



**MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
September 3, 2019**

**HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS
1400 SCHERTZ PARKWAY BUILDING #4
SCHERTZ, TEXAS 78154**

CITY OF SCHERTZ CORE VALUES

Do the right thing

Do the best you can

Treat others the way you want to be treated

Work cooperatively as a team

AGENDA

TUESDAY, SEPTEMBER 3, 2019 at 6:00 p.m.

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

Presentations

- Proclamation recognizing National Payroll Week. (M. Carpenter/K. Brown)

Employee Recognition

- EMS Department - Tanner Buckley, Jansin Williams - EMT Tyler Kunz, - Part-Time EMT
- Marshal's Division - Rebecca Vera - Sanitarian; Chris Wilson part-time kennel technician
- Library - Caira Spenrath - Part Time Library Clerk

City Events and Announcements

- Announcements of upcoming City Events (B. James/C. Kelm/S. Gonzalez)
- Announcements and recognitions by the City Manager (M. Browne)
- Announcements and recognitions by the Mayor (M. Carpenter)

Hearing of Residents

This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than 3 minutes.

All remarks shall be addressed to the Council as a body, and not to any individual member thereof.

Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.

Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

Consent Agenda Items

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

The following Consent items were read into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of August 27, 2019. (B. Dennis)
2. **Resolution No.19-R-112** Consideration and/or action approving a Resolution authorizing and approving a professional services agreement with Sledge Engineering LLC and AG|CM for On-Call Owner's Representative and Project Management Services and all matters in connection therewith. (B. James/K. Woodlee/J. Gohlke)
3. **Resolution No. 19-R-114** - Consideration and/or action authorizing a Resolution by the City Council of the City of Schertz, Texas, authorizing veterinarian services with Cibolo Small Animal Hospital, with services rendered not to exceed \$75,000. (C. Kelm/M. Bane)
4. **Resolution 19-R-108** - Consideration and/or action approving the Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for management services between the City of Schertz and the Schertz/Seguin Local Government, and other matters in connection therewith. (C. Kelm/A. Beard)
5. **Ordinance No. 19-A-21-** Consideration and/or action for an Ordinance on a request for voluntary annexation of approximately 58 acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) ***Final Reading***
6. **Ordinance No. 19-S-20-** Consideration and/or action for an Ordinance on a request to rezone approximately 64 acres of land to Planned Development District (PDD). The subject property is contiguous to the existing Parklands Planned Development, and approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) ***Final Reading***

7. **Cancellation of the October 1, 2019, October 8, 2019 and November 5, 2019 Council Meetings** - Consideration and/or action cancelling the October 1, 2019 City Council meeting due to National Night Out, cancelling the October 8, 2019 City Council meeting due to the Texas Municipal League Conference in San Antonio and cancelling the November 5, 2019 City Council meeting due to the election. (M. Browne/B. Dennis)

Discussion and Action Items

The following item was read into record:

8. **Resolution No. 19-R-116** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, calling a special election to be held on November 5, 2019 for the purpose of electing a Councilmember for place 4 for the remaining year of the unexpired term and making provision for the conduct of the election; authorizing contracts with the elections administrators of Bexar and Guadalupe counties to conduct this election; authorizing the election to be held as a joint election; resolving other matters incident and related to such election; and declaring an effective date. (Mayor/Council/D. Santee)
9. **Nominations for Candidates** - Consideration and/or action to nominate candidate(s) for Guadalupe Appraisal District Board of Directors. (Mayor/Council/B. Dennis)
10. **Nominations for Candidates** - Consideration and/or action to nominate candidate(s) for Bexar Appraisal District Board of Directors. (Mayor/Council/B. Dennis)
11. **Nominations for Candidates** - Consideration and/or action to nominate candidate(s) for the Comal Appraisal District Board of Directors. (Mayor/Council/B. Dennis)
12. **Resolution No. 19-R-113** Consideration and/or action approving a Resolution authorizing and approving amendments to the Planning and Zoning Commission Bylaws (B. James/L. Wood/B. Cox/E. Delgado)

Public Hearings

13. **Ordinance No. 19-S-22** Conduct a public hearing and consideration and/or action on an Ordinance for amendments to the Schertz Code of Ordinances, Chapter 18 Building and Building Regulations and Part III Unified Development Code (UDC), including Article 3 Boards, Commissions, and Committees, Article 4 Procedures and Applications, Article 8 Special Uses and General Regulations, Article 9 Site Design Standards, and Article 12 Subdivisions. (B. James, L. Wood, B. Cox, E. Delgado, N. Koplyay) ***First and Final Reading and Declaring an Emergency***
14. **Public Hearing on Proposed Budget for FY 2019-20** - Conduct a public hearing and presentation regarding the adoption of the FY 2019-20 Budget. (*Second public hearing*) (M. Browne/B. James/J. Walters)
15. **Ordinance No. 19-T-23** – Consideration and/or action approving an Ordinance adopting a budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020. ***First Reading*** (B. James/J. Walters)

16. **Public Hearing on the Proposed Tax Rate** - Conduct a public hearing regarding the adoption of the FY 2019-20 Tax Rate. (*Second required public hearing*) (M. Browne/B. James/J. Walters)
17. **Ordinance No. 19-T-24** – Conduct a public hearing and consideration and/or action approving an ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the city of Schertz, Texas. **First Reading** (B. James/J. Walters)

Roll Call Vote Confirmation

Workshop

18. **City Council Rules of Conduct and Procedure** - Discussion and possible action regarding the City Council Rules of Conduct and Procedure. (Mayor/Council)

Requests and Announcements

- Announcements by the City Manager.
- Requests by Mayor and Councilmembers that items be placed on a future City Council agenda.
- Announcements by Mayor and Councilmembers
 - City and community events attended and to be attended
 - City Council Committee and Liaison Assignments (see assignments below)
 - Continuing education events attended and to be attended
 - Recognition of actions by City employees
 - Recognition of actions by community volunteers

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

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

Adjournment

CERTIFICATION

I, BRENDA DENNIS, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 31ST DAY OF AUGUST 2019 AT 12:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

BRENDA DENNIS

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON ____ DAY OF _____, 2019. TITLE: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.

The City Council for the City of Schertz reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Closed Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

Mayor Carpenter Main Street Committee	Councilmember Scagliola – Place 5 Interview Committee for Boards and Commissions - Alternate Hal Baldwin Scholarship Committee Schertz-Seguin Local Government Corporation Cibolo Valley Local Government Corporation - Alternate
Councilmember Davis– Place 1 Audit Committee Schertz Housing Authority Board Interview Committee for Boards and Commissions Main Street Committee – Chair TIRZ II Board	Councilmember Gutierrez – Place 2 Audit Committee Investment Advisory Committee Interview Committee for Boards and Commissions
Councilmember Larson – Place 3 Main Street Committee – Vice Chair	Councilmember Edwards – Place 4 Interview Committee for Boards and Commissions Cibolo Valley Local Government Corporation Main Street Committee
Councilmember Heyward – Place 6 Schertz Animal Services Advisory Commission Investment Advisory Committee	Councilmember Brown – Place 7 Audit Committee Schertz-Seguin Local Government Corporation - Alternate

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: City Secretary
Subject: Minutes – Consideration and/or action regarding the approval of the minutes of the meeting of August 27, 2019. (B. Dennis)

BACKGROUND

The City Council held a Regular City Council meeting on 08/27/2019.

RECOMMENDATION

Recommend Approval.

Attachments

08-27-2019 Minutes

DRAFT

MINUTES REGULAR MEETING August 27, 2019

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 27, 2019, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present: Mayor Michael Carpenter; Councilmember Allison Heyward; Councilmember Mark Davis; Councilmember Ralph Gutierrez; Councilmember Scott Larson; Councilmember Cedric Edwards; Councilmember David Scagliola; Mayor Pro-Tem Tim Brown

City City Manager Dr. Mark Browne; Assistant City Manager Brian James;
Staff: Assistant City Manager Charles Kelm; City Attorney Daniel Santee; City Secretary Brenda Dennis; Deputy City Secretary Gayle Wilkinson

Call to Order – City Council Regular Session

Mayor Carpenter called the regular meeting to order at 6:01 p.m.

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

City Events and Announcements

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

Assistant to the City Manager Sarah Gonzalez announced the following:

Wednesday, August 28

Adult dodgeball begins. Drop-ins allowed to play for \$5 per person

Monday, September 2

City Offices closed in Observance of Labor Day

Tuesday, September 3

City Council Meeting 6:00 pm Council Chambers

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

None given.

- Announcements and recognitions by the Mayor (M. Carpenter)

Mayor Carpenter announced he attended a luncheon put on by the Gold Star mothers and families for roughly 70 World War II Veterans and gave a moving overview of the event.

Hearing of Residents

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Mayor Carpenter recognized the following residents:

Carl Douglas - 2550 Woodland Village Place - Gave his thanks for a drainage problem corrected that has existed since 1997 - "Good things come to those that wait".

Ken Greenwald - 205 Westchester Dr. - Has a complaint with the budget not including an additional Planning and Zoning employee.

Mayor Carpenter pointed out that Carl Douglas and Ken Greenwald had both served on the Council in the past and thanked them both for continuing to be involved.

Mayor Carpenter then moved to Announcements by Mayor and Councilmembers section of the agenda and per a point of privilege request by Councilmember Edwards.

Announcements by Mayor and Councilmembers:

Mayor Carpenter recognized Councilmember Edwards.

Councilmember Edwards stated:

“First I’d like to say everyone’s called and asked about the ballot debacle and about the number that was missing and the section that was missing and I don’t have a problem showing people my application. But I want to make it clear that when I put this on the overhead you will clearly see that Gayle was doing her job, Gayle was doing her job. I’ll come down and just show you guys so no one else has to call the office and say what’s going on. You will know from me firsthand right here. If we can just get the overhead and I’ll take less than a couple of minutes here guys. So as you know I have filed for a write in on the ballot. That is my declaration for write in right there, so you guys are aware of it. Two things - this is my application that Gayle actually signed this is in 2019, and she signed, and she documented that as well. This is the application that we had started on and that was signed as well but never received, not dated received or a signature by the secretary but it was notarized as valid and the other document that I want to share with you guys is this document right here. So this document is also a ballot that I filed and this is for City Council Schertz Place 4 in 2017, so I don’t even know if I’m a Council member right now. I got to admit I may not even be a Council member since I filed these documents in 2017 and clearly it was approved and of course we have a notary and this is came off the website, this is microfiched so being that be the case I just want to let you know there have been mistakes made. I did ask for a ruling from the Texas Secretary of State and I’ve asked for a ruling from our city attorney. I have not heard back on that, but we did get another ruling from the Secretary of State. We have two rulings and those rulings are actually conflicting right now, so we’ve actually asked for another ruling for them to come together and make a decision. So we await that information to determine whether or not I’m going to be on the ballot. So even as a write in I still believe that my chances are good. So I just want to let you guys know what happened and let the public know so everyone doesn’t have to keep calling and asking me what happened. All right, thank you.

Mayor Carpenter moved forward with Consent Agenda items.

Consent Agenda Items

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The following items were read into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of August 13, 2019. (B. Dennis)

2. **Resolution No.19-R-102** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving the Schertz EMS Charity Care Policy. (C. Kelm/J. Mabbitt)
3. **Resolution-R-108** - Consideration and/or action approving the Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for management services between the City of Schertz and the Schertz/Seguin Local Government, and other matters in connection therewith. (C. Kelm/A. Beard)
4. **Resolution No. 19-R-103** - Consideration and/or action approving a Resolution authorizing the City Manager to enter into an agreement for the purchase of one (1) fire apparatus and associated equipment. (C. Kelm/K. Long)
5. **Resolution 19-R-106** - Consideration and or action approving a Resolution to continue to collect bingo prize fees, and other matters in connection therewith (M.Browne/J. Walters)

Actual verbiage read into record:

Resolution No. 19-R-106 - A Resolution by the City Council of the city of Schertz, Texas authorizing the city to continue to collect bingo prize fees, and other matters in connection therewith.

Moved by Councilmember Cedric Edwards, seconded by Councilmember Ralph Gutierrez to approve consent agenda items 1-5.

AYE: Councilmember Allison Heyward, Councilmember Mark Davis, Councilmember Ralph Gutierrez, Councilmember Scott Larson, Councilmember Cedric Edwards, Councilmember David Scagliola, Mayor Pro-Tem Tim Brown

Passed

Discussion and Action Items

The following item was read into record:

6. **Resolution No. 19-R-109** - Consideration and/or action approving a Resolution approving the Employee Policies related to Sick Leave Pool and Holiday Pay. (M. Browne/C. Kelm/J. Kurz)

Mayor Carpenter recognized Human Resources & Purchasing Director

Jessica Kurz who provided a PowerPoint and explanation of the Sick Leave Pool and Holiday Pay. Human Resources & Purchasing Director Jessica Kurz, Assistant Police Chief Marc Bane, and City Manager Dr. Browne addressed questions from Council.

Moved by Mayor Michael Carpenter, seconded by Councilmember Mark Davis to approve Resolution No. 19-R-109.

AYE: Councilmember Allison Heyward, Councilmember Mark Davis, Councilmember Ralph Gutierrez, Councilmember Scott Larson, Councilmember Cedric Edwards, Councilmember David Scagliola, Mayor Pro-Tem Tim Brown

Passed

The following item was read into record:

7. **Resolution No. 19-R-107** – Consideration and/or action approving a Resolution reaffirming The Compensation Philosophy And Policy Statements and Other Matters In Connection Therewith. (M. Browne/C. Kelm/J. Kurz)

Mayor Carpenter recognized Human Resources & Purchasing Director Jessica Kurz who read the tenants of the Compensation Philosophy and Policy Statements to Council for reaffirmation. Dr. Mark Browne stated that staff had looked at the tenants and felt like it couldn't be said better. Human Resources & Purchasing Director Jessica Kurz and City Manager Dr. Browne answered questions from Council.

Moved by Mayor Michael Carpenter, seconded by Councilmember Cedric Edwards to approve Resolution No. 19-R-107.

AYE: Councilmember Allison Heyward, Councilmember Mark Davis, Councilmember Ralph Gutierrez, Councilmember Scott Larson, Councilmember Cedric Edwards, Councilmember David Scagliola, Mayor Pro-Tem Tim Brown

Passed

The following item was read into record:

8. **Resolution 19-R-99** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving an animal care matrix outlining the care and treatment of animals brought into the Animal Shelter or otherwise under the care of Animal Control Officers. (C. Kelm/M. Hansen/M. Bane)

Mayor Carpenter recognized Assistant Police Chief Marc Bane who gave an explanation of the Animal Care Matrix outlining care and treatment of animals brought to the Animal Shelter or the Animal Control Officers and answered questions from Council.

Moved by Mayor Michael Carpenter, seconded by Councilmember David Scagliola to approve Resolution No. 19-R-99.

AYE: Councilmember Allison Heyward, Councilmember Mark Davis, Councilmember Ralph Gutierrez, Councilmember Scott Larson, Councilmember Cedric Edwards, Councilmember David Scagliola, Mayor Pro-Tem Tim Brown

Passed

Mayor Carpenter moved to agenda items 11 and 12.

Public Hearings

The following item was read into record:

11. **Ordinance No. 19-A-21**- Conduct a public hearing, consideration and/or action for an Ordinance on a request for voluntary annexation of approximately 58 acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) First Reading

Actual verbiage read into record:

Ordinance No. 19-A-21 - an Ordinance by the City Council of the City of Schertz, Texas, providing for the extension of the boundary lines of the City of Schertz, Texas by the annexation of approximately 58 acres of land located in Guadalupe county approximately 1,000 feet west of the intersection of Engel road and private street, big John Lane.

Mayor Carpenter recognized Planner 1 Emily Delgado who provided a Power Point with explanation for the annexation of approximately 58

acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County.

Mayor Carpenter opened the Public Hearing, and as there was no one who wished to speak; Mayor Carpenter closed the Public Hearing for Council comments. No comments from Council.

Councilmember David Scagliola left the dais and was not present for the vote but returned after the vote was taken.

Moved by Councilmember Ralph Gutierrez, seconded by Councilmember Mark Davis

AYE: Councilmember Allison Heyward, Councilmember Mark Davis, Councilmember Ralph Gutierrez, Councilmember Scott Larson, Councilmember Cedric Edwards, Mayor Pro-Tem Tim Brown

Passed

The following item was read into record:

- 12. Ordinance No. 19-S-20** - Conduct a public hearing, consideration and/or action for an Ordinance on a request to rezone approximately 64 acres of land to Planned Development District (PDD). The subject property is contiguous to the existing Parklands Planned Development, and approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) First Reading

Actual verbiage read into record:

Ordinance No. 19-S-20 - An Ordinance by the City Council of the City of Schertz, Texas amending the official zoning map by rezoning approximately 64 acres of land from pre-development district, (PRE), Planned Development District (PDD) and delayed annexation (DVL) to planned development district (PDD). (First Reading)

Mayor Carpenter recognized Planner 1 Emily Delgado who provided a Power Point and explanation of the request to rezone approximately 64 acres of land to Planned Development District (PDD).

Mayor Carpenter opened the Public Hearing and the following spoke:

- Michele Tereletsy - 705 Marilyn Drive - She asked when does a private park become a city maintained park?

Mayor Carpenter closed the Public Hearing and gave Planner 1 Emily Delgado the opportunity to address Michele Tereletsky's question, which she did. Assistant City Manager Brian James also addressed Michele Tereletsky's question.

Mayor Carpenter opened the floor for Council to ask questions which Planner 1 Emily Delgado and Assistant City Manager Brian James addressed.

Moved by Councilmember Cedric Edwards, seconded by Councilmember David Scagliola

AYE: Councilmember Allison Heyward, Councilmember Mark Davis, Councilmember Ralph Gutierrez, Councilmember Scott Larson, Councilmember Cedric Edwards, Councilmember David Scagliola, Mayor Pro-Tem Tim Brown

Passed

Mayor Carpenter moved to item 13 on the Agenda.

13. 2019 Citizen Satisfaction Survey Results - Workshop presentation and discussion regarding the 2019 Citizen Satisfaction Survey Results. (S. Gonzalez/L. Klepper)

Mayor Carpenter recognized Public Affairs Director Linda Klepper who introduced Jason Morado with ETC Institute who provided a Power Point with explanation regarding the 2019 Citizen Satisfaction Survey results and answered questions from Council.

Mayor Carpenter gave glowing remarks about the results of our survey and thanked our staff for the execution they put forth every day and also our City Council and volunteers in the city for the time given to help break down the walls to help staff move forward positively.

The following item was read into record:

9. Public Hearing on Proposed Budget for FY 2019-20 - Conduct a public hearing and presentation regarding the adoption of the FY 2019-20 Budget. (*First required public hearing*) (M. Browne/B. James/J. Walters)

Mayor Carpenter recognized Finance Director James Walters who provided a Power Point and brief explanation of the FY 2019-20 budget.

Mayor Carpenter opened the Public Hearing. The following spoke:

- Michael Dahle - 9120 E. FM 1518 - Expressed his disappointment there would not be a new employee or contracted individual given to the Planning Department and asked Council to reconsider this decision. He also addressed the need to update our UDC.
- John Sullivan - 513 Triple Crown - Mr. Sullivan agreed with Mr. Dahle on the need of an additional employee with the Planning Department and expressed his concern that we are not spending enough money on growth issues in our city.

As no one else spoke, Mayor Carpenter closed the Public Hearing and opened it up for questions from Council.

Finance Director James Walters and City Manager Dr. Browne addressed questions from Council.

Mayor Carpenter asked that we not get ahead of ourselves on revisiting the budget until the Staffing Study is completed.

Councilmember Edwards left the dias.

- 10. Public Hearing on the Proposed Tax Rate** - Conduct a public hearing regarding the adoption of the FY 2019-20 Tax Rate. (First required public hearing) (M. Browne/B. James/J. Walters)

Mayor Carpenter recognized Finance Director James Walters who provided a Power Point and brief explanation of the FY 2019-20 Tax Rate.

Mayor Carpenter opened the Public Hearing and as there was no one to speak, Mayor Carpenter closed the Public Hearing for Council Comments.

No discussion from Council.

Requests and Announcements

- Announcements by the City Manager.

None at this time.

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

Councilmember Davis requested a presentation from staff regarding our UDC on non-comforming billboards regarding their maintenance, replacement, or movement.

- Announcements by Mayor and Councilmembers

- City and community events attended and to be attended
- City Council Committee and Liaison Assignments (see assignments below)
- Continuing education events attended and to be attended
- Recognition of actions by City employees
- Recognition of actions by community volunteers

Mayor Pro-Tem Tim Brown announced he attended the following events:

- EDC Roundtable discussion by the Tri-City Business Park.

Councilmember Edwards returned to the dias.

Councilmember Ralph Gutierrez announced he attended the following events:

- Chamber Luncheon and the Caterpillar Chamber bowling events.
- Councilmember also thanked the citizens who helped search for their lost Yorkie and commented on how this was a strong reflection on the type of community we have.

At this point Mayor Carpenter returned to the roll call vote confirmation.

Roll Call Vote Confirmation

Deputy City Secretary Gayle Wilkinson provided roll call confirmation for items 1-8 and 11-12.

Mayor Carpenter returned to Announcements from Mayor and City Council Members.

Councilmember Edwards asked to correct a statement he made earlier in the evening when he spoke. He stated Legal Counsel Dan Santee did send him an e-mail stating it wouldn't be appropriate for him to make an opinion about his ballot entry. He wanted to correct his error before someone said he didn't.

Councilmember Heyward announced she attended the following events:

- TxDOT Northeast I-35 Expansion meeting.
- CPS Suburban Summit.
- First Annual Budget Meeting in the Industrial Park
- Chamber Luncheon and the Caterpillar Chamber bowling events.

Councilmember Edwards requested Rob Vettters, with Ace Mart, phone number.

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

14. First installment for Infrastructure Grant per the Economic Development Performance Agreement with Schertz 312, LLC.

Adjournment

As there was no further business Mayor Carpenter adjourned at 8:11 p.m.

Michael R. Carpenter, Mayor

ATTEST:

Gayle Wilkinson, Deputy City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: Purchasing & Asset Management
Subject: Resolution No.19-R-112 Consideration and/or action approving a Resolution authorizing and approving a professional services agreement with Sledge Engineering LLC and AG|CM for On-Call Owner's Representative and Project Management Services and all matters in connection therewith. (B. James/K. Woodlee/J. Gohlke)

BACKGROUND

The City of Schertz Facilities Services Division is engaged in the programming, design and/or construction of a wide variety of both new and renovation projects. These projects include, but are not limited to, airport hangars and other airport buildings, fire stations, parks and recreation facilities, public safety and public works facilities, parking facilities, libraries, lease spaces, courts facilities, a city hall and general municipal facilities. Specific projects are not known at this time.

Typical Project Details – New construction projects include projects both large and small for brand new facilities as well as building additions. Typical renovation projects for the CITY OF SCHERTZ include the renovation of building, roofing, exterior systems, mechanical, electrical, plumbing, telecommunications, security, audio / visual systems and the like. Typical restoration projects include working on historical buildings and the upgrade of those building components.

Special Concerns: In seeking an Owner's Representative ("OR"), the City is looking for qualified design or construction professionals, with current and prior experience in the management of projects as an owner's representative / program manager on project types as described above and within Capital Improvements Programs and / or Bond Programs.

1. The OR will be able to work with City design and construction consultants and City staff during all project phases and will assist the Facilities Division in the development of the overall projects from the initial stages of needs assessment and project budgeting through all phases of design and through the completion of construction and building occupancy.
2. The OR will assist in the overall management of facilities projects including cost management, schedule adherence and quality assurance / quality control.
3. An "Owner's Representative Services (OR)" firm is defined as a sole proprietorship, partnership, corporation, or other legal entity that assumes the risk for project management and provides consultation to the City regarding all phases of the design and construction of the facility.

A Request for Qualifications (RFQ) was advertised for On-Call Owner's Representative/Project Management Services in May 2019. A panel of four staff members evaluated the eight responses received based on Firm's Qualifications, Firm's Capacity to Perform Work, and References. Following the initial evaluation, four firms were invited for interviews with the evaluation panel. Upon completion of the interviews, the panel determined that Sledge Engineering and AG|CM were best suited to provide the services desired by the City.

GOAL

To contract with two vendors qualified to provide Owner's Representative and Project Management Services to the City on an as needed basis.

COMMUNITY BENEFIT

The contracted firms will assist the city with developing plans and specifications for large projects, provide guidance and expertise in the selection of contractors, and ensure that the City is receiving quality good and services that align with the project requirements.

SUMMARY OF RECOMMENDED ACTION

Staff recommends council approve the awarding of the contracts to both Sledge Engineering and AG|CM.

FISCAL IMPACT

The fiscal impact will be determined by the individual scope and size of each project assigned to the firm. There is no up-front cost associated with establishing contracts with either firm.

RECOMMENDATION

Staff recommends council approve the awarding of the contracts to both Sledge Engineering and AG|CM.

Attachments

Resolution 19-R-112

Professional Services Agreement - Sledge

Professional Services Agreement - AGCM

Preliminary Evaluation Summary

Final Evaluation Summary

RESOLUTION NO. 19-R-112

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AND APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SLEDGE ENGINEERING LLC AND AG|CM FOR ON-CALL OWNER'S REPRESENTATIVE AND PROJECT MANAGEMENT SERVICES AND ALL MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has determined that the City requires a professional services agreement with Sledge Engineering LLC and AG|CM, relating to on-call owner's representative and project management services for the City; and

WHEREAS, City staff has determined that Sledge Engineering LLC and AG|CM are qualified to provide such services for the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Sledge Engineering LLC and AG|CM pursuant to the Professional Services Agreement for Owner's Representative and Project Management Services attached hereto as Exhibit A (the "Agreement").

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement with Sledge Engineering LLC and AG|CM in substantially the form set forth on Exhibit A.

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 3rd day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

**PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL OWNER'S
REPRESENTATIVE AND PROJECT MANAGEMENT SERVICES**

CITY OF SCHERTZ

STANDARD PROFESSIONAL SERVICES AGREEMENT

THE STATE OF TEXAS §

§

GUADALUPE COUNTY §

This Professional Services Agreement (“Agreement”) is made and entered by and between the City of Schertz, Texas, (the “City”) a Texas municipality, and Sledge Engineering LLC (“Professional”).

Section 1. Duration.

This Agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

Section 2. Scope of Work.

- (A) Professional shall perform the Services as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”. Unless otherwise provided in the Scope of Work, the anticipated submittal of all Project deliverables is immediately upon completion of the Project.
- (B) The Quality of Services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by competent Professionals practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent Professional holding the same professional license.
- (C) The Professional shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- (D) The Professional may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

- (A) The Professional shall be paid in the manner set forth in Exhibit “B” and as provided herein.
- (B) *Billing Period:* The Professional may submit monthly, or less frequently, an invoice for payment based on the estimated completion of the described tasks and approved work schedule. Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the City’s receipt of the Professional’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.

- (C) *Reimbursable Expenses:* Any and all reimbursable expenses related to the Project shall be included in the scope of services (Exhibit A) and accounted for in the total contract amount in Exhibit "B". If these items are not specifically accounted for in Exhibit A they shall be considered subsidiary to the total contract amount.

Section 4. Changes to the Project Work; Additional Work.

(A) *Changes to Work:* Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the City finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the City and such services will be considered as additional work and paid for as specified under following paragraph.

(B) *Additional Work:* The City retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the City by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the City of that opinion, in writing. If the City agrees that such work does constitute additional work, then the City and the Professional shall execute a supplemental agreement for the additional work and the City shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Time of Completion.

The prompt completion of the services under the Scope of Work is critical to the City. Unnecessary delays in providing services under a Scope of Work shall be grounds for dismissal of the Professional and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Professional prior to the time of termination. The Scope of Work shall provide, in either calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks and services described in the Scope of Work.

Section 6. Insurance.

Before commencing work under this Agreement, Professional shall obtain and maintain the liability insurance provided for in attached Exhibit C throughout the term of this Agreement and thereafter as required herein.

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

Professional Liability Insurance: professional errors and omissions liability insurance with limits of liability not less than \$1,000,000 per occurrence covering all work performed by the Professional, its

employees, sub-contractors, or independent contractors. If this coverage can only be obtained on a “claims made” basis, the certificate of insurance must clearly state coverage is on a “claims made” basis and coverage must remain in effect for at least two years after final payment with the Professional continuing to furnish the City certificates of insurance.

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

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

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

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

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

Evidence of such insurance shall be attached as Exhibit “D”.

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

Section 7. Miscellaneous Provisions.

(A) *Subletting.* The Professional shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor.

(B) *Ownership of Documents.* Upon completion or termination of this Agreement, all documents prepared by the Professional or furnished to the Professional by the City shall be delivered to and become the property of the City. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement shall be made available, upon request, to the City without restriction or limitation on the further use of such materials PROVIDED, HOWEVER, THAT SUCH MATERIALS ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE CITY OR OTHERS. ANY REUSE WITHOUT PRIOR VERIFICATION OR ADAPTATION BY THE PROFESSIONAL FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT THE CITY'S SOLE RISK AND WITHOUT LIABILITY TO THE PROFESSIONAL. Where applicable, Professional shall retain all pre-existing proprietary rights in the materials provided to the City but shall grant to the City a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at Professional's expense, have copies made of the documents or any other data furnished to the City under or pursuant to this Agreement.

(C) *Professional's Seal.* To the extent that the Professional has a professional seal it shall placed on all documents and data furnished by the Professional to the City. All work and services provided under this Agreement will be performed in a good and workmanlike fashion and shall conform to the accepted standards and practices of the Professional's industry. The plans, specifications and data provided by Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time contemplated by the City and Professional. The City acknowledges that Professional has no control over the methods or means of work nor the costs of labor, materials or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.

(D) *Compliance with Laws.* The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish the City with satisfactory proof of compliance.

(E) *Independent Contractor.* Professional acknowledges that Professional is an independent contractor of the City and is not an employee, agent, official or representative of the City. Professional shall not represent, either expressly or through implication, that Professional is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Professional.

(F) *Non-Collusion.* Professional represents and warrants that Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Professional further agrees that Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the services performed by Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Professional, Professional shall immediately report that fact to the City

and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Professional under or pursuant to this Agreement.

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

(H) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Services, this Agreement shall govern. The Scope of Services is intended to detail the technical scope of services, fee schedule, and contract time only and shall not dictate Agreement terms.

(I) The City of Schertz may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code chapter 2270) by accepting this purchase order, the vendor (Professional or other applicable term defining the contracting party) verifies that it does not Boycott Israel, and agrees that during the term of this agreement (contract as applicable) will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.

Relevant definitions from the bill:

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

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

Section 8. Termination.

(A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Professional and City;
 - (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
 - (3) By the City, immediately upon notice in writing to the Professional, as consequence of the failure of Professional to perform the services contemplated by this Agreement in a timely or satisfactory manner;
 - (4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Professional.
- (B) If the City terminates this Agreement pursuant to Section 5 or subsection 8(A)(2) or (3), above, the Professional shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those services that have been timely and adequately performed by the Professional considering the actual costs incurred by the Professional in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Professional to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination that is not the fault of the Professional, the Professional shall be compensated for all basic, special, and additional services actually performed prior to termination, together with any reimbursable expenses then due.

Section 9. Indemnification. Professional agrees to indemnify and hold the City of Schertz, Texas and all of its present, future and former agents, employees, officials and representatives harmless in their official, individual and representative capacities from any and all claims, demands, causes of action, judgments, liens and expenses (including attorney's fees, whether contractual or statutory), costs and damages (whether common law or statutory), costs and damages (whether common law or statutory, and whether actual, punitive, consequential or incidental), of any conceivable character, for injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to the services or goods performed or provided by Professional expressly including those arising through strict liability or under the constitutions of the United States or Texas BUT ONLY TO THE EXTENT ALLOWABLE BY SEC. 271.904(a) OF THE TEXAS LOCAL GOVERNMENT CODE AS APPLICABLE.

Section 10. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 11. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 12. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 13. Waiver. Either City or the Professional shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 14. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Guadalupe County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Guadalupe County, Texas.

Section 15. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 16. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 17. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 19. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 20. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings,

statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

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

24. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire. Professional represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

Certificate of Interested Parties

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

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

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

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

EXECUTED on this the _____ day of _____, 20__.

CITY:

PROFESSIONAL:

By: _____
Name: Dr. Mark Browne
Title: City Manager

By: _____
Name: _____
Title: _____

ADDRESS FOR NOTICE:

CITY:

PROFESSIONAL:

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

Sledge Engineering LLC
481 Tucek Road
Taylor, Texas 76574
512-365-1888

Exhibit A

SCOPE OF WORK

Scope of Work

The scope of services is to perform typical and complete owner's representative / project management services in conjunction with multiple CITY OF SCHERTZ Facilities Construction projects working with the City staff and any appropriate consultants. Specific projects are not known at this time, but the following are work tasks assumed necessary to complete a particular project. The ability to work by the hour or by the project and as directed and agreed upon.

1. Project Planning:

- 1.1 Meet with City staff to review the scope of the project, establish project procedures and become familiar with any concerns.
- 1.2 Participate in the development of RFQ, RFPs, etc. to facilitate the selection of additional project consultants, construction managers, construction materials testing firms, etc. and in the execution of contracts as needed.
- 1.3 Attend all project team meetings during redesign, bidding, negotiations, preconstruction and construction.
- 1.4 Prepare periodic presentations for and attend meetings with the City Staff, City Manager's office, and City Council during all phases of the project.

2. Documents Preparation:

- 2.1 Conduct periodic meetings of the entire project team to address project status, issues and concerns.
- 2.2 Review and analyze the drawings, budgets, schedules, draft and review meeting minutes and other descriptive material produced.
- 2.3 Assist the City in understanding the options and implications of various options presented by the project team for decisions to be made including those on materials and /or building systems.
- 2.4 Review information produced applicable to local, state and federal codes and regulations, including zoning, energy, accessibility, storm-water runoff, and others which typically cause impact for projects of the nature anticipated.
- 2.5 Provide design reviews and written comments to the project team concerning contract documents produced at applicable phases of the project.
- 2.6 Prepare a presentation to the City on the progress of the drawings, budgets, schedules and other descriptive materials during plans preparation and at the completion of construction documents.
- 2.7 During the course of the various phases and after the bids for the project are received, represent the City during the value engineering process to aid in achieving a balance between cost and the facility requirements.

3. Bidding / Negotiation:

- 3.1 Work with the Construction Manager in their qualification process for contractors and subcontractors for the project, participate in the review of potential bidders and assist in appropriate contractor and subcontractor selection process.
- 3.2 Review all construction related costs (including soft costs) and provide an opinion as to its adequacy and appropriateness in relation to industry standard costs.
- 3.3 Review the construction progress schedule and form an opinion as to appropriateness of the projected sequencing, duration of work items, and realism of the estimated project completion based on the scope of the project and the availability of both materials and labor.

4. Construction / Construction Administration:

- 4.1 Conduct project observation and site visits necessary and appropriate to the state of redesign and / or construction
- 4.2 Review and provide feedback on all schedules, submittals, requests for proposals, requests for information, change orders, schedule of values, billings, etc.
- 4.3 Review the construction progress to determine that the work has been generally accomplished in a good and workmanlike manner and is in general accordance with the intent of the contract documents, to observe the quality of workmanship, substantiation of costs in place and the adequacy of balances complete, and the status of construction completion.
- 4.4 Review and provide information concerning the description of obvious conflicts, deficiencies and omissions observed between the construction in place and the contract documents. In addition, outstanding defects or deviations noted in previous construction reports will be described noting the correction or resolution, if any.
- 4.5 Review construction materials testing results (as prepared by others) for compliance with specification requirements and describe the effect, if any, upon the use of the structure in the event of a deficiency.
- 4.6 Provide quality, labeled, color or digital photographs, if desired, within the monthly construction report to more explicitly relate to the observations described.
- 4.7 Review project team reports and draw requests, as well as proposed changes in order to provide opinion to City as to the appropriateness of the progress and request for funds with respect to percent complete of work items.

5. Contract Closeout:

- 5.1 Review the Architect's punch list identifying the remaining items necessary for correction and completion of Contractor's work and evaluate whether said list is complete and correct based on previous monthly observation,

add to it as needed, and see to the timely completion and resolution of such items on the punch list.

- 5.2 Review applicable municipal or governmental final sign-offs, which are provided to consultant including, but not limited to, final certificates of occupancy.
- 5.3 Review project record drawings, operations and maintenance manuals, final documentation, etc. for correctness and completeness. Oversee project audits if needed.

6. Schedule:

Time is of the essence on Facilities Construction projects and schedules will be developed by the Owner's Representative as individual projects are assigned.

Exhibit B

COMPENSATION

Price

Total Fee: [Click here to enter text.](#)

Exhibit C

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

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

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

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

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

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

emailed to: purchasing@schertz.com
Faxed to: 210-619-1169



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER ABC Insurance Agency 655 Main Street Tampa, FL 33333-0000	CONTACT NAME: PHONE: FAX (to, from): E-MAIL: ADDRESS:	INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Carrier INSURER B: Insurance Carrier INSURER C: Insurance Carrier INSURER D: Insurance Carrier INSURER E: Insurance Carrier INSURER F: Insurance Carrier	NAIC # 00000 00000 00000 00000 00000 00000
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COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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

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

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

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

Complete the certificate of insurance with the information listed below:

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

Exhibit D

EVIDENCE OF INSURANCE

STANDARD PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made and entered by and between the City of Schertz, Texas, (the “City”) a Texas municipality, and AG|CM Inc. (“Professional”).

This Agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

- (A) Professional shall perform the Services as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”. Unless otherwise provided in the Scope of Work, the anticipated submittal of all Project deliverables is immediately upon completion of the Project.
- (B) The Quality of Services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by competent Professionals practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent Professional holding the same professional license.
- (C) The Professional shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- (D) The Professional may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

(A) The Professional shall be paid in the manner set forth in Exhibit “B” and as provided herein.

(B) *Billing Period:* The Professional may submit monthly, or less frequently, an invoice for payment based on the estimated completion of the described tasks and approved work schedule. Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the City’s receipt of the Professional’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.

- (C) *Reimbursable Expenses:* Any and all reimbursable expenses related to the Project shall be included in the scope of services (Exhibit A) and accounted for in the total contract amount in Exhibit "B". If these items are not specifically accounted for in Exhibit A they shall be considered subsidiary to the total contract amount.

Section 4. Changes to the Project Work; Additional Work.

(A) *Changes to Work:* Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the City finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the City and such services will be considered as additional work and paid for as specified under following paragraph.

(B) *Additional Work:* The City retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the City by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the City of that opinion, in writing. If the City agrees that such work does constitute additional work, then the City and the Professional shall execute a supplemental agreement for the additional work and the City shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Time of Completion.

The prompt completion of the services under the Scope of Work is critical to the City. Unnecessary delays in providing services under a Scope of Work shall be grounds for dismissal of the Professional and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Professional prior to the time of termination. The Scope of Work shall provide, in either calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks and services described in the Scope of Work.

Section 6. Insurance.

Before commencing work under this Agreement, Professional shall obtain and maintain the liability insurance provided for in attached Exhibit C throughout the term of this Agreement and thereafter as required herein.

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

Professional Liability Insurance: professional errors and omissions liability insurance with limits of liability not less than \$1,000,000 per occurrence covering all work performed by the Professional, its employees, sub-contractors, or independent contractors. If this coverage can only be obtained on a

“claims made” basis, the certificate of insurance must clearly state coverage is on a “claims made” basis and coverage must remain in effect for at least two years after final payment with the Professional continuing to furnish the City certificates of insurance.

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

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

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

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

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

Evidence of such insurance shall be attached as Exhibit “D”.

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

Section 7. Miscellaneous Provisions.

(A) *Subletting.* The Professional shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor.

(B) *Ownership of Documents.* Upon completion or termination of this Agreement, all documents

prepared by the Professional or furnished to the Professional by the City shall be delivered to and become the property of the City. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement shall be made available, upon request, to the City without restriction or limitation on the further use of such materials PROVIDED, HOWEVER, THAT SUCH MATERIALS ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE CITY OR OTHERS. ANY REUSE WITHOUT PRIOR VERIFICATION OR ADAPTATION BY THE PROFESSIONAL FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT THE CITY'S SOLE RISK AND WITHOUT LIABILITY TO THE PROFESSIONAL. Where applicable, Professional shall retain all pre-existing proprietary rights in the materials provided to the City but shall grant to the City a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at Professional's expense, have copies made of the documents or any other data furnished to the City under or pursuant to this Agreement.

(C) *Professional's Seal.* To the extent that the Professional has a professional seal it shall placed on all documents and data furnished by the Professional to the City. All work and services provided under this Agreement will be performed in a good and workmanlike fashion and shall conform to the accepted standards and practices of the Professional's industry. The plans, specifications and data provided by Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time contemplated by the City and Professional. The City acknowledges that Professional has no control over the methods or means of work nor the costs of labor, materials or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.

(D) *Compliance with Laws.* The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish the City with satisfactory proof of compliance.

(E) *Independent Contractor.* Professional acknowledges that Professional is an independent contractor of the City and is not an employee, agent, official or representative of the City. Professional shall not represent, either expressly or through implication, that Professional is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Professional.

(F) *Non-Collusion.* Professional represents and warrants that Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Professional further agrees that Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the services performed by Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Professional, Professional shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to

take the value of such consideration as a credit against the compensation otherwise owing to Professional under or pursuant to this Agreement.

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

(H) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Services, this Agreement shall govern. The Scope of Services is intended to detail the technical scope of services, fee schedule, and contract time only and shall not dictate Agreement terms.

(I) The City of Schertz may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code chapter 2270) by accepting this purchase order, the vendor (Professional or other applicable term defining the contracting party) verifies that it does not Boycott Israel, and agrees that during the term of this agreement (contract as applicable) will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.

Relevant definitions from the bill:

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

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

Section 8. Termination.

(A) This Agreement may be terminated:

(1) By the mutual agreement and consent of both Professional and City;

- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
 - (3) By the City, immediately upon notice in writing to the Professional, as consequence of the failure of Professional to perform the services contemplated by this Agreement in a timely or satisfactory manner;
 - (4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Professional.
- (B) If the City terminates this Agreement pursuant to Section 5 or subsection 8(A)(2) or (3), above, the Professional shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those services that have been timely and adequately performed by the Professional considering the actual costs incurred by the Professional in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Professional to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination that is not the fault of the Professional, the Professional shall be compensated for all basic, special, and additional services actually performed prior to termination, together with any reimbursable expenses then due.

Section 9. Indemnification. Professional agrees to indemnify and hold the City of Schertz, Texas and all of its present, future and former agents, employees, officials and representatives harmless in their official, individual and representative capacities from any and all claims, demands, causes of action, judgments, liens and expenses (including attorney's fees, whether contractual or statutory), costs and damages (whether common law or statutory), costs and damages (whether common law or statutory, and whether actual, punitive, consequential or incidental), of any conceivable character, for injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to the services or goods performed or provided by Professional expressly including those arising through strict liability or under the constitutions of the United States or Texas BUT ONLY TO THE EXTENT ALLOWABLE BY SEC. 271.904(a) OF THE TEXAS LOCAL GOVERNMENT CODE AS APPLICABLE.

Section 10. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 11. No Assignment. Neither party shall have the right to assign that party's interest in

this Agreement without the prior written consent of the other party.

Section 12. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 13. Waiver. Either City or the Professional shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 14. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Guadalupe County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Guadalupe County, Texas.

Section 15. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 16. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 17. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 19. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 20. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This

Agreement cannot be changed or terminated orally.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

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

24. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire. Professional represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

Certificate of Interested Parties

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

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

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

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

EXECUTED on this the _____ day of _____, 20__.

CITY:

PROFESSIONAL:

By: _____

Name: Dr. Mark Browne

Title: City Manager

By: _____

Name: _____

Title: _____

ADDRESS FOR NOTICE:

CITY:

PROFESSIONAL:

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

AG|CM Inc.
11503 Jones Maltsberger, Ste 1153
San Antonio, Texas 78216
210-403-2284

Exhibit A

SCOPE OF WORK

Scope of Work

The scope of services is to perform typical and complete owner's representative / project management services in conjunction with multiple CITY OF SCHERTZ Facilities Construction projects working with the City staff and any appropriate consultants. Specific projects are not known at this time, but the following are work tasks assumed necessary to complete a particular project. The ability to work by the hour or by the project and as directed and agreed upon.

1. Project Planning:

- 1.1 Meet with City staff to review the scope of the project, establish project procedures and become familiar with any concerns.
- 1.2 Participate in the development of RFQ, RFPs, etc. to facilitate the selection of additional project consultants, construction managers, construction materials testing firms, etc. and in the execution of contracts as needed.
- 1.3 Attend all project team meetings during redesign, bidding, negotiations, preconstruction and construction.
- 1.4 Prepare periodic presentations for and attend meetings with the City Staff, City Manager's office, and City Council during all phases of the project.

2. Documents Preparation:

- 2.1 Conduct periodic meetings of the entire project team to address project status, issues and concerns.
- 2.2 Review and analyze the drawings, budgets, schedules, draft and review meeting minutes and other descriptive material produced.
- 2.3 Assist the City in understanding the options and implications of various options presented by the project team for decisions to be made including those on materials and /or building systems.
- 2.4 Review information produced applicable to local, state and federal codes and regulations, including zoning, energy, accessibility, storm-water runoff, and others which typically cause impact for projects of the nature anticipated.
- 2.5 Provide design reviews and written comments to the project team concerning contract documents produced at applicable phases of the project.
- 2.6 Prepare a presentation to the City on the progress of the drawings, budgets, schedules and other descriptive materials during plans preparation and at the completion of construction documents.
- 2.7 During the course of the various phases and after the bids for the project are received, represent the City during the value engineering process to aid in achieving a balance between cost and the facility requirements.

3. Bidding / Negotiation:

- 3.1 Work with the Construction Manager in their qualification process for contractors and subcontractors for the project, participate in the review of potential bidders and assist in appropriate contractor and subcontractor selection process.
- 3.2 Review all construction related costs (including soft costs) and provide an opinion as to its adequacy and appropriateness in relation to industry standard costs.
- 3.3 Review the construction progress schedule and form an opinion as to appropriateness of the projected sequencing, duration of work items, and realism of the estimated project completion based on the scope of the project and the availability of both materials and labor.

4. Construction / Construction Administration:

- 4.1 Conduct project observation and site visits necessary and appropriate to the state of redesign and / or construction
- 4.2 Review and provide feedback on all schedules, submittals, requests for proposals, requests for information, change orders, schedule of values, billings, etc.
- 4.3 Review the construction progress to determine that the work has been generally accomplished in a good and workmanlike manner and is in general accordance with the intent of the contract documents, to observe the quality of workmanship, substantiation of costs in place and the adequacy of balances complete, and the status of construction completion.
- 4.4 Review and provide information concerning the description of obvious conflicts, deficiencies and omissions observed between the construction in place and the contract documents. In addition, outstanding defects or deviations noted in previous construction reports will be described noting the correction or resolution, if any.
- 4.5 Review construction materials testing results (as prepared by others) for compliance with specification requirements and describe the effect, if any, upon the use of the structure in the event of a deficiency.
- 4.6 Provide quality, labeled, color or digital photographs, if desired, within the monthly construction report to more explicitly relate to the observations described.
- 4.7 Review project team reports and draw requests, as well as proposed changes in order to provide opinion to City as to the appropriateness of the progress and request for funds with respect to percent complete of work items.

5. Contract Closeout:

- 5.1 Review the Architect's punch list identifying the remaining items necessary for correction and completion of Contractor's work and evaluate whether said list is complete and correct based on previous monthly observation,

add to it as needed, and see to the timely completion and resolution of such items on the punch list.

- 5.2 Review applicable municipal or governmental final sign-offs, which are provided to consultant including, but not limited to, final certificates of occupancy.
- 5.3 Review project record drawings, operations and maintenance manuals, final documentation, etc. for correctness and completeness. Oversee project audits if needed.

6. Schedule:

Time is of the essence on Facilities Construction projects and schedules will be developed by the Owner's Representative as individual projects are assigned.

Exhibit B

COMPENSATION

Price

Total Fee: [Click here to enter text.](#)

Exhibit C

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

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

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

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

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

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

emailed to: purchasing@schertz.com
Faxed to: 210-619-1169



CERTIFICATE OF LIABILITY INSURANCE

A

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

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

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

PRODUCER ABC Insurance Agency 655 Main Street Tampa, FL 33333-0000	CONTACT NAME: PHONE: FAX (to, from): E-MAIL: ADDRESS:	INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Carrier INSURER B: Insurance Carrier INSURER C: Insurance Carrier INSURER D: Insurance Carrier INSURER E: Insurance Carrier INSURER F: Insurance Carrier	NAIC # 00000 00000 00000 00000 00000 00000
INSURED XYZ Company 123 Apple Street Tampa, FL 22222-0000			

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

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

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

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

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

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

Complete the certificate of insurance with the information listed below:

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

Exhibit D

EVIDENCE OF INSURANCE

BID/RFP#		2019-005	
Project Name:		Owner's Representative / Project Management	
Firm Name	Location	Score	Ranking
Sledge Engineering	Taylor, Tx	86.25	1.00
Project Control	San Antonio, Tx	83.83	2.00
Broaddus & Associates	Austin, Tx	82.97	3.00
AGCM Inc	San Antonio, Tx	81.80	4.00
Vanir Construction Management	Houston, Tx	75.16	5.00
SSR (Smith Seckman Reid)	Houston, Tx	74.77	6.00
Stream Realty	San Antonio, Tx	68.75	7.00
Dial Development Services	Del Valle, Tx	57.19	8.00

BID/RFP#			2019-005
Project Name:			Owner's Representative / Project Management
Firm Name	Location	Ranking	
Sledge Engineering	Taylor, Tx	1.00	
AGCM Inc	San Antonio, Tx	2.00	
Project Control	San Antonio, Tx	3.00	
Broaddus & Associates	Austin, Tx	4.00	

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: Police Department
Subject: Resolution No. 19-R-114 - Consideration and/or action authorizing a Resolution by the City Council of the City of Schertz, Texas, authorizing veterinarian services with Cibolo Small Animal Hospital, with services rendered not to exceed \$75,000. (C. Kelm/M. Bane)

BACKGROUND

As part of the daily operations at Schertz Animal Services, animals housed and cared for at the Schertz Animal Adoption Center are provided wellness exams, spayed or neutered, vaccinated, provided medication and treated for illness or injury. Over the past few months, there has been a tremendous increase in the number of animals housed at the Schertz Animal Adoption Center, with there being periods of time when the population was double the previous year. With the increased animal population, the cost of caring for the animal has increased in conjunction with the animal population.

GOAL

To authorize continued services provided by Cibolo Small Animal Hospital, which will be in excess of \$50,000, not to exceed \$75,000.

COMMUNITY BENEFIT

The primary function of Schertz Animal Services is to provide protection for health, safety and welfare of the public within the city limits of Schertz, which is accomplished through disease control, the eradication of rabies and controlling animal population. A strong vetting program is at the center of this effort, where disease is identified, treated and eradicated.

SUMMARY OF RECOMMENDED ACTION

To continue services with Cibolo Small Animal Hospital, with services rendered being in excess of \$50,000, but not to exceed \$75,000.

FISCAL IMPACT

Services by Cibolo Small Animal Hospital will be funded through the Schertz Animal Services 2018 / 2019 annual budget. The fiscal impact of these services will not exceed \$75,000.

RECOMMENDATION

Approval of the Resolution

Attachments

Resolution 19-R-114

RESOLUTION NO. 19-R-114

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING VETERINARIAN SERVICES WITH CIBOLO SMALL ANIMAL HOSPITAL, WITH SERVICES RENDERED NOT TO EXCEED \$75,000.

WHEREAS, Schertz Animal Services, a division of the Schertz Police Department, has a need to continue services with Cibolo Small Animal Hospital for the purpose of animal care and treatment.

WHEREAS, Schertz Animal Services has experienced a tremendous increase in the number of animals housed and cared for at the Schertz Animal Adoption Center. With the increased animal population, the cost of animal veterinarian services has increased in conjunction with the animal population.

WHEREAS, Schertz Animal Services will spend in excess of \$50,000 this fiscal year, not to exceed \$75,000 in services.

WHEREAS, the City Council has determined that it is in the best interest of the City to continue services with Cibolo Small Animal Hospital.

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

Section 1. The City Council hereby authorizes the continued services provided by Cibolo Small Animal Hospital.

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

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

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

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

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

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

PASSED AND ADOPTED, this 3rd day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

_____ **AGREEMENT**

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: City Secretary
Subject: Resolution 19-R-108 - Consideration and/or action approving the Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for management services between the City of Schertz and the Schertz/Seguin Local Government, and other matters in connection therewith. (C. Kelm/A. Beard)

BACKGROUND

This item was presented and approved at the August 27, 2019 City Council meeting and the Resolution number referenced the wrong year.

The Schertz/Seguin Local Government Corporation (SSLGC) Management Services Agreement with the City of Schertz will be expiring September 30, 2019. It is the desire of SSLGC to renew this agreement for FY2019-20.

SSLGC staff along with both city staffs have worked to update the MSA's. There weren't any significant changes made to the agreement with Schertz.

GOAL

To extend the Management Services Agreement with SSLGC.

COMMUNITY BENEFIT

To continue our partnership with SSLGC and provide the best quality water to our citizens and businesses.

SUMMARY OF RECOMMENDED ACTION

Staff recommends Council approve the resolution authorizing the renewal of the Management Services Agreement with the City of Schertz and SSLGC. This agreement takes effect October 1, 2019 and continue through September 30, 2020.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Staff recommends Council approve Resolution 19-R-108.

Attachments

19-R-108
Mgt Services Agreement
Resolution #SSLGC R19-13

RESOLUTION NO. 19-R-108

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 3rd day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

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

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

THE STATE OF TEXAS

KNOWN ALL BY THESE PRESENTS:

COUNTY OF GUADALUPE

THIS AGREEMENT, executed the 15 day of August, **2019** by and between the City of Schertz, a municipal corporation, acting by and through its City Manager, situated in Guadalupe County, Texas (hereinafter referred to as "Schertz"), and the Schertz/Seguin Local Government Corporation (hereinafter referred to as "SSLGC") acting by and through its General Manager is as follows:

WITNESSETH:

I.

Schertz agrees to provide certain management, administrative, operational, and customer relations, to SSLGC according to the terms of this Agreement. The General Manager of SSLGC shall be an employee of Schertz but shall be assigned to SSLGC and shall be charged with the responsibility of carrying out SSLGC's operations and programs as adopted by the SSLGC Board. SSLGC agrees that the General Manager may be terminated as an employee only by Schertz, but as long as this Agreement remains in effect, Schertz shall consult with SSLGC prior to terminating the General Manager. Direct services Schertz shall perform for SSLGC pursuant to this Agreement shall include, but not limited to the following:

1. Assist the SSLGC General Manager in preparing a budget for the forthcoming year for review and approval by the SSLGC Board and City Councils of Schertz and Seguin.
2. Providing professional development and succession planning training to the General Manager to enable them to provide long term strategic leadership to SSLGC.
3. (Subject to Article IX of this Agreement) providing risk management services in accordance with the requirement of the SSLGC's bond resolutions, the water supply agreement with Schertz and the City of Seguin, the terms of this Agreement, and directives of the SSLGC Board.

Schertz's services under this agreement are subject to oversight and direction by the SSLGC Board. Schertz will procure SSLGC Board approval for all contracts and management decisions affecting SSLGC and governed by the terms of this Agreement. In performing its duties under this Agreement, Schertz shall act for the benefit of SSLGC and not of any individual in the SSLGC water project.

II.

SSLGC shall reimburse Schertz the cost for the management services provided to SSLGC by Schertz pursuant to this Agreement as described in the following paragraph. Such payments shall be paid on a quarterly basis and payable by the 25th day April, July, October and January.

To compensate Schertz for the costs it will incur to perform the services described in this Agreement, SSLGC will reimburse Schertz the actual expenditures incurred, not to exceed the SSLGC fiscal year 2019-2020 total budget. The SSLGC Board will establish the amount of reimbursement to be paid to Schertz for services under this Agreement for each subsequent fiscal year during SSLGC's budget process. Schertz will have the right at any time during a fiscal year to seek additional reimbursement if Schertz reasonably determines that the budgeted amount is inadequate to compensate Schertz for the costs it incurs on behalf of SSLGC in providing services under this agreement. Projected cash shortages resulting from unplanned costs related SSLGC operations and the services to be provided by Schertz under this Agreement will be brought to the immediate attention of the SSLGC Board.

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

In the event of the termination of this Agreement, SSLGC will be responsible for paying Schertz only the portion of the cost allocated to periods prior to the effective date of termination.

III.

It is the express purpose of this Agreement to have Schertz, through the SSLGC General Manager, implement, administer, and carry out the duties required for the operations of the public water systems owned by SSLGC.

IV.

Schertz acknowledges that the City of Seguin, the City of Schertz, and the Schertz/Seguin Local Government Corporation have entered into a Cost Allocation Agreement Relating to the Guadalupe Project.

V.

Schertz acknowledges that the City of Seguin, the City of Schertz, and the Schertz/Seguin Local Government Corporation have entered into a Tri-Lateral Agreement Relating to Water Sales.

VI.

Schertz acknowledges that the SSLGC General Manager is responsible for supervision and leadership of all SSLGC Staff. He/She will develop, with Board and Executive Committee approval, an organizational chart and lines of responsibility for all leadership positions to include but not be limited to an Operations Manager and Water Superintendent for the efficient and appropriate operations of the corporation. These positions and/or others not named here shall be filled or left

vacant by the General Manager as they see fit with the approval of the SSLGC Board and Executive Committee.

The General Manager will participate in the annual review process of all SSLGC Operations Personnel, be informed of any personnel actions and provide for the annual review of the Operations Manager, and Administrative Staff.

VII.

The SSLGC Administrative Building at 108 W. Mountain Street, Seguin, Texas 78155, will be known as the location of the SSLGC Administrative Office and SSLGC meeting site.

VIII.

Subject to early termination as provided in Article VII below, this Agreement shall be in effect for a period of one year commencing **OCTOBER 1, 2019** and ending **SEPTEMBER 30, 2020**, unless otherwise renewed or extended at the discretion of both parties.

IX.

TERMINATION:

1. This Agreement may be terminated by Schertz or SSLGC, in whole, or from time to time in part, upon ninety (90) day written notice from the terminating party to the other party. The effective date of termination shall be ninety (90) days after delivery of Notice of Termination specifying to what extent performance or work under the Agreement shall be terminated ninety (90) days after receipt by the notified party.
2. After receipt of a Notice of Termination Schertz shall:
 - a. Stop work on the date as specified in the Notice of Termination to extent possible.
 - b. Place no further orders or subcontracts except as may be necessary for completion of the work not terminated.
 - c. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
 - d. SSLGC shall pay expenses incurred through the date of termination.

X.

It is expressly understood that Schertz and SSLGC each retain the right to pursue other avenues for development and operation of public water systems, when it is determined to be in the best interest of Schertz or SSLGC to do so, and this Agreement shall not limit either Schertz's right or SSLGC's right to pursue such interests.

XI.

It is the intent of the parties for SSLGC to acquire, after consultation with Schertz, insurance and other risk management programs to protect SSLGC, its property, and its participants.

To the extent permitted by law and to the extent SSLGC is protected by insurance or other risk management program, SSLGC shall defend, indemnify and hold harmless Schertz from and against claims, demands, actions, judgments, and liabilities asserted by any person other than SSLGC arising out of the performance by Schertz of its services on behalf of, and as agent of, SSLGC under this Agreement, except such claims, demands, actions, judgments, and liability arising out of the willful misconduct or gross negligence of Schertz.

XII.

This Agreement shall take effect on the 1st day of OCTOBER, 2019.

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

**SCHERTZ/SEGUIN LOCAL
GOVERNMENT CORPORATION
P.O. Box 833
Seguin, Texas 78156**

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


Amber Beard, General Manager

Mark Browne, City Manager

08/15/2019
Date

Date

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

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

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

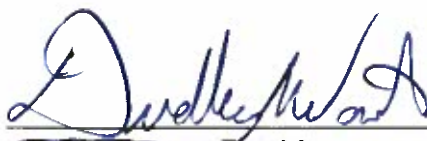
WHEREAS, the Agreement for Management Services between the City of Schertz and the Schertz/Seguin Local Government Corporation attached hereto and incorporated herein for all purposes represents the proposed Agreement between the parties.

