals.
- Implement and evaluate a revised street sweeping schedule based on industry standards, community expectations and resource allocation.
- Continue to track streets maintenance tasks with GIS dashboard.
- Identify areas with missing sidewalk sections and work on creation of map and plans to address these areas.

ORGANIZATIONAL CHART



STREETS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Assistant Director	1	0	0	1
Streets/Drainage Superintendent	1	1	1	0
Streets Maintenance Supervisor	1	1	1	1
Street Maintenance Crew Leader	1	1	1	1
Street Worker II	5	5	5	5
Street Worker I	7	7	7	7
Sign and Signal Technician II	0	0	0	0
Signal & Sign Technician	2	2	2	2
TOTAL POSITIONS	18	17	17	17

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Street Sweeping hours	1624	2321	2500	2500
Number of signs produced	1100	1251	1750	2000
Quantity of asphalt purchased (tons)	1565	570	600	900
Special projects (Hours)	692	930	1000	750
Street centerline miles	172	187	190	193

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Annual cost to operate street sweepers (operators and fuel)	120,500	135,000	150,000	175,000
Cost per ton of asphalt	45	65	65	75
Approved daily budget expenditures for operation	5,278	6,242	8,869	8,838

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Hours spent on roadway maintenance	3788	2974	5000	5000

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$995,265	$996,132	$1,055,579	$1,278,626
Supplies and Equipment	134,443	155,472	168,200	233,095
Utility Services	230,811	221,263	238,000	262,500
Repairs and Maintenance	401,753	409,093	1,406,628	776,130
Rental/Leasing	4,285	848	800	6,000
Capital Outlay	160,045	495,424	300,000	562,000
Total	*$1,926,603*	*$2,278,233*	*$3,169,207*	*$3,118,351*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 1.6% from the FY 2023-24 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Overall repairs and maintenance 2024-25 budget has decreased from FY 2023-24 estimate back towards base budget.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC ENVIRONMENT					
EXPENDITURES					
STREETS					
Personnel Services					
101-359-511110	Regular	609,232	757,045	625,256	825,631
101-359-511120	Overtime	15,695	18,717	18,717	21,887
101-359-511210	Longevity	19,979	14,068	13,694	15,328
101-359-511230	Certification Allowance	2,762	1,724	831	-
101-359-511310	FICA - Employer	48,785	59,273	50,375	64,498
101-359-511350	TMRS - Employer	105,511	132,016	110,693	144,778
101-359-511410	Health - Employer	132,357	167,787	160,703	153,691
101-359-511500	Workers Compensation	44,047	22,596	46,660	24,588
Total Personnel Services		978,369	1,173,226	1,026,929	1,250,401
Supplies					
101-359-521000	Operating Supplies	3,413	3,900	3,900	4,000
101-359-521050	Operating Supplies-Street Sig	52,791	85,000	50,000	85,000
101-359-521052	Operating Supplies-Dept. Signs	2,155	10,780	7,000	10,870
101-359-521055	Operating Supplies-StreetMain	79,675	105,750	87,000	105,750
101-359-521100	Office Supplies	2,019	3,675	1,500	3,675
101-359-521200	Medical/Chemical Supplies	2,964	6,900	6,900	6,900
101-359-521300	Motor Vehicle Supplies	7,914	10,000	5,000	10,000
Total Supplies		150,929	226,005	161,300	226,195
City Support Services					
101-359-511603	EMPLOYEE APPRECIATION EVENTS	3,262	6,500	6,250	6,000
TOTAL City Support Services		3,262	6,500	6,250	6,000
Utility Services					
101-359-533200	Electricity Utility Service	173,505	192,500	192,500	202,500
101-359-533410	Water Utility Service	-	-	-	-
101-359-533500	Vehicle Fuel	47,758	60,000	45,500	60,000
Total Utility Services		221,263	252,500	238,000	262,500

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-359-511606	Uniforms	8,447	11,400	11,400	11,225
101-359-511612	Training/Travel	6,054	10,500	10,500	10,500
101-359-511614	Meeting Expense	-	500	500	500
Total Staff Support		14,501	22,400	22,400	22,225
Professional Services					
101-359-551026	Contractual Services	26,366	30,380	30,380	30,380
Total Professional Services		26,366	30,380	30,380	30,380
Maintenance Services					
101-359-551075	Minor & Other Equip. Maintenance	47	1,250	1,250	1,250
101-359-551079	Outsourced Street Maintenance	325,629	1,291,498	1,291,498	650,000
101-359-551106	Sidewalk Maintenance	57,050	102,192	83,500	94,500
Total Maintenance Services		382,726	1,394,940	1,376,248	745,750
Rental Equipment					
101-359-561100	Rental Equipment	848	6,000	800	6,000
Total Rental Equipment		848	6,000	800	6,000
Operating Equipment					
101-359-521708	Furniture & Fixtures	-	2,000	2,000	2,000
101-359-551110	Street Crossing Minor Imprvmnt	-	-	-	-
101-359-521716	Equipment under $5,000	4,543	4,900	4,900	4,900
Total Operating Equipment		4,543	6,900	6,900	6,900
Capital Outlay					
101-359-581012	Vehicles & Access. over $5,000	52,179	-	-	-
101-359-581005	Equipment over $5,000	443,245	255,000	300,000	562,000
Total Capital Outlay		495,424	255,000	300,000	562,000
TOTAL STREETS		2,278,233	3,373,851	3,169,207	3,118,351

DEPARTMENT: 460 PARKS, RECREATION AND COMMUNITY SERVICES

FUND: 101 GENERAL FUND

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 pool at Pickrell Park.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: High Quality of Life
    - Develop a system of parks, open space, recreational facilities, trails, and leisure services that will meet the needs of an expanding community.
    - Provide recreational and leisure opportunities to City of Schertz residents of all ages through youth sports, adult social leagues, special events, parades, programs, and nature education.
- Policy Value: Attractive Community
    - Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings and maintain a visually attractive community.
- Policy Value: Fiscally Sustainable
- Operational Value: Service Oriented

Project focus for FY 2024-25

- Coordinate with consultants to develop an updated Parks and Open Space Master Plan to keep pace with the needs of an expanding community.
- Coordinate with consultants to develop a Master Development Plan for Crescent Bend Nature Park to set the vision for the next 10 years.
- Manage construction projects for irrigation storage at Schertz Soccer Complex; additional segments of the Great Northern Trail construction; and parking, lighting, and accessibility at Thulemeyer Park.
- Install site amenities at various parks across the system including picnic tables, BBQ pits, benches, dog waste stations, water fountains, irrigation backflow covers and cages, and trail signage.
- Organize and launch a volunteer Trail Watch Program for the Schertz Trails System.
- Plan and implement various special events, parades, park grand openings, marketing campaigns, nature education programs, and youth and adult sports.

ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director of Parks, Recreation & Community Services	1	1	1	1
Administrative Assistant	1	1	1	1
Parks Superintendent	1	1	1	1
Parks Supervisor	1	1	1	1
Park Maintenance Technician	5	8	8	8
Park Maintenance Technician (P/T)	1	1	1	1
Seasonal Park Worker	1	1	0	0
Recreation Manager	1	1	1	1
Recreation Coordinator	0	1	1	1
Recreation Specialist	1	1	1	1
Seasonal Rec Instructor	0	0	1	1
TOTAL POSITIONS	13	13	17	17

PERFORMANCE INDICATORS

Workload/Outputs	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Total Acres of Park Land Managed	425.31	438.97	448	475
Total Acres of City Campuses Managed	36.03	36.03	36.03	36.03
Total Acres of Land Managed Per FTE	76.89	76.89	79.17	79.17
Total Miles of Trails Managed	25	25	25.6	25.6
Special Events, Programs & Parades	49	84	150	200

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Acres of Contractual Mowing	123.09	123.09	123.09	194.54
Acres of Athletic Association Maintenance	70.02	70.02	70.02	70.02
Hours of Volunteer Service	500	543	500	500
Hours of Athletic Association Service	1,200	1,200	1,200	1,200

Effectiveness	2021-22 Actual	2022-23 actual	2023-24 Estimate	2024-25 Budget
Cost Benefit for Athletic Association Field Maintenance	$550,000	$550,000	$550,000	$550,000
Cost Benefit for Volunteer Hours	$12,000	$12,000	$12,000	$12,000
Special Event Attendance	23,000	26,776	28,000	28,000
Program Participants	370	1,238	1,500	1,500
League Participants	320	510	550	550
Youth Sports Registrations (BVYA & SYSA)	3,800	3,800	3,800	3,800

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$748,289	$1,035,693	$1,309,399	$1,237,618
Supplies and Equipment	107,734	117,568	149,705	128,000
Utility Services	246,900	345,701	284,000	271,000
Operating Expenses	168,594	195,178	189,491	201,500
Professional Services	11,606	22,694	17,000	20,000
Repairs and Maintenance	175,014	177,813	332,978	320,100
Rental/Leasing	7,007	15,533	11,790	10,000
Capital Outlay	128,377	154,043	297,979	314,000
Total	*$1,593,522*	*$2,064,223*	*$2,592,342*	*$2,502,218*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 3.6% from the FY 2023-24 year-end estimate. Personnel increases from the anticipated wage adjustment is offset by fewer park improvements with the completion of existing projects.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PARKS, RECREATION, & COMMUNITY SERVICES EXPENDITURES					
PARKS					
Personnel Services					
101-460-511110	Regular	657,486	718,635	812,053	800,127
101-460-511120	Overtime	29,756	28,495	43,981	34,967
101-460-511210	Longevity	3,560	3,662	4,485	5,126
101-460-511230	Certification Allowance	4,864	6,291	2,530	1,743
101-460-511310	FICA - Employer	51,589	57,905	66,023	64,394
101-460-511350	TMRS-Employer	113,324	123,776	145,079	139,260
101-460-511410	Health-Employer	139,651	165,332	186,261	154,476
101-460-511500	Workers' Compensation	10,076	8,164	10,704	9,247
Total Personnel Services		1,010,305	1,112,260	1,271,116	1,209,340
Supplies					
101-460-521000	Operating Supplies	45,424	34,000	47,000	40,000
101-460-521100	Office Supplies	2,648	3,000	3,000	3,000
101-460-521200	Medical/Chemical Supplies	5,100	6,500	9,000	6,500
101-460-521300	Motor Vehicle Supplies	1,061	1,500	1,600	1,500
101-460-521310	Landscaping Supplies- Parks	26,605	26,180	26,605	28,000
101-460-521315	Landscaping Supplies- Campus	21,295	14,000	21,000	22,000
101-460-521400	Plumbing Supplies	6,171	9,000	31,000	10,000
101-460-521610	Building Maintenance Supplies	302	500	500	500
Total Supplies		108,606	94,680	139,705	111,500
City Support Services					
101-460-534008	Schertz Young Leaders	7,063	10,000	10,473	12,000
101-460-534009	Sweetheart Scholarships	5,500	3,000	6,000	-
101-460-534038	Holidazzle	35,435	36,000	36,018	38,000
101-460-534040	4th of July Jubilee	45,745	45,000	45,000	47,000
101-460-534041	Music, Movies in the Park	9,187	10,000	10,000	10,000
101-460-534043	Other Events	79,348	78,000	78,000	92,000
101-460-534045	MOVING ON MAIN	11,920	12,300	15,000	-
Total City Support Services		194,198	194,300	200,491	199,000
Utility Services					
101-460-533200	Electric Utility Service	92,702	76,000	89,000	76,000
101-460-533410	Water Utility Service	228,780	175,000	175,000	175,000
101-460-533500	Vehicle Fuel	24,219	25,000	20,000	20,000
Total Utility Services		345,701	276,000	284,000	271,000

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Operations Support					
101-460-534000	Advertising	980	1,000	1,000	2,500
101-460-511605	Temporary Empl. Services	256	-	11,773	1,000
Total Operations Support		1,236	1,000	12,773	3,500
Staff Support					
101-460-511606	Uniforms	7,304	9,565	9,565	10,008
101-460-511610	Memberships	2,419	1,632	1,945	2,421
101-460-511612	Training/Travel	13,632	13,122	13,500	13,100
101-460-511614	Meeting Expenses	1,776	1,500	1,500	1,750
Total Staff Support		25,132	25,819	26,510	27,278
Professional Services					
101-460-541017	Other Prof. Services	22,694	5,880	17,000	20,000
101-460-551026	Contract Services	114,127	189,107	256,415	240,000
Total Professional Services		136,821	194,987	273,415	260,000
Maintenance Services					
101-460-551000	Building Maintenance	2,330	2,500	2,500	2,500
101-460-551075	Minor & Other Equip Maint	4,965	5,000	5,000	5,000
101-460-551112	Veteran's Memorial Maint.	3,904	7,400	8,545	9,600
101-460-551073	Landscaping	2,495	2,500	2,500	3,000
Total Maintenance Services		13,694	17,400	18,545	20,100
Rental-ROW					
101-460-561100	Rental-Equipment	15,533	10,000	11,790	10,000
Total Rental-ROW		15,533	10,000	11,790	10,000
Operating Equipment					
101-460-551072	Improvements under $5,000	49,993	58,015	58,018	60,000
101-460-521716	Equpment under $5000	8,962	15,000	10,000	16,500
Total Operating Equipment		58,955	73,015	68,018	76,500
Capital Outlay					
101-460-581012	Vehicles & Access. Over $5,000	52,055	120,000	133,000	49,000
101-460-581007	Improvements Over $5,000	86,449	250,000	150,000	250,000
101-460-581005	Equipment Over $5,000	15,539	15,000	14,979	15,000
Total Capital Outlay		154,043	385,000	297,979	314,000
TOTAL PARKS		2,064,223	2,384,461	2,604,342	2,502,218

DEPARTMENT: PARKS, RECREATION, AND COMMUNITY SERVICES
DIVISION: 463 POOLS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The management and maintenance of two (2) outdoor pools and one splash pad 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 FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: High Quality of Life
    - 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.
    - Continue 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.
- Operational Value: Innovative
    - Manage and maintain the operations of the new Wendy Swan Memorial Park Splashpad that was developed on the site of an old residential size swimming pool.

Project focus for FY 2024-25

- Close the splashpad for the winter season and successfully open the splash pad up for the new season the Friday before Spring Break week.

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Outputs	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue per year Outdoor Pools	$25,000	$25,000	$25,000	$28,500
Days open per year Outdoor Pools	72	72	72	72
Daily Admissions Pickrell Pool	$22,024	$22,024	$22,024	$22,000
Total Attendance Pickrell Pool	11,651	11,651	11,651	11,000
Season Pool Pass Sales	$6,495	$6,495	$6,495	$4,000
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000	78,000

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cost per resident for Pool Operations (Includes Schertz Aquatics Center	$14.25	$14.25	$14.25	$13.16

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Supplies and Equipment	$27,389	$13,337	$34,500	$33,000
Utility Services	24,788	40,316	45,000	35,000
Repairs and Maintenance	537,096	508,412	542,052	597,023
Total	*$589,274*	*$562,064*	*$621,552*	*$665,023*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increased 6.5% from FY 2023-24 year-end estimates for the proposed wage adjustments.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PARKS & RECREATION					
EXPENDITURES					
POOLS					
Supplies					
101-463-521000	Operating Supplies	4,176	5,000	5,000	5,000
101-463-521200	Chem/Med/Lab Supplies	7,893	19,000	26,000	25,000
101-463-521600	Equip Maint Supplies	1,267	3,000	3,500	3,000
Total Supplies		13,337	27,000	34,500	33,000
Utility Services					
101-463-533200	Electric Utility Service	13,496	18,000	20,000	20,000
101-463-533410	Water Utility Service	26,819	7,500	25,000	15,000
Total Utility Services		40,316	25,500	45,000	35,000
Maintenance Services					
101-463-551075	Minor & Other Equip Maintenance	9,421	9,800	9,800	9,800
101-463-551025	Contract Maintenance	498,991	532,252	532,252	587,223
Total Maintenance Services		508,412	542,052	542,052	597,023
TOTAL POOLS		562,064	594,552	621,552	665,023

DEPARTMENT: PARKS AND RECREATION
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

Under the umbrella of Parks and Recreation, 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 FOR FY 2024-25

Strategic Plan Emphasis

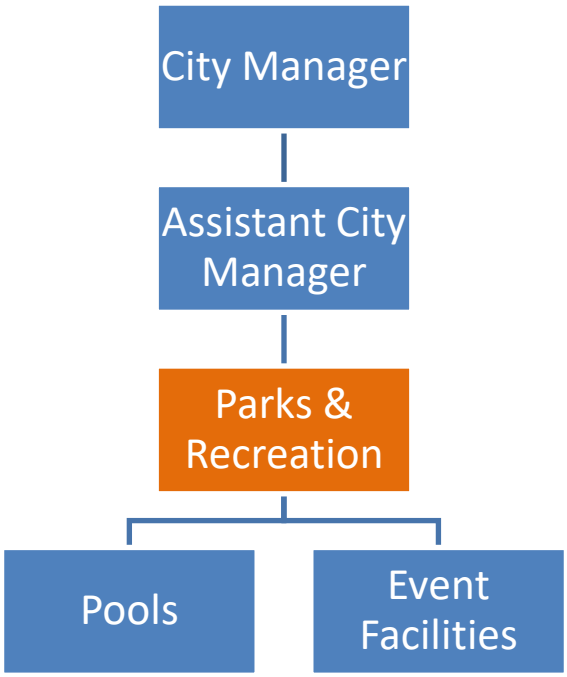
- Policy Value: High Quality of Life
    - Promotes community involvement by attracting public events such as fundraisers, tradeshows/conventions, and performing arts events.
    - Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- Policy Value: Service Oriented
    - 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.

Project focus for FY 2024-25

- Continue to implement new event management software to increase operational efficiency and provide better customer service.

- Implement a maintenance week closure into the operating schedule to provide for deep cleaning, preventative maintenance, and minor repairs to occur without interruption for increased efficiency.

ORGANIZATIONAL CHART



EVENT FACILITIES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Civic Center Manager	1	1	1	1
Civic and Community Center Coordinator	1	1	1	1
Event Attendant	2	2	4	4
Event Attendant (P/T)	2	2	1	1
TOTAL POSITIONS	6	6	7	7

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of events booked	808	1020	1097	1100
Number of events cancelled	137	200	225	200
Number of facility tours	300	300	325	350
Number of web inquiries answered	209	300	925	1000

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue	422,262	390,000	302,363	440,589
Comp'd Value	123,000	38,000	75,000	75,000

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Tradeshows/conventions	11	15	48	50
Customer satisfaction Rating	95%	90%	97%	100%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$325,069	$440,490	$519,399	$535,263
Supplies and Equipment	16,892	8,037	15,080	27,100
Utility Services	47,276	74,998	74,427	77,964
Operating Expenses	1,591	62	1,825	1,850
Repairs and Maintenance	4,173	0	2,450	2,500
Capital Outlay	0	0	65,404	0
Total	*$395,000*	*$523,587*	*$678,585*	*$644,677*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 5.3% from the FY 2023-24 year-end estimate due to lower Capital Outlay costs in 2024-25.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
CULTURAL					
EXPENDITURES					
EVENT FACILITIES					
Personnel Services					
101-464-511110	Regular	287,814	291,357	344,062	369,271
101-464-511120	Overtime	5,384	5,884	4,500	6,923
101-464-511210	Longevity	7,033	6,472	9,869	10,132
101-464-511230	Certification Allowance	50	-	-	-
101-464-511310	FICA - Employer	22,705	23,215	27,420	29,531
101-464-511350	TMRS-Employer	58,586	50,701	60,252	64,892
101-464-511410	Health-Employer	39,793	39,882	53,919	43,652
101-464-511500	Workers' Compensation	548	4,070	577	4,562
Total Personnel Services		421,913	421,581	500,599	528,963
Supplies					
101-464-521000	Operating Supplies	1,679	3,136	3,500	14,000
101-464-521041	Ancillary Products	435	490	-	500
101-464-521100	Office Supplies	886	784	800	800
464-521200	Medical/Chemical Supplies				
464-521400	Plumbing Supplies				
Total Supplies		3,000	4,410	4,300	15,300
Utility Services					
101-464-533100	Gas Utility Service	1,254	1,058	1,510	1,164
101-464-533200	Electric Utility Service	63,190	55,000	60,000	66,000
101-464-533410	Water Utility Service	9,505	8,721	11,917	9,600
101-464-533500	Vehicle Fuel	1,049	1,000	1,000	1,200
Total Utility Services		74,998	65,779	74,427	77,964
Operations Support					
101-464-534000	Advertising	-	1,000	1,000	1,000
101-464-534029	Printing & Binding	62	500	500	700
101-464-534002	Business Meetings/Networking	-	150	150	150
101-464-534027	Memberships-City Use	-	-	175	-
101-464-511605	Temporary Empl. Services	14,953	5,000	12,800	-
Total Operations Support		15,015	6,650	14,625	1,850
Staff Support					
101-464-511606	Uniforms	1,782	1,500	2,200	2,000
101-464-511610	Memberships	294	500	500	500
101-464-511612	Training/Travel	1,379	2,891	3,000	3,500
101-464-511614	Meeting Expenses	168	300	300	300

101 GENERAL FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Total Staff Support	3,623	5,191	6,000	6,300

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Maintenance Services					
101-464-551076	Other Maintenance Agreements	-	2,450	2,450	2,500
Total Maintenance Services		-	2,450	2,450	2,500
Operating Equipment					
101-464-521708	Furniture & Fixtures	526	980	980	2,000
101-464-521712	Operating Equipment Under $5,000	4,511	9,800	9,800	9,800
Total Operating Equipment		5,037	10,780	10,780	11,800
Capital Outlay					
101-464-581012	Vechicles & Access. Over $5,000	-	60,000	60,000	-
101-464-581005	Equipment Over $5,000	-	-	5,404	-
TOTAL Capital Outlay		-	60,000	65,404	-
TOTAL EVENT FACILITIES		523,587	576,841	678,585	644,677

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library supports life-long learning, literacy and recreation for library materials in print, audiovisual and digital formats for users of all ages. It 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, and enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as technology, health and fitness, financial planning, and crafts. The library acts as a community hub by providing meeting and study spaces to individuals and community groups, and provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources. The library's primary service area includes more than 123,000 people in the Cities of Schertz, Cibolo and Selma, and Guadalupe County.

GOALS FOR 2024-25

Strategic Plan Emphasis

- Policy Value: High Quality of Life
    - Provide all community members access to a wide variety of engaging materials, services and programs that support life-long learning, literacy, and recreation.
    - Provide welcoming spaces for meetings, quiet individual activities and studying, and group activities.
    - Provide digital literacy skills and access to computers, Internet service, and other technology devices such as mobile hotspots to close the digital divide due to socioeconomic status and service gaps in rural areas.
- Operational Value: Service Oriented
    - Provide outreach services and activities outside of the library building to community members, schools, and community organizations to bring library services to those who can't visit the building.
    - Partner with city departments, local governments, schools, businesses, and organizations to provide programming opportunities beyond regular library programming.
    - Provide high quality, customer-focused service by focusing on the City's core values and investing in on-going staff training in customer service principles, policy and procedures, technology training, and library best practices.

Project Focus for FY 2024-25

- Recurring projects:
  - Improve the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus continues to be on collections with high turnover rates, e.g., bestsellers, graphic novels, beginning readers, etc., with an additional focus in FY25 on increasing the number of items in our newest circulating collections—games, activity kits, and read-along audiobooks.
  - Maintain weeding and replacement schedule to enhance and update collections.
  - Review and update policies and procedures with the aims of providing excellent customer-focused service, inclusion, equitable access, and efficiency in service delivery.
  - Pursue Texas Municipal Library Directors 2024 Achievement in Excellence Award by demonstrating consistent excellence and outstanding contributions to public library services within our community.
- Specific projects:
  - Purchase additional mobile hot spots to expand hot spot circulation program.
  - Add a multi-week adult program series aimed at improving digital literacy skills for beginners.
  - Revise online subject guides using LibGuides to promote library content and connect library users to online instruction and resources.
  - Complete full implementation of in-house laptop circulation program.
  - Conduct Edge technology survey and community interest survey.
  - Investigate feasibility of and implement, if need is found, outreach programming to all areas of service area.
  - Reorganize library spaces by relocating various collections to different parts of the library to accommodate collection growth, including Adult and Youth Spanish materials, the Juvenile Graphic Novel collection, and various other collections.
  - Add additional fitness and wellness, or other high interest classes to the adult programming schedule.
  - Explore opportunities for workforce development programming.
  - Add additional ESL courses throughout the year.
  - Establish more volunteer opportunities for adult and teen volunteers.

ORGANIZATION CHART



LIBRARY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Library Director	1	1	1	1
Librarian	3	3	3	3
Library Technician	2	2	2	2
Library Assistant	3	3	4	4
Library Assistant (20 hours)	7	9	7	7
Library Assistant (10 hours)	4	2	2	2
Programming Specialist (20 hours)	1	2	2	2
Temp Part-time Library Assistant (Unfunded)	1	1	1	1
TOTAL POSITIONS	22	23	22	22

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Service population (determined by TSLAC)	121,698	121,698	123,167	125,000
Registered Borrowers	29,612	28,734	30,600	31,000
Total Materials Collection	155,715	159,256	166,000	172,000
Total Circulation	359,425	396,794	400,000	410,000
Total Library Visits	157,428	194,260	210,000	213,000
Total Program Attendance	3,448	14,700	16,500	17,000

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cost per Person Served	$9.41	$10.50	$11.50	$11.93
Cost per Circulation	$3.18	$3.22	$3.54	$3.64
Circulation per Circulation FTE	39,936	41,768	42,105	41,158

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Percentage of Population with Library Cards	24.33%	23.61%	24.84%	24.80%
Materials Expenditures/Capita	$1.07	$1.27	$1.35	$1.33
Materials Expenditures as a Percentage of Operating Budget (striving for 15% min.)	11.35%	12.07%	11.72%	11.13%
Items/Capita (striving to meet 1.53 items/capita standard)	1.28	1.31	1.35	1.38
Circulation/Capita	2.95	3.26	3.25	3.28
Library Visits/Capita	1.29	1.6	1.71	1.70
Program Attendance/Capita	0.03	0.12	0.13	0.14

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$918,237	$1,001,807	$1,137,593	$1,209,372
Supplies and Equipment	158,429	201,130	200,100	199,100
Utility Services	63,622	71,955	74,000	68,000
Operating Expenses	4,396	2,934	4,910	5,300
Total	*$1,144,684*	*$1,277,826*	*$1,416,603*	*$1,481,772*

PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2024-25 Budget increases 4.4% from the FY 2023-24 year-end estimate with the anticipated wage increase.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
CULTURAL					
EXPENDITURES					
LIBRARY					
Personnel Services					
101-665-511110	Regular	700,396	786,060	779,378	859,739
101-665-511120	Overtime	595	1,053	1,350	1,053
101-665-511210	Longevity	18,067	18,180	17,273	19,452
101-665-511230	Certification Allowance	2,542	2,471	2,165	2,471
101-665-511310	FICA - Employer	53,774	61,735	61,213	67,464
101-665-511350	TMRS-Employer	110,730	125,385	134,508	138,334
101-665-511410	Health-Employer	107,875	104,801	124,757	105,471
101-665-511500	Workers Compensation	1,694	1,693	1,799	1,858
Total Personnel Services		995,674	1,101,378	1,122,443	1,195,842
Supplies					
101-665-521000	Operating Supplies	13,740	19,500	19,500	19,500
101-665-521100	Office Supplies	2,442	3,000	3,000	2,000
Total Supplies		16,183	22,500	22,500	21,500
Utility Services					
101-665-533100	Gas Utility Service	2,801	3,000	3,000	3,000
101-665-533200	Electric Utility Service	53,885	40,000	50,000	50,000
101-665-533410	Water Utility Service	15,269	21,000	21,000	15,000
Total Utility Services		71,955	64,000	74,000	68,000
Operations Support					
101-665-521702	Postage	2,624	3,000	3,000	3,000
101-665-534029	Printing & Binding	740	2,700	2,700	3,000
Total Operations Support		3,364	5,700	5,700	6,000
Staff Support					
101-665-511606	Uniforms	-	440	100	200
101-665-511607	Annual Awards	159	300	300	300
101-665-511610	Memberships	1,393	2,000	1,750	1,895
101-665-511612	Training/Travel	4,313	12,700	12,700	10,735
101-665-511614	Meeting Expenses	269	300	300	400
Total Staff Support		6,133	15,740	15,150	13,530

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Professional Services					
101-665-534048	Courier Delivery Service	2,194	2,300	2,174	2,300
Total Professional Services		2,194	2,300	2,174	2,300
Operating Equipment					
101-665-521708	Furniture & Fixtures	25,984	3,600	3,600	3,600
101-665-534027	Memberships-City Use	-	-	36	-
101-665-521718	Library Materials	154,259	166,000	166,000	166,000
101-665-521714	Donation-Expense	2,081	5,000	5,000	5,000
Total Operating Equipment		182,324	174,600	174,636	174,600
TOTAL LIBRARY		1,277,826	1,386,218	1,416,603	1,481,772

DEPARTMENT: INTERNAL SERVICES
DIVISION: 853 INFORMATION TECHNOLOGIES (IT)
FUND: 101 GENERAL FUND

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 functions 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.

GOALS FOR FY 24-25

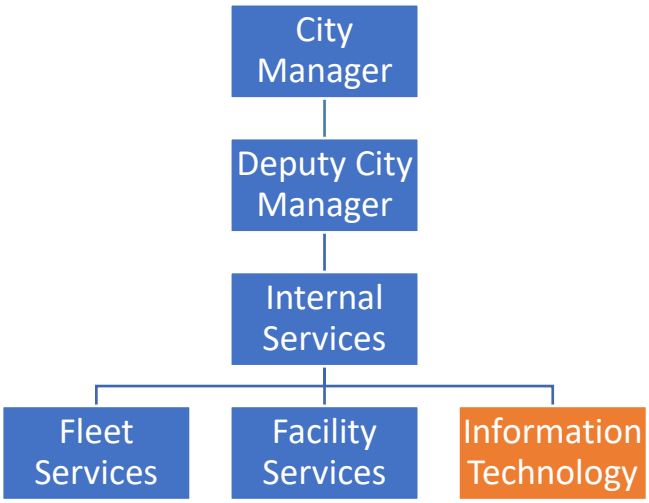
Strategic Plan Emphasis

- Policy Value: Essential Services
  - Improve efficiency, productivity, workflows, and collaborations
  - Mobilize the city by choosing cloud-base services to improve communication sharing between city departments
  - Improve fiber connection between all city buildings
- Policy Value: Attractive Community
  - Provide excellent customer service
  - Safeguard the city's network and the data shared within

Project focus for FY 24-25

- Improve fiber communication between buildings at 10 Commercial Place
- Install firewall redundancy throughout the City's network system

ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
Administrative Assistant	1	1	1	1
Senior Systems Administrator	1	1	1	1
Computer Systems Support Engineer	1	1	1	1
IT Support Specialist	3	3	3	3
Public Safety Administrator	1	1	1	1
GIS Administrator	1	1	1	1
GIS Specialist	1	1	2	2
TOTAL POSITIONS	10	10	11	11

Workload	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Average Annual Work Orders Completed	2,550	3,084	3,200	3,200
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25	1.25
Total Projects	45	62	67	67
Average Monthly Project Hours	620	620	750	750
Total Emails Received	1,122,550	1,116,600	1,239,530	1,239,530
Total Sent Good Email	452,550	454,875	475,000	475,000
Total Teams Meetings	1,675	1,452	1,575	1,575
Total Teams Interoffice Chats	14,500	23,450	25,000	25,000

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
% Work Orders Completed 0-1 Day	46%	46%	45%	55%
% Work Orders Completed 2-3 Days	8%	8%	12%	15%
% Work Orders Completed 4-6 Days	11%	11%	11%	10%
% Work Orders Completed 7-10 Days	7%	7%	9%	5%
%Work Orders Completed >11 Days	28%	28%	23%	15%
Average Number of Days to Work Orders				
% Time on GIS Specific Projects	52%	52%	53%	55%
% Time on GIS Customer Assistance	8%	8%	9%	17%
% Time on Training/Conferences	0%	0%	8%	8%
% Time on Non-Department Projects	20%	20%	16%	8%
% Time on Administrative Overhead	20%	20%	14%	12%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$995,922	$1,147,821	$1,321,410	$1,339,410
Supplies and Equipment	287,006	211,283	250,843	494,650
Utility Services	367,727	393,771	471,000	516,000
Operating Expenses	998,027	974,499	1,133,042	1,465,525
Professional Services	1,406	103,799	45,253	20,000
Repairs and Maintenance	0	0	3,800	3,800
Rental/Leasing	3,346	1,295	3,875	0
Capital Outlay	0	51,696	140,000	0
Total	*$2,653,434*	*$2,884,164*	*$3,369,223*	*$3,839,385*

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2024-25 Budget increases 12.2% from the FY 2023-24 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
INTERNAL SERVICE EXPENDITURES					
INFORMATION TECHNOLOGY					
Personnel Services					
101-853-511110	Regular	739,670	787,825	835,839	871,689
101-853-511120	Overtime	53,628	40,004	46,000	49,645
101-853-511210	Longevity	10,347	9,243	9,433	10,432
101-853-511230	Certificate Allowance	150	-	510	747
101-853-511310	FICA - Employer	59,831	64,006	68,221	71,303
101-853-511350	TMRS - Employer	121,515	139,788	149,909	156,681
101-853-511410	Health - Employer	108,548	123,430	142,997	110,203
101-853-511500	Workers Compensation	2,267	1,358	2,401	1,510
Total Personnel Services		1,095,956	1,165,654	1,255,310	1,272,210
Supplies					
101-853-521100	Office Supplies	5,875	5,700	3,716	8,800
101-853-521300	Motor Vehicle Supplies	528	400	584	-
101-853-521600	Equip Maint Supplies	4,053	4,700	5,043	-
Total Supplies		10,456	10,800	9,343	8,800
City Support Services					
101-853-541003	Computer Consulting	4,130	5,000	4,333	5,000
101-853-534036	Software Maintenance	32,760	-	7,970	-
101-853-534034	Software Maintenance-Citywide	508,714	688,739	575,000	820,749
101-853-534035	Software Maintenance-Departments	420,942	546,525	550,000	644,776
101-853-521701	Computer Fees & Licenses	7,494	5,000	5,000	6,000
Total City Support Services		974,040	1,245,264	1,142,303	1,476,525
Utility Services					
101-853-533300	Telephone/Lane Lines	74,673	70,000	70,000	75,000
101-853-533310	Telephone/Cell Phones	124,572	125,000	142,000	150,000
101-853-533320	Telephone/Air Cards	100,839	101,000	108,000	115,000
101-853-533330	Telephone/Internet	92,649	125,000	150,000	175,000
101-853-533500	Vehicle Fuel	1,038	1,000	1,000	1,000
Total Utility Services		393,771	422,000	471,000	516,000
Staff Support					
101-853-511606	Uniforms	1,416	2,700	2,700	3,300
101-853-511610	Memberships	467	1,400	1,400	1,900
101-853-511612	Training/Travel	49,983	62,000	62,000	62,000
Total Staff Support		51,866	66,100	66,100	67,200
Professional Services					
101-853-541017	Other Consl/Prof Services	6,555	13,000	15,000	15,000

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
101-853-541010	IT Svcs-Web Design/Maint	93,114	-	25,920	-
Total Professional Services		99,669	13,000	40,920	15,000

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Maintenance Services					
101-853-534037	Computer Maintenance	12,083	-	-	-
101-853-551022	Other Maintenance Agreement	-	3,800	3,800	3,800
Total Maintenance Services		12,083	3,800	3,800	3,800
Rental/Leasing					
101-853-561200	Lease/Purchase Payments	1,295	-	3,875	-
Total Rental Leasing		1,295	-	3,875	-
Operating Equipment					
101-853-521708	Furniture & Fixtures	2,088	1,500	1,500	2,000
101-853-534027	Memberships-City Use	-	-	72	-
101-853-521710	Computer & Periphe. < $5000	170,431	237,000	200,000	153,600
101-853-521711	Communication Equip LESS $5000	5,784	40,000	20,000	55,050
101-853-521716	Equipment under $5,000	15,030	15,000	15,000	269,200
Total Operating Equipment		193,333	293,500	236,572	479,850
Capital Outlay					
101-853-581003	Computer & Peripherals	31,119	162,000	140,000	-
101-853-581005	Equipment	20,578	-	-	-
Total Capital Outlay		51,696	162,000	140,000	-
TOTAL INFORMATION TECHNOLOGY		2,884,164	3,382,118	3,369,223	3,839,385

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

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.

STRATEGIC GOALS AND OBJECTIVES

Operational Value – Service Oriented

In an organization that has a Service Oriented culture, there is the focus on meeting and exceeding current and future customer needs.

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.

Operational Value – Engaged Workforce

Valuing people is the framework for building and sustaining an Engaged Workforce, who in turn are committed to serving customers and making a positive difference in their lives.

- 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.