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

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

PASSED AND APPROVED THIS 15th DAY OF AUGUST, 2019.

Attest:



Robin Dwyer, President
Dudley Wait, Vice President



David Reiley, Secretary

OR

Amber Beard, Assistant Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019

Department: Planning & Community Development

Subject: Ordinance No. 19-A-21- Consideration and/or action for an Ordinance on a request for voluntary annexation of approximately 58 acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) *Final Reading*

BACKGROUND

Annexation of land into the City's corporate limits may be voluntary or involuntary. Each type has Texas Local Government Code (LGC) requirements that identify the necessary process based on the annexation type. The City's Unified Development Code (UDC) Section 21.4.8 includes provisions that apply to requests for voluntary annexation meeting certain criteria. This section of the City's UDC includes provisions for processing of voluntary annexation requests. In accordance with LGC 43.035 and LGC 212.172 the subject property has an executed delayed annexation development agreement that went into effect in 2010.

This delayed annexation agreement between the City of Schertz and Nancy Pinder was to be in effect for a period of 10 years.

The original agreement was executed in 2010 and since then the property has been sold by Nancy Pinder to Scrappy Development, LLC. for development. Based on the requirements of the annexation agreement Scrappy Development, LLC has submitted a petition for voluntary annexation to the City of Schertz for an approximate 58 acre tract of land. The subject property is located in the City Schertz Extraterritorial Jurisdiction (ETJ) and Comal Independent School district boundaries.

At the August 13, 2019 City Council meeting, the City Council held a public hearing associated with the voluntary annexation petition submitted by Scrappy Development, LLC, the current property owner. No one spoke during the public hearing. City Council then approved Resolution 19-R-94. The adoption of this resolution accepting the petition for annexation allows the applicant and the City to move forward with the annexation proceedings by ordinance, the proposed Ord. 19-A-21. In addition to this annexation ordinance being heard at the August 27, 2019 City Council meeting, a first reading of the proposed zone change to Planned Development District is being heard for the subject property.

A public hearing notice was published in the San Antonio Express News for the public hearing associated with the annexation ordinance and the zone change for this property on August 7, 2019. City staff sent written notice of the proposed annexation and zone change to the Board of Trustees for Comal ISD on August 7, 2019. At the time of this report no response has been received from Comal ISD.

At the August 27, 2019 City Council Meeting, a public hearing was held, there were no residents who spoke. After the public hearing a unanimous approval was made by City Council.

GOAL

Scrappy Development, LLC is requesting voluntary annexation into the City of Schertz because of their desire to be located within the Schertz City limits and their desire to develop the property as a Planned Development District (proposed Ord. 19-S-20).

COMMUNITY BENEFIT

Promote the safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of annexation Ordinance 19-A-21.

FISCAL IMPACT

In accordance with Texas Local Government Code (LGC) Chapter 43, the City must provide services to the land on the effective date of the annexation. While some services are provided to the subject property through an interlocal agreement, the City of Schertz must provide police protection, fire protection, emergency medical services, operation and maintenance of streets, solid waste collection, sewer service, and water. However, since the property is currently under a delayed annexation agreement with a 10 year term limit, set to expire in 2020, the property would be provided these services upon the expiration and annexation based on the original agreement within the next year.

RECOMMENDATION

Staff recommends approval of annexation Ordinance 19-A-21.

Attachments

Ord. No. 19-A-21

Ord. No. 19-A-21: Exhibit A

Annexation Service Plan: Exhibit B

ORDINANCE NO. 19-A-21

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, PROVIDING FOR THE EXTENSION OF THE BOUNDARY LINES OF THE CITY OF SCHERTZ, TEXAS BY THE ANNEXATION OF APPROXIMATELY 58 ACRES OF LAND LOCATED IN GUADALUPE COUNTY APPROXIMATELY 1,000 FEET WEST OF THE INTERSECTION OF ENGEL ROAD AND PRIVATE STREET, BIG JOHN LANE

WHEREAS, the City Council of the City of Schertz (the “City”) has determined that it should annex the territory described on Exhibit A attached hereto and made a part hereof (the “Annexed Land”); and

WHEREAS, the Annexed Land is located entirely within the extraterritorial jurisdiction of the City, is contiguous to the corporate boundaries of the City (or is deemed to be contiguous, pursuant to Section 43.035(c) of the Texas Local Government Code, as amended), and may be annexed pursuant to Chapter 43 of the Texas Local Government Code, as amended; and

WHEREAS, Texas Local Government Code Section 43.028 authorizes the City of Schertz to extend its City limit boundaries through the voluntary annexation of area adjacent to those boundaries upon petition of a landowner; and

WHEREAS, a public hearing notice was published in the San Antonio Express News on July 24, 2019 for the hearing held on August 13, 2019 and notice was published in the San Antonio Express News on August 7, 2019 for the hearing on August 27, 2019; and

WHEREAS, on August 13, 2019 the City Council conducted a public hearing and after considering the request for voluntary annexation, adopted Resolution 19-R-64 accepting a petition for voluntary annexation; and

WHEREAS; the City Council finds that the Annexed Land is suitable, and it is in the best interest of the City and the citizens and inhabitants thereof that the Annexed Land be annexed to and made a part of the City.

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

Section 1. The City hereby annexes the Land described in Exhibit A.

Section 2. The Annexed Land shall be included within the City’s corporate limits effective on the effective date of this Ordinance, and all taxable property in the Annexed Land shall hereafter bear its pro rata part of the taxes levied by the City, subject to allowable exemptions.

Section 3. The land and territory more particularly described as that portion of the tract of land described in Exhibit A, attached hereto and incorporated herein by reference shall be part of the City of Schertz, Texas and inhabitants thereof shall be entitled to all of the rights and privileges as citizens and shall be bound by the acts, ordinances, resolutions, and regulations of the City of Schertz, Texas.

Section 4. A service plan outlining the provisions of necessary municipal service to the property described in Exhibit A is hereby approved and the implementation of said plan is hereby authorized. Such plan is attached hereto and incorporated herein as Exhibit B.

Section 5. The City manager is hereby authorized and directed to take appropriate action to have the official map of the City revised to reflect the additions to the City's Corporate Limits and the City Secretary is hereby authorized and directed to provide appropriate notice to the State of Texas and the County of Guadalupe of this annexation.

Section 6. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 7. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 8. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 10. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 11. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

Section 12. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

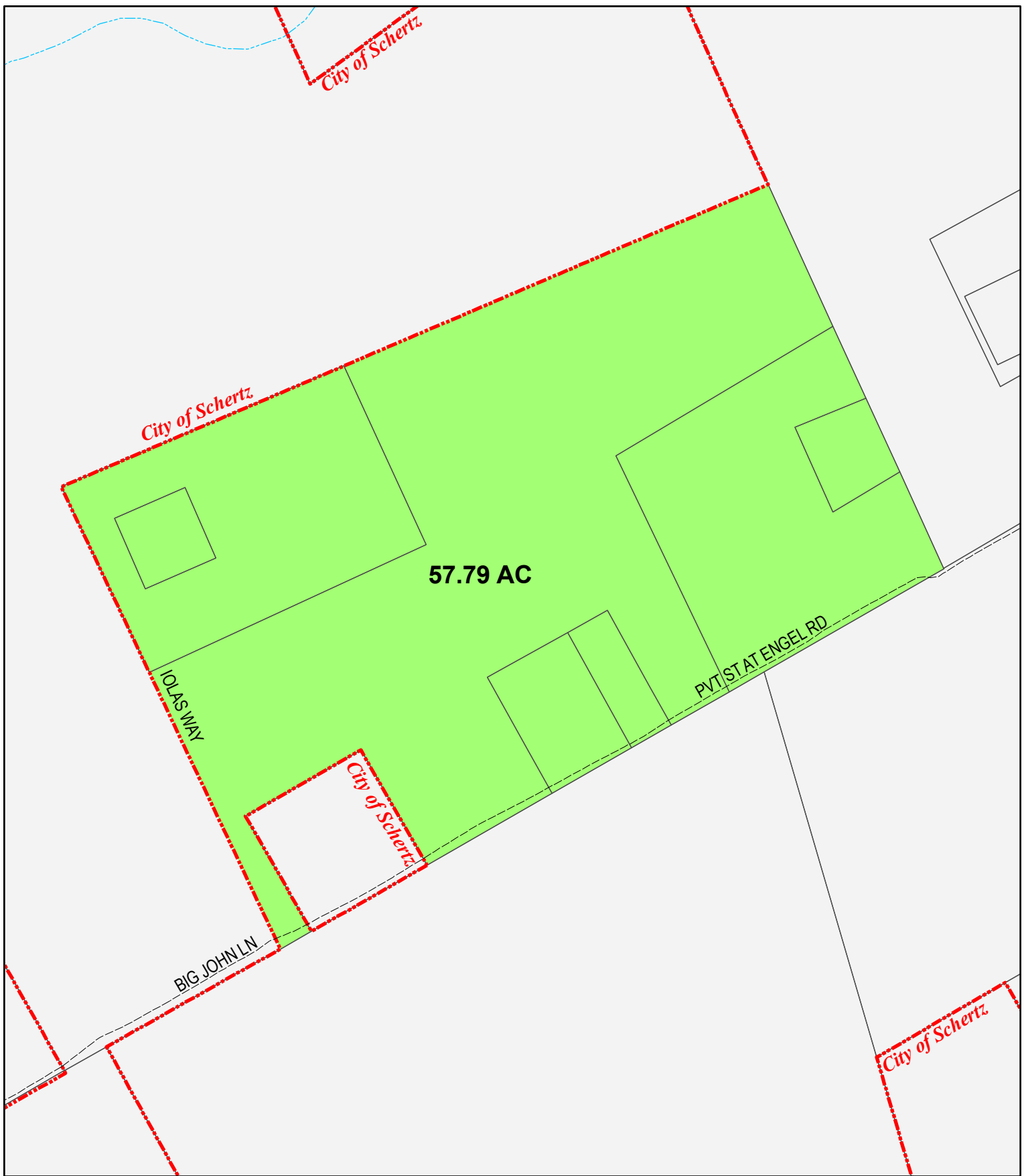
Approved on first reading the 27th of August, 2019.

PASSED, APPROVED AND ADOPTED on final reading the 3rd day of September, 2019.

Michael R. Carpenter, Mayor

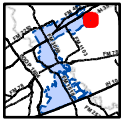
ATTEST:

Brenda Dennis, City Secretary
(SEAL OF THE CITY)



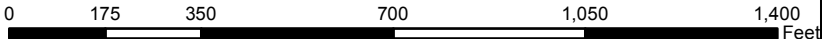
City of Schertz

Exhibit A



Last Update: May 1, 2018
City of Schertz, GIS Coordinator: Tony McFalls, gis@schertz.com (210) 619-1184

"The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product does not include technical inaccuracies or typographical errors. Periodical changes may be made and information may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time."



CITY OF SCHERTZ, TEXAS

ANNEXATION SERVICE PLAN

AREA ANNEXED

A 57.80 acre tract of land, being all of the following tracts of land, a 10.0 acre tract called Tract 1, the remaining portion of a 50.800 acre tract, called Tract 2 conveyed to Nancy Pinder of Record in Volume 1306 Page 477 of the Official Public Records of Guadalupe County, Texas, a 10.0 acre tract conveyed to Thomas Jordan of record in Volume 3068 Page 400 of the Official Public Records of Guadalupe County, Texas, a 2.00 acre tract conveyed to Nancy Pinder of record in Volume 3062 Page 852 of the Official Public Records of Guadalupe County, Texas and a 1.00 acre tract conveyed to Nancy Pinder of Record in Volume 2550 Page 244 of the Official Public Records of Guadalupe County, Texas located 1000 feet west of the intersection of Engel Road and the private street titled Big John.

See Exhibit A, "*Metes and Bounds Description*", attached hereto for a complete description of the property.

INTRODUCTION

This service plan has been prepared in accordance with Local Government Code Section 43.056. Municipal facilities and services to the annexed area described above will be provided or made available on behalf of the city at the following levels and in accordance with the following schedule:

POLICE PROTECTION

Patrolling, responses to calls, and other police services will be provided on the effective date of the annexation at the same level as provided throughout the city.

FIRE PROTECTION AND FIRE PREVENTION

Fire protection and fire prevention services will be provided on the effective date of the annexation at the same level as provided throughout the city.

EMERGENCY MEDICAL SERVICES

Emergency medical services will be provided on the effective date of the annexation on the same basis and at the same level as provided throughout the city.

SOLID WASTE COLLECTION AND DISPOSAL

Solid waste collection and disposal services will be provided on the effective date of the annexation on the same basis and at the same level as provided throughout the city. However, no obligation exists for the city to provide solid waste collection services to a person who continues to use the services of a privately owned solid waste management service provider.

OPERATION AND MAINTENANCE OF WATER AND WASTEWATER FACILITIES THAT ARE NOT WITHIN THE SERVICE AREA OF ANOTHER WATER OR WASTEWATER UTILITY

Operation and maintenance of water and wastewater facilities that are not within the service area of another water or wastewater utility will be provided on the effective date of the annexation on the same basis and at the same level as provided throughout the city.

OPERATION AND MAINTENANCE OF ROADS AND STREETS

Operation and maintenance of roads and streets will be provided on the effective date of the annexation on the same basis and at the same level as provided throughout the city.

STREET LIGHTING

Street lighting will be made available on the effective date of the annexation on the same basis and at the same level in comparable areas as provided throughout the city.

OPERATION AND MAINTENANCE OF PUBLIC PARKS AND OTHER PUBLICLY OWNED FACILITIES

If any public park, playground, swimming pool, or any other publicly owned facility, building or service is located within the annexed area, it will be maintained on the effective date of the annexation on the same basis and at the same level as similar facilities are maintained throughout the city.

OTHER SERVICES

Other services that may be provided by the city such as planning, code enforcement, animal control, library, park and recreation, court, and general administration will be made available on the effective date of the annexation on the same basis and at the same level as provided throughout the city.

CAPITAL IMPROVEMENTS

The city will make available to the annexed area any necessary water, sewer, street, and drainage facilities within two and one-half (2-1/2) years of the effective date of the annexation unless the construction of the necessary facilities is interrupted by circumstances beyond the control of the city, or unless this period is extended by an arbitration decision. No impact fees will be charged to any developer or landowner within the annexed area except in conformity with Local Government Code Ch. 395. Construction of other capital improvements shall be considered by the city in the future as the needs dictate on the same basis as such capital improvements are considered throughout the city.

UNIFORM LEVEL OF SERVICES MAY NOT BE REQUIRED

Nothing in this plan shall require the city to provide a uniform level of full municipal services to each area of the city, including the annexed area, if different characteristics

of topography, land use, and population density are considered a sufficient basis for providing different levels of service.

TERM

This service plan shall be valid for a term of ten (10) years.

AMENDMENTS

The plan shall not be amended unless public hearings are held in accordance with Local Government Code Section 43.0561.

Exhibit A

Metes and Bounds Description

57.80 ACRES

A 57.80 acre tract of land, being all of the following tracts of land, a 10.0 acre tract, called Tract 1, the remaining portion of a 50.800 acre tract, called Tract 2 conveyed to Nancy Pinder of Record in Volume 1306 Page 477 of the Official Public Records of Guadalupe County, Texas, a 10.01 acre tract conveyed to Thomas Jordan of record in Volume 3068 Page 400 of the Official Public Records of Guadalupe County, Texas, a 2.00 acre tract conveyed to Nancy Pinder of record in Volume 3062 Page 852 of the Official Public Records of Guadalupe County, Texas and a 1.00 acre tract conveyed to Nancy Pinder of Record in Volume 2550 Page 244 of the Official Public Records of Guadalupe County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a found $\frac{1}{2}$ " iron rod, for a southerly southeast corner of a 194.56 acre tract conveyed to Rolling Hills Ranch Development LTD. of record in Volume 2260 Page 335 of the Official Public Records of Guadalupe County, Texas and the southwest corner of the remaining portion of the 50.800 acre tract and tract described herein;

THENCE: Along and with the common lines of the 194.56 acre tract, the remaining portion of the 50.800 acre tract and the 10.01 acre tract, the following two (2) courses:

1. **N 25°21'43" W**, a distance of **1392.88 feet** to a found $\frac{1}{2}$ " iron rod, for an interior corner of the 194.56 acre tract, the northeast corner of the 10.01 acre tract and the tract described herein, and
2. **N 66°50'31" E**, a distance of **2092.08 feet** to a found $\frac{1}{2}$ " iron rod in a southwest line of a 80.00 acre tract as conveyed to Roland K. and Suzanne L. Schott of record in Volume 2944 Page 640 of the Official Public Records of Guadalupe County, Texas, for an easterly southeast corner of the 194.56 acre tract, the northeast corner of the remaining portion of the 50.800 acre tract and the tract described herein;

THENCE: **S 24°36'55" E**, along and with a southwest line of the 80.00 acre tract, the northeast line of the remaining portion of the 50.800 acre tract and the 10.0 acre tract, at a distance of 487.85 feet passing a found $\frac{1}{2}$ " iron rod for the northeast corner of the 10.0 acre tract and an easterly exterior corner of the remaining portion of the 50.80 acre tract and continuing for a total distance of **1150.18 feet** to a found $\frac{1}{2}$ " iron rod in the northwest line of a 40.00 acre tract conveyed to Weston Ranch Foundation of record in Volume 2338 Page 451 of the Official Public Records of Guadalupe County, Texas as described in Volume 589 Page 776 of the Official Public Records of Guadalupe County, Texas, for the southeast corner of the 80.00 acre tract, the southeast corner of the 10.0 acre tract and the tract described herein;

THENCE: **S 60°09'56" W**, along and with the northwest line of the 40.00 acre tract and a 167.89 acre tract conveyed to Weston Ranch Foundation of record in Volume 2338 Page 451 of the Official Publics Records of Guadalupe County, Texas and the southeast line of the 10.0 acre tract, the remaining portion of the 50.800 acre tract, the 1.00 acre tract and the 2.00 acre tract, at a distance of 852.65 feet to a found $\frac{1}{2}$ " iron rod (bent) for the southeast corner of the 1.00 acre tract and continuing for a total distance of **1622.53 feet** to a point , for the southeast corner of a 3.00 acre tract conveyed to Patrick Lynn Pinder of record in Volume 2338 Page 732 of the Official Public Records of Guadalupe County, an exterior south corner of the remaining portion of the 50.80 acre tract and the tract described herein;

THENCE: Along and with the common lines of the 3.00 acre tract and the remaining portion of the 50.800 acre tract the following three (3) courses:

1. **N 29°47'16" W**, a distance of **361.13 feet** to a point, for the northeast corner of the 3.00 acre tract, an interior corner of the remaining portion of the 50.800 tract and the tract described herein,
2. **S 60°12'44" W**, a distance of **361.50 feet** to a point, for the northwest corner of the 3.00 acre tract, an interior corner of the remaining portion of the 50.800 acre tract and the tract described herein, and
3. **S 29°47'16" E**, a distance of **361.42 feet** to a point in the northwest line of the 167.89 acre tract, for the southwest corner of the 3.00 acre tract, an exterior south corner of the remaining portion of the 50.800 acre tract and the tract described herein;

THENCE: S 60°09'56" W, along and with the northwest line of the 167.89 acre tract and the southeast line of the remaining portion of the 50.800 acre tract, a distance of **97.85 feet** to the **POINT OF BEGINNING** and containing 57.80 acres more or less, in Guadalupe County, Texas. Said tract being described in accordance with a survey prepared by KFW Surveying. Bearings are based on NAD83 Texas State Plane South Central Zone.

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019

Department: Planning & Community Development

Subject: Ordinance No. 19-S-20- Consideration and/or action for an Ordinance on a request to rezone approximately 64 acres of land to Planned Development District (PDD). The subject property is contiguous to the existing Parklands Planned Development, and approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) *Final Reading*

BACKGROUND

At the August 27, 2019 City Council meeting a public hearing was held on this item. One resident spoke on this item questioning the private park proposed within the first unit of the development. Additionally there was a discussion between City Council and staff in relation to the proposed mean and median lot width and lot area proposed within the Planned Development District Design Standards. After this discussion occurred a unanimous approval by City Council was provided on the first reading of this item.

Update from the August 13, 2019 City Council Meeting:

At the August 13, 2019 City Council meeting a public hearing was held and a resolution was adopted accepting the voluntary annexation petition by Scrappy Development LLC., property owner, associated with the subject property. Additionally, at the August 13, 2019 City Council meeting this zoning item was presented by staff and a public hearing was held but due to a noticing error, staff recommended no action be taken by City Council which was accepted. A new public hearing will be held associated with this zoning request at the August 27, 2019, City Council meeting which will include a staff presentation and public comment.

The applicant is proposing to rezone approximately 64 acres of land to Planned Development District (PDD) located approximately 1000 feet west of the intersection of Engel Road and the private street, Big John Lane. Currently, a portion (3.05 acres) of the property is within the City limits and zoned Pre-Development District (PRE), a portion (2.67 acres) is zoned Planned Development District as part of the existing Parklands PDD, and a portion is outside of the City limits under a delayed annexation agreement and will go through the annexation process with City Council along with this proposed zone change application. The applicant is requesting to rezone all 64 acres to a Planned Development District (PDD), which will consist of single-family residential uses and public parkland.

Five (5) public hearing notices were mailed to surrounding property owners on June 28, 2019. A public hearing notice was published in the "San Antonio Express" on July 24, 2019. At the time of this report, staff has received zero (0) responses in favor, opposed or neutral to.

The following resident spoke at the July 10, 2019 Planning & Zoning Commission Public Hearing:

- Ronnie Schott- 1300 Engel Road
 - Expressed concerns in relation to flooding, and questioned the proposed drainage for the site and the existing planned Parklands development.

The proposed zoning and MDP consist of 214 lots of three (3) different minimum lot sizes; 7,200 square feet, 8,200 square feet, and 9,000 square feet, with a total density of 3.52 units per acre. The PDD design standards stipulate minimum standard lot widths of 60 feet, 65 feet and 70 feet. Additionally, the mean dimensions for all lot widths shall not be less than 67 feet and the median dimensions for lot width shall be no less than 65 feet. The design standards stipulate that the lot area mean shall not be less than 8,568 square feet, with a median of 8,088 square feet. Each approved final plat for Parklands II will be required to meet these mean and median dimensions.

The Parklands II Planned Development District and the MDP have proposed an additional 2.67 acres of parkland, immediately adjacent to the 5-acre parkland that was approved with the Parklands PDD. This additional 2.67 acres would increase the total public park area to approximately 7.67 acres of public park for Parklands and Parklands II. In addition to the 2.67 acres, Parklands II is proposing to contribute additional park improvements to the improvements required for the Parklands subdivision. These improvements are to include interactive musical instruments, picnic tables / benches, four pickleball courts, a second playscape / playground, a baseball diamond, and additional sidewalks.

The proposed PDD also provides specific design standards for fencing, screening, and landscaping within the development. The following summary highlights some of the modifications to the requirements of the Unified Development Code (UDC). Please review the PDD to view all modifications.

1. Parklands II will be comprised of 214 single family detached residential dwellings with a total density of 3.52 units per acre per the master plan.
2. The design standards propose to implement specific fencing and screening requirements (6 foot high wood fence with masonry columns) along the rear of lots that are adjacent to the 20 foot open space adjacent to the proposed 35 foot right-of-way dedication.
3. The design standards propose to implement additional landscaping requirements than what is required by the current UDC. These include the planting of an additional tree (minimum of 4, two of which are to be located in the front yard) on each of the lots within lots 1-18 block 1, lots 1-4 block 11 and lots 1-8 block 2. Additionally, in the planned 20 foot open space lots along the southern boundary of the entrance road and adjacent to lots 8 and 9 of block 3 there are to be trees planted at a minimum of 50 foot intervals along the right-of-way.
4. In addition to the 20 foot open space with the trees at the specified 50 foot intervals, there is a proposed 8 foot public walkway that is to meander through the landscaping.
5. In addition to the public parkland dedication and improvements, the proposed PDD also includes a private pocket park that will include internal trails, gazebo, park benches, and several landscape features. This pocket park is proposed as a key feature in the entrance of Parklands II, and will be incorporated with Unit 1.

GOAL

The proposed rezone is for approximately 64 acres of land from Pre-Development District (PRE), Planned Development District (PDD), and outside City limits under a delayed annexation agreement to Planned Development District (PDD), to be known as Parklands II.

COMMUNITY BENEFIT

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

SUMMARY OF RECOMMENDED ACTION

The Schertz Sector Plan from 2013 did not evaluate this area of northern Schertz. The Future Land Use Map has the subject property designated as Single Family Residential and Agricultural Conservation based on the evaluation completed with the Comprehensive Land Use Plan. Since this area has not been evaluated since the Comprehensive Land Use Plan the current designation of Agricultural Conservation does not account for the various subdivisions in the area, which more aligns with the Single-Family Residential designation.

The rezoning request appears to have a minimal impact on the public infrastructure, facilities or services and the plan has incorporated curvilinear streets, fencing and screening and increased park area and open space.

The proposed master plan separates the subject property into four separate units, and each unit contains each of the three lot types SF 7,200, SF 8,200, and SF 9,000. Per the associated master plan there are a proposed 122 lots designated SF 7,200, 47 lots designated SF 8,200 and 45 lots designated SF 9,000 for a total of 214 lots. However, the PDD stipulates a mean of 8,568 and a median of 8,088 for each final plat that is to be reviewed.

One of the features that is proposed with the master plan is a 35' right-of-way dedication along the southern property line in accordance with the Master Thoroughfare Plan which designates a proposed 70' residential collector that runs parallel to the property line of the subject property. In addition to the right-of-way dedication, the proposed master plan includes a local street stub out to the proposed collector along with two 20' wide pedestrian access points from the subdivision to the collector. Another feature of the proposed master plan is the connectivity (three separate access points) with the existing Parklands Planned Development along with a connection to the adjacent agricultural property for future development.

FISCAL IMPACT

None.

RECOMMENDATION

Based on the surrounding subdivisions (including the approximately 194-acre Parklands immediately adjacent to the property), increased park area for Parklands and Parklands II, provided open space (approximately 4.32 acres), increased fencing requirements adjacent to the open space, the 8-foot meandering sidewalk, and increased landscape requirements, staff will be making a recommendation of approval.

An Annexation and Zoning Case are required for this project and staff was intending to have both applications be heard for first reading at the same meeting. Due to noticing error by staff the annexation proceedings had to be pushed back but the zoning application was already noticed for public hearing on the August 13th meeting. To resolve this issue and ensure both applications are heard concurrently, Staff recommended that City Council conduct the public hearing but take no action, which is what occurred at the August 13th meeting. Based on no action being taken this item will have an additional public hearing, and staff is recommending action be taken on this item at the August 27th City Council meeting. Additionally, the official annexation ordinance will also be heard for first reading at the August 27th meeting.

The corrected City Council meeting schedule for this item will be as follows:

- August 13, 2019: Resolution accepting the petition for voluntary annexation (Resolution

Approved at meeting)

- August 27, 2019: Parklands II Annexation 1st reading & Parklands II Zone Change 1st reading
- September 3, 2019: Parklands II Annexation 2nd reading & Parklands II Zone Change 2nd reading

This item was heard at the July 10, 2019 Planning and Zoning Commission in which a unanimous recommendation of approval was provided. Staff is making a recommendation of approval of the zone change request as presented.

Attachments

19-S-20

Ord. 19-S-20 Exhibit A "The Property"

Ord. 19-S-20 Exhibit B "The Property"

Aerial Exhibit

200' Buffer Notice Map

Parklands II PDD Design Standards and Exhibits

ORDINANCE NO. 19-S-20

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 64 ACRES OF LAND FROM PRE-DEVELOPMT DISTRICT, (PRE), PLANNED DEVELOPMENT DISTRICT (PDD), AND DELAYED ANNEXATION (DVL) TO PLANNED DEVELOPMENT DISTRICT (PDD).

WHEREAS, an application to rezone approximately 64 acres of land located approximately 1000 feet west of the intersection of Engel Road and the private street, Big John Lane, and more specifically described in the Exhibit A and Exhibit B attached herein (herein, the “Property”) has been filed with the City; and

WHEREAS, the City’s Unified Development Code Section 21.5.4.D. provides for certain criteria to be considered by the Planning and Zoning Commission in making recommendations to City Council and by City Council in considering final action on a requested zone change (the “Criteria”); and

WHEREAS, on July 10, 2019, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to approve the requested rezoning; and

WHEREAS, on August 13, 2019 and August 27, 2019 the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested zoning be approved as provided for herein.

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

Section 1. The Property as shown and more particularly described in the attached Exhibit A and Exhibit B, is hereby zoned Planned Development District (PDD).

Section 2. The Official Zoning Map of the City of Schertz, described and referred to in Article 2 of the Unified Development Code, shall be revised to reflect the above amendment.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 4. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 5. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 8. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

Section 9. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

Approved on first reading the 27th day of August, 2019.

PASSED, APPROVED AND ADOPTED on final reading the 3rd day of September, 2019.

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary
(SEAL OF THE CITY)



**FIELD NOTES
FOR ZONING OF
A 2.6685 ACRE TRACT**

A **2.6685 acre tract** of land, out of the John Noyes Survey No. 259, Abstract No. 253, Guadalupe County, Texas and being out of a 194.56 acre tract of land conveyed to Rolling Hills Ranch Development, Ltd. of record in Volume 2260 Page 355 of the Official Public Records of Guadalupe County, Texas and being more particularly described by metes and bounds as follows:

Commencing at a found $\frac{1}{2}$ " iron rod, for a southerly southeast corner of a 194.56 acre tract and the southwest corner of a 60.80 acre tract of land as conveyed to Scrappy Development, LLC of record in Document No. 201899009779 of the Official Public Records of Guadalupe County, Texas and the tract described herein;

THENCE: N 25°21'43" W, Along and with the common lines of the 194.56 acre tract and the 60.80 acre tract, a distance of 950.31 feet to a point, for the **POINT OF BEGINNING** and the southeast corner of the tract described herein;

THENCE: Over and across the 194.56 acre tract, the following twelve (12) courses:

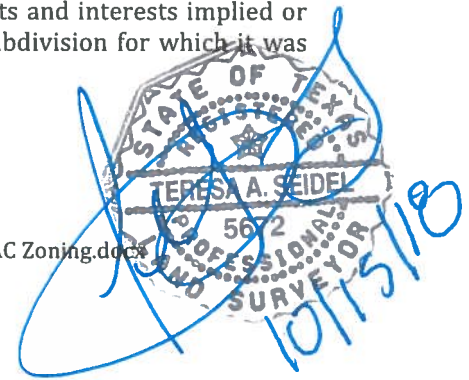
1. **S 18°50'00" W**, a distance of **271.27 feet** to a point, for an interior corner of the tract described herein,
2. **S 28°14'10" E**, a distance of **33.87 feet** to a point, for an exterior corner of the tract described herein,
3. with a non-tangent curve to the **left** having an arc of **32.27 feet**, a radius of **50.00 feet**, a delta of 36°58'42" and a chord bears **S 43°16'29"W**, a distance of **31.71 feet** to a point, for a point of reverse curvature of the tract described herein,
4. with a curve to the **right** having an arc of **10.43 feet**, a radius of **15.00 feet**, a delta of 39°51'08" and a chord bears **S 44°42'42"W**, a distance of **10.22 feet** to a point, for a point of tangency of the tract described herein,
5. **S 64°38'16" W**, a distance of **152.27 feet** to a point, for a southwest corner of the tract described herein,
6. **N 25°21'44" W**, a distance of **50.00 feet** to a point, for a northwest corner of the tract described herein,
7. **N 64°38'16" E**, a distance of **37.40 feet** to a point, for an interior corner of the tract described herein,
8. **N 18°50'00" E**, a distance of **162.36 feet** to a point, for a point of curvature to the left of the tract described herein,
9. with a curve to the **left** having an arc of **104.09 feet**, a radius of **135.00 feet**, a delta of 44°10'33" and a chord bears **N 03°15'17"W**, a distance of **101.53 feet** to a point, for a point of tangency of the tract described herein,
10. **N 25°20'33" W**, a distance of **340.13 feet** to a point, for a northwest corner of the tract described herein,

11. with a non-tangent curve to the **left** having an arc of **207.84 feet**, a radius of **2083.00 feet**, a delta of **05°43'01"** and a chord bears **N 38°35'14"E**, a distance of **207.75 feet** to a point, for a northerly corner of the tract described herein, and
12. **S 54°16'16" E**, a distance of **6.76 feet** to a found ½" iron rod, for an interior corner of the 194.56 acre tract, the northwest corner of the 60.80 acre tract and the northeast corner of the tract described herein;

THENCE: S 25°21'43" E, along and with the common lines of the 194.56 acre tract and the 60.80 acre tract, a distance of **442.57 feet** to a point, for the **POINT OF BEGINNING** and containing **2.6685 acres** or 116,238 square feet more or less, in Guadalupe County, Texas. Said tract being described in accordance with a survey prepared by KFW Surveying. Bearings are based on NAD83 Texas State Plane South Central Zone.

"This document was prepared under 22TAC663.21, does reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared."

Job No.: 17-132
Prepared by: KFW Surveying
Date: October 15, 2018
File: S:\Draw 2017\17-132 Pinder Tract (Parklands II)\DOCS\FN 2.6684AC Zoning.docx



**FIELD NOTES
FOR
A 60.80 ACRE TRACT**

A **60.80 acre tract** of land, being all of a 10.0 acre tract, called Tract 1, the remaining portion of a 50.800 acre tract, called Tract 2 conveyed to Nancy Pinder of Record in Volume 1306 Page 477 of the Official Public Records of Guadalupe County, Texas, a 10.01 acre tract conveyed to Thomas Jordan of record in Volume 3068 Page 400 of the Official Public Records of Guadalupe County, Texas, a 3.00 acre tract conveyed to Patrick Lynn Pinder of record in Volume 2338 Page 732 of the Official Public Records of Guadalupe County, Texas, a 2.00 acre tract conveyed to Nancy Pinder of record in Volume 3062 Page 852 of the Official Public Records of Guadalupe County, Texas and a 1.00 acre tract conveyed to Nancy Pinder of Record in Volume 2550 Page 244 of the Official Public Records of Guadalupe County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a found $\frac{1}{2}$ " iron rod, for a southerly southeast corner of a 194.56 acre tract conveyed to Rolling Hills Ranch Development LTD. of record in Volume 2260 Page 335 of the Official Public Records of Guadalupe County, Texas and the southwest corner of the remaining portion of the 50.800 acre tract and tract described herein;

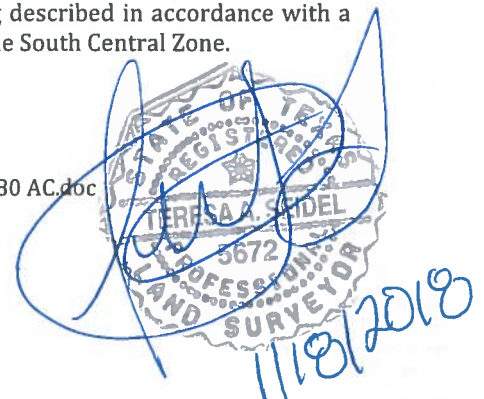
THENCE: Along and with the common lines of the 194.56 acre tract, the remaining portion of the 50.800 acre tract and the 10.01 acre tract, the following two (2) courses:

1. **N 25°21'43" W**, a distance of **1392.89 feet** to a found $\frac{1}{2}$ " iron rod, for an interior corner of the 194.56 acre tract, the northeast corner of the 10.01 acre tract and the tract described herein, and
2. **N 66°50'31" E**, a distance of **2092.08 feet** to a found $\frac{1}{2}$ " iron rod in a southwest line of a 80.00 acre tract as conveyed to Roland K. and Suzanne L. Schott of record in Volume 2944 Page 640 of the Official Public Records of Guadalupe County, Texas, for an easterly southeast corner of the 194.56 acre tract, the northeast corner of the remaining portion of the 50.800 acre tract and the tract described herein;

THENCE: **S 24°36'55" E**, along and with a southwest line of the 80.00 acre tract, the northeast line of the remaining portion of the 50.800 acre tract and the 10.0 acre tract, at a distance of 487.85 feet passing a found $\frac{1}{2}$ " iron rod for the northeast corner of the 10.0 acre tract and an easterly exterior corner of the remaining portion of the 50.80 acre tract and continuing for a total distance of **1150.18 feet** to a found $\frac{1}{2}$ " iron rod in the northwest line of a 40.00 acre tract conveyed to Weston Ranch Foundation of record in Volume 2338 Page 451 of the Official Public Records of Guadalupe County, Texas as described in Volume 589 Page 776 of the Official Public Records of Guadalupe County, Texas, for the southeast corner of the 80.00 acre tract, the southeast corner of the 10.0 acre tract and the tract described herein;

THENCE: **S 60°09'56" W**, along and with the northwest line of the 40.00 acre tract and a 167.89 acre tract conveyed to Weston Ranch Foundation of record in Volume 2338 Page 451 of the Official Publics Records of Guadalupe County, Texas and the southeast line of the 10.0 acre tract, the remaining portion of the 50.800 acre tract, the 1.00 acre tract, the 2.00 acre tract and the 3.00 acre tract, at a distance of 852.65 feet to a found $\frac{1}{2}$ " iron rod (bent) for the southeast corner of the 1.00 acre tract and continuing for a total distance of **2081.88 feet** to the **POINT OF BEGINNING** and containing 60.80 acres more or less, in Guadalupe County, Texas. Said tract being described in accordance with a survey prepared by KFW Surveying. Bearings are based on NAD83 Texas State Plane South Central Zone.

Job No.: 17-132
Prepared by: KFW Surveying
Date: January 12, 2018
File: S:\Draw 2017\17-132 6670 Pinder Tract\DOCS\ Field Notes 60.80 AC.doc



NOTES:

- ALL INTERNAL STREETS WITHIN THE M.D.P. LIMITS ARE LOCAL "A" WITH A 50' R.O.W., 30' PAVEMENT AND 10' PARKWAYS UNLESS OTHERWISE NOTED.
- BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (N.A.D.) OF 1983.
- THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT TIME OF FINAL PLAT.
- REFERENCED PROPERTY IS IN ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SCALED FROM FEMA FLOOD MAP 90 & 95 OF 480, COMMUNITY PANEL NO. 48187C0090F & 48187C0095F, DATED NOVEMBER 02, 2007.

ZONING TABLE		
TOTAL ACREAGE	EXISTING ZONING	PROPOSED ZONING
60.8 ACRES	PRE / OCL	PDD
2.67 ACRES	PDD	PDD

NOTE: THE PROPOSED ZONING BOUNDARY ENCOMPASSES THE ENTIRE 60.8 ACRE PROPERTY AND A 2.67 PORTION OF THE PARKLANDS SUBDIVISION

OCL=OUTSIDE CITY LIMITS

THE PARKLANDS II SUBDIVISION
PLANNED DEVELOPMENT DISTRICT
ZONING EXHIBIT

SCHERTZ, TEXAS
GUADALUPE COUNTY

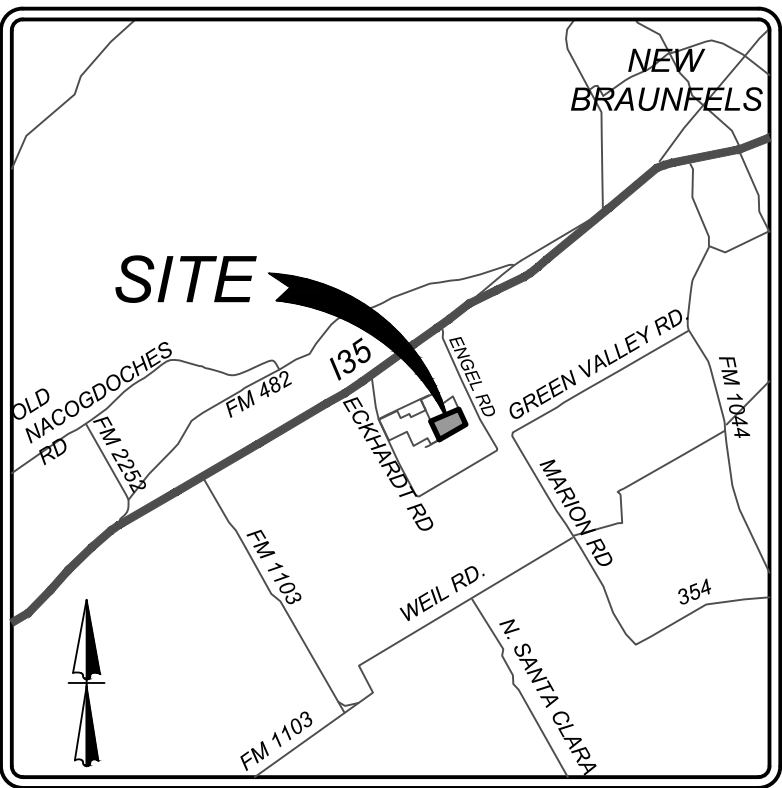
CURVE TABLE					
CURVE	LENGTH	RADIUS	TANGENT	DELTA	CHORD
C1	207.84'	2003.00'	104.00'	5°43'01"	207.75'
C2	32.37'	50.00'	16.72'	36°56'42"	31.71'
C3	10.43'	15.00'	5.44'	39°51'08"	10.22'
C4	104.09'	135.00'	54.78'	44°10'33"	101.53'

LEGAL DESCRIPTION:

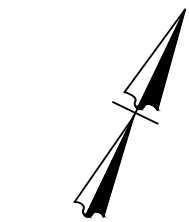
A 60.80 ACRE TRACT OF LAND, BEING ALL OF A 10.0 ACRE TRACT, CALLED TRACT 1, THE REMAINING PORTION OF A 50.800 ACRE TRACT, CALLED TRACT 2 CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 1306 PAGE 477 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 10.01 ACRE TRACT CONVEYED TO THOMAS JORDAN OF RECORD IN VOLUME 3068 PAGE 400 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 3.00 ACRE TRACT CONVEYED TO PATRICK LYNN PINDER OF RECORD IN VOLUME 2338 PAGE 732 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 2.00 ACRE TRACT CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 3062 PAGE 852 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS AND A 1.00 ACRE TRACT CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 2550 PAGE 244 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

A 2.67 ACRE TRACT OF LAND BEING OUT OF A 194.56 ACRE TRACT CONVEYED TO ROLLING HILLS RANCH DEVELOPMENT, LTD. IN VOL. 2260, PG. 355 O.P.R.

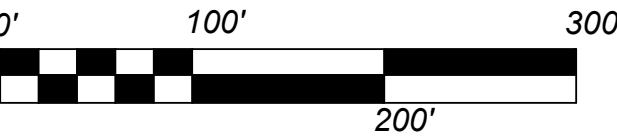
PROPOSED ZONING FOR ALL PROPERTY WITHIN THE LIMITS OF THIS MASTER DEVELOPMENT IS PLANNED DEVELOPMENT DISTRICT (PDD).



LOCATION MAP
N.T.S.



SCALE : 1"=100'



LEGEND

- = BOUNDARY
- = RIGHT - OF -WAY
- = 5' CONTOURS
- = 200' NOTIFICATION BOUNDARY

APPLICANT/OWNER:
SCRAPPY DEVELOPMENT, LLC.
1202 W. BITTERS RD BLDG. 1 STE. 1200
SAN ANTONIO, TX 78216
PHONE: (210) 493-2811

SURVEYOR:
KFW SURVEYING
3421 PAESANOS PKWY, SUITE 101
SAN ANTONIO, TX 78231
PHONE: (210) 979-8444
FAX: (210) 979-8441

OWNER: RONALD K. & SUZANNE L. SCHOTT
8001 ENGEL RD
NEW BRAUNFELS, TX 78132

PROPERTY ID: 68382
(VOL. 2944 PG. 640 O.P.R.)
LAND USE: AGRICULTURE
ZONING: DVL

S24° 36' 55"E 1150.18'

80.00 ACRE TRACT

LAND USE: AGRICULTURE

ZONING: DVL

PROPERTY ID: 61504

(VOL. 589 PG. 776 O.P.R.)

OWNER: WESTON RANCH FOUNDATION

112 E PECAN STREET BOX 27

SAN ANTONIO, TX 78205

35' R.O.W. DEDICATION

S60° 09' 56"W 2081.88'

20' ACCESS EASEMENT

(VOL. 647 PG. 251 O.P.R.)

(VOL. 647 PG. 253 O.P.R.)

167.89 ACRE TRACT

LAND USE: AGRICULTURE

ZONING: DVL

PROPERTY ID: 61511

(VOL. 2338 PG. 451 O.P.R.)

OWNER: WESTON RANCH FOUNDATION

112 E PECAN STREET BOX 27

SAN ANTONIO, TX 78205

35' R.O.W. DEDICATION

S60° 09' 56"W 2081.88'

20' ACCESS EASEMENT

(VOL. 647 PG. 251 O.P.R.)

(VOL. 647 PG. 253 O.P.R.)

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ZONING: DVL

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S60° 09' 56"W 2081.88'

20' ACCESS EASEMENT

(VOL. 647 PG. 251 O.P.R.)

(VOL. 647 PG. 253 O.P.R.)

167.89 ACRE TRACT

LAND USE: AGRICULTURE

ZONING: DVL

PROPOSED PARKLANDS I SUBDIVISION

PARKLANDS SUBDIVISION
LAND USE: SINGLE-FAMILY RESIDENTIAL
194.56 ACRE TRACT
ZONING: PDD
PROPERTY ID: 68373
(VOL. 2260 PG. 355 O.P.R.)
OWNER: ROLLING HILLS RANCH DEVELOPMENT, LTD
1616 CALLE DEL NORTE #48
LAREDO, TX 78041

30' ROAD EASEMENT

(VOL. 1077 PG. 65 O.P.R.)

30' ROAD EASEMENT

(VOL. 1077 PG. 65 O.P.R.)

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BIG JOHN WAY (PRIVATE STREET)

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(VOL. 1077 PG. 65 O.P.R.)

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(VOL. 1077 PG. 65 O.P.R.)

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BIG JOHN WAY (PRIVATE STREET)



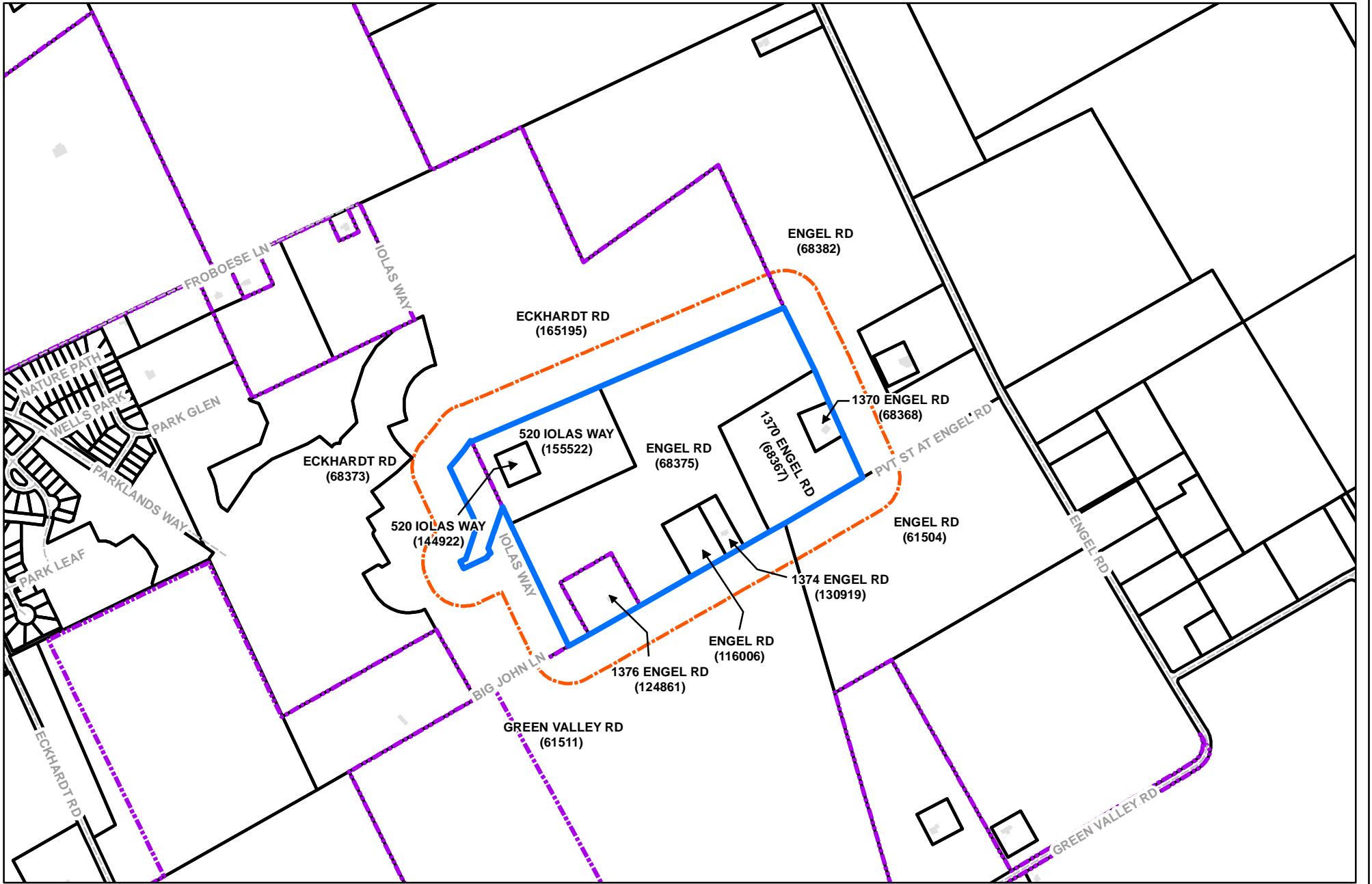
SCHIERTZ
COMMUNITY • SERVICE • OPPORTUNITY

**THE PARKLANDS II
PROPERTY REZONE**

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

0 250 500 1,000 1,500 2,000 Feet

1 Inch = 500 Feet



SCHERTZ
 COMMUNITY • SERVICE • OPPORTUNITY

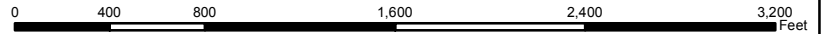
Last Update: June 25, 2019
 City of Schertz, GIS Coordinator: Tony McFalls, amcfalls@schertz.com (210) 619-1184

"The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be made and information may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time."

City of Schertz

THE PARKLANDS II PROPERTY REZONE

- Parcel Boundaries
- Schertz City Boundary
- 200' Buffer



Parklands II Planned Development District

Overview:

This property will develop in accordance with the provisions of the City of Schertz Unified Development Code (UDC) as amended. This property will develop in accordance with the base zoning district of Single Family Residential (R1) with the following modifications to the UDC relating to lot dimension requirements, fencing, and landscaping.

The Property:

The property known as Parklands II is comprised of 60.80 acres total and planned for 214 single family residential lots (see Exhibit A). The property is contiguous to the existing Parklands community, which is an approximately 194-acre tract of land zoned Planned Development District (PDD) by Ordinance NO. 13-S-36. Parklands II will be an independent PDD but will function as an addition to the existing Parklands community with adjoining common roadways and common homeowners' association (HOA) and Architectural Review Committee (ARC) and the joint incorporation and augmentation of amenities and open space.

Single Family Residential District per the PDD (Section 21.5.5):

As shown on the attached Master Development Plan (see Exhibit A), Parklands II is comprised of single family detached residential dwellings with minimum standard lot widths of 60', 65' & 70'. The mean dimensions for all lot widths shall not be less than 67 ft and the median dimensions for lot width shall not be less than 65 ft. The lot area shall not be less than a mean of 8,568 sq. ft and a median of 8,088 sq. ft. Each final approved plat for Parklands II must meet these mean and median dimensional requirements.

4.32 acres in Parklands II are open space. 2.67 acres in Parklands have been designated as public park land dedication for Parklands II, which is located contiguous to the Parklands 5-acre park space, to create an overall park area of nearly 8 acres (see Exhibit B & C). Also, Parklands II will contribute additional improvements to the park to allow for a multifaceted park for all ages for the residents of both Parklands I and II, as well as the citizens of the City of Schertz. These additional improvements will include interactive musical instruments, picnic tables/ benches, four pickleball courts, a second playscape/ playground, a baseball diamond, and additional sidewalk (see Exhibit C).

Dimensional & Development Standards (Section 21.5.7):

Table One, as shown below, reflects those residential changes proposed by the PDD development:

TABLE 1		Min. Lot Size			Min. Yard Setback				Misc. Requirements	
Code	Classification	Area sf	Width ft.	Depth ft.	Front ft.	Side ft.	Rear ft.	Parking	Max. Height	Max. Cover
SF 7200	Single Family	7,200	60	120, *	25, 30 (2)	10	20	2	35	65%
SF 8200	Single Family	8,200	65 (1)	120 (1)	25, 30 (2)	10	20	2	35	65%
SF 9000	Single Family	9,000	70 (1)	120 (1)	25, 30 (2)	10	20	2	35	65%

- 1) Irregular lots (i.e., lots along curves in street geometry, knuckle-sac & cul-de-sac lots) may vary in width and length provided that the average of two side lot lines shall not be less than one hundred feet and the width shall not be less than sixty feet.
- 2) A 30-foot front yard setback will be required for certain lots as stipulated in the Landscaping portion of this PDD.

Fencing and Screening (Section 21.9.8):

Fencing on the rear of lots adjacent to 20' buffer open space (known as Lot 900, Block 5; Lot 900, Block 10) will be a 6 ft high wood fence with masonry columns.

Landscaping (Section 21.9.7):

This project will meet the landscaping requirements of UDC Section 21.9.7 for residential single family lots with additional requirements as stipulated below:

- 1) There will be one additional tree planted within the 30' building setback line and outside of any proposed easements on each lot within Lots 1-18, block 1; Lots 1-4, block 11; and Lots 1-8, block 2. The lots stipulated will have a planting ratio of 4 trees per lot with a minimum of 2 trees in the front yard.
- 2) There are planned 20' open space lots oriented along the southern boundary of the entrance road and abutting Lots 8 & 9, block 3. Within these open space lots will be additional trees planted at minimum 50' intervals along the public road ROW.

All trees planted to meet requirements of this section will meet Schertz standards for approved shade trees per UDC Table 21.9.7A.

Pedestrian Improvements:

Within Lot 900, block 2; Lot 900, block 3; Lot 903, block 3 and within the aforementioned open space lots along the southern boundary of the entrance road, an 8' concrete public walkway will be installed that will meander through the landscaping planned within those lots.

Private Park Improvements:

Within Lot 900, block 3, the developer will provide a pocket park concept that will incorporate internal trails, gazebo, park benches and several landscape features all of which will function as a centerpiece to the community's pedestrian access and walkability concepts. These improvements will be incorporated into the development of Unit 1.

Amendments to the Planned Development District (PDD):

Any significant future changes from the established Dimensional Requirements for the approved PDD, which alter the concept of the PDD or increase the density, will cause the plan to be re-submitted for approval by the Planning & Zoning Commission and the City Council, including a new public hearing with applicable fees. Minor changes which do not change the concept or intent of the development shall be approved or denied administratively.

Attachments Included on Following Pages:

- Exhibit A: Master Development Plan
- Exhibit B: PDD Zoning Exhibit
- Exhibits C1 & C2: Overall Open Space & Park Plan
- Exhibit D: Private Park Improvements
- Exhibit E: Roadway Corridor Exhibit

NOTES:

- ALL INTERNAL STREETS WITHIN THE M.D.P. LIMITS ARE LOCAL "A" WITH A 50' R.O.W., 30' PAVEMENT AND 10' PARKWAYS UNLESS OTHERWISE NOTED.
- THIS PROPERTY IS NOT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.
- UTILITY SERVICE PROVIDED BY THE FOLLOWING ENTITIES:
WATER SERVICE CITY OF SCHERTZ
SEWER SERVICE CITY OF SCHERTZ/CIBOLO CREEK MUNICIPAL AUTHORITY
TELEPHONE SERVICE AT&T
CABLE TELEVISION TIME WARNER CABLE
ELECTRIC GVEC
GAS CENTERPOINT ENERGY
- THE FRONT, SIDE, AND REAR SETBACKS WILL CONFORM TO THE MINIMUM SETBACKS REQUIRED BY THE PROPOSED PLANNED DEVELOPMENT DISTRICT (PDD).
- A VARIABLE SIGHT CLEARANCE EASEMENT WILL BE REQUIRED AT CORNER LOTS IF THE INTERSECTION DOES NOT MEET SIGHT DISTANCE REQUIREMENTS AS DEFINED IN LATEST EDITION OF AASHTO MANUAL.
- BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (N.A.D.) OF 1983.
- THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT TIME OF FINAL PLAT.
- REFERENCED PROPERTY IS IN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SCALED FROM FEMA FLOOD MAP-90 & 95 OF 480, COMMUNITY PANEL NO. 48187C0090F & 48187C0095F, DATED NOVEMBER 02, 2007.
- ALL PRIVATE OPEN SPACE, COMMON AREAS, GREENBELTS, DRAINAGE EASEMENT ETC. ARE THE RESPONSIBILITY OF THE DEVELOPER OR ITS SUCCESSORS AND / OR ASSIGNS.

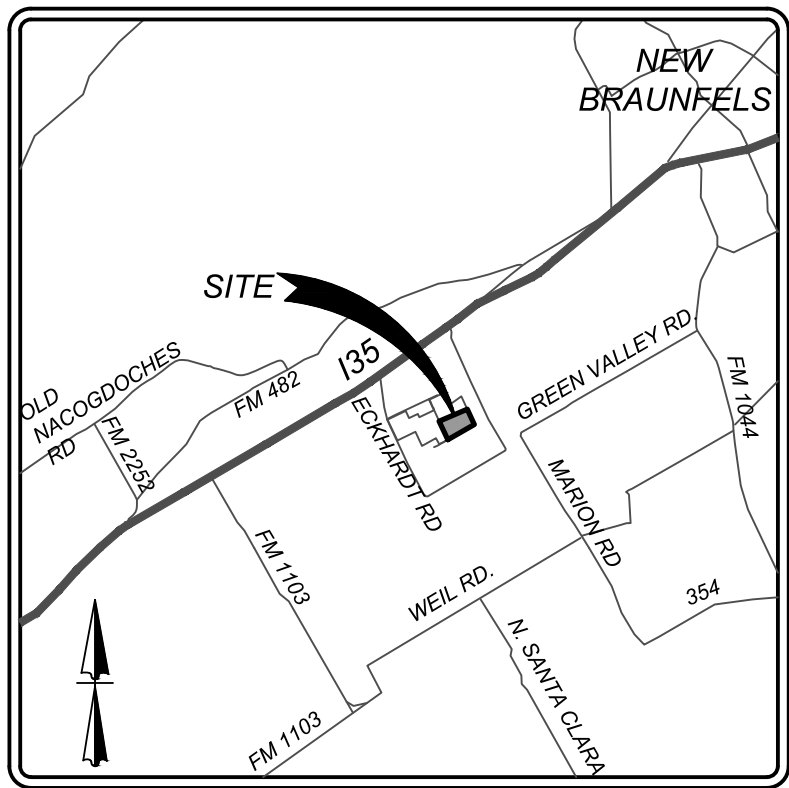
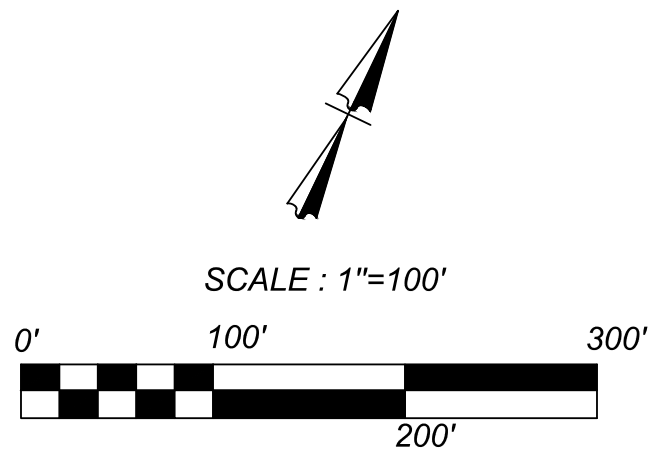
LAND USE DENSITY TABLE											
UNIT	TOTAL ACREAGE	DRAINAGE/ OPEN SPACE	R.O.W. DEDICATION	RESIDENTIAL ACREAGE	SF 7200	SF 8200	SF 9000	TYPICAL LOT DIMENSIONS	DWELLING UNITS	DENSITY (DWELLING UNITS/ACRES)	EXISTING ZONING
1	22.28	2.94	0.49	18.85	34	15	23	60' x 120'	72	3.23	OCL
2	9.74	0.32	0.14	9.28	20	5	8	60' x 120'	33	3.39	PRE/OCL
3	12.00	0.44	0.48	11.08	28	14	4	60' x 120'	46	3.83	OCL
4	16.78	0.62	0.57	15.59	40	13	10	60' x 120'	63	3.75	OCL
TOTAL	60.80	4.32	1.68	54.80	122	47	45		214	3.52	

* PARK REQUIREMENTS = 1 ACRE/100 RESIDENTIAL LOTS
PARK REQUIREMENTS = 225 LOTS X 1 ACRE/100 LOTS = 2.25 ACRES
OCL = OUTSIDE CITY LIMITS

PARKLANDS SUBDIVISION
LAND USE: SINGLE-FAMILY RESIDENTIAL
194.56 ACRE TRACT
PROPERTY ID: 68373
ZONING : PDD
(VOL. 2260 PG. 355 O.P.R.)
OWNER: ROLLING HILLS RANCH DEVELOPMENT, LTD
1616 CALLE DEL NORTE LAREDO, TX 78041

UTILITY AND STORM WATER NOTES:

- CITY OF SCHERTZ WATER MAINS WILL BE EXTENDED FROM THE PARKLANDS DEVELOPMENT TO SERVE THIS SUBDIVISION.
- AS THIS SUBDIVISION IS UPSTREAM OF PARKLANDS, CITY OF SCHERTZ SANITARY SEWER MAINS WILL BE EXTENDED FROM THE PARKLANDS DEVELOPMENT TO SERVE THIS SUBDIVISION.
- STORM WATER FROM THIS SUBDIVISION WILL FLOW THROUGH THE PARKLANDS DEVELOPMENT.