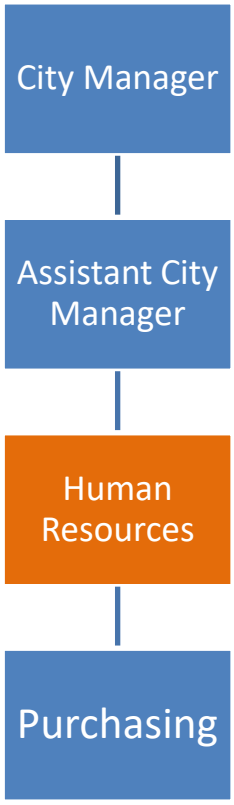
Operational Value – Proactive

Proactive means initiating change by anticipating future situations in order to make things happen.

- Compete for top talent with effective recruitment strategies and an efficient recruitment process.

- Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.

ORGANIZATIONAL CHART



HUMAN RESOURCES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
HR Manger	1	1	1	1
Senior HR Generalist	1	1	1	1
HR Generalist	1	1	1	1
Human Resources Assistant	1	1	1	1
TOTAL POSITIONS	5	5	5	5

PERFORMANCE INDICATORS

Workload/Output Measures	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Total No. of Employees (Avg.)	430	430	430	460
# Full Time Employees (Avg.)	395	395	380	410
Job Announcements Posted	84	84	110	110
# Applications received	5,288	5,288	5,000	1000 - 3,216 ADP `19
# Full Time Positions Filled	77	77	80	80
# Part Time Positions Filled	11	11	10	10
# Total Turnover	88	88	85	80
# Full Time Turnover	81	81	75	80
# Part Time Turnover	7	7	10	10
# Retirements	6	6	10	12
# FMLA Claims	37	37	40	17 (or request - 30)
# General Training Courses	15	15	15	15
# of tuition reimbursements	24	24	20	20

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$548,678	$643,659	$702,602	$754,180
Supplies and Equipment	1,197	1,588	3,775	4,200
Operating Expenses	100,568	104,574	105,223	123,450
Professional Services	4,126	520	64,500	4,500
Total	*$654,569*	*$750,340*	*$876,100*	*$886,330*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 1.2% from the FY 2023-24 year-end estimate with the anticipated wage increase.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
INTERNAL SERVICE EXPENDITURES					
HUMAN RESOURCES					
Personnel Services					
101-866-511110	Regular	364,623	386,498	402,669	411,828
101-866-511120	Overtime	542	337	1,000	973
101-866-511210	Longevity	5,482	6,142	6,197	6,926
101-866-511230	Certificate Allowance	3,140	2,863	2,990	2,863
101-866-511310	FICA - Employer	27,742	30,262	31,583	32,306
101-866-511350	TMRS - Employer	61,391	66,091	69,401	70,988
101-866-511410	Health - Employer	59,853	63,927	67,185	57,653
101-866-511500	Workers Compensation	885	650	938	693
101-866-511600	Unemployment Compensation	436	20,000	5,000	20,000
Total Personnel Services		524,094	576,770	586,963	604,230
Supplies					
101-866-521000	Operating Supplies	939	3,160	2,500	3,000
101-866-521100	Office Supplies	568	700	775	700
Total Supplies		1,507	3,860	3,275	3,700
Human Services					
101-866-534025	Pre-Employment Check	4,537	3,000	2,700	3,000
101-866-534023	Interview Expenses	49	2,450	1,500	1,500
101-866-534006	COBRA FSA/HSA Adm Services	8,928	8,400	7,000	8,500
101-866-534053	Broker Services	75,000	75,000	75,000	75,000
101-866-534026	Medical Co-Pay	540	3,000	1,925	3,000
101-866-534018	Employee Assistance	7,608	10,000	10,500	10,000
101-866-511601	Tuition Reimbursement	21,339	18,000	25,689	20,000
101-866-511602	Employee Wellness Program	15,633	40,000	15,000	40,000
101-866-511608	Training Classes	21,878	20,000	21,000	21,000
Total Human Services		155,512	179,850	160,314	182,000

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Operations Support					
101-866-534000	Advertising	6,521	19,450	4,000	19,450
101-866-534029	Printing & Binding	1,391	3,000	2,526	3,000
101-866-534027	Memberships-City Use	-	-	72	-
Total Operations Support		7,912	22,450	6,598	22,450
Staff Support					
101-866-511606	Uniforms	297	500	500	500
101-866-511609	Employee Recognition	33,387	40,000	30,000	42,000
101-866-511610	Memberships	1,130	2,450	2,450	2,450
101-866-511612	Training/Travel	7,791	8,000	5,000	8,000
101-866-511614	Meeting Expenses	-	1,000	1,000	1,000
Total Staff Support		42,604	51,950	38,950	53,950
City Assistance					
101-866-511617	Medical Services	18,110	15,000	15,000	15,000
Total City Assistance		18,110	15,000	15,000	15,000
Professional Services					
101-866-541017	Other Consul/Prof Service	520	64,500	64,500	4,500
Total Professional Services		520	64,500	64,500	4,500
Operating Equipment					
101-866-521708	Furniture & Fixtures	81	500	500	500
Total Operating Equipment		81	500	500	500
TOTAL HUMAN RESOURCES		750,340	914,880	876,100	886,330

DEPARTMENT: 868 FINANCE
FUND: 101 GENERAL FUND

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. Maintain and process payroll for all city employees. Finance handles unclaimed property and its subsequent disbursements to the individuals or the State. Adopt and update an Investment Policy and strategy annually that follows the Public Funds Investment Act that outlines oversight of investment funds and states the types of investments the city can use. Manage debt service and fixed assets annually. Complete the annual budget, facilitate annual audit, Annual Comprehensive Financial Report and Popular Annual Financial Report. Perform financial forecasting to make better, more informed operational decisions. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

Policy Value: Financially Sustainable

- Provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies so they have the information they need to make operational decisions to keep the city financially sustainable. Reports should be delivered within 20 days of the prior month's end.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 38th consecutive year.
- Improve the 5-year budgeting and forecasting plan for operations and debt management. These tools help maintain the fiscal sustainability of the City.
- Maintain a 10-year budgeting plan for Construction in Progress (CIP) project for the city.

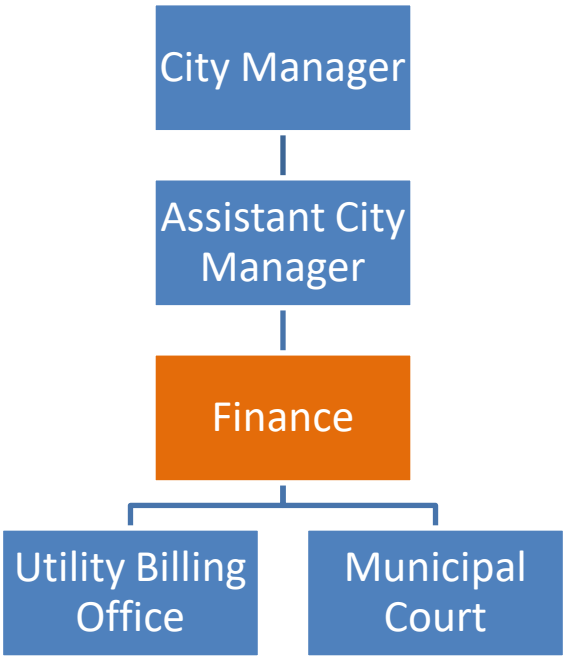
Operational Value: Systems Management

- With the new financial software going live on April 1, 2024, Finance is teaching departments new procedures to best utilize new financial software. With the new software, departments will be able to run more useful reports. These reports can be run daily to show any changes to the revenues and expenses for the department. These reports will also help maintain the fiscal year budget. The goal is that departments will be able to easily understand how the department financial operations run on a day-to-day basis. With the new software, ERP also has the City starting the process of going paperless.

Project Focus for FY 2024-25

- Refine internal processes and systems to be more effective and efficient.
- Go paperless in office, less cost for physical storage & documents always at hand and less postage/paper as payments sent in electronically.
- Submit for financial transparency awards, i.e. Transparency Star for Economic Development, Budget Award

ORGANIZATIONAL CHART



ACCOUNTING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget	2024-25 Budget
Finance Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Senior Accountant	1	1	1	0	0
Financial Analyst	1	1	1	1	1
Accountant	1	1	1	2	2
Accounts Payable Coordinator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
TOTAL POSITIONS	7	7	7	7	7

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Accounts payable checks	6,269	6,125	6,200	6,500
Accounts payable EFT	0	0	50	100
Number of Purchase Orders Processed	7,322	8,215	8,500	5,000
Active Vendors to manage				1,500

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	36	37	38	39
Quarterly Financials completed within 30 days	0	0	1	2
Popular Annual Financial Report	0	0	1	2
COA Award	36	37	38	39

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$673,128	$696,232	$716,565	$790,326
Supplies and Equipment	2,901	3,805	3,195	3,100
Operating Expenses	3,586	4,253	5,000	4,300
Professional Services	48,727	24,949	43,200	42,500
Total	*$728,341*	*$729,239*	*$767,960*	*$840,226*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 8.6% from the FY 2023-24 year-end estimate. This increase is due to increased costs for services and goods. Also, with anticipated wage increase from Class and Comp study.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
INTERNAL SERVICE EXPENDITURES					
FINANCE					
Personnel Services					
101-868-511110	Regular	467,487	498,174	483,301	547,738
101-868-511120	Overtime	2,153	936	2,250	980
101-868-511210	Longevity	14,497	11,207	10,698	11,489
101-868-511230	Certification Allowance	2,540	2,528	2,340	2,528
101-868-511310	FICA - Employer	35,791	39,196	38,142	43,012
101-868-511350	TMRS - Employer	79,755	85,604	83,813	94,514
101-868-511410	Health - Employer	88,587	94,783	87,993	81,192
101-868-511500	Workers Compensation	1,252	841	1,328	923
Total Personnel Services		692,062	733,269	709,865	782,376
Supplies					
101-868-521000	Operating Supplies	1,939	2,000	2,250	2,000
101-868-521100	Office Supplies	679	700	600	700
Total Supplies		2,617	2,700	2,850	2,700
Staff Support					
101-868-511606	Uniforms	401	-	700	350
101-868-511610	Memberships	1,035	1,160	1,000	1,100
101-868-511612	Training/Travel	2,734	3,000	5,000	6,500
Total Staff Support		4,170	4,160	6,700	7,950
Professional Services					
101-868-541017	Other Consl/Prof Services	14,949	22,000	18,000	16,000
101-868-541000	Auditor/Accounting Service	10,000	26,500	25,200	26,500
101-868-534058	Investment Management Fee	4,253	4,000	5,000	4,300
Total Maintenance Services		29,202	52,500	48,200	46,800

101 GENERAL FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Operating Equipment				
101-868-521708 Furniture & Fixtures	1,188	300	345	400
Total Operating Equipment	1,188	300	345	400
TOTAL FINANCE	729,239	792,929	767,960	840,226

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Real Property Acquisitions, Risk Management, Worker's Compensation, Property Insurance, and Safety functions for the City.

Purchasing manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, fleet vehicle registration and titles, and Real Property acquisitions.

The department is also responsible for the City's Risk Management and Safety program. It 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.

STRATEGIC GOALS AND OBJECTIVES

Core Value – Do the Right Thing

- Maintain the highest levels of ethical practices for all department functions.

Economic Policy Value – Fiscally Sustainable

- 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.

Operational Value – Service Oriented

In an organization that has a Service Oriented culture, there is the focus on meeting and exceeding current and future customer needs.

- All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
- Maintain a professional relationship with all City departments and vendors, insuring open communication.

Operational Value – Systems Management

Systems Management aligns and integrates all components of the organization as a unified whole to achieve the mission, ongoing success and performance excellence.

- Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.
- Manage the real property acquisition process to include routing of offers for property purchases and overseeing the offer to closing processes.
- 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.

Operational Value – Proactive

Proactive means initiating change by anticipating future situations in order to make things happen.

- Develop and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation.
- Develop and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

ORGANIZATIONAL CHART



PURCHASING	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Purchasing Manager	1	1	1	1
Purchasing Specialist	1	1	1	1
Risk & Safety Specialist	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Bids and Proposals Drafted	44	24	20	30
Bids and Proposals Responses	127	57	38	100
Contracts Reviewed	211	97	75	100
Meetings with Vendors	42	22	20	30
Research Requests	135	71	45	100
Workers Comp Claims Processed	84	144	39	100
Accident and Incident Investigated	309	217	150	200
Training Classes Held	6	16	20	20
Vehicles Processed (Titles, Gas Cards, Plates)	422	247	150	300
Fixed Asset Modifications	350	163	150	175
GovDeals Items Processed	148	98	65	75
GovDeals Total Sales	$333,459.74	$25,186.52	$100,000.00	$10,000.00

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$269,711	$267,811	$237,474	$307,823
Supplies and Equipment	2,115	7,845	5,300	5,640
Utility Services	0	793	0	0
Operating Expenses	6,033	6,245	6,100	5,600
Professional Services	0	241	0	0
Total	*$277,858*	*$282,935*	*$248,874*	*$319,063*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget reflects an increase of 22% from the FY 2023-24 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
INTERNAL SERVICE EXPENDITURES					
PURCHASING & ASSET MANAGEMENT					
Personnel Services					
101-872-511110	Regular	175,178	202,403	148,600	200,753
101-872-511120	Overtime	54	72	500	287
101-872-511210	Longevity	5,451	3,285	2,593	2,906
101-872-511230	Certification Allowance	955	1,120	495	1,120
101-872-511310	FICA - Employer	13,464	15,816	11,642	15,678
101-872-511350	TMRS-Employer	29,749	34,541	25,583	34,451
101-872-511410	Health-Employer	33,489	40,334	36,928	37,966
101-872-511500	Workers' Compensation	480	340	508	337
Total Personnel Services		258,820	297,911	226,849	293,498
Supplies					
101-872-521000	Operating Supplies	305	450	200	450
101-872-521005	Supplies-Inspections	2,760	3,000	3,000	3,000
101-872-521100	Office Supplies	1,079	450	500	450
101-872-521300	Motor Vehicle Supplies	-	240	100	240
Total Supplies		4,145	4,140	3,800	4,140
Professional Services					
101-872-541017	Professional Services	241	-	-	-
Total City Support Services		241	-	-	-
Utility Services					
101-872-533320	Telephone/Air Card	793	-	-	-
Total Utility Services		793	-	-	-
Operations Support					
101-872-534000	Advertising	4,210	5,500	4,000	3,500
101-872-534027	Business Memberships	1,504	2,000	2,000	2,000
101-872-534029	Printing & Binding	31	100	100	100
101-872-534032	Service Fees - GovDeals	500	-	-	-
Total Operations Support		6,245	7,600	6,100	5,600
Staff Support					
101-872-511606	Uniforms	275	325	325	325
101-872-511610	Memberships	1,469	2,000	2,000	2,000
101-872-511612	Training/Travel	6,035	12,000	6,000	10,000
101-872-511614	Meeting Expenses	167	500	500	350

101 GENERAL FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Total Staff Support	7,946	14,825	8,825	12,675

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
City Assistance					
101-872-511617	Medical Services	1,045	1,490	1,800	1,650
Total City Assistance		1,045	1,490	1,800	1,650
Operating Equipment					
101-872-521708	Furniture & Fixtures	2,610	2,000	1,500	1,000
101-872-521710	Computer & Periphe. < $5,000	1,090	-	-	-
101-872-521712	Operating Equipment	-	500	-	500
Total Operating Equipment		3,700	2,500	1,500	1,500
Capital Outlay					
872-581200	Vehicles & Access. Over $5,000				
Total Capital Outlay		-	-	-	-
TOTAL PURCHASING & ASSET MGT		282,935	328,466	248,874	319,063

DEPARTMENT: INTERNAL SERVICES
DIVISION: 877 FLEET SERVICES
FUND: 101 GENERAL FUND

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, vehicle specifications and standardization throughout the fleet.

GOALS FOR FY 24-25

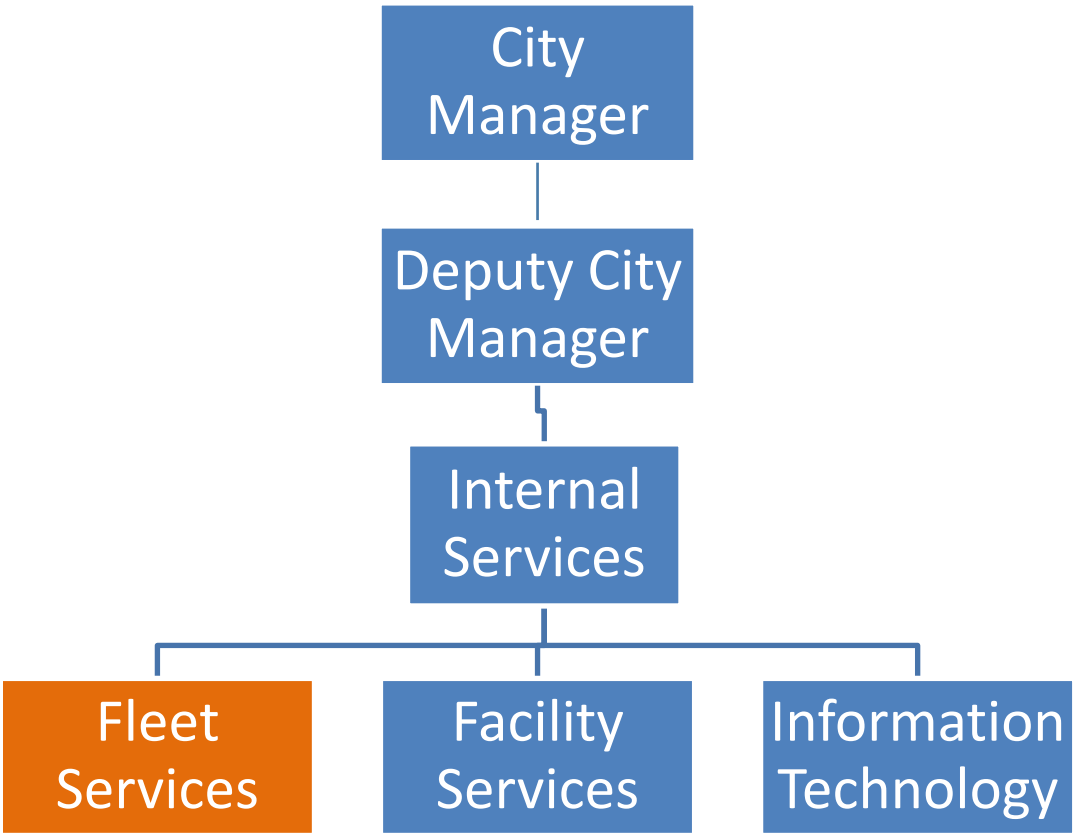
Strategic Plan Emphasis

- Policy Value: Essential Services
    - 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
- Policy Value: Attractive Community
    - Enhancing safety for city employees

Project focus for FY 24-25

- Improve current vehicle replacement program
- Improve current generator maintenance program to included specified trainings

ORGANIZATIONAL CHART



FLEET MAINTENANCE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Internal Services Director	0	0	1	1
Assistant Director	1	1	0	0
Administrative Assistant	1	1	1	1
Fleet Superintendent	1	1	1	1
Fleet Supervisor	1	1	1	1
Fleet Mechanic	4	4	4	4
Inventory Parks Clerk	0	0	1	1
TOTAL POSITIONS	8	8	9	9

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Work Orders:				
-Police Department vehicles and equipment	450	583	585	590
-EMS vehicles and equipment	425	446	450	455
-Streets vehicles and equipment	200	242	245	250
-Administration vehicles	8	3	3	3
-Animal Control vehicles	35	67	70	75
-Facilities Services vehicles	80	73	75	75
-Fire vehicles and equipment	215	219	225	230
-Fleet Service vehicles	25	104	111	115
-I.T.	15	18	18	18
-Planning/Inspection/Comm Dev vehicles	0	75	80	80
-Parks vehicles and equipment	120	162	170	170
-Water & Sewer vehicles and equipment	185	306	310	320
-Utility Billing vehicles	40	15	17	17
-Drainage vehicles and equipment	205	199	200	200
-Economic Development vehicles	7	6	4	4
Engineering vehicles	25	31	49	45
-Purchasing vehicles	2	0	0	
-Operations (non-asset specific)	15	0	8	15
-Motor Pool vehicles	80	98	80	80
Work Orders(in-house)		0	0	0
Work Orders (outside vendors)		0	0	0
Total Work Orders Issued	2,132	2,659	2,700	2742

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Hours Worked				
Public Safety	2300	2195	1917	2200
Public Works	2000	979	7669	7700
Administration Vehicles	5	2	2	2
Facilities Services Vehicles	70	52	25	45
Fleet Service Vehicles	35	224	235	240
I.T	10	9	4	5
Planning/Inspection/Comm	0			
Dev vehicles		79	107	93
Parks vehicles and equipment	165	196	209	202
Economic Development vehicles	5	7	4	5
Engineering vehicles	50	31	32	35
Purchasing vehicles	7	0	0	0
Motor Pool vehicles	70	28	24	30
Fleet Operations	220	0	0	0
Total Hours Worked	4937	3918	10,299	10,557

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
% of all vehicles and equipment issues resolved without recall	97%	97%	98%	98%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$571,550	$694,010	$886,459	$890,021
Supplies and Equipment	260,681	119,146	316,700	266,050
Utility Services	9,420	11,363	12,000	12,500
Repairs and Maintenance	230,124	316,166	345,000	308,000
Capital Outlay	145,545	72,133	88,774	0
Total	*$1,217,320*	*$1,212,819*	*$1,648,933*	*$1,476571*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 11.7% from the FY 2023-24 year-end estimate. Supplies and Equipment and Capital Outlay costs are lower for 2024-25 budget compared to estimated 2023-24 costs.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
INTERNAL SERVICE EXPENDITURES					
FLEET SERVICE					
Personnel Services					
101-877-511110	Regular	455,959	554,675	576,394	580,312
101-877-511120	Overtime	10,357	21,121	8,000	10,964
101-877-511210	Longevity	3,317	4,328	4,135	5,318
101-877-511230	Certificate Allowance	3,170	2,365	4,140	2,365
101-877-511310	FICA - Employer	35,044	44,546	45,339	45,803
101-877-511350	TMRS - Employer	76,237	97,289	99,628	100,647
101-877-511410	Health - Employer	73,653	95,998	101,418	98,302
101-877-511500	Workers Compensation	9,293	8,754	9,855	9,110
Total Personnel Services		667,029	829,076	848,909	852,821
Supplies					
101-877-521000	Operating Supplies	12,901	12,000	14,000	-
101-877-521005	Supplies - Inspection Stickers	-	850	850	850
101-877-521100	Office Supplies	486	500	850	700
101-877-521201	Medical/Chemical Supplies	19,679	19,000	19,000	22,000
101-877-521300	Motor Veh. Supplies	62,046	205,000	240,000	205,000
101-877-521600	Equip Maint Supplies	635	5,000	5,000	7,500
Total Supplies		95,747	242,350	279,700	236,050
City Support Services					
101-877-521701	Computer Fees & Licenses	8,419	7,000	7,000	7,000
Total City Support Services		8,419	7,000	7,000	7,000
Utility Services					
101-877-533500	Vehicle Fuel	11,363	12,000	12,000	12,500
Total Utility Services		11,363	12,000	12,000	12,500

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-877-511606	Uniforms	5,423	6,600	7,500	8,000
101-877-511607	Annual Awards	1,693	300	300	500
101-877-511612	Training/Travel	19,465	28,900	29,000	28,000
101-877-511614	Meeting Expenses	399	1,000	750	700
Total Staff Support		26,981	36,800	37,550	37,200
Maintenance Services					
101-877-551078	Outside Fleet Repair	245,220	250,000	250,000	208,000
101-877-551077	Outside Collision Repair	49,630	33,000	50,000	50,000
101-877-551076	Other Maintenance Agreements	21,317	52,007	45,000	50,000
Total Maintenance Services		316,166	335,007	345,000	308,000
Operating Equipment					
101-877-521709	Vehicles & Access. Under $5,000	11,659	10,000	19,000	12,000
101-877-521712	Operating Equipment	3,322	11,000	11,000	11,000
Total Operating Equipment		14,981	21,000	30,000	23,000
Capital Outlay					
101-877-581012	Vehicles & Access. Over $5,000	72,133	-	59,000	-
101-877-581005	Equipment Over $5,000	-	29,774	29,774	-
Total Capital Outlay		72,133	29,774	88,774	-
TOTAL FLEET SERVICE		1,212,819	1,513,007	1,648,933	1,476,571

DEPARTMENT: INTERNAL SERVICES
DIVISION: 878 Facility Services
FUND: 101 GENERAL FUND

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 FOR FY 24-25

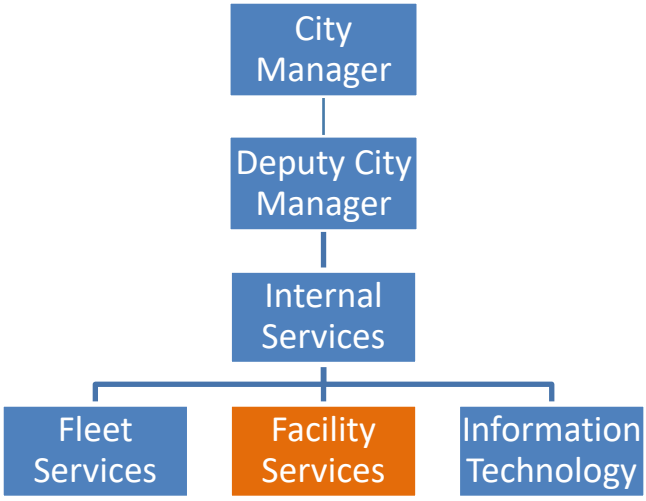
Strategic Plan Emphasis

- Policy Value: Essential Services
  - Deliver exceptional customer services
  - Creating a comprehensive maintenance schedule through preventative maintenance to extend the life of facilities and specified equipment.
  - Increase safety and security by enhancing access control systems, conducting regular safety inspections, implementing emergency response protocols, and training staff members on handling critical situations
  - Establishing an energy efficiency goal by implementing energy-efficient practices to help reduce energy consumption
  - Space utilization goal to help foster growth, innovation, and eliminate wasted areas
- Policy Value: Attractive Community
  - Maintain safe and clean facilities.

Project focus for FY 24-25

- Replace HVAC systems around City campuses
- Perform preventative maintenance to the interior of buildings
- Assess building functionality and spatial utilization throughout the City campuses
- Upgrade some features within each building

ORGANIZATION CHART



FACILITY SERVICES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Facility Maintenance Superintendent	1	1	1	1
Facility Maintenance Supervisor	1	1	1	1
Facilities Maintenance Crew Leader	1	1	1	1
Facilities Maintenance Technician	4	1	1	2
Grounds Maintenance Technician	1	1	1	0
HVAC Technician	1	1	1	1
HVAC Apprentice	1	1	1	1
Master Electrician	1	1	1	1
Journeyman Electrician	0	1	1	1
Master Plumber	0	1	1	1
Plumber Apprentice	0	1	1	1
TOTAL POSITIONS	11	11	11	11

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Square footage maintained	301,656	301,656	301,656	301,656
City Buildings Maintained	27	27	27	27
Completed work orders	238	1560	1800	1800
Internal Pest Control Services	22	35	41	41

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Electrical Repairs	22	154	178	166
Plumbing Repairs	31	165	190	177
HVAC Repairs	27	93	107	100
Carpentry	17	161	188	175
Misc. / other	119	952	1095	1024

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$771,489	$897,424	$1,077,402	$1,012,978
Supplies and Equipment	120,852	140,321	135,435	155,350
Utility Services	193,501	211,969	217,100	220,000
Operating Expenses	0	0	45	0
Repairs and Maintenance	516,001	697,915	446,090	462,000
Rental/Leasing	0	0	490	490
Capital Outlay	36,557	52,658	306,665	260,000
Total	*$1,638,400*	*$2,000,288*	*$2,183,227*	*$2,110,818*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases 3.4% from the FY 2023-24 year-end estimates. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
INTERNAL SERVICE EXPENDITURES					
FACILITY SERVICES					
Personnel Services					
101-878-511110	Regular	544,834	600,888	623,485	607,785
101-878-511120	Overtime	12,458	29,320	27,000	31,458
101-878-511210	Longevity	12,512	13,113	13,875	13,132
101-878-511230	Certification Allowance	2,255	2,633	1,234	2,059
101-878-511310	FICA - Employer	40,625	49,416	50,918	50,064
101-878-511350	TMRS - Employer	97,288	107,923	111,886	110,010
101-878-511410	Health - Employer	155,509	174,522	207,082	158,364
101-878-511500	Workers Compensation	14,912	12,972	15,722	13,106
Total Personnel Services		880,395	990,787	1,051,202	985,978
Supplies					
101-878-521000	Operating Supplies	112,016	104,500	100,000	115,000
101-878-521100	Office Supplies	729	735	735	850
101-878-521200	Medical/Chemical Supplies	11,759	14,000	14,200	14,000
101-878-521300	Motor Veh. Supplies	-	-	-	-
101-878-521315	Landscaping Supplies-Campus	14,397	22,000	15,000	22,000
101-878-521600	Equip Maint Supplies	75	1,500	1,500	-
Total Supplies		138,975	142,735	131,435	151,850
Utility Services					
101-878-533100	Gas Utility Service	14,985	16,000	15,000	18,000
101-878-533200	Electric Utility Service	138,600	134,000	140,600	134,000
101-878-533410	Water Utility Service	45,813	50,000	50,000	55,000
101-878-533500	Vehicle Fuel	12,571	13,000	11,500	13,000
Total Utility Services		211,969	213,000	217,100	220,000
Operations Support					
101-878-534027	Temporary Empl. Services	-	-	45	-
Total Operations Support		-	-	45	-

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
101-878-511606	Uniforms	6,803	10,000	10,000	12,000
101-878-511607	Annual Awards	5,687	7,000	7,000	7,000
101-878-511612	Training/Travel	4,540	9,200	9,200	8,000
101-878-511614	Meeting Expenses	-	-	-	-
Total Staff Support		17,029	26,200	26,200	27,000
Professional Services					
101-878-551026	Contractual Services	152,575	225,000	225,000	252,000
Total Professional Services		152,575	225,000	225,000	252,000
Maintenance Services					
101-878-551100	Building Maintenance	545,341	204,000	221,090	210,000
Total Maintenance Services		545,341	204,000	221,090	210,000
Rental-ROW					
101-878-561100	Rental Equipment	-	490	490	490
Total Rental-ROW		-	490	490	490
Operating Equipment					
101-878-521715	Police/Fire/Medical Equipment	1,346	3,430	4,000	3,500
Total Operating Equipment		1,346	3,430	4,000	3,500
Capital Outlay					
101-878-581012	Vehicles & Accessories > $5,000	52,658	-	39,714	-
101-878-581007	Improvements > $5,000	-	234,500	244,500	260,000
101-878-581005	Equipment > $5,000	-	22,500	22,451	-
Total Capital Outlay		52,658	257,000	306,665	260,000
TOTAL FACILITY SERVICES		2,000,288	2,062,642	2,183,227	2,110,818

DEPARTMENT: 901 CITY ASSISTANCE
FUND: 101 GENERAL FUND

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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Supplies and Equipment	$0	$5,288	$18,270	$10,000
City Supported Services	52,666	47,666	67,666	57,666
Total	*$282,518*	*$288,081*	*$335,936*	*$322,666*

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2024-25 Budget will decrease $13,270 from the FY 2023-24 year-end estimate.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
MISCELLANEOUS EXPENDITURES					
CITY ASSISTANCE					
City Assistance					
101-901-532006	Patient Assistance	5,000	5,000	5,000	5,000
101-901-532007	Transportation Assistance	42,666	42,666	42,666	42,666
101-901-532009	Children's Advocacy Assistance	-	5,000	5,000	5,000
101-901-532010	Schertz Housing Authority	-	5,000	15,000	5,000
101-901-534047	Senior Citizen Program	235,127	250,000	250,000	255,000
Total City Assistance		282,793	307,666	317,666	312,666
Operating Equipment					
101-901-521714	Donation- Expense	5,288	10,000	18,270	10,000
Total Operating Equipment		5,288	10,000	18,270	10,000
TOTAL CITY ASSISTANCE		288,081	317,666	335,936	322,666

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
MISCELLANEOUS EXPENDITURES					
PROJECTS					
Fund Charges/Transfers					
101-900-548009	Transfer Out-Bond Fund	204	-	-	-
101-900-548010	Transfer out-Capital Projec	850,000	1,250,000	250,000	-
101-902-548019	Transfer out-Water&Sewer	-	-	-	-
Total Fund Charges/Transfers		850,204	1,250,000	250,000	-
TOTAL PROJECTS		850,204	1,250,000	250,000	-

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The court security fee and court technology fees are revenues that are restricted on use. The court technology must only be used 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 measures to the court room for the safety of staff and citizens.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Supplies and Equipment	$5,985	$521	$2,000	$84,000
Operating Expenses	0	0	0	9,000
Total	*$5,985*	*$521*	*$2,000*	*$93,000*

PROGRAM JUSTIFICAITON & ANALYSIS

The FY 2024-25 Budget will increase $91,000 from the FY 2023-24 estimate to match the projected revenue for 2024-25.

101 GENERAL FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
MISCELLANEOUS EXPENDITURES					
COURT RESTRICTED FUNDS					
Operating Equipment					
101-910-521713	Court Technology	521	2,000	2,000	84,000
101-910-534096	Court Security	-	8,000	-	9,000
Total Operating Equipment		521	10,000	2,000	93,000
TOTAL COURT RESTRICTED FUNDS		521	10,000	2,000	93,000

INTEREST & SINKING FUND

FUND: 505 INTEREST & SINKING FUND

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 (I&S) portion of the property taxes are directly deposited by the County Tax Assessor's Office into this fund.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Taxes	$7,182,900	$7,710,299	$8,450,000	$9,505,920
Fund Charges/Transfers	2,737	3	104,407	0
Investment Income	565,058	105,397	117,000	105,000
Miscellaneous	4,142,000	181,935	197,096	100,000
Total	*$11,895,694*	*$7,997,634*	*$8,868,503*	*$9,710,920*
Expenses				
Professional Services	$90,626	$4,200	$4,117	$4,200
Debt Service	6,584,155	8,473,985	9,472,652	10,188,820
Refund Debt	4,443,881	0	0	0
Total	*$11,118,662*	*$8,748,185*	*$9,476,768*	*$10,193,020*
Over/-Under	*$777,032*	*-$750,751*	*-$712,672*	*-$482,100*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2024-25 Budget increased 9.5% from the FY 2023-24 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2024-25 Budget will increase 7.6% from the FY 2023-24 year-end estimate following the existing debt payment schedule.