NOTES:

1. ALL INTERNAL STREETS WITHIN THE M.D.P. LIMITS ARE LOCAL "A" WITH A 50' R.O.W., 30' PAVEMENT AND 10' PARKWAYS UNLESS OTHERWISE NOTED.
2. BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (N.A.D.) OF 1983.
3. THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT TIME OF FINAL PLAT.
4. REFERENCED PROPERTY IS IN ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SCALED FROM FEMA FLOOD MAP 90 & 95 OF 480, COMMUNITY PANEL NO. 48187C0090F & 48187C0095F, DATED NOVEMBER 02, 2007.

ZONING TABLE		
TOTAL ACREAGE	EXISTING ZONING	PROPOSED ZONING
60.8 ACRES	PRE / OCL	PDD
2.67 ACRES	PDD	PDD

NOTE: THE PROPOSED ZONING BOUNDARY ENCOMPASSES THE ENTIRE 60.8 ACRE PROPERTY AND A 2.67 PORTION OF THE PARKLANDS SUBDIVISION

OCL=OUTSIDE CITY LIMITS

THE PARKLANDS II SUBDIVISION PLANNED DEVELOPMENT DISTRICT ZONING EXHIBIT

SCHERTZ, TEXAS
GUADALUPE COUNTY

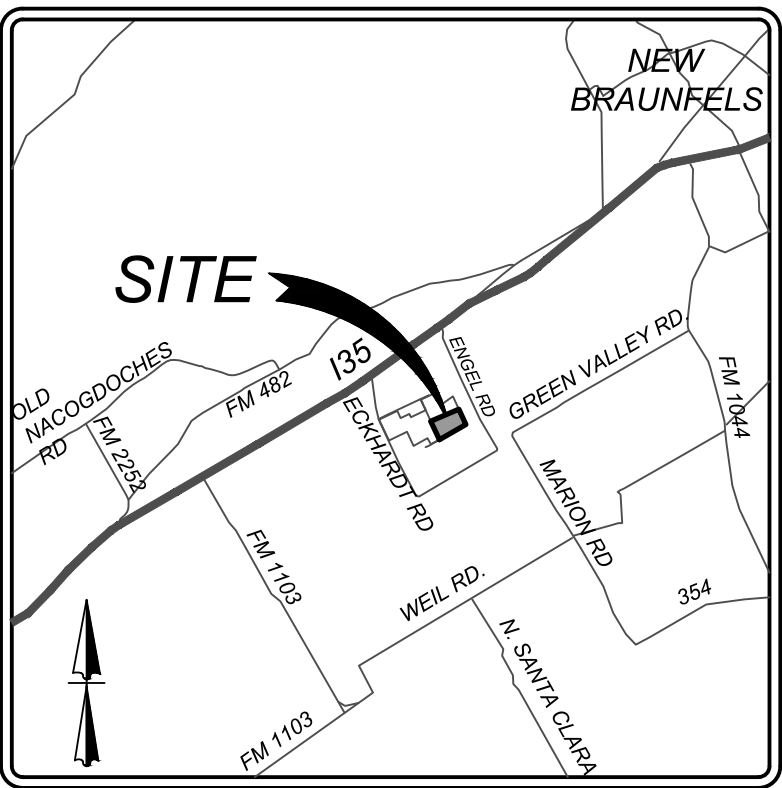
CURVE TABLE					
CURVE	LENGTH	RADIUS	TANGENT	DELTA	CHORD BEARING
C1	207.84'	2083.00'	104.00'	5°43'01"	207.75' N38°35'14"E
C2	32.37'	50.00'	16.72'	36°56'42"	31.71' S43°16'29"W
C3	10.43'	15.00'	5.44'	39°51'08"	10.22' S44°42'42"W
C4	104.09'	135.00'	54.78'	44°10'33"	101.53' N2°15'17"W

LEGAL DESCRIPTION:

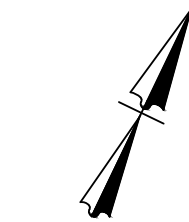
A 60.80 ACRE TRACT OF LAND, BEING ALL OF A 10.0 ACRE TRACT, CALLED TRACT 1, THE REMAINING PORTION OF A 50.800 ACRE TRACT, CALLED TRACT 2 CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 1306 PAGE 477 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 10.01 ACRE TRACT CONVEYED TO THOMAS JORDAN OF RECORD IN VOLUME 3068 PAGE 400 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 3.00 ACRE TRACT CONVEYED TO PATRICK LYNN PINDER OF RECORD IN VOLUME 2338 PAGE 732 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 2.00 ACRE TRACT CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 3062 PAGE 852 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS AND A 1.00 ACRE TRACT CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 2550 PAGE 244 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

A 2.67 ACRE TRACT OF LAND BEING OUT OF A 194.56 ACRE TRACT CONVEYED TO ROLLING HILLS RANCH DEVELOPMENT, LTD. IN VOL. 2260, PG. 355 O.P.R.

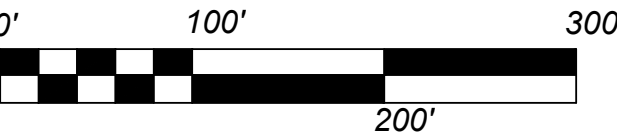
PROPOSED ZONING FOR ALL PROPERTY WITHIN THE LIMITS OF THIS MASTER DEVELOPMENT IS PLANNED DEVELOPMENT DISTRICT (PDD).



LOCATION MAP
N.T.S.



SCALE : 1"=100'



LEGEND

- = BOUNDARY
- = RIGHT - OF -WAY
- - - 715 - - - = 5' CONTOURS
- = 200' NOTIFICATION BOUNDARY

APPLICANT/OWNER:
SCRAPPY DEVELOPMENT, LLC.
1202 W. BITTERS RD BLDG. 1 STE. 1200
SAN ANTONIO, TX 78216
PHONE: (210) 493-2811

SURVEYOR:
KFW SURVEYING
3421 PAESANOS PKWY, SUITE 101
SAN ANTONIO, TX 78231
PHONE: (210) 979-8444
FAX: (210) 979-8441

OWNER: RONALD K. & SUZANNE L. SCHOTT
8001 ENGEL RD
NEW BRAUNFELS, TX 78132

PROPERTY ID: 68382
(VOL. 2944 PG. 640 O.P.R.)
LAND USE: AGRICULTURE
ZONING: DVL

S24° 36' 55"E 1150.18'

80.00 ACRE TRACT

LAND USE: AGRICULTURE

ZONING: DVL

PROPERTY ID: 68382

(VOL. 2944 PG. 640 O.P.R.)

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ZONING: DVL

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(VOL. 2944 PG. 640 O.P.R.)

LAND USE: AGRICULTURE

Bitterblue, Inc.



PARKLAND RECREATION
CONCEPT PLAN

EXHIBIT C-1



Bitterblue, Inc.



PARKLAND RECREATION
PARK PLAN

EXHIBIT C-2



SCALE: 1"=80'-0"

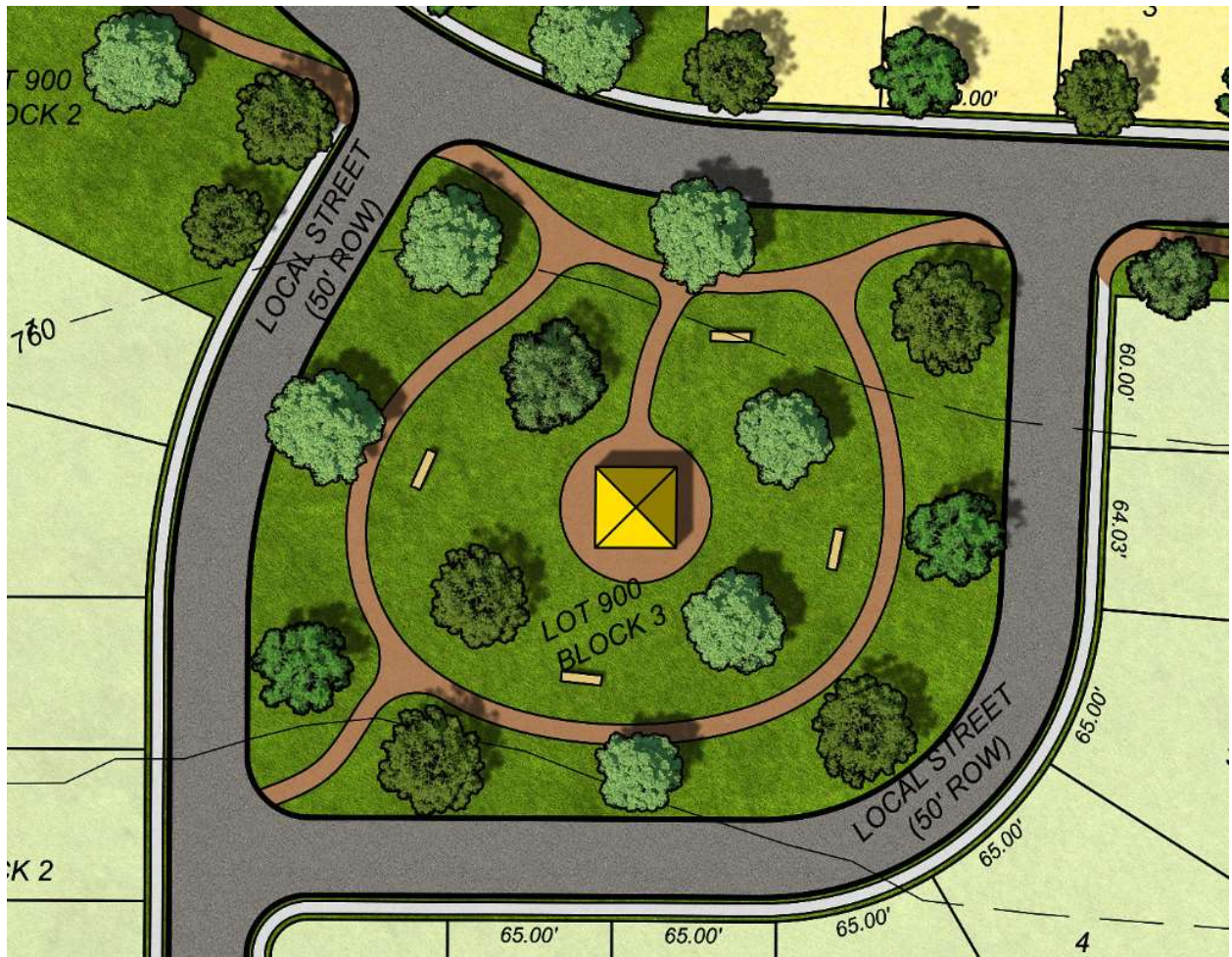


EXHIBIT D

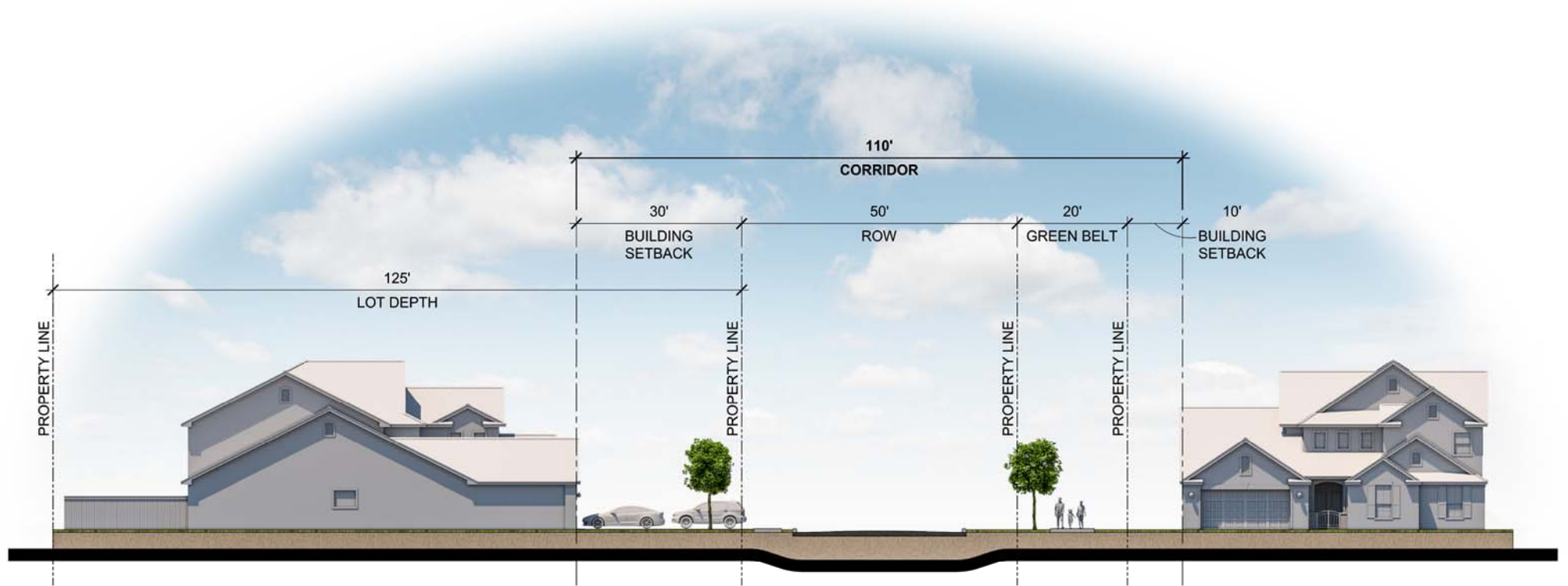


EXHIBIT E

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019

Department: City Secretary

Subject: Cancellation of the October 1, 2019, October 8, 2019 and November 5, 2019 Council Meetings - Consideration and/or action cancelling the October 1, 2019 City Council meeting due to National Night Out, cancelling the October 8, 2019 City Council meeting due to the Texas Municipal League Conference in San Antonio and cancelling the November 5, 2019 City Council meeting due to the election. (M. Browne/B. Dennis)

BACKGROUND

As has been past practice, City Council has cancelled the first meeting of October in observance of National Night Out. It has also been the practice to cancel the City Council meeting during the week of the Texas Municipal League Conference and cancel the City Council meeting on Election Night.

Staff recommends Council approve the cancellation of the October 1, 2019, October 8, 2019, and the November 5, 2019 City Council meetings.

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019

Department: City Secretary

Subject: Resolution No. 19-R-116 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, calling a special election to be held on November 5, 2019 for the purpose of electing a Councilmember for place 4 for the remaining year of the unexpired term and making provision for the conduct of the election; authorizing contracts with the elections administrators of Bexar and Guadalupe counties to conduct this election; authorizing the election to be held as a joint election; resolving other matters incident and related to such election; and declaring an effective date. (Mayor/Council/D. Santee)

BACKGROUND

Pursuant to the City Charter and the Texas Constitution, Councilmember Cedric Edwards has automatically resigned his Place 4 seat on the City Council in order to run for Mayor and the City must call a Special Election before September 20th, to be held November 5th, to fill the vacancy. Councilmember Edwards will continue to serve until such time as his successor is elected and qualified.

RECOMMENDATION:

Recommend approval of Resolution No. 19-R-116.

Attachments

Resolution

NOTICE OF SPECIAL ELECTION

THE STATE OF TEXAS	§
	§
COUNTIES OF GUADALUPE, COMAL	§
AND BEXAR	§
	§
CITY OF SCHERTZ	

-----0-----

TO THE RESIDENT, QUALIFIED VOTERS OF THE
CITY OF SCHERTZ, TEXAS

-----0-----

TAKE NOTICE that a special election will be held in the City of Schertz, Texas on November 5, 2019, in obedience to a Resolution duly entered by the City Council of the City on September 3, 2019, which Resolution reads substantially as follows:

RESOLUTION NO. 19-R-116

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, CALLING A SPECIAL ELECTION TO BE HELD ON NOVEMBER 5 , 2019 FOR THE PURPOSE OF ELECTING A COUNCILMEMBER FOR PLACE 4 FOR THE REMAINING YEAR OF THE UNEXPIRED TERM AND MAKING PROVISION FOR THE CONDUCT OF THE ELECTION; AUTHORIZING CONTRACTS WITH THE ELECTIONS ADMINISTRATORS OF BEXAR AND GUADALUPE COUNTIES TO CONDUCT THIS ELECTION; AUTHORIZING THE ELECTION TO BE HELD AS A JOINT ELECTION; RESOLVING OTHER MATTERS INCIDENT AND RELATED TO SUCH ELECTION; AND DECLARING AN EFFECTIVE DATE

WHEREAS, pursuant to Section 9.01(a) of the Home Rule Charter (the "**Charter**") of the City of Schertz, Texas (the "**City**"), the regular City election shall be held annually on the uniform election date in November, or at such other times as may be authorized or specified by State Law, at which time officers will be elected to fill those offices which become vacant that year.; and

WHEREAS, the term of the office of Councilmember for Place 4 ends in November 2020; and,

WHEREAS, Councilmember Cedric Edwards is currently serving as Councilmember for Place 4 with his current term expiring in November of 2020, and Councilmember Edwards has filed an application for a place on the ballot for the Office of Mayor and publicly announced his intention to seek the Office of Mayor at the City Council meeting on August 27, 2019; and,

WHEREAS, the Constitution of the State of Texas provides that if a council member of a home rule municipality having terms longer than two years shall announce their candidacy, or shall in fact become a candidate, in any General, Special or Primary Election, for any office of profit or trust under the laws of this State or the United States other than the office then held, at any time when the unexpired term of the office then held shall exceed one year and 30 days, such announcement or such candidacy shall constitute an automatic resignation of the office then held, and the vacancy thereby created shall be filled pursuant to law in the same manner as other vacancies for such office are filled; and

WHEREAS, more than one year and thirty days remained on the unexpired term for Councilmember Edward's Place 4 seat at the time he declared his candidacy for the office of Mayor requiring the City to conduct a special election in November 2019 to fill the vacancy; and

WHEREAS, the City will hold its general and special election jointly in the counties of Bexar and Guadalupe with the Schertz-Cibolo-Universal City Independent School District (the "**District**"), the City of Cibolo, Cibolo Creek Municipal Authority and other entities pursuant to a joint election agreement between said entities as authorized by Section 271.002 of the Texas Election Code, as amended (the "**Code**"). WHEREAS, the City Council of the City (the "**Council**") hereby finds and determines that holding a Joint General Election on November 5, 2019, which is the uniform election date in November prescribed under the Texas Election Code, for the purpose of electing

Councilmembers for Place 1, Place 2 and the Mayor and for the unexpired term for Place 4 is in accordance with the provisions of the City's Charter and is in the best interest of the citizens of the City; and

WHEREAS, the Council hereby finds and determines that a Joint General and Special Election should be held in the City on November 5, 2019, for the purpose of electing the Councilmembers for Place 1, Place 2 and the Mayor for a three-year term and for the unexpired term for Councilmember Place 4; and

WHEREAS, the City will contract with the Bexar County Elections Administrator, and the Guadalupe County Elections Administrator (collectively, the "**Elections Administrators**") to conduct this special election; and

WHEREAS, the City Secretary shall publish, and post notice of this special election as required by applicable law.

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

Section 1. A special election shall be held in conjunction with the general election on November 5, 2019 in and throughout the City, for the purpose of electing a Councilmember for Place 4, which place was resigned by Councilmember Cedric Edwards, and is unexpired one-year term to expire November 2020.

Section 2. The City will hold a Joint General and Special election with the Schertz-Cibolo-Universal City Independent School District (the "District"), the City of Cibolo, and other entities, as provided pursuant to the provisions of a joint election agreement between Bexar County and Guadalupe County and the City of Schertz, adopted in accordance with the provisions of Section 271.002 of the Texas Election Code, as amended (the "Code").

Section 3. At said special election, the candidate receiving the most votes for Councilmember for Place 4, shall be declared elected for a term to expire in November 2020. Any candidate desiring to have his or her name on the Official Ballot for said General election shall, no sooner than September 4, 2019, and no later than September 26, 2019, by 5:00 p.m., file with the City Secretary an application in writing in the form prescribed by the Texas Election Code requesting that his or her name be placed on the Official Ballot and declaring as a candidate for Councilmember for Place 4.

Any person failing to file said written application for candidacy by the time aforesaid shall not be entitled to have his or her name printed on the Official Ballot. The name of all eligible candidates whose applications have been duly and timely filed shall be placed on the ballot pursuant to a drawing as provided by law.

Section 4. Pursuant to Section 61.012, Texas Election Code, as amended, the City shall provide at least one accessible voting system in each polling place used in the election. Such voting system shall comply with Texas and federal laws establishing the requirement for voting systems that permit voters with physical disabilities to cast a secret ballot. Touch screen machines may be used for early voting and Election Day voting by personal appearance. Certain early voting may be conducted by mail. The Elections Administrators shall also utilize a Central Counting Station (the "**Station**") as provided by Section 127.001, et seq., Texas Election Code, as amended. Bexar County

Election Administrator Jacque Callanen, and Guadalupe County Election Administrator Lisa Hayes will serve as the Managers and Presiding Judges of the Stations, will appoint the Election Judges and Station Clerks for each Station location and will establish a written plan for the orderly operation of the Station locations in accordance with the provisions of the Texas Election Code. The Elections Administrators will appoint the Tabulation Supervisors which will also serve as the Programmers for the Stations. Lastly, the Elections Administrators will publish notice and conduct testing on the automatic tabulation equipment relating to the Stations and conduct instruction for the officials and clerks for the Stations in accordance with the provisions of the Texas Election Code.

Section 5. The City election precincts and vote center locations established for this election shall be the precincts named on **Exhibit A** attached hereto. A list of the City election precincts/vote centers and the polling places designated for each such election precinct are identified on **Exhibit A** to this Resolution, and this exhibit is incorporated by reference for all purposes. The City election Early voting locations established for this election shall be named on **Exhibit B** attached hereto. At least 63 days prior to the scheduled election date, the Council, in coordination with the Elections Administrators, will identify and formally approve the appointment of the Presiding Judges, Alternate Presiding Judges, Election Clerks, and all other election officials for this election.

Each Presiding Judge shall appoint not less than two (2) resident qualified voters of the County to act as clerks to properly conduct the election. However, if the Presiding Judge appointed actually serves, the Alternate Presiding Judge shall serve as one of the clerks. The appointment of such clerks may include a person fluent in the Spanish language to serve as a clerk to render oral aid in the Spanish language to any voter desiring such aid at the polls on the day of the election. In the absence of the Presiding Judge named above, the Alternate Presiding Judge shall perform the duties of the Presiding Judge.

The election shall be held at the precincts and vote center locations listed on **Exhibit A** on Tuesday, November 5, 2019, as prescribed by applicable law, and, on the day of the election, the polls shall be open from 7:00 a.m. to 7:00 p.m.

The Bexar County Elections Office, 1103 S. Frio, Suite 100 San Antonio, Texas 78207, and the Guadalupe County Elections Office, 1101 Elbel Road, Schertz, Texas 78154, are hereby designated as the main early voting places at which early voting shall be conducted for those living respectively in Bexar, Comal, and Guadalupe Counties. Jacquelyn Callanen, the Elections Administrator of Bexar County (whose mailing address is 1103 S. Frio, Suite 100 San Antonio, Texas 78207), and Lisa Hayes, the Elections Administrator of Guadalupe County (whose mailing address is 215 S. Milam Street Seguin, Texas 78155 or PO Box 1346, Seguin Texas 78156-1346) are hereby appointed as the Early Voting Clerks to conduct such early voting in the election in accordance with the provisions of the Texas Election Code. Each Early Voting Clerk shall appoint not less than two (2) Deputy Early Voting Clerks in accordance with the provisions of the Texas Election Code.

Early voting shall be conducted from Monday, October 21, 2019 through Friday, November 1, 2019, with the exception of certain Saturdays, Sundays, and official State holidays. The locations and hours for the early voting are attached to this Resolution on **Exhibit B**.

Applications for ballots by mail must be received by the Early Voting Clerks of

the appropriate Counties not later than the close of business on Friday, October 25, 2019.

An Early Voting Ballot Board for each County is hereby established for the purpose of processing early voting results. Jacquelyn Callanen, Elections Administrator of Bexar County, and Lisa Hayes, Elections Administrator of Guadalupe County will appoint the Presiding Judges of the applicable Early Voting Ballot Board. Each Presiding Judge shall appoint not less than two (2) nor more than ten (10) resident qualified voters of the applicable County to serve as members of the applicable Early Voting Ballot Board.

Section 6. The anticipated fiscal impact of conducting the special election is currently estimated to be \$31,350,50.

Section 7. All resident qualified voters of the City shall be permitted to vote at any of the early voting locations in Bexar or Guadalupe County regardless of their county of residence. On Election Day, such voters shall vote at any polling place located in their designated election precinct within Guadalupe, Bexar or Comal County. The election shall be held and conducted in accordance with the provisions of the Texas Election Code, as amended, and as may be required by any other law. All election materials and proceedings shall be printed in both English and Spanish.

Section 8. A substantial copy of this Resolution shall serve as a proper notice of the election. This notice, including a Spanish translation thereof, shall be posted at the City Hall not less than twenty-one (21) days prior to the date the election is to be held, and be published in a newspaper of general circulation in the City, (a) not more than thirty (30) days, and not less than ten (10) days prior to the day of the election.

Section 9. The Council authorizes the City Manager, or his/her designee, to negotiate and enter into one or more joint election agreements with other governmental organizations in accordance with the provisions of the Texas Election Code in such form as shall be approved by the City Manager, or his/her designee.

Section 10. The Council authorizes the City Manager, or his/her designee, to negotiate and enter into contracts with the Elections Administrators to conduct the election in accordance with the provisions of the Texas Election Code in such form as shall be approved by the City Manager, or his/her designee.

Section 11. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 12. All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters ordered herein.

Section 13. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 14. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and this Council hereby declares that this Resolution would have been enacted without such invalid provision. The Council hereby authorizes the Mayor and the City Secretary of the City to make such technical modifications to this Resolution that are necessary for compliance with applicable Texas or federal law or to carry out the intent of this Council, as evidenced herein.

Section 15. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 16. This Resolution shall be in force and effect from and after its final passage and any publication required by law.

* * * *

PASSED, APPROVED, AND ADOPTED on this 3rd day of September 2019.

Michael R. Carpenter Mayor

ATTEST:

Brenda Dennis TRMC, MMC, CPM, City Secretary

(SEAL OF CITY)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: City Secretary
Subject: Nominations for Candidates - Consideration and/or action to nominate candidate(s) for Guadalupe Appraisal District Board of Directors. (Mayor/Council/B. Dennis)

BACKGROUND

Per § 6.03 (b.) of the Texas Tax Code, the terms of all members of the Guadalupe Appraisal District Board of Directors will expire on December 31, 2019. In light of that, this letter is forwarded to the required representative of the taxing units entitled to participate in the nominations and voting process for the directors to serve the next two-year term. Following is a brief timeline of this process:

- The chief appraiser delivers notice of election and voting entitlement to the taxing units.
- Each taxing unit may nominate by resolution one candidate for each directorship to be filled (5 directorships are to be filled). Nominations by way of resolution must be submitted to the chief appraiser **BEFORE October 15, 2019.**
- The chief appraiser will then prepare and deliver a ballot of all nominees to each taxing unit BEFORE October 30, 2019.
- The governing body of each taxing unit must determine their vote by resolution and submit to the chief appraiser **BEFORE December 15, 2019.**
- The chief appraiser will tabulate the votes, declare the winners and submit the results to the governing body of each taxing unit **BEFORE December 31, 2019.**

GOAL

Nominee Qualifications

§ 6.03 (a.) of the Texas Tax Code states that to be eligible to serve on the board of directors, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. § 6.03 (a.) of the Texas Tax Code disqualifies an individual from serving as a director if that individual owns property on which delinquent property taxes have been owed for more than 60 days. This restriction is not applicable under installment agreements or deferrals. There are also additional restrictions outlined in 6.03 Texas Tax Code. Enclosed is a Statement of Qualifications to be completed by each nominee and turned in to the Guadalupe Appraisal District with formal nominations.

Voting Allocation

Enclosed, you will find a summary of the voting entitlement of the taxing units participating in the nomination and election for the Guadalupe Appraisal District Board of Directors for the 2020/2021 term. City of Schertz will have **260 votes** to cast in this election process. Votes may be allocated to one nominee or votes may be distributed to more than one nominee. The nominees who receive the largest cumulative vote total are declared the directors for the next two years.

COMMUNITY BENEFIT

N/A

SUMMARY OF RECOMMENDED ACTION

Council to discuss possible nominee(s).

FISCAL IMPACT

No Fiscal Impact.

RECOMMENDATION

Council to discuss possible nominee(s). Should Council have nominee(s), the City Secretary will come back with a resolution that will be submitted to the Chief Appraiser before October 15, 2019.

Attachments

letter from Guadalupe County

Board of Directors

Statement of Qualifications

GUADALUPE APPRAISAL DISTRICT



Main Office
3000 N. Austin St.
Seguin, Texas 78155
(830) 303-3313
(830) 372-2874 (Fax)
gadprotest@guadalupead.org

Schertz Substation
1101 Elbel Rd.
Schertz, Texas 78154
(210) 945-9708 Option 8
(877) 254-0888 (Fax)

9171 9690 0935 0231 2381 63

August 15, 2019

City of Schertz
Attn: Mayor Carpenter and City Council
1400 Schertz Pkwy.
Schertz, Texas 78154

Dear Mayor Carpenter and City Council,

Per § 6.03 (b.) of the Texas Tax Code, the terms of all members of the Guadalupe Appraisal District Board of Directors will expire on December 31, 2019. In light of that, this letter is forwarded to the required representatives of the taxing units entitled to participate in the nomination and voting process for the directors to serve the next two year term. Following is a brief timeline of this process:

- The chief appraiser delivers notice of election and voting entitlement to the taxing units.
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- The chief appraiser will then prepare and deliver a ballot of all nominees to each taxing unit **BEFORE October 30, 2019.**
- The governing body of each taxing unit must determine their vote by resolution and submit to the chief appraiser **BEFORE December 15, 2019.**
- The chief appraiser will tabulate the votes, declare the winners and submit the results to the governing body of each taxing unit **BEFORE December 31, 2019.**

Nominee Qualifications

§ 6.03 (a.) of the Texas Tax Code states that to be eligible to serve on the board of directors, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. § 6.035 (a.) of the Texas Tax Code disqualifies an individual from serving as a director if that individual owns property on which delinquent property taxes have been owed for more than 60 days. This restriction is not applicable under installment agreements or deferrals. There are also additional restrictions outlined in §6.035 Texas Tax Code. Enclosed is a Statement of Qualifications to be completed by each nominee and turned in to the Guadalupe Appraisal District with formal nominations.

Voting Allocation

Enclosed, you will find a summary of the voting entitlement of the taxing units participating in the nomination and election for the Guadalupe Appraisal District Board of Directors for the 2020/2021 term. City of Schertz will have **260 votes** to cast in this election process. Votes may be allocated to one nominee or votes may be distributed to more than one nominee. The nominees who receive the largest cumulative vote total are declared the directors for the next two years.

Should you have any questions in regard to this process, do not hesitate to contact Rose Radtke, Erich Strey, or myself. Thank you for your time and effort in this regard.

Sincerely,

Jamie Osborne, R.P.A., C.C.A.
Chief Appraiser

**2018-2019 BOARD OF DIRECTORS ELECTION
ENTITY VOTING ENTITLEMENTS
August - 2017**

Taxing Entity	2016 Entity Levy		2016 Total Levy		Portion of Levy		Total Votes		Entity Votes
Seguin ISD	38,703,577.76	÷	220,997,005.99	=	0.175132	X	5,000	=	876
Schertz-Cibolo UC ISD	65,248,723.42	÷	220,997,005.99	=	0.295247	X	5,000	=	1,476
Navarro ISD	11,387,765.85	÷	220,997,005.99	=	0.051529	X	5,000	=	258
Marion ISD	8,291,350.17	÷	220,997,005.99	=	0.037518	X	5,000	=	188
Luling ISD	689,045.50	÷	220,997,005.99	=	0.003118	X	5,000	=	15
Prairie Lea ISD	309,363.25	÷	220,997,005.99	=	0.001400	X	5,000	=	7
New Braunfels ISD	12,210,067.43	÷	220,997,005.99	=	0.055250	X	5,000	=	276
Comal ISD	5,298,134.67	÷	220,997,005.99	=	0.023974	X	5,000	=	120
LaVernia ISD	897,888.14	÷	220,997,005.99	=	0.004063	X	5,000	=	20
San Marcos ISD	2,284,086.42	÷	220,997,005.99	=	0.010335	X	5,000	=	52
Nixon-Smiley ISD	64,532.15	÷	220,997,005.99	=	0.000292	X	5,000	=	1
City of Luling	22,291.35	÷	220,997,005.99	=	0.000101	X	5,000	=	0
City of San Marcos	275.06	÷	220,997,005.99	=	0.000001	X	5,000	=	0
City of Santa Clara	46,201.81	÷	220,997,005.99	=	0.000209	X	5,000	=	1
Guadalupe County	41,064,003.33	÷	220,997,005.99	=	0.185812	X	5,000	=	929
City of Seguin	8,604,125.98	÷	220,997,005.99	=	0.038933	X	5,000	=	195
City of Schertz	12,226,221.00	÷	220,997,005.99	=	0.055323	X	5,000	=	277
City of Cibolo	8,213,509.75	÷	220,997,005.99	=	0.037166	X	5,000	=	186
City of Selma	734,632.78	÷	220,997,005.99	=	0.003324	X	5,000	=	17
City of Marion	191,829.74	÷	220,997,005.99	=	0.000868	X	5,000	=	4
City of New Braunfels	4,509,380.43	÷	220,997,005.99	=	0.020405	X	5,000	=	102
	220,997,005.99		220,997,005.99		100.00%				5,000

2020-2021 BOARD OF DIRECTORS ELECTION
ENTITY VOTING ENTITLEMENTS
August - 2019

Taxing Entity	2018 Entity Levy		2018 Total Levy		Portion of Levy		Total Votes		Entity Votes
Seguin ISD	46,083,613.87	÷	256,897,835.97	=	0.179385	X	5,000	=	897
Schertz-Cibolo UC ISD	71,797,404.97	÷	256,897,835.97	=	0.279478	X	5,000	=	1,397
Navarro ISD	13,182,651.90	÷	256,897,835.97	=	0.051315	X	5,000	=	257
Marion ISD	8,912,128.64	÷	256,897,835.97	=	0.034691	X	5,000	=	173
Luling ISD	864,188.82	÷	256,897,835.97	=	0.003364	X	5,000	=	17
Prairie Lea ISD	511,152.95	÷	256,897,835.97	=	0.001990	X	5,000	=	10
New Braunfels ISD	16,074,110.65	÷	256,897,835.97	=	0.062570	X	5,000	=	313
Comal ISD	6,735,274.91	÷	256,897,835.97	=	0.026218	X	5,000	=	131
LaVernia ISD	1,285,389.39	÷	256,897,835.97	=	0.005004	X	5,000	=	25
San Marcos ISD	2,711,506.31	÷	256,897,835.97	=	0.010555	X	5,000	=	53
Nixon-Smiley ISD	67,053.80	÷	256,897,835.97	=	0.000261	X	5,000	=	1
City of Luling	26,405.03	÷	256,897,835.97	=	0.000103	X	5,000	=	0
City of San Marcos	351.76	÷	256,897,835.97	=	0.000001	X	5,000	=	0
City of Santa Clara	80,350.34	÷	256,897,835.97	=	0.000313	X	5,000	=	2
Guadalupe County	47,736,284.66	÷	256,897,835.97	=	0.185818	X	5,000	=	929
City of Seguin	10,634,373.12	÷	256,897,835.97	=	0.041395	X	5,000	=	207
City of Schertz	13,353,923.57	÷	256,897,835.97	=	0.051981	X	5,000	=	260
City of Cibolo	9,841,929.51	÷	256,897,835.97	=	0.038311	X	5,000	=	192
City of Selma	824,811.25	÷	256,897,835.97	=	0.003211	X	5,000	=	16
City of Marion	240,547.48	÷	256,897,835.97	=	0.000936	X	5,000	=	5
City of New Braunfels	5,934,383.04	÷	256,897,835.97	=	0.023100	X	5,000	=	115
TOTAL	256,897,835.97				100.00%				5,000

GUADALUPE APPRAISAL DISTRICT
BOARD OF DIRECTORS
Statement of Qualifications
Per Texas Tax Code

To serve on the Board of Directors for an appraisal district, the Texas Tax Code states the following:

Sec. 6.03. BOARD OF DIRECTORS. (a) The appraisal district is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section. If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a nonvoting director. The county assessor-collector is ineligible to serve if the board enters into a contract under Section 6.05(b) or if the commissioners court of the county enters into a contract under Section 6.24(b). To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

(b) Members of the board of directors other than a county assessor-collector serving as a nonvoting director serve two-year terms beginning on January 1 of even-numbered years.

(c) Members of the board of directors other than a county assessor-collector serving as a nonvoting director are appointed by vote of the governing bodies of the incorporated cities and towns, the school districts, the junior college districts, and, if entitled to vote, the conservation and reclamation districts that participate in the district and of the county. A governing body may cast all its votes for one candidate or distribute them among candidates for any number of directorships. Conservation and reclamation districts are not entitled to vote unless at least one conservation and reclamation district in the district delivers to the chief appraiser a written request to nominate and vote on the board of directors by June 1 of each odd-numbered year. On receipt of a request, the chief appraiser shall certify a list by June 15 of all eligible conservation and reclamation districts that are imposing taxes and that participate in the district.

(d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

(e) The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd-numbered year.

The chief appraiser shall deliver the notice:

- (1) to the county judge and each commissioner of the county served by the appraisal district;
- (2) to the presiding officer of the governing body of each city or town participating in the appraisal district, to the city manager of each city or town having a city manager, and to the city secretary or clerk, if there is one, of each city or town that does not have a city manager;
- (3) to the presiding officer of the governing body of each school district participating in the district and to the superintendent of those school districts; and

- (4) to the presiding officer of the governing body of each junior college district participating in the district and to the president, chancellor, or other chief executive officer of those junior college districts.
- (f) The chief appraiser shall calculate the number of votes to which each conservation and reclamation district entitled to vote for district directors is entitled and shall deliver written notice to the presiding officer of each conservation and reclamation district of its voting entitlement and right to nominate a person to serve as a director of the district before July 1 of each odd-numbered year.
- (g) Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.
- (h) Each conservation and reclamation district entitled to vote may nominate by resolution adopted by its governing body one candidate for the district's board of directors. The presiding officer of the conservation and reclamation district's governing body shall submit the name of the district's nominee to the chief appraiser before July 15 of each odd-numbered year. Before August 1, the chief appraiser shall prepare a nominating ballot, listing all the nominees of conservation and reclamation districts alphabetically by surname, and shall deliver a copy of the nominating ballot to the presiding officer of the board of directors of each district. The board of directors of each district shall determine its vote by resolution and submit it to the chief appraiser before August 15. The nominee on the ballot with the most votes is the nominee of the conservation and reclamation districts in the appraisal district if the nominee received more than 10 percent of the votes entitled to be cast by all of the conservation and reclamation districts in the appraisal district, and shall be named on the ballot with the candidates nominated by the other taxing units. The chief appraiser shall resolve a tie vote by any method of chance.
- (i) If no nominee of the conservation and reclamation districts receives more than 10 percent of the votes entitled to be cast under Subsection (h), the chief appraiser, before September 1, shall notify the presiding officer of the board of directors of each conservation and reclamation district of the failure to select a nominee. Each conservation and reclamation district may submit a nominee by September 15 to the chief appraiser as provided by Subsection (h). The chief appraiser shall submit a second nominating ballot by October 1 to the conservation and reclamation districts as provided by Subsection (h). The conservation and reclamation districts shall submit their votes for nomination before October 15 as provided by Subsection (h). The nominee on the second nominating ballot with the most votes is the nominee of the conservation and reclamation districts in the appraisal district and shall be named on the ballot with the candidates nominated by the other taxing units. The chief appraiser shall resolve a tie vote by any method of chance.
- (j) Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsections (g) and, if applicable, (h) or (i) alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.
- (k) The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates. For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received all of the votes cast by conservation and reclamation districts and the other candidates are considered not to have received any votes of the conservation and reclamation districts. The chief appraiser shall resolve a tie vote by any method of chance.

(l) If a vacancy occurs on the board of directors other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing unit that is entitled to vote by this section may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

(m) Repealed by Acts 2007, 80th Leg., R.S., Ch. 648, Sec. 5(4), eff. January 1, 2008.

Acts 1979, 66th Leg., p. 2224, ch. 841, Sec. 1, eff. Jan. 1, 1980. Amended by Acts 1981, 67th Leg., 1st C.S., p. 120, ch. 13, Sec. 15, 167(a), eff. Aug. 14, 1981; Acts 1987, 70th Leg., ch. 59, Sec. 1, eff. Sept. 1, 1987; Acts 1987, 70th Leg., ch. 270, Sec. 1, eff. Aug. 31, 1987; Acts 1989, 71st Leg., ch. 1123, Sec. 2, eff. Jan. 1, 1990; Acts 1991, 72nd Leg., ch. 20, Sec. 15, eff. Aug. 26, 1991; Acts 1991, 72nd Leg., ch. 371, Sec. 1, eff. Sept. 1, 1991; Acts 1993, 73rd Leg., ch. 347, Sec. 4.06, eff. May 31, 1993; Acts 1997, 75th Leg., ch. 165, Sec. 6.73, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1039, Sec. 2, eff. Jan. 1, 1998; Acts 1999, 76th Leg., ch. 705, Sec. 1, eff. Jan. 1, 2000; Acts 2003, 78th Leg., ch. 629, Sec. 1, eff. June 20, 2003.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 648 (H.B. 1010), Sec. 5(4), eff. January 1, 2008.

Acts 2013, 83rd Leg., R.S., Ch. 1161 (S.B. 359), Sec. 1, eff. June 14, 2013.

Sec. 6.035. RESTRICTIONS ON ELIGIBILITY AND CONDUCT OF BOARD MEMBERS AND CHIEF APPRAISERS AND THEIR RELATIVES. (a) An individual is ineligible to serve on an appraisal district board of directors and is disqualified from employment as chief appraiser if the individual:

(1) is related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district; or

(2) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:

(A) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02; or

(B) a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065.

(a-1) An individual is ineligible to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding three years.

(b) A member of an appraisal district board of directors or a chief appraiser commits an offense if the board member continues to hold office or the chief appraiser remains employed knowing that an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the board member or chief appraiser is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district in which the member serves or the chief appraiser is employed. An offense under this subsection is a Class B misdemeanor.

(c) A chief appraiser commits an offense if the chief appraiser refers a person, whether gratuitously or for compensation, to another person for the purpose of obtaining an appraisal of property, whether or not the appraisal is for ad valorem tax purposes. An offense under this subsection is a Class B misdemeanor.

(d) An appraisal performed by a chief appraiser in a private capacity or by an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the chief appraiser may not be used as evidence in a protest or challenge under Chapter 41 or an appeal under Chapter 42 concerning property that is taxable in the appraisal district in which the chief appraiser is employed.

Added by Acts 1989, 71st Leg., ch. 796, Sec. 4, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 561, Sec. 43, eff. Aug. 26, 1991; Acts 1995, 74th Leg., ch. 76, Sec. 5.95(27), eff. Sept. 1, 1995; Acts 2001, 77th Leg., ch. 1430, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 1259 (H.B. 585), Sec. 4, eff. June 14, 2013.

Sec. 6.036. INTEREST IN CERTAIN CONTRACTS PROHIBITED. (a) An individual is not eligible to be appointed to or to serve on the board of directors of an appraisal district if the individual or a business entity in which the individual has a substantial interest is a party to a contract with:

- (1) the appraisal district; or
- (2) a taxing unit that participates in the appraisal district, if the contract relates to the performance of an activity governed by this title.
- (b) An appraisal district may not enter into a contract with a member of the board of directors of the appraisal district or with a business entity in which a member of the board has a substantial interest.
- (c) A taxing unit may not enter into a contract relating to the performance of an activity governed by this title with a member of the board of directors of an appraisal district in which the taxing unit participates or with a business entity in which a member of the board has a substantial interest.
- (d) For purposes of this section, an individual has a substantial interest in a business entity if:
 - (1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or
 - (2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.
- (e) In this section, "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.
- (f) This section does not limit the application of any other law, including the common law relating to conflicts of interest, to an appraisal district director.

Added by Acts 1989, 71st Leg., ch. 796, Sec. 5, eff. Sept. 1, 1989.

Statement

I have reviewed the requirements and restrictions, and hereby swear and affirm that I conform to the qualifications to be nominated and serve as a member of Board of Directors for the Guadalupe Appraisal District.

Signature of Nominee

Date

Printed name of Nominee

8/12/2019 9:53 AM

Contact Phone Number _____

Street Address of Nominee's Residency _____ City _____ State _____ Zip _____

Number of years at this residence? _____

Please identify below the property addresses and ownership of property you own in Guadalupe County, as related to verification of delinquent tax verification processes: (attached additional pages as needed)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: City Secretary
Subject: Nominations for Candidates - Consideration and/or action to nominate candidate(s) for Bexar Appraisal District Board of Directors. (Mayor/Council/B. Dennis)

BACKGROUND

As required by Section 6.03(e), Texas Tax Code, the number of votes to which each taxing unit is entitled in this year's selection process has been calculated (see attached sheet).

Each taxing unit authorized to vote may nominate *by resolution of its governing body* one candidate for each position on the Bexar Appraisal District Board of Directors. This means that your governing body may nominate one to five candidates. Per Section 6.03(g), Texas Tax Code, "**The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the Chief Appraiser before October 15.**"

Before October 30, they will prepare a ballot and mail it to the presiding officer of each taxing unit. After receiving the ballot, each taxing unit will cast its allotted votes *by resolution of its governing body* and submit the votes to the Bexar Appraisal District Chief Appraiser before December 15. The votes will be counted and the five candidates with the greatest number of votes will be declared elected. The results will be submitted to the taxing units before December 31.

GOAL

N/A

COMMUNITY BENEFIT

N/A

SUMMARY OF RECOMMENDED ACTION

Council to discuss possible nominees.

FISCAL IMPACT

None

RECOMMENDATION

Council to discuss possible nominees. Should Council have nominee(s), the City Secretary will come back with a resolution that will be submitted to the Chief Appraiser before October 15, 2019.

Attachments

Bexar Appraisal letter
Taxing units Bexar



BEXAR APPRAISAL DISTRICT

Michael A. Amezquita
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

BOARD OF DIRECTORS

ROBERTO TREVIÑO-
Councilman District 1
Chair
CHERI BYROM
Vice-Chair
GEORGE TORRES
Secretary

SERGIO RODRIGUEZ -
Commissioner, PCT 1
J. KEITH HUGHEY

August 5, 2019

VIA CERTIFIED MAILER
7017 0660 0000 5223 4649

The Honorable Michael Carpenter, Mayor
City of Schertz
1400 Schertz Parkway, Building #2
Schertz, TX 78154

RE: Nomination Phase of Selection Process for Election of Bexar Appraisal District Board of Directors for 2020-2021

The Honorable Mayor Carpenter:

As required by Section 6.03(e), Texas Tax Code, the number of votes to which each taxing unit is entitled in this year's selection process has been calculated (see enclosed sheet).

Each taxing unit authorized to vote may nominate by resolution of its governing body one candidate for each position on the Bexar Appraisal District Board of Directors. This means that your governing body may nominate one to five candidates. Per Section 6.03(g), Texas Tax Code, **"The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the Chief Appraiser before October 15."**

Before October 30, I will prepare a ballot and mail it to the presiding officer of each taxing unit. After receiving the ballot, each taxing unit will cast its allotted votes by resolution of its governing body and submit the votes to me before December 15. The votes will be counted and the five candidates with the greatest number of votes will be declared elected. The results will be submitted to the taxing units before December 31.

If you have any questions about the process, please contact me or my Executive Assistant, Jennifer Rodriguez, at (210)242-2406.

Sincerely,



Michael A. Amezquita
Chief Appraiser

Enclosures

CC Via Regular Mail:
Mr. Mark Browne, City Manager

Taxing Unit	2018 Tax Levy	Sum of Levies	Votes
Alamo Community College	\$234,241,003.00	\$3,444,011,034.00	340
City of Alamo Heights	\$6,608,578.00	\$3,444,011,034.00	10
Alamo Heights I.S.D.	\$86,874,524.00	\$3,444,011,034.00	126
City of Balcones Heights	\$1,677,490.00	\$3,444,011,034.00	2
Bexar County	\$430,879,541.00	\$3,444,011,034.00	626
Boerne I.S.D.	\$28,525,661.00	\$3,444,011,034.00	41
City of Castle Hills	\$3,502,835.00	\$3,444,011,034.00	5
Town of China Grove	\$181,258.00	\$3,444,011,034.00	0
Comal I.S.D.	\$36,271,087.00	\$3,444,011,034.00	53
City of Converse	\$7,202,965.00	\$3,444,011,034.00	10
East Central I.S.D.	\$50,900,501.00	\$3,444,011,034.00	74
Edgewood I.S.D.	\$19,462,826.00	\$3,444,011,034.00	28
City of Elmendorf	\$580,957.00	\$3,444,011,034.00	1
Fair Oaks Ranch	\$3,539,982.00	\$3,444,011,034.00	5
Floresville I.S.D.	\$22,444.00	\$3,444,011,034.00	0
City of Grey Forest	\$47,484.00	\$3,444,011,034.00	0
Harlandale I.S.D.	\$27,089,514.00	\$3,444,011,034.00	39
City of Helotes	\$3,750,116.00	\$3,444,011,034.00	5
City of Hill County Village	\$492,593.00	\$3,444,011,034.00	1
Town of Hollywood Park	\$2,919,777.00	\$3,444,011,034.00	4
Judson I.S.D.	\$138,199,785.00	\$3,444,011,034.00	201
City of Kirby	\$2,362,028.00	\$3,444,011,034.00	3
City of Leon Valley	\$5,174,771.00	\$3,444,011,034.00	8
City of Live Oak	\$5,724,126.00	\$3,444,011,034.00	8
City of Lytle	\$4,694.00	\$3,444,011,034.00	0
Medina Valley I.S.D.	\$10,686,488.00	\$3,444,011,034.00	16
North East I.S.D.	\$541,627,378.00	\$3,444,011,034.00	786
Northside I.S.D.	\$745,227,522.00	\$3,444,011,034.00	1082
City of Olmos Park	\$3,034,976.00	\$3,444,011,034.00	4
City of San Antonio	\$616,612,215.00	\$3,444,011,034.00	895
San Antonio I.S.D.	\$287,345,389.00	\$3,444,011,034.00	417
City of Sandy Oaks	\$294,920.00	\$3,444,011,034.00	0
City of Schertz	\$1,902,720.00	\$3,444,011,034.00	3
Schertz-Cibolo I.S.D.	\$9,553,404.00	\$3,444,011,034.00	14
City of Selma	\$1,454,839.00	\$3,444,011,034.00	2
City of Shavano Park	\$3,462,128.00	\$3,444,011,034.00	5
City of Somerset	\$598,342.00	\$3,444,011,034.00	1
Somerset I.S.D.	\$5,136,404.00	\$3,444,011,034.00	7
South San Antonio I.S.D.	\$25,470,756.00	\$3,444,011,034.00	37
Southside I.S.D.	\$23,149,188.00	\$3,444,011,034.00	34
Southwest I.S.D.	\$56,306,651.00	\$3,444,011,034.00	82
City of St. Hedwig	\$579,134.00	\$3,444,011,034.00	1
City of Terrell Hills	\$5,287,422.00	\$3,444,011,034.00	8
City of Universal City	\$7,825,368.00	\$3,444,011,034.00	11
City of Windcrest	\$2,219,250.00	\$3,444,011,034.00	3
TOTAL	\$3,444,011,034.00		5000

Texas Property Tax Code Sec. 6.03

"The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district."

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: City Secretary
Subject: Nominations for Candidates - Consideration and/or action to nominate candidate(s) for the Comal Appraisal District Board of Directors. (Mayor/Council/B. Dennis)

BACKGROUND

It is time to begin the Board of Directors election process for the 2020-2021 term. Each voting entity may nominate candidates for each position by resolution as stated in the tax code quoted below:

Section 6.03(g) of the Texas Property Tax Code states "*Each taxing unit other than a conversation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.*"

Each candidate must be eligible to serve as stated in the tax code quoted below:

Regarding eligibility, Section 6.03(a) states "*To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.*"

For your convenience we have attached a list of the current Board of Directors and whether the member is willing to serve again. Please submit the names of your nominees to this office no later than October 15, 2019, so they may be placed on the official ballot.

GOAL

N/A

COMMUNITY BENEFIT

N/A

SUMMARY OF RECOMMENDED ACTION

Council to discuss possible nominees.

FISCAL IMPACT

N/A

RECOMMENDATION

Council to discuss possible nominees. Should Council have nominee(s), the City Secretary will come back with a resolution that will be submitted to the Chief Appraiser before October 15, 2019.

Attachments

Comal Appraisal letter

Comal District Board

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

July 2, 2019

Mr. Michael Carpenter
City of Schertz
1400 Schertz Parkway
Schertz, TX 78154

REF: Board of Directors Election

It is time to begin the Board of Directors election process for the 2020-2021 term. Each voting entity may nominate candidates for each position by resolution as stated in the tax code quoted below:


Section 6.03(g) of the Texas Property Tax Code states "Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15."

Each candidate must be eligible to serve as stated in the tax code quoted below:

Regarding eligibility, Section 6.03(a) states "To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district."

For your convenience we have attached a list of the current Board of Directors and whether or not the member is willing to serve again. Please submit the names of your nominees to this office no later than October 15, 2019 so they may be placed on the official ballot.

Sincerely,



Rufino H. Lozano, RPA-RTA-CCA
Chief Appraiser

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

COMAL APPRAISAL DISTRICT BOARD OF DIRECTORS 2020-2021 TERM

POSITION	MEMBER	NOMINATING ENTITY	WILL ACCEPT 2020-2021 SERVE
Chairman	Dan Krueger	Comal ISD	Yes
Vice Chairman	Wade Cleary	Comal ISD	Yes
Secretary	Nancy Pappas	Comal ISD, New Braunfels ISD	Yes
Member	John Kunz	Comal ISD	Yes
Member	John Tyler	Comal County	Yes

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: Planning & Community Development
Subject: Resolution No. 19-R-113 Consideration and/or action approving a Resolution authorizing and approving amendments to the Planning and Zoning Commission Bylaws (B. James/L. Wood/B. Cox/E. Delgado)

BACKGROUND

Staff is proposing changes to the Planning and Zoning Commission by-laws due to the approval of House Bill 3167 in this year's Texas Legislative Session. Specifically staff is proposing to insert language requiring a Commission member who makes a motion to conditionally approve, deny, recommend conditional approval or recommend denial of an agenda item to provide the reasons for the conditional approval or denial with the motion. Additionally, a citation to the law, ordinance or regulation must also be provided when the motion pertains to a master development plan, plat, or site plan application.

Staff is also proposing a change to prohibit abstention votes unless there is a legal obligation such as a conflict of interest. The rationale for this is two-fold. First, all members of the Commission are duty bound to consider and act on all items presented before them unless there is a legal obligation not to (such as a conflict of interest). Second, because the changes from HB 3167 require that a written statement be provided of the conditions for the conditional approval or reasons for the denial that clearly articulates each specific condition or reason and includes a citation to the law, ordinance or regulation that is the basis for the conditional approval or denial for master development plans, plats and site plans.

The by-laws currently count a "no legal obligation" abstention vote as a "no" vote. Without adopting the proposed changes it is possible to deny a master development plan, plat, or site plan without a justification, which would be a violation of state law. Additionally, it is possible to have a motion for approval fail due to "no legal obligation" abstention votes.

GOAL

To approve the proposed amendments to the Planning and Zoning Commission bylaws.

COMMUNITY BENEFIT

The proposed amendments are in line with proposed Ordinance 19-S-22 which will ensure the City is in compliance with recent house bill adoptions. The proposed amendments to the Planning and Zoning Commission bylaws will ensure that appropriate action is taken by the Planning and Zoning Commission which will ensure that cases are heard appropriately in conjunction with the house bill requirements.

SUMMARY OF RECOMMENDED ACTION

To approve the proposed amendments to the Planning and Zoning Commission bylaws.

FISCAL IMPACT

None.

RECOMMENDATION

At the August 28, 2019 Planning and Zoning Commission there was a lengthy discussion between the Commissioners and staff in relation to the motion procedures within the proposed bylaws which are not proposed to be amended with Resolution 19-R-113. Due to the time sensitivity of the staff proposed amendments and there direct corelation to Ordinance 19-S-22, the proposed UDC amendments due to House Bill 3167 approval, the Planning and Zoning Commission offered a unanimous recommendation of approval to the City Council. Staff will work with the Planning and Zoning Commissioners in upcoming meetings to discuss any other potential modifications they would like to the by-laws. However, at this time the proposed bylaw amendments are needed in order to ensure compliance with the house bill.

Staff recommends approval of Resolution 19-R-113 as presented.

Attachments

19-R-113

Resolution 19-R-113 Exhibit A: ByLaws

RESOLUTION NO. 19-R-113

A RESOLUTION OF THE CITY COUNCIL OF SCHERTZ, TEXAS AUTHORIZING THE REVISED BY-LAWS OF THE PLANNING AND ZONING COMMISSION, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Planning and Zoning Commission of the City of Schertz (the “City”) has recommended that the City approve the revised By-Laws, herein as “Exhibit A”, of the Planning and Zoning Commission; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the revised By-Laws of the Planning and Zoning Commission

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

Section 1. The City Council hereby authorizes the revised By-Laws of the Planning and Zoning Commission.

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

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

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

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

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

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

PASSED AND ADOPTED, this 3rd day of September 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

City Secretary, Brenda Dennis

(CITY SEAL)

EXHIBIT A
(VOLUNTARY ANNEXATION PETITION PACKET)

Planning and Zoning Commission Bylaws

Section 1 – Purpose

The Planning and Zoning Commission shall:

- A. Review and approve or make recommendations on applications as set forth in the City of Schertz Unified Development Code.
- B. Make recommendations regarding the implementation of the City's Comprehensive Plan.

Section 2 – Membership and Officers

- A. The Planning and Zoning Commission shall be composed of seven (7) members and one (1) additional member who shall serve as an alternate. The alternate will not be seated unless one of the regular members is not in attendance at the start of the meeting. If seated, an alternate shall serve in place of the regular member even if the regular member arrives late. Four (4) members shall make a quorum.
- B. Commissioners shall reside within the corporate limits of the City.
- C. Commissioners shall serve two (2) year staggered terms with the terms of 3 Commissioners and the alternate expiring in odd numbered years and 4 Commissioners expiring in even numbered years.
- D. Terms shall expire on May 31.
- E. The Commission shall hold elections for a chair who shall serve as the presiding officer and vice chair at the first meeting in August of each year. Special elections shall be held as needed if the chair or vice chair's membership ends during their term.

Section 3 – Meetings

- A. Meetings shall generally be held on the second and fourth Wednesday of the month. Meetings will be cancelled if there are no items to be considered. The meeting schedule may be adjusted to account for holidays.
- B. Special meetings may be called as needed.
- C. The Commission may establish committees as needed.
- D. Meetings shall comply with the Texas Government Code Chapter 551 (Texas Open Meetings Act).
- E. Each meeting shall provide for citizens to be heard generally as per City Council meetings.

CITIZENS' RIGHTS

- 1 Addressing the Commission. Any person desiring to address the Commission by oral communication shall first secure the permission of the presiding officer.
- 2 Manner of Addressing the Commission – Time Limit. Each person addressing the Commission shall speak at the podium into the microphone (or at another designated location), shall give his/her name and address in an audible tone of voice for the record, and, unless further time is granted by the Commission, shall, subject to Section E4 below, limit his/her remarks to three (3) minutes or less. All remarks shall be addressed to the Commission as a body, and not to any individual member thereof. No person, other than members of the Commission or City staff (when requested by the presiding officer) and

the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Commission, unless requested or approved by the presiding officer. No questions shall be asked of the Commission members, except through the presiding officer. Responses to questions may be limited as required by State law.

- 3 Personal and Slanderous Remarks. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, either while addressing the Commission or otherwise while in attendance at a Commission meeting, may be requested to leave the meeting, if after receiving a warning from the presiding officer a person persists in disturbing the meeting, and may be removed from the meeting if necessary for the conduct of the remainder of the meeting.
- 4 Public Hearings. After being recognized by the presiding officer, interested persons, or their authorized representatives, may address the Commission with respect to the subject matter of a public hearing being conducted. The presiding officer may establish procedures at a public hearing to limit the amount of time (which, unless modified by the presiding officer, shall be as set forth in Section E2 above) interested persons may speak, subject to the Commission members' right to appeal the presiding officer's ruling pursuant to Section F6. Subject to modification by the presiding officer, and subject to the Commission members' right of appeal pursuant to Section F6, the normal order of a public hearing is as follows: (i) the opening of the hearing and the establishment, if any, of a modified public hearing procedure by the presiding officer; (ii) address to the Commission by any interested person(s); (iii) discussion by the presiding officer and Commission members, including requests for information from City staff or any person(s) who addressed the Commission; and (iv) action by the Commission, if any is posted on the agenda relating to the hearing.
- 5 Written Communications. Interested persons, or their authorized representatives, may address the Commission by written communication in regard to any matter concerning the City's business or over which the Commission has control at any time by direct mail or by addressing the City Secretary, who shall, on the request of the writer, distribute copies to the Commission members.
- 6 Hearing of Residents. There shall be included on the agenda of each Planning and Zoning Commission meeting an item labeled "Hearing of Residents". After being recognized by the presiding officer, members of the public (giving precedence to residents of the City) may address the Commission on items on or not on the agenda at that time, providing they have completed the "Hearing of Residents" form, unless authorized by the presiding officer. The form shall be made available to persons wishing to address the Commission prior to the calling of the meeting to order and such completed form shall be made available to the presiding officer prior to the calling of the meeting to order. The persons signed up for "Hearing of Residents" must speak during the "Hearing of Residents" portion of the meeting. Commission members and members of City staff may not discuss unposted items nor take any action thereon other than to (1) make a statement of factual information, (2) make a statement of existing City policy, or (3) discuss placing the item on a future agenda. Persons speaking shall be subject to the time limits set forth in Section E2, unless otherwise authorized by the presiding officer.

F. Motions and Meeting Procedures are as follows:

- 1 Motions. A Commission member, after he/she obtains the floor, or the presiding officer may make a motion on the particular subject of discussion or a procedural point as permitted. A “Second” to the motion, if required, must be made by a Commission member who did not make the motion within a reasonable but brief time period. The presiding officer may not “Second” a motion. A motion or a “Second” merely implies that the maker of the motion and the person who “Seconds” agree that the motion should come before the meeting and not that he/she necessarily favors the motion. Without a “Second”, if required, the motion dies. If a motion is made to conditionally approve, deny, recommend conditional approval or recommend denial of an agenda item, the Commission member must also state the reasons for conditional approval, denial, recommend conditional approval or recommend denial, and provide a citation to the regulation, ordinance, and/or law as required by the Unified Development Code.
- 2 Debate. Debate, if permitted, must be limited to the merits of the issue under discussion as stated by the presiding officer.
3. Motion Procedures. There are twelve (12) types of motions in three (3) categories: Meeting Conduct Motions (4 types), Disposition Motions (7 types), and Main Motions (1 type)*. When any motion is pending, any motion listed above it on the chart below is in order, those below it are out of order.

Motion	May Interrupt Speaker	Second Required	Debatable	Amendable	Resolved by Chair No Vote	Affirmative Vote by 4 members	2/3 Vote
Meeting Conduct Motions							
point of privilege	yes	no	no	no	yes	no	no
point of procedure or order	yes	no	no	no	yes	no	no
to appeal a ruling	no	yes	yes	no	no	yes	no
to recess	no	yes	yes	yes	no	yes	no
Disposition Motions							
to withdraw	yes	no	no	no	yes	no	no
to postpone	no	yes	yes	yes	no	yes	no
to refer	no	yes	yes	yes	no	yes	no
to amend	no	yes	yes	yes	no	yes	no
to limit or close debate or "call the question"	no	yes	yes	yes	no	no	yes
to extend debate	no	yes	yes	yes	no	yes	no
to count the vote	no	yes	no	no	no**	no	no
Main Motions							
to reconsider	yes	yes	if original motion was debatable	no	no	yes	no
to rescind	no	yes	yes	yes	no	no	yes
to take action	no	yes	yes	yes	no	Yes***	no

**

Mandatory if seconded; no vote required

Unless not allowed

- 4 Point of Privilege. A point of privilege, sometimes called a point of personal privilege, is a communication from a Commission member to the presiding officer, drawing urgent attention to a need for personal accommodation. For example, the point may relate to an inability to see or hear, a matter of comfort, a matter of requested convenience, or an overlooked right of privilege that should have been accorded to the Commission member(s). In essence, it is a call to the presiding officer for the purpose of assuring a Commission member's convenient and appropriate participation in the meeting. Because of its urgent nature, a point of privilege can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, it cannot be debated or amended, and no vote is required.
- 5 Point of Procedure or Order. A point of procedure, sometimes called a point of order, is a question addressed to the presiding officer, no seconding is required, and either inquiring into the manner of conducting business or raising a question about the propriety of a particular procedure. It is simply an inquiry and is resolved by correction or clarification by the presiding officer. A point of procedure can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, a second is not required, and it cannot be debated or amended, and no vote is taken.
- 6 To Appeal a Ruling. Decisions or rulings of the presiding officer are final on questions of procedure, except that any ruling by the presiding officer's ruling can be appealed to a vote of the Commission. Whenever a Commission member questions the appropriateness or essential fairness of the presiding officer, that member can appeal the ruling to a vote of the meeting. If, however, a motion is out of order as a matter of law (not a proper subject of the meeting, improper notice given, etc.), the presiding officer's ruling cannot be appealed. A motion to appeal cannot interrupt a speaker. To prevent frivolous appeals, a second is required. The motion is subject to debate (which should be brief) and, by its nature, is not amendable. To overrule a procedural decision of the presiding officer, an affirmative vote of four (4) Commission members is required.
- 7 To Recess. A motion to recess requests a brief interruption of the meeting's business, usually so that an ancillary matter can be addressed, or simply to provide a needed break. Unless stated in the motion, the period of recess is decided by the presiding officer. If necessary, a recess can extend the meeting from one day to another, subject to State law. The motion cannot interrupt a speaker, and a second is required. It is debatable, it can be amended, and an affirmative vote of four (4) Commission members is required.

- 8 To Withdraw. Only the maker of the motion can make a motion to withdraw it. It is essentially a communication to the presiding officer that the maker is withdrawing his/her proposal. This is the maker's privilege; thus, it does not require a second. Because the withdrawal motion obviates discussion, it can interrupt a speaker. In addition, because another Commission member later can make a similar motion, a withdrawal motion is not subject to debate, amendment, or vote. The presiding officer should simply state that the motion is withdrawn, and the meeting should proceed with a new treatment of the issue at hand—or a new issue.
- 9 To Postpone or Extend. These motions may arise from a need for further information, a matter of convenience, or for any other reason that will enable the Commission to deal with the issue more effectively during the same meeting or at a later time. Unless otherwise specifically provided in the motion itself, a postponed or extension motion can be renewed at a later appropriate time during the meeting or, if properly posted, at a later meeting. This motion cannot interrupt a speaker. It requires a second, it is debatable, and it is amendable (particularly as to postponement, timing), and an affirmative vote of four (4) Commission members is required.
- 10 To Refer. A motion to refer is typically used to submit an issue to a committee, usually for study leading to a subsequent recommendation. Because it ordinarily disposes the motion for purposes of the current meeting, a motion to refer is subject to the same rules that apply to a main motion. (See Section F14). This motion cannot interrupt a speaker, and a second is required. It is debatable and amendable, and an affirmative vote of four (4) Commission members is required.
- 11 To Amend. A motion to amend proposes a change in the wording of a motion then under consideration. When a motion to amend is pending and an amendment to the amendment is proposed, the presiding officer should focus discussion on the latest amendment, resolve that question, then proceed to the first amendment before continuing discussion on the main motion. Votes on amendments are thus in reverse order of the sequence in which they are proposed. A motion to amend cannot interrupt a speaker. It requires a second, and it is debatable and amendable. An affirmative vote of four (4) Commission members is required for approval of the amendment. Note that State law may restrict amendments to proposals that are required to be set forth in the notice of the meeting.
- 12 To Limit or Close Debate or "Call the Question". Because the extent to which an issue is discussed rests primarily with discretion of the presiding officer, it is the presiding officer who carries the burden of ensuring that adequate time and discussion are given to differing points of view. A motion to limit or close debate is therefore an overruling of the presiding officer's determination. A motion to close debate is the same as a motion to "call the question". Because this motion affects the most fundamental right of any Commission member, the right to speak one's views, it is the only procedural motion that requires an affirmative vote of two-thirds of participants voting.

- 13 To Count the Vote. A motion to count the vote should be limited to those circumstances where the convenient hearing of “yeas” and “nays” cannot clearly resolve the issue. It represents the right of a Commission member to have a vote demonstrated by count. That count can be directed by the presiding officer either as a showing of hands or a standing of voting members while the vote is recorded. Upon completion of the count, the presiding officer announces the result—and final disposition of the issue voted upon. This motion cannot interrupt a speaker. It requires a second; it is neither debatable nor amendable; and, because of the importance of the matter, it should be considered mandatory; thus, no vote is required.
- 14 Motion to Reconsider. Allows a main motion to be brought back before the Commission for consideration. May be made only at the meeting at which the vote to be reconsidered was taken. It may be made by any member of the Commission. Any Commission member may second it. It can be made while any other question is pending, even if another member has the floor. It requires a majority vote to pass. A motion may only be reconsidered twice. If the reconsideration is moved while another subject is before the Commission, it cannot interrupt the pending business, but, as soon as the pending business has been disposed of the motion has the preference over all other main motions and general business of the agenda. In such a case the presiding officer does not state the question on the reconsideration until the immediately pending business is completed.
- 15 Motion to Rescind. The motion to rescind is a main motion without any privilege, may only be made when there is nothing else before the Commission and must be made at the same meeting at which the subject matter of the motion was considered, and it requires a two-thirds vote of the commission members. It cannot be made if a motion to reconsider has been previously made. The motion to rescind can be applied to votes on all main motions with the following exceptions: votes cannot be rescinded after something has been done as a result of that vote that the Commission cannot undo; or, where a resignation has been acted upon, or one has been appointed to, or expelled from, a committee or office, and was present or was officially notified. In the case of expulsion, the only way to reverse the action afterwards is to restore the person to the committee or office, which requires the same preliminary steps and vote as is required for the original appointment.
- 16 To Take Action; Main Motions. Main motions state proposed policy or action on a substantive issue being considered by the Commission. As such, the motion is an initial call to take particular action. Although lowest in precedence among all motions, main motions are clearly the most important: through their content, the business decisions of the Commission are determined. A main motion can be made only when a prior main motion has been disposed of. It cannot interrupt a speaker; a second is required; it is debatable and amendable; and an affirmative vote of four (4) Commission members is required unless a greater vote is prescribed by the Charter or State law.

17 Effect of Abstentions; action on required Abstentions; Effect of non-required Abstentions. The following rules shall apply when a Commission Member abstains from voting on an item:

a. When the Commission Member is Legally Obligated to Abstain from Voting.

When a Commission Member is legally obligated to abstain from voting pursuant to Texas Local Government Code Chapter 171, a local ordinance or the City Charter then the Commission Member shall leave the dais and exit City Council Chambers until such time as the debate and vote on the item has been concluded. Staff shall record that the Commission Member left the room and abstained from the vote in the official minutes and there shall be no other effect.

b. When the Commission Member Has No Legal Obligation to Abstain from Voting.

When a Commission Member has no legal obligation to abstain from voting, the Commission Member is prohibited from casting a vote of abstention and must cast an “aye or yes” vote or “nay or no” vote. ~~then an abstention shall be recorded in the minutes as an abstention and shall procedurally be treated as a “no” vote.~~

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: Planning & Community Development
Subject: Ordinance No. 19-S-22 Conduct a public hearing and consideration and/or action on an Ordinance for amendments to the Schertz Code of Ordinances, Chapter 18 Building and Building Regulations and Part III Unified Development Code (UDC), including Article 3 Boards, Commissions, and Committees, Article 4 Procedures and Applications, Article 8 Special Uses and General Regulations, Article 9 Site Design Standards, and Article 12 Subdivisions. (B. James, L. Wood, B. Cox, E. Delgado, N. Kopyay) *First and Final Reading and Declaring an Emergency*

BACKGROUND

As stated in the Unified Development Code (UDC), City Council from time to time, on its own motion, or at the recommendation of City Staff make amendments, change or modify text to any portion of the UDC to establish and maintain sound stable and desirable development. It is generally considered good practice to periodically review and update the development regulations due to changing conditions, community goals and State and Federal regulations. Based on the update to the Comprehensive Land Use Plan and changes in development it has become necessary to update the UDC.

Several of the proposed amendments are a result of this year's Texas Legislative session that approved several House Bills, that go into effect September 1, 2019. The proposed amendments would bring the City of Schertz into compliance with these new regulations. Additionally, two of the amendments are items that have been requested to have modifications be completed for some time. Each proposed UDC amendment is described in the following section of this staff report.

PROPOSED AMENDMENTS

UDC Amendment: Article 9, Section 21.9.5: Exterior Construction and design standards:

Due to House Bill (HB) 2439, effective September 1, 2019 a governmental entity, including a city, may not adopt or enforce a rule, charter provision, ordinance, order, building code, or other regulation that (1) prohibits or limits, directly or indirectly, the use or installation of a building product or material in the construction, renovation, maintenance, or other alteration of a residential or commercial building if the building product or material is approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building; or (2) establishes a standard for a building product, material, or aesthetic method in construction, renovation, maintenance, or other alteration of a residential or commercial building if the standard is more stringent than a standard for the product, material, or aesthetic method under a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building.

HB 2439 directly impacts the current requirements outlined in Unified Development Code Section 21.9.5 Exterior Construction and Design Standards. The City currently requires a certain percentage of masonry and glazing be incorporated in the design of any building for aesthetic purposes; however, due to the approval of HB 2439 the City can no longer require a standard for building materials that is more stringent than the standards allowed under a national model code (such as the International Building

Code). Additionally, HB 2439 eliminates the ability for the City to enforce exterior construction material regulations previously established through zoning applications, such as a Planned Development Districts. This means that although a property is zoned PDD and has specific building material regulations adopted by City Council, the City can no longer enforce those regulations.

The proposed UDC amendment to Article 9, Section 21.9.5 would bring the City of Schertz into compliance with the regulations established via HB 2439, by removing the current requirements for masonry percentages and glazing percentages. The proposal is to eliminate the current requirements that reference masonry and glazing percentages and replace them with the requirement that the building /glazing must comply with the regulations established via the national model code. This change would be applied to all buildings moving forward including industrial, commercial, public/office, multifamily, and single-family residential.

HB 2439 does not eliminate the City's ability to regulate articulations; therefore, the current UDC amendment proposal does not alter the current requirements for building articulations.

Code of Ordinances Amendment: Section 18-61. Amendments and Section 18-141. Amendments:

HB 2439 also affects the current regulation within the building code amendments that prohibits the use of Cellular Core Pipe in all underground uses, which can no longer be enforced. The current proposal is to no longer prohibit the use of cellular core pipe, but rather require a minimum of four (4) inches of granular material to encapsulate the pipe if used underground. This brings the section into compliance with the HB but still provides for added stability due to the soil conditions within the City.

UDC Amendment: Article 9 Section 21.9.8.A.2 Screening and Fencing in Residential Areas, and Section 21.9.8.B.2 Screening and Fencing in Nonresidential and Multifamily Areas:

Due to HB 3371, effective September 1, 2019, a City may not (1) adopt or enforce an ordinance, order, or regulation that requires a permit for the installation or use of certain battery-charged fences; (2) impose installation or operational requirements for battery-charged fences that are inconsistent with the standards in the bill or those set by the International Electro technical Commission; or (3) prohibit the installation or use of battery charged fences.

The current UDC regulations prohibit the use of above-ground electrical fencing within residential, nonresidential, and multifamily areas, which is in direct conflict with HB 3371. Staff is proposing to amend the regulation to allow the installation of an above ground electrical fence in accordance with the regulations established via the building code. In addition to the proposed amendment to allow for electrical fencing, Staff is proposing an amendment to remove "wire mesh" as a prohibited material when the current regulations also allow for a fence made of "similar woven wire mesh" by right. This does not alter the fencing ability but provides more clarity on the types of fencing that are prohibited.

UDC Amendment: Article 8 Section 21.8.2 Accessory Buildings, Uses and Structures:

One UDC modification that has been suggested in previous discussions with City Council members is the current regulation for Automatic Teller Machines, or ATMs. The current regulation only allows an ATM if the associated bank occupies a space on the same property; however, in current banking practices ATMs are not frequently located on the same property, with more companies moving away from traditional banking methods. In order to provide more convenience for residents and to allow for increased flexibility, the current proposal is to amend the regulations to allow ATMs with or without the associated bank occupying the same property.

UDC Amendment: Article 8 Section 21.8.3 Carports, Porte-Chocheres, subsection C. Single Family and Duplex Districts:

The proposed UDC amendment for carports within residential districts is to allow for increased flexibility for homeowners desiring to install a carport at their home. The current regulations restrict the

location of the carport based on building setback lines established via zoning and require it to be constructed of the same material as the primary structure. Based on HB 2439 the City can no longer require the carport to be of the same material as the home. In order to follow HB 2439, Staff is proposing to eliminate that requirement. In addition, Staff is proposing to amend the setback requirement. Rather than complying with the setbacks outlined via zoning, Staff is proposing to require all carports be a minimum of five (5) feet from any property line. This is more closely aligned with the recent accessory structure setback regulations (i.e. sheds) within residential districts. The current requirement of complying with the zoning setbacks makes it very difficult for most property owners to install a carport; most homes are built right at the building setback line, which does not leave adequate room to install a carport over their driveway and still be in compliance with the setback regulation. The proposed regulation to allow carports that are setback five (5) feet from the property line will allow more homeowners the option of installing a carport on their property. The proposed amendments bring the regulations into compliance with HB 2439 and allow homeowners more flexibility when installing a carport.

UDC Amendments: Section 21.3.3, Section 21.3.5, Section 21.4.2, Section 21.12.5, Section 21.12.6, Section 21.12.8, Section 21.12.10, Section 21.12.11, Section 21.12.12, Section 21.12.13, Section 21.12.14, Section 21.9.12 (Master Development Plan, Platting and Site Plan Processing Change):

HB 3167 was approved in this year's Texas Legislative session, which will invalidate how we process certain applications when it goes into effect on September 1, 2019. Specifically, we must revise the way that we process master development plans, plats and site plans. A few of the major items are listed below:

Plat Timelines and Waiver of Rights- Prior to the approval of HB 3167 the City had 30-days after a complete application was filed to take action on a plat. Most development applications are not submitted complete and are missing several different items, so it was our practice, in order to improve customer service, to accept mostly complete applications with a voluntary waiver of rights to 30-day action. This way we were able to work with the applicant and accept the application and begin review, but would not take the plat forward for approval until all items were complete and the exhibits met all applicable codes and laws. However, with the changes in HB 3167 we are not able to keep this practice as the bill adds a time limit to the voluntary waiver with a maximum length of 30 additional days (for 60 total days) and only allows for a one-time waiver.

Plat Processing- Prior to the approval of HB 3167 the platting process generally entailed the applicant submitting an application, which staff would then review and issue technical review comments on. The applicant would make corrections and changes then resubmit for review. This review cycle would continue until there were no additional comments, at which point the plat would be placed on a Planning and Zoning Commission meeting agenda for action. With the changes from HB 3167, there is not adequate time for staff to review the application, issue comments and review a revised submittal within the 30 -day window, especially as the bill prevents the City from setting a time requirement for revisions to be resubmitted by the applicant. The law states that if the plat is not approved, approved with conditions or denied within the time limits, then the plat will be deemed approved.

Plat Approval with Conditions and Denial- Prior to the approval of HB 3167, staff would work with applicants to ensure all regulations, ordinances and laws were met for all plats, so denials and conditional approvals of plats by the Planning and Zoning Commission were very rare. If a plat was denied by the Commission, then a new application would need to be submitted. With the changes from HB 3167 plat denial or conditional approval, staff must issue a letter stating the reasons for conditional approval or denial (with code/law citations), and provide an unlimited amount of opportunities for the applicant to revise and resubmit their plat for reconsideration. It also places a 15-day required action

timeline on the revised submittal. This could ultimately lead to automatically approved plats due to inadequate time for staff to thoroughly review the revisions or schedule a Planning and Zoning Commission meeting, as well as decreased customer service due to the potential for an applicant to be stuck in a seemingly unending denial to revision cycle.

Master Development Plans and Site Plans — Prior to the approval of HB 3167, master development plans and site plans did not have a state mandated approval timeframe, so staff would diligently work with the applicant through submittal and review cycles to ensure the proposed plans complied with all applicable requirements. With the changes from HB 3167, language was added which institutes the same plat processing requirements and timeframes to site plans and master development plans.

The general outline of this new application process was created by our City Attorney in an effort to help standardize the application process under the new regulations outlined in HB 3167 for their clients, and staff has amended this process to best fit Schertz. Due to the City's inability to control how long an applicant can take to resubmit an application, as well as inadequate staffing resources to guarantee that reviews can be completed within the new timeframes, staff is proposing the following changes to the master development plan, plat and site plan processes:

Addition of Letters of Department Certification – As a prerequisite to submitting a master development plan, plat or site plan application, an applicant will need to acquire letters of certification from the appropriate departments, such as Planning & Community Development, Engineering, Fire, Parks and Recreation, and Public Works. It is during the letter of certification step that staff will be performing the bulk of the technical review, which can include reviews of plans, plats, traffic impact analyses, storm water management plans, and other technical documents. We have also included a guaranteed review timeline for the applicant. While the initial timeframe for review of 90-days seems long, we are typically able to get 1st round comments to the applicant in a much shorter timeframe. The 90-days has been selected to ensure staff has adequate time and is able to complete complicated reviews before the deadline expires and the certification is automatically issued, particularly if it is a large complicated project or submitted during a peak workload time for staff. A 30-day timeline has been selected for review of resubmittals, as this review typically takes less time than the initial review.

Addition of Action Deadlines to Master Development Plans and Site Plans- A major change due to HB3167 is the addition of action deadlines to master development plans and site plans. Due to these new deadlines, staff is proposing to process master development plans and site plans in the same manner as plats, requiring letters of certification from development departments prior to application submittal.

Overall Master Development Plan, Plat, and Site Plan Process – With the proposed process changes, the first step in a master development plan, plat or site plan project will be submitting for letters of certification from the appropriate departments. A list of all necessary certifying departments and specific certification submittal requirements are identified in the City's Development Manual. The Development Manual is a collection of all development applications and checklists and is amended or modified at staff's discretion. Once a request for certification is submitted, staff will review the application for completeness and if deemed complete will begin review, and if deemed incomplete, correspondence will be sent to the applicant informing them of the application's deficiencies. The 90-day initial review period starts once the application is complete. The department will review the certification request for compliance with all applicable regulations, ordinances and laws. The department will then notify the applicant of any non-conforming aspects to revise. The applicant will then make changes and resubmit for review. The department will review the resubmittal within 30-days and either issue a certification or additional comments for non-conforming items.

Once all necessary certifications required for the master development plan, plat or site plan applications
Once all necessary certifications required for the master development plan, plat or site plan applications

have been acquired, the applicant may then submit a complete application for review and approval. At this point there should be very little review for staff as the lion's share of the technical review was completed with the letter of certification process prior to application submittal. Staff will first preform a completeness review of the application and if deemed complete will begin review, and if deemed incomplete, correspondence will be sent to the applicant informing them of the application's deficiencies. Once an application is deemed complete it is considered filed and the City now has 30 days to approve, conditionally approve or deny the application. At this point staff will review the application and letters of certification to make sure there are no discrepancies in the submitted exhibits, and collect recommendations for approval from all certifying departments. Next the application will be placed on a Planning and Zoning Commission meeting agenda for approval, unless it only requires an administrative approval, which applies to applications such as site plans, minor plats and amending plats. The application is then approved and the applicant can move to the next step in the development process.

Approved with Conditions and Denial Cycle- New to the process is a response cycle that is identified in HB3167. As mentioned earlier in this report, when an application is conditionally approved or denied, a letter stating the specific conditions or reasons for denial along with citations to the law must be provided. The applicant can then resubmit at their convenience, addressing the conditions or reasons stated in the letter. The City will have 15-days to review and take action on any resubmittal. A provision that staff may only approve applications and must refer applications for denial or conditional approval to the Planning and Zoning Commission has been included.

Appeals to Planning and Zoning Commission Decisions — Staff has amended the appeal process to make the Planning and Zoning Commission the final authority on master development plan, plat and site plan approval decisions. These changes were made to simplify the process, and because City Council has expressed that the Planning & Zoning Commission is the subject matter experts for City development. Aggrieved parties wanting to appeal a decision by the Planning and Zoning Commission would do so by filing in district court. However, keep in mind that if an application is denied by the Commission the applicant may always resubmit revisions and have the item reconsidered.

Other Process Changes – In addition to the application process changes, staff is looking to roll out some customer service improvements for development applications. The first is the addition of online certification and application submittals through our existing WebQA portal, similar to how this was done for building permits earlier this year. We are hoping to have this functionality up and running by mid-October. Additionally, staff has started using BlueBeam Revu for digital plan review, which is a huge help for the applicant as they will be receiving marked up plans with comments as opposed to only written text comments. Lastly, staff has started using Microsoft Sharepoint and Microsoft Planner to organize project files and track reviews. These additions are stopgap measures which will allow staff to accept and manage digital submittals and will be replaced when the implementation of the CityView software is complete.

GOAL

To amend the UDC and Chapter 18 Building and Building Regulations, to review and update the development regulations due to changing conditions, community goals and State and Federal regulations (House Bill 2439, 3371, and 3167) as well as establish and maintain sound stable and desirable development.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth. Additionally the proposed UDC and Chapter 18 amendments will ensure that the City of Schertz is in compliance with legislative updates effective September 1, 2019.

SUMMARY OF RECOMMENDED ACTION

Approve Ordinance 19-S-22 amending the Schertz Code of Ordinances, Chapter 18 Building and Building Regulations and Part III Unified Development Code (UDC), including Article 3 Boards, Commissions, and Committees, Article 4 Procedures and applications, Article 8 Special Uses and General Regulations, Article 9 Site Design Standards, and Article 12 Subdivisions.

FISCAL IMPACT

None.

RECOMMENDATION

The Planning and Zoning Commission conducted a public hearing on August 28, 2019, no residents spoke. At this meeting the Commissioners and staff had a lengthy discussion regarding the following:

- The state law change in relation to exterior building materials effects existing developments, including PDDs. Additionally, how the state law effects HOAs and their authority.
- The state law change in relation to building materials effects special districts.
- How cellular core pipe was utilized, what concerns staff has with the material, and how the proposed bedding would alleviate those concerns.
- Attached and detached residential carports.
- The impact of the new process on developers, staff, and Commission in terms of timelines.
- The Commission's authority related to state law.

The Commission indicated that the amendments mandated by the recently passed house bills are not consistent with the City goals for development and will affect the overall attractiveness of buildings in the community. However, the Commission understands that the amendments are necessary to be in compliance with state law and are consistent with the proposed amendments being made by several surrounding cities in the greater San Antonio area.

The Planning and Zoning Commission offered a recommendation of approval with a vote of 5-1 with Commission Bacon voting nay.

Staff recommends approval of Ordinance 19-S-22 amending the Schertz Code of Ordinances, Chapter 18 Building and Building Regulations and Part III Unified Development Code (UDC), including Article 3 Boards, Commissions, and Committees, Article 4 Procedures and applications, Article 8 Special Uses and General Regulations, Article 9 Site Design Standards, and Article 12 Subdivisions as presented.

Attachments

udc

Exhibit A- 1: Article 9 Section 21.9.5 and Code of Ord. Section 18-61 and 18-141- Proposed Amendments

Exhibit A-2: Article 9 Section 21.9.8.A.2 and 21.9.8.B.2 Fencing- Proposed Amendments

Exhibit A-3: Article 8 Section 21.8.2 ATM- Proposed Amendments

Exhibit A-4: Article 8 Section 21.8.3 Carports- Proposed Amendments

ORDINANCE NO. 19-S-22

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING PART III, SCHERTZ CODE OF ORDINANCES, THE UNIFIED DEVELOPMENT CODE (UDC) INCLUDING ARTICLE 3 BOARDS, COMMISSIONS, AND COMMITTEES, ARTICLE 4 PROCEDURES AND APPLICATIONS, ARTICLE 8 SPECIAL USES AND GENERAL REGULATIONS, ARTICLE 9 SITE DESIGN STANDARDS, AND ARTICLE 12 SUBDIVISIONS AND SCHERTZ CODE OF ORDINANCES CHAPTER 18 BUILDING AND BUILDING REGULATIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE; AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ordinance No. 10-S-06, the City of Schertz, Texas (the “City”) adopted as Amended and Restated Unified Development Code on April 13, 2010, as further amended (the “Current UDC”); and

WHEREAS, City Staff and has reviewed the Current UDC and have recommended certain revision and updates to, and reorganization of, the Current UDC;

WHEREAS, City Staff and has reviewed Chapter 18 Building and Building Regulations and have recommended certain revision and updates to, and reorganization of, Chapter 18;

WHEREAS, on August 28, 2019 the Planning and Zoning Commission conducted a public hearing and thereafter recommended approval; and

WHEREAS, on September 3, 2019, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the proposed amendments are appropriate and in the interest of the public safety, health and welfare;

WHEREAS, pursuant to Section 4.09(e) of the City Charter, if the City Council, by a vote of not less than two-thirds of the members present at the meeting at which an ordinance is first introduced, determines that an emergency exists requiring immediate action, such ordinance may then be voted upon and rejected or passed at that meeting; and

WHEREAS, several development related legislative amendments effective September 1, 2019 have necessitated the recommended amendments contemplated by this Ordinance and it is hereby found to be in the public interest that said local amendments be effective as soon as possible.

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

Section 1. The current UDC and Code of Ordinances Chapter 18 is hereby amended as set forth on Exhibit A hereto.

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

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

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

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

Section 6. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 8. Pursuant to Section 4.09(e) of the City Charter, by vote of not less than two-thirds of the members of the City Council present at the meeting at which this Ordinance was first considered, the City Council has determined that an emergency exists which requires immediate action, and City Council has determined that an emergency exists due to Legislative House Bills effective September 1, 2019, which requires immediate action and that this Ordinance be adopted on a single reading.

Section 9. This Ordinance shall be effective upon the date hereof and any publication required by law.

PASSED, APPROVED AND ADOPTED ON FIRST AND FINAL READING, the 3rd day of September, 2019.

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary
(SEAL OF THE CITY)

Red Lines showing Existing Regulations and Proposed Changes:

Article 9 Section 21.9.5- Exterior Construction and Design Standards

Sec. 21.9.5. - Exterior construction and design standards.

- A. *Intent*. It is the intent of these design criteria to provide guidelines for new construction in order to provide an aesthetically pleasing appearance as well as ensure sound construction quality.
- B. *Applicability* . The provisions of this section are deemed to be minimum standards and shall be applicable to the following:
 - 1. All new buildings within the corporate limits of the City except public schools; and
 - 2. Building expansions which cumulatively increase the gross floor area more than 25% of the original building area except public schools.
- C. *Industrial Buildings* .
 - 1. *Applicability* . This section shall apply to buildings with an industrial use.
 - 2. *Exterior Building Materials* . Buildings must comply with ~~one of the following:~~ the regulations established via the national model code.
 - a. ~~At least 80% of each wall (excluding windows and doors) shall be finished in one or more of the following materials:~~
 - ~~Brick~~
 - ~~Stone~~
 - ~~Faux brick or stone~~
 - ~~Concrete tiltwall~~
 - ~~Split face CMU~~
 - ~~Stucco~~
 - ~~Tile, or~~
 - b. ~~100% of the front façade (façade adjacent to or facing a public street) and a total of 75% of the entire building (excluding windows and doors) shall be finished in one or more of the following materials:~~
 - ~~Brick~~
 - ~~Stone~~
 - ~~Faux brick or stone~~
 - ~~Concrete tiltwall~~
 - ~~Split face CMU~~
 - ~~Stucco~~
 - ~~Tile~~
 - 3. *Glazing* . All buildings must comply with ~~one of the following:~~ the regulations established via the national model code.

- ~~a. At least 15% of the front facade (façade adjacent to or facing a public street) shall be comprised of windows or glass doors. For buildings that are adjacent to or face two more public streets at least 15% of each façade adjacent to or facing a public street shall be comprised of windows or glass doors. For buildings that are not adjacent to or face a public street, but instead face or front a private drive, the facade that faces or fronts on the private drive that provides for primary access shall be considered as the front facade; or~~
- ~~b. Windows and doors may be spread around the building, the minimum amount of required windows or glass doors is calculated as 30% of the front façade (façade adjacent to or facing a public street). For buildings that are adjacent to or facing two or more public streets the minimum amount of required windows or glass doors is calculated as 20% of the total area of the façades adjacent to or facing public streets.~~

4. *Articulation and architectural features* .

- a. Horizontal articulations or offsets are required on any wall greater in length than 100 linear feet, which is adjacent to or facing a public street.
- (1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.
- (2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.
- b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.
- (1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.
- (2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.

5. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

D. *Commercial Buildings* .

1. *Applicability* . This section shall apply to buildings with a commercial use.
2. *Exterior Building Materials* . Buildings must comply with the ~~following the regulations established via the national model code.~~
- ~~a. At least 80% of each wall (excluding windows and doors) shall be finished in one or more of the following primary materials:~~
- ~~▪ Brick~~
 - ~~▪ Stone~~
 - ~~▪ Faux brick or stone~~
 - ~~▪ Tile~~
 - ~~▪ Stucco^b~~
 - ~~▪ Concrete tiltwall^c~~
 - ~~▪ Split face CMU^e.~~

~~b. Stucco may be used in conjunction with one of the other approved primary materials. Stucco cannot be used for more than 50% of each façade.~~

~~c. Concrete tiltwall and split face CMU may be used in conjunction with one of the other approved primary materials. Concrete tiltwall and split face CMU cannot be used for more than 30% of each façade.~~

3. *Glazing* . All buildings must comply with ~~one of the following~~: the glazing regulations established via the national model code.

~~a. At least 30% of the front façade (façade adjacent to or facing a public street) shall be comprised of windows or glass doors. For buildings that are adjacent to or face two or more public streets at least 30% of each façade adjacent to or facing a public street shall be comprised of windows or glass doors. For buildings that are not adjacent to or face a public street, but instead face or front a private drive, the facade that faces or fronts on the private drive that provides for primary access shall be considered as the front facade; or~~

~~b. Windows and doors may be spread around the building, the minimum amount of required windows or glass doors is calculated as 60% of the front façade (façade adjacent to or facing a public street). For buildings that are adjacent to or facing two or more public streets the minimum amount of required windows or glass doors is calculated as 50% of the total area of the façades adjacent to or facing public streets.~~

4. *Articulation and architectural features* .

a. Horizontal articulations or offsets are required on any wall greater in length than 30 linear feet, which is adjacent to or facing a public street, or adjacent to or facing a side lot line of the property.

(1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.

(2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.

b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.

(1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.

(2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.

5. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

E. *Office/Public Buildings* .

1. *Applicability* . This section shall apply to buildings with a professional office or public use.

2. *Exterior Building Materials* . Buildings must comply with the ~~following~~: regulations established via the national model code.

~~a. At least 75% of each wall (excluding windows and doors) shall be finished in one or more of the following materials:~~

~~• Brick~~

~~• Stone~~

~~• Faux brick or stone~~

- Tile

- Stucco

- Concrete tiltwall^b

- Split face CMU^b

~~b. Concrete tiltwall and split face CMU may be used in conjunction with one of the other approved primary materials. Concrete tiltwall and split face CMU cannot be used for more than 30% of each façade.~~

3. *Glazing* . All buildings must comply with ~~one of the following:~~ the glazing regulations established via the national model code.

~~a. At least 25% of the front façade (façade adjacent to or facing a public street) shall be comprised of windows or glass doors. For buildings that are adjacent to or face two or more public streets at least 20% of each façade adjacent to or facing a public street shall be comprised of windows or glass doors. For buildings that are not adjacent to or face a public street, but instead face or front a private drive, the facade that faces or fronts on the private drive that provides for primary access shall be considered as the front facade; or~~

~~b. Windows and doors may be spread around the building, the minimum amount of required windows or glass doors is calculated as 50% of the front façade (façade adjacent to or facing a public street). For buildings that are adjacent to or facing two or more public streets the minimum amount of required windows or glass doors is calculated as 40% of the total area of the façades adjacent to or facing public streets.~~

4. *Articulation and architectural features* .

a. Horizontal articulations or offsets are required on any wall greater in length than 50 linear feet.

(1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.

(2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.

b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.

(1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.

(2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.

5. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

F. *Multi-Family Buildings* .

1. *Applicability* . This section shall apply to buildings with a Multifamily Use.

2. *Exterior Building Materials* . Buildings must comply with ~~one of the following:~~ the regulations established via the national model code.

~~a. At least 80% of each wall (excluding windows and doors) shall be finished in one or more of the following materials:~~

- Brick

- Stone

- Faux brick or stone

- Tile; or

b. ~~100% of the front façade (façade adjacent to or facing a public street) and a total of 80% of the entire building (excluding windows and doors) shall be finished in one or more of the following materials:~~

- Brick

- Stone

- Faux brick or stone

- Tile

3. *Articulation and architectural features .*

a. Horizontal articulations or offsets are required on any wall greater in length than 10 linear feet.

(1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.

(2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.

b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.

(1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.

(2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.

4. *Roof Treatments .* Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

G. *Single- Family Residential .*

1. *Exterior Building Materials .* Buildings must comply with the ~~following:~~ regulations established via the national model code.

a. ~~At least 80% of the entire building façade (excluding windows and doors) shall be finished in one or more of the following materials:~~

- Brick

- Stone

- Faux brick or stone

- Tile

- Concrete tiltwall

- Stucco

• ~~Fiber cement siding~~

UDC Amendment- Schertz Code of Ordinances Section 18-61. Amendments:

Current:

P2609 Installation of Materials. Cellular core pipe shall be prohibited for all underground uses in all materials.

Proposed:

~~P2609 Installation of Materials. Cellular core pipe shall be prohibited for all underground uses in all materials.~~

P2609 Installation of Materials. Cellular core pipe for all underground use will required four (4) inches of granular material to encapsulate the pipe due to soil conditions in the City of Schertz.

UDC Amendment- Schertz Code of Ordinances Section 18-141. Amendments:

Current:

Table 702.3 Building Sewer Pipe. Cellular core pipe shall be prohibited for all underground uses in all materials.

Proposed:

~~Table 702.3 Building Sewer Pipe. Cellular core pipe shall be prohibited for all underground uses in all materials.~~

Table 702.3 Building Sewer Pipe. Cellular core pipe for all underground use will required four (4) inches of granular material to encapsulate the pipe due to the soil conditions in the City of Schertz.

Clean Copy of Code Language as Proposed:

Article 9 Section 21.9.5- Exterior Construction and Design Standards

Sec. 21.9.5. - Exterior construction and design standards.

- A. *Intent*. It is the intent of these design criteria to provide guidelines for new construction in order to provide an aesthetically pleasing appearance as well as ensure sound construction quality.
- B. *Applicability* . The provisions of this section are deemed to be minimum standards and shall be applicable to the following:
 - 1. All new buildings within the corporate limits of the City except public schools; and
 - 2. Building expansions which cumulatively increase the gross floor area more than 25% of the original building area except public schools.
- C. *Industrial Buildings* .
 - 1. *Applicability* . This section shall apply to buildings with an industrial use.
 - 2. *Exterior Building Materials* . Buildings must comply with the regulations established via the national model code.
 - 3. *Glazing* . All buildings must comply with the glazing regulations established via the national model code.
 - 4. *Articulation and architectural features* .
 - a. Horizontal articulations or offsets are required on any wall greater in length than 100 linear feet, which is adjacent to or facing a public street.
 - (1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.
 - b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.
 - (1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.
 - 5. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.
- D. *Commercial Buildings* .
 - 1. *Applicability* . This section shall apply to buildings with a commercial use.
 - 2. *Exterior Building Materials* . Buildings must comply with the regulations established via the national model code.
 - 3. *Glazing* . All buildings must comply with the glazing regulations established via the national model code.
 - 4. *Articulation and architectural features* .

- a. Horizontal articulations or offsets are required on any wall greater in length than 30 linear feet, which is adjacent to or facing a public street, or adjacent to or facing a side lot line of the property.
 - (1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.
 - b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.
 - (1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.
5. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

E. *Office/Public Buildings* .

- 1. *Applicability* . This section shall apply to buildings with a professional office or public use.
- 2. *Exterior Building Materials* . Buildings must comply with the regulations established via the national model code.
- 3. *Glazing* . All buildings must comply with the glazing regulations established via the national model code.
- 4. *Articulation and architectural features* .
 - a. Horizontal articulations or offsets are required on any wall greater in length than 50 linear feet.
 - (1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.
 - b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.
 - (1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.
- 5. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

F. *Multi-Family Buildings* .

- 1. *Applicability* . This section shall apply to buildings with a Multifamily Use.
- 2. *Exterior Building Materials* . Buildings must comply with the regulations established via the national model code.

3. *Articulation and architectural features* .

- a. Horizontal articulations or offsets are required on any wall greater in length than 10 linear feet.
 - (1) The depth of the articulation or offset shall be a minimum of two feet (2'). Articulations or offsets can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or offset shall be a minimum of 20% of the total length of the entire wall.
- b. Vertical articulations or elevation changes are required on all walls and should be designed to screen rooftop equipment.
 - (1) The height of the articulation or elevation change shall be a minimum of two feet (2'). Articulations or elevation changes can be of varying depth as long as the minimum two feet (2') is met.
 - (2) The length of the new plane created by the articulation or elevation change shall be a minimum of 20% of the total length of the entire wall.

4. *Roof Treatments* . Façade articulations shall provide for vertical and horizontal screening of air conditioning units and all mechanical equipment located on rooftops. The minimum height of the screening shall be equal to the height of the tallest rooftop equipment.

G. *Single- Family Residential* .

- 1. *Exterior Building Materials* . Buildings must comply with the regulations established via the national model code.

UDC Amendment- Schertz Code of Ordinances Section 18-61. Amendments:

P2609 Installation of Materials. Cellular core pipe for all underground use will required four (4) inches of granular material to encapsulate the pipe due to soil conditions in the City of Schertz.

UDC Amendment- Schertz Code of Ordinances Section 18-141. Amendments:

Table 702.3 Building Sewer Pipe. Cellular core pipe for all underground use will required four (4) inches of granular material to encapsulate the pipe due to the soil conditions in the City of Schertz.

Sec. 21.9.8.A.2.

Screening and Fencing in Residential Areas

Current Regulation:

2. Fence Materials.

a. Materials Permitted.

i. Fences may be constructed of pressure treated wood, decorative metal, chain link or similar woven wire mesh, stone, brick, or other materials traditionally used in private fence construction.

ii. Decorative fences shall be constructed of pressure treated wood picket, decorative metal, stone or brick, or a combination thereof. Solid surface area of any decorative fence shall not exceed fifty percent (50%) of the total surface area.

b. Prohibited Materials. Above-ground electrical fencing, wire mesh (such as hog wire or chicken wire), and barbed wire are prohibited except on parcels or lots one acre or greater in size in conjunction with the containment of livestock or farm animals.

Proposed UDC Regulations:

2. Fence Materials.

a. Materials Permitted.

i. Fences may be constructed of pressure treated wood, decorative metal, chain link or similar woven wire mesh, stone, brick, or other materials traditionally used in private fence construction.

ii. Decorative fences shall be constructed of pressure treated wood picket, decorative metal, stone or brick, or a combination thereof. Solid surface area of any decorative fence shall not exceed fifty percent (50%) of the total surface area. **Above ground electrical fencing shall be permitted in accordance with the building code.**

b. Prohibited Materials. ~~Above ground electrical fencing, wire mesh (such as hog wire or Chicken wire)~~, and barbed wire are prohibited except on parcels or lots one acre or greater in size in conjunction with the containment of livestock or farm animals.

Sec. 21.9.8.B.2.

Screening and Fencing in Nonresidential & Multifamily Areas

Current Regulation:

2. Fence Materials.

a. Materials Permitted. Fences may be constructed of pressure treated wood, decorative metal, chain link or similar woven wire mesh, stone, brick, or other materials traditionally used in private fence construction.

b. Prohibited Materials. Above-ground electrical fencing, wire mesh (such as hog wire or chicken wire), screening slats within chain link fences and barbed wire are prohibited except on parcels or lots one (1) acre or greater in size in conjunction with the containment of livestock or farm animals. Three strand barbed wire on top of chain link fencing is permitted when associated with public water and wastewater facilities and when not visible from public rights-of-way or adjacent properties.

Proposed UDC Regulations (Electric Allowable & Barb Wire Allowable for PUB Use Only):

2. Fence Materials.

a. Materials Permitted. Fences may be constructed of pressure treated wood, decorative metal, chain link or similar woven wire mesh, stone, brick, **above ground electrical fencing** or other materials traditionally used in private fence construction.

b. Prohibited Materials. ~~Above-ground electrical fencing, wire mesh (such as hog~~ wire or chicken wire), screening slats within chain link, and barbed wire are prohibited except on parcels or lots one acre or greater in size in conjunction with the containment of livestock or farm animals. Three strand barbed wire on top of chain link fencing is permitted when associated with public water and wastewater facilities and when not visible from public rights-of-way or adjacent properties.

UDC Amendment – Section 21.8.2. Accessory Buildings, Uses and Structures

Current

N. Automatic teller machine (ATM) drive-thru structures are not authorized unless the associated bank occupies a space on the same property and has a valid Certificate of Occupancy.

Proposed

~~N. Automatic teller machine (ATM) drive thru structures are not authorized unless the associated bank occupies a space on the same property and has a valid Certificate of Occupancy.~~

N. Automatic teller machine (ATM) drive-thru structures are authorized with or without the associated bank occupying a space on the same property.

CarpportUDC Amendment – Section 21.8.3. Carports, Porte-Cocheres

Current:

C. Single Family and Duplex Districts.

1. Shall be attached to a residence and shall be an integral part of the primary structure;
2. Shall not encroach into a required setback as set by the underlying zoning district;
3. Shall be erected over a driveway constructed of asphalt or concrete;
4. Shall not exceed one (1) story in height;
5. Shall be open on two (2) or more sides; and
6. Shall be constructed of the same material as the primary structure.

Proposed:

C. Single Family and Duplex Districts.

1. Shall be attached to a residence and shall be an integral part of the primary structure;
- ~~2. Shall not encroach into a required setback as set by the underlying zoning district;~~
2. Shall be set back from the property line a minimum of five feet (5');
3. Shall be erected over a driveway constructed of asphalt or concrete;
4. Shall not exceed one (1) story in height;
5. Shall be open on two (2) or more sides; and
- ~~6. Shall be constructed of the same material as the primary structure.~~

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019

Department: Finance

Subject: Public Hearing on Proposed Budget for FY 2019-20 - Conduct a public hearing and presentation regarding the adoption of the FY 2019-20 Budget. (*Second public hearing*) (M. Browne/B. James/J. Walters)

BACKGROUND

In accordance with Section 102.006 of the Texas Local Government Code the City Council must hold a public hearing on the proposed budget for FY 2018-19. The first public hearing was held at the August 27, 2019 regular session. A second public hearing will be conducted at the September 3, 2019 regular session. A copy of the proposed FY 2019-20 Budget can be found online at www.schertz.com.

General Fund	\$39,187,985
Tax I&S Fund	7,027,003
Water & Sewer Fund	27,882,526
Capital Recovery - Water	256,000
Capital Recovery - Sewer	260,500
Drainage Fund	1,265,709
EMS Fund	9,598,811
SEDC	7,952,931
Special Events Fund	24,510
PEG Fund	118,000
Hotel Occupancy Tax Fund	505,894
Park Fund	177,000
Tree Mitigation	75,000
Library Fund	21,200
Historical Committee	11,750
Total:	\$94,364,819

Attachments

FY 2019-20 Proposed budget

CITY OF SCHERTZ



FY 2019-20 PROPOSED BUDGET

City of Schertz

Fiscal Year 2019-20

Budget Cover Page

This budget will raise more total property taxes than last year's budget by \$982,470 or 5% increase, and of that amount, \$659,141 is tax revenue to be raised from new property added to the tax roll this year.

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

FOR: N/A

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: N/A

Property Tax Rate Comparison

	2019-20	2018-19
Property Tax Rate:	\$0.5146/100	\$0.5146/100
Effective Rate:	\$0.5057/100	\$0.4892/100
Effective Maintenance & Operations Tax Rate:	\$0.3437/100	\$0.3238/100
Rollback Tax Rate:	\$0.5362/100	\$0.5146/100
Debt Rate:	\$0.1650/100	\$0.1649/100

Total debt obligation for the City of Schertz secured by property taxes: \$ 81,867,516

CITY OF SCHERTZ 2019-20 BUDGET

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Executive Summary

General Fund

Revenue: General Fund revenue will increase 2.5% over FY 2018-19 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2019-20 are estimated to increase 4.5% and sales taxes are estimated to increase 4%.

The sales tax growth trend follows the area development growth and the potential for new businesses while is still conservative when looking at the long-term average.

Franchise Fees are expected to decrease 6.5% with legislative changes limiting fees Cities can collect from cable/telecom providers for the use of the City's right-of-way.

Permits are expected to increase 9.1% due to an uptick expected development in FY 2019-20. Fees, Fines, and Other Tax are expected to remain at the same levels as FY 2018-19 with no observable factors affecting the collection rates.

Miscellaneous Income is expected to decrease 16.6% in FY 2019-20 with fewer deployments and reimbursements for the City's Firefighters. Throughout the end of FY2016-17 and all of FY 2017-18, City of Schertz Firefighters were deployed to disasters statewide ranging from Hurricane Harvey aftermath to wildfires to render aid. These deployments are fully reimbursed by Federal and State programs. FY 2018-19 saw the final reimbursements being made for those incidents.

Expenses: The overall FY 2019-20 General Fund Operating Budget increased 6.6% from FY 2018-19 year end estimates. This increase includes \$631,000 for new positions and personnel programs for Police, Fire, Animal Services, Engineering, Streets, Parks, and Fleet Services. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City and the feedback received in the 2019 Citizen Survey.

Another notable item for the FY 2019-20 Budget is the implementation of the Classification & Compensation Study's first year recommendation. This study by a 3rd party reviews market wages and makes recommendations for compensation adjustments for City staff. Having comparable market wages is important so the City can retain good employees and fill vacancies with qualified individuals. The upcoming budget has \$275,000 set aside to act on the study's recommendation.

The remainder of the increase from the FY 2018-19 year end estimates is to continue the annual merit program for staff, set a contingency amount at 0.8% of the budget, and to estimate all tax reimbursement agreements with applicable business in Schertz will be earned and paid.

In FY 2017-18 a new permit software began the implementation process. The total project cost is estimated to be \$375,000 and will improve the plan review and permit issuing process by making it streamlined for a faster and more convenient way for developers

and residents to build in Schertz. The estimated remaining project cost remaining to be expensed is \$190,000 for FY 2019-20.

City Council

The Proposed FY 2019-20 Budget increases 17.8% from the FY 2018-19 year end estimates. This budget will now include the Volunteer Appreciation Luncheon which was moved from special events. New tablets, phones, and monitors will be purchased in FY 2019-20 in anticipation of new councilmembers.

City Manager

The FY 2019-20 Budget increases 8.1% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.

Municipal Court

The FY 2019-20 Budget decreases 6.9% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

311 Customer Service

The FY 2019-20 Budget decreases 14.9% from the FY 2018-19 year end estimate due to personnel savings.

Planning & Zoning

The FY 2019-20 Budget increases 8.0% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.

Legal Services

The FY 2019-20 Budget decreases 3.2% from the FY 2018-19 year end estimate with less planned billable hours for legal services.

City Secretary

The FY 2019-20 Budget decreases 7.2% from the FY 2018-19 year end estimate due to personnel turnover.

Non-Departmental

The FY 2019-20 Budget increases 44.7% from the FY 2018-19 year end estimate. The City Support services increase is to set a total \$300,000 in a contingency funds and \$275,000 to act on the Classification and Compensation study recommendation. City Assistance will increase \$496,000 in anticipation of paying out all eligible tax reimbursements to applicable businesses. The fund transfer to the Special Events fund has been removed as these events will now be located in the Parks Department and will no longer require a transfer.

Public Affairs

The FY 2019-20 Budget decreases 7.3% from the FY 2018-19 year end estimate due to approving lower cost design and postage contracts for the magazine.

Engineering

The FY 2019-20 Budget increases 4.0% from the year end estimate with the addition of a second Engineer position. This increase is partially offset by less expected plan review professional services and less capital outlay.

GIS

The FY 2019-20 Budget increases 1.7% from the FY 2018-19 year end estimate for higher personnel and training costs.

Police

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate. Personnel increases 4.6% with the addition of a new Patrol Officer position, an update to the holiday pay policy, and the citywide annual merit. With a higher staffing rate and fuel costs anticipated, Utility Services shows an increase 21.5%. Every 3 years the City renews 4 leased vehicles for use by the Police Department and it is set to renew in FY 2019-20 for \$57,600. In Capital Outlay, the number of patrol vehicles needing to be purchased and replaced increased from 7 in FY 2018-19 to 9 in FY 2019-20.

Fire Rescue

The FY 2019-20 Budget will increase 1.8% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

Inspections

The FY 2019-20 Budget increases 2.1% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

Streets

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate. Personnel will increase 26.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

Parks

The FY 2019-20 Budget will increase 2.0% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.

Pools

The FY 2019-20 Budget will decrease 1.2% from the FY 2018-19 year end estimate due to the decrease in utility services, professional services, operating equipment. This decrease was offset by an increase in Contract Maintenance to update the value to actual costs incurred by the YMCA.

Event Facilities

The FY 2019-20 Budget will increase 11.3% from the FY 2018-19 year end estimate due to the cleaning contract for the Civic Center not being fully executed until FY 2019-20. Also included in the increase is the purchase of replacement office equipment.

Library

The FY 2019-20 budget will decrease 0.2% from the FY 2018-19 year end estimate. The increase in general operating costs will be offset by the 2018-19 one time increase of \$20,000 for library materials that is not included in the 2019-20 budget.

Animal Services

The FY 2019-20 Budget will increase 39.2% from the FY 2018-19 year end estimates due to the increase in personnel costs from the addition of 2 full time Animal Shelter Technicians and the purchase of a replacement Animal Service Officer vehicle.

Information Technology

The Information Technology FY 2019-20 Budget decrease 6.6% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

Human Resources

The FY 2019-20 Budget will increase 0.4% from the FY 2018-19 year end estimate due to the lower then expected unemployment claims in FY 2018-19. This increase is offset by the removal of the Class & Comp Study that was funded in FY 2018-19 but not in FY 2019-20.

Finance

The FY 2019-20 Budget will increase 0.6% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

Purchasing & Asset Management

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate due to general operating cost increases.

Fleet Services

The FY 2019-20 Budget will increase 29.4% from the FY 2018-19 year end estimate due the additional personnel costs of the new Fleet Manager position as well as the transfer of a facilities services technician position that was converted into a Fleet Administrative Assistant.

Facility Services

The FY 2019-20 Budget will decrease 2.9% from the FY 2018-19 year end estimates due to the transfer of 1 facilities services technician position to the fleet department to be converted to Administrative assistant. In addition, the decrease is also due to lower costs for building maintenance.

City Assistance

The FY 2019-20 Budget will decrease 0.8% from the FY 2018-19 year end estimate due to a decrease in the donation expense for the senior center to match revenue projections. This decrease is offset by an increase in the transportation assistance program to match growth.

Court Restricted Funds

The FY 2019-20 Budget will increase \$559.00 from the FY 2018-19 to match the increase in court technology fee projections.

Interest & Sinking Fund

Revenues: Revenues for FY 2019-20 increase 7.5% from the FY 2018-19 estimate with a \$144,003 transferred from reserves for the year. This withdraw is a planned transfer of excess reserves to reduce the tax rate.

Expenses: The FY 2019-20 Budget will increase 4.4% from the FY 2018-19 year end estimate with the issuance of Certificates of Obligation, Series 2019.

Water & Sewer Fund

Revenue: Revenues for FY 2019-20 are expected to increase 13.1% from the FY 2017-18 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

Expenses: The FY 2019-20 Budget increases 10.6% from the FY 2018-19 year end estimates to fund a new water main, utility relocations, waterline replacements, and water tank painting.

Utility Billing

The FY 2019-20 Budget increases 8.6% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

Administration

The FY 2019-20 Budget will decrease 0.5% from the FY 2018-19 year end estimate. Increases in personnel costs for the annual merit program, in Fund Charges/Transfers for additional contributions to Schertz Seguin Local Government Corporation (SSLGC) and the Cibolo Creek Municipal Authority (CCMA) for the water pipeline project and south wastewater treatment plant construction, in Maintenance Services for the increase in CCMA's treatment fee, and setting a contingency account for \$100,000 in City Support Services for general use, are all offset in FY 2019-20 by fewer large equipment and vehicle purchases in Capital Outlay.