505 TAX INTEREST & SINKING	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
FINANCIAL SUMMARY				
Revenue Summary				
Taxes	7,710,299	9,050,000	8,450,000	9,505,920
Fund Transfers	3	-	-	-
Miscellaneous	287,332	285,000	314,096	205,000
TOTAL REVENUES	7,997,634	9,335,000	8,764,096	9,710,920
Expenditure Summary				
General Government				
Non Departmental	8,748,185	8,686,248	9,476,768	10,193,020
TOTAL EXPENDITURES	8,748,185	8,686,248	9,476,768	10,193,020
OVER/UNDER	(750,551)	648,752	(712,672)	(482,100)
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	2,614,959	1,864,409	1,864,409	1,151,737
ENDING FUND BALANCE	1,864,409	2,513,161	1,151,737	669,637

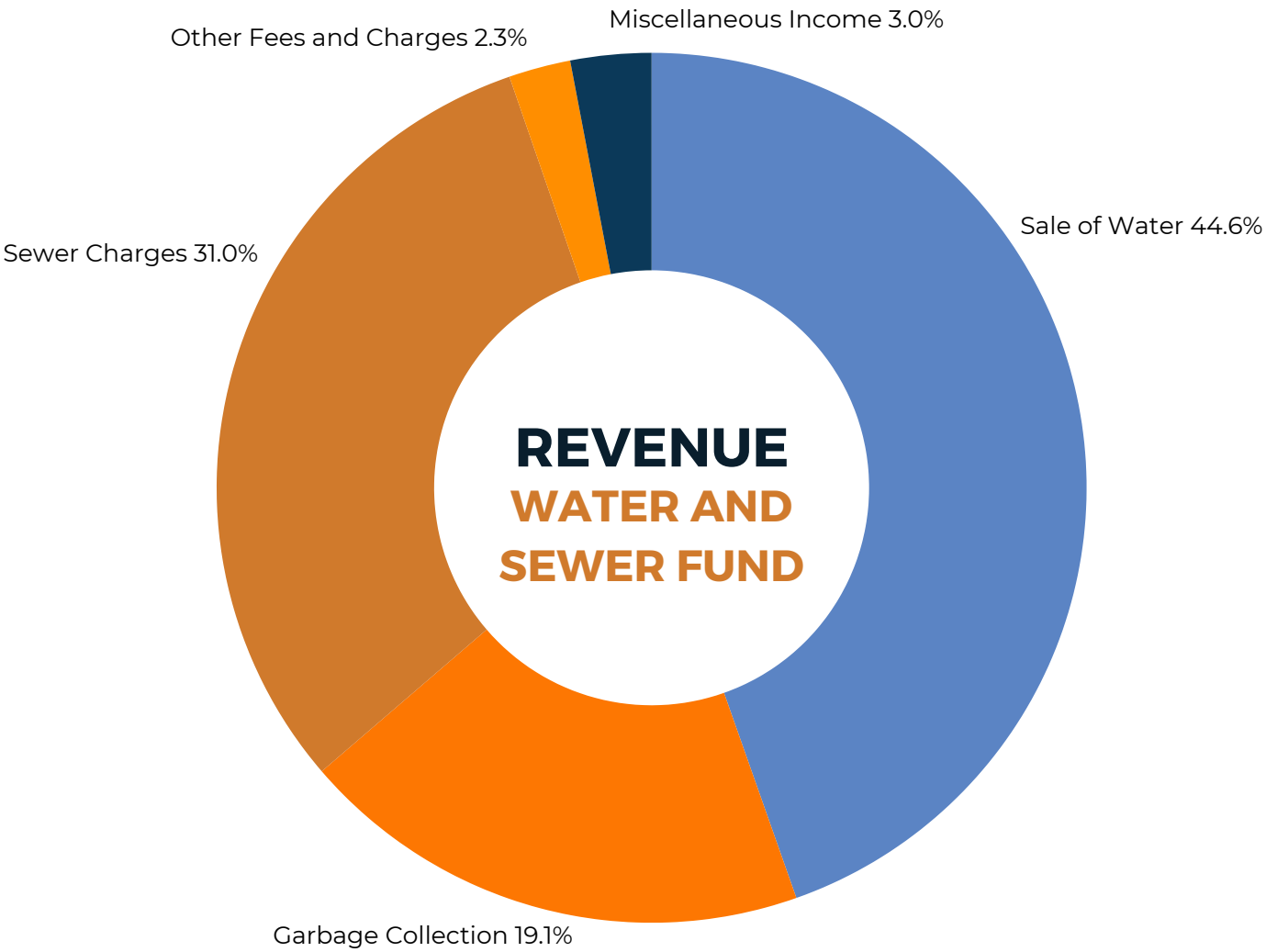
505 TAX INTEREST & SINKING		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Taxes					
505-101-411900	Property Tax Revenue	7,710,299	9,050,000	8,450,000	9,505,920
Total Taxes		7,710,299	9,050,000	8,450,000	9,505,920
Fund Transfers					
505-101-480000	Transfer IN - Reserves	3	-	-	-
505-101-480401	Transfer In - Bond Projects	-	-	-	-
Total Fund Transfers		3	-	-	-
Miscellaneous					
505-101-491000	Interest Earned	4,814	10,000	8,667	5,000
505-101-491200	Investment Income	100,583	175,000	108,333	100,000
505-101-491300	Bond Payable	-	-	-	-
505-101-497018	Contribution From YMCA	125,000	100,000	135,417	100,000
505-101-497000	Misc Income	56,935	-	61,680	-
505-101-497013	Proceeds From Refunding Debt	-	-	-	-
Total Miscellaneous		287,332	285,000	314,096	205,000
TOTAL REVENUES		7,997,634	9,335,000	8,764,096	9,710,920

505 TAX INTEREST & SINKING		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT					
EXPENDITURES					
Professional Services					
505-101-555041	Paying Agent	4,200	4,800	4,117	4,200
505-101-555040	Cost of Bond Issuance	-	80,000	-	-
Total Professional Services		4,200	84,800	4,117	4,200
Debt Service					
505-101-555012	Bond-GO 2007 Principal	355,000	370,000	384,583	385,000
505-101-555011	Bond-GO 2007 Interest	70,561	56,370	76,441	41,005
505-101-555014	Bond-GO 2012 - Principal	-	-	-	-
505-101-555013	Bond-GO 2012 - Interest	-	-	-	-
505-101-555016	Bond-GO 2014 Refund-Principal	775,000	800,000	839,583	830,000
505-101-555015	Bond-GO 2014 Refund-Interest	245,150	219,525	265,579	191,000
505-101-555025	Bond-GO Ref 2015-Interest	37,050	37,050	40,138	37,050
505-101-555039	Tax Note - SR2015A-Principal	-	-	-	-
505-101-555038	Tax Note - SR2015A - Interest	-	-	-	-
505-101-555027	Bond-GO SR2016-Principal	255,000	265,000	339,357	275,000
505-101-555026	Bond-GO SR2016-Interest	121,606	111,206	68,632	100,406
505-101-555033	Bond-TaxableB CO SR2016-Princi	65,000	65,000	70,417	70,000
505-101-555032	Bond-Taxable CO SR2016-Interes	38,388	36,438	41,587	34,413
505-101-555031	Bond-NonTaxA CO SR2016-Princip	205,000	70,000	222,083	75,000
505-101-555030	Bond-NonTax CO SR2016-Interest	32,469	27,319	35,175	25,144
505-101-555009	Bond-CO SR2017-Principal	315,000	325,000	341,250	185,000
505-101-555008	Bond-CO SR2017 - Interest	103,400	93,800	112,017	86,150
505-101-555029	Bond-GO SR2017 - Principal		175,000	184,167	180,000
505-101-555028	Bond-GO SR2017 - Interest	95,025	89,850	102,944	84,525
505-101-555018	Bond-GO 2018 Refund- Principal	595,000	610,000	644,583	235,000
505-101-555017	Bond-GO 2018 Refund - Interest	73,617	60,844	79,752	148,569
505-101-555010	Bond-CO SR2018 - Principal	260,000	270,000	281,667	-
505-101-555001	Bond-CO 2018 - Interest	151,263	138,013	163,868	124,138

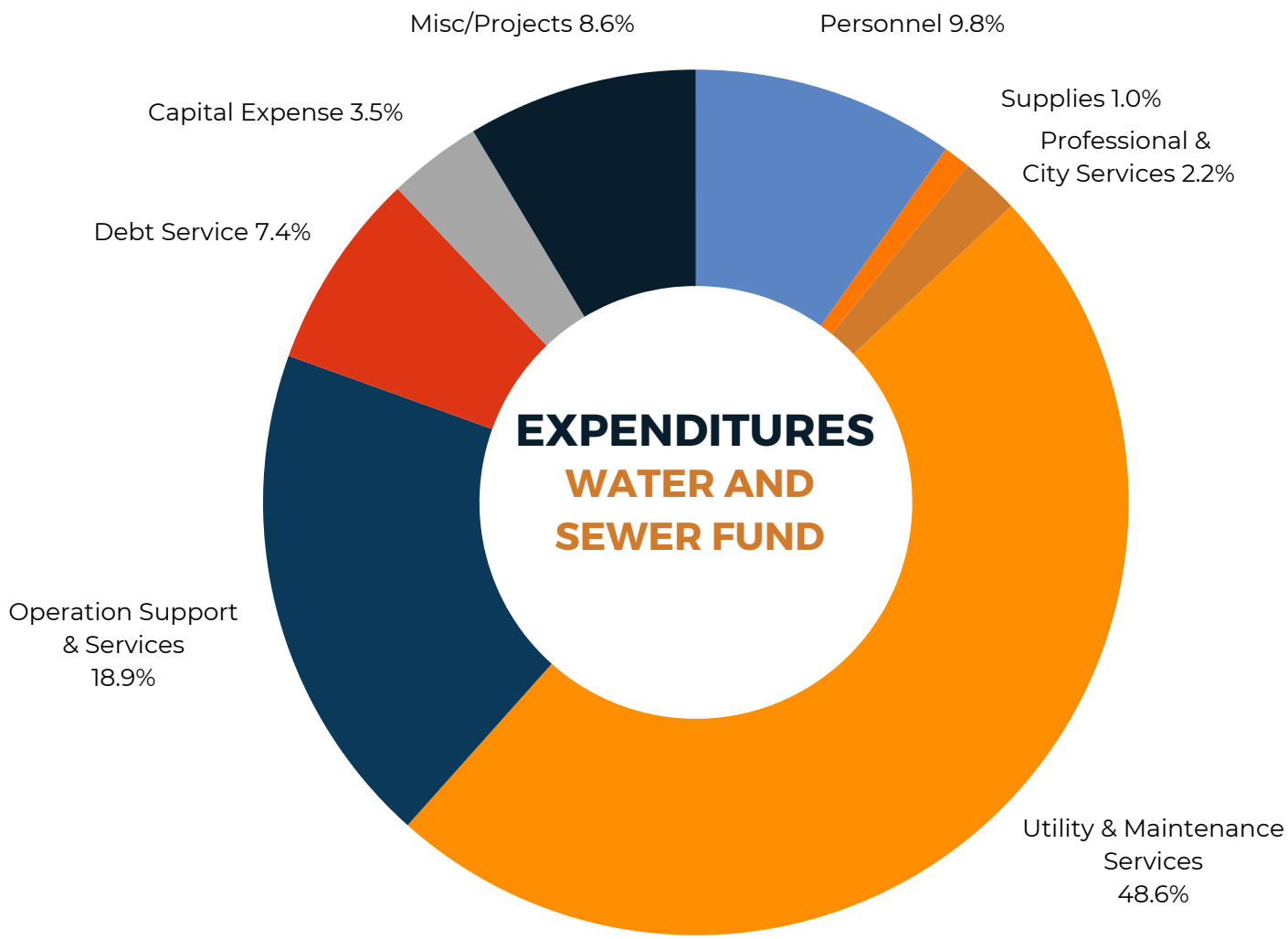
505 TAX INTEREST & SINKING		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
505-101-555063	Bond-GO 2018 Ref - Principal	205,000	250,000	222,083	625,000
505-101-555064	Bond-GO 2018 Ref - Interest	172,069	160,694	186,408	47,753
505-101-555000	Bond-CO 2018 - Principal	-	-	-	285,000
505-101-555003	Bond-CO 2019-Principal	275,000	280,000	297,917	290,000
505-101-555002	Bond-CO 2019-Interest	106,800	95,675	115,700	82,875
505-101-555020	Bond-GO 2020-Principal	960,000	970,000	1,040,000	330,000
505-101-555019	Bond-GO 2020-Interest	174,063	135,463	188,568	109,463
505-101-555022	Bond-GO 2021 Ref - Principal	350,000	360,000	379,167	370,000
505-101-555021	Bond-GO 2021 Ref - Interest	124,800	110,600	135,200	96,000
505-101-555007	Bond-CO 2022 - Principal	175,000	180,000	189,583	190,000
505-101-555006	Bond-CO 2022 - Interest	166,525	157,650	180,402	148,400
505-101-555005	Bond-CO 2022A - Principal	275,000	265,000	297,917	280,000
505-101-555004	Bond-CO 2022A - Interest	364,225	350,725	394,577	337,100
505-101-555024	Bond-GO 2022 - Principal	615,000	595,000	666,250	625,000
505-101-555023	Bond-GO 2022 - Interest	816,975	786,725	885,056	756,225
505-101-555065	Bond-CO 2024 - Principal	-	-	-	1,608,604
505-101-555066	Bond-CO 2024 - Interest	-	-	-	900,000
Total Debt Service		8,573,985	8,517,945	9,472,652	10,188,820
TOTAL INTEREST & SINKING		8,578,185	8,602,745	9,476,768	10,193,020
OVER/UNDER		(750,551)	648,752	(712,672)	(482,100)
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND BALANCE		2,614,959	1,864,409	1,864,409	1,151,737
ENDING FUND BALANCE		1,864,409	2,513,161	1,151,737	669,637

WATER AND SEWER

WATER & SEWER - REVENUES	
SALE OF WATER	$14,500,000
GARBAGE COLLECTION	$6,200,000
SEWER CHARGES	$10,088,000
OTHER FEES & CHARGES	$761,500
MISCELLANEOUS INCOME	$1,310,915
TOTAL	**$32,860,415**



WATER & SEWER - EXPENDITURES	
PERSONNEL	$3,433,541
SUPPLIES	$336,850
PROFESSIONAL & CITY SERVICES	$777,150
UTILITY & MAINTENANCE SERVICES	$17,024,292
OPERATION SUPPORT & SERVICES	$6,610,538
CAPITAL EXPENSE	$1,237,550
DEBT SERVICE	$3,000,000
TOTAL	**$35,011,333**



FUND: 202 WATER & SEWER

DESCRIPTION

The Water & Sewer Fund tracks revenue and expenses for the City's water, sewer, and solid waste functions and is managed by the Public Works Department. Staff is responsible for the planning, operation, and maintenance of the 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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenues				
Franchises	$360,419	$283,440	$378,845	$350,000
Fees	28,981,667	30,414,475	30,392,492	31,549,500
Fund Charges/Transfers	439,670	152,593	157,500	180,000
Investment Income	95,873	416,995	612,000	520,000
Miscellaneous	6,738,988	13,615,421	278,108	260,915
Total	*$36,616,618*	*$44,882,924*	*$31,818,945*	*$32,860,415*
Expenses				
Business Office	$1,065,851	$1,307,450	$1,361,544	$1,546,654
W&S Administration	27,026,148	28,876,131	29,895,136	30,464,679
Projects	5,000,000	326,181	353,911	3,000,000
Total	*$33,092,000*	*$30,509,762*	*$31,610,591*	*$35,011,333*
Over/-Under	*$3,666,564*	*$14,373,162*	*$208,354*	*-$2,150,918*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to increase 3.3% from the FY 2023-24 year-end estimate due to account growth and fee increases.

Expenses: The FY 2024-25 Budget increased 10.8% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

202-WATER & SEWER	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Revenue Summary				
Franchises	283,440	320,000	378,845	350,000
Fees	30,414,475	30,303,800	30,392,492	31,549,500
Fund Transfers	152,593	157,500	157,500	180,000
Miscellaneous	14,032,416	723,500	890,108	780,915
TOTAL REVENUES	44,882,924	31,504,800	31,818,945	32,860,415
Expenditure Summary				
GENERAL GOVERNMENT				
NON DEPARTMENTAL	-	-	-	-
BUSINESS OFFICE	1,307,450	1,393,245	1,361,544	1,546,654
TOTAL GENERAL GOVERNMENT	1,307,450	1,393,245	1,361,544	1,546,654
PUBLIC WORKS				
W & S ADMINISTRATION	28,876,131	29,848,656	29,895,136	30,464,679
TOTAL PUBLIC WORKS	28,876,131	29,848,656	29,895,136	30,464,679
MISC & PROJECTS				
PROJECTS	326,181	-	353,911	3,000,000
TOTAL MISC & PROJECTS	326,181	-	353,911	3,000,000
TOTAL EXPENDITURES	30,509,762	31,241,901	31,610,591	35,011,333
OVER/UNDER	14,373,162	262,899	208,354	(2,150,918)
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	15,341,009	29,714,172	29,714,172	29,922,525
ENDING FUND EQUITY	29,714,172	29,977,071	29,922,525	27,771,607

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Franchises					
202-575-421490	Tower Leasing	283,441	320,000	378,845	350,000
Total Franchises		283,441	320,000	378,845	350,000
Fees					
202-575-432023	Garbage Collection Fee	5,921,639	6,018,000	6,100,000	6,200,000
202-575-432024	Fire Line Fees	-	22,000	-	-
202-575-432025	Recycle Fee Revenue	351,910	346,800	355,000	355,000
202-575-432026	W&S Line Constructn Reimbur	1,560	-	1,450	1,500
202-575-432047	Sale of Water	14,124,124	14,000,000	13,700,000	14,500,000
202-575-432048	Edwards Water Lease	-	-	-	-
202-575-432049	Water Transfer Charge-Selma	-	40,000	-	-
202-575-432050	Water Transfer Charge-UC	-	20,000	-	-
202-575-432051	Sale of Meters	68,287	100,000	108,333	100,000
202-575-432052	Sewer Charges	9,619,274	9,500,000	9,800,000	10,088,000
202-575-432053	Water Penalties	325,181	252,000	325,000	300,000
202-575-432058	Sale of Merchandise - GovDeals	-	2,500	-	2,500
202-575-432089	NSF Check Fee-Water&Sewer	2,500	2,500	2,708	2,500
Total Fees		30,414,475	30,303,800	30,392,492	31,549,500
Fund Transfers					
202-101-480000	Transfer In	2,593	-	-	-
202-101-480101	Transfer In-General Fund	-	-	-	-
202-101-480704	Interfnd Chrg-Drainage Billing	150,000	157,500	157,500	180,000
Total Fund Transfers		152,593	157,500	157,500	180,000

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Miscellaneous					
202-575-497035	Misc Charges	11,615	13,500	14,625	14,500
202-101-491000	Interest Earned	12,787	16,000	22,000	20,000
202-101-491200	Investment Income	404,207	350,000	590,000	500,000
202-575-497017	Capital Contribution-W&S	11,927,754	-	-	-
202-575-497000	Misc Income-W&S	10,750	18,000	27,083	10,000
202-575-497032	Salary Reimb-SSLGC	252,623	326,000	236,400	236,415
202-575-497012	Change In Equity	1,412,676	-	-	-
Total Miscellaneous		14,032,414	723,500	890,108	780,915
TOTAL REVENUES		44,882,922	31,504,800	31,818,945	32,860,415

DEPARTMENT: FINANCE
DIVISION: 176 WATER AND SEWER UTILITY BILLING
FUND: 202 WATER AND SEWER

DEPARTMENT DESCRIPTION

The Utility Department is entrusted with several essential responsibilities, which are fundamental to the provision of utility services. Among these duties are the precise measurement of utility usage through meter reading, the creation and delivery of utility invoices, the processing of customer payments, the establishment of new customer accounts, the annual conduct of sewer averaging, the management of debt collection on a quarterly basis, the resolution of customer complaints in a prompt and equitable manner, and the acceptance of payments on behalf of other city departments. These tasks are performed with the utmost professionalism and expertise, ensuring that utility services are delivered efficiently and effectively to all customers.

In addition to these responsibilities, the department provides customer service with education to help improve customers' understanding of their utility bills. This education is designed to ensure that customers have the necessary knowledge to grasp their billing statements fully and to address any questions or concerns that may arise. By providing these services, the utility department plays a vital role in ensuring the efficient and effective delivery of utility services to customers

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Essential Services
    - Our topmost priority is to ensure that our customers always receive prompt and courteous service.
    - We strive to consistently maintain the highest standards of professionalism and quality in our services.
    - Our commitment to excellence is a priority, and we are dedicated to meeting the needs of our customers with the utmost respect and efficiency.
    - We believe that by offering exceptional service, we can establish a strong relationship with our customers and maintain their trust and loyalty.

- Policy Value: Quality of life
    - Our goal is to encourage and enlighten our customers on the advantages of opting for the delivery of email-based statements.
    - We believe that this not only simplifies the process of record-keeping but also enhances the overall experience of our customers.
    - We strongly encourage our customers to make the switch to email statement delivery, and we stand ready to assist them in any way possible.
    - Our organization endeavors to educate our customers to make timely payments of their utility bills through our city's automated draft payment system, online web payments, payment kiosk, and electronic services offered by their respective financial institutions.
    - We believe that opting for these safe, secure, and hassle-free payment methods will ensure the uninterrupted provision of essential services and save valuable time and resources.

- Policy Value: Safe Community
    - To ensure the safe, reliable, and efficient reading of water meters.
    - It is imperative to adopt a method that is both dependable and effective.
    - This will enable the process to be carried out with minimal disruption and maximum precision.
    - To achieve this goal, it is important to employ a well-structured approach that is tailored to meet the specific needs of the task at hand.
    - By doing so, we can guarantee that the process is performed with the utmost professionalism and efficiency while also ensuring the safety of those involved.

- Our primary objective is to provide our customers with accurate and expedited utility billing statements.
    - Our team strives to ensure that billing information is precise and delivered promptly to avoid any delays or confusion.
    - We understand the importance of efficient and reliable billing statements, and our commitment to providing exceptional service is unwavering.

Project focus for FY 2024-25

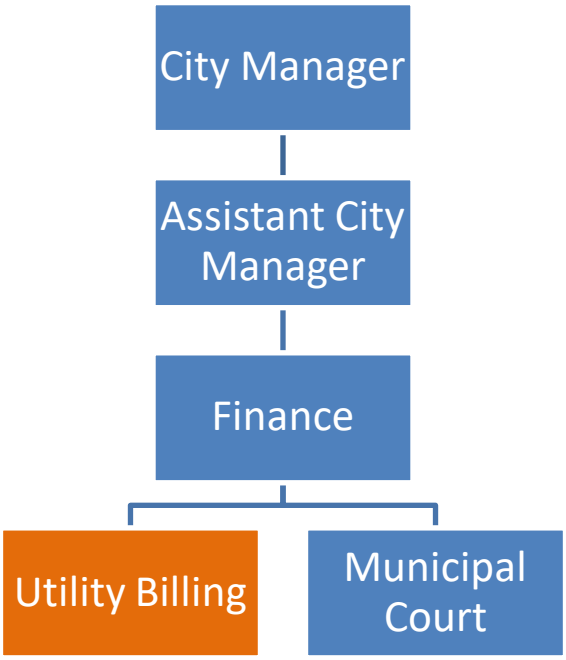
- The objective is to foster community engagement and raise awareness among residents about utility services in the city of Schertz.
    - This initiative seeks to inform and educate the customers on various utility services: water, sewer, and solid waste management. By promoting such knowledge, customers can make informed decisions about their utility usage and contribute towards the overall sustainability of the city.

- To maintain a highly skilled and professional workforce, it is important to establish clear performance standards, provide regular feedback and coaching, and recognize and reward exceptional performance.
    - The utility department can create a culture of excellence that motivates employees to achieve their full potential and deliver exceptional results.

- We propose to enhance the proficiency of the Utility Department.
    - This initiative aims to increase the knowledge and skills of the department's personnel, thereby improving their ability to carry out their duties effectively and efficiently.
    - We believe this will result in better service delivery and increased customer satisfaction.

- The Harmony Meter system is an instrumental tool for keeping all residents informed of any leaks, regardless of their leak level.
    - Our current practice involves utilizing Harmony's leak alerts to inform residents about both minor leaks and leaks that exceed 100 gallons per hour on a daily basis.
    - This information is critical for allowing customers to be notified of leaks early and proactively take measures to prevent increased utility bills.

ORGANIZATIONAL CHART



UTILITY BILLING	2021-22 Actual	2022-23 Actual	2023-24 Actual	2025-25 Budget
Utility Billing Manager	1	1	1	1
Utility Billing Asst. Manager	1	0	0	0
Senior Utility Billing Specialist	0	1	2	2
Utility Billing Specialist	5	5	5	5
Meter Tech	2	2	2	2
TOTAL POSITIONS	9	9	10	10

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$431,066	$601,713	$640,600	$763,754
Supplies and Equipment	222,795	314,355	312,444	311,400
Utility Services	11,333	9,182	13,000	13,000
Operating Expenses	396,037	382,200	395,500	413,500
Repairs and Maintenance	4,620	0	0	0
Capital Outlay	0	0	0	45,000
Total	*$1,065,851*	*$1,307,450*	*$1,361,544*	*$1,546,654*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 13.6% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT					
BUSINESS OFFICE					
Personnel Services					
202-176-511110	Regular	350,951	446,248	409,821	500,452
202-176-511120	Overtime	5,644	7,579	7,000	7,189
202-176-511210	Longevity	6,679	6,102	6,803	7,463
202-176-511220	Clothing Allowance	112	-	-	-
202-176-511230	Certification Allowance	1,390	780	20	622
202-176-511310	FICA - Employer	26,429	35,244	32,423	39,453
202-176-511350	TMRS-Employer	115,899	76,973	71,245	86,694
202-176-511410	Health-Employer	85,657	104,756	100,440	110,884
202-176-511500	Workers' Compensation	3,907	2,163	4,148	2,297
Total Personnel Services		596,669	679,845	631,900	755,054
Supplies					
202-176-521000	Operating Supplies	2,975	2,500	2,500	2,500
202-176-521100	Office Supplies	1,775	3,144	3,144	2,100
202-176-521405	Water Meters-New	206,899	208,000	208,000	208,000
Total Supplies		211,648	213,644	213,644	212,600
City Support Services					
202-176-534036	Software Maintenance	46,078	48,000	55,000	55,000
202-176-534011	Contingencies	-	3,775	5,000	5,000
Total City Support Services		46,078	51,775	60,000	60,000
Utility Services					
202-176-533310	Telephone/Cell Phone		3,000	3,000	3,000
202-176-533500	Vehicle Fuel	9,182	10,000	10,000	10,000
Total Utility Services		9,182	13,000	13,000	13,000
Operations Support					
202-176-521702	Postage	100,526	95,000	98,000	98,000
202-176-534029	Printing & Binding	24,000	25,000	30,000	30,000
Total Operations Support		124,526	120,000	128,000	128,000

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
202-176-511606	Uniforms	2,560	3,200	3,200	3,200
202-176-511607	Awards	650	1,000	1,000	1,000
202-176-511610	Memberships	-	500	500	500
202-176-511612	Training/Travel	1,621	3,500	3,500	3,500
202-176-511614	Meeting Expense	213	500	500	500
Total Staff Support		5,044	8,700	8,700	8,700
Professional Services					
202-176-534015	Credit Card Fees	309,649	302,000	302,000	320,000
202-176-534016	Credit Card Fees- AMEX	2,473	3,500	3,500	3,500
Total Professional Services		312,122	305,500	305,500	323,500
Maintenance Services					
202-176-551076	Other Maintenance Services	-	-	-	-
Total Maintenance Services		-	-	-	-
Operating Equipment					
202-176-521708	Furniture & Fixtures	2,181	781	800	800
Total Operating Equipment		2,181	781	800	800
Capital Outlay					
202-176-581012	Vehicles & Access. Over $5,(	-	-	-	45,000
Total Capital Equipment		-	-	-	45,000
TOTAL BUSINESS OFFICE		1,307,450	1,393,245	1,361,544	1,546,654

DEPARTMENT: PUBLIC WORKS
DIVISION: 575 WATER & SEWER ADMINISTRATION
FUND: 202 WATER AND SEWER

DEPARTMENT DESCRIPTION

The Water and Wastewater division of Public Works provides essential services to the Schertz community through maintenance, repair, strategic planning, inspection of infrastructure, and the expansion of water and wastewater services. To contribute to a higher quality of life and a safer community that is sustainable and financially sound, our 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 FOR FY 2024-25

Strategic Plan Emphasis

- Policy Values: Safe Community and Essential Services
  - Provides a safe potable water system that maintains adequate pressure and meets all the State rules and regulations.

- Policy Values: Safe Community and Essential Services
  - Provides a safe, sanitary, and reliable wastewater system that meets all State rules and regulations.

- Policy and Operational Values: Essential Services, Fiscally Sustainable, and Proactive
  - Ensure an adequate future water supply, through innovative conservation practices and proactively developing new resources.

- Operational Value: Proactive
  - Proactively engage and empower personnel to strengthen their ability to respond promptly to daily and emergency events.

- Operational Value: Engaged Workforce
  - Emphasize safety to reduce preventable accidents.

- Operational Value: Engaged Workforce
  - Service oriented in delivering quality services and providing accurate and timely responses to customer requests and concerns.

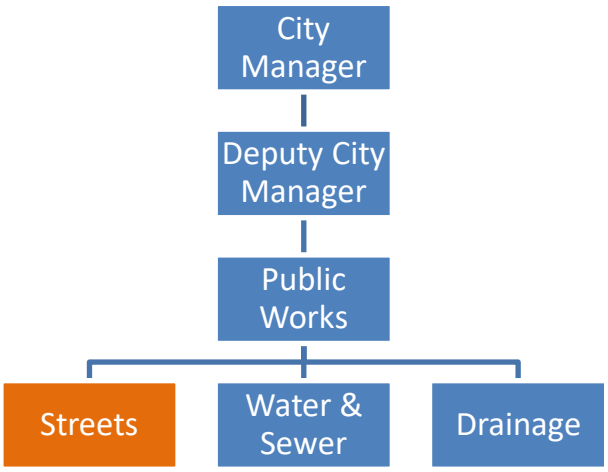
Project focus for FY 2024-25

- Construction focus on continuing to improve redundancies in the system.

- Focus on improving staff training and retention.

- Assist the Engineering Department in updating the Design Manual system models and development standards that impact the water and sewer system.

ORGANIZATION CHART



WATER & SEWER ADMINISTRATION	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
Water/WW Superintendent	1	1	1	1
Administrative Assistant	1	1	1	1
Service Representative	1	1	1	1
SCADA Administrator	0	1	1	0
Industrial Controls Electrician	0	0	0	1
Schertz-Seguin Local Government Corp Gen Mgr.	1	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr.	1	1	0	1
Schertz-Seguin Local Government Corp Electrical Journeyman	0	0	1	0
Water/WW Supervisor	1	1	1	1
Water/WW Crew Leader	1	2	2	2
Service Worker II	5	5	5	5
Service Worker I	10	10	10	10
TOTAL POSITIONS	24	25	25	25

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Water Connections	16031	17336	17683	18215
Miles of Water Main	236	247	250	255
Miles of Sewer Main	124	134	138	144

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Gallons Pumped (Edwards), acre feet	324	235	375	400
Gallons Received (SSLGC), acre feet	6694	6810	6800	6900
Gallons Distributed, acre feet	5282	6269	6500	6750

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
New Meter Installed	276	421	450	450
New Service Taps	3	3	2	2
Water Service Calls	1820	2229	2275	2400
Water Main Break, Service Repair Calls	1611	1657	1650	1650
Sewer Backup and Repair Calls	792	904	750	775

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	$1,859,690	$1,942,709	$2,346,444	$2,734,537
Supplies and Equipment	3,484,977	3,842,683	4,125,805	4,550,100
City Support Services	100	0	100	100
Utility Services	474,566	512,426	548,750	550,000
Operating Expenses	10,867,898	10,988,414	11,866,686	11,830,250
Professional Services	292,427	274,214	392,400	397,000
Non-Operating	2,358,892	2,807,142	0	300,000
Fund Charges/Transfers	1,641,826	1,644,304	1,713,585	1,783,062
Repairs and Maintenance	224,225	228,120	466,600	512,750
Debt Services	5,708,282	6,470,718	7,677,985	6,630,188
Rental/Leasing	113,265	105,402	120,046	109,692
Capital Outlay	0	0	636,735	1,067,000
Total	*$27,026,148*	*$28,876,131*	*$29,895,136*	*$30,464,679*
Projects	$5,000,000	$326,181	$353,911	$3,000,000

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 1.9% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC WORKS ADMINISTRATION					
Personnel Services					
202-575-511110	Regular	1,206,364	1,472,343	1,472,343	1,728,501
202-575-511120	Overtime	73,351	72,173	85,000	90,675
202-575-511210	Longevity	10,030	11,705	13,725	13,754
202-575-511230	Certification Allowance	15,330	10,851	6,500	-
202-575-511240	Vehicle/phone Allowance	-	-	-	-
202-575-511310	FICA - Employer	92,665	119,579	119,579	140,224
202-575-511350	TMRS-Employer	208,736	261,159	261,159	308,126
202-575-511410	Health-Employer	280,512	316,229	316,229	371,743
202-575-511500	Workers' Compensation	24,947	23,417	26,709	25,464
Total Personnel Services		1,911,934	2,287,456	2,301,244	2,678,487
Supplies					
202-575-521000	Operating Supplies	15,659	15,000	15,000	18,000
202-575-521100	Office Supplies	869	2,000	2,000	2,500
202-575-521200	Medical/Chem Supplies	2,182	5,980	5,980	6,750
202-575-521400	Plumbing Supplies	18,436	85,000	85,000	95,000
202-575-521600	Equip Maint Supplies	-	1,500	1,500	2,000
Total Supplies		37,145	109,480	109,480	124,250
City Support Services					
202-575-521701	Computer Fees & Licenses	-	4,000	4,000	4,500
202-575-534005	City Insurance-Commercial	86,059	97,000	102,336	110,000
202-575-511603	Employee Appreciation Events		3,750	3,750	8,100
202-575-534011	Contingencies	-	115,000	115,000	125,000
Total City Support Services		86,059	219,750	225,086	247,600

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Utility Services					
202-575-533100	Gas Utility Service	2,421	4,000	4,000	4,500
202-575-533200	Electric Utility Service	437,481	450,000	475,000	472,500
202-575-533310	Telephone/Cell Phones	25	-	-	-
202-575-521719	Water Purchase	3,775,620	3,700,000	3,800,000	4,200,000
202-575-533410	Water Utility Service	2,782	2,750	2,750	3,000
202-575-533500	Vehicle Fuel	69,717	67,000	67,000	70,000
Total Utility Services		4,288,046	4,223,750	4,348,750	4,750,000
Operations Support					
202-575-521702	Postage	91	350	325	350
202-575-534000	Advertising	506	3,000	3,000	3,000
202-575-534029	Printing & Binding	74	250	250	250
202-575-534021	Equipment Maintenance - Copie	5,566	6,500	6,500	7,000
Total Operations Support		6,237	10,100	10,075	10,600
Staff Support					
202-575-511606	Uniforms	11,685	17,450	17,450	23,700
202-575-511612	Training/Travel	15,702	23,000	23,000	23,250
202-575-511614	Meeting Expenses	-	1,000	1,000	1,000
Total Staff Support		27,387	41,450	41,450	47,950
City Assistance					
202-575-511617	Medical Services	-	-	-	-
Total City Assistance		-	-	-	-
Professional Services					
202-575-541012	Legal Svcs	154,455	125,000	125,000	125,000
202-575-541017	Other Consl/Prof Services	2,198	145,000	145,000	150,000
202-575-541001	Cell Tower Management Fees	92,561	96,000	96,000	96,000
202-575-541000	Auditor/Accounting Service	24,000	25,000	25,000	25,000
202-575-555041	Paying Agent	1,000	1,400	1,400	1,000
202-575-555040	Cost of Bond Issuance	-	-	-	-
Total Professional Services		274,214	392,400	392,400	397,000

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Fund Charges					
202-575-555054	Contribution To CVLGC	400,000	300,000	300,000	300,000
202-575-555055	Contribution to SSLG	4,128,161	4,065,751	4,065,751	3,381,751
202-575-555053	Contribution to CCMA	716,050	715,050	715,050	357,025
202-575-548014	Transfer Out - General Fund	-	4,000	4,000	4,000
202-900-548017	Transfer Out-	-	-	-	-
202-575-548006	Inter-fund Charges-Admin	1,493,620	1,540,372	1,540,372	1,585,682
202-575-548004	Interfund Charge-Fleet	150,684	169,213	169,213	193,380
202-575-542001	Bad Debt Expense	297,165	-	-	300,000
202-575-542000	Depreciation Expense	2,509,977	-	-	-
Total Fund Charges		9,695,656	6,794,386	6,794,386	6,121,838
Maintenance Services					
202-575-551000	Building Maintenance	134	10,000	10,000	15,000
202-575-534037	Computer Maintenance	7,961	17,500	17,500	17,500
202-575-551075	Minor & Other Equip Maint	4,609	5,100	5,100	5,250
202-575-551114	Water Maintenance	175,692	280,000	280,000	300,000
202-575-534050	Waste Contractor Expense	5,418,726	5,582,100	5,582,100	5,625,000
202-575-534059	Sewer Treatment-CCMA/MUD	5,432,816	5,720,000	6,000,000	5,900,000
202-575-551104	Sewer Maintenance	95,423	120,000	120,000	140,000
202-575-551071	I&I Maintenance	11,562	50,000	50,000	50,000
202-575-521705	Street Maintenance Materials	22,649	87,500	87,500	96,250
202-575-532014	Low Flow Rebate Program	-	100	100	100
202-575-551076	Other Maintenance Agreements	700	200	1,500	2,500
Total Maintenance Services		11,170,272	11,872,500	12,153,800	12,151,600
Other Costs					
202-575-534054	State Water Fees-TCEQ	36,705	40,000	40,000	42,500
Total Other Costs		36,705	40,000	40,000	42,500
Debt Service					
202-575-555034	Debt Service	208,713	1,630,000	1,630,000	1,700,000
202-575-555035	Interest Expense	1,017,794	967,184	967,184	891,412
Total Debt Service		1,226,507	2,597,184	2,597,184	2,591,412
OtherFinancing Sources					
202-575-555036	Issuance Costs	-	-	-	-
Total Other Financing Sources		-	-	-	-

202-WATER & SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Rental-ROW					
202-575-561000	Rental-Building & Land	3,402	3,700	3,546	3,900
202-575-561100	Rental-Equipment	-	6,000	6,000	6,000
202-575-561200	Lease/Purchase Payments	102,000	150,792	110,500	99,792
Total Rental-ROW		105,402	160,492	120,046	109,692
Operating Equipment					
202-575-521708	Furniture & Fixtures	1,435	6,000	6,000	6,000
202-575-521710	Computer & Periphe. < $5000	-	108,500	108,500	108,750
202-575-521716	Minor Equipment	5,743	10,000	10,000	10,000
Total Operating Equipment		7,178	124,500	124,500	124,750
Capital Outlay					
202-575-581016	MAJOR PROJECTS-water & se	-	250,000	250,000	250,000
202-575-581008	LAND/ROW	-	100,000	100,000	100,000
202-575-581012	Vehicles & Access. Over $5,00(	-	-	86,735	285,000
202-575-581005	Equipment Over $5,000	-	625,208	200,000	432,000
Total Capital Outlay		-	975,208	636,735	1,067,000
TOTAL PUBLIC WORKS ADMINISTRATION		28,872,742	29,848,656	29,895,136	30,464,679

202-WATER & SEWER	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
MISCELLANEOUS & PROJECTS				
PROJECTS				
Operations Support				
202-900-534000 Advertising	-	-	548	-
Total Operations Support	-	-	548	-
Fund Charges/Transfers				
202-900-548017 Transfer Out-Public Improv	326,181	-	353,363	3,000,000
Total Fund Charges/Transfers	326,181	-	353,363	3,000,000
TOTAL PROJECTS	326,181	-	353,911	3,000,000
TOTAL EXPENDITURES	30,506,373	31,241,901	31,610,591	35,011,333
OVER/UNDER	14,373,162	262,899	208,354	(2,150,918)
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY		29,714,172	29,714,172	29,922,525
ENDING FUND EQUITY	29,714,172	29,977,071	29,922,525	27,771,607

202-WATER & SEWER	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
MISCELLANEOUS & PROJECTS				
SEWER PROJECTS				
TOTAL SEWER PROJECTS	-	-	-	-
TOTAL EXPENDITURES	30,506,373	31,241,901	31,610,591	35,011,333
OVER/UNDER	14,373,162	262,899	208,354	(2,150,918)
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	15,341,009	29,714,172	29,714,172	29,922,525
ENDING FUND EQUITY	29,714,172	29,977,071	29,922,525	27,771,607

FUND: 411 CAPITAL RECOVERY FUND WATER
(Water & Sewer)

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 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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$832,664	$675,207	$1,049,105	$1,000,000
Investment Income	65,208	257,693	241,847	226,400
Total	*$897,871*	*$932,900*	*$1,290,952*	*$1,226,400*
Expenses				
Supplies and Equipment	$0	$0	$12,727	$0
Professional Services	37,234	11,175	47,667	19,000
Projects	4,230,819	455,556	0	0
Total	*$4,268,052*	*$466,731*	*$60,394*	*$19,000*
Over/-Under	*-$3,370,181*	*$466,169*	*$1,230,558*	*$1,207,400*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at $19,000 for any professional services or studies that need to be completed.

411-CAPITAL RECOVERY - WATER	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Fees	675,207	1,000,000	975,000	1,000,000
Miscellaneous	257,693	222,000	229,450	226,400
TOTAL REVENUES	932,900	1,222,000	1,204,450	1,226,400
Expenditure Summary				
General Government				
Non Departmental	11,175	55,748	60,394	19,000
Total General Government	11,175	55,748	60,394	19,000
Misc & Projects				
Capital Outlay	455,556	-	-	-
Total Misc & Projects	455,556	-	-	-
TOTAL EXPENDITURES	466,731	55,748	60,394	19,000
OVER/UNDER	466,169	1,166,252	1,144,056	1,207,400
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	4,886,684	5,352,853	5,352,853	6,496,909
ENDING FUND EQUITY	5,352,853	6,519,105	6,496,909	7,704,309

411-CAPITAL RECOVERY - WATER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Fees					
411-575-432027	Capital Recovery-Water	675,207	1,000,000	975,000	1,000,000
Total Fees		675,207	1,000,000	975,000	1,000,000
Miscellaneous					
411-101-491000	Interest Earned	1,697	2,000	1,950	1,400
411-101-491200	Investment Income	255,996	220,000	227,500	225,000
Total Miscellaneous		257,693	222,000	229,450	226,400
TOTAL REVENUES		932,900	1,222,000	1,204,450	1,226,400

411-CAPITAL RECOVERY - WATER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
NON-DEPARTMENTAL					
City Support Services					
411-101-521701	Computer Fees&Licenses	-	11,748	12,727	-
Total City Support Services		-	11,748	12,727	-
Professional Services					
411-101-541017	Professional Services-Cap Plan	10,175	43,000	46,583	18,000
411-101-541000	Auditor/Accounting Service	1,000	1,000	1,083	1,000
Total Professional Services		11,175	44,000	47,667	19,000
TOTAL NON-DEPARTMENTAL		11,175	55,748	60,394	19,000

411-CAPITAL RECOVERY - WATER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Fund Charges/Transfers					
411-900-548017	Transfer Out - Public Improvement	-	-	-	-
411-900-581013	Construction	455,556	-	-	-
Total Fund Charges/Transfers		455,556	-	-	-
TOTAL WATER PROJECTS		455,556	-	-	-
TOTAL EXPENDITURES		466,731	55,748	60,394	19,000
OVER/UNDER		466,169	1,166,252	1,144,056	1,207,400
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND EQUITY		4,886,684	5,352,853	5,352,853	6,496,909
ENDING FUND EQUITY		5,352,853	6,519,105	6,496,909	7,704,309

FUND: 421 CAPITAL RECOVERY FUND SEWER

(Water & Sewer)

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 the State rules and regulations and future growth in the community.

- Preliminary engineering and land acquisition for a wastewater 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 online. A sewer line and lift-station will be needed to accomplish this project.

- Provide citizens with quality projects completed on time and on budget.

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$371,261	$523,142	$433,333	$600,000
Investment Income	59,887	262,199	265,417	201,000
Total	*$431,148*	*$785,341*	*$698,750*	*$801,000*
Expenses				
Non-Departmental	$21,382	$19,073	$72,852	$33,000
Total	*$21,382*	*$19,073*	*$72,852*	*$33,000*
Over/-Under	*$409,766*	*$766,268*	*$625,898*	*$768,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at $33,000 for any professional services or studies that need to be completed.

421-CAPITAL RECOVERY - SEWER	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Fees	523,142	500,000	433,333	600,000
Miscellaneous	262,199	200,000	265,417	201,000
TOTAL REVENUES	785,341	700,000	698,750	801,000
Expenditure Summary				
General Government				
Non Departmental	19,073	67,248	72,852	33,000
Total General Government	19,073	67,248	72,852	33,000
TOTAL EXPENDITURES	19,073	67,248	72,852	33,000
OVER/UNDER	766,267	632,752	625,898	768,000
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	521,636	1,287,904	1,287,904	1,913,802
ENDING FUND EQUITY	1,287,904	1,920,656	1,913,802	2,681,802

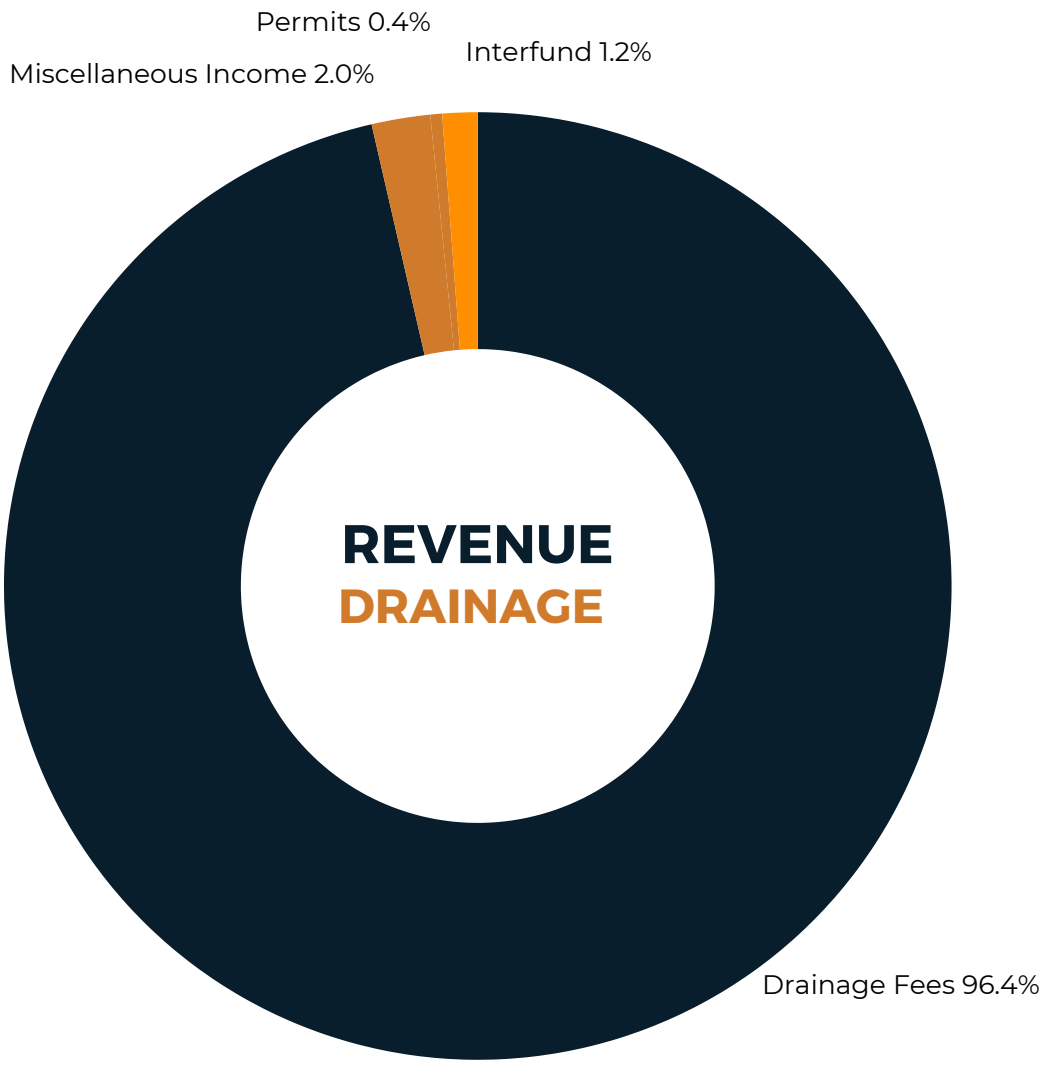
421-CAPITAL RECOVERY - SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Fees					
421-575-432028	Cap Rcvry-Waste Water	523,142	500,000	433,333	600,000
Total Fees		523,142	500,000	433,333	600,000
Miscellaneous					
421-101-491000	Interest Earned	20,448	25,000	27,083	1,000
421-101-491200	Investment Income	241,600	175,000	238,333	200,000
421-101-491302	Unrealize Gain/Loss-Captl One	151	-	-	-
Total Miscellaneous		262,199	200,000	265,417	201,000
TOTAL REVENUES		785,341	700,000	698,750	801,000

421-CAPITAL RECOVERY - SEWER		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
NON-DEPARTMENTAL					
City Support Services					
421-101-521701	Computer Fees&Licenses	-	11,748	12,727	-
Total Supplies		-	11,748	12,727	-
Professional Services					
421-101-541017	Professional Services-Cap Plan	16,516	50,000	54,167	32,000
421-101-541000	Auditor/Accounting Service	1,000	1,000	1,083	1,000
421-101-555052	Investment Mgt Fee-Sewer	1,558	4,500	4,875	-
Total Professional Services		19,073	55,500	60,125	33,000
TOTAL NON-DEPARTMENTAL		19,073	67,248	72,852	33,000

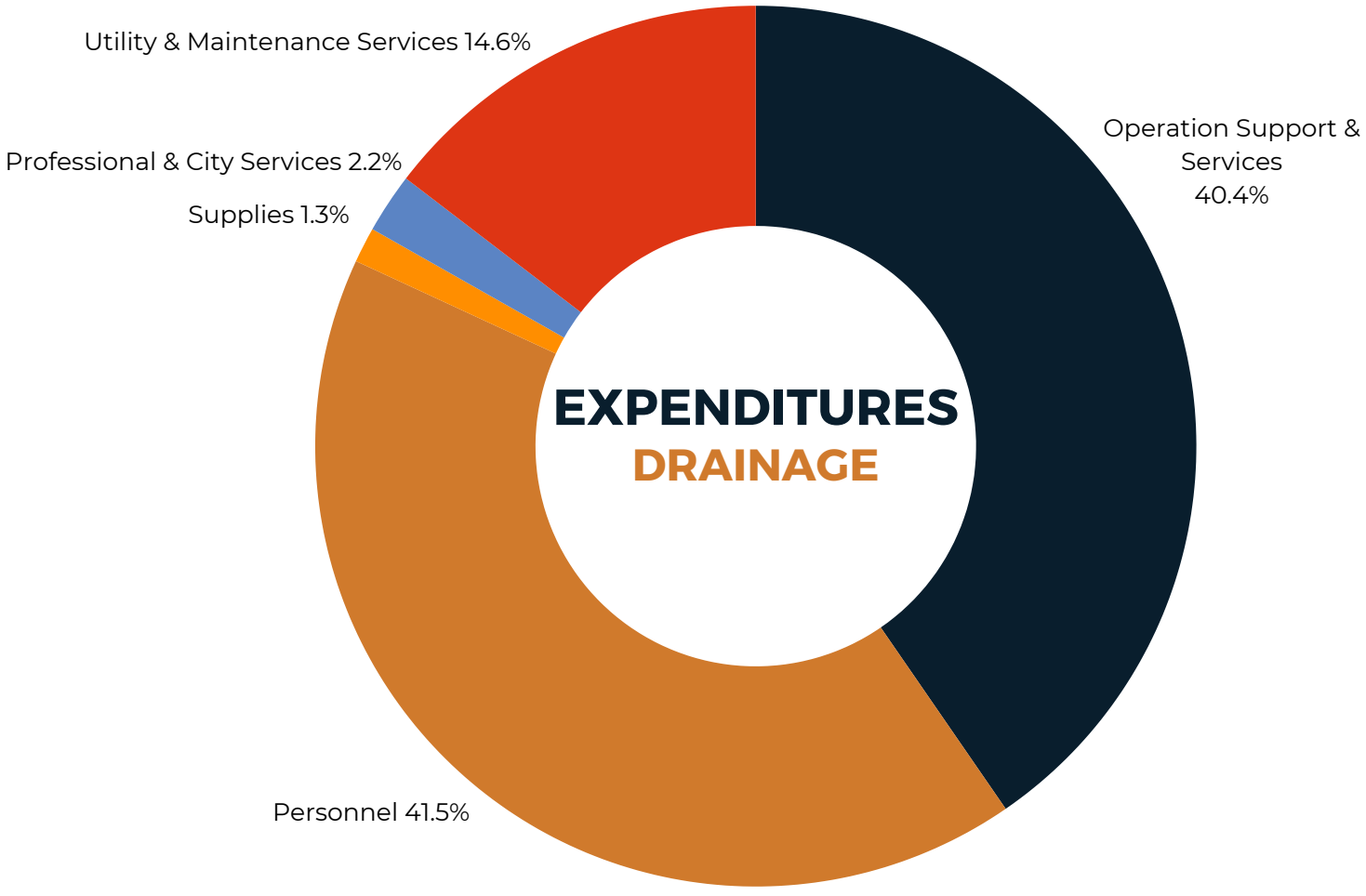
421-CAPITAL RECOVERY - SEWER	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SEWER PROJECTS				
Professional Services				
902-541300 Other Professional Services	-	-	-	-
Total Professional Services	-	-	-	-
TOTAL SEWER PROJECTS	-	-	-	-
TOTAL EXPENDITURES	19,073	67,248	72,852	33,000
OVER/UNDER	766,267	632,752	625,898	768,000
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	521,636	1,287,904	1,287,904	1,913,802
ENDING FUND EQUITY		1,920,656	1,913,802	2,681,802

DRAINAGE

DRAINAGE - REVENUE	
DRAINAGE FEES	$1,510,000
PERMITS	$6,000
INTER-FUND TRANSFERS	$18,283
MISCELLANEOUS INCOME	$32,000
TOTAL	**$1,566,283**



DRAINAGE - EXPENDITURES	
PERSONNEL	$595,192
SUPPLIES	$18,150
PROFESSIONAL & CITY SERVICES	$31,750
UTILITY & MAINTENANCE SERVICES	$210,000
OPERATION SUPPORT AND SERVICES	$580,770
CAPITAL EXPENSE	$200,000
TOTAL	**$1,635,862**



FUND: 204 DRAINAGE FUND

DEPARTMENT DESCRIPTION

The Public Works Drainage Division provides essential services that contributes to a safer and more attractive community through the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-way, alleys, and compliance with regulations, as well as reviewing subdivision plans and the issuance of permits for development that potentially affects 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 FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Safe Community
  - Protect lives and property.

- Policy and Operational Values: Essential Services and Proactive
  - Adhere to best management practices in the maintenance of natural creek waterways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.

- Policy and Operational Values: Safe Community and Systems Management
  - Support for technical review and issuance of floodplain permits, flood insurance rate map revision, floodplain violation identification, coordination and mitigation support.

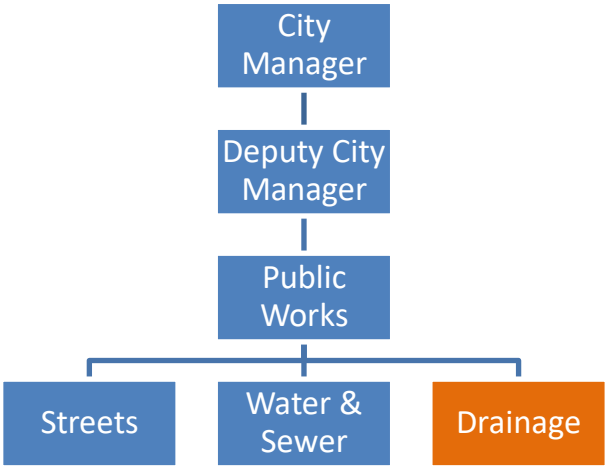
- Policy Value: Fiscally Sustainable
  - Continue to evaluate, consider, and pursue all available resources for innovative management of the drainage infrastructure.

Project focus for FY 2024-25

- Finish updating and evaluate drainage fee for all applicable properties.

- Evaluate most cost-effective means of maintaining drainage-ways that meets community expectations.

ORGANIZATIONAL CHART



DRAINAGE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Drainage Supervisor	1	1	1	1
Drainage Worker II	2	2	2	2
Drainage Worker I	5	5	5	5
TOTAL POSITIONS	8	8	8	8

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Acres of Alleys Maintained	5.15	5.15	8.68	8.68
Acres of Rights-of-Way (ROW), In-town Easements Maintained	66.46	66.46	90.11	90.11
Acres of Drainage Ditches Maintained	220	220	220	220

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Monthly Operating Expenditures	87,284	127,899	124,517	126,614

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
ROW Maintenance & Mowing, Hours	4320	4510	4850	4850
Drainage Mowing, Hours	1340	1395	1600	1600
Drainage Structure Maintenance, Hours	2151	2080	2300	2300

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Permits & Licenses	$9,650	$16,400	$10,200	$6,000
Fees	1,258,899	1,269,022	1,363,517	1,510,000
Fund Transfers	19,166	0	19,037	18,283
Investment Income	3,938	29,158	29,792	32,000
Miscellaneous	0	0	0	0
Total	*$1,291,653*	*$1,314,580*	*$1,422,546*	*$1,566,283*
Expenses				
Personnel Services	$295,730	$634,081	$589,584	$595,192
Supplies and Equipment	13,448	7,101	10,237	18,150
Utility Services	26,436	33,967	33,475	35,000
Operating Expenses	3,610	88,645	14,383	19,250
Professional Services	1,500	1,500	2,708	2,500
Non-Operating Expenses	108,382	122,243	0	10,000
Fund Transfers	573,817	574,443	623,397	580,770
Repairs and Maintenance	24,488	68,927	162,500	175,000
Capital Outlay	0	3,877	178,750	100,000
Total	*$1,047,411*	*$1,534,783*	*$1,615,035*	*$1,635,862*
Over/-Under	*$244,241*	*-$220,204*	*-$192,489*	*-$69,579*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2024-25 Budget increased 10.1% from the FY 2023-24 year-end estimate from anticipated service additions.

Expenses: The FY 2024-25 Budget will decrease 4.9% from the FY 2023-24 year-end estimate.

204-DRAINAGE FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Permits	16,400	10,200	10,200	6,000
Fees	1,269,022	1,321,850	1,363,517	1,510,000
Fund Transfers	-	17,573	19,037	18,283
Miscellaneous	29,158	27,000	29,792	32,000
TOTAL REVENUES	1,314,580	1,376,623	1,422,546	1,566,283
Expenditure Summary				
Personnel Services	634,081	607,611	589,584	595,192
Supplies	7,101	17,645	10,237	18,150
City Support Services	-	-	-	-
Utility Services	33,967	30,000	33,475	35,000
Operating Expenses	88,645	14,205	14,383	19,250
Non-Operating Expenses	122,243	-	-	10,000
Professional Services	1,500	1,000	2,708	2,500
Fund Charges/Transfers	574,443	528,746	623,397	580,770
Maintenance Services	68,927	164,837	162,500	175,000
Rental/Leasing	-	-	-	-
Capital Outlay	3,877	130,163	178,750	100,000
Projects	-	100,000	-	100,000
TOTAL EXPENDITURES	1,534,783	1,594,207	1,615,035	1,635,862
OVER/UNDER	(220,204)	(217,584)	(192,489)	(69,579)
FUNDING FROM RESERVES		-	-	-
BEGINNING FUND EQUITY	897,590	677,386	677,386	484,896
ENDING FUND EQUITY	677,386	459,802	484,896	415,317

204-DRAINAGE FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Permits					
204-579-431116	Floodplain Permit	16,400	10,200	10,200	6,000
Total Permits		16,400	10,200	10,200	6,000
Fees					
204-579-432054	Drainage Penalties	10,507	9,350	9,350	10,000
204-579-432055	Drainage Fees	1,258,515	1,312,500	1,354,167	1,500,000
Total Fees		1,269,022	1,321,850	1,363,517	1,510,000
Fund Transfers					
204-579-480002	Transfer In - Reserves	-	-	-	-
204-579-480000	Transfer In	-	-	-	-
204-579-480101	Transfer In-General Fund	-	17,573	19,037	18,283
Total Fund Transfers		-	17,573	19,037	18,283
Miscellaneous					
204-579-491000	Interest Earned	3,589	4,000	4,875	2,000
204-579-491200	Investment Income	25,569	23,000	24,917	30,000
Total Miscellaneous		29,158	27,000	29,792	32,000
TOTAL REVENUES		1,314,580	1,376,623	1,422,546	1,566,283

204-DRAINAGE FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
Expenditures					
Personnel Services					
204-579-511110	Regular	338,044	368,504	359,023	371,620
204-579-511120	Overtime	5,617	8,265	8,265	8,551
204-579-511210	Longevity	12,802	13,145	14,445	10,379
204-579-511230	Certification Allowance	3,150	2,873	1,177	-
204-579-511310	FICA - Employer	26,260	30,021	29,346	29,849
204-579-511350	TMRS-Employer	143,222	65,566	61,436	65,590
204-579-511410	Health-Employer	86,959	94,154	88,970	78,709
204-579-511500	Workers' Compensation	8,692	6,939	9,305	6,894
Total Personnel Services		624,746	589,467	571,968	571,592
Supplies					
204-579-521000	Operating Supplies	2,172	3,000	2,708	3,250
204-579-521100	Office Supplies	113	600	271	700
204-579-521200	Medical/Chem Supplies	2,414	4,000	4,333	4,500
204-579-521300	Motor Vehicle Supplies	-	200	217	250
Total Supplies		4,698	7,800	7,529	8,700
City Support Services					
204-579-534005	City Insurance-Commercial	3,172	3,500	3,436	3,750
204-579-511603	EMPLOYEE APPRECIATION	1,674	2,500	2,500	3,000
204-579-534011	Contingencies	85,367	10,605	10,833	15,000
Total City Support Services		90,214	16,605	16,770	21,750
Utility Services					
204-579-533310	Telephone/Cell Phones	-	-	975	-
204-579-533500	Vehicle Fuel	33,967	30,000	32,500	35,000
Total Utility Services		33,967	30,000	33,475	35,000

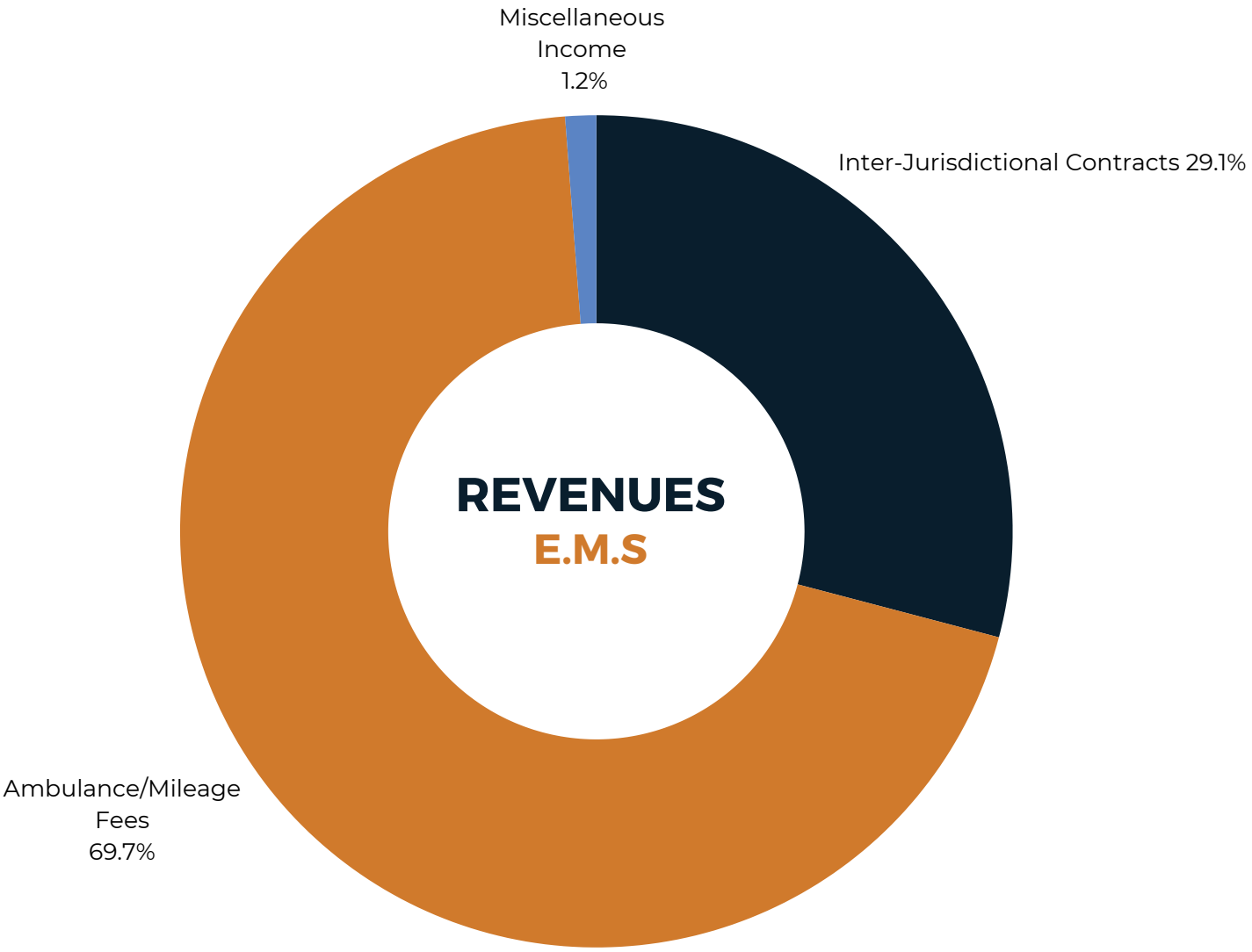
204-DRAINAGE FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Staff Support					
204-579-511606	Uniforms	4,817	6,300	6,300	9,650
204-579-511610	Memberships	-	600	600	600
204-579-511612	Training/Travel	2,844	7,500	7,500	8,250
204-579-511614	Meeting Expenses	-	500	500	500
204-579-511616	Professional Certification	-	544	-	1,350
Total Staff Support		7,661	15,444	14,900	20,350
City Assistance					
204-579-511617	Medical Services	-	200	217	250
Total City Assistance		-	200	217	250
Professional Services					
204-579-541012	Legal Svcs	-	1,000	1,083	1,000
204-579-551026	Contractual Services	39,095	15,000	81,250	20,000
204-579-541000	Auditor/Accounting Service	1,500	-	1,625	1,500
Total Professional Services		40,595	16,000	83,958	22,500
Fund Charges/Transfers					
204-579-548014	Transfer Out - General Fund	-	-	1,083	1,000
204-579-548006	Interfund Charges-Admin	320,073	265,625	346,746	275,000
204-579-548007	Interfund Charges-Water	150,000	157,500	162,500	180,000
204-579-548004	Interfund Charge-Fleet	104,370	105,621	113,068	124,770
204-579-542001	Bad Debt Expense	6,478	-	-	10,000
204-579-542000	Depreciation Expense	115,766	-	-	-
Total Fund Charges/Transfers		696,686	528,746	623,397	590,770
Maintenance Services					
204-579-551027	Drainage Channel Maintenance	29,832	149,837	81,250	155,000
Total Maintenance Services		29,832	149,837	81,250	155,000

204-DRAINAGE FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Other Costs					
204-579-534056	State Storm Water Fee	105	100	114	500
Total Other Costs		105	100	114	500
Operating Equipment					
204-579-521710	Computer & Periphe. < $5,00(	-	5,100	-	5,100
204-579-521712	Equipment Under $5,000	2,402	4,745	2,708	4,350
Total Operating Equipment		2,402	9,845	2,708	9,450
Capital Outlay					
204-579-581008	Land Purchase	-	100,000	-	100,000
204-579-581012	Vehicles & Access. Over $5,0	3,877	6,163	178,750	-
204-579-581010	Machinery/Equipment	-	24,000	-	-
Total Capital Outlay		3,877	130,163	178,750	100,000
TOTAL DRAINAGE		1,534,783	1,494,207	1,615,035	1,535,862
OVER/UNDER		(220,204)	(217,584)	(192,489)	(69,579)
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND EQUITY		897,590	677,386	677,386	484,896
ENDING FUND EQUITY		677,386	459,802	484,896	415,317

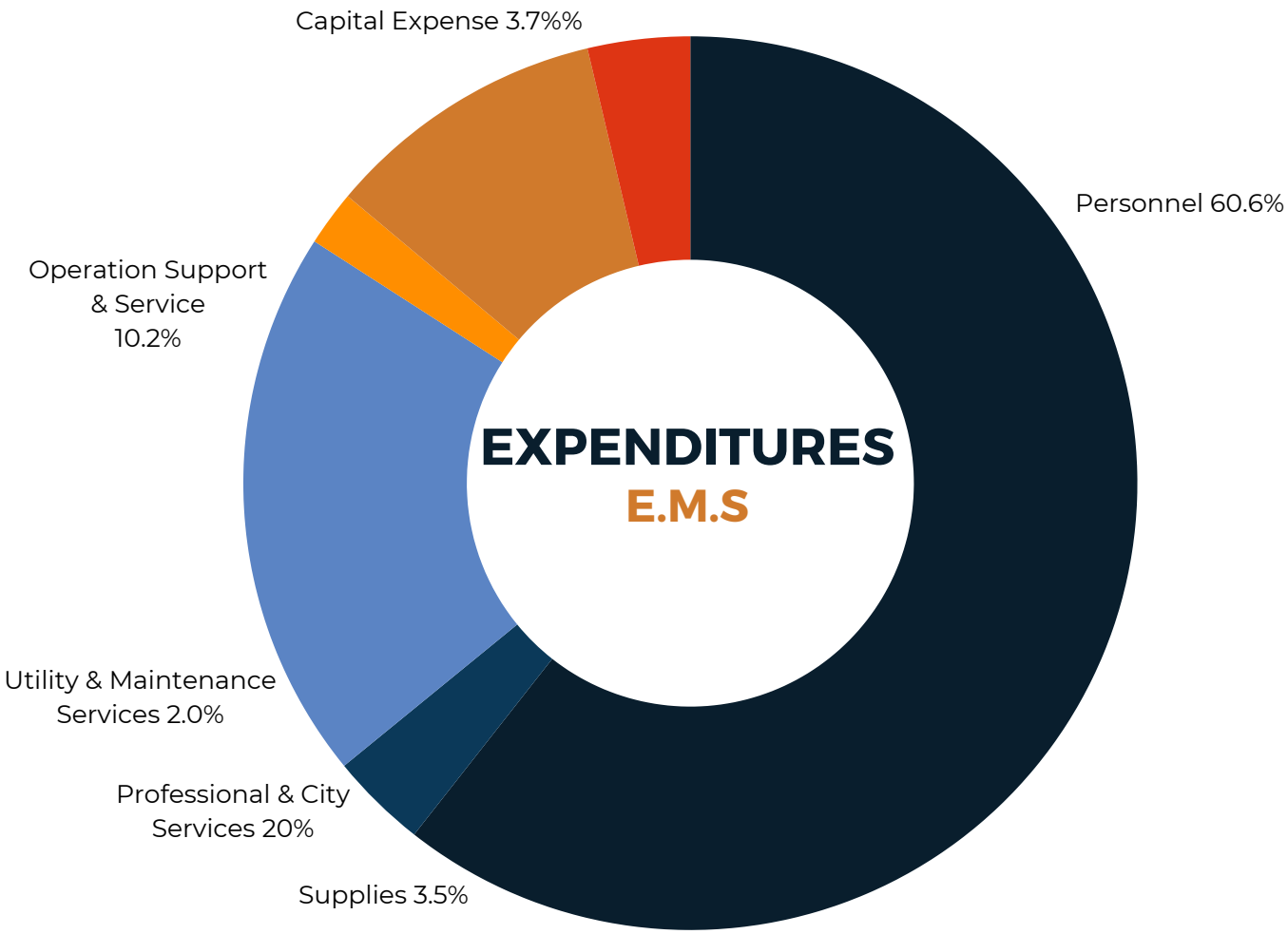
204-DRAINAGE FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Projects				
Expenditures				
Professional Services				
900-541100 Engineering	-	100,000	-	100,000
Total Professional Services	-	100,000	-	100,000
TOTAL PROJECTS	-	100,000	-	100,000
TOTAL EXPENDITURES	1,534,783	1,594,207	1,615,035	1,635,862
OVER/UNDER	(220,204)	(217,584)	(192,489)	(69,579)
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	897,590	677,386	677,386	484,896
ENDING FUND EQUITY	677,386	459,802	484,896	415,317

EMERGENCY MEDICAL SERVICES (EMS)

SCHERTZ - EMS	
AMBULANCE/MILAGE FEES	$10,511,704
MISCELLANEOUS INCOME	$175,500
INTER-JURISDICTIONAL CONTRACTS	$4,383,740
TOTAL	$15,070,944



SCHERTZ EMS - EXPENDITURES	
PERSONNEL	$9,312,982
SUPPLIES	$540,900
PROFESSIONAL & CITY SERVICES	$3,076,054
UTILITY & MAINTENANCE SERVICES	$300,307
OPERATION SUPPORT & SERVICES	$1,566,579
CAPITAL EXPENSE	$575,000
TOTAL	**$15,371,822**



FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 230 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 JBSA Randolph. We also work with individual at-risk patients to ensure 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 FOR FY 2024-25

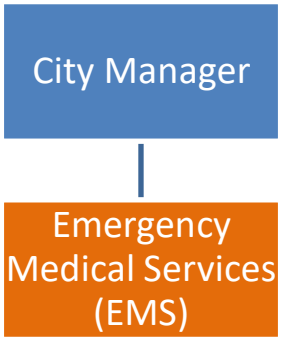
Strategic Plan Emphasis

- Policy Value: Essential Services
  - 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.
  - Be the preferred employer for pre-hospital healthcare providers in the State of Texas
  - Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.
  - Meet the needs of our customers and solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.
- Policy Value: Safe Community
  - 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.