Capital Recovery Fund – Water

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.

Capital Recovery Fund - Sewer

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

Drainage Fund

Revenue: The FY 2019-20 revenue from drainage fees is expected to increase 2.5% with new commercial and residential development occurring in the City. Overall revenue will increase 0.2% from the prior year which saw the remainder or a one time contribution from Cibolo for the Cibolo Creek Bridge reconstruction.

Expenses: The FY 2019-20 Budget will increase 9.7% from the FY 2018-19 year end estimate for the operating accounts not including projects. The increase is due to higher personnel costs related to the annual merit program, setting a contingency at \$30,000, additional Maintenance Services for a new outsourced mowing contract to improve services, and additional large equipment and vehicle purchases.

EMS Fund

Revenue: Revenues for FY 2019-20 are expected to increase 0.2% from FY 2018-19 year end estimates. The additional transports increasing revenue is offset by a 5.6% decrease in the Inter-Jurisdictional revenues to provide coverage for each community serviced by the City's EMS.

Expenses: The FY 2019-20 Budget will increase 8.7% from the FY 2018-19 year end estimate. Included in the FY 2019-20 budget is the converting a billing clerk to a billing specialist, an upgrade to Rescue Net billing software, hiring a new part-time supply coordinator, and Paramedic school program for EMTs. In addition to these programs, capital outlay has increased \$364,500 for a replacement ambulance and 2 replacement vehicles.

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 2019-20 is projected to increase by 34.3% from the FY 2018-19 year-end estimate. The increase reflects a 4% increase in sales tax revenue, and transfer from reserves of \$3,110,648 for Performance Agreements.

Expenses: The expenses for FY 2019-20 are projected to increase by 6,175,000 from the FY 2018-19 year end estimate to include an additional \$5,675,000 in Annual Infrastructure Grants associated with SEDC Performance Agreements and \$500,000 as a contribution for improvements on Main Street.

Special Events Fund

Revenue: The revenue for FY 2019-20 is expected to decrease 82.1% from FY 2018-19 year end estimates due to all events with the exception of Walk for Life and Hal Baldwin Scholarship being moved to the General Fund to be tracked in the parks department.

Expenses: The Special Events Fund FY 2019-20 Budget decreased 82.1% from the FY 2018-19 year end estimates. This decrease is caused by moving multiple events to the general fund to be assigned to the parks department.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2019-20 are expected to increase 36.9% from the FY 2018-19 year end estimates with a \$28,000 transfer from reserves to continue the communication master plan.

Expenses: The PEG Fund FY 2019-20 Budget increased \$114,741 from the FY 2018-19 year end estimates with the continued implementation of the communication master plan.

Hotel Motel Tax Fund

Revenue: Revenue for FY 2019-20 is expected to decrease 2.6% from the FY 2018-19 year end estimates due to recent events that may effect capacity.

Expenses: The Hotel Motel Tax Fund FY 2019-20 Budget increased 59.5% from FY 2018-19 year end estimates. FY 2017-18 included \$250,000 of AV upgrades to the Civic Center which increased the budget higher than it is normally.

Park Fund

Revenue: The revenue for FY 2019-20 is expected to increase \$40,000 from the FY 2018-19 year end estimates from new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects. In FY 2019-20 an additional \$99,000 is budgeted to be used from reserves.

Expenses: The FY 2019-20 Budget increases 0.2% from the FY 2018-19 year end estimate. Park development for FY 2019-20 for two new pavilions at the Community Playscape and Crescent Bend Park and replacing a woodchip path with decomposed granite at Heritage Oaks Park.

Tree Mitigation

Revenue: The revenue for FY 2019-20 is expected to increase by \$60,000 from 2018-19 year end estimate with an expected additional new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects.

Expenses: The FY 2019-20 Budget will increase by \$50,000 from the FY 2018-19 year end estimate for additional tree trimming and planting shade trees throughout the city.

Library Fund

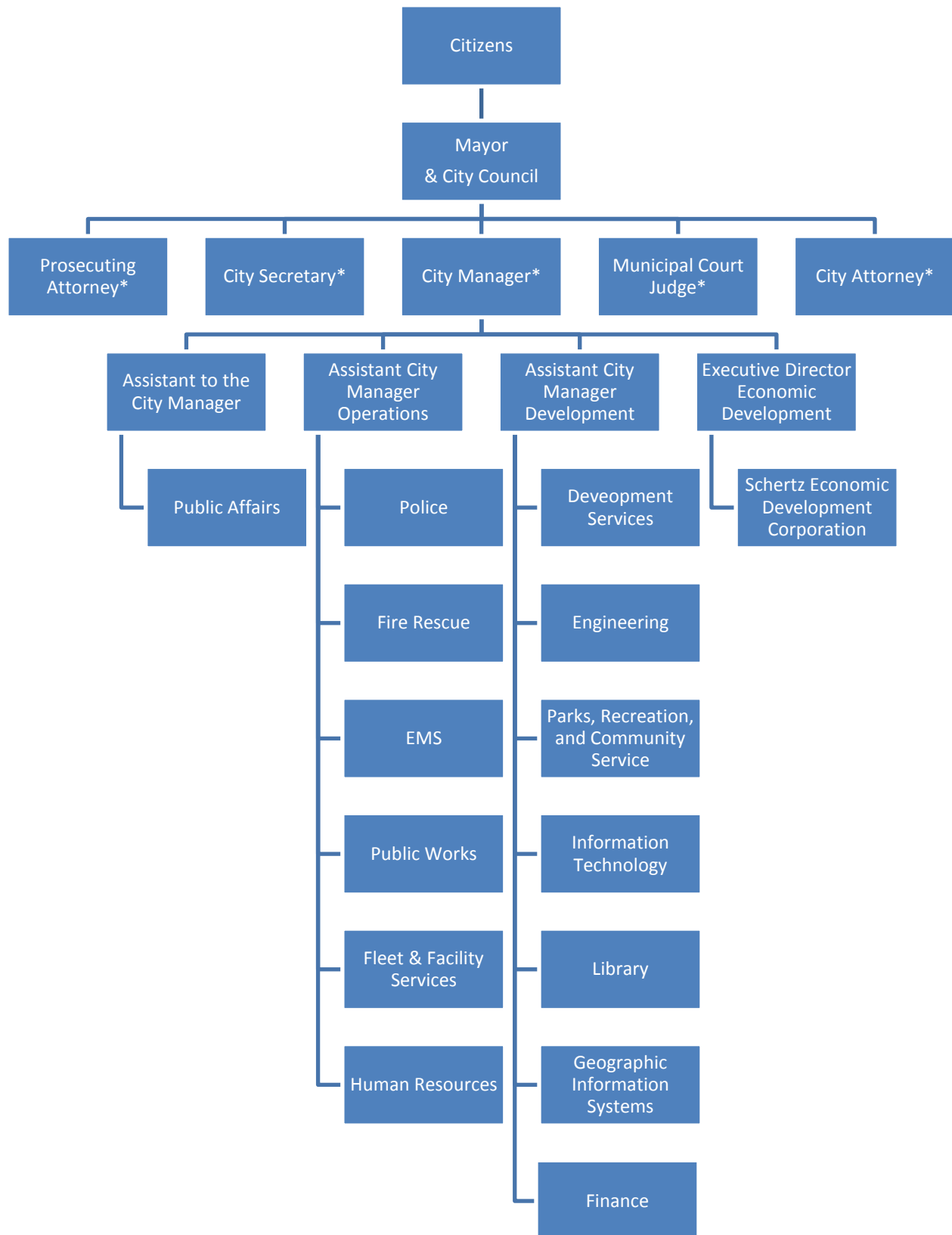
Revenues: Revenue for FY 2019-20 is expected to decrease 3.6% from the FY 2018-19 year end estimate due to fewer estimated book sales.

Expenses: The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

Historical Committee

Revenues: Revenue for FY 2019-20 will remain at the same funding allocation as FY 2018-19.

Expenses: The Historical Committee's FY 2019-20 Budget will remain the as the FY 2018-19 Budget.



101-GENERAL FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	18,449,210	20,507,460	21,519,002	20,347,243	22,410,167	23,448,050	
Franchises	2,213,197	2,308,335	2,373,687	1,623,950	2,337,000	2,184,000	
Permits	2,304,765	2,244,153	1,604,320	1,136,684	1,596,310	1,742,250	
Licenses	63,164	73,381	56,760	56,700	69,160	56,860	
Fees	2,661,261	2,587,847	1,843,973	1,991,773	2,368,010	2,390,134	
Fines & Forfeitures	23,339	20,902	22,000	12,024	13,000	12,000	
Inter-Jurisdictional	876,885	887,256	967,008	744,618	961,512	934,984	
Fund Transfers	2,484,140	2,989,901	5,063,249	2,163,155	2,811,303	7,512,457	
Miscellaneous	513,522	918,108	706,550	871,664	1,088,210	907,250	
TOTAL REVENUES	29,589,483	32,537,343	34,156,549	28,947,813	33,654,672	39,187,985	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL	93,412	79,763	103,959	80,134	92,393	108,837	
CITY MANAGER	1,077,769	1,256,251	1,161,522	895,403	1,102,087	1,191,289	
MUNICIPAL COURT	342,228	368,540	346,940	298,351	364,028	338,749	
CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	126,128	107,359	
PLANNING & ZONING	214,454	220,761	240,266	181,504	233,629	252,393	
LEGAL SERVICES	150,698	129,958	160,000	77,903	155,000	150,000	
CITY SECRETARY	190,571	200,851	207,049	179,242	216,158	200,678	
NONDEPARTMENTAL	2,352,849	2,424,967	2,777,167	2,003,417	2,226,762	3,221,768	
PUBLIC AFFAIRS	319,030	301,935	652,091	527,829	650,058	602,287	
RECORDS MANAGEMENT	47,680	62,624	0	0	0	0	
SCHERTZ TALES MAGAZINE	349,950	370,241	0	(350)	0	0	
ENGINEERING	540,453	639,481	739,220	575,974	764,278	795,060	
GIS	163,735	172,851	175,311	151,912	179,050	182,053	
TOTAL GENERAL GOVERNMENT	5,960,607	6,349,363	6,685,482	5,071,915	6,109,571	7,150,473	
<u>PUBLIC SAFETY</u>							
POLICE	6,870,567	7,238,194	8,355,808	6,811,047	8,359,442	9,060,241	
FIRE RESCUE	4,076,531	4,806,193	5,275,184	4,287,706	5,344,301	5,440,917	
INSPECTIONS	811,916	923,193	895,579	810,242	974,938	995,205	
MARSHAL'S OFFICE	481,980	372,049	0	0	0	0	
TOTAL PUBLIC SAFETY	12,240,994	13,339,628	14,526,571	11,908,995	14,678,681	15,496,363	
<u>PUBLIC ENVIRONMENT</u>							
STREETS	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	
TOTAL PUBLIC ENVIRONMENT	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	

101-GENERAL FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKS & RECREATION							
PARKS	970,348	1,059,505	1,610,307	1,178,038	1,529,691	1,565,756	
SWIM POOL	629,056	578,573	639,878	353,952	576,530	569,878	
EVENT FACILITIES	117,289	125,438	425,605	262,883	353,718	393,772	
TOTAL PARKS & RECREATION	1,716,693	1,763,517	2,675,790	1,794,872	2,459,939	2,529,406	
CULTURAL							
LIBRARY	904,485	945,948	967,904	826,360	993,841	991,998	
TOTAL CULTURAL	904,485	945,948	967,904	826,360	993,841	991,998	
HEALTH							
ANIMAL SERVICES	555,661	529,980	500,269	393,437	494,819	688,547	
ENVIRONMENTAL HEALTH	204,879	199,779	0	0	0	0	
TOTAL HEALTH	760,540	729,759	500,269	393,437	494,819	688,547	
INTERNAL SERVICE							
INFORMATION TECHNOLOGY	1,544,743	1,838,909	2,790,759	1,726,492	2,626,020	2,452,588	
HUMAN RESOURCES	428,739	506,860	687,385	437,803	582,466	584,830	
FINANCE	604,458	565,676	625,482	498,900	602,723	606,277	
PURCHASING & ASSET MGT	191,858	230,539	229,399	192,569	230,002	232,488	
FLEET SERVICE	695,951	750,015	880,543	660,755	822,070	1,063,732	
BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,177,022	1,536,029	1,491,394	
TOTAL INTERNAL SERVICE	4,870,908	5,334,250	6,755,987	4,693,540	6,399,310	6,431,309	
MISC & PROJECTS							
PROJECTS	0	0	0	0	0	4,000,000	
CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	
COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	
TOTAL MISC & PROJECTS	298,521	318,591	377,666	238,403	355,099	4,352,992	
TOTAL EXPENDITURES	28,017,534	30,011,261	34,131,651	25,986,908	33,021,509	39,187,985	
REVENUE OVER/(UNDER) EXPENDITURES	1,571,949	2,526,081	24,898	2,960,905	633,163	0	
	=====	=====	=====	=====	=====	=====	=====

101-GENERAL FUND

REVENUES

((------ 2018-2019 -----))((------ 2019-2020 -----))							
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Taxes							
000-411100 Advalorem Tax-Current	11,128,370	11,849,652	13,122,952	13,423,044	13,450,000	14,060,000	
000-411110 Disable Veterans Assist Pymnt	0	0	0	201,117	201,117	300,000	
000-411200 Advalorem Tax-Delinquent (192)	73,378	50,000	46,486	50,000	50,000	
000-411300 Advalorem Tax-P&I	54,759	85,694	50,000	57,664	65,000	50,000	
000-411500 Sales Tax Revenue-Gen Fund	7,223,574	8,455,341	8,252,000	6,558,414	8,600,000	8,944,000	
000-411600 Bingo Tax	31	11	50	24	50	50	
000-411700 Mixed Beverage Tax	42,668	43,384	44,000	60,494	44,000	44,000	
TOTAL Taxes	18,449,210	20,507,460	21,519,002	20,347,243	22,410,167	23,448,050	
Franchises							
000-421200 Center Point/Entex Energy	68,524	80,245	82,989	75,797	83,000	90,000	
000-421220 City Public Service	910,771	975,967	1,022,834	691,054	1,020,000	1,020,000	
000-421240 Guadalupe Valley Elec Co-op	423,898	454,085	423,554	290,851	423,000	455,000	
000-421250 New Braunfels Utilities	69,790	71,119	74,473	49,206	75,000	78,000	
000-421300 Time Warner-State Franchise	273,989	305,571	298,638	241,405	300,000	180,000	
000-421460 AT&T Franchise Fee	200,597	137,206	152,419	110,962	150,000	75,000	
000-421480 Other Telecom Franchise - ROW	135,724	129,917	162,781	48,219	130,000	130,000	
000-421500 Solid Waste Franchise Fee	129,905	154,225	156,000	116,455	156,000	156,000	
TOTAL Franchises	2,213,197	2,308,335	2,373,687	1,623,950	2,337,000	2,184,000	
Permits							
000-431100 Home Occupation Permit	490	490	500	490	500	500	
000-431205 Bldg Permit-Residential	630,839	688,249	618,520	390,822	529,560	550,000	
000-431210 Bldg Permit-Commercial	630,642	687,368	270,000	93,094	270,000	350,000	
000-431215 Bldg Permit-General	534,711	329,072	220,000	274,842	335,000	350,000	
000-431300 Mobile Home Permit	300	350	300	650	650	400	
000-431400 Signs Permit	5,482	5,458	5,800	8,066	8,500	5,600	
000-431500 Food Establishmnt Permit	62,715	60,950	63,000	60,760	63,000	63,000	
000-431600 Garage Sale Permit	9,490	2,135	0	0	0	0	
000-431700 Plumbing Permit	139,490	161,472	128,800	99,149	128,800	138,950	
000-431750 Electrical Permit	71,500	82,140	65,500	56,900	65,500	70,900	
000-431800 Mechanical Permit	71,800	76,940	65,900	50,940	65,900	68,300	
000-431900 Solicitor/Peddler Permit	1,485	2,620	1,500	6,130	2,000	2,300	
000-431950 Animal/Pet Permit	365	90	1,000	0	500	500	
000-432000 Cert of Occupancy Prmt	5,650	6,450	6,500	6,900	6,500	6,300	
000-432100 Security Alarm Permit	40,356	51,697	36,000	36,721	42,900	43,000	
000-432300 Grading/Clearing Permit	9,046	14,646	15,000	11,738	12,000	12,500	
000-432400 Development Permit	61,037	39,252	81,000	16,495	40,000	50,000	
000-435000 Fire Permit	29,368	33,025	25,000	22,988	25,000	30,000	
000-436010 Network Nodes	0	1,750	0	0	0	0	
TOTAL Permits	2,304,765	2,244,153	1,604,320	1,136,684	1,596,310	1,742,250	
Licenses							
000-441000 Alcohol Beverage License	7,075	7,085	8,000	6,158	8,000	8,100	
000-441300 Mobile Home License	160	80	160	80	160	160	
000-442000 Contractors License	52,600	63,660	45,600	48,250	58,000	45,600	
000-444000 Pet License	3,329	2,556	3,000	2,212	3,000	3,000	
TOTAL Licenses	63,164	73,381	56,760	56,700	69,160	56,860	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

REVENUES

(----- 2018-2019 -----)(----- 2019-2020 -----)							
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
Fees							
000-451000 Municipal Court Fines	742,592	642,041	382,303	573,377	668,010	664,160	
000-451100 Arrest Fee	28,080	24,743	21,012	21,663	25,290	25,680	
000-451110 Expunction Fee	90	0	120	0	160	160	
000-451200 Warrant Fees	102,156	75,203	98,000	62,041	69,468	73,560	
000-451210 Court-Claims & Judgements (1,856)	0	0	(215)	0	0	
000-451320 Civil Justice Fee-Court	0	0	29	0	0	0	
000-451321 Civil Justice Fee-State	0	0	262	0	0	0	
000-451340 Judicial Fee-City	3,854	3,315	2,776	2,886	3,377	3,432	
000-451400 Traffic Fine Costs TTL	13,403	11,712	6,000	10,196	12,068	12,168	
000-451510 Juvenile Case Mgmt Fee	32,149	27,696	23,236	24,079	28,149	28,668	
000-451520 Truancy Fees	5,706	4,889	3,934	4,471	5,188	5,352	
000-451600 Technology Fund Fee	24,918	22,098	18,793	19,238	22,433	22,992	
000-451700 Security Fee	19,355	16,678	7,475	14,428	16,873	17,244	
000-451800 Time Payment Fee-City	5,936	4,986	4,119	4,290	4,881	4,968	
000-451850 State Fines 10% Service Fee	38,000	29,598	20,000	35,756	41,412	38,752	
000-451900 DPS Payment-Local	7,581	5,916	6,210	4,726	5,193	5,592	
000-452000 Child Safety Fee	3,210	6,798	4,874	7,641	10,708	10,356	
000-452100 Platting Fees	66,500	53,000	57,000	50,500	59,500	59,000	
000-452200 Site Plan Fee	28,000	36,000	38,000	29,000	34,000	36,000	
000-452300 Plan Check Fee	894,728	817,115	514,260	394,133	500,000	625,000	
000-452320 Tree Mitigation Admin Fee	11,800	17,369	12,000	1,298	12,000	15,000	
000-452400 BOA/Variance Fees	3,111	5,778	6,500	2,750	4,750	5,000	
000-452600 Specific Use/Zone Chng Fee	20,500	23,938	18,000	18,800	21,650	18,000	
000-452710 Zoning Ltr & Dev Rights	2,400	1,950	1,950	3,900	3,000	1,950	
000-453100 Reinspection Fees	108,427	169,225	100,100	192,915	220,000	170,000	
000-453110 Swim Pool Inspection Fee	2,530	2,620	2,920	1,320	2,900	2,500	
000-453200 Lot Abatement	2,243	1,615	5,000	750	2,500	5,000	
000-453211 Admin Fee-Inspections	15,800	24,600	15,500	9,900	15,500	18,600	
000-453310 Misc Inspection Fees	0	3,613	0	400	500	0	
000-453710 Foster Care	1,200	1,100	1,200	353	500	500	
000-454200 Pool Gate Admission Fee	25,465	23,053	24,000	18,723	24,000	24,000	
000-454300 Seasonal Pool Pass Fee	5,894	4,410	5,000	4,260	5,000	5,000	
000-456120 Senior Center Meal Fee	802	802	0	401	800	0	
000-456500 HAZ MAT Fees	400	0	5,000	1,041	5,000	5,000	
000-456600 Fire Re-inspection Fee	1,200	1,145	1,000	443	500	1,000	
000-458000 Sale of General Fixed Assets	0	19,252	20,000	0	0	20,000	
000-458100 Sale of Merchandise	0	0	0	2,086	3,000	0	
000-458110 Sale of Mdse - GovDeals	52,261	86,052	25,000	100,207	120,000	80,000	
000-458400 Civic Center Rental Fees	194,964	210,428	197,000	204,448	215,000	200,000	
000-458401 Capital Recovery Fee-Civic C	14,660	8,220	7,500	14,205	15,000	7,500	
000-458450 North Center Rental Fees	26,397	26,582	23,000	21,810	23,000	23,000	
000-458460 Senior Center Rental	8,100	4,600	7,200	6,300	7,000	7,000	
000-458500 Community Center Rental Fees	31,978	40,651	35,000	35,547	38,000	35,000	
000-458510 Grand Ballroom Rental Fees	0	0	0	2,500	0	0	
000-458540 Bluebonnet Hall Rental Fees	0	0	0	75	0	0	
000-458550 Pavilion Rental Fees	19,498	20,380	20,000	16,992	20,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,800	7,800	7,800	7,500	
000-458570 Non-Resident SYSA League	0	13,080	10,000	19,170	20,000	10,000	

101-GENERAL FUND

REVENUES

	2016-2017	2017-2018	2018-2019					2019-2020
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
000-458650 NonResident User Fee-BVYA	8,451	9,670	10,000	3,240	10,000	10,000		
000-458660 BVYA Utility Reimbursement	26,160	21,919	15,000	7,166	15,000	15,000		
000-458670 SYSA Utility Reimbursement	0	5,465	15,000	1,924	7,500	7,500		
000-458675 Lions Futbol Utility Reimbrsm	9,376	8,860	10,000	7,032	10,000	10,000		
000-458700 Vehicle Impoundment	9,860	10,920	10,000	7,820	9,440	10,000		
000-459200 NSF Check Fee	50	25	100	100	100	100		
000-459300 Notary Fee	126	96	200	42	125	100		
000-459400 Maps,Copies,UDC & Misc Fees	40	35	0	30	45	0		
000-459600 Animal Adoption Fee	18,581	18,827	12,500	9,002	12,000	12,000		
000-459700 Pet Impoundment Fee	6,267	6,257	6,300	4,268	4,000	5,000		
000-459800 Police Reports Fee	6,019	5,723	5,800	4,546	5,690	5,800		
000-459990 Fire - False Alarm Fee	4,500	0	0	0	0	0		
TOTAL Fees	2,661,261	2,587,847	1,843,973	1,991,773	2,368,010	2,390,134		
<u>Fines & Forfeitures</u>								
000-463000 Library Fines	23,339	20,902	22,000	12,024	13,000	12,000		
TOTAL Fines & Forfeitures	23,339	20,902	22,000	12,024	13,000	12,000		
<u>Inter-Jurisdictional</u>								
000-473100 Bexar Co - Fire	21,078	36,886	21,077	5,269	21,077	21,077		
000-473200 City of Seguin-Fire Contract	29,231	30,108	29,231	25,090	30,108	30,107		
000-473300 Guadalupe Co-Library	217,152	217,152	218,000	180,960	217,152	185,300		
000-473400 Randolph AFB-Animal Control	1,200	200	1,200	0	200	500		
000-474200 Library Services-Cibolo	35,000	35,002	35,000	0	35,000	35,000		
000-474210 Library Services-Selma	31,540	21,750	22,000	23,475	23,475	24,000		
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	160,000	160,000	166,000		
000-474600 School Crossing Guard-Bexar C	37,806	43,763	38,000	26,973	38,000	36,000		
000-474610 School Cross Guard-Guadalupe	38,879	43,636	38,500	31,593	38,500	39,000		
000-474700 School Officer Funding	255,000	255,000	348,000	265,128	348,000	348,000		
000-474750 Crime Victim Liaison Agreeemen	50,000	43,760	50,000	26,130	50,000	50,000		
TOTAL Inter-Jurisdictional	876,885	887,256	967,008	744,618	961,512	934,984		
<u>Fund Transfers</u>								
000-480000 Indirect Costs-EMS	150,087	170,087	175,587	131,690	150,000	179,100		
000-480100 Indirect Costs-Hotel/Motel	66,405	67,605	67,582	50,687	67,582	74,428		
000-481000 Transfer In - Reserves	0	0	2,226,359	0	0	4,694,140		
000-482100 Transfer In-Reserves-Ct Tech	0	0	26,207	0	26,207	0		
000-485000 Interfund Charges-Drainage-5%	184,425	271,430	295,157	221,368	295,157	243,114		
000-486000 Interfund Chrges-Admin W&S	1,186,812	1,344,140	1,365,998	1,024,498	1,365,998	1,404,372		
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000		
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000		
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000		
000-487000 Interfund Charges-Fleet	397,581	344,026	370,729	278,282	370,729	361,258		
000-488000 Interfund Charges-4B	430,445	441,395	456,630	456,630	456,630	461,045		
000-489000 Transfer In	68,385	86,219	70,000	0	70,000	86,000		
000-489620 Contribution-SEDC	0	265,000	0	0	0	0		
TOTAL Fund Transfers	2,484,140	2,989,901	5,063,249	2,163,155	2,811,303	7,512,457		
<u>Miscellaneous</u>								
000-491000 Interest Earned	4,707	26,901	35,000	56,716	70,000	80,000		

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

REVENUES

		2018-2019				2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
000-491200 Investment Income	136,001	242,255	235,000	312,348	415,000	400,000	
000-491800 Gain/Loss (1,421)	(16,292)	0	(9,867)	0	0	
000-491900 Unrealized Gain/Loss-CapOne (11,305)	(777)	0	15,679	0	0	
000-492500 Proceeds from Capital Lease	0	42,829	0	0	0	0	
000-493000 Donations-Others	0	20	0	50	50	0	
000-493120 Donations-Public Library	4,044	6,854	10,000	7,664	10,000	10,000	
000-493400 Donations-Animal Control	18,191	12,979	15,000	3,147	5,000	5,000	
000-493401 Donations-A/C Microchip	640	675	1,000	277	0	0	
000-493402 Donations-Spay&Neuter	810	87	1,000	0	0	0	
000-493403 Donation-A.S Adoption Trailer	552	0	0	0	0	0	
000-493404 Donations-TNR Program	0	0	500	0	0	0	
000-493460 Donations- Parks	13,741	11,356	10,000	3,161	10,000	10,000	
000-493465 Donations-Senior Center	10,572	11,472	10,000	9,558	10,000	10,000	
000-493502 Donations-PD	4,222	27,000	0	(24,345)	500	0	
000-493503 Donation-Fire Rescue	9,541	15,350	0	1,740	0	0	
000-493505 Donations-Police Events	0	0	0	0	0	3,000	
000-493700 July 4th Activities	0	0	0	0	0	26,000	
000-493701 Proceeds-Holidazzle	0	0	0	0	0	1,500	
000-493704 Moving on Main	0	0	0	0	0	3,000	
000-494481 LawEnforcemtOfficersStnd&Educ	3,679	3,823	3,650	4,341	5,000	0	
000-494482 Grants-Police, Fire, Gen Fund	4,892	1,474	3,000	0	0	2,500	
000-495100 Mobile Stage Rental Fees	1,550	3,650	2,100	2,050	2,050	2,100	
000-497000 Misc Income-Gen Fund (25,323)	27,727	60,000	35,037	50,000	25,000	
000-497005 Schertz Magazine Advertising	186,000	147,755	140,000	121,125	145,000	140,000	
000-497100 Misc Income-Police	17,866	11,240	3,800	8,094	9,022	9,000	
000-497106 Misc Income-Special Events	0	0	0	0	0	14,150	
000-497150 Misc Income-Fire Department	1,750	970	0	0	0	0	
000-497200 Misc Income-Library	4,965	5,331	4,500	4,014	4,500	4,500	
000-497210 Misc Income-Library Copier	18,187	19,558	18,000	17,586	18,000	18,000	
000-497300 Misc Income-Animal Control	390	299	0	320	400	0	
000-497400 Misc Income-Streets Dept	51,735	28,275	60,000	21,004	20,000	30,000	
000-497460 Misc Income-Parks	0	0	0	140	0	0	
000-497500 Misc Income-TML Ins. Claims	9,252	36,098	20,000	17,218	30,000	20,000	
000-497550 Misc Income-TML WC Reimbursmn	11,957	2,074	15,000	1,531	5,000	10,000	
000-497600 Misc Income-Vending Mach	2,257	2,365	2,500	2,270	2,500	2,500	
000-497610 Misc Income-Muni Court	0	2,036	0	154	170	0	
000-498000 Reimbursmnt-Gen Fund	20,359	8,355	20,000	0	10,000	20,000	
000-498100 Reimburmnt Fire-Training	7	0	500	0	0	0	
000-498105 Reimbursmt Police OT-DEA	5,764	17,213	0	12,795	18,000	18,000	
000-498110 Reimburmnt Fire-Emg Acti-OT	3,267	212,799	30,000	234,841	235,000	30,000	
000-498150 Reimbursement - Library	4,673	6,355	6,000	13,018	13,018	13,000	
TOTAL Miscellaneous	513,522	918,108	706,550	871,664	1,088,210	907,250	
TOTAL REVENUES	29,589,483	32,537,343	34,156,549	28,947,813	33,654,672	39,187,985	
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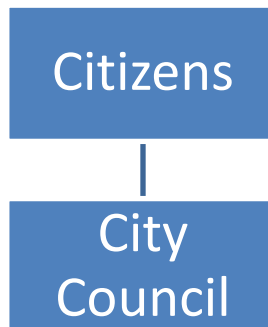
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of ordinances passed	48	50	50
Number of resolutions passed	172	170	170
Requests for Information	28	10	15
Number of Council Meetings	47	47	47
Requests for Agenda Items	26	16	16
Council on the Go Meetings	3	3	3
Council HOA Presidents Meeting	1	2	2

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Meeting Attendance rate	96	96	96

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$35,410	\$36,165	\$36,787
Supplies	143	700	650
City Support Services	20,578	25,225	32,500
Operations Support	29	300	300
Staff Support	22,979	22,000	26,600
Professional Services	0	8,000	10,000
Operating Equipment	0	0	2,000
<i>Total</i>	<i>\$79,763</i>	<i>\$92,393</i>	<i>\$108,837</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2019-20 Budget increases 17.8% from the FY 2018-19 year end estimates. This budget will now include the Volunteer Appreciation Luncheon which was moved from special events. New tablets, phones, and monitors will be purchased in FY 2019-20 in anticipation of new councilmembers.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
CITY COUNCIL							
=====							
<u>Personnel Services</u>							
150-511110 Regular	24,809	26,699	23,097	20,576	24,302	24,462	
150-511240 Allowances	6,183	6,195	9,424	7,814	9,293	9,711	
150-511310 FICA-Employer	2,370	2,516	2,488	2,171	2,570	2,614	
TOTAL Personnel Services	33,361	35,410	35,009	30,561	36,165	36,787	
<u>Supplies</u>							
150-521000 Operating Supplies	591	63	500	158	200	400	
150-521100 Office Supplies	39	80	500	482	500	250	
TOTAL Supplies	630	143	1,000	640	700	650	
<u>City Support Services</u>							
150-532600 City Elections	26,390	19,137	18,000	17,110	17,228	18,000	
150-532800 Special Events	7,979	1,441	9,500	7,460	8,000	14,500	
TOTAL City Support Services	34,369	20,578	27,500	24,570	25,228	32,500	
<u>Utility Services</u>							
150-533330 Telephone/Internet	0	625	0	0	0	0	
TOTAL Utility Services	0	625	0	0	0	0	
<u>Operations Support</u>							
150-534200 Printing & Binding	336	29	300	178	300	300	
TOTAL Operations Support	336	29	300	178	300	300	
<u>Staff Support</u>							
150-535100 Uniforms	910	117	500	374	400	400	
150-535300 Memberships	10,663	11,808	15,000	11,712	12,000	13,000	
150-535400 Publications	147	0	150	0	100	200	
150-535500 Training/Travel	12,274	11,055	16,500	6,248	9,500	13,000	
TOTAL Staff Support	23,993	22,979	32,150	18,334	22,000	26,600	
<u>Professional Services</u>							
150-541300 Other Cons'l/Prof Services	0	0	8,000	5,850	8,000	10,000	
TOTAL Professional Services	0	0	8,000	5,850	8,000	10,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
150-571000 Furniture & Fixtures	723	0	0	0	0	0	
150-571300 Computer & Periphe. < \$5,000	0	0	0	0	0	2,000	
TOTAL Operating Equipment	723	0	0	0	0	2,000	
<hr/>							
TOTAL CITY COUNCIL	93,412	79,763	103,959	80,134	92,393	108,837	

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



CITY MANAGER	2017-18	2018-19	2019-20
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	5	5	5

ECONOMIC DEVELOPMENT	2017-18	2018-19	2019-20
Executive Director	1	1	1
Business Retention Manager	0	1	1
Economic Development Analyst	1	1	1
Economic Development Specialist	1	0	0
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$1,231,129	\$1,073,315	\$1,158,464
Supplies	457	2,000	2,000
City Support Services	8,154	3,000	6,000
Utility Services	1,635	414	0
Operations Support	0	100	50
Staff Support	13,429	21,888	24,775
Operating Equipment	1,447	1,370	0
<i>Total</i>	<i>\$1,256,251</i>	<i>\$1,102,087</i>	<i>\$1,191,289</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.1% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY MANAGER							
=====							
<u>Personnel Services</u>							
151-511110 Regular	764,837	909,699	823,242	653,522	793,100	856,019	
151-511120 Overtime	0	0	485	0	0	485	
151-511180 LTD	2,245	2,349	2,552	1,611	2,459	2,654	
151-511210 Longevity	6,140	7,456	7,649	8,115	8,115	6,896	
151-511220 Clothing Allowance	312	312	312	96	96	0	
151-511230 Certification Allowance	2,880	2,880	2,880	886	886	0	
151-511240 Allowances	14,400	9,692	13,968	6,092	7,200	6,984	
151-511310 FICA - Employer	53,708	61,081	63,820	46,801	61,919	66,034	
151-511350 TMRs-Employer	126,667	151,653	137,028	108,070	129,625	139,054	
151-511355 ICMA Contributions - Employer	10,000	10,000	0	0	0	0	
151-511410 Health-Employer	64,734	75,106	70,859	52,847	68,867	79,249	
151-511500 Workers' Compensation	1,233	900	1,052	1,048	1,048	1,089	
TOTAL Personnel Services	1,047,156	1,231,129	1,123,847	879,088	1,073,315	1,158,464	
<u>Supplies</u>							
151-521100 Office Supplies	2,286	448	1,850	1,654	2,000	2,000	
151-521300 Motor Veh. Supplies	0	9	0	0	0	0	
TOTAL Supplies	2,286	457	1,850	1,654	2,000	2,000	
<u>City Support Services</u>							
151-532800 Special Events	5,093	8,154	6,000	0	3,000	6,000	
TOTAL City Support Services	5,093	8,154	6,000	0	3,000	6,000	
<u>Utility Services</u>							
151-533500 Vehicle Fuel	233	1,635	2,000	414	414	0	
TOTAL Utility Services	233	1,635	2,000	414	414	0	
<u>Operations Support</u>							
151-534200 Printing & Binding	24	0	50	0	100	50	
TOTAL Operations Support	24	0	50	0	100	50	
<u>Staff Support</u>							
151-535100 Uniforms	352	278	775	564	775	775	
151-535200 Employee Recognition	2,028	1,865	5,000	565	2,500	5,000	
151-535300 Memberships	3,783	1,231	4,000	4,113	4,113	4,000	
151-535400 Publications	493	781	500	383	500	500	
151-535500 Training/Travel	11,213	6,518	11,650	5,958	11,500	11,500	
151-535510 Meeting Expenses	4,912	2,757	4,750	1,246	2,500	3,000	
151-535600 Professional Certification	196	0	0	0	0	0	
TOTAL Staff Support	22,977	13,429	26,675	12,829	21,888	24,775	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
151-571000 Furniture & Fixtures	<hr/> 0	<hr/> 1,447	<hr/> 1,100	<hr/> 1,370	<hr/> 1,370	<hr/> 0	<hr/>
TOTAL Operating Equipment	<hr/> 0	<hr/> 1,447	<hr/> 1,100	<hr/> 1,370	<hr/> 1,370	<hr/> 0	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL CITY MANAGER	1,077,769	1,256,251	1,161,522	895,356	1,102,087	1,191,289	

DEPARTMENT: 152 MUNICIPAL COURT

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

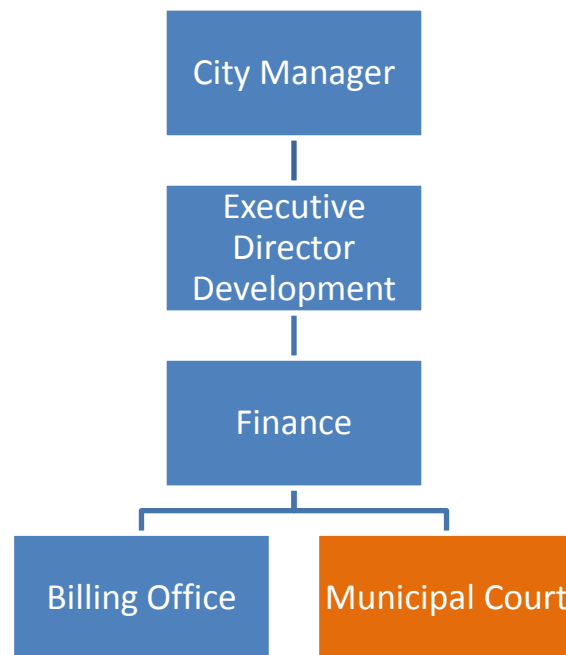
The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

GOALS AND OBJECTIVES

- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.

- Implement the use of new technology and other innovative practices to maintain efficient and security.
- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Seek input from personnel to maintain a positive work environment.
- Renovate front counter to include and efficient work station for clerks and defendants.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2017-18	2018-19	2019-20
Court Administrator	1	1	1
Senior Deputy Court Clerk/Juvenile Case Manager	1	1	1
Deputy Court Clerk	4*	2	2
TOTAL POSITIONS	6	4	4

*One unfunded

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Traffic Citations Filed	5,316	5,186	5,056
State Law Citations Filed	1,303	1,348	1,303
Municipal Ordinances Filed	170	133	100

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cases Disposed	7,409	6761	6559
Charges Processed per Clerk	1,852	2,253	2,186

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cases Disposed per Clerk	24%	33%	33%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$296,831	\$285,136	\$259,189
Supplies	1,668	1,400	1,500
City Support Services	158	975	750
Operations Support	730	2,531	2,500
Staff Support	5,465	6,186	7,110
Court Support	96	500	700
Professional Services	61,642	65,200	64,000
Maintenance Services	1,950	2,100	3,000
<i>Total</i>	<i>\$368,540</i>	<i>\$364,028</i>	<i>\$338,749</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 6.9% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
MUNICIPAL COURT							
=====							
<u>Personnel Services</u>							
152-511110 Regular	186,323	199,766	170,908	163,893	190,606	170,114	_____
152-511120 Overtime	70	0	0	0	0	0	_____
152-511180 LTD	554	645	530	434	591	527	_____
152-511210 Longevity	6,356	6,563	7,097	7,247	7,247	7,957	_____
152-511230 Certification Allowance	1,200	1,200	2,037	935	1,073	1,746	_____
152-511310 FICA - Employer	14,211	15,281	13,757	12,500	15,218	13,738	_____
152-511350 TMRS-Employer	31,213	33,488	29,051	27,795	31,858	28,697	_____
152-511410 Health-Employer	34,501	39,660	31,188	30,616	38,317	36,183	_____
152-511500 Workers' Compensation	316	228	227	226	226	227	_____
TOTAL Personnel Services	274,744	296,831	254,795	243,646	285,136	259,189	_____
<u>Supplies</u>							
152-521100 Office Supplies	1,623	1,668	2,000	1,553	1,400	1,500	_____
TOTAL Supplies	1,623	1,668	2,000	1,553	1,400	1,500	_____
<u>City Support Services</u>							
152-532800 Special Events	431	158	975	326	975	750	_____
TOTAL City Support Services	431	158	975	326	975	750	_____
<u>Utility Services</u>							

<u>Operations Support</u>							
152-534200 Printing & Binding	869	730	3,000	893	2,531	2,500	_____
TOTAL Operations Support	869	730	3,000	893	2,531	2,500	_____
<u>Staff Support</u>							
152-535100 Uniforms	492	439	700	548	700	600	_____
152-535300 Memberships	22	520	810	575	775	810	_____
152-535400 Publications	223	473	500	0	300	500	_____
152-535500 Training/Travel	2,178	1,935	3,500	2,108	2,250	3,000	_____
152-535500.Training/Travel - Juv Case Mg	213	770	1,000	459	700	700	_____
152-535510 Meeting Expenses	1,835	1,329	2,000	1,026	1,461	1,500	_____
TOTAL Staff Support	4,964	5,465	8,510	4,716	6,186	7,110	_____
<u>Court Support</u>							
152-536500 Court/Jury Cost	186	96	700	444	500	700	_____
TOTAL Court Support	186	96	700	444	500	700	_____

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
152-541310 Judges Services	26,950	39,245	37,500	29,123	37,500	42,300	
152-541320 Prosecutor Services	28,900	22,200	35,500	16,150	27,200	21,000	
152-541330 Interpreter Services	380	197	960	0	500	700	
TOTAL Professional Services	56,230	61,642	73,960	45,273	65,200	64,000	
<hr/>							
<u>Maintenance Services</u>							
152-551400 Minor & Other Equip. Maint.	50	0	0	0	0	0	
152-551800 Other Maintenance Agreements	3,092	1,950	3,000	1,500	2,100	3,000	
TOTAL Maintenance Services	3,142	1,950	3,000	1,500	2,100	3,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	39	0	0	0	0	0	
TOTAL Operating Equipment	39	0	0	0	0	0	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL MUNICIPAL COURT	342,228	368,540	346,940	298,351	364,028	338,749	

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

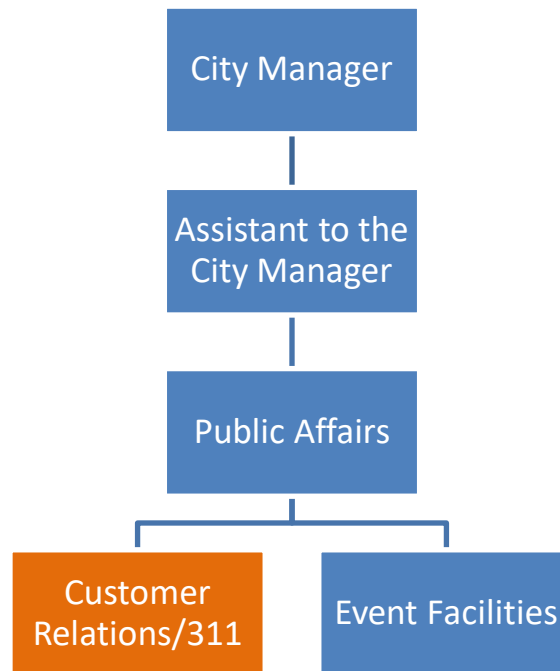
DEPARTMENT DESCRIPTION

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, street lights out, trash collection, special events and all other City requests. This division is under the supervision of the Public Affairs Office Manager.

GOALS AND OBJECTIVES

- To provide excellent customer service to all callers
- To provide consistent and accurate information to all callers
- To reduce or eliminate abandoned calls
- To reduce or eliminate misrouted calls
- To improve call tracking capabilities to better analyze callers need for service

ORGANIZATIONAL CHART



CUSTOMER RELATIONS/311	2017-18	2018-19	2019-20
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders (initiated for other depts.)	406	600	500
Calls Received	52,200	53,796	53,000
Calls Not Answered	439	490	450
Average Calls Per Day Received	211	224	220

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$120,394	\$124,928	\$106,429
Supplies	89	100	100
Staff Support	103	830	830
Operating Equipment	555	270	0
Total	\$121,141	\$126,128	\$107,359

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 14.9% from the FY 2018-19 year end estimate due to personnel savings.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
CUSTOMER RELATIONS-311							
=====							
<u>Personnel Services</u>							
153-511110 Regular	85,167	86,753	85,362	71,493	87,678	76,906	
153-511120 Overtime	65	22	243	237	300	243	
153-511180 LTD	206	222	219	156	272	191	
153-511210 Longevity	3,497	3,785	4,073	5,061	5,061	1,774	
153-511310 FICA - Employer	6,739	6,882	6,851	5,836	7,100	6,033	
153-511350 TMRS-Employer	14,273	14,615	14,468	12,404	14,864	12,603	
153-511410 Health-Employer	7,489	8,020	9,648	4,775	9,540	8,579	
153-511500 Workers' Compensation	<u>131</u>	<u>97</u>	<u>113</u>	<u>113</u>	<u>113</u>	<u>100</u>	
TOTAL Personnel Services	117,567	120,394	120,977	100,074	124,928	106,429	
<u>Supplies</u>							
153-521100 Office Supplies	<u>40</u>	<u>89</u>	<u>150</u>	<u>88</u>	<u>100</u>	<u>100</u>	
TOTAL Supplies	40	89	150	88	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	99	103	180	165	180	180	
153-535300 Memberships	71	0	0	0	0	0	
153-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>350</u>	<u>0</u>	<u>650</u>	<u>650</u>	
TOTAL Staff Support	170	103	530	165	830	830	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>0</u>	<u>555</u>	<u>300</u>	<u>270</u>	<u>270</u>	<u>0</u>	
TOTAL Operating Equipment	0	555	300	270	270	0	
TOTAL CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	126,128	107,359	

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division cultivates orderly growth and development of the community, safeguards the public interest, and promotes social justice by working to expand choice and opportunity for all. The Division provides direction to help citizens, businesses, and developers implement successful projects that will benefit the community. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations; the research and development of long range plans and goals to guide the future of our City; and the creation of development codes to tailor our regulations around citizen needs and city goals. The Division frequently collaborates with other departments within the City, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to shape a suburban environment that prioritizes safety. The Division also provides guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

GOALS AND OBJECTIVES

- Successfully and thoughtfully implement new permitting software to provide increased customer service, transparency, and efficiency on all project reviews.
- Continue to move towards electronic submittals for development projects in order to prepare for a smooth transition into our new software, *City View*.
- Review and update the Comprehensive Land Plan for the City, specifically in areas that are currently under delayed annexation development agreements and soon to be annexed, which will shape the future of Schertz to meet the desires and goals of the residents.
- Continue to reevaluate and modify regulations within the Schertz Unified Development Code in order to accommodate the evolving needs of our residents and make the development process more efficient and effective.

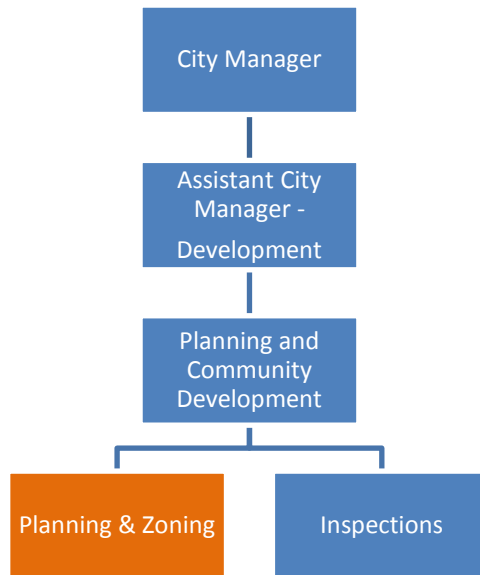
- Continue to implement the Joint Land Use Study Strategies to ensure the compatibility of land uses and development surrounding Randolph AFB.
- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial developments, and providing information on public hearing on the city's webpage.
- Promote staff development including continued education and cross training to provide outstanding customer service.
- Scan and convert project case files into a digital media to improve access and availability.
- Ensure that a new article for the Schertz Magazine – From the Development Whiteboard column is published quarterly to provide helpful information, transparency, and improved customer service for all residents.
- Continue to provide weekly updates to the website feature, “What’s Developing in Schertz” to ensure residents are provided information on current residential and commercial projects within the City.
- Implement a yearly program to raise awareness for National Community Planning Month to include school presentations, community outreach via social media, and an article in the Schertz Magazine.

ACCOMPLISHMENTS

- Received the 2018 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 Staff for the fifth year in a row.
- Maintained and expanded upon the partnership with Joint Base San Antonio (JBSA).
- Attended various continuing education classes including National APA Conference, Texas APA State Conference, Certified Floodplain Manager training, Deer Oak Supervisor Excellence & Leadership Certificate Series, Deer Oaks training sessions to include Business Etiquette and Professionalism, Maintaining Respect and Civility in the Workplace, and Managing Stress in the Workplace.

- Lead and participated in the Process Improvement Team to improve customer service and operations by creating and revising current development processes, practices and applications.
- Maintained partnerships with developers and land owners to create and update Planned Development Districts that contain a mix of residential and commercial land uses.
- Improved partnerships with local utility providers to include, Guadalupe Valley Electric Coop., Cibolo Creek Municipal Authority, Texas Department of Transportation, by increasing communication.
- Assisted in the Unified Development Code updated for Article 8, Section 21.8.2 in relation to Accessory Structures to provide increased flexibility for residents.
- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.
- Contributed to the Schertz Magazine reoccurring column entitled “From the Development Whiteboard”, in which staff members write articles to provide information and updates to the residents. Including an article in relation to National Community Planning Month, an article in relation to an overview of the Planning & Community Development Department 2018 year, an article in relation to the UDC amendment for Accessory Structures / Shed regulations.
- Implemented a new agenda software to be utilized for the various boards and commissions to increase the ease of agenda and agenda packet creation.

ORGANIZATIONAL CHART



PLANNING AND ZONING	2017-18	2018-19	2019-20
Senior Planner	1	1	1
Planner I	2	2	2
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Plats	35	36	37
Site Plans and Master Plan	31	32	28
Variances/Waivers	17	13	10
Zone Changes and Specific Use Permits	13	12	12
UDC/ Comp. Plan Revisions	6	4	6
Annexation	1	0	1
All Plats	\$53,000	\$59,500	\$59,000
Site Plan, Master Plan	\$36,000	\$36,000	\$36,000
Variance	\$5778	\$5000	\$5,000
Zone Change, Specific Use Permit	\$23,938	\$21,650	\$18,000
Other (Zoning Letters and Additional Admin fees)	\$1950	\$2,400	\$1950
Total Revenue			

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$204,100	\$202,885	\$209,784
Supplies	\$1,274	\$2,863	\$2,070
Operations Support	162	174	186
Staff Support	15,060	26,755	39,953
Professional Services	10	100	100
Operating Equipment	155	852	300
<i>Total</i>	<i>\$220,761</i>	<i>\$233,629</i>	<i>\$252,393</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.0% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PLANNING & ZONING							
=====							
<u>Personnel Services</u>							
154-511110 Regular	134,420	139,803	143,928	124,245	148,025	145,456	
154-511120 Overtime	2,781	3,901	4,171	2,639	4,000	4,850	
154-511180 LTD	388	436	446	235	459	451	
154-511210 Longevity	510	1,140	1,292	992	992	1,364	
154-511230 Certification Allowance	900	900	873	762	900	873	
154-511310 FICA - Employer	10,137	10,801	11,492	9,817	11,775	11,666	
154-511350 TMRS-Employer	22,260	23,523	24,269	20,780	24,650	24,370	
154-511410 Health-Employer	22,314	23,438	23,469	9,911	11,901	20,568	
154-511500 Workers' Compensation	204	158	184	183	183	186	
TOTAL Personnel Services	193,915	204,100	210,124	169,565	202,885	209,784	
<u>Supplies</u>							
154-521000 Operating Supplies	418	916	611	108	1,619	901	
154-521100 Office Supplies	979	358	900	381	900	900	
154-521600 Equip Maint Supplies	53	0	344	0	344	269	
TOTAL Supplies	1,451	1,274	1,855	489	2,863	2,070	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
154-534200 Printing & Binding	70	162	174	7	174	186	
TOTAL Operations Support	70	162	174	7	174	186	
<u>Staff Support</u>							
154-535100 Uniforms	608	710	650	242	650	650	
154-535300 Memberships	855	1,379	1,655	776	1,655	1,685	
154-535400 Publications	0	146	750	0	750	750	
154-535500 Training/Travel Staff	12,230	7,248	16,700	9,535	16,700	22,868	
154-535500.Training/Travel Commission	4,758	5,578	6,000	22	6,000	13,000	
154-535510 Meeting Expenses	462	0	1,000	0	1,000	1,000	
TOTAL Staff Support	18,913	15,060	26,755	10,575	26,755	39,953	
<u>Professional Services</u>							
154-541500 State/County Admin Fees	105	10	100	16	100	100	
TOTAL Professional Services	105	10	100	16	100	100	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL Operating Equipment	0	155	1,258	852	852	300	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL PLANNING & ZONING	214,454	220,761	240,266	181,504	233,629	252,393	

DEPARTMENT: 155 LEGAL SERVICES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Attorney is the legal advisor to City Council and City Council's appointees, boards, commissions, committees, and staff. In addition, the City Attorney represents the City in all court cases where the City has an interest. Responsibilities of the City Attorney include providing legal advice to City Council, appointees, managers, boards, commissions, and committees in all legal matters; providing litigation and legal transaction services for the City and its enterprises; representing the City and its enterprises in employment matters; and reviewing, updating and maintaining the City Code.

GOALS AND OBJECTIVES

- To provide expert legal counsel on proposed ordinances.
- To attend all city council meetings, planning and zoning, and other meetings as needed and provide timely legal advice on proposed ordinances and related items.
- To represent the City in litigation.
- Prepare legal documents for City contracts and agreements.
- To provide counsel on strategic issues that will be of the most benefit the City.

ORGANIZATIONAL CHART



Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Operations Support	\$9,057	\$10,000	\$10,000
Professional Services	120,901	145,000	140,000
<i>Total</i>	<i>\$129,958</i>	<i>\$155,000</i>	<i>\$150,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 3.2% from the FY 2018-19 year end estimate with less planned billable hours for legal services.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
LEGAL SERVICES							
=====							
 <u>Operations Support</u>							
155-534100 Advertising/Legal Notices	12,036	9,057	10,000	2,302	10,000	10,000	
TOTAL Operations Support	12,036	9,057	10,000	2,302	10,000	10,000	
 <u>Professional Services</u>							
155-541200 Legal Svcs	138,662	120,901	150,000	75,601	145,000	140,000	
TOTAL Professional Services	138,662	120,901	150,000	75,601	145,000	140,000	
<hr/>							
TOTAL LEGAL SERVICES	150,698	129,958	160,000	77,903	155,000	150,000	

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, record management and preservation and Council Services.

The City Secretary's Department supports, facilitates and strengthens the City of Schertz governmental process by recording all laws, resolutions, and ordinances approved by the City Council, preparing City Council agendas and giving notice of such meetings, countersigning or notarizing, as applicable, all contracts, commissions, and licenses, providing public information according to state guidelines, delivering continuity to the City of Schertz government by recording its legislative actions, both contemporary and archival, and serving as historian for the City, safeguarding and enriching the municipal election and records management processes, and assisting the City Council in fulfilling their goals.

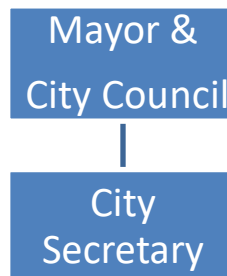
GOALS AND OBJECTIVES

The goals and objectives of the City Secretary's Department are to provide the following services for the City of Schertz:

- Public Information requests.
- Agendas and minutes for public meetings.
- Ordinances and resolutions.
- Election administration.
- Publication of legal notices.
- Alcohol permits for businesses.
- Process Liens (filed and released)
- Provides for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records.
- Administer oaths.
- Attest contracts, assessment of certificates, and other legal instruments when executed by officers of the City of Schertz.

- Public Education (Student Mayor/Council Program, Volunteer Fair)
- Proclamations from the Mayor's Office.
- Perform such other duties as may be required of the City Secretary by the City Charter, the City Council, City Management, and state law.

ORGANIZATIONAL CHART



CITY SECRETARY	2017-18	2018-19	2019-20
City Secretary	1	1	1
Deputy City Secretary	1	1	1
TOTAL POSITIONS	2	2	2

PERFORMANCE INDICATORS

Workload	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Ordinances Passed and Processed	48	50	50
Resolutions Passed and Processed	172	170	170
Council Meetings Attended	50	50	50
Open Records	325	350	350

Efficiency	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	99%	99%	100%
Documents completed, signed, scanned within 48 hours of council approval	96%	97%	100%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	100%	100%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%

Alcohol permits processed within the month
of expiration

70%

75%

75%

Education Initiatives	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Volunteer Fair	1	1	1
Student Mayor/Councilmember for the Day Program	4	4	4

Budget	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Personnel	\$186,550	\$198,755	\$184,478
Supplies	974	1,150	1,150
City Support Services	9,743	12,000	10,000
Operations Support	60	100	150
Staff Support	3,523	4,153	4,500
<i>Total</i>	<i>\$200,851</i>	<i>\$216,158</i>	<i>\$200,678</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 7.2% from the FY 2018-19 year end estimate due to personnel turnover.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
164-511110 Regular	131,556	135,370	135,043	124,278	145,155	132,945	
164-511180 LTD	382	427	419	294	450	412	
164-511210 Longevity	1,925	2,189	2,583	2,776	2,776	1,804	
164-511310 FICA - Employer	9,627	10,343	10,522	9,488	11,317	10,304	
164-511350 TMRs-Employer	21,465	22,201	22,221	20,522	23,691	21,524	
164-511410 Health-Employer	15,230	15,872	15,437	12,686	15,193	17,319	
164-511500 Workers' Compensation	202	148	174	173	173	170	
TOTAL Personnel Services	180,387	186,550	186,399	170,218	198,755	184,478	
<u>Supplies</u>							
164-521100 Office Supplies	1,319	974	1,150	1,100	1,150	1,150	
TOTAL Supplies	1,319	974	1,150	1,100	1,150	1,150	
<u>City Support Services</u>							
164-532700 Records Management	4,975	9,743	15,000	3,776	12,000	10,000	
TOTAL City Support Services	4,975	9,743	15,000	3,776	12,000	10,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
164-534200 Printing & Binding	0	60	100	28	100	150	
TOTAL Operations Support	0	60	100	28	100	150	
<u>Staff Support</u>							
164-535100 Uniforms	0	30	100	0	0	150	
164-535300 Memberships	899	958	1,000	903	903	1,050	
164-535400 Publications	297	228	300	238	250	300	
164-535500 Training/Travel	2,695	2,307	3,000	2,978	3,000	3,000	
TOTAL Staff Support	3,890	3,523	4,400	4,119	4,153	4,500	
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	0	0	0	0	0	400	
TOTAL Operating Equipment	0	0	0	0	0	400	

101-GENERAL FUND

GENERAL GOVERNMENT							
EXPENDITURES			(-----	2018-2019	-----)	(-----	2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
Capital Outlay	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL CITY SECRETARY	190,571	200,851	207,049	179,242	216,158	200,678	

DEPARTMENT: 167 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	2017-18 Actual	2018-19 Estimated	2019-20 Budget
City Support Services	390,963	\$462,894	\$1,033,000
Operations Support	148,764	178,781	156,000
Staff Support	160	150	200
City Assistance	1,705,944	1,478,272	1,974,583
Professional Services	63,454	48,285	47,235
Fund Charges/Transfers	115,683	58,380	10,750
<i>Total</i>	<i>\$2,424,967</i>	<i>\$2,226,762</i>	<i>\$3,221,768</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 44.7% from the FY 2018-19 year end estimate. The City Support services increase is to set a total \$300,000 in a contingency funds and \$275,000 to act on the Classification and Compensation study recommendation. City Assistance will increase \$496,000 in anticipation of paying out all eligible tax reimbursements to applicable businesses. The fund transfer to the Special Events fund has been removed as these events will no be located in the Parks Department and will no longer require a transfer.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NONDEPARTMENTAL							
=====							
<u>Supplies</u>							
<u>City Support Services</u>							
167-532200 County Appraisal District	204,082	206,572	228,966	170,843	228,966	230,000	
167-532210 Tax Assessor/Collector-Service	0	0	18,000	0	18,000	18,000	
167-532500 City Insurance-Commercial	170,251	180,505	180,000	208,680	215,000	210,000	
167-532900 Contingencies	3,999	3,886	88,236	928	928	200,000	
167-532901 Contingencies-Personnel	0	0	100,000	0	0	375,000	
TOTAL City Support Services	378,333	390,963	615,202	380,452	462,894	1,033,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
167-534000 Postage	10,517	9,117	11,000	1,929	11,000	11,000	
167-534300 Equipment Maint - Copiers	136,049	129,204	140,000	118,683	140,000	140,000	
167-534500 Memberships - Organizations	7,500	7,500	7,500	7,500	7,500	0	
167-534810 Electronic Filing Services (465)	2,717	5,000	143	5,000	5,000	
167-534999 Misc. Expense	0	227	0	15,281	15,281	0	
TOTAL Operations Support	153,601	148,764	163,500	143,536	178,781	156,000	
<u>Staff Support</u>							
167-535500 Training/Travel	166	160	250	73	150	200	
TOTAL Staff Support	166	160	250	73	150	200	
<u>City Assistance</u>							
167-537100 Medical Services-EMS Contract	504,084	556,325	581,537	581,537	581,537	602,583	
167-537200 Main Street Local Program	0	0	35,000	0	35,000	35,000	
167-537450 Tax Reimbursements/Abatements	1,207,245	1,149,619	1,263,193	861,735	861,735	1,337,000	
TOTAL City Assistance	1,711,329	1,705,944	1,879,730	1,443,272	1,478,272	1,974,583	
<u>Professional Services</u>							
167-541300 Other Cons'l/Prof Services	8,155	2,460	0	0	0	0	
167-541400 Auditor/Accounting Service	18,000	0	0	0	0	0	
167-541500 State/County Admin Fees	35	35	35	0	35	35	
167-541600 Misc Bank Charges	656	699	600	729	750	700	
167-541650 Investment Management Fee	3,395	3,400	0	2,295	0	0	
167-541800 Credit Card Service Fee	41,733	54,126	48,000	31,221	45,000	45,000	
167-541810 Credit Cards Fees - AMEX	0	2,734	2,600	1,839	2,500	1,500	
TOTAL Professional Services	71,974	63,454	51,235	36,084	48,285	47,235	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fund Charges/Transfers</u>							
167-548106 Transfer Out- Special Events	37,447	65,683	56,500	0	53,130	0	
167-548401 Transfer Out - Bond Fund	0	50,000	0	0	0	0	
167-548615 Transfer Out - Hist. Committe	0	0	10,750	0	5,250	10,750	
TOTAL Fund Charges/Transfers	37,447	115,683	67,250	0	58,380	10,750	
<hr/>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL NONDEPARTMENTAL	2,352,849	2,424,967	2,777,167	2,003,417	2,226,762	3,221,768	

DEPARTMENT: 170 PUBLIC AFFAIRS

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department serves an internal audience of 350 employees, elected and appointed officials, as well as an estimated city population of 40,092.