ORGANIZATIONAL CHART



EMS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Chief	1	1	1	1
Assistant Chief - Operations	1	1	1	1
Assistant Chief - Clinical	1	1	1	1
Community Health Coordinator	1	1	1	1
Training Coordinator	1	1	1	1
Office Manager	1	1	1	1
Instructor	1	1	1	1
Administrative Asst.	1	1	1	1
Billing Specialist	3	3	3	3
EMS Battalion Chief	3	3	3	4
Field Training Officer	3	3	3	0
Lieutenant	3	3	3	6
MIH Paramedic	1	1	1	1
Paramedic	30	30	32	36
EMT	6	6	12	10
P/T Paramedics	15	15	15	15
P/T EMT	5	5	5	5
P/T Supply Coordinator	1	1	1	1
TOTAL POSITIONS	78	78	86	89

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Requests for EMS Service	13,520	14,495	14,824	15,565
Transports to Hospitals	8,332	9,154	9,385	9,854
Hospital to Hospital Transports	913	849	875	900
Collections per Transport	$538	$525.87	$550	$600
Students Enrolled in EMT Certification Classes	154	147	150	160
Trips billed for Alamo Heights	623	691	700	725
Members of EMS Passport	417	401	425	450

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Response Time 90% Reliability	13:59	13:59	13:59	13:00
Total Time on Task (Minutes)	58:30	59:50	58:00	57:00
Transport Percentage	61%	63%	62%	62%
Days Sales Outstanding	45.78	33.72	35	35
Mutual Aid Requested	28	14	15	10
Students Graduated from EMT Certification Classes	63	69	70	80

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Critical Failures / 100,000 miles	7.0	3.6	4	4
Fleet Accidents / 100,000 miles	5.0	3.4	3	2
Cardiac Arrest Save %	7.1%	7.4%	8%	10%
Correct recognition of STEMI	64.6%	49%	60%	70%
EMT Class Certification Pass Rate	85.7%	86.34%	90%	94%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$7,780,595	$8,632,267	$8,897,681	$10,511,704
Inter-Jurisdictional	4,133,931	3,865,287	4,208,658	4,383,740
Fund Transfers	7,381	0	0	0
Investment Income	7,058	42,750	31,500	33,500
Miscellaneous	74,182	189,790	130,200	142,000
Total	*$12,003,147*	*$12,730,095*	*$13,268,039*	*$15,070,944*
Expenses				
Personnel	$5,818,006	$7,602,824	$8,361,680	$9,312,982
Supplies and Equipment	484,602	583,287	563,500	540,900
Utility Services	186,237	187,731	124,500	151,000
Operating Expenses	754,383	759,122	921,854	956,893
Professional Services	128,168	93,557	103,500	110,000
Non-Operating	2,853,615	3,403,131	2,900,000	2,966,054
Fund Charges/Transfers	438,846	475,756	485,272	609,686
Repairs and Maintenance	10,440	9,320	13,000	13,000
Rental/Leasing	-6,633	-3,412	120,000	136,307
Capital Outlay	17,240	22,295	635,000	575,000
Total	*$10,684,903*	*$13,133,611*	*$14,228,306*	*$15,371,822*
Over/-Under	*$1,318,244*	*$-403,516*	*-$960,267*	*-$300,878*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to increase 13.6% from FY 2023-24 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2024-25 Budget will increase 8.0% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

203 - E M S	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Fees	8,632,267	8,486,771	8,897,681	10,511,704
Inter-Jurisdictional	3,865,287	4,207,452	4,208,658	4,383,740
Fund Transfers	-	-	-	-
Miscellaneous	232,540	166,000	161,700	175,500
TOTAL REVENUES	12,730,094	12,860,223	13,268,039	15,070,944
Expenditure Summary				
Personnel Services	7,602,824	7,868,652	8,361,680	9,312,982
Supplies	583,287	505,425	563,500	540,900
Utility Services	187,731	176,000	124,500	151,000
Operations Support	759,122	934,666	921,854	956,893
Non-Operating Expenses	3,403,131	2,794,821	2,900,000	2,966,054
Professional Services	93,557	108,000	103,500	110,000
Fund Charges	475,756	485,272	485,272	609,686
Maintenance Service	9,320	13,000	13,000	13,000
Rental Lease	(3,412)	120,000	120,000	136,307
Capitalized Equipment	22,295	635,000	635,000	575,000
TOTAL EXPENDITURES	13,133,611	13,640,835	14,228,306	15,371,822
OVER/UNDER	(403,516)	(780,612)	(960,267)	(300,878)
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND EQUITY	4,588,080	4,184,563	4,184,563	3,224,296
ENDING FUND EQUITY	4,184,563	3,403,951	3,224,296	2,923,418

203 - E M S		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Fees					
203-280-432034	Ambulance/Mileage Transprt Fe	8,252,578	8,107,771	8,582,681	10,110,204
203-280-432036	Passport Membership Fees	25,590	26,000	26,000	30,000
203-280-432039	EMT Class - Fees	163,765	150,000	100,000	162,500
203-280-432038	CE Class - Fees	20,691	20,000	22,000	22,000
203-280-432040	Immunization Fees	1,937	3,000	2,000	3,000
203-280-432041	Billing Fees-External	31,289	30,000	33,000	34,000
203-280-432042	Standby Fees	49,815	50,000	52,000	50,000
203-280-432043	Community Services Support	49,537	50,000	40,000	50,000
203-280-432044	MIH Services	37,065	50,000	40,000	50,000
000-459200	NSF Check Fee	-	-	-	-
Total Fees		8,632,267	8,486,771	8,897,681	10,511,704
Inter-Jurisdictional					
	Seguin/Guadalupe Co Support	927,935	1,020,728	1,020,728	1,051,350
203-280-473106	JBSA Support	653,788	674,421	674,421	694,654
203-280-473107	Cibolo Support	557,334	637,650	637,650	662,028
203-280-473114	Comal Co ESD #6	104,509	154,309	154,309	163,497
203-280-473115	Live Oak Support	273,764	282,952	282,952	290,412
203-280-473116	Universal City Support	345,554	342,714	342,714	356,550
203-280-473117	Selma Support	186,132	214,655	205,386	213,096
203-280-473118	Schertz Support	725,514	770,949	770,949	791,273
203-280-473119	Santa Clara Support	12,236	12,888	13,775	14,139
203-280-473120	Marion Support	22,685	21,184	21,184	21,742
203-280-473121	TASPP Program	55,835	75,000	84,588	125,000
Total Inter-Jurisdictional		3,865,287	4,207,452	4,208,658	4,383,740
Fund Transfers					
203-280-480000	Transfer In	-	-	-	-
Total Fund Transfers		-	-	-	-
Miscellaneous					
	Interest Earned	12,060	10,000	6,500	7,500
203-280-491200	Investment Income	30,691	24,000	25,000	26,000
203-280-497002	Donations-EMS	1,215	2,000	200	2,000
203-280-497000	Misc Income	123,619	60,000	50,000	60,000
203-280-497023	Recovery of Bad Debt	14,663	20,000	20,000	20,000
203-280-497022	Collection Agency-Bad Debt	50,293	50,000	60,000	60,000
Total Miscellaneous		232,540	166,000	161,700	175,500
TOTAL REVENUES		12,730,095	12,860,223	13,268,039	15,070,944

203 - E M S		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PUBLIC SAFETY					
EXPENDITURES					
Personnel Services					
203-280-511110	Regular	3,841,153	4,178,571	4,579,079	5,298,431
203-280-511120	Overtime	1,054,880	1,185,414	1,162,499	1,226,506
203-280-511210	Longevity	46,097	49,293	49,702	57,063
203-280-511220	Clothing Allowance	18,024	19,344	18,684	12,005
203-280-511230	Certification Allowance	18,820	21,320	22,805	26,190
203-280-511310	FICA - Employer	360,328	410,428	446,207	506,445
203-280-511350	TMRS-Employer	1,244,937	898,451	980,488	1,031,981
203-280-511410	Health-Employer	796,032	898,414	891,655	919,182
203-280-511500	Workers' Compensation	114,746	117,417	118,362	132,679
Total Personnel Services		7,495,017	7,778,652	8,269,480	9,210,482
Supplies					
203-280-521000	Operating Supplies	222	2,000	1,500	2,000
203-280-521010	Operating Supplies-EMT Class	31,976	30,000	30,000	25,000
203-280-521020	Operating Supplies-CE Class	10,220	9,925	10,000	7,500
203-280-521025	Community Support Supplies	23,349	25,000	20,000	25,000
203-280-521030	Operating Supplies- MIH	1,369	2,000	1,000	2,000
203-280-521100	Office Supplies	3,555	4,000	3,000	4,000
203-280-521200	Medical/Chem Supplies	414,052	350,000	425,000	400,000
203-280-521250	Immunization Supplies	13,883	14,000	11,000	12,000
203-280-521300	Motor Veh. Supplies	1,704	2,500	1,000	2,500
203-280-521600	Equip Maint Supplies	1,517	1,000	1,000	1,000
Total Supplies		501,847	440,425	503,500	481,000
City Support Services					
203-280-534036	Software Maintenance	49,971	106,200	106,000	110,000
203-280-534005	City Insurance-Commercial	38,469	43,000	42,788	43,000
203-280-534011	Contingencies	-	50,000	50,000	50,000
Total City Support Services		88,440	199,200	198,788	203,000

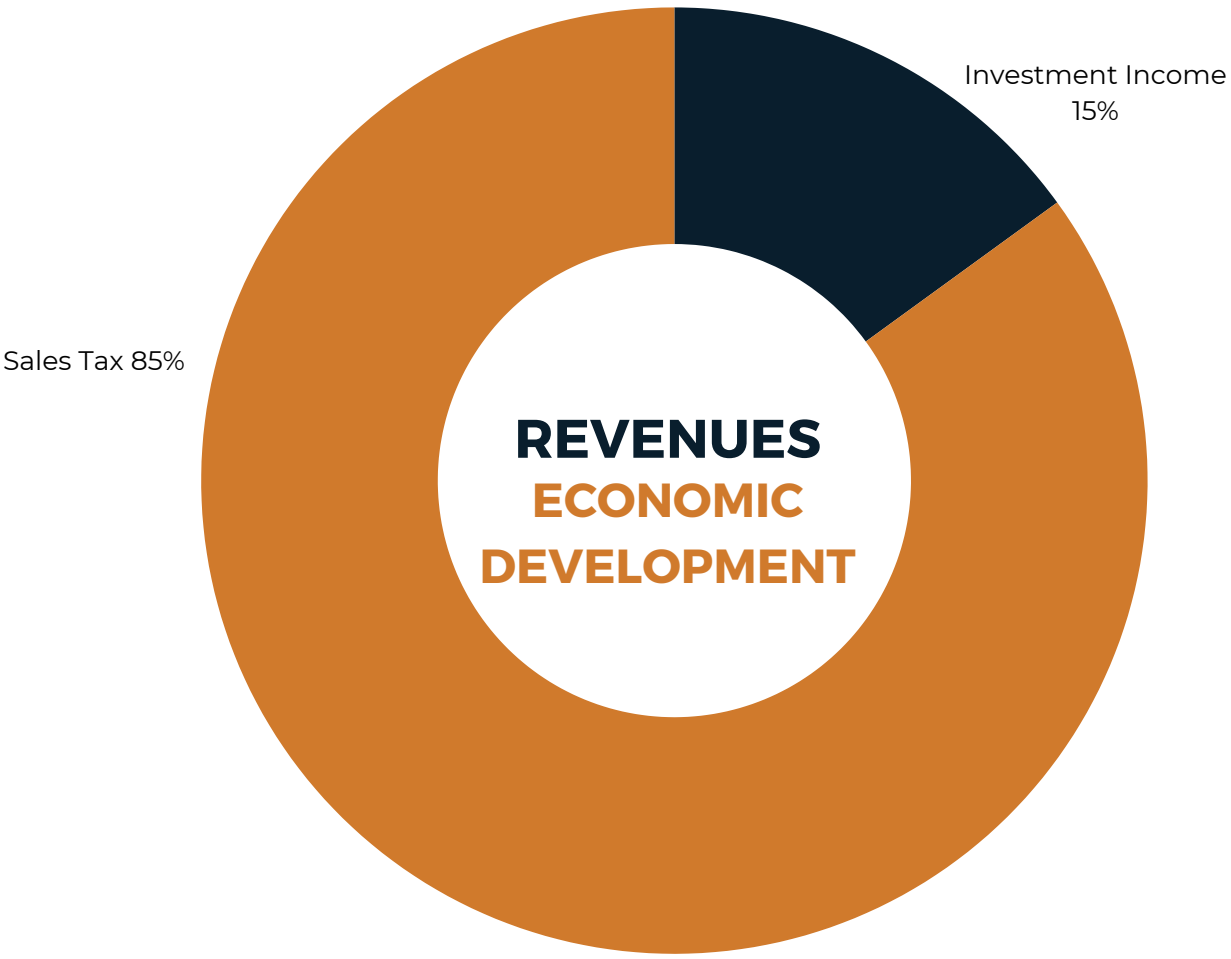
203 - E M S		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Utility Services					
203-280-533100	Gas Utility Service	7,127	7,000	4,500	6,000
203-280-533200	Electric Utility Service	9,607	12,000	8,000	10,000
203-280-533310	Telephone/Cell Phones	-	-	-	-
203-280-533410	Water Utility Service	2,886	7,000	2,000	5,000
203-280-533500	Vehicle Fuel	168,110	150,000	110,000	130,000
Total Utility Services		187,731	176,000	124,500	151,000
Operations Support					
203-280-521702	Postage	5,352	6,500	7,500	7,000
203-280-534000	Advertising	-	-	-	-
203-280-534029	Printing & Binding	2,855	3,000	3,000	3,000
203-280-534021	Equipment Maint - Copier	3,873	5,000	3,500	5,000
203-280-534020	EMT Class Instructors	12,400	10,000	9,500	10,000
203-280-534004	CE Class Instructors	880	2,400	2,000	2,500
203-280-534044	Community Support-Instructors	2,160	3,000	3,000	3,000
203-280-534027	Memberships - Organizations	4,115	4,500	4,500	4,500
Total Operations Support		31,635	34,400	33,000	35,000
Staff Support					
203-280-511606	Uniforms	22,541	30,000	40,000	40,000
203-280-511609	Employee Recognition-Morale	6,341	6,500	7,200	7,000
203-280-511610	Memberships	-	-	-	-
203-280-511611	Publications	-	500	-	500
203-280-511612	Training/Travel	74,480	48,000	40,000	50,000
203-280-511614	Meeting Expenses	3,944	3,000	3,000	3,000
Total Staff Support		107,306	88,000	90,200	100,500
City Assistance					
203-280-511617	Medical Services	501	2,000	2,000	2,000
203-280-534019	EMS Outsourcing	618,489	680,566	680,566	700,893
203-280-534014	Community Outreach	3,731	7,000	7,000	5,000
Total City Assistance		622,721	689,566	689,566	707,893

203 - E M S		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Professional Services					
203-280-541012	Legal Svcs	1,035	5,000	500	5,000
203-280-541017	Other Consl/Prof Services	89,522	100,000	100,000	102,000
203-280-541000	Auditor/Accounting Service	3,000	3,000	3,000	3,000
203-280-534015	Credit Card Fees	22,179	20,000	10,000	20,000
Total Professional Services		115,737	128,000	113,500	130,000
Fund Charges					
203-280-548014	Tranfer Out - General Fund	-	-	-	4,000
203-280-548006	Interfund Charges-G/F Admin	216,994	221,335	221,335	232,400
203-280-548004	Interfund Charges-Admin Fleet	258,762	263,937	263,937	373,286
203-280-542001	Bad Debt Expense	2,956,667	2,794,821	2,900,000	2,966,054
203-280-542000	Depreciation Expense	446,464	-	-	-
Total Fund Charges		3,878,887	3,280,093	3,385,272	3,575,740
Maintenance Services					
203-280-551074	Maintenance Agr. - Radios	9,320	13,000	13,000	13,000
Total Maintenance Services		9,320	13,000	13,000	13,000
Rental-ROW					
203-280-561200	Lease/Purchase Payments	(3,412)	120,000	120,000	136,307
Total Rental-ROW		(3,412)	120,000	120,000	136,307

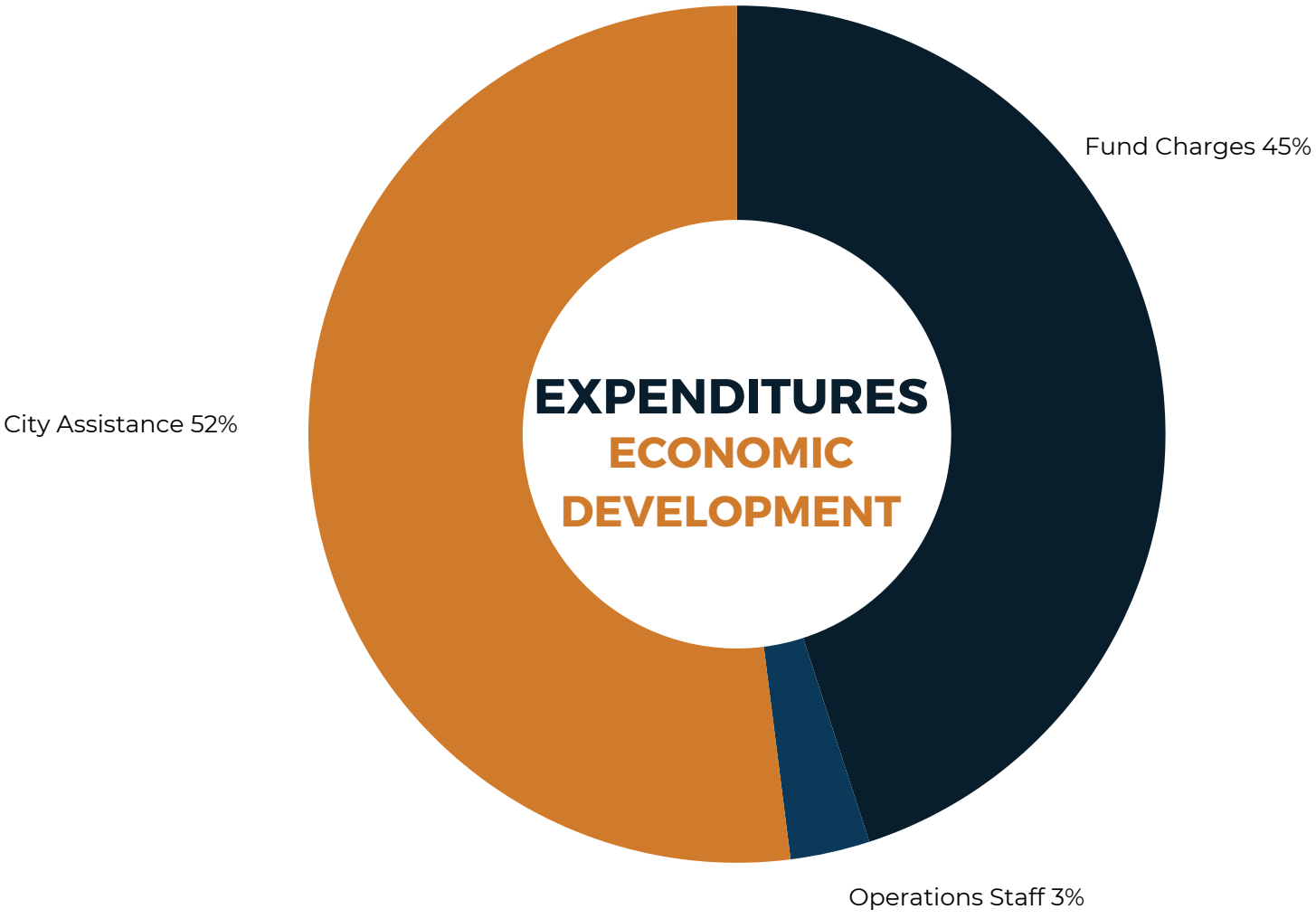
203 - E M S		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Operating Equipment					
203-280-521708	Furniture & Fixtures	1,163	5,000	5,000	5,000
203-280-521709	Vehicles&Access. < $5,000	897	4,500	3,500	4,500
203-280-521710	Computer&Periphe. < $5000	21,437	15,000	12,000	18,400
203-280-521711	Communication Equip < $5000	13,579	4,000	4,000	5,000
203-280-521716	Equipment Under $5,000	39,012	30,000	28,000	20,000
Total Operating Equipment		76,088	58,500	52,500	52,900
Capitalized Equipment					
203-280-581012	Vehicles&Access. Over $5,000	14,209	510,000	510,000	485,000
203-280-581005	Equipment Over $5,000	8,086	125,000	125,000	90,000
Total Capitalized Equipment		22,295	635,000	635,000	575,000
TOTAL SCHERTZ EMS		13,133,611	13,640,835	14,228,306	15,371,822
OVER/UNDER		(403,516)	(780,612)	(960,267)	(300,878)
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND EQUITY		4,588,080	4,184,563	4,184,563	3,224,296
ENDING FUND EQUITY		4,184,563	3,403,951	3,224,296	2,923,418

SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

ECONOMIC DEVELOPMENT - REVENUE	
4B SALES TAX	$7,083,000
INVESTMENT INCOME	$1,260,000
TOTAL	**$8,343,000**



ECONOMIC DEVELOPMENT - EXPENDITURES	
SUPPLIES	$1,000
PROFESSIONAL & CITY SERVICES	$8,769,975
UTILITY & MAINTENANCE SERVICES	$975
OPERATION SUPPORT & SERVICES	$7,891,890
CAPITAL EXPENSE	$5,000
TOTAL	**$16,668,840**



DEPARTMENT: ECONOMIC DEVELOPMENT CORPORATION

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

DEPARTMENT DESCRIPTION

The Economic Development Corporation helps to provide a supportive tax base, generate investment and improve quality of life. The City and the Corporation share many of the same objectives with a focus on infrastructure and the Corporation's mission statement reflects their purpose to strategically strengthen the Schertz economy by attracting and retaining businesses, investing in infrastructure, and promoting and enhancing the quality of life for residents and businesses through innovative measures, creating a sustainable and vibrant community. The department consists of four personnel and assists with the needs of 1,100 businesses and stakeholders.

GOALS FOR FY 2024-25

- The Economic Development Corporation's goals have been established by the Board of Directors this year to reflect a new focus.

Strategic Plan Emphasis

- Strategic Plan Emphasis
- Policy Value: Promote Economic Development
- Invest in ways to optimize the Talent Pipeline for residents and businesses.
- Promote economic development opportunities that expand the city's base of targeted and desired industries.
- Generate investments in undeveloped areas and existing parks to improve quality of life.
- Prioritize real estate assets and strategies that identify needed infrastructure.

Project Focus for FY 2024-25

- Improve Economic Prosperity through Quality Developments, providing jobs that provide a High Quality of Life.
- Endorse programs to benefit small business
- Participating in 2 infrastructure projects that will provide Essential Services.

- Lead a discussion by participating with businesses to explore innovative ways in which the company can conserve natural resources.
- Engage public utilities to assist business success.
- Participate in 6 events to attract new businesses to the city.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Executive Director	1	1	1	1
Deputy Director	0	1	1	1
Business Engagement Manager	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of inquiries	94	121	155	164
Number of Schertz BRE visits	7	18	40	21
Number of recruitment events	6	8	12	14
Number of new prospects	15	35	45	43
Number of active performance agreements	14	15	18	17

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Taxes	$6,025,703	$6,548,941	$6,778,100	$7,083,000
Investment Income	201,279	1,262,347	1,811,500	1,260,000
Miscellaneous	0	0	1,100	0
Total	*$6,226,982*	*$7,811,288*	*$8,590,700*	*$8,343,000*
Expenses				
Non-Departmental	$1,240,000	$81,944	$600,000	$15,299,100
Personnel Services	21,350	17,693	6,600	24,575
Supplies and Equipment	50,931	43,921	5,100	61,175
City Supported Services	5,850	55,992	24,700	214,500
Utility Services	2,212	180	650	975
Operating Expenses	142,005	71,305	116,710	398,135
Professional Services	20,752	45,328	40,200	61,300
Fund Charges/Transfers	506,984	542,221	546,883	609,080
Total Schertz Economic Development	*$1,990,084*	*$858,584*	*$793,960*	*$16,668,840*
Over/-Under	*$4,236,898*	*$6,952,704*	*$7,796,740*	*($8,325,840)*

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 2024-25 budget is projected to decrease by 2.9% from the FY 2023-24 year-end estimate. The decrease is due to the expected lowering of the Federal Funds Rate which the City's investment income closely follows, as well as having less funds invested overall.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2024-25 are projected to increase $15,874,880 to fund approved incentive payments and contributions to the City. The City contributions will go toward Lookout Road improvements and additional field lighting at the Schertz Soccer Complex. City Support Services increase from year end estimates to utilize the maximum allowed Marketing and Promotion dollars. 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 lighting additional fields at the Schertz Soccer Complex.

620-SED CORPORATION	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Taxes	6,548,941	7,092,000	6,778,100	7,083,000
Fund Transfers	-	-	190,392	-
Investment Income	1,262,347	1,315,000	1,811,500	1,260,000
Miscellaneous	-	-	1,100	-
TOTAL REVENUES	7,811,288	8,407,000	8,781,092	8,343,000
Expenditure Summary				
General Government				
Projects	81,944	11,677,510	600,000	15,299,100
Economic Development	776,640	1,307,543	968,143	1,369,740
TOTAL GENERAL GOVERNMENT	858,584	12,985,053	1,568,143	16,668,840
OVER/UNDER	6,952,704	(4,578,053)	7,212,948	(8,325,840)
FUNDING FROM RESERVES	-	-	(190,392)	-
BEGINNING FUND BALANCE	19,090,426	26,043,130	26,043,130	33,065,687
ENDING FUND BALANCE	26,043,130	21,465,077	33,065,687	24,739,847

620-SED CORPORATION		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Taxes					
620-101-411500	Sales Tax Revenues (4B)	6,548,941	7,092,000	6,778,100	7,083,000
Total Taxes		6,548,941	7,092,000	6,778,100	7,083,000
Fund Transfers					
620-101-480000	Transfer In	-	-	190,392	-
Total Fund Transfers		-	-	190,392	-
Miscellaneous					
620-101-491000	Interest Earned-Bank	11,319	15,000	11,500	10,000
620-101-491200	Investment Income	1,251,027	1,300,000	1,800,000	1,250,000
620-101-497000	Misc Income	-	-	1,100	-
Total Miscellaneous		1,262,347	1,315,000	1,812,600	1,260,000
TOTAL REVENUES		7,811,288	8,407,000	8,781,092	8,343,000

620-SED CORPORATION		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT EXPENDITURES					
Supplies					
620-966-521100	Office Supplies	560	1,000	300	1,000
Total Supplies		560	1,000	300	1,000
City Support Services					
620-966-534005	Eco Dev - Insurance	1,534	1,700	110	1,700
620-966-532002	Promotional Events	10,351	9,500	5,000	9,500
620-966-534011	Contingencies	(27,013)	10,000	10,000	10,000
Total City Support Services		(15,128)	21,200	15,110	21,200
Utility Services					
620-966-533310	Telephone/Cell Phones	-	-	-	-
620-966-533500	Vehicle Fuel	131	750	550	750
620-966-533550	Vehicle Maintenance	49	225	100	225
Total Utility Services		180	975	650	975
Operations Support					
620-966-521702	Postage	49	500	300	500
620-966-534000	Advertising	42,614	315,850	200,000	315,850
620-966-534022	Goodwill	1,696	1,750	1,500	1,750
620-966-534031	Recruitment Events	25,992	35,000	30,000	35,000
620-966-534029	Printing & Binding	92	1,500	1,500	1,500
620-966-534021	Equipment Maintenance-Copier	2,766	3,500	3,500	3,500
620-966-521701	Computer Licenses-Software	42,697	54,675	45,000	54,675
620-966-534027	Memberships-Organization	23,625	28,835	28,000	28,835
Total Operations Support		139,530	441,610	309,800	441,610
Staff Support					
620-966-511606	Uniforms	365	800	100	800
620-966-511609	Employee Recognition-Morale	896	600	300	600
620-966-511610	Memberships-Staff Support	1,775	2,525	2,500	2,525
620-966-511611	Publications	43	800	800	800
620-966-511612	Training/Travel	9,971	12,000	12,000	12,000
620-966-511614	Meeting Expenses-EDC Board	4,643	7,850	5,000	7,850
Total Staff Support		17,693	24,575	20,700	24,575

620-SED CORPORATION		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
City Assistance					
620-966-532012	Small Business Grant Fund	40,000	200,000	20,000	200,000
620-966-532013	Prospect Services	5,641	5,000	4,700	5,000
Total City Assistance		45,641	205,000	24,700	205,000
Professional Services					
620-966-541012	Legal Svcs	8,028	15,000	200	15,000
620-966-541000	Auditor/Accounting Service	6,000	6,300	6,300	6,300
620-966-541004	Consulting Services	31,300	40,000	40,000	40,000
Total Professional Services		45,328	61,300	46,500	61,300
Fund Charges/Transfers					
620-966-548006	Interfund Charges-Admin	542,221	546,883	546,883	609,080
Total Charges/Transfers		542,221	546,883	546,883	609,080
Operating Equipment					
620-966-521708	Furniture & Fixtures	537	2,500	1,000	2,500
620-966-521710	Computer & Periphe < $5000	78	2,500	2,500	2,500
Total Operating Equipment		615	5,000	3,500	5,000
TOTAL ECONOMIC DEVELOPMENT		776,640	1,307,543	968,143	1,369,740
TOTAL EXPENDITURES		858,584	12,985,053	1,568,143	16,668,840
OVER/UNDER		6,952,704	(4,578,053)	7,212,948	(8,325,840)
FUNDING FROM RESERVES		-	-	(190,392)	-
BEGINNING FUND BALANCE		19,090,426	26,043,130	26,043,130	33,065,687
ENDING FUND BALANCE		26,043,130	21,465,077	33,065,687	24,739,847

620-SED CORPORATION	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
GENERAL GOVERNMENT PROJECTS				
City Assistance				
620-101-532011 Development Incentive Fund	81,944	3,027,510	100,000	8,479,100
Total City Assistance	81,944	3,027,510	100,000	8,479,100
Fund Charges/Transfer				
620-101-532015 Contribution	-	8,650,000	500,000	6,820,000
Total Fund Charges/Transfers	-	8,650,000	500,000	6,820,000
TOTAL PROJECTS	81,944	11,677,510	600,000	15,299,100
TOTAL EXPENDITURES	858,584	21,635,053	2,068,143	16,668,840
OVER/UNDER	6,952,704	(4,578,053)	7,212,948	(8,325,840)
FUNDING FROM RESERVES	-	-	(190,392)	-
BEGINNING FUND BALANCE	19,090,426	26,043,130	26,043,130	33,065,687
ENDING FUND BALANCE	26,043,130	21,465,077	33,065,687	24,739,847

SPECIAL REVENUE FUNDS

FUND: 106 SPECIAL EVENTS

DESCRIPTION

The Special Events Fund is designated to monitor and manage funds appropriated to host community events, sponsored or co-sponsored, by the City of Schertz. Events include Kick Cancer/Walk for Life and the Hal Baldwin Scholarship Program.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenues				
Fund Charges/Transfers	-$147	$147	$0	$0
Investment Income	147	891	0	0
Kick Cancer	9,595	22,194	24,190	20,000
Hal Baldwin Scholarship	37,846	40,020	39,401	35,000
Total	*$47,442*	*$63,253*	*$63,591*	*$55,000*
Expenses				
Kick Cancer	$9,849	$22,195	$24,190	$20,000
Hal Baldwin Scholarship	19,719	25,555	20,000	35,000
Total	*$29,568*	*$47,749*	*$44,190*	*$55,000*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue budget has decreased and it is now set at $55,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at $55,000 with no change in operations.

106 - SPECIAL EVENTS	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
FINANCIAL SUMMARY				
Revenue Summary				
Fund Transfers	147	-	-	-
Miscellaneous	63,106	45,000	63,591	55,000
TOTAL REVENUES	63,253	45,000	63,591	55,000
Expenditure Summary				
CULTURAL				
KICK CANCER	22,195	15,000	24,190	20,000
HAL BALDWIN SCHOLARSHIP	25,555	30,000	20,000	35,000
TOTAL CULTURAL	47,749	45,000	44,190	55,000
TOTAL EXPENDITURES	47,749	45,000	44,190	55,000
OVER/UNDER	15,503	-	19,401	-
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	123,217	138,720	138,720	158,122
ENDING FUND BALANCE	138,720	138,720	158,122	158,122

106 - SPECIAL EVENTS		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Fund Transfers					
106-101-480101	Transfer In-General Fund	147	-	-	-
Total Fund Transfers		147	-	-	-
Miscellaneous					
106-101-491200	Investment Income	891	-	-	-
106-608-497001	Kick Cancer	22,195	15,000	24,190	20,000
106-621-497010	Hal Baldwin Scholarship	40,020	30,000	39,401	35,000
Total Miscellaneous		63,106	45,000	63,591	55,000
TOTAL REVENUES		63,253	45,000	63,591	55,000

FUND: 110 Public, Educational, and Government (PEG) Access Fund

DESCRIPTION

The PEG Fund is dedicated to providing 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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenues				
Franchises	$79,403	$74,016	$83,407	$64,000
Total	*$79,403*	*$74,016*	*$83,417*	*$64,000*
Expenses				
Misc & Projects	$162,751	$821,654	$991,001	$64,000
Total	*$162,751*	$821,654	*$991,001*	*$64,000*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to decrease by $19,417 from the FY 2023-24 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2024-25 Budget decreased to $64,000 with the continued implementation of the communication master plan.

110-PEG FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Franchises	74,016	67,000	83,417	64,000
Fund Transfers	-	-	-	-
TOTAL REVENUES	74,016	67,000	83,417	64,000
Expenditure Summary				
General Government	-	-	65,000	-
Projects	821,654	67,000	926,001	64,000
TOTAL EXPENDITURES	821,654	67,000	991,001	64,000
OVER/UNDER	(747,638)	-	(907,584)	-
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	884,536	136,899	136,899	(770,686)
ENDING FUND BALANCE	136,899	136,899	(770,686)	(770,686)

110-PEG FUND	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES				
Franchises				
000-421350 Time Warner	60,304	55,000	68,250	52,000
000-421465 AT&T	13,712	12,000	15,167	12,000
Total Franchises	74,016	67,000	83,417	64,000
Fund Transfers				
000-481000 Transfer In - Reserves	-	-	-	-
Total Fund Transfers	-	-	-	-
TOTAL REVENUES	74,016	67,000	83,417	64,000

110-PEG FUND		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
EXPENDITURES					
Professional Services					
110-900-541002	Communication Plan	-	67,000	65,000	64,000
Total Professional Services		-	67,000	65,000	64,000
Capital Outlay					
110-900-581002	Communication Equipment	821,654	-	926,001	-
Total Capital Outlay		821,654	-	926,001	-
TOTAL EXPENDITURES		821,654	67,000	991,001	64,000

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

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: 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 to reach citizens across the State and beyond.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Taxes	$804,132	$1,059,809	$1,083,333	$1,100,000
Investment Income	14,582	92,825	81,1667	126,500
Total	*$818,715*	*$1,152,634*	*$1,163,500*	*$1,226,500*
Expenses				
Supplies and Equipment	$42,388	$0	$1,067	$0
Operating Expenses	84,763	82,488	89,917	104,322
Professional Services	3,832	21,429	5,065	1,000
Fund Charges/Transfers	74,443	69,915	75,741	0
Repairs and Maintenance	54,677	2,300	54,167	25,000
Capital Outlay	28,200	5,266	5,705	0
Projects	1,185,510	1,440	45,973	78,400
Total	*$1,473,813*	*$182,838*	*$276,567*	*$208,722*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2024-25 Budget is expected to increase 5.4% from the FY 2023-24 year end estimates.

Expenses: The Hotel Motel Tax Fund FY 2024-25 Budget decreases 32.5% from FY 2023-24 year-end estimate. The change for this year expenses is caused by the sign replacement.

314-HOTEL TAX	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Taxes	1,059,809	800,000	1,083,333	1,100,000
Interest Earned	1,440	1,500	1,083	1,500
Investment Income	91,385	100,000	79,083	125,000
TOTAL REVENUES	1,152,633	901,500	1,163,500	1,226,500
Expenditure Summary				
Misc & Projects	-	-	45,973	78,400
Supplies and Equipment	-	-	-	-
Operating Expenses	82,488	124,600	89,917	104,322
Professional Services	21,429	1,000	5,065	1,000
Fund Charges	69,915	80,265	75,741	-
Maintenance Services	2,300	12,000	54,167	25,000
Capital Outlay	5,266	43,000	5,705	-
TOTAL EXPENDITURES	181,398	260,865	276,567	208,722
OVER/UNDER	971,235	640,635	886,933	1,017,778
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	1,645,178	2,616,413	2,616,413	3,503,346
ENDING FUND BALANCE	2,616,413	3,257,048	3,503,346	4,521,124

314-HOTEL TAX		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
REVENUES					
Taxes					
314-101-411800	Hotel Occupancy Tax	1,059,809	800,000	1,083,333	1,100,000
Total Taxes		1,059,809	800,000	1,083,333	1,100,000
Miscellaneous					
314-101-491000	Interest Earned	1,440	1,500	1,083	1,500
314-101-491200	Investment Income	91,385	100,000	79,083	125,000
314-101-497000	Misc Income	(1)	-	-	-
Total Miscellaneous		92,825	101,500	80,167	126,500
TOTAL REVENUES		1,152,633	901,500	1,163,500	1,226,500

314-HOTEL TAX		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
EXPENDITURES					
Operations Support					
314-101-534000	Advertising	8,045	18,600	-	15,000
314-101-534001	Billboards	13,232	16,000	16,250	15,000
314-101-534007	Special Events - Expenses	61,211	40,000	73,667	-
314-101-534042	Community Programs	-	50,000	-	50,000
314-101-534062	Operating Expense	-	-	-	24,322
Total Operations Support		82,488	124,600	89,917	104,322
Professional Services					
314-101-541017	Other Consult/Prof Services	17,929	-	1,273	-
314-101-541000	Auditor/Accounting Services	3,500	1,000	3,792	1,000
Total Professional Services		21,429	1,000	5,065	1,000
Fund Charges/Transfers					
314-101-548016	Interfund Transfer Out	69,915	80,265	75,741	-
Total Fund Charges/Transfers		69,915	80,265	75,741	-
Maintenance Services					
314-101-551000	Building Maintenance	2,300	12,000	54,167	25,000
Total Maintenance Services		2,300	12,000	54,167	25,000

314-HOTEL TAX		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
Capital Outlay					
314-900-581013	Civic Center Improvements	5,266	43,000	5,705	-
Total Capital Outlay		5,266	43,000	5,705	-
TOTAL NONDEPARTMENTAL		181,398	260,865	230,594	130,322
OVER/UNDER		971,235	640,635	886,933	1,017,778
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND BALANCE		1,645,178	2,616,413	2,616,413	3,503,346
ENDING FUND BALANCE		2,616,413	3,257,048	3,503,346	4,521,124

314-HOTEL TAX		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
PROJECTS					
Professional Services					
314-900-541006	Communication Plan	1,440	-	1,560	-
Total Professional Services		1,440	-	1,560	-
Capital Outlay					
314-900-581013	Communication Equipment	-	-	44,413	78,400
Total Capital Outlay		-	-	44,413	78,400
TOTAL EXPENDITURES		1,440	-	45,973	78,400
OVER/UNDER		969,795	640,635	886,933	1,017,778
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND BALANCE		1,645,178	2,616,413	2,616,413	3,503,346
ENDING FUND BALANCE		2,616,413	3,257,048	3,503,346	4,521,124

FUND: 317 PARK FUND

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, homeowners' associations (HOA's), regional non-profit grants, and donations.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$0	$203,500	$54,167	$150,000
Investment Income	2,195	9,058	13,163	4,750
Total	*$2,195*	*$212,558*	*$67,329*	*$154,750*
Expenses				
Professional Services	$10,040	$0	$0	$0
Capital Outlay	17,650	387,069	419,325	100,000
Total	*$27,690*	*$387,069*	*$419,325*	*$100,000*
Over/-Under	*-$25,495*	*-$174,511*	*-$351,996*	*$54,750*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2024-25 Budget is expected to be $154,750 in anticipation of a new development which will pay into the fund.

Expenses: The FY 2024-25 Budget is set at $100,000 to utilize incoming funds for park improvements.

317-PARK	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SUMMARY RECAP				
Revenue Summary				
Interest Earned	118	-	163	750
Fund Transfers	-	-	-	-
Investment Income	8,939	-	13,000	4,000
	9,058	-	13,163	4,750
Parkland Dedication	203,500	100,000	54,167	150,000
	203,500	100,000	54,167	150,000
TOTAL REVENUES	212,558	100,000	67,329	154,750
Expenditure Summary				
Public Environment				
Parkland Dedication	387,069	100,000	419,325	100,000
Total Expenditures	387,069	100,000	419,325	100,000
TOTAL EXPENDITURES	387,069	100,000	419,325	100,000
OVER/UNDER	(174,511)	-	(351,996)	54,750
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	261,522	87,011	87,011	(264,985)
ENDING FUND BALANCE	87,011	87,011	(264,985)	(210,235)

317-PARK		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
REVENUES					
Fees					
317-301-432085	Parkland Dedication	203,500	100,000	54,167	150,000
Total Fees		203,500	100,000	54,167	150,000
Fund Transfers					
317-101-480002	Transfer In-Reserves	-	-	-	-
Total Fund Transfers		-	-	-	-
Miscellaneous					
317-101-491000	Interest Earned	118	-	163	750
317-101-491200	Investment Income	8,939	-	13,000	4,000
Total Miscellaneous		9,058	-	13,163	4,750
TOTAL REVENUES		212,558	100,000	67,329	154,750

317-PARK		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
EXPENDITURES					
PARKLAND DEDICATION					
Professional Services					
317-301-541017	Other Consl/Prof Services	-	-	-	-
Total Professional Services		-	-	-	-
Capital Outlay					
317-301-581008	Land Purchase	-	-	-	-
317-301-581007	Improvements Over $5,000	387,069	100,000	419,325	100,000
Total Capital Outlay		387,069	100,000	419,325	100,000
TOTAL PARKLAND DEDICATION			100,000	419,325	100,000
TOTAL EXPENDITURES		387,069	100,000	419,325	100,000
OVER/UNDER		(174,511)	-	(351,996)	54,750
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND BALANCE		261,522	87,011	87,011	(264,985)
ENDING FUND BALANCE		87,011	87,011	(264,985)	(210,235)

FUND: 319 TREE MITIGATION

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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$136,950	$48,065	$75,833	$100,000
Investment Income	5,324	35,599	33,150	49,250
Total	*$142,274*	*$83,664*	*$108,983*	*$149,250*
Expenses				
Maintenance Services	$82,110	$93,030	$75,833	$85,000
Total	*$82,110*	*$93,030*	*$75,833*	*$85,000*
Over/-Under	*$60,164*	*-$9,365*	*$33,150*	*$64,250*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for the FY 2024-25 Budget is expected to increase 36.9% from 2023-24 year-end estimate following the previous years' trends.

Expenses: The FY 2024-25 Budget increases 12.1% from FY 2023-24 year-end estimate for additional tree planting.

319-TREE MITIGATION	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SUMMARY RECAP				
Revenue Summary				
Interest Earned	590	750	650	1,250
Investment Income	35,010	35,000	32,500	48,000
	35,599	35,750	33,150	49,250
Tree Mitigation	48,065	50,000	75,833	100,000
	48,065	50,000	75,833	100,000
TOTAL REVENUES	83,664	85,750	108,983	149,250
Expenditure Summary				
Public Environment				
Maintenance Services	93,030	75,000	75,833	85,000
Total Public Environment	93,030	75,000	75,833	85,000
TOTAL EXPENDITURES	93,030	75,000	75,833	85,000
OVER/UNDER	(9,366)	10,750	33,150	64,250
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	708,059	698,693	698,693	731,843
ENDING FUND BALANCE	698,693	709,443	731,843	796,093

319-TREE MITIGATION		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
REVENUES					
Fees					
000-458900	Tree Mitigation	48,065	50,000	75,833	100,000
Total Fees		48,065	50,000	75,833	100,000
Miscellaneous					
000-491000	Interest Earned	590	750	650	1,250
000-491200	Investment Income	35,010	35,000	32,500	48,000
Total Miscellaneous		35,599	35,750	33,150	49,250
TOTAL REVENUES		83,664	85,750	108,983	149,250

319-TREE MITIGATION	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
EXPENDITURES				
TREE MITIGATION				
Maintenance Services				
302-551110 Trees	93,030	75,000	75,833	85,000
Total Maintenance Services	93,030	75,000	75,833	85,000
TOTAL TREE MITIGATION	93,030	75,000	75,833	85,000
OVER/UNDER	(9,366)	10,750	33,150	64,250
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	708,059	698,693	698,693	731,843
ENDING FUND BALANCE	698,693	709,443	731,843	796,093

FUND: 431 ROADWAY IMPACT FEE AREA 1

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 into 4 separate roadway zones.

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$252,872	$301,561	$297,917	$300,000
Investment Income	6,035	42,128	38,106	55,300
Total	*$258,907*	*$343,689*	*$336,023*	*$355,300*
Expenses				
Professional Services	$1,358	$0	$5,417	$5,000
Projects	0	88,173	113,589	0
Total	*$1,358*	*$88,173*	*$119,005*	*$5,000*
Over/-Under	*$257,549*	*$255,516*	*$217,018*	*$350,300*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at $5,000 for any professional services or studies that need to be completed.

431-Capital Recovery-Rdwys Area 1	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SUMMARY RECAP				
Revenue Summary				
Interest Earned	595	175	190	300
Fund Transfers	-	-	-	-
Investment Income	41,533	50,000	37,917	55,000
	42,128	50,175	38,106	55,300
Fees	301,561	275,000	297,917	300,000
TOTAL REVENUES	343,689	325,175	336,023	355,300
Expenditure Summary				
General Government				
Operating Expenses	-	-	18,068	-
Professional Services	-	5,000	5,417	5,000
Capital Outlay	88,173	-	95,521	-
Total Public Environment	88,173	5,000	119,005	5,000
TOTAL EXPENDITURES	88,173	5,000	119,005	5,000
OVER/UNDER	255,516	320,175	217,018	350,300
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	805,971	1,061,487	1,061,487	1,278,505
ENDING FUND BALANCE	1,061,487	1,381,662	1,278,505	1,628,805

431-Capital Recovery-Rdwys Area 1		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
REVENUES					
431-Capital Recovery-Rdwys Area 1					
431-173-432030	CapitalRcvry-RoadwaysSrvArea1	301,561	275,000	297,917	300,000
Total Fees		301,561	275,000	297,917	300,000
Fund Transfers					
431-101-480002	Transfer In - Reserves	-	-	-	-
Total Fund Transfers		-	-	-	-
Miscellaneous					
431-101-491000	Interest Earned	595	175	190	300
431-101-491200	Investment Income	41,533	50,000	37,917	55,000
Total Miscellaneous		42,128	50,175	38,106	55,300
TOTAL REVENUES		343,689	325,175	336,023	355,300

431-Capital Recovery-Rdwys Area 1	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
EXPENDITURES				
Non Departmental				
Operating Expenses				
431-900-534011 Transfer to General Fund	-	-	18,068	-
Total Fund Charges/Transfers	-	-	18,068	-
Professional Services				
431-900-541017 Professional Services	-	5,000	5,417	5,000
Total Professional Services	-	5,000	5,417	5,000
Capital Outlay				
431-900-581013 Construction	88,173	-	95,521	-
Total Professional Services	88,173	-	95,521	-
Fund Charges/Transfers				
101-548404 Transfer Out-Capital Projects	-	-	-	-
Total Fund Charges/Transfers	-	-	-	-
TOTAL CAPITAL RECOVERY-RDWYS AREA 1	88,173	5,000	119,005	5,000
OVER/UNDER	255,516	320,175	217,018	350,300
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	805,971	1,061,487	1,061,487	1,278,505
ENDING FUND BALANCE	1,061,487	1,381,662	1,278,505	1,628,805

FUND: 432 ROADWAY IMPACT FEE AREA 2

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 into 4 separate roadway zones.

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$341,650	$191,018	$238,333	$200,000
Investment Income	4,087	28,498	25,621	27,650
Total	*$345,737*	*$219,516*	*$263,954*	*$227,650*
Expenses				
City Supported Services	$49,147	$102,495	$111,036	$100,000
Professional Services	3,338	0	5,417	5,000
Total	*$52,484*	*$102,495*	*$116,453*	*$105,000*
Over/-Under	*$293,252*	*$117,020*	*$147,501*	*$122,650*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at $105,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

432-Capital Recovery-Rdwys Area 2	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SUMMARY RECAP				
Revenue Summary				
Fees	191,017	220,000	238,333	200,000
Fund Transfers	-	-	-	-
Interest Earned	622	650	704	150
Investment Income	27,876	25,000	24,917	27,500
TOTAL REVENUES	219,515	245,650	263,954	227,650
Expenditure Summary				
Professional Services				
Professional Services	-	5,000	5,417	5,000
Total Non-Departmental	-	5,000	5,417	5,000
City Supported Services				
Development Incentive Fund	102,495	80,000	111,036	100,000
Total City Supported Services	102,495	80,000	111,036	100,000
TOTAL EXPENDITURES	102,495	85,000	116,453	105,000
OVER/UNDER	117,020	160,650	147,501	122,650
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	564,028	681,048	681,048	828,549
ENDING FUND BALANCE	681,048	841,698	828,549	951,199

432-Capital Recovery-Rdwys Area 2	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
REVENUES				
432-Capital Recovery-Rdwys Area 2				
432-173-43203 CapitalRcvry-RoadwaysSrvArea2	191,017	220,000	238,333	200,000
Total Fees	191,017	220,000	238,333	200,000
Miscellaneous				
432-101-49100 Interest Earned	622	650	704	150
432-101-49120 Investment Income	27,876	25,000	24,917	27,500
Total Miscellaneous	28,498	25,650	25,621	27,650
TOTAL REVENUES	219,515	245,650	263,954	227,650

432-Capital Recovery-Rdwys Area 2	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
EXPENDITURES				
Non Departmental				
City Assistance				
432-101-532011 Development Icentive Fund	102,495	80,000	111,036	100,000
Total City Assistance	102,495	80,000	111,036	100,000
Professional Services				
432-101-541017 Professional Services	-	5,000	5,417	5,000
Total Professional Services	-	5,000	5,417	5,000
TOTAL CAPITAL RECOVERY-RDWYS AREA 2	102,495	85,000	116,453	105,000
OVER/UNDER	117,020	160,650	147,501	122,650
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	564,028	681,048	681,048	828,549
ENDING FUND BALANCE	681,048	841,698	828,549	951,199

FUND: 433 ROADWAY IMPACT FEE AREA 3

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 into 4 separate roadway zones.

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$204,433	$168,500	$335,833	$350,000
Investment Income	9,675	62,942	54,492	75,250
Total	*$214,108*	*$231,442*	*$390,325*	*$425,250*
Expenses				
Professional Services	$3,338	$0	$5,417	$5,000
Projects	0	152,021	164,689	0
Total	*$3,338*	*$152,021*	*$170,106*	*$5,000*
Over/-Under	*$210,770*	*$79,421*	*$220,219*	*$420,250*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at $5,000 for any professional services or studies that need to be completed.

433-Capital Recovery-Rdwys Area 3	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SUMMARY RECAP				
Revenue Summary				
Fees	168,500	300,000	335,833	350,000
Fund Transfers	-	-	-	-
Interest Earned	192	250	325	250
Investment Income	62,750	50,000	54,167	75,000
TOTAL REVENUES	231,442	350,250	390,325	425,250
Expenditure Summary				
Non-Departmental				
Capital Outlay	152,021	-	164,689	-
Total Non-Departmental	152,021	-	164,689	-
General Government				
Fund Charges/Transfers	-	-	-	-
Non Departmental	-	5,000	5,417	5,000
Total Public Environment		5,000	5,417	5,000
TOTAL EXPENDITURES	152,021	5,000	170,106	5,000
OVER/UNDER	79,421	345,250	220,219	420,250
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	1,183,301	1,262,723	1,262,723	1,482,942
ENDING FUND BALANCE	1,262,723	1,607,973	1,482,942	1,903,192

433-Capital Recovery-Rdwys Area 3		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
REVENUES					
433-Capital Recovery-Rdwys Area 3					
433-173-432032	CapitalRcvry-RoadwaysSrvArea3	168,500	300,000	335,833	350,000
Total Fees		168,500	300,000	335,833	350,000
Fund Transfers					
433-101-480002	Transfer In - Reserves	-	-	-	-
Total Fund Transfers		-	-	-	-
Miscellaneous					
433-101-491000	Interest Earned	192	250	325	250
433-101-491200	Investment Income	62,750	50,000	54,167	75,000
Total Miscellaneous		62,942	50,250	54,492	75,250
TOTAL REVENUES		231,442	350,250	390,325	425,250

433-Capital Recovery-Rdwys Area 3		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
EXPENDITURES					
Non Departmental					
Professional Services					
433-101-541017	Professional Services	-	5,000	5,417	5,000
Total Professional Services		-	5,000	5,417	5,000
Capital Outlay					
433-900-581008	Land/ROW	152,021	-	164,689	-
Total Fund Charges/Transfers		152,021	-	164,689	-
TOTAL CAPITAL RECOVERY-RDWYS AREA 3		152,021	5,000	170,106	5,000
OVER/UNDER		79,421	345,250	220,219	420,250
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND BALANCE		1,183,301	1,262,723	1,262,723	1,482,942
ENDING FUND BALANCE		1,262,723	1,607,973	1,482,942	1,903,192

FUND: 434 ROADWAY IMPACT FEE AREA 4

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 into 4 separate roadway zones.

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$0	$0	$0	$3,000
Investment Income	79	350	390	315
Total	*$79*	*$350*	*$390*	*$3,315*
Expenses				
Professional Services	$3,338	$0	$3,250	$3,000
Total	*$3,338*	*$0*	*$3,250*	*$3,000*
Over/-Under	*-$3,259*	*$350*	*-$2,860*	*$315*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at $3,000 for any professional services or studies that need to be completed.

434-Capital Recovery-Rdwys Area 4	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
SUMMARY RECAP				
Revenue Summary				
Fees	-	3,000	-	3,000
Interest Earned	2	10	11	15
Investment Income	347	350	379	300
TOTAL REVENUES	350	3,360	390	3,315
Expenditure Summary				
General Government				
Non Departmental	-	3,000	3,250	3,000
Total Public Environment	-	3,000	3,250	3,000
TOTAL EXPENDITURES	-	3,000	3,250	3,000
OVER/UNDER	350	360	(2,860)	315
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	6,053	6,403	6,403	3,543
ENDING FUND BALANCE	6,403	6,763	3,543	3,858

434-Capital Recovery-Rdwys Area 4		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government					
REVENUES					
434-Capital Recovery-Rdwys Area 4					
434-359-432033	CapitalRcvry-RoadwaysSrvArea4	-	3,000	-	3,000
Total Fees		-	3,000	-	3,000
Miscellaneous					
434-101-491000	Interest Earned	2	10	11	15
434-101-491200	Investment Income	347	350	379	300
Total Miscellaneous		350	360	390	315
TOTAL REVENUES		350	3,360	390	3,315

434-Capital Recovery-Rdwys Area 4	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
General Government				
EXPENDITURES				
Non Departmental				
Professional Services				
434-101-541017 Professional Services	-	3,000	3,250	3,000
Total Professional Services	-	3,000	3,250	3,000
TOTAL CAPITAL RECOVERY-RDWYS AREA 4	-	3,000	3,250	3,000
OVER/UNDER	350	360	(2,860)	315
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	6,053	6,403	6,403	3,543
ENDING FUND BALANCE	6,403	6,763	3,543	3,858

FUND: 609 LIBRARY FUND

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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$18,292	$20,318	$20,000	$20,000
Fund Transfers	0	0	4,800	0
Investment Income	545	3,464	2,200	1,500
Miscellaneous	507	8	3	0
Total	*$19,344*	*$23,789*	*$27,003*	*$21,500*
Expenses				
Supplies and Equipment	$5,457	$9,498	$6,200	$3,500
Operating Expenses	8,883	7,625	14,000	18,000
Capital Outlay	0	0	6,585	0
Total	*$14,340*	*$17,123*	*$26,785*	*$21,500*
Over/-Under	*$5,004*	*$6,666*	*$218*	*$0*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2024-25 is expected to decrease $5,503 from the FY 2023-24 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2024-25 Budget will decrease $5,285 from the FY 2023-24 year-end estimate.

609-LIBRARY BOARD	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Fees	20,318	20,000	20,000	20,000
Fund Transfers	-	8,000	4,800	-
Interest Earned	1,081	300	700	500
Investment Income	2,382	900	1,500	1,000
Miscellaneous	8	-	3	-
TOTAL REVENUES	23,789	29,200	27,003	21,500
Expenditure Summary				
Library Board	17,123	29,200	26,785	21,500
TOTAL EXPENDITURES	17,123	29,200	26,785	21,500
OVER/UNDER	6,666	-	218	-
FUNDING FROM RESERVES	-	(8,000)	(4,800)	-
BEGINNING FUND BALANCE	69,569	76,235	76,235	71,653
ENDING FUND BALANCE	76,235	68,235	71,653	71,653

609-LIBRARY BOARD	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES				
Fees				
609-101-432057 Sale of Merchandise	20,318	20,000	20,000	20,000
Total Fees	20,318	20,000	20,000	20,000
Fund Transfers				
609-101-480002 Transfer From Reserves	-	8,000	4,800	-
Total Fund Transfers	-	8,000	4,800	-
Miscellaneous				
609-101-491000 Interest Earned	1,081	300	700	500
609-101-491200 Investment Income	2,382	900	1,500	1,000
609-101-497000 Misc Income	8	-	3	-
Total Miscellaneous	3,471	1,200	2,203	1,500
TOTAL REVENUES	23,789	29,200	27,003	21,500

609-LIBRARY BOARD		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
EXPENDITURES					
LIBRARY BOARD					
Supplies					
609-101-521000	Operating Supplies	177	200	200	500
609-101-521708	Furniture & Fixtures	-	-	-	500
609-101-521718	Lib Materials Less $5K	9,321	8,000	6,000	2,500
Total Supplies		9,498	8,200	6,200	3,500
City Support Services					
609-101-534007	Special Events	7,625	14,000	14,000	18,000
Total City Support Services		7,625	14,000	14,000	18,000
Capital Outlay					
609-101-581007	Improvements Over $5,000	-	7,000	6,585	-
Total Capital Outlay		-	7,000	6,585	-
TOTAL EXPENDITURES		17,123	29,200	26,785	21,500
OVER/UNDER		6,666	-	218	-
FUNDING FROM RESERVES		-	(8,000)	(4,800)	-
BEGINNING FUND BALANCE		69,569	76,235	76,235	71,653
ENDING FUND BALANCE		76,235	68,235	71,653	71,653

FUND: 615 HISTORICAL COMMITTEE

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	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
Fees	$1,943	$199	$217	$1,000
Fund Transfers	13,863	9,161	11,646	10,750
Miscellaneous	0	2,244	3,250	2,500
Total	*$15,806*	*$11,603*	*$15,113*	*$14,250*
Expenses				
Personnel Services	$1,721	$3,558	$4,550	$6,350
Supplies and Equipment	1,393	3,680	3,618	7,000
Operating Expenses	0	423	542	500
Professional Services	0	1,500	1,733	400
Total	*$3,113*	*$9,161*	*$10,443*	*$14,250*
Over/-Under	*$12,693*	*$2,442*	*$4,670*	*$0*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2024-25 will remain at the same funding allocation as FY 2023-24.

Expenses: The Historical Committee's FY 2024-25 Budget will increase slightly the FY 2023-24 estimate.

615-HISTORICAL COMMITTEE	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
SUMMARY RECAP				
Revenue Summary				
Fees	199	1,000	217	1,000
Fund Transfers	9,161	10,750	11,646	10,750
Miscellaneous	2,244	2,500	3,250	2,500
TOTAL REVENUES	11,603	14,250	15,113	14,250
Expenditure Summary				
Historical Committee	9,161	11,750	10,443	14,250
TOTAL EXPENDITURES	9,161	11,750	10,443	14,250
OVER/UNDER	2,442	2,500	4,669	-
FUNDING FROM RESERVES	-	-	-	-
BEGINNING FUND BALANCE	26,990	29,432	29,432	34,102
ENDING FUND BALANCE	29,432	31,932	34,102	34,102

615-HISTORICAL COMMITTEE		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
REVENUES					
Fees					
615-609-432057	Sale of Merchandise	199	1,000	217	1,000
Total Fees		199	1,000	217	1,000
Fund Transfers					
615-101-480101	Transfer In - General Fund	-	10,750	11,646	10,750
615-101-480106	Transfer In - Special Events	9,161	-	-	-
Total Fund Transfers		9,161	10,750	11,646	10,750
Miscellaneous					
615-609-49700	Misc. Income	2,244	2,500	3,250	2,500
Total Miscellaneous		2,244	2,500	3,250	2,500
TOTAL REVENUES		11,603	14,250	15,113	14,250

615-HISTORICAL COMMITTEE		FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2023-24 ESTIMATE	FY 2024-25 ADOPTED
EXPENDITURES					
HISTORICAL COMMITTEE					
Supplies					
615-609-521000	Operating Supplies	3,680	1,500	3,618	4,000
Total Supplies		3,680	1,500	3,618	4,000
Operations Support					
615-609-534029	Printing and Binding	423	500	542	500
Total Operations Support		423	500	542	500
Staff Support					
615-609-511607	Awards	2,000	2,200	2,383	2,200
615-609-511610	Memberships	-	150	-	150
615-609-511612	Travel/Training	1,558	2,800	2,167	4,000
Total Staff Support		3,558	5,150	4,550	6,350
Professional Services					
615-609-541014	Other Professional Services	1,500	1,600	1,733	400
Total Professional Services		1,500	1,600	1,733	400
Operating Equipment					
615-609-521717	Event Banners	-	3,000	-	3,000
Total Operating Equipment		-	3,000	-	3,000
TOTAL EXPENDITURES		9,161	11,750	10,443	14,250
OVER/UNDER		2,442	2,500	4,669	-
FUNDING FROM RESERVES		-	-	-	-
BEGINNING FUND BALANCE			29,432	29,432	34,102
ENDING FUND BALANCE		29,432	31,932	34,102	34,102

APPENDICIES

CITY OF SCHERTZ
POSITION AUTHORIZATION
FY 2024-2025

POSITION TITLE	PAY GRADE	FY2022-23	FY2023-24	FY2024-25
CITY MANAGER (151)				
City Manager	Council Discretion	1	1	1
Assistant City Manager	142	1	1	1
Deputy City Manager	144	1	1	1
Administrative Assistant	115	1	1	1
Total		**4**	**4**	**4**
MUNICIPAL COURT (152)				
Court Administrator	127	1	1	1
Senior Deputy Court Clerk	116	1	1	1
Deputy Court Clerk	114	2	2	2
Total		**4**	**4**	**4**
CUSTOMER RELATIONS 311(153)				
Service Representative	112	2	2	2
Service Representative (20 Hours)	112	1	1	1
Total		**3**	**3**	**3**
PLANNING AND ZONING (154)				
Planning Manager	128	1	1	1
Planner	121	2	2	2
Senior Planner	124	1	1	1
Total		**4**	**4**	**4**
CITY SECRETARY (164)				
City Secretary	Council Discretion	1	1	1
Deputy City Secretary	122	1	1	1
Records Management Coordinator (P/T)	116	0	1	1
Total		**2**	**3**	**3**
PUBLIC AFFAIRS (170)				
Director of Public Affairs	139	1	1	1
Public Affairs Communications Manager	124	1	1	1
Marketing & Communication Specialist	120	1	1	1
Total		**3**	**3**	**3**
ENGINEERING (173)				
City Engineer	139	1	1	1
Assistant City Engineer	135	0	1	1
Administrative Assistant	115	0	1	1
Engineer (Associate / PE / Senior PE)	123/131/133	4	5	5
Engineering Inspector	120	3	3	3
Total		**10**	**11**	**11**
GIS (174)				
GIS Manager	125	1	1	1
GIS Specialist	118	2	2	2
Total		**3**	**3**	**3**

POSITION TITLE	PAY GRADE	FY2022-23	FY2023-24	FY2024-25
UTILITY BILLING (176)				
Utility Billing Manager	124	1	1	1
Senior Utility Billing Specialist	119	0	2	2
Utility Billing Specialist	114	5	5	5
Meter Technician	116	2	2	3
Total		**9**	**10**	**11**

POLICE (256)				
Police Chief	140	1	1	1
Assistant Police Chief	135	2	2	2
Police Lieutenant	Public Safety	4	4	4
Police Sergeant	Public Safety	7	12	12
Police Officer	Public Safety	42	50	54
Administrative Assistant	115	2	2	2
Police Records Manager	120	1	1	1
Police Records Specialist	113	3	3	3
Property Room & Crime Scene Technician	120	2	2	2
Crime Victim Liaison	120	1	1	1
Public Safety Communications Manager	124	1	1	1
Public Safety Communications Supervisor	120	4	4	4
Public Safety Communications Officer	117	12	12	12
P/T Public Safety Communications Officer (Irregular)	117	3	3	3
Crossing Guards Seasonal (P/T) (267 hours Annual)		16	16	16
Total		**113**	**114**	**118**

FIRE RESCUE (257)				
Fire Chief	140	1	1	1
Assistant Fire Chief	135	1	1	1
Fire Marshal	Public Safety	1	1	1
Deputy Fire Marshal	Public Safety	1	1	1
Fire Prevention Specialist	118	1	1	1
Training/Safety Officer - Fire	Public Safety	1	1	1
Emergency Management Coordinator	128	1	1	1
Battalion Chief	Public Safety	3	3	3
Fire Lieutenant	Public Safety	9	9	9
Fire Apparatus Operator	Public Safety	9	9	9
Firefighter	Public Safety	21	24	24
Administrative Assistant	115	1	1	1
Total		**50**	**53**	**53**

INSPECTIONS (258)				
Director of Planning & Community Development	139	1	1	1
Chief Building Official	131	1	1	1
Administrative Assistant	115	1	1	1
Building Inspector	122	5	5	5
Plans Examiner	125	2	2	2
Permit Technician	114	3	3	3
Development Specialist	117	1	1	1
Total		**14**	**14**	**14**

POSITION TITLE	PAY GRADE	FY2022-23	FY2023-24	FY2024-25
NEIGHBORHOOD SERVICES (259)				
Neighborhood Services Manager	125	1	1	1
Code Enforcement Officer	118	3	3	3
Sanitarian	121	1	2	2
Total		**6**	**6**	**6**

EMS (280)				
EMS Chief	140	1	1	1
Assistant EMS Chief	135	2	2	2
Community Health Coordinator	Public Safety	1	1	1
Training Coordinator	Public Safety	1	1	1
Training Instructor	Public Safety	1	1	1
Administrative Assistant	115	1	1	1
EMS Billing Manager	124	1	1	1
EMS Billing Specialist	114	3	3	3
MIH Paramedic	Public Safety	1	1	1
EMS Battalion Chief	Public Safety	3	3	4
~~EMS Field Training Officer~~		3	0	0
EMS Lieutenant	Public Safety	3	6	6
Paramedic	Public Safety	38	38	38
P/T Paramedics (Irregular)	Public Safety	15	15	15
EMT	Public Safety	6	10	12
P/T EMT (Irregular)	Public Safety	5	5	5
Supply Coordinator	112	1	1	1
Total		**86**	**90**	**93**

STREETS (359)				
Assistant Director of Public Works	135	1	1	1
Streets Maintenance Supervisor	122	1	1	1
Streets Maintenance Crew Leader	119	1	1	1
Streets Maintenance Worker II	116	5	5	5
Streets Maintenance Worker I	113	7	7	7
Traffic Signal & Sign Technician	116	2	2	2
Total		**17**	**17**	**17**

PARKS, RECREATION, & COMMUNITY SERVICES (460)				
Director of Parks, Recreation & Community Services	139	1	1	1
Administrative Assistant	115	1	1	1
Parks Superintendent	127	1	1	1
Parks Supervisor	122	1	1	1
Parks Maintenance Technician (I / II)	113 / 116	8	8	8
Parks Maintenance Technician (P/T)	113	1	1	1
Seasonal Recreation Instructior (980 Hours Annual)	112	1	1	1
Recreation Manager	124	1	1	1
Recreation Coordinator	119	1	1	1
Recreation Specialist	113	1	1	1
Total		**17**	**17**	**17**

EVENT FACILITIES (464)				
Administrative Assistant	115	1	1	1
Civic Center Manager	124	1	1	1
Civic Center Coordinator	119	1	1	1
Event Attendant	113	4	4	4
Event Attendant (28 Hours)	113	1	1	1
Total		**8**	**8**	**8**

POSITION TITLE	PAY GRADE	FY2022-23	FY2023-24	FY2024-25
PUBLIC WORKS (575)				
Public Works Director	139	1	1	1
Water/Wastewater Superintendent	130	1	1	1
Administrative Assistant	115	1	1	2
Total		**4**	**4**	**4**
WATER & SEWER (575)				
Schertz Seguin Local Government Corp (SSLGC) General Manager	139	1	1	1
Schertz Seguin Local Government Corp (SSLGC) Assistant General Manager	135	1	1	1
Water/Wastewater Supervisor	125	1	1	1
Industrial Electrician	125	1	1	1
Water/Wastewater Crew Leader	121	2	2	2
Water/Wastewater Worker II	118	5	5	5
Water/Wastewater Worker I	115	10	10	15
Total		**21**	**21**	**26**
DRAINAGE (579)				
Drainage Supervisor	122	1	1	1
Drainage Worker II	116	2	2	2
Drainage Worker I	113	5	5	5
Total		**8**	**8**	**8**
LIBRARY (665)				
Library Director	139	1	1	1
Librarian / Senior Librarian	120 / 123	3	3	3
Library Technician	115	2	2	2
Library Assistant	112	3	4	4
Library Assistant (20 hrs)	112	9	7	7
Library Assistant (10 hrs)	112	2	2	2
Programming Specialist (20 hrs)	112	2	2	2
Total		**22**	**21**	**21**
ANIMAL SERVICES (762)				
Animal Services Manager	125	1	1	1
Animal Services Officer	116	4	4	4
Kennel Technician	112	4	4	4
Total		**9**	**9**	**9**
INFORMATION TECHNOLOGY (853)				
IT Director	139	1	1	1
Senior Systems Administrator	128	1	1	1
Systems Administrator	125	2	2	2
Administrative Assistant	115	1	1	1
IT Support Specialist / Senior IT Support Specialist	119 / 122	4	4	4
Total		**9**	**9**	**9**
HUMAN RESOURCES (866)				
Human Resources Director	139	1	1	1
Human Resources Manager	128	1	1	1
Senior Human Resources Generalist	123	1	1	1
Human Resources Generalist	121	1	1	1
Human Resources Assistant	117	1	1	1
Total		**5**	**5**	**5**

POSITION TITLE	PAY GRADE	FY2022-23	FY2023-24	FY2024-25
FINANCE (868)				
Finance Director	139	1	1	1
Assistant Director of Finance	135	1	1	1
Financial Analyst / Senior Financial Analyst	123 / 125	1	1	1
Accountant	121	2	2	2
Accounts Payable Coordinator	116	1	1	1
Administrative Assistant	115	1	1	1
Total		**7**	**7**	**7**
PURCHASING (872)				
Purchasing Manager	127	1	1	1
Risk & Safety Specialist	121	1	1	1
Purchasing Specialist	116	1	1	1
Total		**3**	**3**	**3**
FLEET SERVICES (877)				
Director of Internal Services	139	0	1	1
Administrative Assistant	115	1	1	1
Fleet Superintendent	127	1	1	1
Fleet Supervisor	122	1	1	1
Fleet Mechanic (I / II)	117 / 119	4	4	4
Inventory & Parts Technician	113	1	1	1
Total		**9**	**9**	**9**
FACILITY SERVICES (878)				
Facilities Maintenance Superintendent	127	1	1	1
Facilities Maintenance Supervisor	123	1	1	1
Facilities Maintenance Crew Leader	117	1	1	1
Facilities Maintenance Technician	113	1	2	2
HVAC Technician (Registered / Certified / Contractor)	113/119/124	1	2	2
Electrician (Apprentice / Journeyman / Master)	113/121/124	1	2	2
Plumber (Apprentice / Journeyman / Master)	113/119/124	1	2	2
Total		**11**	**11**	**11**
ECONOMIC DEVELOPMENT (966)				
Executive Director of Economic Development	139	1	1	1
Deputy Director of Economic Development	128	1	1	1
Business Engagement Manager	124	1	1	1
Administrative Assistant	115	1	1	1
Total		**4**	**4**	**4**
Total Approved Positions (Funded)		**465**	**475**	**488**
NEIGHBORHOOD SERVICES (256)				
Neighborhood Services Specialist (UNFUNDED)	119	0	1	1
POLICE (256)				
Police Officers (UNFUNDED)	Public Safety	0	4	0
Reserve Police Officers (Ordinance 23-G-30)		0	6	6
Total Approved Positions (Unfunded)		**0**	**11**	**7**

CITY OF SCHERTZ

POSITION LIST BY GRADE

FY 2024-2025

Grade	Position Title	Hourly Min	Hourly Max	Annual Min	Annual Max
112		$17.65	$25.61	$36,705	$53,272
	Kennel Technician				
	Library Assistant				
	Library Programming Specialist				
	Seasonal Recreation Instructor				
	Service Representative				
	Supply Coordinator				
113		$18.53	$26.89	$38,538	$55,934
	Apprentice Electrician				
	Apprentice HVAC Technician				
	Apprentice Plumber				
	Drainage Worker I				
	Event Attendant				
	Facilities Maintenance Technician				
	Inventory & Parts Technician				
	Parks Maintenance Technician I				
	Police Records Specialist				
	Recreation Specialist				
	Streets Maintenance Worker I				
114		$19.45	$28.24	$40,466	$58,732
	Deputy Court Clerk				
	EMS Billing Specialist				
	Permit Technician				
	Utility Billing Specialist				
115		$20.43	$29.65	$42,489	$61,669
	Administrative Assistant				
	Library Technician				
	Water/Wastewater Worker I				
116		$21.45	$31.13	$44,613	$64,752
	Accounts Payable Coordinator				
	Animal Services Officer				
	Drainage Worker II				
	Meter Technician				
	Parks Maintenance Technician II				
	Purchasing Specialist				
	Records Management Coordinator				
	Senior Deputy Court Clerk				
	Streets Maintenance Worker II				
	Traffic Signal and Sign Technician				
117		$22.52	$32.69	$46,844	$67,990
	Development Specialist				
	Facilities Maintenance Crew Leader				
	Fleet Mechanic I				
	Human Resources Assistant				
	Public Safety Communications Officer				
118		$23.65	$34.32	$49,186	$71,388
	Code Enforcement Officer				
	Fire Prevention Specialist				
	GIS Specialist				
	Water/Wastewater Worker II				
119		$24.83	$36.04	$51,645	$74,957
	Civic Center Coordinator				
	Fleet Mechanic II				
	HVAC Technician				
	IT Support Specialist				
	Journeyman Plumber				
	Parks Maintenance Crew Leader				
	Recreation Coordinator				
	Senior Utility Billing Specialist				
	Streets Maintenance Crew Leader				