Public Affairs is responsible for establishing and maintaining internal and external communications that enhance the understanding, perception, and image of the City of Schertz. Public Affairs promotes, organizes and supports informational, educational, and special event activities that benefit the community and/or City employees through advertising, production of city videos, radio spots, print ads, press releases, email blasts, website and electronic sign ad creation and posting, and award submissions.

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

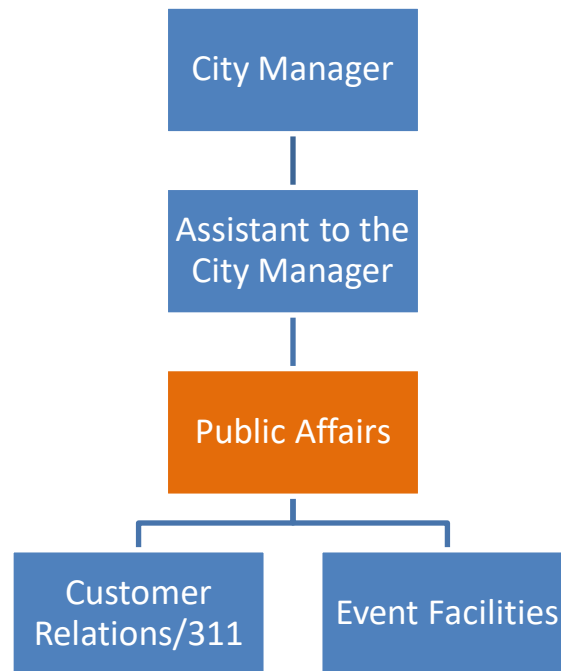
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,000 copies; including 13,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional banks, hospitals and clinics, schools, pharmacies, and restaurants.

Operations of the Event Facilities and 311 Customer Care are maintained under the umbrella of Public Affairs.

GOALS AND OBJECTIVES

- To be the primary source of City information for all current and potential residents and businesses.
- To disseminate accurate and timely information to residents and the media during emergency and non-emergency situations.
- To provide excellent customer service to all callers while providing accurate information.

ORGANIZATIONAL CHART



PUBLIC AFFAIRS	2017-18	2018-19	2019-20
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
Events Specialist	1	0	0
Events Manager	1	0	0
TOTAL POSITIONS	6	4	4

PERFORMANCE INDICATORS

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Press Releases	10	32	35
Marketing Materials Produced	389	420	400
Completed website work orders	N/A	39	45
Number of customers served (advertisers)	80	80	75
Number of Magazines Printed	180,000	187,500	186,000

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Total Schertz Magazine Articles/Ads/Photos produced	500	550	550
Percentage of Magazine Contracted	50%	50%	50%
Average cost per Advertising Run outside of the magazine	585	200	200

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Schertz Magazine Ad revenue	153,080	140,850	145,000
City Sponsored/Non-revenue	45,000	26,325	25,000

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$451,537	\$298,028	\$291,844
Supplies	2,216	695	700
City Support Services	0	2,610	1,000
Operations Support	17,911	41,205	47,343
Staff Support	6,496	10,520	10,900
Professional Services	256,613	297,000	250,500
Operating Equipment	28	0	0
<i>Total</i>	<i>\$734,801</i>	<i>\$650,058</i>	<i>\$602,287</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 7.3% from the FY 2018-19 year end estimate due to approving lower cost design and postage contracts for the magazine.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019						2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
PUBLIC AFFAIRS								
=====								
Personnel Services								
170-511110 Regular	201,085	203,058	202,593	179,379	214,394	207,914		
170-511120 Overtime	235	311	1,213	422	600	970		
170-511180 LTD	586	637	624	396	665	645		
170-511210 Longevity	3,944	4,629	3,560	3,828	3,560	4,258		
170-511230 Certification Allowance	0	0	0	100	500	0		
170-511310 FICA - Employer	15,545	15,791	15,855	13,970	16,719	16,296		
170-511350 TMRS-Employer	33,024	33,566	33,483	29,678	35,001	34,040		
170-511410 Health-Employer	22,040	18,941	30,873	21,841	26,330	27,453		
170-511500 Workers' Compensation	311	234	260	259	259	268		
TOTAL Personnel Services	276,771	277,168	288,461	249,873	298,028	291,844		
Supplies								
170-521000 Operating Supplies	0	224	100	95	95	0		
170-521010 Operating Supplies-Events	655	925	0	0	0	0		
170-521100 Office Supplies	640	976	950	472	600	700		
TOTAL Supplies	1,296	2,125	1,050	567	695	700		
City Support Services								
170-532800 Other Events	0	0	4,000	1,975	2,610	1,000		
TOTAL City Support Services	0	0	4,000	1,975	2,610	1,000		
Operations Support								
170-534000 Postage	3,224	1,036	14,800	1,111	18,050	18,050		
170-534100 Advertising	6,520	10,920	7,250	6,993	7,150	7,750		
170-534200 Printing & Binding	4,626	3,770	15,550	6,021	15,350	21,000		
170-534500 Memberships - Organizations	229	187	500	255	255	255		
170-534550 Business Meetings/Networking	566	328	450	198	400	288		
TOTAL Operations Support	15,165	16,241	38,550	14,577	41,205	47,343		
Staff Support								
170-535100 Uniforms	126	32	220	0	220	220		
170-535300 Memberships	55	20	200	0	0	0		
170-535400 Publications	134	0	300	130	300	200		
170-535500 Training/Travel	2,356	3,202	9,380	7,441	10,000	10,480		
TOTAL Staff Support	2,670	3,253	10,100	7,572	10,520	10,900		
Professional Services								
170-541300 Other/Consl/Prof Services	22,900	0	42,300	36,437	40,500	20,000		
170-541305 Prof Services-Writers/Photogr	0	0	10,000	5,820	8,000	10,000		
170-541350 Magazine-Printing Services	0	0	92,500	76,930	88,000	94,000		
170-541355 Design Services	0	3,120	90,480	77,182	89,000	65,000		
170-541360 Magazine-Postage	0	0	70,000	55,645	70,000	60,000		
170-541365 Delivery Services	0	0	1,500	1,250	1,500	1,500		
TOTAL Professional Services	22,900	3,120	306,780	253,265	297,000	250,500		

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	229	28	3,150	0	0	0	
TOTAL Operating Equipment	229	28	3,150	0	0	0	
<hr/>							
TOTAL PUBLIC AFFAIRS	319,030	301,935	652,091	527,829	650,058	602,287	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
RECORDS MANAGEMENT							
=====							
<u>Personnel Services</u>							
171-511110 Regular	22,911	30,363	0	0	0	0	
171-511120 Overtime	0	33	0	0	0	0	
171-511180 LTD	74	100	0	0	0	0	
171-511210 Longevity	1,752	1,896	0	0	0	0	
171-511310 FICA - Employer	1,820	2,410	0	0	0	0	
171-511350 TMRS-Employer	4,077	5,214	0	0	0	0	
171-511410 Health-Employer	7,217	7,753	0	0	0	0	
171-511500 Workers' Compensation	57	42	0	0	0	0	
TOTAL Personnel Services	37,908	47,812	0	0	0	0	
<u>Supplies</u>							
171-521000 Operating Supplies	31	0	0	0	0	0	
TOTAL Supplies	31	0	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
171-535100 Uniforms	0	55	0	0	0	0	
171-535500 Training/Travel	0	231	0	0	0	0	
TOTAL Staff Support	0	286	0	0	0	0	
<u>Professional Services</u>							
171-541310 Contractual Services	9,741	14,527	0	0	0	0	
TOTAL Professional Services	9,741	14,527	0	0	0	0	
<u>Operating Equipment</u>							
<hr/>							
TOTAL RECORDS MANAGEMENT	47,680	62,624	0	0	0	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
SCHERTZ TALES MAGAZINE									
=====									
<u>Personnel Services</u>									
172-511110 Regular	90,723	89,232	0	0	0	0			
172-511120 Overtime	365	0	0	0	0	0			
172-511180 LTD	194	156	0	0	0	0			
172-511210 Longevity	1,076	290	0	0	0	0			
172-511240 Allowances	1,154	0	0	0	0	0			
172-511310 FICA - Employer	7,106	6,850	0	0	0	0			
172-511350 TMRS-Employer	15,051	14,449	0	0	0	0			
172-511410 Health-Employer	13,183	15,482	0	0	0	0			
172-511500 Workers' Compensation	145	98	0	0	0	0			
TOTAL Personnel Services	128,997	126,557	0	0	0	0			
<u>Supplies</u>									
172-521100 Office Supplies	181	91	0	0	0	0			
TOTAL Supplies	181	91	0	0	0	0			
<u>Operations Support</u>									
172-534000 Postage	618	231	0	0	0	0			
172-534200 Printing & Binding	367	1,223	0	0	0	0			
172-534550 Business Meetings/Networking	0	216	0	0	0	0			
TOTAL Operations Support	985	1,670	0	0	0	0			
<u>Staff Support</u>									
172-535100 Uniforms	57	97	0	0	0	0			
172-535300 Memberships	235	170	0	0	0	0			
172-535500 Training/Travel	1,000	2,690	0	0	0	0			
172-535510 Meeting Expenses	209	0	0	0	0	0			
TOTAL Staff Support	1,501	2,957	0	0	0	0			
<u>Professional Services</u>									
172-541305 Prof Services-Writers/Photogr	7,655	5,575	0	(350)	0	0			
172-541350 Printing Services	73,764	82,560	0	0	0	0			
172-541355 Design Services	85,545	92,614	0	0	0	0			
172-541360 Postage Services	51,072	56,717	0	0	0	0			
172-541365 Delivery Services	125	1,500	0	0	0	0			
TOTAL Professional Services	218,160	238,966	0	(350)	0	0			
<u>Fund Charges/Transfers</u>									

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
172-571310 Computer Software	<u>126</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Operating Equipment	126	0	0	0	0	0	
<hr/>							
TOTAL SCHERTZ TALES MAGAZINE	349,950	370,241	0	(350)	0	0	

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. Engineering collaborates with Public Works, Planning and Community Development, Economic Development, Parks and Recreation, and other departments, citizens, developers, and other governmental agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City. Engineering is responsible for the development and implementation of the City's Capital Improvement Programs for water, wastewater, streets, and drainage. That responsibility includes the development and maintenance of infrastructure master plans; the prioritization of projects; the identification and procurement of project funding; and the management of the design and construction of necessary infrastructure.

The Engineering Department reviews applications for public and private land development for conformance with adopted engineering standards, policies, codes, and infrastructure master plans. Engineering Inspectors ensure that the construction of public infrastructure – both privately and publicly constructed – follows appropriate standards and specifications. Ensuring compliance promotes a safe community in which the essential services of the provision of water, wastewater, transportation, and drainage are available and arranged for fiscal sustainability.

The Engineering Department maintains standard construction details, technical specifications, and design guidelines.

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. The TSAC is a Commission that hears citizen input, considers transportation issues, and makes recommendations to City Council regarding traffic and transportation related matters throughout the City.

ORGANIZATIONAL CHART



ENGINEERING	2017-18	2018-19	2019-20
City Engineer	1	1	1
Engineer	1	1	2
Senior Graduate Engineer (previously Stormwater Manager)	1	1	1
Graduate Engineer	1	1	1
Project Manager	1	1	1
Engineering Inspector	2	2	2
TOTAL POSITIONS	7	7	8

ACCOMPLISHMENTS AND GOALS

FY 2018-2019 Accomplishments

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
 - Corbett Elevated Storage Tank – in construction
 - Woman Hollering Creek Wastewater Trunk Main - design complete, easement acquisition underway
 - Street Preservation and Maintenance Project (based on PCI) - in construction
 - Trail and Bike Lane Project (technical support for Parks) - in design
- Began Development of Water and Wastewater Master Plans and Capital Improvement Plan and Impact Fee Study Update
- Began Implementation of Roadway Impact Fee Program

- Continued implementation of results of Pavement Condition Analysis Project using Pavement Condition Index values to create and implement Street Preservation and Maintenance (SPAM) program
- Supported Public Works Department with technical and project management support of projects
 - Various Drainage Projects
 - Water Storage Tank Painting
 - FM 1103 Utility Relocation
- Supported strong partnership with TxDOT and acted as liaison to TxDOT projects in Schertz
 - Expansion and improvements on FM 1103
 - Planning for improvements on FM 1518
 - Operational improvements on IH 35 north of FM 1103
- Completed engineering review, development support, and construction inspection of numerous residential and commercial subdivisions and site development projects

FY 2019-2020 Goals

- Continue improvement and update of standard construction details, technical specifications, and design guidelines
- Continue development and implementation of comprehensive 10-year Capital Improvement Program including water, wastewater, drainage, and roadway projects
- Complete Water and Wastewater Master Plans and implement updated Impact Fee ordinance
- Provide efficient, clear review of construction plans and other development submittals
- Continue promotion of efficacy of TSAC activities and actions

PERFORMANCE INDICATORS

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Capital Improvement Projects
(number active)

Grading and Clearing Permits
Issued

38

30

35

Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)	47	51	48
Grading and Clearing Permits Active (Concurrent Maximum)	50	53	50
Grading and Clearing Permits Issued – acreage	466	275	300
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	91	75	85
Residential Subdivision Construction – number of projects (completed projects)	7	2	3
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$7.9 mil	\$1.6 mil	\$3.5 mil
Commercial Subdivision Construction – number of projects (completed projects)	1	5	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$0.8 mil	\$2.3 mil	\$1.0 mil

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$614,555	\$639,431	\$724,000
Supplies	1,324	2,720	2,650
City Support Services	650	900	448
Utility Services	2,908	4,118	3,839
Operations Support	48	100	100
Staff Support	8,886	12,658	19,464
Professional Services	11,111	71,000	40,000
Operating Equipment	0	3,351	4,559
Capital Outlay	0	30,000	0
<i>Total</i>	<i>\$639,481</i>	<i>\$764,278</i>	<i>\$795,060</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 4.0% from the year end estimate with the addition of a second Engineer position. This increase is partially offset by less expected plan review professional services and less capital outlay.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
ENGINEERING							
=====							
<u>Personnel Services</u>							
173-511110 Regular	337,341	441,845	440,465	385,538	456,738	514,677	
173-511180 LTD	925	1,396	1,365	980	1,416	1,595	
173-511210 Longevity	3,661	4,399	5,840	5,287	5,287	6,811	
173-511230 Certification Allowance	2,770	3,000	2,619	2,539	3,000	2,619	
173-511310 FICA - Employer	25,892	32,690	34,329	28,576	35,574	40,079	
173-511350 TMRS-Employer	53,596	72,507	72,495	63,543	74,474	83,720	
173-511410 Health-Employer	37,240	56,689	54,824	46,030	60,515	71,918	
173-511500 Workers' Compensation	2,633	2,029	2,436	2,427	2,427	2,581	
TOTAL Personnel Services	464,056	614,555	614,373	534,920	639,431	724,000	
<u>Supplies</u>							
173-521000 Operating Supplies	684	0	740	501	740	1,200	
173-521100 Office Supplies	931	1,192	1,500	476	1,500	1,100	
173-521300 Motor Vehicle Supplies	0	132	480	58	480	350	
TOTAL Supplies	1,616	1,324	2,720	1,035	2,720	2,650	
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	295	650	900	0	900	448	
TOTAL City Support Services	295	650	900	0	900	448	
<u>Utility Services</u>							
173-533330 Telephone/Internet	0	0	1,618	1,526	1,618	839	
173-533500 Vehicle Fuel	1,190	2,908	2,500	2,479	2,500	3,000	
TOTAL Utility Services	1,190	2,908	4,118	4,005	4,118	3,839	
<u>Operations Support</u>							
173-534000 Postage	0	48	0	0	0	0	
173-534200 Printing & Binding	102	0	100	0	100	100	
TOTAL Operations Support	102	48	100	0	100	100	
<u>Staff Support</u>							
173-535100 Uniforms	1,171	1,735	2,148	404	2,148	3,198	
173-535300 Memberships	400	315	1,120	294	1,120	2,420	
173-535400 Publications	88	0	500	180	500	500	
173-535500 Training/Travel	4,160	6,181	8,000	3,373	8,000	12,156	
173-535510 Meeting Expenses	0	76	320	241	320	620	
173-535600 Professional Certification	612	578	570	380	570	570	
TOTAL Staff Support	6,431	8,886	12,658	4,871	12,658	19,464	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
173-541100 Engineering Services	0	5,399	25,000	2,231	25,000	30,000	
173-541300 Other Professional Services	0	0	10,000	195	10,000	10,000	
173-541310 Prof Svcs-Plan Review	63,579	5,712	36,000	0	36,000	0	
TOTAL Professional Services	63,579	11,111	71,000	2,426	71,000	40,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
173-561100 Rental-Equipment	2,824	0	0	0	0	0	
TOTAL Rental/Leasing	2,824	0	0	0	0	0	
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	359	0	900	110	900	900	
173-571300 Computer & Periphe. < \$5000	0	0	2,451	0	2,451	3,659	
TOTAL Operating Equipment	359	0	3,351	110	3,351	4,559	
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	0	0	30,000	28,607	30,000	0	
TOTAL Capital Outlay	0	0	30,000	28,607	30,000	0	
TOTAL ENGINEERING	540,453	639,481	739,220	575,974	764,278	795,060	

**DEPARTMENT: 174 GEOGRAPHIC INFORMATION
SYSTEMS (GIS)
FUND: 101 GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

GOALS AND OBJECTIVES

- Promote the use of geographic data within the city and provide support and training to fully utilize the information and software.
- Provide an interactive web mapping application accessible both internally and externally.
- Design and Implement mobile applications for City Departments leveraging existing databases with GIS data.
- Continue to improve web application and database management expertise
- Continuing maintenance of the Regional Computer Aided Dispatch and Records Management project to enhance Police/Fire/Emergency Medical Services dispatching.
- Provide new physical addresses in support of the Development Services Department.
- Establish and refine data standards to aid data management and deployment.

DEPARTMENTAL DESCRIPTION

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

ORGANIZATIONAL CHART



GIS	2017-18	2018-19	2019-20
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
TOTAL POSITIONS	2	2	2

PERFORMANCE INDICATORS

Percentage of Time per Task	2017-18 Actual	2018-19 Estimate	2019-20 Budget
GIS Specific Projects	83.4	54.8	62.8
GIS Customer Assistance	8.1	9.0	8.0
General Training/Conferences	5.6	3.9	4.9
Non-Department Related Projects	1.0	17.3	13.5
Administrative Overhead	1.9	15.0	10.8

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$166,318	\$171,165	\$168,253
Supplies	487	1,200	1,200
Staff Support	3,963	4,600	9,600
Rental/Leasing	2,084	2,085	3,000
<i>Total</i>	<i>\$172,851</i>	<i>\$179,050</i>	<i>\$182,053</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 1.7% from the FY 2018-19 year end estimate for higher personnel and training costs.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
GIS							
===							
<u>Personnel Services</u>							
174-511110 Regular	111,176	118,673	118,660	103,227	122,232	121,024	
174-511180 LTD	324	377	368	267	379	375	
174-511210 Longevity	2,321	2,708	3,108	3,108	3,108	3,396	
174-511310 FICA - Employer	8,543	9,166	9,308	8,069	9,589	9,510	
174-511350 TMRs-Employer	18,222	19,589	19,657	17,177	20,073	19,866	
174-511410 Health-Employer	14,434	15,506	15,437	14,024	15,437	13,726	
174-511500 Workers' Compensation	391	299	348	347	347	356	
TOTAL Personnel Services	155,410	166,318	166,886	146,218	171,165	168,253	
<u>Supplies</u>							
174-521000 Operating Supplies	1,722	405	1,440	0	1,000	1,000	
174-521100 Office Supplies	505	81	300	0	200	200	
TOTAL Supplies	2,226	487	1,740	0	1,200	1,200	
<u>City Support Services</u>							
<u>Staff Support</u>							
174-535500 Training/Travel	4,015	3,963	4,600	3,957	4,600	9,600	
TOTAL Staff Support	4,015	3,963	4,600	3,957	4,600	9,600	
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
174-561200 Lease/Purchase Payments	2,084	2,084	2,085	1,737	2,085	3,000	
TOTAL Rental/Leasing	2,084	2,084	2,085	1,737	2,085	3,000	
<u>Operating Equipment</u>							
TOTAL GIS	163,735	172,851	175,311	151,912	179,050	182,053	
TOTAL GENERAL GOVERNMENT	5,960,607	6,349,363	6,685,482	5,071,868	6,109,571	7,150,473	

DEPARTMENT: 256 POLICE

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

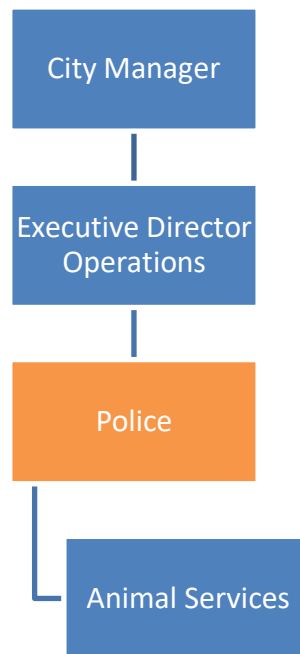
The Schertz Police Department patrols an approximate area of 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, Marshals and Animal Services. Additionally, the police department provides dispatch services for the City of Cibolo Police, Fire Departments and Animal Services, along with Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, Santa Clara, and other county areas. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction and the promotion of public safety. The Investigations Division investigates offenses that occurred within the city, processes crime scenes and follows up through prosecution with the County and District Attorneys of all three counties. The Records Section receives and prepares cases for submission to County and District Attorneys. The School Resource Program provides a visible presence on the campuses within the city; makes educational presentations to the students and staff, along with investigating crimes on campus. The Community Outreach Officer interacts with Home Owner Associations, provides education and crime prevention programs to the community and oversees the Citizens Police Academy and the Citizens on Patrol. Our new Crime Victim Liaison protects the rights and assists in the needs of not only the crime victims in Schertz, but Live Oak and Cibolo as well.

GOALS AND OBJECTIVES

- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.
- To increase department participation in community programs and increase citizen interest and participation in police department programs which lends to an attractive, safe community and promotes economic prosperity.

- To enhance the recruitment of high quality officers/personnel to serve the citizens of Schertz and to retain those employees in which the City has already invested with an engaged workforce.

ORGANIZATIONAL CHART



POLICE	2017-18	2018-19	2019-20
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Lieutenants	4	4	4
Sergeants	6	6	6
Corporals	11	11	11
School Resource Sergeant	1	1	1
School Resource Corporal	1	1	1
School Resource Officer	1	2	2
Officers	31	31	32
DEA Task Force Operators	2	2	2
Traffic Corporal	1	1	1
Traffic Officer	1	1	1
Environmental Officer	1	1	1
Code Enforcement Officers	2	2	2
Sanitarian	1	1	1
Senior Administrative Assistant	1	1	1
Administrative Assistant	1	1	1
Records Manager	1	1	1
Records Clerk	2	2	2
Civilian Evidence Technician	1	1	1
Crime Victim Liaison	1	1	1
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
Crossing Guards (Part Time)	16	16	16
TOTAL POSITIONS	105	106	107

LAW ENFORCEMENT COMMISSIONS	2017-18	2018-19	2019-20
Fire Dept. Law Enforcement Commission	1	1	1
TOTAL COMMISSIONS	1	1	1

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Dispatch-911 Calls	26,713	26,987	27,200
Patrol-Citations/Warnings Issued	9,115	9,045	9,100
Inv-Criminal Cases Filed w/ Prosecutor	914	948	975
Inv-Cases Investigated per Investigator	279	295	310
Inv-Total Cases Cleared	254	282	310
Records-Total Active Alarm Permits	3,084	3,675	3,800
Records-Open Records Requests	2,543	2,900	3,100
Federal Seizures	\$195,344	\$39,000	\$75,000
Crime Victim Liaison-Assigned Cases	236	480	520
Officer - Average Time on Calls	38:10	39:20	39:00

Workload/Output Marshals Division	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Environmental Health			
Citizen Complaints	732	827	875
Food Establishment Inspections	211	290	300
Code Enforcement			
Code Violations Resolved	2,142	3,474	3,500
Bandit Signs Removed	1,347	2,500	2,700
Marshals			
Warrants Issued	1,598	1,806	1,800
Warrants Cleared	2,022	2,100	2,150

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$6,221,395	\$7,249,466	\$7,585,622
Supplies	49,104	58,435	66,685
City Support Services	24,230	26,264	26,000
Utility Services	89,017	109,257	132,729
Operations Support	2,991	11,900	18,086
Staff Support	116,509	148,731	165,637
City Assistance	19,715	18,013	21,100
Professional Services	53,396	64,635	73,993
Maintenance Services	53,578	60,735	66,085
Rental/Leasing	0	0	57,600
Operating Equipment	78,831	236,568	264,690
Capital Outlay	529,428	375,438	582,015
<i>Total</i>	<i>\$7,238,194</i>	<i>\$8,359,442</i>	<i>\$9,060,241</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate. Personnel increases 4.6% with the addition of a new Patrol Officer position, an update to the holiday pay policy, and the citywide annual merit. With a higher staffing rate and fuel costs anticipated, Utility Services shows an increase 21.5%. Every 3 years the City renews 4 leased vehicles for use by the Police Department and it is set to renew in FY 2019-20 for \$57,600. In Capital Outlay, the number of patrol vehicles needing to be purchased and replaced increased from 7 in FY 2018-19 to 9 in FY 2019-20.

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
POLICE							
=====							
<u>Personnel Services</u>							
256-511110 Regular	4,015,928	4,191,212	4,972,573	3,973,256	4,898,455	5,113,076	
256-511120 Overtime	125,591	197,721	98,056	203,718	250,000	179,450	
256-511180 LTD	11,852	13,224	15,139	10,020	15,185	15,615	
256-511210 Longevity	103,404	95,568	102,406	98,572	103,256	108,221	
256-511220 Clothing Allowance	58,256	59,606	70,949	55,923	69,467	72,462	
256-511230 Certification Allowance	40,764	39,577	47,171	33,326	41,421	43,766	
256-511310 FICA - Employer	324,417	340,504	404,773	323,993	410,249	430,031	
256-511350 TMRS-Employer	690,008	725,510	842,113	686,602	858,842	885,752	
256-511410 Health-Employer	503,878	522,959	649,838	460,756	559,765	692,812	
256-511500 Workers' Compensation	47,490	35,514	42,989	42,826	42,826	44,437	
TOTAL Personnel Services	5,921,589	6,221,395	7,246,007	5,888,992	7,249,466	7,585,622	
<u>Supplies</u>							
256-521000 Operating Supplies	28,120	21,116	34,716	25,592	35,271	39,325	
256-521100 Office Supplies	3,293	4,270	6,400	4,682	5,955	6,400	
256-521150 Child Safety Supplies	38,796	10,152	0	0	0	3,450	
256-521300 Motor Veh. Supplies	11,805	13,566	17,510	17,024	17,209	17,510	
TOTAL Supplies	82,015	49,104	58,626	47,298	58,435	66,685	
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	21,294	24,230	26,000	26,264	26,264	26,000	
TOTAL City Support Services	21,294	24,230	26,000	26,264	26,264	26,000	
<u>Utility Services</u>							
256-533310 Telephone/Cell Phone	0	0	165	38	150	0	
256-533330 Telephone/Internet	0	0	5,530	0	0	0	
256-533500 Vehicle Fuel	78,641	89,017	118,279	68,983	109,107	132,729	
TOTAL Utility Services	78,641	89,017	123,974	69,021	109,257	132,729	
<u>Operations Support</u>							
256-534100 Advertising	0	0	0	0	0	7,400	
256-534200 Printing & Binding	2,075	2,991	12,121	4,321	11,900	10,686	
TOTAL Operations Support	2,075	2,991	12,121	4,321	11,900	18,086	
<u>Staff Support</u>							
256-535100 Uniforms	50,614	40,788	41,364	33,599	41,190	43,027	
256-535200 Awards	1,380	1,800	2,500	2,628	3,000	3,000	
256-535210 Employee Recognition-Morale	2,971	2,122	4,300	3,788	4,121	4,300	
256-535300 Memberships	1,544	2,078	3,330	1,526	3,299	3,690	
256-535400 Publications	488	306	490	0	490	490	
256-535500 Training/Travel	59,708	68,656	93,285	61,309	93,131	107,880	
256-535500.T-Class Training	1,773	0	0	0	0	0	
256-535510 Meeting Expenses	1,508	760	3,100	3,220	3,500	3,250	
TOTAL Staff Support	119,987	116,509	148,369	106,069	148,731	165,637	

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
256-537100 Medical Services	11,512	15,108	10,500	8,783	10,319	12,000	
256-537800 Community Outreach	4,747	4,607	7,700	3,816	7,694	9,100	
TOTAL City Assistance	16,259	19,715	18,200	12,599	18,013	21,100	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	48,012	53,396	64,748	58,594	64,635	73,993	
TOTAL Professional Services	48,012	53,396	64,748	58,594	64,635	73,993	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551100 Building Maintenance	1,584	1,000	0	0	0	0	
256-551400 Minor & Other Equip Maint	818	1,753	2,500	1,505	2,485	2,500	
256-551700 Abatement/Lot Cleaning	0	0	9,000	6,650	7,000	5,000	
256-551800 Other Maintenance Agreements	1,697	745	745	795	850	745	
256-551810 Maintenance Agr. - Radios	41,120	50,080	59,400	40,100	50,400	57,840	
TOTAL Maintenance Services	45,220	53,578	71,645	49,050	60,735	66,085	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	44,159	0	0	0	0	57,600	
TOTAL Rental/Leasing	44,159	0	0	0	0	57,600	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	9,281	4,094	5,230	5,248	5,250	6,155	
256-571200 Vehicles & Access. LESS \$5,00	92,105	28,885	151,319	152,108	152,108	153,985	
256-571300 Computer & Periphe. < \$5000	20,483	0	0	0	0	64,575	
256-571600 Donation-Expense	0	545	0	2,380	24,000	0	
256-571800 Equipment under \$5,000	11,845	45,308	55,580	55,210	55,210	39,975	
TOTAL Operating Equipment	133,714	78,831	212,129	214,946	236,568	264,690	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	351,345	504,003	373,990	333,826	346,963	373,635	
256-581800 Equipment Over \$5,000	6,258	25,425	0	0	28,475	208,380	
TOTAL Capital Outlay	357,603	529,428	373,990	333,826	375,438	582,015	
 TOTAL POLICE	 6,870,567	 7,238,194	 8,355,808	 6,810,981	 8,359,442	 9,060,241	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
MARSHAL'S OFFICE							
=====							
<u>Personnel Services</u>							
259-511110 Regular	302,812	237,246	0	0	0	0	
259-511120 Overtime	1,865	4,079	0	0	0	0	
259-511180 LTD	920	774	0	0	0	0	
259-511210 Longevity	13,895	6,526	0	0	0	0	
259-511220 Clothing Allowance	3,982	3,120	0	0	0	0	
259-511230 Certification Allowance	2,780	2,210	0	0	0	0	
259-511310 FICA - Employer	24,181	18,769	0	0	0	0	
259-511350 TMRS-Employer	53,703	40,857	0	0	0	0	
259-511410 Health-Employer	38,247	31,871	0	0	0	0	
259-511500 Worker' Compensation	3,928	2,847	0	0	0	0	
TOTAL Personnel Services	446,313	348,298	0	0	0	0	
<u>Supplies</u>							
259-521000 Operating Supplies	167	191	0	0	0	0	
259-521100 Office Supplies	515	715	0	0	0	0	
259-521300 Motor Vehicle Supplies	1,630	1,862	0	0	0	0	
259-521600 Equip Maint Supplies	0	76	0	0	0	0	
TOTAL Supplies	2,313	2,844	0	0	0	0	
<u>Utility Services</u>							
259-533500 Vehicle Fuel	6,173	6,242	0	0	0	0	
TOTAL Utility Services	6,173	6,242	0	0	0	0	
<u>Operations Support</u>							
259-534200 Printing & Binding	275	106	0	0	0	0	
TOTAL Operations Support	275	106	0	0	0	0	
<u>Staff Support</u>							
259-535100 Uniforms	1,265	1,091	0	0	0	0	
259-535300 Memberships	300	250	0	0	0	0	
259-535500 Training/Travel	3,836	4,159	0	0	0	0	
259-535510 Meeting Expenses	107	45	0	0	0	0	
TOTAL Staff Support	5,508	5,546	0	0	0	0	
<u>City Assistance</u>							
<u>Professional Services</u>							

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Maintenance Services</u>							
259-551800 Other Maintenance Agreements	1,500	1,656	0	0	0	0	
259-551810 Maintenance Agr. - Radios	<u>2,200</u>	<u>2,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Maintenance Services	3,700	4,256	0	0	0	0	
<u>Operating Equipment</u>							
259-571800 Equipment Less \$5,000	<u>17,699</u>	<u>4,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	17,699	4,756	0	0	0	0	
<u>Capital Outlay</u>							
<hr/>							
TOTAL MARSHAL'S OFFICE	481,980	372,049	0	0	0	0	
<hr/>							
TOTAL PUBLIC SAFETY	12,240,994	13,339,628	14,526,571	11,908,809	14,678,681	15,496,363	

101-GENERAL FUND

HEALTH

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
ENVIRONMENTAL HEALTH									
=====									
<u>Personnel Services</u>									
772-511110 Regular	130,805	91,681	0	0	0	0			
772-511120 Overtime	739	2,508	0	0	0	0			
772-511180 LTD	370	291	0	0	0	0			
772-511210 Longevity	1,742	1,974	0	0	0	0			
772-511220 Clothing Allowance	2,540	1,684	0	0	0	0			
772-511310 FICA - Employer	10,260	6,977	0	0	0	0			
772-511350 TMRS-Employer	21,040	14,210	0	0	0	0			
772-511410 Health-Employer	18,466	15,153	0	0	0	0			
TOTAL Personnel Services	185,963	134,477	0	0	0	0			
<u>Supplies</u>									
772-521000 Operating Supplies	165	428	0	0	0	0			
772-521100 Office Supplies	530	372	0	0	0	0			
TOTAL Supplies	695	800	0	0	0	0			
<u>Utility Services</u>									
<u>Operations Support</u>									
772-534200 Printing & Binding	703	242	0	0	0	0			
TOTAL Operations Support	703	242	0	0	0	0			
<u>Staff Support</u>									
772-535100 Uniforms	0	467	0	0	0	0			
772-535500 Training/Travel	4,108	3,463	0	0	0	0			
772-535510 Meeting Expenses	132	0	0	0	0	0			
TOTAL Staff Support	4,241	3,930	0	0	0	0			
<u>City Assistance</u>									
772-537800 Community Outreach	901	338	0	0	0	0			
TOTAL City Assistance	901	338	0	0	0	0			
<u>Professional Services</u>									
772-541300 Other Consl/Prof Services	481	19,395	0	0	0	0			
TOTAL Professional Services	481	19,395	0	0	0	0			
<u>Maintenance Services</u>									
772-551700 Abatement/Lot Cleaning	8,225	7,124	0	0	0	0			
TOTAL Maintenance Services	8,225	7,124	0	0	0	0			

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

HEALTH							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Operating Equipment</u>							
772-571000 Furniture & Fixtures	0	431	0	0	0	0	
772-571800 Equipment < \$5,000	<u>3,671</u>	<u>1,236</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	3,671	1,667	0	0	0	0	
<hr/>							
<u>Capital Outlay</u>							
772-581200 Vehicles & Access. > \$5,000	<u>0</u>	<u>31,807</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Capital Outlay	0	31,807	0	0	0	0	
<hr/>							
TOTAL ENVIRONMENTAL HEALTH	204,879	199,779	0	0	0	0	
<hr/>							
TOTAL HEALTH	760,540	729,759	500,269	393,407	494,819	688,547	

DEPARTMENT: 257 FIRE RESCUE

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

The Schertz Fire Rescue Department is a paid career department that responds to all fire and emergency service calls in the City of Schertz, the contracted areas of Guadalupe and Bexar Counties, and through mutual aid, the surrounding cities. All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. Schertz Fire Rescue has an active public education/fire prevention program that conducts code review and enforcement within the city. Fire and arson investigation services are maintained within the department.

GOALS AND OBJECTIVES

- Deliver comprehensive safety services of the highest quality.
 - Respond to 90% of City within 5 minutes from time of dispatch.
 - Pre-fire plan all commercial occupancies in the city once per year, and extra hazard occupancies twice per year.
- Support and maintain a safe, healthy, well trained and high performing work force.
 - Improve training opportunities and encourage involvement in specialized operations.
 - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
- Provide high quality medical first responder service as part of an integrated emergency medical service.
 - Encourage advanced medical training and certifications.
 - Support emergency medical operations through interdepartmental cooperation.
- Become the community resource for life safety knowledge and information regarding Schertz Fire Rescue.
 - Semi-Annual inspects all schools and nursing homes.
 - Encourage public speaking for all firefighters.
 - Maintain safe construction and occupancy within the city through code enforcement.

- Attract and maintain a qualified and diverse workforce.
 - Encourage diverse applicants through career fairs and public education.
 - Continue to apply for staffing grants through Department of Homeland Security.

ORGANIZATIONAL CHART



FIRE RESCUE	2017-18	2018-19	2019-20
Fire Chief	1	1	1
Assistant Chief	1	1	1
Fire Marshal	1	1	1
Deputy Fire Marshal	0	1	1
Battalion Chief	3	4	4
Training/Safety Officer	1	0	0
Lieutenant	9	9	9
Fire Inspector	1	0	0
Fire Apparatus Operator	9	9	9
Firefighter	18	18	18
Senior Administrative Assistant	1	1	1
TOTAL POSITIONS	45	45	45

PERFORMANCE INDICATORS

Input	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Number of Commercial Occupancies	900	955	965
Total staffing	39	45	45
Suppression staffing	33	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	4	4	4
Number of fire stations	2	3	3
Number of full-time engine companies	2	3	3

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Number of incidents	3,006	3,280	3,450
Unit Responses (# calls for all units responding to all emergencies)	4,403	4,500	4,600
Buildings preplan contacts			
Community Contact (citizen contact)	10,489	9,800	11,000
Fire Inspections Conducted	600	550	600
Plan Reviews Completed	248	200	250
Training Hours Provided	6,477	14,000	14,500

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Average Drive Time (Minutes)	6.10	5.55	5.40
% Drive Time < 4 Minutes	31%	31%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	398/210	325/250	360/230
Training Hours/Employee	205	318	329

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$4,191,703	\$4,626,640	\$4,691,062
Supplies	12,244	20,800	23,855
Utility Services	49,030	62,600	76,600
Operations Support	142	350	1,150
Staff Support	156,958	178,177	195,600
City Assistance	15,183	23,000	24,000
Professional Services	25,875	33,500	68,000
Maintenance Services	58,968	72,996	63,900
Other Costs	15,160	1,594	0
Rental/Leasing	15,916	28,000	10,600
Operating Equipment	143,199	117,644	138,150
Capital Outlay	121,817	179,000	148,000
<i>Total</i>	<i>\$4,806,193</i>	<i>\$5,344,301</i>	<i>\$5,440,917</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.8% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FIRE RESCUE							
=====							
<u>Personnel Services</u>							
257-511110 Regular	2,299,294	2,567,507	2,848,190	2,482,915	2,917,414	2,891,488	
257-511120 Overtime	300,878	430,940	400,000	319,640	400,000	440,000	
257-511180 LTD	6,910	8,160	8,381	6,341	9,044	8,432	
257-511210 Longevity	63,820	62,328	62,399	60,687	65,244	68,486	
257-511220 Clothing Allowance	11,568	12,720	13,316	11,460	13,548	13,316	
257-511230 Certification Allowance	40,575	41,755	47,588	36,425	42,120	47,336	
257-511310 FICA - Employer	202,138	231,811	256,686	215,017	263,032	263,396	
257-511350 TMRS-Employer	429,195	502,724	542,060	478,897	550,648	550,205	
257-511410 Health-Employer	269,508	313,707	349,183	283,259	341,098	383,476	
257-511500 Workers' Compensation	23,710	20,051	24,585	24,492	24,492	24,927	
TOTAL Personnel Services	3,647,597	4,191,703	4,552,388	3,919,133	4,626,640	4,691,062	
<u>Supplies</u>							
257-521000 Operating Supplies	2,658	4,059	7,500	4,268	5,700	7,500	
257-521100 Office Supplies	1,172	1,976	2,500	1,374	2,500	3,200	
257-521200 Medical/Chem Supplies	706	5,266	10,954	5,806	10,000	10,955	
257-521300 Motor Veh. Supplies	15	37	800	136	800	1,000	
257-521600 Equip Maint Supplies	411	905	1,800	1,433	1,800	1,200	
TOTAL Supplies	4,961	12,244	23,554	13,017	20,800	23,855	
<u>City Support Services</u>							
<u>Utility Services</u>							
257-533100 Gas Utility Service	2,677	3,150	6,000	4,512	6,000	7,000	
257-533200 Electric Utility Service	18,624	9,393	23,000	6,741	15,000	25,000	
257-533320 Telephone/Air Cards	0	0	0	0	3,000	3,000	
257-533330 Telephone/Internet	0	1,023	0	142	0	0	
257-533410 Water Utility Service	2,395	1,821	2,600	1,107	2,600	3,600	
257-533500 Vehicle Fuel	25,383	33,643	30,000	27,617	36,000	38,000	
TOTAL Utility Services	49,079	49,030	61,600	40,120	62,600	76,600	
<u>Operations Support</u>							
257-534100 Advertising	0	0	150	0	0	150	
257-534200 Printing & Binding	0	142	400	323	350	1,000	
TOTAL Operations Support	0	142	550	323	350	1,150	
<u>Staff Support</u>							
257-535100 Uniforms	65,002	82,009	96,577	63,678	96,577	97,600	
257-535210 Employee Recognition-Morale	3,971	4,325	4,500	3,530	4,500	4,700	
257-535300 Memberships	2,238	2,643	3,100	3,058	3,100	3,500	
257-535400 Publications	2,792	1,966	3,500	1,783	3,000	3,500	
257-535500 Training/Travel	52,094	56,503	58,000	50,828	58,000	72,000	
257-535510 Meeting Expenses	3,496	3,499	4,375	2,123	3,000	4,300	
257-535600 Professional Certification	6,823	6,012	11,000	6,069	10,000	10,000	
TOTAL Staff Support	136,416	156,958	181,052	131,069	178,177	195,600	

101-GENERAL FUND

PUBLIC SAFETY		(----- 2018-2019 -----)(----- 2019-2020 -----)					
EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
257-537800 Community Outreach	22,490	15,183	23,000	8,293	23,000	24,000	
TOTAL City Assistance	22,490	15,183	23,000	8,293	23,000	24,000	
<u>Professional Services</u>							
257-541300 Other Professional Services	32,696	25,875	33,500	33,465	33,500	68,000	
TOTAL Professional Services	32,696	25,875	33,500	33,465	33,500	68,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	1,723	54	2,500	284	1,000	2,500	
257-551800 Other maintenance agreement	16,544	20,001	30,000	17,097	30,000	31,400	
257-551810 Maintenance Agr. - Radios	10,640	14,040	15,000	9,760	15,000	15,000	
257-551900 Construction	11,496	24,873	26,996	18,540	26,996	15,000	
TOTAL Maintenance Services	40,403	58,968	74,496	45,681	72,996	63,900	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	611	15,160	0	1,594	1,594	0	
TOTAL Other Costs	611	15,160	0	1,594	1,594	0	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	15,916	15,916	33,900	23,333	28,000	10,600	
TOTAL Rental/Leasing	15,916	15,916	33,900	23,333	28,000	10,600	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	6,741	14,582	15,000	12,101	15,000	15,000	
257-571200 Vehicles & Access. LESS \$5,00	15,424	5,544	8,125	5,079	8,125	8,000	
257-571300 Computer & Periphe. < \$5000	5,706	14,545	14,500	13,793	14,500	19,750	
257-571310 Computer Software	1,541	1,278	7,000	3,871	12,500	8,000	
257-571400 Communication Equip LESS \$500	6,643	4,054	19,899	7,444	19,899	35,000	
257-571600 Police/Fire/Medical Equipment	40,330	97,767	42,620	25,884	42,620	43,200	
257-571800 Equipment under \$5,000	12,769	5,429	5,000	3,387	5,000	9,200	
TOTAL Operating Equipment	89,154	143,199	112,144	71,559	117,644	138,150	
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	30,407	89,953	179,000	0	179,000	132,000	
257-581600 Donation-Expense	0	24,864	0	0	0	0	
257-581800 Equipment Over \$5,000	6,800	7,000	0	0	0	16,000	
TOTAL Capital Outlay	37,207	121,817	179,000	0	179,000	148,000	
TOTAL FIRE RESCUE	4,076,531	4,806,193	5,275,184	4,287,586	5,344,301	5,440,917	

**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 consistency of the City's adopted building codes and ordinances. Staff works closely with citizens, contractors, builders, developers, and other City Departments to assist in creating an attractive and safe community.

GOALS AND OBJECTIVES

- Continue to improve department processes to expedite the plan review and permitting process.
- Strive to provide superior customer service through courteous and professional relationships with the community.
- Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.
- Promote the use of automated technology in permit application and inspection software (SharePoint, WebQA, and permitting software City View) which will streamline the process and provide the applicant with on-line access to projects.
- Continue to provide and improve upon a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.
- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.

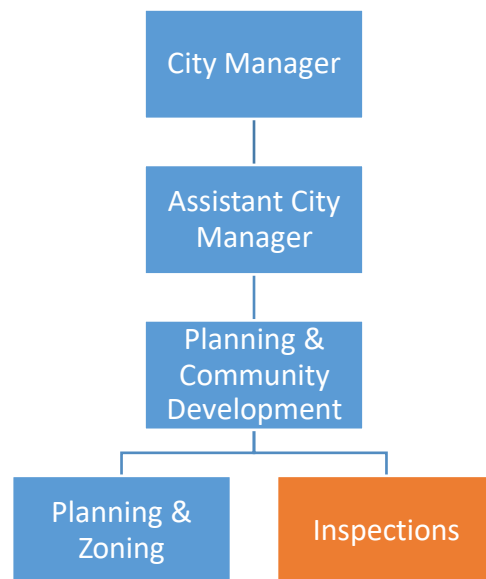
- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month festivities to include additional school presentations, information sessions at local stores, public outreach via social media, and a presentation to the City of Schertz Senior Center to raise awareness on the importance of building safety.
- Review, adopt and implement new Building Codes in order to ensure the health and safety of Schertz residents.
- Contribute to the publication of articles for the Schertz Magazine – From the Development Whiteboard. The articles are published to provide helpful information, transparency, and improved customer service for all residents.

ACCOMPLISHMENTS

- Eight (8) International Code Council (ICC) Certifications were earned by staff members. Two (2) Texas State Board of Plumbing Examiners Inspector Licenses obtained by staff members.
- Attended various continuing education classes including Building Professional Institute training in Houston, Austin, and Irving, the San Antonio Building Codes Academy, the 2018 IBC and IFC Assembly Spaces Training, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, Deer Oaks training sessions to include Business Etiquette and Professionalism and Maintaining Respect and Civility in the Workplace, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.
- Continually improved upon the customer service kiosk in the lobby to assist customers with the permitting process by updating applications and creating fillable forms to improve service by having all permits easily accessible online.
- Expanded the yearly program to raise awareness for Building Safety Month which included a Daycare / Preschool presentation, safety tips on the City social media site, informational sessions at the local home improvement store, an article in the Schertz Magazine, and a presentation at the Schertz Senior Center.
- Transitioned to a digital plan and permit submittal and review process by utilizing SharePoint and WebQA to increase efficiency and customer service.

- Continually reviewed and improved the online inspection request system based on customer input to improve communication with customers and to include the ability to upload attachments for all contractor submittals.
- Improved Permit Technician processes by implementing new workflows, to include immediately scanning permits, to provide increased customer service and ensure proper tracking of all submitted permits.
- Continued the monthly contractor meetings and quarterly meetings with the Greater San Antonio Builders Association (GSABA) to foster partnerships with the building community.
- Continued with weekly department meeting to include all Planning and Community Development staff to foster a team mentality, increase awareness of construction projects and improve communication within the department.
- Increased focus on continued training for staff.

ORGANIZATIONAL CHART



INSPECTIONS	2017-18	2018-19	2019-20
Dir. of Planning & Comm. Dev.	1	1	1
Executive Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	1
Building Inspector	3	5	5
Permit Technician	2	2	2
Development Specialists*	0	1	1
TOTAL POSITIONS	9	12	12

*Split with Utility Billing

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
New Residential Construction	422	300	360
New Commercial Construction	26	19	26
Reroof Permits	1709	850	850
Accessory/Temporary Building Permits	35	25	25
Deck/Patio Permits	71	55	60
Sign Permits	137	85	100
Other Permits	2261	3200	3000

Mechanical Permits	978	1000	900
Electric Permits	732	1000	800
Plumbing Permits	1225	1200	1000
Total Permit/License/Fee Revenue	\$3,260,040	\$2,273,768	\$2,197,104

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Median days to complete residential plan review	20	20	20
Median days to complete commercial plan review	60	60	60

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Standard Inspections (i.e. framing)	13,269	17,000	15,000
Re-Inspections	1,638	3,000	3,000

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$629,218	\$809,558	\$836,846
Supplies	2,549	4,115	5,378
Utility Services	4,461	5,000	9,720
Operations Support	1,781	2,219	2,400
Staff Support	19,254	29,961	41,261
Professional Services	260,540	70,000	70,000
Operating Equipment	5,391	1,085	600
Capital Outlay	0	53,000	29,000
<i>Total</i>	<i>\$923,193</i>	<i>\$974,938</i>	<i>\$995,205</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 2.1% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INSPECTIONS							
=====							
<u>Personnel Services</u>							
258-511110 Regular	401,722	420,670	496,158	471,871	564,488	567,480	
258-511120 Overtime	10,023	27,467	19,400	11,997	18,000	17,460	
258-511180 LTD	1,141	1,300	1,538	1,136	1,750	1,759	
258-511210 Longevity	8,647	7,295	8,911	8,668	8,661	13,952	
258-511230 Certification Allowance	0	0	291	136	182	291	
258-511310 FICA - Employer	31,066	33,516	39,382	36,126	45,237	45,805	
258-511350 TMRS-Employer	67,477	73,523	83,165	79,578	94,702	95,683	
258-511410 Health-Employer	57,542	64,366	79,562	62,228	75,196	92,887	
258-511500 Workers' Compensation	1,248	1,081	1,347	1,342	1,342	1,529	
TOTAL Personnel Services	578,866	629,218	729,754	673,081	809,558	836,846	
<u>Supplies</u>							
258-521000 Operating Supplies	1,118	1,056	1,375	1,047	1,375	1,614	
258-521100 Office Supplies	1,675	1,399	1,627	931	2,000	2,400	
258-521300 Motor Vehicle Supplies	44	72	240	63	240	864	
258-521600 Equip Maint Supplies	0	22	500	73	500	500	
TOTAL Supplies	2,836	2,549	3,742	2,114	4,115	5,378	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	3,747	4,461	5,000	4,518	5,000	9,720	
TOTAL Utility Services	3,747	4,461	5,000	4,518	5,000	9,720	
<u>Operations Support</u>							
258-534200 Printing & Binding	1,845	1,781	2,219	1,190	2,219	2,400	
TOTAL Operations Support	1,845	1,781	2,219	1,190	2,219	2,400	
<u>Staff Support</u>							
258-535100 Uniforms	4,821	4,857	6,250	3,279	6,250	8,690	
258-535300 Memberships	219	259	745	155	745	745	
258-535400 Publications	536	1,589	2,298	768	2,298	2,298	
258-535500 Training/Travel Staff	9,665	9,942	15,300	11,789	15,300	23,341	
258-535510 Meeting Expenses	1,829	666	3,336	377	3,336	2,100	
258-535600 Professional Certification	993	1,941	2,032	1,833	2,032	4,087	
TOTAL Staff Support	18,063	19,254	29,961	18,201	29,961	41,261	
<u>City Assistance</u>							

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
258-541300 Other Consl/Prof Services	206,558	260,540	70,000	57,045	70,000	70,000	
TOTAL Professional Services	206,558	260,540	70,000	57,045	70,000	70,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	0	5,391	903	530	530	600	
258-571200 Vehicles&Access. LESS \$5,000	0	0	0	555	555	0	
TOTAL Operating Equipment	0	5,391	903	1,085	1,085	600	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	0	0	54,000	53,007	53,000	29,000	
TOTAL Capital Outlay	0	0	54,000	53,007	53,000	29,000	
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TOTAL INSPECTIONS	811,916	923,193	895,579	810,242	974,938	995,205	

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

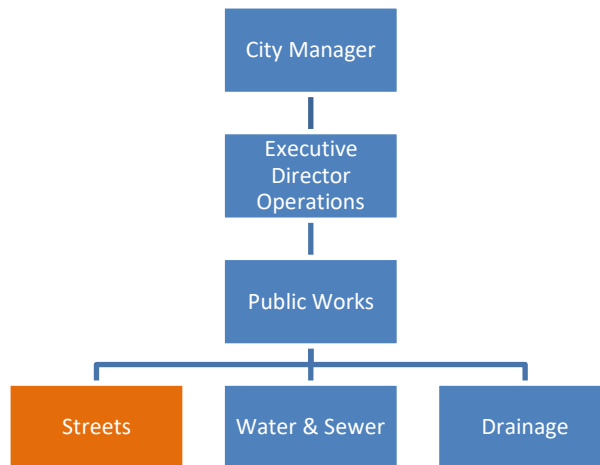
DEPARTMENT DESCRIPTION

The Street Department provides high quality service in design, construction, and renovation of streets and continues to perform services in a customer service first manner to meet the needs of the citizens. Provides safe and efficient movement of the people and goods through a well-designed, operated, and maintained transportation network. Evaluates affordability and efficiency options for providing street maintenance services. Chipping service is provided as requested by the residents. The Street Division assists other departments as needed.

GOALS AND OBJECTIVES

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.
- Plan, design, construct, operate, and maintain traffic functions, traffic control devices, street resurfacing and rehabilitation, street lights, street signs, street sweeping, and crosswalk signals.
- Emphasize safety to our employees to reduce preventable accidents.
- Provide traffic counts and speed information on specific streets as requested.
- Design and prepare street maintenance plans, pothole patching, and sidewalk construction.