	Position Title	Hourly		Annual	
Grade		Min	Max	Min	Max
120		$26.07	$37.84	$54,227	$78,705
	Crime Victim Liaison				
	Engineering Inspector				
	Librarian				
	Marketing and Communications Specialist				
	Police Records Manager				
	Property Room and Crime Scene Technician				
	Public Safety Communications Supervisor				
121		$27.37	$39.73	$56,938	$82,641
	Accountant				
	Human Resources Generalist				
	Journeyman Electrician				
	Planner				
	Risk and Safety Specialist				
	Sanitarian				
	Water/Wastewater Crew Leader				
122		$28.74	$41.72	$59,786	$86,773
	Building Inspector				
	Deputy City Secretary				
	Drainage Supervisor				
	Fleet Supervisor				
	Parks Supervisor				
	Senior IT Support Specialist				
	Streets Maintenance Supervisor				
123		$30.18	$43.80	$62,775	$91,112
	Associate Engineer				
	Facilities Maintenance Supervisor				
	Financial Analyst				
	Senior Human Resources Generalist				
	Senior Librarian				
124		$31.69	$45.99	$65,913	$95,667
	Business Engagement Manager				
	Civic Center Manager				
	EMS Billing Manager				
	HVAC Technician (Contractor)				
	Master Electrician				
	Master Plumber				
	Public Affairs Communication Manager				
	Public Safety Communications Manager				
	Recreation Manager				
	Senior Planner				
	Utility Billing Manager				
125		$33.27	$48.29	$69,209	$100,450
	Animal Services Manager				
	GIS Manager				
	Industrial Electrician				
	Neighborhood Services Manager				
	Plans Examiner				
	Senior Financial Analyst				
	Systems Administrator				
	Water/Wastewater Supervisor				
127		$36.68	$53.24	$76,304	$110,747
	Court Administrator				
	Facilities Maintenance Superintendent				
	Fleet Superintendent				
	Parks Superintendent				
	Purchasing Manager				

	Position Title	Hourly		Annual	
Grade		Min	Max	Min	Max
128		$38.52	$55.91	$80,119	$116,284
	Deputy Director of Economic Development				
	Emergency Management Coordinator				
	Human Resources Manager				
	Planning Manager				
	Senior Systems Administrator				
130		$42.47	$61.64	$88,330	$128,202
	Water/Wastewater Superintendent				
131		$44.59	$64.72	$92,747	$134,613
	Chief Building Official				
	Engineer - P.E.				
133		$49.16	$71.35	$102,253	$148,410
	Senior Engineer - P.E.				
135		$54.20	$78.67	$112,735	$163,623
	Assistant City Engineer				
	Assistant Director of Finance				
	Assistant Director of Public Works				
	Assistant EMS Chief				
	Assistant Fire Chief				
	Assistant Police Chief				
	SSLGC Assistant General Manager				
139		$65.87	$95.62	$137,020	$198,891
	City Engineer				
	Director of Finance				
	Director of Human Resources and Purchasing				
	Director of Information Technology				
	Director of Internal Services				
	Director of Library				
	Director of Parks, Rec and CS				
	Director of Planning and Community Development				
	Director of Public Affairs				
	Director of Public Works				
	Executive Director of Economic Development				
	SSLGC General Manager				
140		$69.17	$100.40	$143,872	$208,831
	EMS Chief				
	Fire Chief				
	Police Chief				
142		$76.26	$110.69	$158,618	$230,237
	Assistant City Manager				
144		$84.07	$122.04	$174,872	$253,836
	Deputy City Manager				

DEBT SERVICE REVIEW

General Fund

Year	FY 2025	FY 2026	FY 2027	FY 2028	FY2029	FY2030
2007ii	426,005	425,031	423,445	-		
2014	1,021,000	1,021,425	1,018,575	1,022,175	1,014,375	1,022,588
2015	37,050	37,050	37,050	37,050	37,050	37,050
2016	375,406	374,206	375,556	374,606	373,366	371,638
2016-A	100,144	97,894	100,969	99,369	97,719	100,913
2016-B	104,413	102,313	104,950	102,325	104,613	101,813
2017	271,150	270,525	269,750	268,825	267,750	271,450
2017	264,525	264,050	263,425	262,650	266,650	265,425
2018	672,753	669,397	665,829	666,996	-	-
2018	409,138	297,388	297,888	297,888	297,388	297,513
2018	851,944	847,694	383,694	675,794	579,494	579,294
2019	372,875	375,975	197,175	196,675	197,063	193,075
2020	439,463	440,963	441,863	437,263	437,163	435,513
2021	466,000	470,800	469,900	470,500	467,750	464,700
2022	338,400	333,775	338,650	333,025	336,900	335,150
2022A	617,100	612,850	612,975	612,350	615,850	613,475
2022	1,381,225	1,379,225	1,380,600	1,380,225	1,378,100	1,379,100
Total	**$ 8,148,590**	**$ 8,020,559**	**$ 7,382,293**	**$ 7,237,715**	**$ 6,471,228**	**$ 6,468,694**

Water and Waste Water Debt Service

Year	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030
2013i	217,774	-	-		-	
2018	397,050	399,925	397,175	398,800	399,675	396,425
2018	468,375	461,250	-			
2019	232,100	236,100	234,800	233,300	232,875	233,125
2021	205,450	203,950	207,150	205,950	210,400	209,625
2022	306,838	308,338	309,338	309,838	309,838	309,338
2022A	763,825	766,075	762,450	762,950	762,450	765,825
Total	**$ 2,591,411**	**$ 2,375,638**	**$ 1,910,913**	**$ 1,910,838**	**$ 1,915,238**	**$ 1,914,338**

Schertz-Seguin Local Government Corporation Debt - Schertz Portion

Year	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030
2001	520,000	520,000	520,000	520,000	520,000	520,000
2016	2,226,361	2,224,201	2,225,659	2,219,166	2,220,811	2,217,486
BP-S 2016	828,137	828,137	828,137	828,137	828,137	828,137
2018	1,326,850	1,323,600	1,323,725	1,326,975	1,328,225	1,327,475
S-2022	2,978,980	3,104,599	3,094,106	3,100,288	3,097,857	3,091,333
S-2022A	235,675	234,425	233,175	231,925	230,675	229,425
Total	**$ 8,116,003**	**$ 8,234,962**	**$ 8,224,802**	**$ 8,226,491**	**$ 8,225,705**	**$ 11,434,106**

CITY OF SCHERTZ
General Obligation Bonds, Series 2007 II

Original Issue Amount $6,000,000

General Fund Supported

Date	Principal	Coupon	Interest	Period Total	Fiscal Total
02/01/25	385,000	4.070%	24,420.00	409,420.00	
08/01/25			16,585.25	16,585.25	
09/30/25					426,005.25
02/01/26	400,000	4.070%	16,585.25	416,585.25	
08/01/26			8,445.25	8,445.25	
09/30/26					425,030.50
02/01/27	415,000	4.070%	8,445.25	423,445.25	
09/30/27					423,445.25
	$ 1,200,000.00		$ 74,481.00	$ 1,274,481.00	$ 1,274,481.00

CITY OF SCHERTZ
General Obligation Refunding Bonds, Series 2013

Original Issue Amount $2,160,000

General Fund Supported

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	215,000	2.580%	2,773.50	217,773.50	
09/30/25					217,773.50
	$ 215,000		$ 2,774	$ 217,774	$ 217,774

CITY OF SCHERTZ
General Obligation Refunding Bonds, Series 2014

Original Issue Amount $2,160,000

General Fund Supported

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	830,000	3.500%	102,762.50	932,762.50	
08/01/25			88,237.50	88,237.50	
09/30/25					1,021,000.00
02/01/26	860,000	3.500%	88,237.50	948,237.50	
08/01/26			73,187.50	73,187.50	
09/30/26					1,021,425.00
02/01/27	890,000	4.000%	73,187.50	963,187.50	
08/01/27			55,387.50	55,387.50	
09/30/27					1,018,575.00
02/01/28	930,000	4.000%	55,387.50	985,387.50	
08/01/28			36,787.50	36,787.50	
09/30/28					1,022,175.00
02/01/29	960,000	4.000%	36,787.50	996,787.50	
08/01/29			17,587.50	17,587.50	
09/30/29					1,014,375.00
02/01/30	1,005,000	3.500%	17,587.50	1,022,587.50	
09/30/30					1,022,587.50
	$ 5,475,000		$ 645,138	$ 6,120,138	$ 6,120,138

CITY OF SCHERTZ
General Obligation Refunding Bonds, Series 2015

Original Issue Amount $4,185,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25			18,525.00	18,525.00	
08/01/25			18,525.00	18,525.00	
09/30/25					37,050.00
02/01/26			18,525.00	18,525.00	
08/01/26			18,525.00	18,525.00	
09/30/26					37,050.00
02/01/27			18,525.00	18,525.00	
08/01/27			18,525.00	18,525.00	
09/30/27					37,050.00
02/01/28			18,525.00	18,525.00	
08/01/28			18,525.00	18,525.00	
09/30/28					37,050.00
02/01/29			18,525.00	18,525.00	
08/01/29			18,525.00	18,525.00	
09/30/29					37,050.00
02/01/30			18,525.00	18,525.00	
08/01/30			18,525.00	18,525.00	
09/30/30					37,050.00
02/01/31	1,140,000	3.250%	18,525.00	1,158,525.00	
09/30/31					1,158,525.00
	$ 1,140,000	$ 0	$ 240,825	$ 1,380,825	$ 1,380,825

CITY OF SCHERTZ
General Obligation Bonds, Series 2016
Original Issue Amount $5,880,000
General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	275,000	4.000%	52,953.13	327,953.13	
08/01/25			47,453.13	47,453.13	
09/30/25					375,406.26
02/01/26	285,000	4.000%	47,453.13	332,453.13	
08/01/26			41,753.13	41,753.13	
09/30/26					374,206.26
02/01/27	295,000	2.000%	41,753.13	336,753.13	
08/01/27			38,803.13	38,803.13	
09/30/27					375,556.26
02/01/28	300,000	2.000%	38,803.13	338,803.13	
08/01/28			35,803.13	35,803.13	
09/30/28					374,606.26
02/01/29	305,000	2.125%	35,803.13	340,803.13	
08/01/29			32,562.50	32,562.50	
09/30/29					373,365.63
02/01/30	310,000	2.250%	32,562.50	342,562.50	
08/01/30			29,075.00	29,075.00	
09/30/30					371,637.50
02/01/31	320,000	2.375%	29,075.00	349,075.00	
08/01/31			25,275.00	25,275.00	
09/30/31					374,350.00
02/01/32	330,000	2.500%	25,275.00	355,275.00	
08/01/32			21,150.00	21,150.00	
09/30/32					376,425.00
02/01/33	335,000	3.000%	21,150.00	356,150.00	
08/01/33			16,125.00	16,125.00	
09/30/33					372,275.00
02/01/34	345,000	3.000%	16,125.00	361,125.00	
08/01/34			10,950.00	10,950.00	
09/30/34					372,075.00
02/01/35	360,000	3.000%	10,950.00	370,950.00	
08/01/35			5,550.00	5,550.00	
09/30/35					376,500.00
02/01/36	370,000	3.000%	5,550.00	375,550.00	
09/30/36					375,550.00
	$ 3,830,000	$ 0	$ 661,953	$ 4,491,953	$ 4,491,953

CITY OF SCHERTZ
Certificates of Obligation, Series 2016A

Original Issue Amount $2,375,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	75,000	3.000%	13,134.38	88,134.38	
08/01/25			12,009.38	12,009.38	
09/30/25					100,143.76
02/01/26	75,000	3.000%	12,009.38	87,009.38	
08/01/26			10,884.38	10,884.38	
09/30/26					97,893.76
02/01/27	80,000	2.000%	10,884.38	90,884.38	
08/01/27			10,084.38	10,084.38	
09/30/27					100,968.76
02/01/28	80,000	2.000%	10,084.38	90,084.38	
08/01/28			9,284.38	9,284.38	
09/30/28					99,368.76
02/01/29	80,000	2.125%	9,284.38	89,284.38	
08/01/29			8,434.38	8,434.38	
09/30/29					97,718.76
02/01/30	85,000	2.250%	8,434.38	93,434.38	
08/01/30			7,478.13	7,478.13	
09/30/30					100,912.51
02/01/31	85,000	2.375%	7,478.13	92,478.13	
08/01/31			6,468.75	6,468.75	
09/30/31					98,946.88
02/01/32	90,000	2.375%	6,468.75	96,468.75	
08/01/32			5,400.00	5,400.00	
09/30/32					101,868.75
02/01/33	90,000	2.500%	5,400.00	95,400.00	
08/01/33			4,275.00	4,275.00	
09/30/33					99,675.00
02/01/34	90,000	3.000%	4,275.00	94,275.00	
08/01/34			2,925.00	2,925.00	
09/30/34					97,200.00
02/01/35	95,000	3.000%	2,925.00	97,925.00	
08/01/35			1,500.00	1,500.00	
09/30/35					99,425.00
02/01/36	100,000	3.000%	1,500.00	101,500.00	
09/30/36					101,500.00
	$ 1,025,000		$ 170,622	$ 1,195,622	$ 1,195,622

CITY OF SCHERTZ
Certificates of Obligation, Series 2016B

Original Issue Amount $1,475,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	70,000	3.000%	17,731.25	87,731.25	
08/01/25			16,681.25	16,681.25	
09/30/25					104,412.50
02/01/26	70,000	3.000%	16,681.25	86,681.25	
08/01/26			15,631.25	15,631.25	
09/30/26					102,312.50
02/01/27	75,000	3.500%	15,631.25	90,631.25	
08/01/27			14,318.75	14,318.75	
09/30/27					104,950.00
02/01/28	75,000	3.500%	14,318.75	89,318.75	
08/01/28			13,006.25	13,006.25	
09/30/28					102,325.00
02/01/29	80,000	3.500%	13,006.25	93,006.25	
08/01/29			11,606.25	11,606.25	
09/30/29					104,612.50
02/01/30	80,000	3.500%	11,606.25	91,606.25	
08/01/30			10,206.25	10,206.25	
09/30/30					101,812.50
02/01/31	85,000	3.500%	10,206.25	95,206.25	
08/01/31			8,718.75	8,718.75	
09/30/31					103,925.00
02/01/32	85,000	3.750%	8,718.75	93,718.75	
08/01/32			7,125.00	7,125.00	
09/30/32					100,843.75
02/01/33	90,000	3.750%	7,125.00	97,125.00	
08/01/33			5,437.50	5,437.50	
09/30/33					102,562.50
02/01/34	95,000	375.000%	5,437.50	100,437.50	
08/01/34			3,656.25	3,656.25	
09/30/34					104,093.75
02/01/35	95,000	3.750%	3,656.25	98,656.25	
08/01/35			1,875.00	1,875.00	
09/30/35					100,531.25
02/01/36	100,000	3.750%	1,875.00	101,875.00	
09/30/36					101,875.00
	$ 1,000,000		$ 234,256	$ 1,234,256	$ 1,234,256

CITY OF SCHERTZ
Certificates of Obligation, Series 2017

Original Issue Amount $5,475,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	185,000	3.000%	44,462.50	229,462.50	
08/01/25			41,687.50	41,687.50	
09/30/25					271,150.00
02/01/26	190,000	3.000%	41,687.50	231,687.50	
08/01/26			38,837.50	38,837.50	
09/30/26					270,525.00
02/01/27	195,000	3.000%	38,837.50	233,837.50	
08/01/27			35,912.50	35,912.50	
09/30/27					269,750.00
02/01/28	200,000	3.000%	35,912.50	235,912.50	
08/01/28			32,912.50	32,912.50	
09/30/28					268,825.00
02/01/29	205,000	3.000%	32,912.50	237,912.50	
08/01/29			29,837.50	29,837.50	
09/30/29					267,750.00
02/01/30	215,000	3.000%	29,837.50	244,837.50	
08/01/30			26,612.50	26,612.50	
09/30/30					271,450.00
02/01/31	220,000	3.000%	26,612.50	246,612.50	
08/01/31			23,312.50	23,312.50	
09/30/31					269,925.00
02/01/32	225,000	3.000%	23,312.50	248,312.50	
08/01/32			19,937.50	19,937.50	
09/30/32					268,250.00
02/01/33	235,000	3.000%	19,937.50	254,937.50	
08/01/33			16,412.50	16,412.50	
09/30/33					271,350.00
02/01/34	240,000	3.250%	16,412.50	256,412.50	
08/01/34			12,512.50	12,512.50	
09/30/34					268,925.00
02/01/35	250,000	3.250%	12,512.50	262,512.50	
08/01/35			8,450.00	8,450.00	
09/30/35					270,962.50
02/01/36	255,000	3.250%	8,450.00	263,450.00	
08/01/36			4,306.25	4,306.25	
09/30/36					267,756.25
02/01/37	265,000	3.250%	4,306.25	269,306.25	
09/30/37					269,306.25
	$ 2,880,000		$ 625,925	$ 3,505,925	$ 3,505,925

CITY OF SCHERTZ
Certificates of Obligation, Series 2017

Original Issue Amount $3,935,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	180,000	3.000%	43,612.50	223,612.50	
08/01/25			40,912.50	40,912.50	
09/30/25					264,525.00
02/01/26	185,000	3.000%	40,912.50	225,912.50	
08/01/26			38,137.50	38,137.50	
09/30/26					264,050.00
02/01/27	190,000	3.000%	38,137.50	228,137.50	
08/01/27			35,287.50	35,287.50	
09/30/27					263,425.00
02/01/28	195,000	3.000%	35,287.50	230,287.50	
08/01/28			32,362.50	32,362.50	
09/30/28					262,650.00
02/01/29	205,000	3.000%	32,362.50	237,362.50	
08/01/29			29,287.50	29,287.50	
09/30/29					266,650.00
02/01/30	210,000	3.000%	29,287.50	239,287.50	
08/01/30			26,137.50	26,137.50	
09/30/30					265,425.00
02/01/31	215,000	3.000%	26,137.50	241,137.50	
08/01/31			22,912.50	22,912.50	
09/30/31					264,050.00
02/01/32	225,000	3.000%	22,912.50	247,912.50	
08/01/32			19,537.50	19,537.50	
09/30/32					267,450.00
02/01/33	230,000	3.000%	19,537.50	249,537.50	
08/01/33			16,087.50	16,087.50	
09/30/33					265,625.00
02/01/34	235,000	3.250%	16,087.50	251,087.50	
08/01/34			12,268.75	12,268.75	
09/30/34					263,356.25
02/01/35	245,000	3.250%	12,268.75	257,268.75	
08/01/35			8,287.50	8,287.50	
09/30/35					265,556.25
02/01/36	250,000	3.250%	8,287.50	258,287.50	
08/01/36			4,225.00	4,225.00	
09/30/36					262,512.50
02/01/37	260,000	3.250%	4,225.00	264,225.00	
09/30/37					264,225.00
	$ 2,825,000		$ 614,500	$ 3,439,500	$ 3,439,500

CITY OF SCHERTZ
General Obligation Refunding, Series 2018

Original Issue Amount $6,035,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	625,000	2.120%	27,189.00	652,189.00	
08/01/25			20,564.00	20,564.00	
09/30/25					672,753.00
02/01/26	635,000	2.120%	20,564.00	655,564.00	
08/01/26			13,833.00	13,833.00	
09/30/26					669,397.00
02/01/27	645,000	2.120%	13,833.00	658,833.00	
08/01/27			6,996.00	6,996.00	
09/30/27					665,829.00
02/01/28	660,000	2.120%	6,996.00	666,996.00	
08/01/28			-	-	
09/30/28					666,996.00
	$ 2,565,000		$ 109,975.00	$ 2,674,975.00	$ 2,674,975.00

CITY OF SCHERTZ
Certificates of Obligation, Series 2018

Original Issue Amount $4,845,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	285,000	5.000%	65,631.25	350,631.25	
08/01/25			58,506.25	58,506.25	
09/30/25					409,137.50
02/01/26	185,000	5.000%	58,506.25	243,506.25	
08/01/26			53,881.25	53,881.25	
09/30/26					297,387.50
02/01/27	195,000	5.000%	53,881.25	248,881.25	
08/01/27			49,006.25	49,006.25	
09/30/27					297,887.50
02/01/28	205,000	5.000%	49,006.25	254,006.25	
08/01/28			43,881.25	43,881.25	
09/30/28					297,887.50
02/01/29	215,000	5.000%	43,881.25	258,881.25	
08/01/29			38,506.25	38,506.25	
09/30/29					297,387.50
02/01/30	225,000	4.000%	38,506.25	263,506.25	
08/01/30			34,006.25	34,006.25	
09/30/30					297,512.50
02/01/31	235,000	3.000%	34,006.25	269,006.25	
08/01/31			30,481.25	30,481.25	
09/30/31					299,487.50
02/01/32	240,000	3.000%	30,481.25	270,481.25	
08/01/32			26,881.25	26,881.25	
09/30/32					297,362.50
02/01/33	250,000	3.125%	26,881.25	276,881.25	
08/01/33			22,975.00	22,975.00	
09/30/33					299,856.25
02/01/34	255,000	3.250%	22,975.00	277,975.00	
08/01/34			18,831.25	18,831.25	
09/30/34					296,806.25
02/01/35	265,000	3.250%	18,831.25	283,831.25	
08/01/35			14,525.00	14,525.00	
09/30/35					298,356.25
02/01/36	275,000	3.375%	14,525.00	289,525.00	
08/01/36			9,884.38	9,884.38	
09/30/36					299,409.38
02/01/37	285,000	3.375%	9,884.38	294,884.38	
08/01/37			5,075.00	5,075.00	
09/30/37					299,959.38

CITY OF SCHERTZ
Certificates of Obligation, Series 2018

Original Issue Amount $4,845,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	290,000	3.500%	5,075.00	295,075.00	
09/30/38					295,075.00
	$ 3,405,000		$ 878,512.51	$ 4,283,512.51	$ 4,283,512.51

CITY OF SCHERTZ
Certificates of Obligation, Series 2018

Original Issue Amount $5,595,000

Water & Sewer

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	235,000	5.000%	83,962.50	318,962.50	
08/01/25			78,087.50	78,087.50	
09/30/25					397,050.00
02/01/26	250,000	5.000%	78,087.50	328,087.50	
08/01/26			71,837.50	71,837.50	
09/30/26					399,925.00
02/01/27	260,000	5.000%	71,837.50	331,837.50	
08/01/27			65,337.50	65,337.50	
09/30/27					397,175.00
02/01/28	275,000	5.000%	65,337.50	340,337.50	
08/01/28			58,462.50	58,462.50	
09/30/28					398,800.00
02/01/29	290,000	5.000%	58,462.50	348,462.50	
08/01/29			51,212.50	51,212.50	
09/30/29					399,675.00
02/01/30	300,000	4.000%	51,212.50	351,212.50	
08/01/30			45,212.50	45,212.50	
09/30/30					396,425.00
02/01/31	310,000	3.000%	45,212.50	355,212.50	
08/01/31			40,562.50	40,562.50	
09/30/31					395,775.00
02/01/32	320,000	3.000%	40,562.50	360,562.50	
08/01/32			35,762.50	35,762.50	
09/30/32					396,325.00
02/01/33	330,000	3.125%	35,762.50	365,762.50	
08/01/33			30,606.25	30,606.25	
09/30/33					396,368.75
02/01/34	340,000	3.250%	30,606.25	370,606.25	
08/01/34			25,081.25	25,081.25	
09/30/34					395,687.50
02/01/35	355,000	3.250%	25,081.25	380,081.25	
08/01/35			19,312.50	19,312.50	
09/30/35					399,393.75
02/01/36	365,000	3.375%	19,312.50	384,312.50	
08/01/36			13,153.13	13,153.13	
09/30/36					397,465.63
02/01/37	375,000	3.375%	13,153.13	388,153.13	
08/01/37			6,825.00	6,825.00	
09/30/37					394,978.13

CITY OF SCHERTZ
Certificates of Obligation, Series 2018

Original Issue Amount $5,595,000

Water & Sewer

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	390,000	3.500%	6,825.00	396,825.00	
09/30/38					396,825.00
	$ 4,395,000		$ 1,166,869	$ 5,561,869	$ 5,561,869

CITY OF SCHERTZ

General Obligation and Refunding Bonds, Series 2018

Original Issue Amount $8,570,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	670,000	5.000%	99,346.88	769,346.88	
08/01/25			82,596.88	82,596.88	
09/30/25					851,943.76
02/01/26	700,000	5.000%	82,596.88	782,596.88	
08/01/26			65,096.88	65,096.88	
09/30/26					847,693.76
02/01/27	260,000	5.000%	65,096.88	325,096.88	
08/01/27			58,596.88	58,596.88	
09/30/27					383,693.76
02/01/28	570,000	4.000%	58,596.88	628,596.88	
08/01/28			47,196.88	47,196.88	
09/30/28					675,793.76
02/01/29	495,000	4.000%	47,196.88	542,196.88	
08/01/29			37,296.88	37,296.88	
09/30/29					579,493.76
02/01/30	515,000	4.000%	37,296.88	552,296.88	
08/01/30			26,996.88	26,996.88	
09/30/30					579,293.76
02/01/31	535,000	3.125%	26,996.88	561,996.88	
08/01/31			18,637.50	18,637.50	
09/30/31					580,634.38
02/01/32	555,000	3.250%	18,637.50	573,637.50	
08/01/32			9,618.75	9,618.75	
09/30/32					583,256.25
02/01/33	570,000	3.375%	9,618.75	579,618.75	
08/01/33			-	-	
09/30/33					579,618.75
	$4,870,000		$ 791,422	$ 5,661,422	$ 5,661,422

CITY OF SCHERTZ

General Obligation and Refunding Bonds, Series 2018

Original Issue Amount $8,570,000

Utility Fund Bond Component

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	435,000	5.000%	22,125.00	457,125.00	
08/01/25			11,250.00	11,250.00	
09/30/25					468,375.00
02/01/26	450,000	5.000%	11,250.00	461,250.00	
09/30/26					461,250.00
	$ 885,000		$ 44,625	$ 929,625	$ 929,625

CITY OF SCHERTZ

Certificates of Obligation, Series 2019

Original Issue Amount $7,495,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	290,000	4.000%	44,337.50	334,337.50	
08/01/25			38,537.50	38,537.50	
09/30/25					372,875.00
02/01/26	305,000	4.000%	38,537.50	343,537.50	
08/01/26			32,437.50	32,437.50	
09/30/26					375,975.00
02/01/27	135,000	4.000%	32,437.50	167,437.50	
08/01/27			29,737.50	29,737.50	
09/30/27					197,175.00
02/01/28	140,000	4.000%	29,737.50	169,737.50	
08/01/28			26,937.50	26,937.50	
09/30/28					196,675.00
02/01/29	145,000	2.500%	26,937.50	171,937.50	
08/01/29			25,125.00	25,125.00	
09/30/29					197,062.50
02/01/30	145,000	3.000%	25,125.00	170,125.00	
08/01/30			22,950.00	22,950.00	
09/30/30					193,075.00
02/01/31	150,000	3.000%	22,950.00	172,950.00	
08/01/31			20,700.00	20,700.00	
09/30/31					193,650.00
02/01/32	155,000	3.000%	20,700.00	175,700.00	
08/01/32			18,375.00	18,375.00	
09/30/32					194,075.00
02/01/33	160,000	3.000%	18,375.00	178,375.00	
08/01/33			15,975.00	15,975.00	
09/30/33					194,350.00
02/01/34	165,000	3.000%	15,975.00	180,975.00	
08/01/34			13,500.00	13,500.00	
09/30/34					194,475.00
02/01/35	170,000	3.000%	13,500.00	183,500.00	
08/01/35			10,950.00	10,950.00	
09/30/35					194,450.00
02/01/36	175,000	3.000%	10,950.00	185,950.00	
08/01/36			8,325.00	8,325.00	
09/30/36					194,275.00
02/01/37	180,000	3.000%	8,325.00	188,325.00	
8/1/1937			5,625.00	5,625.00	
09/30/37					193,950.00
02/01/38	185,000	3.000%	5,625.00	190,625.00	
08/01/38			2,850.00	2,850.00	
09/30/38					193,475.00
02/01/39	190,000	3.000%	2,850.00	192,850.00	
09/30/39					192,850.00
	$2,690,000		$ 588,388	$ 3,278,388	$ 3,278,388

CITY OF SCHERTZ

Certificates of Obligation, Series 2019

Original Issue Amount $7,495,000

Utility Fund Bond Component

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	145,000	4.000%	45,000.00	190,000.00	
08/01/25			42,100.00	42,100.00	
09/30/25					232,100.00
02/01/26	155,000	4.000%	42,100.00	197,100.00	
08/01/26			39,000.00	39,000.00	
09/30/26					236,100.00
02/01/27	160,000	4.000%	39,000.00	199,000.00	
08/01/27			35,800.00	35,800.00	
09/30/27					234,800.00
02/01/28	165,000	4.000%	35,800.00	200,800.00	
08/01/28			32,500.00	32,500.00	
09/30/28					233,300.00
02/01/29	170,000	2.500%	32,500.00	202,500.00	
08/01/29			30,375.00	30,375.00	
09/30/29					232,875.00
02/01/30	175,000	3.000%	30,375.00	205,375.00	
08/01/30			27,750.00	27,750.00	
09/30/30					233,125.00
02/01/31	180,000	3.000%	27,750.00	207,750.00	
08/01/31			25,050.00	25,050.00	
09/30/31					232,800.00
02/01/32	185,000	3.000%	25,050.00	210,050.00	
08/01/32			22,275.00	22,275.00	
09/30/32					232,325.00
02/01/33	195,000	3.000%	22,275.00	217,275.00	
08/01/33			19,350.00	19,350.00	
09/30/33					236,625.00
02/01/34	200,000	3.000%	19,350.00	219,350.00	
08/01/34			16,350.00	16,350.00	
09/30/34					235,700.00
02/01/35	205,000	3.000%	16,350.00	221,350.00	
08/01/35			13,275.00	13,275.00	
09/30/35					234,625.00
02/01/36	210,000	3.000%	13,275.00	223,275.00	
08/01/36			10,125.00	10,125.00	
09/30/36					233,400.00
02/01/37	220,000	3.000%	10,125.00	230,125.00	
8/1/1937			6,825.00	6,825.00	
09/30/37					236,950.00
02/01/38	225,000	3.000%	6,825.00	231,825.00	
08/01/38			3,450.00	3,450.00	
09/30/38					235,275.00
02/01/39	230,000	3.000%	3,450.00	233,450.00	
09/30/39					233,450.00
	$2,820,000		$ 693,450	$ 3,513,450	$ 3,513,450

CITY OF SCHERTZ

General Obligation RefundingBonds, series 2020

Original Issue Amount $7,555,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	330,000	4.000%	58,031.25	388,031.25	
08/01/25			51,431.25	51,431.25	
09/30/25					439,462.50
02/01/26	345,000	4.000%	51,431.25	396,431.25	
08/01/26			44,531.25	44,531.25	
09/30/26					440,962.50
02/01/27	360,000	4.000%	44,531.25	404,531.25	
08/01/27			37,331.25	37,331.25	
09/30/27					441,862.50
02/01/28	370,000	4.000%	37,331.25	407,331.25	
08/01/28			29,931.25	29,931.25	
09/30/28					437,262.50
02/01/29	385,000	4.000%	29,931.25	414,931.25	
08/01/29			22,231.25	22,231.25	
09/30/29					437,162.50
02/01/30	395,000	2.000%	22,231.25	417,231.25	
08/01/30			18,281.25	18,281.25	
09/30/30					435,512.50
02/01/31	405,000	1.250%	18,281.25	423,281.25	
08/01/31			15,750.00	15,750.00	
09/30/31					439,031.25
02/01/32	410,000	1.500%	15,750.00	425,750.00	
08/01/32			12,675.00	12,675.00	
09/30/32					438,425.00
02/01/33	415,000	1.500%	12,675.00	427,675.00	
08/01/33			9,562.50	9,562.50	
09/30/33					437,237.50
02/01/34	420,000	1.500%	9,562.50	429,562.50	
08/01/34			6,412.50	6,412.50	
09/30/34					435,975.00
02/01/35	425,000	1.500%	6,412.50	431,412.50	
08/01/35			3,225.00	3,225.00	
09/30/35					434,637.50
02/01/36	430,000	1.500%	3,225.00	433,225.00	
08/01/36					
09/30/36					433,225.00
	$4,690,000		$ 560,756	$ 5,250,756	$ 5,250,756

CITY OF SCHERTZ

General Obligation Refunding Bonds, series 2021

Original Issue Amount $6,015,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	370,000	4.000%	51,700.00	421,700.00	
08/01/25			44,300.00	44,300.00	
09/30/25					466,000.00
02/01/26	390,000	4.000%	44,300.00	434,300.00	
08/01/26			36,500.00	36,500.00	
09/30/26					470,800.00
02/01/27	405,000	4.000%	36,500.00	441,500.00	
08/01/27			28,400.00	28,400.00	
09/30/27					469,900.00
02/01/28	420,000	3.000%	28,400.00	448,400.00	
08/01/28			22,100.00	22,100.00	
09/30/28					470,500.00
02/01/29	430,000	3.000%	22,100.00	452,100.00	
08/01/29			15,650.00	15,650.00	
09/30/29					467,750.00
02/01/30	440,000	3.000%	15,650.00	455,650.00	
08/01/30			9,050.00	9,050.00	
09/30/30					464,700.00
02/01/31	450,000	2.000%	9,050.00	459,050.00	
08/01/31			4,550.00	4,550.00	
09/30/31					463,600.00
02/01/32	455,000	2.000%	4,550.00	459,550.00	
08/01/32				-	
09/30/32					459,550.00
	$3,360,000		$ 372,800	$ 3,732,800	$ 3,732,800

CITY OF SCHERTZ

General Obligation Refunding Bonds, Series 2021

Original Issue Amount $6,015,000

Utillity Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	160,000	4.000%	24,325.00	184,325.00	
08/01/25			21,125.00	21,125.00	
09/30/25					205,450.00
02/01/26	165,000	4.000%	21,125.00	186,125.00	
08/01/26			17,825.00	17,825.00	
09/30/26					203,950.00
02/01/27	175,000	4.000%	17,825.00	192,825.00	
08/01/27			14,325.00	14,325.00	
09/30/27					207,150.00
02/01/28	180,000	3.000%	14,325.00	194,325.00	
08/01/28			11,625.00	11,625.00	
09/30/28					205,950.00
02/01/29	190,000	3.000%	11,625.00	201,625.00	
08/01/29			8,775.00	8,775.00	
09/30/29					210,400.00
02/01/30	195,000	3.000%	8,775.00	203,775.00	
08/01/30			5,850.00	5,850.00	
09/30/30					209,625.00
02/01/31	205,000	2.000%	5,850.00	210,850.00	
08/01/31			3,800.00	3,800.00	
09/30/31					214,650.00
02/01/32	210,000	2.000%	3,800.00	213,800.00	
08/01/32			1,700.00	1,700.00	
09/30/32					215,500.00
02/01/33	170,000	2.000%	1,700.00	171,700.00	
08/01/33					
09/30/33					171,700.00
	$1,650,000		$ 194,375	$ 1,844,375	$ 1,844,375

CITY OF SCHERTZ
Certificates of Obligation, Series 2022
Original Issue Amount $9,390,000

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	190,000	5.000%	76,575.00	266,575.00	
08/01/25			71,825.00	71,825.00	
09/30/25					338,400.00
02/01/26	195,000	5.000%	71,825.00	266,825.00	
08/01/26			66,950.00	66,950.00	
09/30/26					333,775.00
02/01/27	210,000	5.000%	66,950.00	276,950.00	
08/01/27			61,700.00	61,700.00	
09/30/27					338,650.00
02/01/28	215,000	5.000%	61,700.00	276,700.00	
08/01/28			56,325.00	56,325.00	
09/30/28					333,025.00
02/01/29	230,000	5.000%	56,325.00	286,325.00	
08/01/29			50,575.00	50,575.00	
09/30/29					336,900.00
02/01/30	240,000	5.000%	50,575.00	290,575.00	
08/01/30			44,575.00	44,575.00	
09/30/30					335,150.00
02/01/31	255,000	5.000%	44,575.00	299,575.00	
08/01/31			38,200.00	38,200.00	
09/30/31					337,775.00
02/01/32	265,000	4.000%	38,200.00	303,200.00	
08/01/32			32,900.00	32,900.00	
09/30/32					336,100.00
02/01/33	275,000	3.000%	32,900.00	307,900.00	
08/01/33			28,775.00	28,775.00	
09/30/33					336,675.00
02/01/34	280,000	3.000%	28,775.00	308,775.00	
08/01/34			24,575.00	24,575.00	
09/30/34					333,350.00
02/01/35	290,000	3.000%	24,575.00	314,575.00	
08/01/35			20,225.00	20,225.00	
09/30/35					334,800.00
02/01/36	305,000	3.000%	20,225.00	325,225.00	
08/01/36			15,650.00	15,650.00	
09/30/36					340,875.00
02/01/37	305,000	2.000%	15,650.00	320,650.00	
08/01/37			12,600.00	12,600.00	
09/30/37					333,250.00

CITY OF SCHERTZ
Certificates of Obligation, Series 2022
Original Issue Amount $9,390,000