ORGANIZATIONAL CHART



STREETS	2017-18	2018-19	2019-20
Public Works Manager Streets/Drainage	1	1	1
Street Supervisor	1	1	1
Foreman	1	1	1
Street Worker II	5	5	6
Street Worker I	6	6	8
TOTAL POSITIONS	14	14	17

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Street Sweeping hours	1,300	1,766	1,900
Number of signs produced	443	475	500
Quantity of asphalt purchased (tons)	335	232	250
Special projects (Hours)	993	380	400
Street centerline miles	163	163	164

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Annual cost to operate street sweepers (operators and fuel)	115,000	106,560	108,400
Cost per ton of asphalt	48	55	60
Approved daily budget expenditures for operation	3,370	4,192	4,238

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Hours spent on roadway maintenance	2,900	3,000	3,200
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Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$773,404	\$711,014	\$902,526
Supplies	80,858	113,350	102,450
Utility Services	173,057	161,000	176,000
Staff Support	10,496	18,350	18,620
Professional Services	18,193	15,000	15,000
Maintenance Services	70,181	273,700	285,500
Rental/Leasing	3,201	4,300	6,000
Operating Equipment	6,662	4,850	9,800
Capital Outlay	94,153	228,685	31,00
<i>Total</i>	<i>\$1,230,206</i>	<i>\$1,530,249</i>	<i>\$1,546,896</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate. Personnel will increase 26.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
STREETS							
=====							
<u>Personnel Services</u>							
359-511110 Regular	478,528	507,802	520,366	418,029	476,933	589,660	
359-511120 Overtime	6,592	5,124	6,305	5,322	5,649	6,305	
359-511180 LTD	1,406	1,601	1,613	1,101	1,478	1,828	
359-511210 Longevity	13,796	15,381	16,724	16,729	16,900	17,138	
359-511230 Certification Allowance	2,112	2,389	2,037	1,789	2,112	2,910	
359-511310 FICA - Employer	38,208	40,314	41,328	33,475	38,356	46,713	
359-511350 TMRS-Employer	80,366	85,636	87,783	71,375	80,296	98,236	
359-511410 Health-Employer	90,556	101,200	108,056	62,768	73,266	121,184	
359-511500 Workers' Compensation	18,844	13,958	16,085	16,024	16,024	18,552	
TOTAL Personnel Services	730,408	773,404	800,297	626,612	711,014	902,526	
<u>Supplies</u>							
359-521000 Operating Supplies	3,444	2,342	3,750	2,515	3,750	3,750	
359-521050 Operating Supplies-Street Sig	30,324	19,967	20,000	12,416	20,000	20,000	
359-521055 Operating Supplies-StreetMain	56,576	56,259	86,200	51,184	86,200	75,000	
359-521100 Office Supplies	233	295	400	224	400	400	
359-521200 Medical/Chem Supplies	470	1,000	1,500	386	1,500	1,500	
359-521300 Motor Veh. Supplies	1,820	995	1,800	1,232	1,500	1,800	
TOTAL Supplies	92,868	80,858	113,650	67,957	113,350	102,450	
<u>City Support Services</u>							
<u>Utility Services</u>							
359-533200 Electric Utility Service	131,119	135,545	140,000	104,617	120,000	140,000	
359-533210 Utilities - Poles	0	0	4,500	4,440	4,500	0	
359-533410 Water Utility Service	630	559	1,200	403	500	0	
359-533500 Vehicle Fuel	35,674	36,954	36,000	30,112	36,000	36,000	
TOTAL Utility Services	167,423	173,057	181,700	139,572	161,000	176,000	
<u>Operations Support</u>							
<u>Staff Support</u>							
359-535100 Uniforms	9,474	8,351	13,500	11,919	13,500	12,000	
359-535200 Awards	0	0	100	0	100	0	
359-535300 Memberships	0	0	150	149	150	0	
359-535500 Training/Travel	1,399	1,423	3,500	3,023	3,200	4,000	
359-535510 Meeting Expenses	536	495	1,000	696	1,000	1,200	
359-535600 Professional Certification	177	227	400	161	400	1,420	
TOTAL Staff Support	11,586	10,496	18,650	15,948	18,350	18,620	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	71,705	18,193	15,000	6,345	15,000	15,000	
TOTAL Professional Services	71,705	18,193	15,000	6,345	15,000	15,000	
<u>Maintenance Services</u>							
359-551400 Minor & Other Equip Maint (267)		0	500	0	500	500	
359-551600 Outsourced Street Maintenance	40,361	70,181	273,200	646	273,200	285,000	
TOTAL Maintenance Services	40,094	70,181	273,700	646	273,700	285,500	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	2,763	3,201	4,850	4,590	4,000	6,000	
359-561200 Lease/Purchase Payments	0	0	0	0	300	0	
TOTAL Rental/Leasing	2,763	3,201	4,850	4,590	4,300	6,000	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	254	300	300	0	300	300	
359-571200 Vehicles & Access under \$5,00	1,178	1,166	50	0	50	5,000	
359-571750 Street Crossing Minor Imprvmn	9,184	0	0	0	0	0	
359-571800 Equipment under \$5,000	1,516	5,196	4,500	4,268	4,500	4,500	
TOTAL Operating Equipment	12,133	6,662	4,850	4,268	4,850	9,800	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	27,884	7,475	156,698	156,398	156,698	31,000	
359-581750 Street Crossing Improvements	84,034	25,818	0	0	0	0	
359-581800 Equipment Over \$5,000	23,890	60,860	72,587	37,050	71,987	0	
TOTAL Capital Outlay	135,808	94,153	229,285	193,448	228,685	31,000	
TOTAL STREETS	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	
TOTAL PUBLIC ENVIRONMENT	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	

**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 400 acres of park land, to include the maintenance of municipal facilities, creek ways, swimming pools, graffiti removal, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight, campus formal bed maintenance contracts, and oversight of athletic field maintenance by sports associations (Buffalo Valley Youth Association and Schertz Youth Soccer Alliance). It conducts community-wide tree planting and beautification programs. Acquires, designs, constructs, and renovates existing and additional park land and facilities. It provides citizen input and communication venues utilizing the Parks and Recreation Advisory Board, community surveys, and community meetings. It plans and implements over 50 special events, recreation programs, and parades. The Director of Parks, Recreation, and Community Services oversees the budgets for Parks, Swimming Pools, Tree Mitigation, Parkland Dedication, and the Special Events Fund. In addition, the Director oversees and manages the contracts with the YMCA of Greater San Antonio for the staffing and programming of the Recreation Center, the Schertz Area Senior Center, the Schertz Aquatics Center, and the outdoor pools at Pickrell Park and Wendy Swan Memorial Park.

GOALS AND OBJECTIVES

- Continue to develop a system of parks, open space, recreational facilities, and leisure services that will meet the needs of an expanding community.
- Implement the on-going Parks and Open Space Master Plan recommendations and priorities to keep pace with the needs of an expanding community.
- Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings.
- Provide recreational and leisure opportunities to City of Schertz residents of all ages through the provision of high quality parks and recreational facilities, swimming pools, and senior center.

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.
- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2017-18	2018-19	2019-20
Director of Parks, Recreation & Community Services	1	1	1
Senior Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Leader	1	1	1
Park Worker I	4	4	5
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Events Manager	0	1	1
Events Specialist	0	1	1
TOTAL POSITIONS	10	12	13

PERFORMANCE INDICATORS

Workload/Outputs	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Total Acres of Park Land Managed	394.35	401.11	401.11
Total Acres of City Campuses Managed		48.68	48.68
Total Acres of Land Managed Per FTE	78.87	89.96	89.96
Total Miles of Trails Managed		25	25
Routine Park Maintenance Hours	12,694		
Special Events, Programs & Parades		50	50

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Acres of Contractual Mowing	164.97	119.40	119.40
Acres of Athletic Association Maintenance	49	70.02	70.02
Hours of Volunteer Service		800	1,000
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$19,142	\$24,180	\$12,000
Special Events Attendance		30,000	30,000
Youth Sports Registrations (BVYA & SYSA)		3,800	3,800

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$458,475	\$550,325	\$667,986
Supplies	71,788	76,331	98,850
City Support Services	10,437	18,000	114,500
Utility Services	256,028	234,500	244,500
Operations Support	999	1,847	1,000
Staff Support	8,200	15,290	19,670
Professional Services	115,892	139,500	137,500

Maintenance Services	13,718	65,479	26,500
Rental/Leasing	29,494	5,947	5,000
Operating Equipment	24,067	72,571	65,250
Capital Outlay	70,408	349,901	185,000
<i>Total</i>	<i>\$1,059,505</i>	<i>\$1,529,691</i>	<i>\$1,565,756</i>

5

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 2.0% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
PARKS									
=====									
<u>Personnel Services</u>									
460-511110 Regular	328,886	301,260	444,258	320,980	367,860	444,664			
460-511120 Overtime	15,523	16,047	14,793	15,330	16,000	14,793			
460-511180 LTD	955	885	1,341	797	1,140	1,360			
460-511210 Longevity	12,901	6,669	8,514	8,917	8,917	4,022			
460-511230 Certification Allowance	3,208	2,908	14,550	3,139	3,693	6,984			
460-511310 FICA - Employer	25,886	24,030	36,862	25,468	30,238	35,981			
460-511350 TMRs-Employer	56,401	52,016	75,873	55,811	63,301	74,232			
460-511410 Health-Employer	47,722	51,281	73,714	45,997	55,131	81,894			
460-511500 Workers' Compensation	4,965	3,379	4,060	4,045	4,045	4,056			
TOTAL Personnel Services	496,446	458,475	673,965	480,483	550,325	667,986			
<u>Supplies</u>									
460-521000 Operating Supplies	32,785	41,419	30,716	24,115	34,250	34,250			
460-521100 Office Supplies	362	430	1,000	1,250	1,500	1,000			
460-521200 Medical/Chem Supplies	1,717	2,502	2,600	951	2,500	2,600			
460-521300 Motor Vehicle Supplies	0	256	6	6	6	500			
460-521310 Landscaping Supplies-Parks	0	21,397	13,500	13,446	13,500	25,500			
460-521315 Landscaping Supplies-Campus	0	943	19,500	15,069	20,000	30,500			
460-521400 Plumbing Supplies	4,070	4,221	4,000	2,120	4,000	4,000			
460-521610 Building Maintenance Supplies	0	619	575	575	575	500			
TOTAL Supplies	38,934	71,788	71,897	57,531	76,331	98,850			
<u>City Support Services</u>									
460-532601 Holidazzle	0	0	0	0	0	16,500			
460-532604 4th of July Jubilee	0	0	0	0	0	26,000			
460-532607 National Night Out	0	0	0	0	0	500			
460-532619 Schertz Sweetheart	0	0	0	0	0	20,000			
460-532620 Sweetheart Scholarships	0	0	0	0	0	4,000			
460-532626 Other Events	0	0	0	0	0	37,500			
460-532800 Special Events	12,005	10,437	10,000	16,237	18,000	10,000			
TOTAL City Support Services	12,005	10,437	10,000	16,237	18,000	114,500			
<u>Utility Services</u>									
460-533100 Gas Utility Service	692	0	0	0	0	0			
460-533200 Electric Utility Service	80,465	73,034	76,000	47,538	76,000	76,000			
460-533310 Telephone/Cell Phones	75	28	0	0	0	0			
460-533410 Water Utility Service	155,319	171,163	136,000	108,208	150,000	160,000			
460-533500 Vehicle Fuel	10,482	11,804	8,500	7,515	8,500	8,500			
TOTAL Utility Services	247,033	256,028	220,500	163,261	234,500	244,500			

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	2016-2017	2017-2018	2018-2019				2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
<u>Operations Support</u>								
460-534100 Advertising	1,673	999	1,847	1,847	1,847	1,000		
TOTAL Operations Support	1,673	999	1,847	1,847	1,847	1,000		
<u>Staff Support</u>								
460-535100 Uniforms	5,760	3,853	6,165	6,297	6,500	7,195		
460-535300 Memberships	441	201	1,934	2,015	2,015	1,625		
460-535500 Training/Travel	4,151	3,830	5,800	5,890	5,890	10,000		
460-535510 Meeting Expenses	0	316	996	885	885	850		
TOTAL Staff Support	10,351	8,200	14,895	15,087	15,290	19,670		
<u>City Assistance</u>								
<u>Professional Services</u>								
460-541300 Other Cons'l/Prof Services	1,420	1,646	6,000	7,896	8,000	6,000		
460-541310 Contract Services	88,810	114,246	131,500	93,794	131,500	131,500		
TOTAL Professional Services	90,230	115,892	137,500	101,690	139,500	137,500		
<u>Maintenance Services</u>								
460-551100 Building Maintenance	250	1,078	479	479	479	2,500		
460-551400 Minor & Other Equip Maint	2,080	5,418	5,000	4,336	5,000	5,000		
460-551600 Street Maintenance Materials	0	0	50,000	0	50,000	10,000		
460-551618 Veteran's Memorial Maint.	189	2,316	17,000	761	5,000	4,000		
460-551710 Landscaping	14,833	4,906	5,000	2,700	5,000	5,000		
TOTAL Maintenance Services	17,352	13,718	77,479	8,275	65,479	26,500		
<u>Rental/Leasing</u>								
460-561100 Rental-Equipment	1,069	2,321	5,947	5,399	5,947	5,000		
460-561200 Lease Payments - Principal	36,230	27,172	0	0	0	0		
TOTAL Rental/Leasing	37,299	29,494	5,947	5,399	5,947	5,000		
<u>Operating Equipment</u>								
460-571000 Furniture & Fixtures	0	2,574	2,500	783	2,500	250		
460-571600 Donation-Expense	0	13,970	0	0	0	0		
460-571700 Improvements under \$5,000	0	0	50,000	44,147	50,000	50,000		
460-571800 Equipment under \$5,000	19,024	7,523	19,850	20,071	20,071	15,000		
TOTAL Operating Equipment	19,024	24,067	72,350	65,001	72,571	65,250		
<u>Capital Outlay</u>								
460-581200 Vehicles & Access. Over \$5,00	0	0	128,000	133,974	133,974	0		
460-581700 Improvements Over \$5,000	0	0	151,150	119,142	171,150	140,000		
460-581800 Equipment Over \$5,000	0	70,408	44,777	10,112	44,777	45,000		
TOTAL Capital Outlay	0	70,408	323,927	263,228	349,901	185,000		
TOTAL PARKS	970,348	1,059,505	1,610,307	1,178,038	1,529,691	1,565,756		

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

DEPARTMENT DESCRIPTION

The management and maintenance of two (2) outdoor pools including the maintenance of swimming facilities, pumping systems, and related aquatic programs designed to encourage safe use and professional management of these facilities. Provide contractual oversight of the management, programming, and maintenance of the Schertz Aquatics Center. Provide citizen input and communication venues utilizing the Parks and Recreation Advisory Board, surveys, and community meetings.

GOALS AND OBJECTIVES

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.
- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.
- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Outputs	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Revenue per year Outdoor Pools	26,073	27,322	29,000
Days open per year Outdoor Pools	62	67	67
In-House Pool Renovation Hours	0	0	0
Daily Admissions Wendy Swan Pool	3,934	4,024	4,424
Daily Attendees Wendy Swan Pool	2,684	2,775	2,775
Daily Admissions Pickrell Pool	21,357	18,753	19,800
Daily Attendees Pickrell Pool	12,419	10,486	11,452
Season Pool Pass Sales	4,480	4,424	4,800
Daily Attendees Schertz Aquatics Center	58,128	78,000	80,000

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Cost per resident for Pool Operations	19.45*	17.30*	14.25*
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*Cost per resident with the new Schertz Aquatics Center

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Supplies	\$20,490	25,500	25,500
Utility Services	27,835	28,000	16,500
Professional Services	0	2,993	0
Maintenance Services	529,217	517,912	527,878
Operating Equipment	1,032	2,125	0
<i>Total</i>	<i>\$578,573</i>	<i>\$576,530</i>	<i>\$569,878</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 1.2% from the FY 2018-19 year end estimate due to the decrease in utility services, professional services, operating equipment. This decrease was offset by an increase in Contract Maintenance to update the value to actual costs incurred by the YMCA.

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SWIM POOL							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
463-521000 Operating Supplies	6,827	3,850	4,500	2,163	4,500	4,500	
463-521200 Chem/Med/Lab Supplies	18,553	16,070	18,000	8,608	18,000	18,000	
463-521600 Equip Maint Supplies	434	570	3,000	40	3,000	3,000	
TOTAL Supplies	25,814	20,490	25,500	10,811	25,500	25,500	
<u>City Support Services</u>							
<u>Utility Services</u>							
463-533200 Electric Utility Service	8,810	11,354	10,000	12,160	16,000	10,000	
463-533410 Water Utility Service	16,090	16,481	6,500	9,773	12,000	6,500	
TOTAL Utility Services	24,900	27,835	16,500	21,933	28,000	16,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
<u>Professional Services</u>							
463-541300 Other Cons1/Prof Services	3,633	0	2,993	2,993	2,993	0	
TOTAL Professional Services	3,633	0	2,993	2,993	2,993	0	
<u>Maintenance Services</u>							
463-551400 Minor & Other Equip Maint	9,393	14,143	7,008	10,411	10,411	10,000	
463-551700 Contract Maintenance	539,877	515,073	587,878	305,679	507,501	517,878	
463-551710 Landscaping	25,439	0	0	0	0	0	
TOTAL Maintenance Services	574,709	529,217	594,886	316,090	517,912	527,878	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
463-571000 Furniture & Fixtures	0	1,032	0	2,125	2,125	0	
TOTAL Operating Equipment	0	1,032	0	2,125	2,125	0	
<u>Capital Outlay</u>							
TOTAL SWIM POOL	629,056	578,573	639,878	353,952	576,530	569,878	

**DEPARTMENT: PUBLIC AFFAIRS
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND**

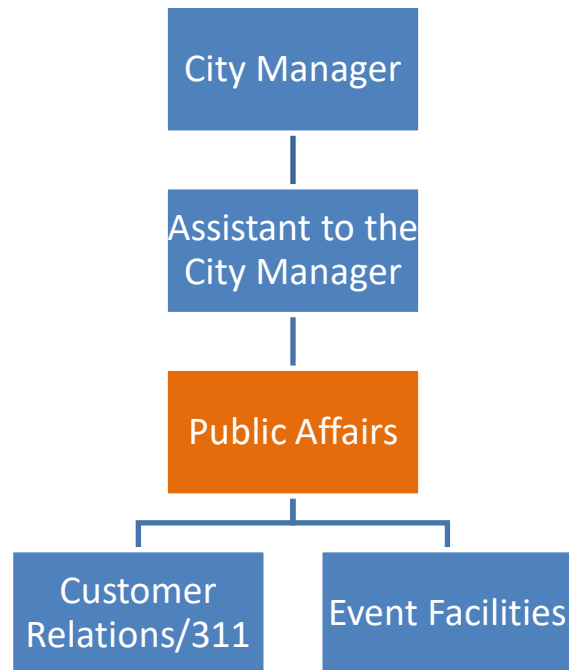
DEPARTMENT DESCRIPTION

Under the umbrella of Public Affairs, Event Facilities provides a place where customers can gather for social or cultural activities, as well as a centrally located venue for businesses and other organizations to hold meetings, training, and/or other specialized events. This department handles all aspects of event rental, and in cooperation with other department's plans, coordinates and executes each event from start to finish (initial deposit to event feedback).

GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
- Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- Promotes relationships with surrounding cities, organizations, and citizens by offering audio/video capabilities and attractive, flexible and diverse use of venue space through upgrades in technology and building improvements.

ORGANIZATIONAL CHART



EVENT FACILITIES	2017-18	2018-19	2019-20
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	3	2
P/T Event Attendant	1	1	2
TOTAL POSITIONS	5	5	5

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of events booked	1,133	1,100	1,100
Number of events cancelled	75	45	40
Number of facility tours	300	433	400

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Revenue	285,881	292,541	288,000
Comp'd Value	24,776	29,630	27,000

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
	13	25	19

Tradeshows/conventions
Customer satisfaction Rating 95% 100% 100%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
--------	-------------------	---------------------	-------------------

Personnel Services	\$48,371	\$252,474	\$277,789
Supplies	3,766	3,659	6,150
Utility Services	44,852	46,650	51,650
Operations Support	15,735	16,500	12,358
Staff Support	542	4,935	5,325
Maintenance Services	0	0	8,000
Operating Equipment	12,172	29,500	32,500
<i>Total</i>	<i>\$125,438</i>	<i>\$353,718</i>	<i>\$393,772</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 11.3% from the FY 2018-19 year end estimate due to the Cleaning contract for the Civic Center not being executed in the 2018-19 fiscal year. Also included in the increase is the purchase of replacement office equipment.

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
EVENT FACILITIES							
=====							
<u>Personnel Services</u>							
464-511110 Regular	37,444	33,609	197,507	146,291	181,948	193,177	
464-511120 Overtime	353	76	9,600	2,764	5,000	5,000	
464-511180 LTD	113	94	557	327	564	478	
464-511210 Longevity	313	10	3,361	2,805	2,805	3,668	
464-511310 FICA - Employer	2,901	2,578	15,945	11,423	14,516	15,430	
464-511350 TMRS-Employer	6,135	5,433	33,955	24,531	30,389	32,231	
464-511410 Health-Employer	5,531	6,523	38,591	13,537	16,999	27,558	
464-511500 Workers' Compensation	65	47	254	253	253	247	
TOTAL Personnel Services	52,855	48,371	299,770	201,931	252,474	277,789	
<u>Supplies</u>							
464-521000 Operating Supplies	851	3,351	4,700	1,624	2,500	5,000	
464-521050 Ancillary Products	2,300	65	450	0	450	450	
464-521100 Office Supplies	201	351	700	446	709	700	
TOTAL Supplies	3,352	3,766	5,850	2,069	3,659	6,150	
<u>Utility Services</u>							
464-533100 Gas Utility Service	789	804	850	516	850	850	
464-533200 Electric Utility Service	39,010	36,939	45,000	23,081	40,000	45,000	
464-533330 Telephone/Internet	2,329	1,302	0	0	0	0	
464-533410 Water Utility Service	4,988	5,807	5,500	4,656	5,800	5,800	
TOTAL Utility Services	47,116	44,852	51,350	28,253	46,650	51,650	
<u>Operations Support</u>							
464-534100 Advertising	4,752	4,320	2,180	1,908	3,000	5,100	
464-534200 Printing & Binding	198	29	3,000	968	3,000	2,150	
464-534550 Business Meetings/Networking	0	15	500	431	500	108	
464-534800 Temporary Empl. Services	0	11,371	10,000	6,634	10,000	5,000	
TOTAL Operations Support	4,949	15,735	15,680	9,941	16,500	12,358	
<u>Staff Support</u>							
464-535100 Uniforms	0	45	1,910	776	1,910	2,000	
464-535300 Memberships	297	190	275	201	275	275	
464-535500 Training/Travel	982	307	2,750	1,558	2,750	3,050	
464-535510 Meeting Expenses	72	0	200	0	0	0	
TOTAL Staff Support	1,351	542	5,135	2,535	4,935	5,325	
<u>Professional Services</u>							

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	0	0	10,000	0	0	8,000	
TOTAL Maintenance Services	0	0	10,000	0	0	8,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	5,544	941	6,820	4,221	5,000	2,500	
464-571500 Operating Equipment <\$5,000	2,121	10,199	21,000	13,932	17,000	20,000	
464-571550 Capital Recovery Equipment	0	1,032	10,000	0	7,500	10,000	
TOTAL Operating Equipment	7,665	12,172	37,820	18,153	29,500	32,500	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL EVENT FACILITIES	117,289	125,438	425,605	262,883	353,718	393,772	

DEPARTMENT: 665 LIBRARY

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library:

- Supports life-long learning, literacy and recreation by developing and maintaining a wide variety of library materials in print, audiovisual and digital formats for users of all ages;
- Encourages the love of reading and learning by providing story time and special event programs for infants, children and teens, as well as winter and summer reading programs;
- Enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as Internet usage, computer software, e-readers and other personal digital devices, health and fitness, financial planning, crafts, and book clubs;
- Provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources;
- Provides answers and information to telephone, email, online chat, and in-person queries;
- Provides meeting and study space to individuals and community groups;
- Provides community outreach for underserved local residents through special programs, and
- Actively cooperates and interacts with other libraries in the region to share ideas and stay current in library practices. The library participates in CTLS, Inc. (Connecting Texas Libraries Statewide), a non-profit corporation that sponsors continuing education programs for library staff and encourages library usage and support by Texas residents. The library's primary service area includes the City of Schertz, the City of Selma, the City of Cibola and Guadalupe County.

2019-20 GOALS

- Continue improving the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., Bestsellers, DVDs, graphic novels, beginning readers, etc.
- Continue systematic review and update of policies and procedures relating to circulation and collection development with an eye toward improving our

customers' ability to do business with us and to ensure we provide excellent customer-focused service.

- Complete adult fiction collection weeding; continue other weeding projects according to schedule.
- Add scheduled quarterly staff development days to the Library's training program.
- Participate in more outreach events in community including large City events such as Holidazzle.
- Develop an ESL program (need for this type of program has been identified through the ESL series presented in FY 19)
- Identify and recruit more community members to present programs on specialty topics.

2018-19 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2018 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Schertz Public Library was one of only 51 public libraries in Texas to receive this award.

Operations and Collections

- Added approximately 8,000 new and replacement items to library's physical collections and withdrew more than 5,000 dated, worn, lost and damaged items from library's physical collections.
- Completed transition to new web page platform and re-designed library web page.
- Implemented Kanopy streaming film service.
- Completed implementation of credit card payment option for customers at library printer and on web page.
- Completed scheduled 2019 equipment upgrades; installed large format video monitor to display information on library events and programming.

Programming

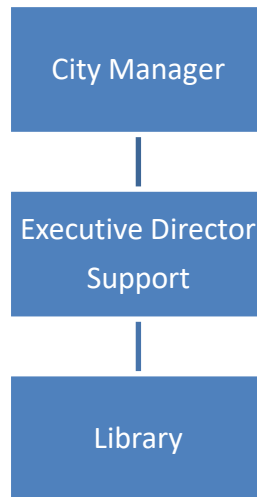
- Youth Services implemented new monthly Free Play and Art Exploration programs for younger children, a weekly Discovery program for students, and a monthly Teen Advisory Board program
- Virtual Services implemented new adult "Podcast Brunch Club" program.
- Adult Services implemented new adult "Bring Your Own Craft" program.

Outreach and Partnerships

- Continue to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.

- Worked closely with the Schertz Library Foundation to plan and offer the 4th annual mini golf fundraising event.
- Partnered with SCUC school librarians to offer SCUC Day at the Library events and author visit by Tim Tingle during summer reading program.
- Youth Services Librarian presented session on youth graphic novels as a member of the Maverick Committee at Texas Library Association annual conference.
- Partnered with Schertz and Cibolo businesses during library's winter reading club "Reading Safari" program to encourage reading in non-traditional places.
- Partnered with SCORE to present business skills workshops.
- Youth Services—monthly visits to 1st Baptist Preschool; 10-12 visits to various SCUCISD campuses for literacy events; partnered with YMCA to provide monthly "Story & Swim" program and fall "Dunkin Pumpkin" event at the Natatorium; hosted several field trips to library by SCUCISD classes and 1st Baptist Preschool; participated in Read Across America event at Primrose School of Schertz.
- Adult Services/Virtual Services--monthly technology help sessions at Schertz Senior Center; presented a Work Skills Readiness workshop at ESC 20 Work Fair; partnered with Wellmed for a series of health and life planning programs for seniors; Summer Reading program for Senior Center; several outreach programs on electronic resources to counselors and teachers at SCUCISD schools; placed a rotating children's book collection at the Legacy at Forest Ridge Retirement Community for the use by the residents in the memory care unit; participated in City's "Moving on Main" event.
- Developed a marketing plan with the City's Public Affairs department to more effectively market library resources and programs to the community.

ORGANIZATION CHART



LIBRARY	2017-18	2018-19	2019-20
Library Director	1	1	1
Adult Services Librarian	1	1	1
Youth Services Librarian	1	1	1
Virtual Services Librarian	1	1	1
Library Assistant	2	2	2
Library Clerk II	3	3	3
Part-time Circulation Clerk (20 hours)	6	6	6
Part-time Circulation Clerk (10 hours)	2	2	2
Part-time Processing Clerk (20 hours)	1	1	1
Part-time Children's Programming Clerk (20 hours)	1	1	1
Part-time Library Page (10 hours)	2	2	2
Part-time Shelving Clerk (20 hours)	0	0	0
Temp Part-time Library Clerk (Unfunded)	1	1	1
TOTAL POSITIONS	22	22	22

PERFORMANCE INDICATORS

	2017-18	2018-19	2019-20
Input	Actual	Estimate	Budget
Service population*	102,379	105,629	109,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	8.5	8.5	8.5
Total Operating Budget	945,948	993,274	973,000
Total Materials Collection	110,266	114,000	117,000
Registered Borrowers	30,806	32,000	32,000
Materials Budget	104,667	125,000	109,000

*determined by Texas State Library

	2017-18	2018-19	2019-20
Workload/Output	Actual	Estimate	Budget

Circulation per Capita	4.05	3.93	3.81
Library Visits per Capita	2.53	2.41	2.34
Program Attendance per Capita	.17	.15	.15
Collection Turnover Rate	3.76	3.64	3.55
Total Circulation	414,790	415,000	415,000
Total Library Visits	258,695	255,000	255,000
Total Program Attendance	16,945	16,000	16,000

	2017-18	2018-19	2019-20
Efficiency	Actual	Estimate	Budget

Cost per Person Served	9.24	9.40	8.93
Cost per Circulation	2.28	2.39	2.34
Circulation per Circulation FTE	48,799	48,824	48,824

	2016-17	2017-18	2019-20
Effectiveness	Actual	Estimate	Budget

Percentage of Service Population With Library Cards	30.09%	30.29%	29.36%
Materials Expenditures per Capita	\$1.02	\$1.18	\$1.00
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	11.06%	12.58%	11.20%
Items per Capita (striving to meet 1.53 items per capita standard)	1.08	1.08	1.07

	2017-18	2018-19	2019-20
Budget	Actual	Estimate	Budget

Personnel Services	4,742	\$748,527	\$778,130	\$779,217
Supplies		13,842	15,500	15,000
Utility Services		60,938	56,000	57,500
Operations Support		4,062	3,650	5,350
Staff Support		4,742	5,697	12,520
Professional Services		2,318	2,364	2,411
Maintenance Services		0	0	0
Operating Equipment		111,519	132,500	120,000
<i>Total</i>		<i>\$945,948</i>	<i>\$993,841</i>	<i>\$991,998</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 budget will decrease .2% from the FY 2018-19 year end estimate. The increase in general operating costs will be offset by the 2018-19 one time increase of \$20,000 for library materials that is not included in the 2019-20 budget.

101-GENERAL FUND

CULTURAL

EXPENDITURES	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
LIBRARY							
=====							
<hr/>							
<u>Personnel Services</u>							
665-511110 Regular	524,468	536,336	536,238	474,023	551,876	548,668	
665-511120 Overtime	832	886	1,067	617	1,067	1,067	
665-511180 LTD	1,151	1,280	1,234	896	1,711	1,266	
665-511210 Longevity	9,997	10,024	13,483	11,410	11,410	15,036	
665-511230 Certification Allowance	1,200	1,200	582	1,016	1,200	582	
665-511310 FICA - Employer	39,457	40,410	42,149	35,465	43,221	43,215	
665-511350 TMRS-Employer	81,894	84,199	84,601	74,751	90,483	85,965	
665-511410 Health-Employer	68,436	73,611	70,229	63,256	76,494	82,730	
665-511500 Workers' Compensation	760	582	671	668	668	688	
TOTAL Personnel Services	728,195	748,527	750,254	662,103	778,130	779,217	
<u>Supplies</u>							
665-521000 Operating Supplies	10,781	11,158	12,000	8,858	12,000	12,000	
665-521100 Office Supplies	2,460	2,684	3,500	1,834	3,500	3,000	
TOTAL Supplies	13,241	13,842	15,500	10,692	15,500	15,000	
<u>City Support Services</u>							
<u>Utility Services</u>							
665-533100 Gas Utility Service	1,167	2,148	2,500	2,241	3,000	2,500	
665-533200 Electric Utility Service	37,819	46,147	45,000	28,901	45,000	45,000	
665-533410 Water Utility Service	7,991	12,644	8,000	6,254	8,000	10,000	
TOTAL Utility Services	46,977	60,938	55,500	37,396	56,000	57,500	
<u>Operations Support</u>							
665-534000 Postage	1,500	2,392	3,000	1,866	3,000	3,000	
665-534200 Printing & Binding	0	1,670	650	0	650	2,350	
TOTAL Operations Support	1,500	4,062	3,650	1,866	3,650	5,350	
<u>Staff Support</u>							
665-535100 Uniforms	286	28	400	353	400	400	
665-535200 Awards	96	171	253	138	250	300	
665-535300 Memberships	1,444	1,202	1,247	1,247	1,247	1,520	
665-535500 Training/Travel	3,482	3,250	3,500	2,230	3,500	10,000	
665-535510 Meeting Expenses	211	91	300	132	300	300	
TOTAL Staff Support	5,520	4,742	5,700	4,100	5,697	12,520	
<u>Professional Services</u>							
665-541365 Courier/Delivery Services	2,252	2,318	2,300	2,364	2,364	2,411	
TOTAL Professional Services	2,252	2,318	2,300	2,364	2,364	2,411	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

CULTURAL EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
665-571000 Furniture & Fixtures < \$5,000	0	0	0	0	0	1,000	
665-571400 Library Materials	104,308	104,667	125,000	101,060	125,000	109,000	
665-571600 Donation-Expense	2,493	6,853	10,000	6,778	7,500	10,000	
TOTAL Operating Equipment	106,800	111,519	135,000	107,839	132,500	120,000	
Capital Outlay							
TOTAL LIBRARY	904,485	945,948	967,904	826,360	993,841	991,998	
TOTAL CULTURAL	904,485	945,948	967,904	826,360	993,841	991,998	

DEPARTMENT: POLICE
DIVISION: 762 ANIMAL SERVICES
FUND: 101 GENERAL FUND

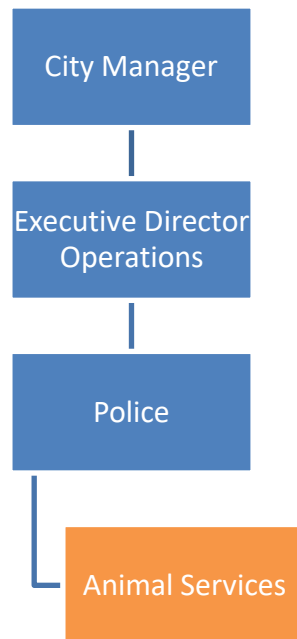
DEPARTMENT DESCRIPTION

Animal Services Officers respond to calls for service in an area of approximately 32 square miles. They are responsible for the enforcement of State laws and City ordinances regarding care and treatment of animals, along with ensuring public health and safety through disease and population control. Schertz Animal Services also provides daily care for animals housed at the Schertz Animal Adoption Center, which includes the daily cleaning and disinfecting of all animal cages and kennels, feeding and providing medications and / or treatment.

GOALS AND OBJECTIVES

- To **educate** the community in public safety and humane issues regarding animals.
- To **enforce** the City ordinances and State laws pertaining to animal care and treatment.
- To **assist** the public in resolving animal issues.
- To **protect** the safety, health and welfare of the citizens and animals of this community.
- To **prevent** the spread of animal illnesses and zoonotic diseases.
- To **improve** the co-existence of animals and humans.
- To **strengthen** the relationship with volunteers.
- To **provide** a Texas Department of State Health Services approved quarantine facility for control and eradication of rabies.

ORGANIZATIONAL CHART



ANIMAL SERVICES	2017-18	2018-19	2019-20
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Shelter Technician	1	1	3
Part-time Animal Kennel Technician	2	2	2
TOTAL POSITIONS	8	8	10

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Animal Services Intake	926	1,111	1,200
Animals Returned to Owner	220	221	225
Animal Adoptions	310	354	375
Animals Transferred Out	277	188	200
Wildlife Release	2	113	115

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$284,728	\$331,701	\$426,124
Supplies	36,941	35,988	40,020
City Support Services	792	2,250	3,500
Utility Services	53,198	64,221	56,217
Operations Support	442	730	1,000
Staff Support	6,344	11,932	15,561
City Assistance	19,118	14,994	36,000
Professional Services	20,871	27,269	5,090
Maintenance Services	16,696	2,006	7,900
Operating Equipment	24,327	3,728	3,156
Capital Outlay	64,912	0	93,980
<i>Total</i>	<i>\$528,277</i>	<i>\$494,819</i>	<i>\$688,547</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 39.2% from the FY 2018-19 year end estimates due to the increase in personnel costs from the addition of 2 full time Animal Shelter Technicians.

101-GENERAL FUND

HEALTH

EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
ANIMAL SERVICES							
=====							
Personnel Services							
762-511110 Regular	199,973	187,676	215,458	163,488	200,783	256,581	_____
762-511120 Overtime	9,664	7,560	9,700	26,422	36,000	38,800	_____
762-511180 LTD	523	493	599	389	622	730	_____
762-511210 Longevity	4,136	2,514	1,010	1,435	1,500	1,264	_____
762-511220 Clothing Allowance	3,392	1,703	0	0	0	0	_____
762-511230 Certification Allowance	1,850	1,500	3,153	1,325	1,375	3,089	_____
762-511310 FICA - Employer	16,244	14,733	17,541	14,343	18,299	22,867	_____
762-511350 TMRS-Employer	34,582	32,164	37,042	31,356	38,309	47,768	_____
762-511410 Health-Employer	31,217	35,695	40,821	30,533	32,308	51,972	_____
762-511500 Workers' Compensation	3,224	2,392	2,515	2,505	2,505	3,053	=====
TOTAL Personnel Services	304,804	286,430	327,839	271,796	331,701	426,124	_____
Supplies							
762-521000 Operating Supplies	18,187	15,440	17,794	15,966	16,954	17,910	_____
762-521100 Office Supplies	1,565	426	206	79	1,014	2,000	_____
762-521200 Medical/Chem Supplies	15,256	21,076	18,000	13,795	17,735	18,725	_____
762-521300 Motor Veh. Supplies	9	0	380	93	285	1,385	=====
TOTAL Supplies	35,016	36,941	36,380	29,933	35,988	40,020	_____
City Support Services							
762-532800 Promotional Events	2,112	792	3,500	864	2,250	3,500	=====
TOTAL City Support Services	2,112	792	3,500	864	2,250	3,500	_____
Utility Services							
762-533200 Electric Utility Service	19,624	21,091	22,000	13,799	21,826	21,996	_____
762-533410 Water Utility Service	33,940	21,690	14,000	25,887	34,481	25,008	_____
762-533500 Vehicle Fuel	6,653	10,417	8,000	5,545	7,914	9,213	=====
TOTAL Utility Services	60,217	53,198	44,000	45,231	64,221	56,217	_____
Operations Support							
762-534200 Printing & Binding	712	442	1,000	230	730	1,000	=====
TOTAL Operations Support	712	442	1,000	230	730	1,000	_____
Staff Support							
762-535100 Uniforms	2,151	3,361	7,000	3,931	6,692	7,611	_____
762-535200 Awards	0	0	0	0	0	250	_____
762-535210 Employee Recognition-Morale	0	0	0	0	0	1,200	_____
762-535300 Memberships	0	0	250	0	0	0	_____
762-535500 Training/Travel	4,608	2,757	6,000	2,578	4,990	6,000	_____
762-535510 Meeting Expenses	106	226	500	29	250	500	=====
TOTAL Staff Support	6,864	6,344	13,750	6,537	11,932	15,561	_____

101-GENERAL FUND

HEALTH

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
762-537100 Medical Services	15,538	18,863	15,000	13,280	14,994	36,000	
762-537105 TNR Program	100	255	0	0	0	0	
TOTAL City Assistance	15,638	19,118	15,000	13,280	14,994	36,000	
<u>Professional Services</u>							
762-541300 Other Cons1/Prof Services	0	0	1,920	960	1,920	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	515	637	1,197	1,197	1,197	800	
762-541700 Microchip Service	2,060	2,036	5,000	4,951	5,000	4,290	
762-541702 Spay & Neuter	19,031	18,107	20,000	15,060	19,152	0	
TOTAL Professional Services	21,606	20,781	28,117	22,168	27,269	5,090	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
762-551100 Building Maintenance	10,404	14,286	172	85	86	0	
762-551400 Minor & Other Equip Maint	0	0	500	0	0	500	
762-551700 Abatement	0	330	5,000	0	0	5,000	
762-551810 Maintenance Agr. - Radios	1,760	2,080	2,000	1,440	1,920	2,400	
TOTAL Maintenance Services	12,164	16,696	7,672	1,525	2,006	7,900	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
762-571000 Furniture & Fixtures	1,930	0	0	0	0	1,000	
762-571200 Vehicles & Access. Less \$5,00	0	250	0	0	0	500	
762-571500 Equipment	3,892	1,505	5,000	1,333	3,728	1,656	
762-571600 Donation-Expense	3,100	20,889	17,500	0	0	0	
762-571700 Improvements under \$5,000	0	174	511	510	0	0	
762-571800 Equipment Under \$5,000	0	1,509	0	0	0	0	
TOTAL Operating Equipment	8,922	24,327	23,011	1,844	3,728	3,156	
<u>Capital Outlay</u>							
762-581200 Vehicles & Access. Over \$5,00	59,735	64,912	0	0	0	68,000	
762-581800 Equipment Over \$5,000	27,870	0	0	0	0	25,980	
TOTAL Capital Outlay	87,605	64,912	0	0	0	93,980	
<u>TOTAL ANIMAL SERVICES</u>							
	555,661	529,980	500,269	393,407	494,819	688,547	

DEPARTMENT: 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.

ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY	2017-18	2018-19	2019-20
Director	1	1	1
Administrative Assistant	1	1	1
Senior Systems Administrator	1	1	1
Senior Computer Support Engineer	1	1	1
Customer Services Technician II	1	1	1
Customer Services Technician I	1	1	1
Help Desk Technician	1	1	1
Public Safety Administrator	0	1	1
TOTAL POSITIONS	7	8	8

Workload	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Average Monthly Work Orders Completed	267	294	299
Average Monthly Hours to Complete Work Orders	455	437	465
Total Projects	45	42	38
Average Monthly Project Hours	100	351	320
Total Emails Received	1,189,652	1,346,375	1,500,000
Total Sent Good Email	438,907	466,180	500,000
Number of Devices Managed	2,528	2,604	2,700
Number of Communication Equipment Managed	818	853	860
Number of Servers Managed	56	66	66

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
% Work Orders Completed 0-1 Day	69%	66%	67%
% Work Orders Completed 2-3 Days	10%	11%	10%
% Work Orders Completed 4-6 Days	7%	9%	8%
% Work Orders Completed 7-10 Days	5%	5%	5%
% Work Orders Completed >11 Days	10%	9%	9%
Average Number of Days to Work Orders	4	3	3

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$553,840	\$667,266	\$644,310
Supplies	7,173	6,340	6,300
City Support Services	683,465	859,014	936,861
Utility Services	199,530	228,066	267,846
Staff Support	32,834	43,400	53,070
Professional Services	7,065	246,102	190,424
Maintenance Services	12,028	14,500	15,500
Rental/Leasing	0	0	0
Operating Equipment	262,589	530,535	282,707
Capital Outlay	80,384	30,797	55,570
<i>Total</i>	<i>\$1,838,909</i>	<i>\$2,626,020</i>	<i>\$2,452,588</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2019-20 Budget decrease 6.6% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INFORMATION TECHNOLOGY							
=====							
<u>Personnel Services</u>							
853-511110 Regular	322,319	362,580	424,428	380,395	453,890	437,979	
853-511120 Overtime	36,460	43,509	31,189	30,469	35,000	31,189	
853-511180 LTD	609	918	1,316	858	1,407	1,358	
853-511210 Longevity	2,470	3,352	3,618	4,373	4,500	4,800	
853-511310 FICA - Employer	27,000	30,421	35,123	30,409	37,434	36,261	
853-511350 TMRS-Employer	57,809	66,095	74,172	66,977	78,366	75,744	
853-511410 Health-Employer	36,036	46,554	56,257	46,484	56,131	56,420	
853-511500 Workers' Compensation	524	411	540	538	538	559	
TOTAL Personnel Services	483,227	553,840	626,643	560,502	667,266	644,310	
<u>Supplies</u>							
853-521100 Office Supplies	1,183	1,564	2,000	1,410	2,000	2,000	
853-521300 Motor Vehicle Supplies	0	9	840	0	840	800	
853-521600 Equip Maint Supplies	5,499	5,600	6,300	2,961	3,500	3,500	
TOTAL Supplies	6,681	7,173	9,140	4,371	6,340	6,300	
<u>City Support Services</u>							
853-532300 Computer Consulting	11,546	30,132	4,400	920	4,400	15,000	
853-532355 Software Maint-City Wide	217,353	285,385	364,396	241,821	364,996	413,006	
853-532360 Software Maint-Dept Specific	310,568	350,282	534,668	218,401	473,168	438,840	
853-532400 Computer Fees & Licenses	16,142	17,667	16,565	9,152	16,450	70,015	
TOTAL City Support Services	555,609	683,465	920,029	470,293	859,014	936,861	
<u>Utility Services</u>							
853-533300 Telephone/Land Line	48,987	40,865	52,375	29,575	45,000	56,975	
853-533310 Telephone/Cell Phones	51,124	47,437	54,740	31,266	54,000	57,834	
853-533320 Telephone/Air Cards	38,904	39,867	48,716	29,916	48,716	56,700	
853-533330 Telephone/Internet	60,340	70,511	78,437	51,454	79,500	94,837	
853-533500 Vehicle Fuel	534	851	1,500	516	850	1,500	
TOTAL Utility Services	199,889	199,530	235,768	142,726	228,066	267,846	
<u>Operations Support</u>							
<u>Staff Support</u>							
853-535100 Uniforms	716	750	1,200	841	1,000	1,200	
853-535300 Memberships	815	865	1,250	839	1,250	1,250	
853-535500 Training/Travel	28,301	31,219	41,150	33,555	41,150	50,620	
TOTAL Staff Support	29,832	32,834	43,600	35,235	43,400	53,070	

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other Cons'l/Prof Services	0	1,320	464,954	203,664	233,137	190,424	
853-541800 IT Services-Web Design/Maint	0	5,745	12,965	3,500	12,965	0	
TOTAL Professional Services	0	7,065	477,919	207,164	246,102	190,424	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	14,412	12,028	14,500	8,361	14,500	15,500	
853-551800 Other Maintenance Agreements	1,902	0	0	0	0	0	
TOTAL Maintenance Services	16,314	12,028	14,500	8,361	14,500	15,500	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	33,457	0	0	0	0	0	
TOTAL Rental/Leasing	33,457	0	0	0	0	0	
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	570	2,499	400	0	400	500	
853-571300 Computer & Periphe. < \$5000	174,536	248,918	241,260	178,822	241,260	237,042	
853-571401 Communication Equip LESS \$500	43,267	11,172	188,000	88,188	288,875	45,165	
853-571800 Equipment under \$5,000	1,361	0	0	0	0	0	
TOTAL Operating Equipment	219,734	262,589	429,660	267,010	530,535	282,707	
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	0	0	28,000	25,460	25,430	0	
853-581300 Computer & Periphe. > \$5000	0	80,384	5,500	5,367	5,367	28,070	
853-581800 Equipment Over \$5,000	0	0	0	0	0	27,500	
TOTAL Capital Outlay	0	80,384	33,500	30,827	30,797	55,570	
<hr/>							
TOTAL INFORMATION TECHNOLOGY	1,544,743	1,838,909	2,790,759	1,726,492	2,626,020	2,452,588	

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.

GOALS AND OBJECTIVES

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.
- Compete for top talent with effective recruitment strategies and an efficient recruitment processes.
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently, while maintaining internal customer satisfaction and meeting budget constraints.
- Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.

ORGANIZATIONAL CHART



HUMAN RESOURCES	2017-18	2018-19	2019-20
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	5	5	5

PERFORMANCE INDICATORS

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Total No. of Employees (Avg.)	385	400	400
# Full Time Employees (Avg.)	350	375	375
Job Announcements Posted	99	102	115
# Applications received	2,600	2,800	2900
# Full Time Positions Filled	104	110	110
# Part Time Positions Filled	32	35	35
# Total Turnover	118	105	105
# Full Time Turnover	93	80	80
# Part Time Turnover	25	25	25
# Retirements	14	12	12
# FMLA Claims	75	75	75
# General Training Courses	14	15	18
# of tuition reimbursements	13	15	15

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$403,949	\$408,837	\$435,030
Supplies	823	700	700
Human Services	61,427	64,600	79,000
City Support Services	204	0	0
Utility Services	494	0	0
Operations Support	8,339	5,560	9,000
Staff Support	11,073	32,142	38,150
City Assistance	10,775	14,100	10,000
Professional Services	9,162	54,600	12,600
Operating Equipment	613	1,927	350
<i>Total</i>	<i>\$506,860</i>	<i>\$582,466</i>	<i>\$584,830</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase .4% from the FY 2018-19 year end estimate due to the lower than expected unemployment claims in FY 2018-19. This increase is offset by the removal of the Class & Comp Study that was funded in FY 2018-19 but not in FY 2019-20.

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
HUMAN RESOURCES							
=====							
<u>Personnel Services</u>							
866-511110 Regular	225,228	282,257	288,386	253,505	298,511	297,821	
866-511120 Overtime	39	1,584	340	1,752	0	340	
866-511180 LTD	616	892	894	641	925	923	
866-511210 Longevity	4,746	3,959	5,558	4,607	4,607	6,218	
866-511310 FICA - Employer	16,116	21,295	22,500	19,446	23,189	23,271	
866-511350 TMRS-Employer	34,881	46,331	47,515	42,078	48,544	48,610	
866-511410 Health-Employer	27,890	34,301	38,906	22,473	29,255	37,464	
866-511500 Workers' Compensation	524	378	536	534	534	383	
866-511600 Unemployment Compensation	22,624	12,951	20,000	(1,696)	3,272	20,000	
TOTAL Personnel Services	332,663	403,949	424,635	343,340	408,837	435,030	
<u>Supplies</u>							
866-521100 Office Supplies	926	823	700	606	700	700	
TOTAL Supplies	926	823	700	606	700	700	
<u>Human Services</u>							
866-531100 Pre-employment Check	4,037	5,071	4,000	3,418	4,500	4,000	
866-531150 Interview Expenses	2,432	2,569	3,000	0	500	3,000	
866-531160 COBRA FSA/HSA Adm Services	0	0	0	2,098	3,100	4,500	
866-531200 Medical Co-pay	2,625	1,950	3,000	761	2,000	3,000	
866-531300 Employee Assistance	21,533	19,915	23,000	20,049	23,000	23,000	
866-531400 Tuition Reimbursement	6,067	9,217	15,000	13,341	15,000	15,000	
866-531500 Employee Wellness Program	4,713	5,450	7,000	5,993	7,000	7,000	
866-531600 Training Classes	11,418	17,255	19,500	7,290	9,500	19,500	
TOTAL Human Services	52,825	61,427	74,500	52,949	64,600	79,000	
<u>City Support Services</u>							
866-532400 Computer Fees & Licenses	311	204	0	0	0	0	
TOTAL City Support Services	311	204	0	0	0	0	
<u>Utility Services</u>							
866-533320 Telepohne/Air Card	0	494	0	0	0	0	
TOTAL Utility Services	0	494	0	0	0	0	
<u>Operations Support</u>							
866-534000 Postage	60	0	0	59	60	0	
866-534100 Advertising	5,642	2,964	3,700	1,804	3,500	6,000	
866-534200 Printing & Binding	1,239	1,261	3,000	1,393	2,000	3,000	
866-534800 Temporary Empl. Services	0	4,114	0	0	0	0	
TOTAL Operations Support	6,941	8,339	6,700	3,255	5,560	9,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
866-535100 Uniforms	249	312	500	326	500	500	
866-535210 Employee Recognition-Morale	5,679	5,961	26,500	16,161	22,642	28,150	
866-535300 Memberships	1,265	2,292	2,500	1,863	2,500	2,500	
866-535400 Publications	1,412	450	2,000	0	1,500	2,000	
866-535500 Training/Travel	6,068	2,057	5,000	3,536	5,000	5,000	
TOTAL Staff Support	14,672	11,073	36,500	21,887	32,142	38,150	
<u>City Assistance</u>							
866-537100 Medical Services	9,730	10,775	10,000	9,975	14,100	10,000	
TOTAL City Assistance	9,730	10,775	10,000	9,975	14,100	10,000	
<u>Professional Services</u>							
866-541300 Other Cons'l/Prof Services	9,437	9,162	132,350	5,492	54,600	12,600	
TOTAL Professional Services	9,437	9,162	132,350	5,492	54,600	12,600	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	1,198	613	353	280	280	350	
866-571300 Computer & Periphe. < \$5000	37	0	1,647	0	1,647	0	
TOTAL Operating Equipment	1,235	613	2,000	280	1,927	350	
TOTAL HUMAN RESOURCES	428,739	506,860	687,385	437,785	582,466	584,830	

DEPARTMENT: 868 FINANCE

FUND: 101 GENERAL FUND

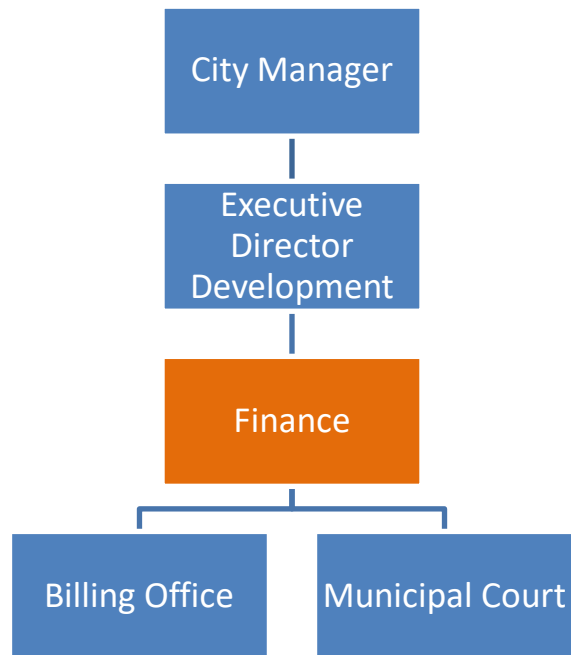
DEPARTMENT DESCRIPTION

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, post vendor payable check registers online, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees and prepare W2s. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS AND OBJECTIVES

- Hire, train, and retain competent and caring employees.
- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive the Government Finance Officers Association Distinguished Budget Award for the first time.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 31st consecutive year.
- Receive a Platinum Scorecard from the State Comptroller's Office for leadership in financial transparency.
- Improve the 5 year budgeting and forecasting plan.
- Update long term debt service plan.

ORGANIZATIONAL CHART



ACCOUNTING	2017-18	2018-19	2019-20
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior Payroll Specialist	1	0	0
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	8	7	7

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Accounts payable checks	5,877	5,066	5,900
Number of Purchase Orders Processed	8,111	8,200	8,300
Payroll checks	9,490	9,675	9,865

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	33	34	35
Quarterly Financials completed within 30 days	2	2	4

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$523,522	\$553,788	\$557,342
Supplies	3,622	3,700	3,700
City Support Services	138	0	0
Operations Support	1,200	0	0
Staff Support	7,939	9,455	9,455
Professional Services	29,255	34,500	34,500
Operating Equipment	0	1,280	1,280
<i>Total</i>	<i>\$565,676</i>	<i>\$602,723</i>	<i>\$606,277</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 0.6% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
FINANCE							
=====							
<u>Personnel Services</u>							
868-511110 Regular	400,942	369,450	392,793	332,408	393,877	391,824	
868-511120 Overtime	1,852	909	2,134	2,519	2,597	1,067	
868-511180 LTD	1,176	1,181	1,363	845	1,221	1,215	
868-511210 Longevity	12,418	10,314	11,332	11,310	11,310	9,457	
868-511230 Certification Allowance	1,827	2,200	873	489	535	291	
868-511310 FICA - Employer	30,843	28,446	34,715	25,715	31,236	30,780	
868-511350 TMRS-Employer	67,152	61,740	73,310	56,025	65,392	64,296	
868-511410 Health-Employer	48,074	48,803	56,272	38,943	47,052	57,906	
868-511500 Workers' Compensation	670	480	570	568	568	506	
TOTAL Personnel Services	564,955	523,522	573,362	468,821	553,788	557,342	
<u>Supplies</u>							
868-521000 Operating Supplies	2,782	2,365	3,575	1,356	2,700	2,700	
868-521100 Office Supplies	2,112	1,257	1,000	1,956	1,000	1,000	
TOTAL Supplies	4,894	3,622	4,575	3,311	3,700	3,700	
<u>City Support Services</u>							
868-532350 Software Maintenance	0	138	0	0	0	0	
TOTAL City Support Services	0	138	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
868-534200 Printing & Binding	1,917	1,200	2,155	0	0	0	
TOTAL Operations Support	1,917	1,200	2,155	0	0	0	
<u>Staff Support</u>							
868-535100 Uniforms	256	242	320	252	320	320	
868-535300 Memberships	1,224	994	1,435	695	1,435	1,435	
868-535500 Training/Travel	3,914	6,703	7,740	2,729	7,700	7,700	
868-535600 Professional Certification	75	0	0	0	0	0	
TOTAL Staff Support	5,469	7,939	9,495	3,676	9,455	9,455	
<u>Professional Services</u>							
868-541300 Other Consl/Prof Services	24,255	13,755	15,000	6,780	15,000	15,000	
868-541400 Auditor/Accounting Service	0	15,500	16,000	15,752	16,000	16,000	
868-541650 Investment Management Fee	0	0	3,500	0	3,500	3,500	
TOTAL Professional Services	24,255	29,255	34,500	22,532	34,500	34,500	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
Maintenance Services	_____	_____	_____	_____	_____	_____	_____
Rental/Leasing	_____	_____	_____	_____	_____	_____	_____
Operating Equipment							
868-571000 Furniture & Fixtures	2,857	0	395	395	395	395	_____
868-571200 Office Equipment	<u>112</u>	<u>0</u>	<u>1,000</u>	<u>165</u>	<u>885</u>	<u>885</u>	<u>_____</u>
TOTAL Operating Equipment	2,970	0	1,395	560	1,280	1,280	_____
<hr/>							
TOTAL FINANCE	604,458	565,676	625,482	498,900	602,723	606,277	

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING & ASSET MANAGEMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing and Asset Management Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Risk Management, and Safety functions for the City.

Manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, and fleet vehicle registration and titles.

The department is also responsible for the City Risk Management and Safety program. Maintains the City Capital and Fixed Assets inventory, property and liability insurance schedules, processes all insurance claims, insurance litigation, and workers compensation, monitors all safety aspects of City functions, schedules employee safety training, evaluates loss runs to identify trends and mitigate risk.

GOALS AND OBJECTIVES

- Maintain the highest levels of ethical practices for all department functions.
- All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
- Procure quality goods and services for all City departments, from appropriate sources, using the most efficient and economical means at the best possible price and make them available at the right place and time.
- Use supply contracts and co-ops in order to improve delivery time of particular items and to take advantage of quantity discounts.
- Maintain a professional relationship with all City departments and vendors insuring open communication.
- Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
- Program and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation
- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.

- Manage procedures for Capital and Fixed asset inventory and accountability, and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.
- Program and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

ORGANIZATIONAL CHART



PURCHASING & ASSET MGMT.	2017-18	2018-19	2019-20
Purchasing Manager	1	1	1
Senior Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Bids and Proposals Drafted	19	24	24
Bids and Proposals Responses	70	85	85
Contracts Reviewed	105	120	120
Meetings with Vendors	40	40	50
Research Requests	100	100	100
Active Works Comp Claims	40	40	35
Accident and Injuries Investigated	95	95	75
Training Classes Held	35	15	30
Vehicles Processed (Titles, Gas Cards, Plates)	245	220	220
Fixed Asset Modifications	35	165	30
Certificates of Insurance Processed	115	115	115
		Not	Not
MSDS/SDS Added	99	Tracked	Tracked
GovDeals Items Processed	30	250	50

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$196,032	\$212,869	\$213,738
Supplies	571	1,450	700
Utility Services	253	0	0
Operations Support	1,102	6,400	7,650
Staff Support	3,229	6,475	6,800
City Assistance	749	2,458	3,000
Operating Equipment	546	350	600
Capital Outlay	28,058	0	0
<i>Total</i>	<i>\$230,539</i>	<i>\$230,002</i>	<i>\$232,488</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate due to general operating cost increases.

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2016-2017	2017-2018	CURRENT	2018-2019	2019-2020		
	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
				ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PURCHASING & ASSET MGT							
=====							
<u>Personnel Services</u>							
872-511110 Regular	134,753	143,307	152,242	133,669	158,400	156,297	
872-511180 LTD	372	454	472	342	491	485	
872-511210 Longevity	2,354	2,778	3,194	3,194	3,194	3,602	
872-511310 FICA - Employer	9,794	10,766	11,884	10,422	12,362	12,224	
872-511350 TMRs-Employer	21,627	23,573	25,095	22,108	25,879	25,535	
872-511410 Health-Employer	12,360	14,981	17,366	10,414	12,348	15,393	
872-511500 Workers' Compensation	219	173	196	195	195	202	
TOTAL Personnel Services	181,479	196,032	210,449	180,345	212,869	213,738	
<u>Supplies</u>							
872-521000 Operating Supplies	346	397	1,100	1,059	1,100	350	
872-521100 Office Supplies	3,711	174	350	248	350	350	
872-521300 Motor Veh. Supplies	398	0	0	0	0	0	
TOTAL Supplies	4,455	571	1,450	1,307	1,450	700	
<u>City Support Services</u>							
<u>Utility Services</u>							
872-533500 Vehicle Fuel	223	253	0	0	0	0	
TOTAL Utility Services	223	253	0	0	0	0	
<u>Operations Support</u>							
872-534000 Postage	(10)	24	50	0	50	50	
872-534100 Advertising	0	1,049	7,300	5,066	6,300	6,000	
872-534200 Printing & Binding	36	29	100	0	50	50	
872-534740 Business Memberships	0	0	0	0	0	1,550	
TOTAL Operations Support	26	1,102	7,450	5,066	6,400	7,650	
<u>Staff Support</u>							
872-535100 Uniforms	176	118	250	62	250	250	
872-535300 Memberships	1,499	1,144	1,375	1,335	1,375	1,200	
872-535500 Training/Travel	1,615	1,719	4,725	2,429	4,500	5,000	
872-535510 Meeting Expenses	224	248	350	183	350	350	
TOTAL Staff Support	3,513	3,229	6,700	4,008	6,475	6,800	
<u>City Assistance</u>							
872-537100 Medical Services	1,711	749	3,000	1,844	2,458	3,000	
TOTAL City Assistance	1,711	749	3,000	1,844	2,458	3,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
872-571000 Furniture & Fixtures	<u>451</u>	<u>546</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>600</u>	<u>_____</u>
TOTAL Operating Equipment	451	546	350	0	350	600	_____
<u>Capital Outlay</u>							
872-581200 Vehicles & Access. > \$5,000	<u>0</u>	<u>28,058</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Capital Outlay	0	28,058	0	0	0	0	_____
<hr/>							
TOTAL PURCHASING & ASSET MGT	191,858	230,539	229,399	192,569	230,002	232,488	

DEPARTMENT: FLEET & FACILITY 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 approximately 350 units . The list of services include: all P.M. services, all fluid and filter changes, state inspections, and tire services, troubleshooting, diagnosis, and repair of mechanical and electrical systems. Fleet Services also provides motor pool services, vehicle and equipment replacement schedules, spec'ing and standardization throughout the fleet.