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	215,000	2.000%	12,600.00	227,600.00	
08/01/38			10,450.00	10,450.00	
09/30/38					238,050.00
02/01/39	220,000	2.125%	10,450.00	230,450.00	
08/01/39			8,112.50	8,112.50	
09/30/39					238,562.50
02/01/40	225,000	2.250%	8,112.50	233,112.50	
08/01/40			5,581.25	5,581.25	
09/30/40					238,693.75
02/01/41	230,000	2.375%	5,581.25	235,581.25	
08/01/41			2,850.00	2,850.00	
09/30/41					238,431.25
02/01/42	240,000	2.375%	2,850.00	242,850.00	
09/30/42					242,850.00
	$ 4,385,000		$ 1,180,312.50	$ 5,565,312.50	$ 5,565,312.50

CITY OF SCHERTZ
Certificates of Obligation, Series 2022
Original Issue Amount $9,390,000

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	165,000	5.000%	72,981.25	237,981.25	
08/01/25			68,856.25	68,856.25	
09/30/25					306,837.50
02/01/26	175,000	5.000%	68,856.25	243,856.25	
08/01/26			64,481.25	64,481.25	
09/30/26					308,337.50
02/01/27	185,000	5.000%	64,481.25	249,481.25	
08/01/27			59,856.25	59,856.25	
09/30/27					309,337.50
02/01/28	195,000	5.000%	59,856.25	254,856.25	
08/01/28			54,981.25	54,981.25	
09/30/28					309,837.50
02/01/29	205,000	5.000%	54,981.25	259,981.25	
08/01/29			49,856.25	49,856.25	
09/30/29					309,837.50
02/01/30	215,000	5.000%	49,856.25	264,856.25	
08/01/30			44,481.25	44,481.25	
09/30/30					309,337.50
02/01/31	225,000	5.000%	44,481.25	269,481.25	
08/01/31			38,856.25	38,856.25	
09/30/31					308,337.50
02/01/32	235,000	4.000%	38,856.25	273,856.25	
08/01/32			34,156.25	34,156.25	
09/30/32					308,012.50
02/01/33	245,000	3.000%	34,156.25	279,156.25	
08/01/33			30,481.25	30,481.25	
09/30/33					309,637.50
02/01/34	250,000	3.000%	30,481.25	280,481.25	
08/01/34			26,731.25	26,731.25	
09/30/34					307,212.50
02/01/35	260,000	3.000%	26,731.25	286,731.25	
08/01/35			22,831.25	22,831.25	
09/30/35					309,562.50
02/01/36	265,000	3.000%	22,831.25	287,831.25	
08/01/36			18,856.25	18,856.25	
09/30/36					306,687.50
02/01/37	270,000	2.000%	18,856.25	288,856.25	
08/01/37			16,156.25	16,156.25	
09/30/37					305,012.50

CITY OF SCHERTZ
Certificates of Obligation, Series 2022
Original Issue Amount $9,390,000

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	280,000	2.000%	16,156.25	296,156.25	
08/01/38			13,356.25	13,356.25	
09/30/38					309,512.50
02/01/39	285,000	2.125%	13,356.25	298,356.25	
08/01/39			10,328.13	10,328.13	
09/30/39					308,684.38
02/01/40	290,000	2.250%	10,328.13	300,328.13	
08/01/40			7,065.63	7,065.63	
09/30/40					307,393.76
02/01/41	295,000	2.375%	7,065.63	302,065.63	
08/01/41			3,562.50	3,562.50	
09/30/41					305,628.13
02/01/42	300,000	2.375%	3,562.50	303,562.50	
09/30/42					303,562.50
	$ 4,340,000		$ 1,202,768.77	$ 5,542,768.77	$ 5,542,768.77

CITY OF SCHERTZ
Certificates of Obligation, Series 2022A

Original Issue Amount $18,530,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	280,000	5.000%	172,050.00	452,050.00	
08/01/25			165,050.00	165,050.00	
09/30/25					617,100.00
02/01/26	290,000	5.000%	165,050.00	455,050.00	
08/01/26			157,800.00	157,800.00	
09/30/26					612,850.00
02/01/27	305,000	5.000%	157,800.00	462,800.00	
08/01/27			150,175.00	150,175.00	
09/30/27					612,975.00
02/01/28	320,000	5.000%	150,175.00	470,175.00	
08/01/28			142,175.00	142,175.00	
09/30/28					612,350.00
02/01/29	340,000	5.000%	142,175.00	482,175.00	
08/01/29			133,675.00	133,675.00	
09/30/29					615,850.00
02/01/30	355,000	5.000%	133,675.00	488,675.00	
08/01/30			124,800.00	124,800.00	
09/30/30					613,475.00
02/01/31	375,000	5.000%	124,800.00	499,800.00	
08/01/31			115,425.00	115,425.00	
09/30/31					615,225.00
02/01/32	395,000	5.000%	115,425.00	510,425.00	
08/01/32			105,550.00	105,550.00	
09/30/32					615,975.00
02/01/33	415,000	5.000%	105,550.00	520,550.00	
08/01/33			95,175.00	95,175.00	
09/30/33					615,725.00
02/01/34	435,000	5.000%	95,175.00	530,175.00	
08/01/34			84,300.00	84,300.00	
09/30/34					614,475.00
02/01/35	455,000	4.000%	84,300.00	539,300.00	
08/01/35			75,200.00	75,200.00	
09/30/35					614,500.00
02/01/36	475,000	4.000%	75,200.00	550,200.00	
08/01/36			65,700.00	65,700.00	
09/30/36					615,900.00
02/01/37	495,000	4.000%	65,700.00	560,700.00	
08/01/37			55,800.00	55,800.00	
09/30/37					616,500.00

CITY OF SCHERTZ
Certificates of Obligation, Series 2022A

Original Issue Amount $18,530,000

General Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	515,000	4.000%	55,800.00	570,800.00	
08/01/38			45,500.00	45,500.00	
09/30/38					616,300.00
02/01/39	535,000	4.000%	45,500.00	580,500.00	
08/01/39			34,800.00	34,800.00	
09/30/39					615,300.00
02/01/40	555,000	4.000%	34,800.00	589,800.00	
08/01/40			23,700.00	23,700.00	
09/30/40					613,500.00
02/01/41	580,000	4.000%	23,700.00	603,700.00	
08/01/41			12,100.00	12,100.00	
09/30/41					615,800.00
02/01/42	605,000	4.000%	12,100.00	617,100.00	
09/30/42					617,100.00
	$ 7,725,000		$ 3,345,900.00	$ 11,070,900.00	$ 11,070,900.00

CITY OF SCHERTZ
Certificates of Obligation, Series 2022A

Original Issue Amount $18,530,000

Utility Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	345,000	5.000%	213,725.00	558,725.00	
08/01/25			205,100.00	205,100.00	
09/30/25					763,825.00
02/01/26	365,000	5.000%	205,100.00	570,100.00	
08/01/26			195,975.00	195,975.00	
09/30/26					766,075.00
02/01/27	380,000	5.000%	195,975.00	575,975.00	
08/01/27			186,475.00	186,475.00	
09/30/27					762,450.00
02/01/28	400,000	5.000%	186,475.00	586,475.00	
08/01/28			176,475.00	176,475.00	
09/30/28					762,950.00
02/01/29	420,000	5.000%	176,475.00	596,475.00	
08/01/29			165,975.00	165,975.00	
09/30/29					762,450.00
02/01/30	445,000	5.000%	165,975.00	610,975.00	
08/01/30			154,850.00	154,850.00	
09/30/30					765,825.00
02/01/31	465,000	5.000%	154,850.00	619,850.00	
08/01/31			143,225.00	143,225.00	
09/30/31					763,075.00
02/01/32	490,000	5.000%	143,225.00	633,225.00	
08/01/32			130,975.00	130,975.00	
09/30/32					764,200.00
02/01/33	515,000	5.000%	130,975.00	645,975.00	
08/01/33			118,100.00	118,100.00	
09/30/33					764,075.00
02/01/34	540,000	5.000%	118,100.00	658,100.00	
08/01/34			104,600.00	104,600.00	
09/30/34					762,700.00
02/01/35	565,000	4.000%	104,600.00	669,600.00	
08/01/35			93,300.00	93,300.00	
09/30/35					762,900.00
02/01/36	590,000	4.000%	93,300.00	683,300.00	
08/01/36			81,500.00	81,500.00	
09/30/36					764,800.00
02/01/37	615,000	4.000%	81,500.00	696,500.00	
08/01/37			69,200.00	69,200.00	
09/30/37					765,700.00

CITY OF SCHERTZ
Certificates of Obligation, Series 2022A

Original Issue Amount $18,530,000

Utility Fund

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	640,000	4.000%	69,200.00	709,200.00	
08/01/38			56,400.00	56,400.00	
09/30/38					765,600.00
02/01/39	665,000	4.000%	56,400.00	721,400.00	
08/01/39			43,100.00	43,100.00	
09/30/39					764,500.00
02/01/40	690,000	4.000%	43,100.00	733,100.00	
08/01/40			29,300.00	29,300.00	
09/30/40					762,400.00
02/01/41	720,000	4.000%	29,300.00	749,300.00	
08/01/41			14,900.00	14,900.00	
09/30/41					764,200.00
02/01/42	745,000	4.000%	14,900.00	759,900.00	
09/30/42					759,900.00
	$ 9,595,000		$ 4,152,625.00	$ 13,747,625.00	$ 13,747,625.00

CITY OF SCHERTZ

General Obligation Bonds, Series 2022

Original Issue Amount $18,535,000

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/25	625,000	5.000%	385,925.00	1,010,925.00	
08/01/25			370,300.00	370,300.00	
09/30/25					1,381,225.00
02/01/26	655,000	5.000%	370,300.00	1,025,300.00	
08/01/26			353,925.00	353,925.00	
09/30/26					1,379,225.00
02/01/27	690,000	5.000%	353,925.00	1,043,925.00	
08/01/27			336,675.00	336,675.00	
09/30/27					1,380,600.00
02/01/28	725,000	5.000%	336,675.00	1,061,675.00	
08/01/28			318,550.00	318,550.00	
09/30/28					1,380,225.00
02/01/29	760,000	5.000%	318,550.00	1,078,550.00	
08/01/29			299,550.00	299,550.00	
09/30/29					1,378,100.00
02/01/30	800,000	5.000%	299,550.00	1,099,550.00	
08/01/30			279,550.00	279,550.00	
09/30/30					1,379,100.00
02/01/31	840,000	5.000%	279,550.00	1,119,550.00	
08/01/31			258,550.00	258,550.00	
09/30/31					1,378,100.00
02/01/32	885,000	5.000%	258,550.00	1,143,550.00	
08/01/32			236,425.00	236,425.00	
09/30/32					1,379,975.00
02/01/33	930,000	5.000%	236,425.00	1,166,425.00	
08/01/33			213,175.00	213,175.00	
09/30/33					1,379,600.00
02/01/34	975,000	5.000%	213,175.00	1,188,175.00	
08/01/34			188,800.00	188,800.00	
09/30/34					1,376,975.00
02/01/35	1,020,000	4.000%	188,800.00	1,208,800.00	
08/01/35			168,400.00	168,400.00	
09/30/35					1,377,200.00
02/01/36	1,065,000	4.000%	168,400.00	1,233,400.00	
08/01/36			147,100.00	147,100.00	
09/30/36					1,380,500.00
02/01/37	1,105,000	4.000%	147,100.00	1,252,100.00	
08/01/37			125,000.00	125,000.00	
09/30/37					1,377,100.00

CITY OF SCHERTZ

General Obligation Bonds, Series 2022

Original Issue Amount $18,535,000

Date	Principal	Coupon	Interest	Debt Service	Fiscal Total
02/01/38	1,150,000	4.000%	125,000.00	1,275,000.00	
08/01/38			102,000.00	102,000.00	
09/30/38					1,377,000.00
02/01/39	1,200,000	4.000%	102,000.00	1,302,000.00	
08/01/39			78,000.00	78,000.00	
09/30/39					1,380,000.00
02/01/40	1,250,000	4.000%	78,000.00	1,328,000.00	
08/01/40			53,000.00	53,000.00	
09/30/40					1,381,000.00
02/01/41	1,300,000	4.000%	53,000.00	1,353,000.00	
08/01/41			27,000.00	27,000.00	
09/30/41					1,380,000.00
02/01/42	1,350,000	4.000%	27,000.00	1,377,000.00	
09/30/42					1,377,000.00
	$ 17,325,000		$ 7,497,925.00	$ 24,822,925.00	$ 24,822,925.00

The Schertz/Seguin Local Government Corporation

Contract Revenue Bonds

Paid 1/2 Schertz, 1/2 Seguin

Fiscal Year Ending 9/30	Series 2001	2016	BP-S 2016	S-2018	Series 2022	Series 2022A	Series 2023	Total	Schertz Debt Payment
2025	520,000	2,226,361	828,137	1,326,850	2,978,980	235,675	269,613	8,385,616	4,192,808
2026	520,000	2,224,201	828,137	1,323,600	3,104,599	234,425	289,013	8,523,975	4,261,988
2027	520,000	2,225,659	828,137	1,323,725	3,094,106	233,175	287,813	8,512,615	4,256,308
2028	520,000	2,219,166	828,137	1,326,975	3,100,288	231,925	310,863	8,537,354	4,268,677
2029	520,000	2,220,811	828,137	1,328,225	3,097,857	230,675	308,163	8,533,868	4,266,934
2030	520,000	2,217,486	828,137	1,327,475	3,091,333	229,425	305,463	8,519,319	4,259,660
2031	2,268,330	2,216,266	828,137	1,324,200	1,354,435	228,175	302,763	8,522,306	4,261,153
2032	2,272,390	2,217,804	828,137	1,323,700	1,358,441	226,925	300,063	8,527,460	4,263,730
2033	2,271,250	2,217,790	828,137	1,321,800	1,361,140	225,800	321,613	8,547,530	4,273,765
2034	2,269,780	2,216,040	828,137	1,323,400	1,362,487	224,800	341,900	8,566,544	4,283,272
2035	2,272,590	2,216,437	1,128,137	1,323,400	1,357,670	223,800	341,538	8,863,572	4,431,786
2036		2,216,117	1,518,567	1,326,700	3,614,816	222,800	350,625	9,249,625	4,624,813
2037		2,219,127	1,920,887	1,328,200	3,621,256	221,800	329,713	9,640,983	4,820,492
2038		2,217,979	1,921,962	1,323,000	3,631,933	220,800	324,213	9,639,887	4,819,944
2039		2,220,580	1,921,653	1,326,000	3,625,838	219,800	318,713	9,632,584	4,816,292
2040		2,221,791	1,924,960	1,327,000	3,623,500	218,800	322,938	9,638,989	4,819,495
2041		2,221,612	1,921,710	1,326,000	3,622,050	217,800	326,613	9,635,785	4,817,893
2042		2,225,043	1,927,076		305,375	442,200	689,563	5,589,257	2,794,629
2043		2,220,642	1,925,084		305,400	431,681	666,925	5,549,732	2,774,866
2044		2,219,531	1,921,152		300,163	420,844	639,150	5,500,840	2,750,420
2045		$2,216,553	$1,915,280			$410,006	$617,513	5,159,352	2,579,676
2046		$2,211,710	$1,912,468			$399,169	$591,375	5,114,722	2,557,361
2047			$1,912,522			$660,375	$1,328,994	3,901,891	1,950,946
2048			$1,910,063			$638,500		2,548,563	1,274,282
2049			$1,905,635			$616,375		2,522,010	1,261,005
2050			$1,904,238			$608,625		2,512,863	1,256,432
2051			$1,900,693			$604,750		2,505,443	1,252,722
	$14,474,340	$48,828,706	$39,673,457	$22,530,250	$47,911,667	$9,079,125	$9,885,140	$192,382,685	$96,191,343

FINANCIAL POLICIES

PURPOSE

The Comprehensive Financial Management Policy Statements assembles all of the City's financial policies into one document. These statements are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual statements contained herein serve as guidelines for both the financial planning and internal financial management of the City.
Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policy statements safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

OBJECTIVES

a. To guide City Council and management policy decisions that have significant fiscal impact.
b. To employ balanced revenue policies that provides adequate funding for services and service levels.
c. To maintain appropriate financial capacity for present and future needs.
d. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
e. To promote sound financial management by providing accurate and timely information on the City's financial condition.
f. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
g. To ensure the legal use of financial resources through an effective system of internal controls.
h. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

Accounting Practices and Principles
The City will maintain accounting practices that conform to generally accepted accounting principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. All City financial documents, except interim financial reports, including official statements accompanying debt issues, Comprehensive Annual Financial Reports and continuing disclosures statements will meet these standards. Quarterly interim financial reports are on a cash basis, or Fund Balance basis, and will be reported as budgeted. At year-end, the general ledger and financials will be converted to GAAP and GASB.

Financial and Management Reporting

1. Interim Financial Reports will be provided quarterly to management and City Council that explain key economic and fiscal developments and note significant deviations from the budget. These reports will be distributed quarterly by the end of the month following the end of the quarter.
2. Quarterly, departments will report on program measures and indicators as compared to target and last year to Finance. A quarterly report will be submitted to the City Manager, highlighting significant variations.

3. As an additional independent confirmation of the quality of the City's financial reporting, the City will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

Annual Audit

1. Pursuant to State Statute, the City shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice in the State of Texas. The annual financial statement, including the auditor's opinion, shall be filed within 180 days after the last day of the City's fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. An official Comprehensive Annual Financial Report (CAFR) shall be issued no later than six (6) months following the end of the fiscal year. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations.
2. Audit Committee. The Mayor shall appoint or confirm the audit committee, consisting of at least two members of the City Council. The primary purpose of the audit committee is to assist City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City shall maintain an Audit Committee Charter which outlines the duties and responsibilities of the audit committee.
3. Annual Financial Disclosure. As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to various information repositories through disclosure documents or set of documents that include the necessary information. This will include any periodic material event notices as required by the SEC. The City contracts with SAMCO Capital Markets, Inc. to file the annual disclosures to the appropriate entities.

Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures, signed by the City Manager and countersigned by the City Secretary, or the City Treasurer. City Treasurer is further defined as the Director of Finance. Signatures shall be affixed on all City checks via facsimile signatures with a secure laser check printing system.

Compliance with Council Policy Statements

The Financial Management Policy Statements will be reviewed bi-annually and updated, revised or refined as deemed necessary. Policy statements adopted by City Council are guidelines, and occasionally exceptions may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager

BUDGET AND LONG RANGE FINANCIAL PLANNING

Establish guidelines for budgeting to ensure a financially sound City and to establish a long-range financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.

Balanced Budget

The City Manager shall file annually, a structurally balanced budget for the ensuing fiscal year with City Council pursuant to the prevailing state and local law. A structurally balanced budget is further defined as recurring revenues funding recurring expenditures and adherence to fund balance policies.
Current Funding Basis (Recurring Revenues)

The City shall budget and operate on a current funding basis. Recurring expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenses will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis.

Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue remittance of fund balance in excess of policy can only be budgeted/used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non recurring sources.

Tax Rate

The City Manager will recommend a tax rate that the City finances require in order to operate efficiently, yet effectively, and pay its debt.

i. Homestead Exemption

The City shall review the homestead exemption annually as part of the budget process. When the financial health of the City's finances and economic and market conditions of the local economy justify, the City Manager may recommend a change to the homestead exemption. In accordance with state statute, any recommended change in the homestead exemption will be presented to Council for approval prior to July 1. The total exemption percentage granted shall not exceed the state statute limitation.

ii. Over-Age and Disabled Persons Exemptions

The City currently grants a $40,000 exemption for persons 65 or older and for disabled persons. This amount shall remain stable during a period in which the City is considering increasing the homestead exemption.

Pay As You Go Capital Projects

The transfer from the City's General Fund and the City's Utility Fund to fund pay-as-you-go capital projects will be budgeted when financially feasible and when projects present themselves for funding. The transfer will be based on the financial health of each fund with the long-term goal of adequately funding rehabilitation.

Revenue Estimating for Budgeting

1. In order to protect the City from revenue shortfalls and to maintain a stable level of service, the City shall use a conservative, objective, reasonable and analytical approach when preparing revenue estimates. The process shall include historical collection rates, trends, development, and probable economic changes. This approach is intended to reduce the likelihood of actual revenues falling short of budget estimates and should avoid mid-year service changes.
2. The City, whenever possible, will seek outside sources of revenue, such as federal, state, and local grants, in order to leverage local dollars.
3. Estimates from grant sources will be projected only to the specific date on which on the entitlement will end.
4. The Utility Fund water and wastewater revenues will be budgeted based on the average rainfall/consumption over the last three years, pursuant to the rate model. The City will anticipate neither drought nor wet conditions.

Performance, Merit Pool, and Market Adjustment Increases

The budget shall include an amount adequate to cover an overall average performance and merit pool as determined annually by the City Manager. This amount will be calculated for each fund, based on budgeted

salaries for the year, and will be placed in a Performance and Merit Pool in each operating fund. In addition, funds may be budgeted when appropriate, to bring identified jobs up to market salary rates.

Budget Preparation

1. Department Directors have primary responsibility for formulating budget proposals. New or expanded services should support the City's Strategic Plan, City Manager priority direction, and department goals. Departments are charged with implementing them once they are approved.
2. All competing requests for City resources will be weighed within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Every five (5) years at a minimum or sooner as may be necessary, the City will incorporate a service needs review into the budget process, to ensure the most efficient and effective use of resources.

Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by City Council, including the transfer of funds within departments and use of contingency funds while following purchasing policy. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally adopted by the fund level. Expenditures/expenses should not exceed the adopted budget, plus subsequent changes approved by the City Council.

Performance Measurement

Performance measures will be utilized and reported in department budgets. The City will maintain a measurement system that reports trends and comparisons to targets and previous year as a management tool to monitor and improve service delivery.

Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year expenditure and revenue re-estimates are such that "net income" is lower than budgeted.

Corrective actions include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- · Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are not other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level.

Long-Range Financial Plans

1. The City shall develop and maintain a five-year Financial Forecast for each major operating fund, in conjunction with the annual budget process.
   Major operating funds are as follows:
   - General Fund
   - Debt Service Fund
   - Water/Sewer Utility Fund
   - Economic Development Corporation
   - Emergency Medical Services Fund
   - Drainage Fund
2. The forecast should enable current services and current service levels provided to be sustained over the forecast period. Operating impacts from completed capital improvement projects in the City's Five-Year CIP shall be included in the forecast. Commitments/obligations already made that require future financial resources shall also be included.
3. The forecasts should identify the impact to property taxes and utility rates.
4. Major financial decisions should be made in the context of the Long- Range Plan. The forecast assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve the City's goals. The forecast will provide an understanding of available funding; evaluate financial risk; assess the likelihood that services can be sustained; assess the level at which capital investment can be made; identify future commitments and resource demands; and identify the key variables that may cause change in the level of revenue.

REVENUES

Design, maintain, and administer a revenue system that will assure reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

User Fees – General Fund.

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City shall recover the costs of those services through property and sales taxes.
2. At a minimum, the City will strive to cover direct costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes.
4. Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct, indirect, and overhead costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees should be adopted by Council Ordinance and included in the Annual Fee Schedule.

User Fees - Enterprise Funds

1. Utility rates and other Enterprise Fund user fees shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (rate model) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (rate model) will be built around smaller rate increases annually versus higher rate increases periodically.

One - Time/Unpredictable Revenue Sources

1. One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures.
2. One-time, unpredictable revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchases, capital improvements, etc.

Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

Revenues actually received will be compared to budgeted revenues by the Director of Finance and any variances considered to be material will be investigated. This process will be summarized in the monthly financial report.

Write-off of Uncollectible Receivables (excludes property taxes, court fines and warrants)

1. Receivables shall be considered for write-off as follows:
   a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
   b. Accounts outstanding with no activity for 180 days, identified as uncollectible, and all attempts to collect have been taken.
2. Accounts shall be written-off quarterly. Upon approval, accounts will be forwarded to a credit reporting agency.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

Periodic Program/Services Reviews
The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

Purchasing
All City purchases of goods and services shall be made in accordance with the City's current Purchasing manual.

RESERVES

Maintain the fund balance and working capital of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position during emergencies or economic fluctuations.

General Fund Unreserved Fund Balance
The City shall maintain the General Fund unreserved fund balance equivalent to 26% of recurring operating expenditures, based on current year expenditures. If the fund balance exceeds this amount, funding non-recurring expenditures in the following fiscal year may be used to draw down the balance.

Water/Sewer Unreserved Working Capital
The City shall maintain a working capital sufficient to provide for reserves for emergencies and revenue shortfalls. A cash equivalent operating reserve will be established and maintained at 26% of the current year's budget appropriation for recurring operating expenses. The cash operating reserve is derived by dividing the total cash equivalents balance by recurring operating expenses.

Use of Fund Balance/Working Capital
Fund balance/Working Capital shall only be used for emergencies, nonrecurring expenditures/expenses or major capital purchases that cannot be accommodated through current year savings. Should such use reduce balances below the level established as the objective for that fund, restoration recommendations will accompany the request/decision to utilize said balances.

Debt Service Fund Unreserved Fund Balance
The City shall maintain the debt service fund balance at 10% of annual debt service requirements OR a fund balance reserve as required by bond ordinances, whichever is greater.

Employee Benefits Fund Unreserved Fund Balance
The Employee Benefits Fund is funded through City and employee contributions. Estimated costs shall be determined during each budget year and the contributions adjusted accordingly. There is no minimum balance for this fund.

Economic Development Corporation
As sales tax revenue fluctuates due to changes in economic conditions, the SEDC shall maintain an unreserved fund balance of no less than 10% of budgeted sales tax revenues.

Water/Sewer Revenue Debt Coverage Reserves
Revenues shall be maintained at 1.15 times coverage in a fiscal year.

Bond Issuance Reserves
Debt service reserves should be maintained for each bond issue as required by bond covenants.

CAPITAL EXPENDITURES AND IMPROVEMENTS

Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Capitalization Threshold for Tangible Capital Assets

1. Tangible capital items should be capitalized only if they have an estimated useful life of 2 years or more following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and have a cost of not less than $5,000 for any individual item.
2. The capitalization threshold of $5,000 will be applied to individual items rather than to a group of similar items. (i.e.: desks, chairs, etc.)
3. To maintain adequate control over capitalized tangible items, items costing $5,000 and greater will be monitored, tagged, and tracked through the City financial software system.
4. Accurate inventories of all tangible items will be maintained to ensure proper stewardship of public property.

Ten-Year Captial Improvement Plan (CIP)

1. The City shall annually prepare a ten-year capital improvement plan based on the needs for capital improvements and equipment, the status of the City infrastructure, replacement and renovation needs, and potential new projects. Capital projects are improvements or additions to the City's physical plant/facilities/infrastructure and become a part of the City's asset inventory. Capital projects can be further categorized into land, buildings, improvements other than buildings, and infrastructure, which includes roads, sidewalks, bridges, utility lines, physical plants, etc. Capital costs typically consist of preliminary design, final design, and construction, and may involve the acquisition of land or easements. For purposes of the CIP Plan, a Capital Improvement Project should generally exceed a cost of $100,000.
2. For the most part, projects in the CIP should be based upon master plans or developer agreements. This ensures that the City's CIP, which is the embodiment of the recommendations of these individual planning studies, is responsive to the officially stated direction of the City as contained in the Comprehensive Plan and supporting master plans. Examples of these supporting documents are: Water and Wastewater Modeling Plans, Thoroughfare Plan, Parks Master Plan, Trail Plan, Municipal Facilities Plan, etc.
3. For every project identified in the CIP, a project scope and project justification will be provided. Also, project costs shall be estimated, funding sources identified and annual operation and maintenance costs computed.
4. Parks Board and the Planning and Zoning Commission will be provided opportunities to review the list of CIP projects for the CIP and may suggest additions and/or changes to the plan as appropriate.
5. Annually, through the budget process and at year-end, projects are to be reviewed. For those identified as complete, any remaining funds will close to fund balance. For those projects with identified savings, the project budget will be reduced and the subsequent savings will flow to fund balance. These funds can then be reappropriated during the next fiscal year capital budget. Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.
6. Appropriations for capital projects are for the life of the project; therefore reappropriation of capital funding for each fiscal year for budgeted projects is not necessary.

Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and other infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing, and provides the best value to the City.

Replacement of Capital Assets on a Regular Schedule (Fleet, Fire Trucks, and High-Tech)

The City shall annually prepare a schedule for the replacement of its fleet, fire trucks, and high technology capital assets. Funding for the replacement of these assets will be accomplished through the annual budget process, within the resources available each fiscal year. A variety of funding options will be explored, including but not limited to cash on hand and lease/purchase, based upon a determination of what would be in the best interest of the City.

Capital Expenditure Financing

The City recognizes that there are three basic methods of financing its capital requirements: Funding from current revenues; funding from fund balance; or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements.

Pay-As-You-Go Capital Improvements

1. The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital improvements and capital purchases. This will reduce/minimize the property tax and utility rate impacts on Pearland citizens.
2. The City will seek out and use intergovernmental funding sources for capital improvements in order to leverage City funding and to minimize property and utility rate impacts.

Capital Improvements/Project Reporting

A summary/status report on the City's various capital projects will be prepared quarterly and available to the City Manager and to City Council. Income statements on the City's CIP funds will be prepared quarterly and include budget-to-actual for each project as well as list of major contracts, expense to date, and % contract completion.

DEBT

Establish guidelines for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

Use of Debt Financing

Debt financing, to include general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, lease/purchase agreements, and other obligations permitted to be issued or incurred under Texas law, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance and to fund infrastructure improvements and additions. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements, which shall include, but not be limited to, sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants.

Affordability

The City shall use an objective analytical approach to determine whether it can afford to issue general-purpose debt, both General Obligation and Certificates of Obligation, water/sewer debt, sales tax revenue debt, and any other financing permitted by State law. The process shall include an internal feasibility analysis for each long-term financing which analyzes the impact on current and future budgets, which would include the tax and utility rates. The process shall also include the benefits of the proposed projects. The decision on whether or not to issue new debt shall be based on the benefits of the project, current conditions of the municipal bond market, and the City's ability to "afford" new debt. In no case will the City issue general obligation debt that will require a debt service tax rate of $1.50 per $100 assessed valuation, based on a 90% collection rate, which is the maximum tax rate permitted by State law.

Types of Long-Term Debt

1. General Obligation Bonds (GO)
   General Obligation bonds require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt service.
   a. General Obligation bonds must be issued for projects that are in accordance with the wording in the bond proposition.
2. Certificates of Obligation
   Certificates of Obligation may be issued without voter approval to finance any public works project or capital improvement, as permitted by State law. It is the City's policy to utilize Certificates of Obligation to finance public improvements in certain circumstances and only after determining the City's ability to assume additional debt. Circumstances in which Certificates might be issued include, but are not limited to the following.
   a. The City may issue CO's when there is insufficient funding on a general obligation bond-financed capital improvement.
   b. The City may issue CO's when "emergency" (urgent, unanticipated) conditions require a capital improvement to be funded rapidly.
   c. The City may issue CO's for projects when the City can leverage dollars from others to reduce the City's capital cost for a community improvement.
   d. The City may issue CO's for projects when there is no other adequate funding source available (ie: GO or developer funding), the project is determined to be in the best interest of the City, and where a determination is made that waiting for the next bond referendum or having a bond referendum for a small amount of money or a small number of projects is impractical and where public notice versus a voted bond referendum is deemed acceptable by the City Council. e. The City may issue CO's if it would be more economical to issue Certificates of Obligation rather than issuing revenue bonds; and f. The City may issue CO's for projects for which the City will be reimbursed by Developer (principal plus interest)

3. Revenue Bonds

Revenue bonds are generally payable from a designated source of revenue. They do not require voter approval.

For the City to issue new revenue bonds, revenues, as defined in the ordinance authorizing the revenue bonds in question, shall meet the bond coverage ratio as defined in the ordinance. Annual adjustments to the City's rate structures for Enterprise Funds will be made as necessary to maintain the coverage factor.

If the City should issue CO's for Water/Sewer Improvements, the Water/Sewer Fund will pay the annual debt service associated with the issue.

Debt Structures

The City shall normally issue bonds with a life not to exceed 25 years for general obligation bonds and 30 years for revenue bonds, but in no case longer than the useful life of the asset. The City shall seek level or declining debt repayment schedules and shall seek to retire 90% of the total principal outstanding within 20 years of the year of issuance. There should be no debt structures that include increasing debt service levels in subsequent years, with the first and second year of a bond payout schedule the exception or as special situations may warrant. There shall be no "balloon" bond repayment schedules, which consists of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal payments starting generally no later than the second fiscal year after the bond issue. Normally, there shall be no capitalized interest included in the debt structure except for debt issuances reimbursing developers for infrastructure or in the case in which the project will generate revenue, but it takes a couple of years to produce the revenue. Capitalized interest should normally not exceed 2 years.

The City currently has a level debt service structure. As such, unless there is growth (increased valuation, increase in number of connections, etc.) or reallocation of the tax rate to debt service, there is no room for additional debt without increasing rates. The City shall seek to begin making attempts to structure future debt issuances, where affordable, to a declining structure.

The City will issue debt based on a fixed rate and will limit use of variable-rate debt due to the potential volatility of such instruments.

Debt

Refunding The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance

Interest Earnings on Debt Proceeds

Debt interest earnings will be limited to funding changes to the bond financed Capital Improvement Plan in compliance with the voted propositions, cost overruns on bond projects, or be applied to debt service payments on the bonds issued.

Bond Elections

1. Timing of general obligation bond elections shall be determined by the inventory of current authorized, unissued bonds remaining to be sold and the Five-Year Capital Improvement Plan.
2. The total dollar amount of bond election propositions recommended to the voters should typically not exceed the City's estimated ability to issue the bonds within a 7- year period.
3. An analysis showing how the new debt combined with current debt impacts the City's tax rate and debt capacity will accompany every future bond issue proposal.

Sale Process
The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

Underwriting Syndicates
The City's financial advisor shall attempt to involve qualified and experienced firms, which consistently submit ideas to the City and financial advisors and actively participate in the City's competitive sale in its negotiated underwritings. In conjunction with the City, the City's financial advisor shall recommend the structure of underwriting syndicates, which will be optimal for the type and amount of debt
being issued.

Bond Ratings
Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.
The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

Covenant Compliance
The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices.

Arbitrage Rebate Monitoring and Reporting
Arbitrage is the interest earned on the investment of bond proceeds above the interest paid on the debt. The City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping shall include tracking project expenditures, interest earned on the bonds, calculating rebate payments, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed annually on all debt issues and the liability recorded for any positive arbitrage. Due to the specialized nature of the calculations, this function will typically be outsourced.

Lease/Purchase Agreements
The City will use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be approved by City Council no matter the dollar amount.

CASH MANAGEMENT AND INVESTMENTS

To maintain the City's cash in such a manner so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield. Investment Management

1. All aspects of cash/investment management shall be designed to ensure safety and integrity of the City's financial assets.
2. Cash/Investment management activities shall be conducted in full compliance with prevailing local, state, and federal regulations. (See City's Investment Policy and Strategy)
3. The City will utilize competitive quotes from approved broker/dealers, affording no special advantage to any individual or corporate member of the financial or investment community.
4. The City will only do business with City authorized broker/dealers and/or financial institutions as approved by Council and who have executed a written certification of their review of the City's Investment Policy.
5. The City shall design and establish policies relating to a variety of cash/investment management issues, such as the eligibility and selection of various broker/dealers, safekeeping requirements, collateral requirements, delivery versus payment requirements, weighted average maturity requirements and other such aspects of the program, which necessitate standard setting in pursuit of appropriate prudence and enhanced protection of assets. (See City's Investment Policy)
6. Investments of the City shall be made with the exercise of judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

Investment Strategy
The City of Schertz maintains a consolidated portfolio in which it pools its funds for investment purposes. The City's investment program seeks to achieve safety of principal, adequate liquidity to meet cash needs, and reasonable yields commensurate with the preservation of principal and liquidity. (See City's Investment Strategy)

Interest Income
Interest earned from investments shall be distributed to the funds from which the funds were provided.

Arbitrage Investments
Investment on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. If there is positive arbitrage, the rebatable earnings will be sent to the IRS, as necessary.

Depository The City will select its official bank through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The City will, at a minimum, bid depository services every five years. The City will review the financial health of the City's depository annually to include but not be limited to earnings, assets, capital, and liquidity.

Collateralization of Deposits
1. The City shall have pledged collateral held at an independent third-party institution and evidenced by a written receipt.
2. The value of the pledged collateral should be marked to market monthly and shall be at least 102 percent of par or market value of the investments, whichever is greater.
3. Substitutions of collateral shall meet the requirements of the collateral agreement. Collateral shall not be released until the replacement collateral has been received, if the release of the collateral should result in the value being under 102 percent of par value. The pledge of collateral shall comply with the City's investment policy.

GLOSSARY

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 pro
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 FUNDS	See Proprietary Fund.
EXPENDITURE	Any payment made by the City.
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.

GLOSSARY

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.
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

GLOSSARY

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.
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.

GLOSSARY

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.
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 optiumum state or ultimate goal of the City or Department.