GOALS AND OBJECTIVES

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability by improving turn-around times.
- Develop and implement fleet utilization guidelines and procedures.
- Maintain and improve vehicle and equipment safety

ORGANIZATIONAL CHART



FLEET MAINTENANCE	2016-17	2017-18	2018-19
Director of Fleet & Facility Services	1	1	1
Administrative Assistant	0	1	1
Fleet Manager	0	0	1
Fleet Foreman	1	1	1
Mechanic I	4	4	4
TOTAL POSITIONS	6	7	8

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders:

-Police Department vehicles and equipment	528	570	705
-EMS vehicles and equipment	378	378	465
-Streets vehicles and equipment	248	170	265
-Administration vehicles	13	13	16
-Animal Control vehicles	31	39	47
-Facilities Services vehicles	76	83	102
-Fire vehicles and equipment	222	180	221
-Fleet Service vehicles	132	65	80
-I.T	6	12	15
-Inspection vehicles	32	35	43
-Marshal Service vehicles	36	0	0
-Parks vehicles and equipment	180	89	109
-Water & Sewer vehicles and equipment	343	198	243
-Utility Billing vehicles	24	37	45
-Drainage vehicles and equipment	288	141	194
-Economic Development vehicles	3	3	4
Engineering vehicles	15	18	22
-Purchasing vehicles	3	1	0
-Operations (non-asset specific)	0	17	21
-Motor Pool vehicles	95	138	170
Work Orders(in-house)	2511	2012	2616
Work Orders(outside vendors)	142	175	151
<i>Total Work Orders Issued</i>	<i>2653</i>	<i>2187</i>	<i>2767</i>

Efficiency	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Hours Worked			
Public Safety	2894	2711	3649
Public Works	2375	1566	2002
Administration Vehicles	34	24	44
Facilities Services Vehicles	169	174	222
Fleet Service Vehicles	354	102	130
I.T	8	19	24
Inspections vehicles	68	35	87
Parks vehicles and equipment	506	206	264
Economic Development vehicles	6	13	17
Engineering vehicles	20	50	64
Purchasing vehicles	11	2	2
Motor Pool vehicles	11	2	2
Fleet Operations	986	190	243
<i>Total Hours Worked</i>	7615	5215	6725

Effectiveness	2016-17 Actual	2017-18 Estimate	2018-19 Budget
% of all vehicles and equipment issues resolved without recall	97	94	96

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel		\$279,42	
	\$300,519	4	\$478,550
Supplies	198,319	177,290	205,700
City Support Services	13,118	17,500	11,500
Utility Services	10,578	8,000	11,500
Operations Support	0	0	0
Staff Support	8,674	20,501	20,682
Maintenance Services	183,375	206,155	204,000
Operating Equipment	8,790	8,200	9,800
Capital Outlay	26,641	105,000	122,000
<i>Total</i>		\$822,07	\$1,063,73
	\$750,015	0	2

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 29.4% from the FY 2018-19 year end estimate due the additional personnel costs of the new Fleet Manager position as well as the transfer of a facilities services technician position that was converted into a Fleet Administrative Assistant.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
FLEET SERVICE							
=====							
<u>Personnel Services</u>							
877-511110 Regular	237,656	206,834	218,412	153,632	191,101	333,380	
877-511120 Overtime	3,911	5,214	4,850	9,780	12,000	6,790	
877-511180 LTD	684	647	755	386	592	1,033	
877-511210 Longevity	1,424	2,693	2,796	1,598	1,598	2,834	
877-511310 FICA - Employer	18,550	16,368	19,200	12,557	15,315	26,233	
877-511350 TMRS-Employer	39,100	34,638	40,545	26,656	32,062	54,798	
877-511410 Health-Employer	35,409	31,767	40,521	20,925	23,965	49,655	
877-511500 Workers' Compensation	3,396	2,359	2,802	2,791	2,791	3,827	
TOTAL Personnel Services	340,129	300,519	329,881	228,326	279,424	478,550	
<u>Supplies</u>							
877-521000 Operating Supplies	3,993	3,690	5,250	3,239	5,250	12,000	
877-521005 Supplies - Inspection Sticker	2,102	2,219	2,800	2,151	2,600	2,900	
877-521100 Office Supplies	300	631	800	799	800	800	
877-521200 Oil Lube Suppl, Chem Supplies	15,098	17,938	17,440	14,190	17,440	18,500	
877-521300 Motor Veh. Supplies	143,187	172,565	164,740	136,664	150,000	170,000	
877-521600 Equip Maint Supplies	1,029	1,276	1,500	190	1,200	1,500	
TOTAL Supplies	165,709	198,319	192,530	157,234	177,290	205,700	
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	3,649	13,118	16,500	15,887	17,500	11,500	
TOTAL City Support Services	3,649	13,118	16,500	15,887	17,500	11,500	
<u>Utility Services</u>							
877-533500 Vehicle Fuel	8,393	10,578	8,000	7,057	8,000	11,500	
TOTAL Utility Services	8,393	10,578	8,000	7,057	8,000	11,500	
<u>Operations Support</u>							
877-534200 Printing & Binding	60	0	0	0	0	0	
TOTAL Operations Support	60	0	0	0	0	0	
<u>Staff Support</u>							
877-535100 Uniforms	4,681	5,406	7,500	6,087	7,500	7,500	
877-535200 Awards	0	0	100	51	51	100	
877-535500 Training/Travel	4,469	2,772	12,332	8,676	12,200	12,332	
877-535510 Meeting Expenses	196	497	750	170	750	750	
TOTAL Staff Support	9,347	8,674	20,682	14,983	20,501	20,682	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	148,962	125,203	162,405	116,411	162,405	145,000	
877-551050 Outside Collision Repair	0	43,130	7,595	8,752	12,000	35,000	
877-551100 Building Maintenance	1,210	650	750	415	750	0	
877-551400 Minor & Other Equip Maint	4,927	3,146	5,000	1,128	5,000	0	
877-551800 Other Maintenance Agreements	5,808	11,246	24,000	4,977	26,000	24,000	
TOTAL Maintenance Services	160,906	183,375	199,750	131,684	206,155	204,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571500 Operating Equipment	7,758	8,790	8,200	6,657	8,200	9,800	
TOTAL Operating Equipment	7,758	8,790	8,200	6,657	8,200	9,800	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	0	26,641	34,730	28,697	34,730	122,000	
877-581500 Equipment Over \$5,000	0	0	70,270	70,213	70,270	0	
TOTAL Capital Outlay	0	26,641	105,000	98,910	105,000	122,000	
 TOTAL FLEET SERVICE	 695,951	 750,015	 880,543	 660,737	 822,070	 1,063,732	

DEPARTMENT: FLEET & FACILITY SERVICES
DIVISION: 878 Facility Services
FUND: 101 GENERAL FUND

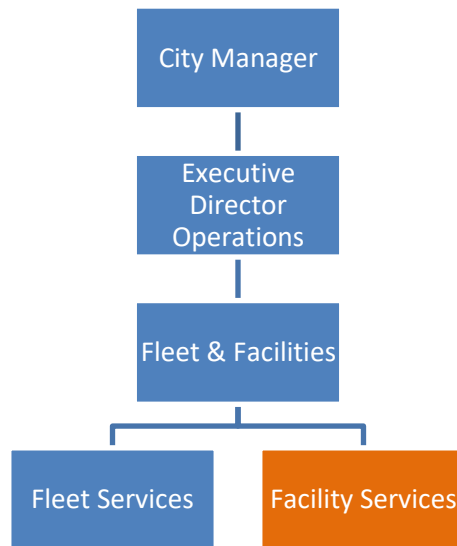
DEPARTMENT DESCRIPTION

Facility Services supports and maintains 25 facilities totaling 279,578 square feet with a value of \$33,377,765.00 consisting of carpet, tile floors, other flooring, offices, storage areas, rest rooms, cells, meeting/training rooms. Provide function set up for events such as City Council, Planning and Zoning, Board of Adjustment, Library Board, Department meetings, Municipal Court, training seminars, exercise classes, elections, Buffalo Valley Youth Association (BVYA) basketball, ground breaking ceremonies and other special events. Provides custodial services, and basic maintenance and upkeep of all City buildings including; City Hall, Administration Building, Police, Fire, EMS, Community Center Central, Community Center North, City Council Chambers, Civic Center, Public Library, Visitor Center (Kramer House), YMCA, Senior Center, Purchasing building, Public Works facility, Animal Control, Aquatic Center, Fire/EMS station on I.H.35, Marion EMS station, Records, Fire Station #3, and Facility Services building, Employee ID badges and building access. In mid-year for FY 2015-16 the General Services and Building Maintenance divisions were reunited and moved under the Fleet and Facility Services Department.

GOALS AND OBJECTIVES

- Provide quality customer services in an effective and efficient manner.
- Promote and implement energy efficiency programs to reduce utility consumption.
- Provide high-quality preventative maintenance to extend the life of facilities.
- Provide safe and clean facilities.

ORGANIZATION CHART



FACILITY SERVICES	2017-18	2018-19	2019-20
Facility Services Manager	1	1	1
Facility Services Supervisor	1	1	1
Facility Services Administrative Assistant	1	1	1
Facilities Technician	6	3	3
HVAC Technician	0	1	1
Facilities Maint Foreman	1	1	1
Facilities Maint Worker I	2	2	2
TOTAL POSITIONS	12	10	10

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Square footage maintained	250,202	267,578	279,586
Events set up	1,506	N/A	N/A
City Buildings Maintained	22	24	25
Completed work orders	647	864	950
I.D. Badges made (City/Strac/YMCA ect)	224	240	250
Internal Pest Control Services	92	102	120
Annual Hours worked @ Event Centers	9,823	N/A	N/A

Workload/Output	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Electrical Repairs	71	76	83
Plumbing Repairs	45	43	47
HVAC Repairs	106	121	134
Carpentry	38	87	95
Misc. / other	387	537	591

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$763,096	676,467	650,412
Supplies	106,145	105,560	145,900
City Support Services	0	0	5,000
Utility Services	187,316	172,000	171,000
Operations Support	30,671	0	0
Staff Support	8,747	14,800	12,800
Professional Services	46,333	85,500	85,746
Maintenance Services	214,636	430,036	373,536
Rental Equipment	4,718	1,000	500
Operating Equipment	21,272	14,240	16,500
Capital Outlay	59,316	36,426	30,000
<i>Total</i>	<i>\$1,442,251</i>	<i>\$1,536,029</i>	<i>\$1,491,394</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 2.9% from the FY 2018-19 year end estimates due to the transfer of 1 facilities services technician position to the fleet department to be converted to Administrative assistant. In addition, the decrease is also due to lower costs for building maintenance.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2018-2019						2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
BUILDING MAINTENANCE								
=====								
<u>Personnel Services</u>								
878-511110 Regular	514,838	490,969	450,870	364,596	444,729	420,105		
878-511120 Overtime	35,094	21,522	19,012	16,055	18,000	19,012		
878-511180 LTD	1,267	1,561	1,387	948	1,379	1,292		
878-511210 Lonegeivity	12,623	13,366	11,852	11,592	11,592	12,741		
878-511230 Certification Allowance	1,800	1,708	1,329	1,016	1,200	1,302		
878-511310 FICA-Employer	35,375	38,290	37,224	28,427	36,377	34,880		
878-511350 TMRs-Employer	77,549	85,148	78,608	63,525	76,155	72,861		
878-511410 Health-Employer	90,152	104,224	85,606	65,896	81,176	82,657		
878-511500 Workman's Compensation	8,598	6,309	5,881	5,859	5,859	5,562		
TOTAL Personnel Services	777,294	763,096	691,769	557,912	676,467	650,412		
<u>Supplies</u>								
878-521000 Operating Supplies	99,947	89,414	86,760	67,803	86,760	128,000		
878-521100 Office Supplies	712	1,277	2,300	1,700	2,300	2,000		
878-521200 Medical/Chem Supplies	0	12,336	13,000	8,981	13,000	13,000		
878-521300 Motor Vehicle Supplies	903	1,150	1,000	682	1,000	1,400		
878-521600 Equip Maint Supplies	2,175	1,969	2,500	1,300	2,500	1,500		
TOTAL Supplies	103,737	106,145	105,560	80,466	105,560	145,900		
<u>City Support Services</u>								
878-532400 Computer Fees & Licenses	0	0	0	0	0	5,000		
TOTAL City Support Services	0	0	0	0	0	5,000		
<u>Utility Services</u>								
878-533100 Gas Utility Service	2,288	3,705	4,500	5,226	6,000	5,000		
878-533200 Electric Utility Service	102,601	119,391	118,000	80,511	118,000	118,000		
878-533410 Water Utility Service	36,549	55,667	40,000	29,653	40,000	40,000		
878-533500 Vehicle Fuel	7,858	8,553	8,000	5,548	8,000	8,000		
TOTAL Utility Services	149,296	187,316	170,500	120,938	172,000	171,000		
<u>Operations Support</u>								
878-534800 Temporary Empl. Services	0	30,671	0	0	0	0		
TOTAL Operations Support	0	30,671	0	0	0	0		
<u>Staff Support</u>								
878-535100 Uniforms	7,302	6,161	7,500	2,913	6,500	5,000		
878-535200 Awards	102	0	500	255	500	300		
878-535300 Memberships	234	321	800	195	800	500		
878-535500 Training/Travel	1,993	1,388	5,500	833	5,500	5,500		
878-535510 Meeting Expense	751	876	1,500	600	1,500	1,500		
TOTAL Staff Support	10,381	8,747	15,800	4,795	14,800	12,800		

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
878-541310 Contractual Services	0	46,333	85,550	67,552	85,500	85,746	
TOTAL Professional Services	0	46,333	85,550	67,552	85,500	85,746	
<u>Maintenance Services</u>							
878-551100 Building Maintenance	296,295	176,366	391,500	284,500	391,500	340,000	
878-551400 Minor & Other Equip Maint	4,432	6,318	5,000	3,883	5,000	0	
878-551800 Other Maintenance Agreements	33,223	31,951	25,036	14,113	33,536	33,536	
TOTAL Maintenance Services	333,949	214,636	421,536	302,496	430,036	373,536	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	2,211	4,718	1,000	400	1,000	500	
TOTAL Rental/Leasing	2,211	4,718	1,000	400	1,000	500	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	47	0	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	0	14,520	8,500	3,988	8,500	16,500	
878-571700 Improvement Under \$5,000	0	1,760	4,500	0	4,500	0	
878-571800 Equipment Less \$5,000	2,416	4,992	1,240	1,000	1,240	0	
TOTAL Operating Equipment	2,463	21,272	14,240	4,988	14,240	16,500	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	25,826	59,316	26,000	26,012	26,000	30,000	
878-581800 Equipment Over \$5,000	0	0	10,464	10,426	10,426	0	
TOTAL Capital Outlay	25,826	59,316	36,464	36,438	36,426	30,000	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,175,985	1,536,029	1,491,394	
<hr/>							
TOTAL INTERNAL SERVICE	4,870,908	5,334,250	6,755,987	4,692,467	6,399,310	6,431,309	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PROJECTS							
=====							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>							
900-548404 Transfer Out - Capital Projec	0	0	0	0	0	4,000,000	=====
TOTAL Fund Charges/Transfers	0	0	0	0	0	4,000,000	=====
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<hr/>							
TOTAL PROJECTS	0	0	0	0	0	4,000,000	

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
City Assistance	\$303,623	\$317,666	\$320,000
Operating Equipment	8,467	15,000	10,000
<i>Total</i>	<i>\$312,091</i>	<i>\$332,666</i>	<i>\$330,000</i>

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2019-20 Budget will decrease .8% from the FY 2018-19 year end estimate due to a decrease in the donation expense for the senior center to match revenue

projections. This decrease is offset by an increase in the transportation assistance program to match growth.

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2019-2020 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY'S ASSISTANCE =====							
<u>Utility Services</u>							
<u>City Assistance</u>							
901-537300 Patient Assistance	0	5,000	5,000	5,000	5,000	5,000	
901-537400 Transportation Assistance	28,872	28,872	42,666	42,666	42,666	45,000	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	0	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	5,000	5,000	5,000	
901-537700 Senior Citizens Program	259,292	259,751	260,000	174,422	260,000	260,000	
TOTAL City Assistance	298,164	303,623	317,666	227,088	317,666	320,000	
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	0	8,467	15,000	11,316	15,000	10,000	
TOTAL Operating Equipment	0	8,467	15,000	11,316	15,000	10,000	
TOTAL CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	

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 spent to purchase new or replacement devices to improve or maintain the efficiency of the Municipal Court. Approved purchases are computers, servers where court files are stored and computerized ticket writers. The court security fee can only be used to add or enhance security measure to the court room for the safety of staff and citizens. Currently the security fee will be used to offset a Deputy Marshal position which provides security for the Court.

	2017-18	2018-19	2019-20
Budget	Actual	Estimate	Budget
Operating Equipment	\$6,500	\$22,433	\$22,992
<i>Total</i>			

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2019-20 Budget will increase \$559.00 from the FY 2018-19 to match the increase in court technology fee projections.

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	2016-2017	2017-2018	((----- 2018-2019 -----))((----- 2019-2020 -----))				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	<u>357</u>	<u>6,500</u>	<u>45,000</u>	<u>0</u>	<u>22,433</u>	<u>22,992</u>	<u> </u>
TOTAL Operating Equipment	<u>357</u>	<u>6,500</u>	<u>45,000</u>	<u>0</u>	<u>22,433</u>	<u>22,992</u>	<u> </u>
<hr/>							
TOTAL COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
LIBRARY CAMPAIGN PROJECT							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
<hr/>							
TOTAL MISC & PROJECTS	298,521	318,591	377,666	238,403	355,099	4,352,992	
<hr/>							
TOTAL EXPENDITURES	28,017,534	30,011,261	34,131,651	25,985,572	33,021,509	39,187,985	
	=====	=====	=====	=====	=====	=====	=====

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 portion of the property taxes are directly deposited by the County Tax Assessor's Office into this fund.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$6,148,041	\$6,384,000	\$6,733,000
Fund Transfers	0	0	144,003
Miscellaneous	6,557,697	152,500	150,000
<i>Total</i>	<i>\$12,705,739</i>	<i>\$6,536,500</i>	<i>\$7,027,033</i>
<i>Expenses</i>			
Professional Service	\$80,206	\$49,530	\$5,000
Debt Service	6,816,134	6,678,980	7,022,003
Payment to Refund Debt	6,159,623	0	0
<i>Total</i>	<i>\$13,055,963</i>	<i>\$6,728,510</i>	<i>\$7,027,003</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2019-20 increase 7.5% from the FY 2018-19 estimate with a \$144,003 transferred from reserves for the year. This withdraw is a planned transfer of excess reserves to reduce the tax rate.

Expenses: The FY 2019-20 Budget will increase 4.4% from the FY 2018-19 year end estimate with the issuance of Certificates of Obligation, Series 2019.

505-TAX I &S

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000	
Fund Transfers	0	0	113,723	0	0	144,003	
Miscellaneous	508,777	6,557,697	156,000	155,417	152,500	150,000	
TOTAL REVENUES	6,658,621	12,705,739	6,653,723	6,535,950	6,536,500	7,027,003	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL GENERAL GOVERNMENT	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL EXPENDITURES	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
REVENUE OVER/(UNDER) EXPENDITURES	138,505	(350,224)	(0)	(191,708)	(192,010)	(0)	
	=====	=====	=====	=====	=====	=====	=====

505-TAX I &S

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

REVENUES			(-----	2018-2019	-----)	(-----	2019-2020	-----
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
<u>Taxes</u>								
000-411900 Property Tax Revenue	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000		
TOTAL Taxes	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000		
<u>Fund Transfers</u>								
000-481000 Transfer In - Reserves	0	0	113,723	0	0	144,003		
TOTAL Fund Transfers	0	0	113,723	0	0	144,003		
<u>Miscellaneous</u>								
000-491000 Interest Earned	208	4,352	6,000	6,673	7,500	6,000		
000-491200 Investment Income	47,550	57,576	50,000	29,303	45,000	44,000		
000-495015 Contribution from SED	361,019	360,769	0	0	0	0		
000-495020 Contribution From YMCA	100,000	100,000	100,000	100,000	100,000	100,000		
000-497000 Misc Income	0	0	0	0	0	0		
000-498000 Proceeds From Refunding Debt	0	6,035,000	0	19,442	0	0		
TOTAL Miscellaneous	508,777	6,557,697	156,000	155,417	152,500	150,000		
TOTAL REVENUES	6,658,621	12,705,739	6,653,723	6,535,950	6,536,500	7,027,003		
	=====	=====	=====	=====	=====	=====		

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

505-TAX I & S

GENERAL GOVERNMENT

EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020	
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
			BUDGET	ACTUAL	YEAR END	RECOMMENDED
						ADOPTED
						BUDGET
NON DEPARTMENTAL						
=====						
<u>Professional Services</u>						
101-541500 Paying Agent	2,950	4,150	5,000	4,150	5,000	5,000
101-541502 Cost of Bond Issuance	0	76,056	0	44,530	44,530	0
TOTAL Professional Services	2,950	80,206	5,000	48,680	49,530	5,000
<u>Debt Service</u>						
101-555612 Bond-GO Refunding 2010-Princi	285,000	285,000	300,000	300,000	300,000	0
101-555612.Bond-GO Refundin 2010-Interes	47,025	38,475	29,700	4,500	4,500	0
101-555629 Bond-GO 2007 Principal	280,000	290,000	300,000	300,000	300,000	315,000
101-555629.Bond-GO 2007 Interest	147,691	136,312	124,339	124,305	124,305	111,823
101-555630 Bond-GO SR2008 Principal	460,000	475,000	0	0	0	0
101-555630.Bond-GO SR2008 Interest	278,362	9,809	0	0	0	0
101-555631 Bond-GO SR2009 Principal	550,000	550,000	210,000	93,575	93,575	0
101-555631.Bond-GO SR2009 Interest	266,325	249,138	236,525	120,100	120,100	0
101-555633 Bond-GO SR2011 Principal	235,000	240,000	250,000	250,000	250,000	260,000
101-555633.Bond-GO SR2011 Interest	334,763	327,038	318,463	318,463	318,463	308,888
101-555634 Bond-GO 2011A Refund-Principa	620,000	635,000	485,000	485,000	485,000	475,000
101-555634.Bond-GO 2011A Refund-Interest	101,962	87,701	74,735	74,515	74,515	63,551
101-555635 Bond-GO 2012 - Principal	320,000	335,000	345,000	345,000	345,000	355,000
101-555635.Bond-GO 2012 - Interest	181,755	168,095	157,945	157,945	157,945	149,170
101-555636 Tax Note - SR2013 - Principal	170,000	170,000	0	0	0	0
101-555636.Tax Note - SR2013 - Interest	3,995	1,445	0	0	0	0
101-555637 Tax Note - SR2013A - Principa	160,000	165,000	0	0	0	0
101-555637.Tax Note - SR2013A - Interest	3,185	1,072	0	0	0	0
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	100,000
101-555638.Bond-GO 2014 Refund-Interest	292,275	289,775	286,775	286,775	286,775	283,775
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	35,000	35,000	35,000	35,000
101-555639.Tax Note - SR2015 - Interest	3,139	2,532	1,925	1,923	1,923	1,313
101-555640 Bond-Ref 2015 Bond-Principal	450,000	490,000	150,000	660,000	660,000	675,000
101-555640.Bond-GO Ref 2015-Interest	102,125	92,725	9,317	81,225	81,225	66,188
101-555641 Tax Note - SR2015A-Principal	145,000	145,000	660,000	150,000	150,000	150,000
101-555641.Tax Note - SR2015A - Interest	13,751	11,507	81,225	9,267	9,268	7,007
101-555642 Bond-GO SR2016-Principal	405,000	205,000	215,000	215,000	215,000	225,000
101-555642.Bond-GO SR2016-Interest	175,756	167,606	159,206	159,206	159,207	150,406
101-555643 Bond-Taxable CO SR2016-Princi	55,000	55,000	175,000	55,000	55,000	60,000
101-555643.Bond-Taxable CO SR2016-Intere	48,888	47,238	62,669	45,588	45,588	43,863
101-555644 Bond-NonTax CO SR2016-Princip	170,000	165,000	55,000	175,000	175,000	180,000
101-555644.Bond-NonTax CO SR2016-Interes	76,169	69,469	45,588	62,669	62,669	55,569
101-555645 Bond-CO SR2017-Principal	0	245,000	280,000	280,000	280,000	357,413
101-555645.Bond-CO SR2017 - Interest	0	178,688	139,025	139,025	139,025	63,063
101-555646 Bond-GO SR2017 - Principal	0	135,000	150,000	150,000	150,000	155,000
101-555646.Bond-GO SR2017 - Interest	0	143,944	114,225	114,225	114,225	109,650
101-555647 Bond-GO 2018 Refund- Principa	0	0	550,000	550,000	550,000	560,000
101-555647.Bond-GO 2018 Refund - Interes	0	73,567	122,112	122,112	122,112	110,346
101-555648 Bond-CO SR2018 - Principal	0	0	0	210,000	210,000	220,000
101-555648.Bond-CO 2018 - Interest	0	0	0	214,951	214,951	187,263
101-555649 Bond-GO 2018 Ref - Principal	0	0	0	95,000	95,000	580,000

505-TAX I &S

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
101-555649.Bond-GO 2018 Ref - Interest	0	0	0	193,609	193,609	227,444	
101-555650 Bond-CO 2019-Principal	0	0	0	0	0	250,000	
101-555650.Bond-CO 2019-Interest	0	0	0	0	0	130,275	
101-555900 Debt Service	0	0	424,951	0	0	0	
TOTAL Debt Service	6,517,166	6,816,134	6,648,723	6,678,977	6,678,980	7,022,003	
<u>Other Financing Sources</u>							
101-556300 Payment To Refund Debt	0	6,159,623	0	0	0	0	
TOTAL Other Financing Sources	0	6,159,623	0	0	0	0	
TOTAL NON DEPARTMENTAL	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL GENERAL GOVERNMENT	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL EXPENDITURES	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	=====

FUND: 202 WATER & SEWER

DESCRIPTION

The Water & Sewer Fund tracks revenue and expenses for the City's water, sewer, and solid waste functions and is managed by the Public Works Department. Staff is responsible for the planning, operation, and maintenance of the "retail" water and wastewater service and infrastructure. This includes the water distribution system, wastewater collection system, and utility billing office. The City's "wholesaler" for water production and transport is the Schertz-Seguin Local Government Corporation. Wastewater treatment is handled by the Cibolo Creek Municipal Authority. Garbage collection is handled by Bexar Waste.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>			
Franchises	\$263,469	\$263,517	\$227,380
Fees	23,293,054	23,758,204	24,575,500
Fund Transfers	141,510	141,000	2,614,428
Miscellaneous	3,495,149	493,300	465,218
<i>Total</i>	<i>\$27,193,182</i>	<i>\$24,656,021</i>	<i>\$27,882,526</i>
<i>Expenses</i>			
Business Office	\$822,393	\$862,009	\$936,208
W&S Administration	21,796,470	23,836,457	23,696,318
Projects	5,877,000	501,285	3,250,000
<i>Total</i>	<i>\$28,495,863</i>	<i>\$25,199,751</i>	<i>\$27,882,526</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase 13.1% from the FY 2017-18 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

Expenses: The FY 2019-20 Budget increases 10.6% from the FY 2018-19 year end estimates to fund a new water main, utility relocations, waterline replacements, and water tank painting.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
Permits	49,564	0	0	0	0	0	
Fees	21,617,933	23,293,054	24,439,057	18,450,393	23,758,204	24,575,500	
Fund Transfers	136,920	141,510	685,836	105,750	141,000	2,614,428	
Miscellaneous	<u>6,606,455</u>	<u>3,495,149</u>	<u>347,111</u>	<u>396,056</u>	<u>493,300</u>	<u>465,218</u>	
TOTAL REVENUES	28,643,624	27,193,182	25,735,522	19,173,751	24,656,021	27,882,526	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	0	5,877,000	125,000	125,000	125,000	3,250,000	
BUSINESS OFFICE	<u>690,817</u>	<u>822,393</u>	<u>936,110</u>	<u>634,847</u>	<u>862,009</u>	<u>936,208</u>	
TOTAL GENERAL GOVERNMENT	690,817	6,699,393	1,061,110	759,847	987,009	4,186,208	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>19,763,436</u>	<u>21,796,470</u>	<u>23,918,914</u>	<u>17,255,040</u>	<u>23,836,457</u>	<u>23,696,318</u>	
TOTAL PUBLIC WORKS	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>277,716</u>	<u>376,285</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>277,716</u>	<u>376,285</u>	<u>0</u>	
TOTAL EXPENDITURES	20,454,252	28,495,863	24,980,024	18,292,603	25,199,751	27,882,526	
REVENUE OVER/(UNDER) EXPENDITURES	8,189,372	(1,302,682)	755,498	881,149	(543,730)	0	
	=====	=====	=====	=====	=====	=====	=====

202-WATER & SEWER

REVENUES

	2016-2017	2017-2018	2018-2019				2019-2020
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Franchises</u>							
000-421490 Cell Tower Leasing	232,754	263,469	263,517	221,553	263,517	227,380	
TOTAL Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
<u>Permits</u>							
000-432400 Development Permit	49,564	0	0	0	0	0	
TOTAL Permits	49,564	0	0	0	0	0	
<u>Fees</u>							
000-455200 Garbage Collection Fee	4,617,936	4,960,183	5,217,962	4,139,595	5,177,600	5,280,000	
000-455500 Water & Sewer Transfer Fee	0	(10)	0	10	0	0	
000-455600 Fire Line Fees	29,540	29,015	31,000	33,160	33,160	33,000	
000-455700 Recycle Fee Revenue	295,773	305,469	315,500	264,229	330,800	336,000	
000-455800 W&S Line Constructn Reimbur	35,302	36,474	20,000	17,236	25,000	20,000	
000-457100 Sale of Water	9,741,286	10,666,527	10,790,831	8,032,959	10,700,000	10,914,000	
000-457110 Edwards Water Lease	125,531	54,872	40,000	34,244	34,244	40,000	
000-457120 Water Transfer Charge-Selma	24,641	26,420	6,233	28,809	40,000	30,000	
000-457200 Sale of Meters	111,839	143,916	160,000	71,886	90,000	120,000	
000-457400 Sewer Charges	6,385,094	6,816,996	7,578,031	5,820,506	7,300,000	7,550,000	
000-457500 Water Penalties	248,540	250,316	277,000	5,509	25,000	250,000	
000-459200 NSF Check Fee-Water&Sewer	2,450	2,875	2,500	2,250	2,400	2,500	
TOTAL Fees	21,617,933	23,293,054	24,439,057	18,450,393	23,758,204	24,575,500	
<u>Fund Transfers</u>							
000-486000 Transfer In - Reserves	0	0	544,836	0	0	2,468,028	
000-486204 Interfnd Chrg-Drainage Billin	136,920	141,510	141,000	105,750	141,000	146,400	
TOTAL Fund Transfers	136,920	141,510	685,836	105,750	141,000	2,614,428	
<u>Miscellaneous</u>							
000-490000 Misc Charges	282,282	10,989	1,000	8,683	10,000	5,000	
000-491000 Interest Earned	3,666	44,859	25,000	51,161	69,300	75,000	
000-491200 Investment Income	58,376	158,054	180,000	178,982	230,000	240,000	
000-495013 Capital Contribution-W&S	6,111,474	3,132,348	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	1	0	0	0	0	
000-497000 Misc Income-W&S	28,284	17,267	15,000	54,651	60,000	20,000	
000-498110 Salary Reimb-SSLGC	122,373	131,630	126,111	102,579	124,000	125,218	
000-498200 Reimbursmnt-W&S Project	0	1	0	0	0	0	
TOTAL Miscellaneous	6,606,455	3,495,149	347,111	396,056	493,300	465,218	
TOTAL REVENUES	28,643,624	27,193,182	25,735,522	19,173,751	24,656,021	27,882,526	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

GENERAL GOVERNMENT EXPENDITURES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL =====							
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Fund Charges/Transfers</u>							
101-548406 Transfer To Public Improvemen	0	5,825,000	125,000	125,000	125,000	3,250,000	<hr/>
TOTAL Fund Charges/Transfers	0	5,825,000	125,000	125,000	125,000	3,250,000	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Other Financing Sources</u>							
101-556000 Issuance Costs	0	52,000	0	0	0	0	<hr/>
TOTAL Other Financing Sources	0	52,000	0	0	0	0	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	0	5,877,000	125,000	125,000	125,000	3,250,000	

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

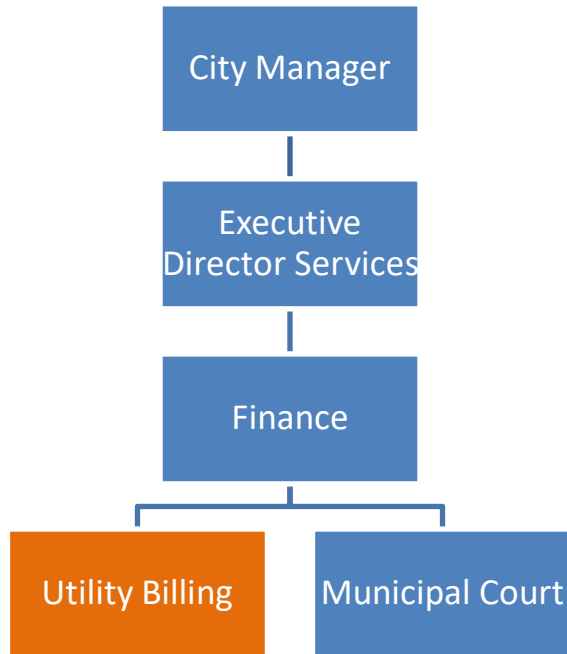
DEPARTMENT DESCRIPTION

Read meters for calculating usage. Prepare all utility bills for mailing. Collect utility payments and post to customer's account. Set up new customer accounts. Conduct sewer averaging annually. Collect payments for other departments. Collect debt for various departments. Solve complaints in timely and fair manner. Collect payments for other utilities and service providers. Take care of meter box maintenance.

GOALS AND OBJECTIVES

- Continue to provide friendly and efficient services to our customers.
- To encourage and educate our customers to use delivery of e-mail statements.
- To encourage and educate our customers to pay their utility bill by using the City's automatic draft payments services, online web payments, and e-services through their financial institution.
- To read water meters in a safe, reliable, and efficient manner
- Provide accurate and expedited utility billing statements

ORGANIZATIONAL CHART



UTILITY BILLING	2017-18	2018-19	2019-20
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	2	2
Utility Billing Clerk I	2	2	2
Meter Tech I	2	2	2
Meter Tech II	1	1	1
TOTAL POSITIONS	9	9	9

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$453,201	\$445,164	\$469,663
Supplies	2,916	4,800	3,800
City Support Services	1	5,655	5,655
Utility Services	1,026	10,500	10,700
Operations Support	141,417	129,000	158,500
Staff Support	3,755	6,250	6,250
Professional Services	210,300	252,000	243,000
Maintenance Services	6,120	8,040	8,040
Operating Equipment	3,657	600	600
Capital Outlay	0	0	30,000
<i>Total</i>	<i>\$822,393</i>	<i>\$862,009</i>	<i>\$936,208</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.6% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES	2018-2019						2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
BUSINESS OFFICE								
=====								
Personnel Services								
176-511110 Regular	269,610	293,782	330,487	251,751	301,960	317,221		
176-511120 Overtime	9,665	6,797	3,200	4,344	5,000	3,200		
176-511180 LTD	807	891	1,017	591	936	983		
176-511210 Longevity	9,665	5,611	6,754	4,646	4,488	5,546		
176-511230 Certification Allowance	115	0	300	0	0	0		
176-511310 FICA - Employer	21,736	22,643	25,891	19,281	23,826	24,936		
176-511350 TMRS-Employer	46,412	54,856	54,675	42,108	49,878	52,676		
176-511410 Health-Employer	56,042	67,161	75,916	46,787	57,422	63,475		
176-511500 Workers' Compensation	1,945	1,461	1,660	1,654	1,654	1,626		
TOTAL Personnel Services	415,998	453,201	499,900	371,162	445,164	469,663		
Supplies								
176-521000 Operating Supplies	717	1,164	1,700	645	2,700	1,700		
176-521100 Office Supplies	963	1,752	2,100	1,112	2,100	2,100		
TOTAL Supplies	1,680	2,916	3,800	1,757	4,800	3,800		
Human Services								
176-531100 Pre-employment Check	203	0	0	0	0	0		
TOTAL Human Services	203	0	0	0	0	0		
City Support Services								
176-532355 Software Maintenance	28	0	0	0	0	0		
176-532900 Contingencies	0	1	5,349	250	5,655	5,655		
TOTAL City Support Services	28	1	5,349	250	5,655	5,655		
Utility Services								
176-533310 Telephone/Cell Phone	752	1,026	1,671	1,024	1,500	1,700		
176-533500 Vehicle Fuel	0	0	9,000	2,464	9,000	9,000		
TOTAL Utility Services	752	1,026	10,671	3,488	10,500	10,700		
Operations Support								
176-534000 Postage	73,088	72,670	93,000	62,565	75,000	93,000		
176-534200 Printing & Binding	43,686	43,682	56,000	30,976	45,000	56,000		
176-534300 Equipment Maintenance - Copie	9,028	9,028	9,500	4,614	9,000	9,500		
176-534800 Temporary Empl. Services	0	16,037	0	0	0	0		
TOTAL Operations Support	125,802	141,417	158,500	98,155	129,000	158,500		
Staff Support								
176-535100 Uniforms	2,058	2,715	2,200	1,396	2,200	2,200		
176-535200 Awards	0	30	200	193	200	200		
176-535300 Memberships	0	30	100	30	100	100		
176-535500 Training/Travel	982	802	3,500	1,720	3,500	3,500		
176-535510 Meeting Expenses	0	179	250	133	250	250		
TOTAL Staff Support	3,040	3,755	6,250	3,471	6,250	6,250		

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	137,194	208,802	240,000	148,672	250,000	240,000	
176-541810 Credit Cards Fees - AMEX	<u>0</u>	<u>1,498</u>	<u>3,000</u>	<u>1,831</u>	<u>2,000</u>	<u>3,000</u>	
TOTAL Professional Services	137,194	210,300	243,000	150,503	252,000	243,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>6,120</u>	<u>6,120</u>	<u>8,040</u>	<u>5,700</u>	<u>8,040</u>	<u>8,040</u>	
TOTAL Maintenance Services	6,120	6,120	8,040	5,700	8,040	8,040	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	0	3,147	600	360	600	600	
176-571400 Communication Equip LESS \$500	<u>0</u>	<u>510</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	3,657	600	360	600	600	
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	
TOTAL Capital Outlay	0	0	0	0	0	30,000	
 TOTAL BUSINESS OFFICE	 690,817	 822,393	 936,110	 634,847	 862,009	 936,208	
 TOTAL GENERAL GOVERNMENT	 690,817	 6,699,393	 1,061,110	 759,847	 987,009	 4,186,208	

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

DEPARTMENT DESCRIPTION

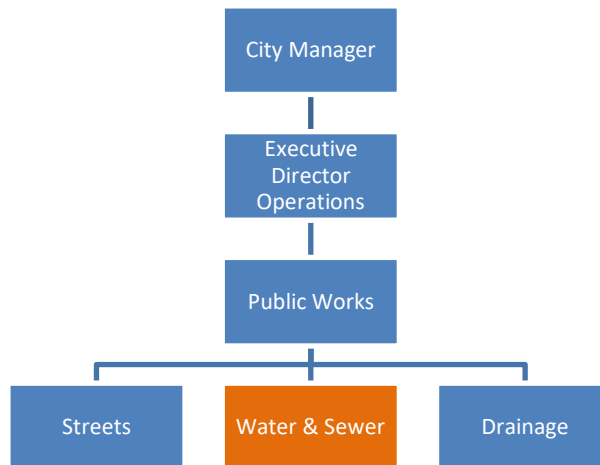
Provide water and wastewater services to all citizens. Conduct maintenance, repair, and expansion of water and wastewater services. Provide excellent customer service. Assist other departments as needed. Provide administrative support to water and wastewater departments. Provide a weekly chipping service. Inspect new infrastructure. Review plat and subdivision plans. Review water and wastewater construction plans. Manage department improvement projects. Oversee drought, conservation plan, and rules. Maintain bookkeeping & records management. Provide letters of availability and Certificate of Convenience and Necessity. Meet with developers and utility providers. Conduct department training, education, and planning.

GOALS AND OBJECTIVES

- Provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations.
- Maintain a sound water and sewer system.
- Ensure an adequate future water supply.
- Encourage staff to be active in making decision to strengthen our ability to respond promptly to daily events.
- Emphasize safety to our employees to reduce preventable accidents.
- Promote water conservation, delivery of quality services, and providing accurate and timely responses to customer requests.

WATER AND SEWER ADMINISTRATION

ORGANIZATION CHART



WATER & SEWER ADMINISTRATION	2016-17	2017-18	2018-19
Director	1	1	1
Assistant Director(Water/Wastewater Manager)	1	1	1
Senior Administrative Assistant	1	1	1
Clerk/Dispatcher	1	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Water & Sewer Supervisor (Superintendent)	1	1	1
Water & Sewer Foreman	1	1	1
Serviceman III	1	1	1
Serviceman II	4	5	5
Serviceman I	8	10	10
TOTAL POSITIONS	20	23	23

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Water Accounts	16,022	16,650	17,000
Miles of Water Main	224	226	228
Miles of Sewer Main	113	114	115

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Gallons Pumped (Edwards), acre feet	84.27	60	60
Gallons Received (SSLGC), acre feet	5,827	5,900	6,000
Gallons Distributed, acre feet	5,232	5,250	5,300

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
New Meter Installed	406	350	350
New Service Taps	2	6	10
Water Service Calls	1,002	1,000	1,000
Water Main Break, Service Repair Calls	104	200	200
Sewer Backup and Repair Calls	665	650	650

WATER AND SEWER ADMINISTRATION

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$1,259,856	\$1,343,734	\$1,458,353
Supplies	178,336	225,493	187,500
Human Services	0	700	0
City Support Services	59,829	52,568	159,603
Utility Services	3,528,081	3,559,100	3,575,800
Operations Support	6,419	10,902	11,300
Staff Support	25,583	34,500	38,000
City Assistance	333	205	1,500
Professional Services	403,181	375,434	406,179
Fund Charges/Transfers	7,315,927	6,188,960	6,355,471
Maintenance Services	8,538,899	9,022,440	9,200,490
Other Costs	36,615	38,436	40,000
Debt Service	382,603	2,128,131	2,100,622
Rental/Leasing	56,783	124,500	4,500
Operating Equipment	4,025	5,500	8,000
Capital Outlay	0	725,854	149,000
<i>Total</i>	<i>\$21,796,470</i>	<i>\$23,836,457</i>	<i>\$23,696,318</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 0.5% from the FY 2018-19 year end estimate. Increases in personnel costs for the annual merit program, in Fund Charges/Transfers for additional contributions to Schertz Seguin Local Government Corporation (SSLGC) and the Cibolo Creek Municipal Authority (CCMA) for the water pipeline project and south wastewater treatment plant construction, in Maintenance Services for the increase in CCMA's treatment fee, and setting a contingency account for \$100,000 in City Support Services for general use, are all offset in FY 2019-20 by fewer large equipment and vehicle purchases in Capital Outlay.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
W & S ADMINISTRATION							
=====							
<u>Personnel Services</u>							
575-511110 Regular	735,381	814,575	953,832	731,422	871,048	949,873	
575-511120 Overtime	36,102	35,780	17,945	30,190	36,000	17,945	
575-511180 LTD	2,004	2,577	2,957	1,879	2,700	3,005	
575-511210 Longevity	19,192	22,187	21,337	20,146	20,246	27,542	
575-511230 Certification Allowance	12,590	13,606	13,201	13,306	15,752	13,201	
575-511310 FICA - Employer	54,091	63,139	76,904	56,922	71,670	76,758	
575-511350 TMRS-Employer	120,806	150,648	162,403	128,432	150,039	160,789	
575-511410 Health-Employer	117,531	149,132	174,605	142,245	166,776	199,457	
575-511500 Workers' Compensation	9,734	8,212	9,539	9,503	9,503	9,783	
TOTAL Personnel Services	1,107,431	1,259,856	1,432,723	1,134,043	1,343,734	1,458,353	
<u>Supplies</u>							
575-521000 Operating Supplies	8,781	8,247	11,993	10,155	11,993	9,000	
575-521100 Office Supplies	853	1,004	1,500	1,197	1,500	1,500	
575-521200 Medical/Chem Supplies	1,461	1,023	1,224	786	1,500	1,500	
575-521400 Plumbing Supplies	58,433	17,818	50,000	57,311	60,000	50,000	
575-521405 Water Meters-New	127,155	150,235	125,000	126,798	150,000	125,000	
575-521600 Equip Maint Supplies	0	9	500	208	500	500	
TOTAL Supplies	196,683	178,336	190,217	196,456	225,493	187,500	
<u>Human Services</u>							
575-531100 Pre-employment Check	539	0	700	0	700	0	
TOTAL Human Services	539	0	700	0	700	0	
<u>City Support Services</u>							
575-532500 City Insurance-Commercial	42,626	45,441	48,000	50,068	50,068	50,068	
575-532800 Employee Appreciation Events	1,343	1,953	2,500	1,680	2,500	2,500	
575-532900 Contingencies	20,735	12,435	99,535	0	0	107,035	
TOTAL City Support Services	64,704	59,829	150,035	51,748	52,568	159,603	
<u>Utility Services</u>							
575-533100 Gas Utility Service	921	1,178	1,500	1,251	1,500	1,500	
575-533200 Electric Utility Service	269,159	295,137	280,000	204,193	315,000	320,000	
575-533310 Telephone/Cell Phones	2,137	2,729	3,500	1,559	2,400	3,500	
575-533320 Telephone/Air Cards	286	218	800	119	200	800	
575-533400 Water Purchase	2,918,214	3,175,122	3,200,000	2,115,108	3,200,000	3,200,000	
575-533410 Water Utility Service	9,699	9,456	10,000	1,310	2,000	10,000	
575-533500 Vehicle Fuel	37,526	44,240	31,000	30,288	38,000	40,000	
TOTAL Utility Services	3,237,942	3,528,081	3,526,800	2,353,828	3,559,100	3,575,800	

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	2018-2019						2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
<hr/>								
<u>Operations Support</u>								
575-534000 Postage	145	207	300	147	200	300		
575-534100 Advertising	2,881	971	5,000	2,950	5,000	5,000		
575-534200 Printing & Binding	0	38	500	105	500	500		
575-534300 Equipment Maintenance - Copie	5,202	5,202	5,500	4,716	5,202	5,500		
TOTAL Operations Support	8,228	6,419	11,300	7,917	10,902	11,300		
<hr/>								
<u>Staff Support</u>								
575-535100 Uniforms	8,228	8,982	16,500	15,211	16,500	15,000		
575-535300 Memberships	5,375	5,758	6,000	5,246	6,000	6,000		
575-535500 Training/Travel	6,696	8,973	15,000	4,063	10,000	15,000		
575-535510 Meeting Expenses	1,817	1,648	2,000	1,015	2,000	2,000		
575-535600 Professional Certification	249	222	0	0	0	0		
TOTAL Staff Support	22,364	25,583	39,500	25,534	34,500	38,000		
<hr/>								
<u>City Assistance</u>								
575-537100 Medical Services	1,638	333	1,500	205	205	1,500		
TOTAL City Assistance	1,638	333	1,500	205	205	1,500		
<hr/>								
<u>Professional Services</u>								
575-541200 Legal Svcs	220,694	211,625	197,516	155,572	200,000	200,000		
575-541300 Other Consl/Prof Services	37,652	102,431	112,965	59,972	70,000	112,965		
575-541305 Cell Tower Management Fees	73,426	64,122	78,500	80,634	80,634	68,214		
575-541310 Contractual Services	2,880	0	0	0	0	0		
575-541400 Auditor/Accounting Service	23,430	24,000	24,000	20,644	24,000	24,000		
575-541500 Paying Agent	800	800	1,000	600	800	1,000		
575-541650 Misc Expenses	0	203	0	0	0	0		
TOTAL Professional Services	358,883	403,181	413,981	317,423	375,434	406,179		
<hr/>								
<u>Fund Charges/Transfers</u>								
575-548040 Contribution To CVLGC	300,000	300,000	500,000	480,000	480,000	100,000		
575-548050 Contribution to SSLG	2,242,314	2,906,068	3,786,424	3,393,413	3,786,424	4,006,734		
575-548060 Contribution to CCMA	413,650	410,650	412,250	577,775	412,250	726,800		
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000		
575-548106 Transfer Out- Special Events	2,494	3,640	0	0	0	0		
575-548600 Inter-fund Charges-Admin	1,186,812	1,344,140	1,365,998	1,024,498	1,365,998	1,385,000		
575-548610 Interfund Charge-Fleet	148,276	129,890	140,288	105,216	140,288	132,937		
575-548700 Bad Debt Expense	0	70,807	0	0	0	0		
575-548800 Depreciation Expense	2,116,417	2,150,733	0	0	0	0		
575-548900 Amortization Expense	11,381	0	0	0	0	0		
TOTAL Fund Charges/Transfers	6,421,344	7,315,927	6,208,960	5,580,903	6,188,960	6,355,471		

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
575-551100 Building Maintenance	137	1,572	5,000	6	5,000	5,000	
575-551300 Computer Maintenance	17,754	6,218	17,500	0	5,600	17,500	
575-551400 Minor & Other Equip Maint	1,286	25	2,500	96	2,500	2,500	
575-551500 Water Maintenance	77,774	138,060	155,000	40,180	155,000	155,000	
575-551510 Waste Contractor Expense	4,342,077	4,687,548	4,565,218	3,486,008	4,540,000	4,540,000	
575-551520 Sewer Treatment-CCMA/MUD	3,349,837	3,655,649	4,150,000	2,793,966	4,150,000	4,316,000	
575-551530 Sewer Maintenance	117,701	28,650	84,000	26,816	84,000	84,000	
575-551540 I&I Maintenance	3,850	0	129,500	0	60,000	60,000	
575-551600 Street Maintenance Materials	12,052	20,867	19,767	12,226	20,000	20,000	
575-551720 Low Flow Rebate Program	0	50	250	50	100	250	
575-551800 Other Maintenance Agreements	220	260	240	180	240	240	
TOTAL Maintenance Services	7,922,689	8,538,899	9,128,974	6,359,528	9,022,440	9,200,490	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	36,605	36,615	40,000	38,436	38,436	40,000	
TOTAL Other Costs	36,605	36,615	40,000	38,436	38,436	40,000	
<u>Debt Service</u>							
575-555900 Debt Service	0	0	1,605,000	0	1,605,000	1,500,000	
575-555900.Interest Expense	357,795	382,603	299,245	523,131	523,131	600,622	
TOTAL Debt Service	357,795	382,603	1,904,245	523,131	2,128,131	2,100,622	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,702	2,783	3,500	2,866	3,500	3,500	
575-561100 Rental-Equipment	0	0	1,000	0	1,000	1,000	
575-561200 Lease/Purchase Payments	20,800	54,000	120,000	(33,173)	120,000	0	
TOTAL Rental/Leasing	23,502	56,783	124,500	(30,307)	124,500	4,500	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	0	1,072	6,000	3,054	2,500	5,000	
575-571200 Vehicles & Access. LESS \$5,00	0	0	2,500	0	0	0	
575-571300 Computer & Periphe. < \$5000	515	0	0	0	0	0	
575-571500 Minor Equipment	2,575	2,954	3,000	0	3,000	3,000	
575-571800 Equipment Under \$5,000	0	0	18,000	0	0	0	
TOTAL Operating Equipment	3,090	4,025	29,500	3,054	5,500	8,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	517,978	511,943	511,943	60,000	
575-581800 Equipment Over \$5,000	0	0	198,000	181,199	213,911	89,000	
TOTAL Capital Outlay	0	0	715,978	693,142	725,854	149,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

PUBLIC WORKS							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
TOTAL W & S ADMINISTRATION	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	
TOTAL PUBLIC WORKS	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	

202-WATER & SEWER

MISC & PROJECTS
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PROJECTS							
=====							
City Support Services	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Operations Support	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Professional Services							
900-541100 ENGINEERING	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 16,805	<hr/> 35,992	<hr/> 0	<hr/>
TOTAL Professional Services	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 16,805	<hr/> 35,992	<hr/> 0	<hr/>
Fund Charges/Transfers	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Maintenance Services							
900-551900 CONSTRUCTION	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 260,911	<hr/> 340,293	<hr/> 0	<hr/>
TOTAL Maintenance Services	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 260,911	<hr/> 340,293	<hr/> 0	<hr/>
Rental/Leasing	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL PROJECTS	0	0	0	277,716	376,285	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

MISC & PROJECTS
EXPENDITURES

	(----- 2018-2019 -----)		(----- 2019-2020 -----)				
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
FM3009 RD&BRIDGE EXPNSN							
=====							
Professional Services	_____	_____	_____	_____	_____	_____	_____
Maintenance Services	_____	_____	_____	_____	_____	_____	_____
<hr/>							
<hr/>							
TOTAL MISC & PROJECTS	0	0	0	277,716	376,285	0	
<hr/>							
TOTAL EXPENDITURES	20,454,252	28,495,863	24,980,024	18,292,603	25,199,751	27,882,526	
	=====	=====	=====	=====	=====	=====	=====

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. The Sewer Capital Recovery portion was moved to its own fund in FY 2013-14.

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Provide citizens with quality projects completed on-time and on-budget.
- Design a 3 million gallon ground storage and booster station
- State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.

PERFORMANCE INDICATORS

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$1,544,962	\$975,000	\$1,100,000
Miscellaneous	102,749	169,000	180,000
<i>Total</i>	<i>\$1,647,711</i>	<i>\$1,144,000</i>	<i>\$1,280,000</i>
<i>Expenses</i>			
Non Departmental	\$1,000	\$1,378,484	\$256,000
<i>Total</i>	<i>\$1,000</i>	<i>\$1,378,484</i>	<i>\$256,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.

411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000	
Fund Transfers	0	0	1,375,000	0	0	0	
Miscellaneous	38,537	102,749	82,000	126,286	169,000	180,000	
TOTAL REVENUES	1,471,847	1,647,711	2,557,000	916,564	1,144,000	1,280,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
TOTAL GENERAL GOVERNMENT	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
REVENUE OVER/(UNDER) EXPENDITURES	1,470,847	1,646,711	926,000	(459,420)	(234,484)	1,024,000	
	=====	=====	=====	=====	=====	=====	=====

411-CAPITAL RECOVERY - WATER

REVENUES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,433,309</u>	<u>1,544,962</u>	<u>1,100,000</u>	<u>790,277</u>	<u>975,000</u>	<u>1,100,000</u>	<u> </u>
TOTAL Fees	<u>1,433,309</u>	<u>1,544,962</u>	<u>1,100,000</u>	<u>790,277</u>	<u>975,000</u>	<u>1,100,000</u>	<u> </u>
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>1,375,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Fund Transfers	<u>0</u>	<u>0</u>	<u>1,375,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	<u>863</u>	<u>5,527</u>	<u>7,000</u>	<u>2,884</u>	<u>4,000</u>	<u>5,000</u>	<u> </u>
000-491200 Investment Income	<u>37,675</u>	<u>97,222</u>	<u>75,000</u>	<u>123,403</u>	<u>165,000</u>	<u>175,000</u>	<u> </u>
TOTAL Miscellaneous	<u>38,537</u>	<u>102,749</u>	<u>82,000</u>	<u>126,286</u>	<u>169,000</u>	<u>180,000</u>	<u> </u>
 TOTAL REVENUES	 <u>1,471,847</u>	 <u>1,647,711</u>	 <u>2,557,000</u>	 <u>916,564</u>	 <u>1,144,000</u>	 <u>1,280,000</u>	 <u> </u>
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>City Support Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Utility Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operations Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Professional Services</u>							
101-541200 Legal Svcs-Water	0	0	5,000	0	2,500	5,000	<hr/>
101-541300 Professional Services-Cap Pla	0	0	250,000	0	0	250,000	<hr/>
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	984	984	1,000	<hr/>
TOTAL Professional Services	1,000	1,000	256,000	984	3,484	256,000	<hr/>
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Proj	0	0	1,375,000	1,375,000	1,375,000	0	<hr/>
TOTAL Fund Charges/Transfers	0	0	1,375,000	1,375,000	1,375,000	0	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Debt Service</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	

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. Wastewater Capital Recovery was moved to its own fund in FY 2013-14

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Preliminary engineering and land acquisition for a waste water treatment plant for South Schertz. Initiate plans for the Southeast Quad Pump Station and the Ground Storage and Distribution Main for South Schertz. State law mandates that the Water/Wastewater Capital Recovery Plan be updated at least every five years. Last study was in 2011. Currently the Sedona WWTP serves the Crossvine Subdivision area but will be eliminated when the new CCMA WWTP comes on line. A sewer line and lift-station will be needed to accomplish this project.
- Initiate and institute a study to implement reuse water throughout the City.
- Provide citizens with quality projects completed on-time and on-budget.

PERFORMANCE INDICATORS

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$821,969	\$489,200	\$600,000
Miscellaneous	85,591	123,500	103,000
<i>Total</i>	<i>\$907,560</i>	<i>\$612,700</i>	<i>\$703,000</i>
<i>Expenses</i>			
Non Departmental	493,208	7,984	260,500
<i>Total</i>			

PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	744,574	821,969	600,000	421,529	489,200	600,000	
Miscellaneous	<u>36,518</u>	<u>85,591</u>	<u>44,000</u>	<u>121,296</u>	<u>123,500</u>	<u>103,000</u>	
TOTAL REVENUES	781,092	907,560	644,000	542,825	612,700	703,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,356</u>	<u>493,208</u>	<u>260,500</u>	<u>3,927</u>	<u>7,984</u>	<u>260,500</u>	
TOTAL GENERAL GOVERNMENT	5,356	493,208	260,500	3,927	7,984	260,500	
<u>MISC & PROJECTS</u>							
TOTAL EXPENDITURES	5,356	493,208	260,500	3,927	7,984	260,500	
REVENUE OVER/(UNDER) EXPENDITURES	<u>775,736</u>	<u>414,352</u>	<u>383,500</u>	<u>538,898</u>	<u>604,716</u>	<u>442,500</u>	
	=====	=====	=====	=====	=====	=====	=====

421-CAPITAL RECOVERY - SEWER

REVENUES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	717,574	794,969	600,000	432,329	500,000	600,000	
000-455913 Cap Rcvry-North Sewer Treat	<u>27,000</u>	<u>27,000</u>	<u>0</u>	(<u>10,800</u>)	(<u>10,800</u>)	<u>0</u>	
TOTAL Fees	744,574	821,969	600,000	421,529	489,200	600,000	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	730	3,799	4,000	2,805	3,500	3,000	
000-491200 Investment Income	63,424	104,840	40,000	101,613	120,000	100,000	
000-491800 Gain/Loss Capital One Sewer (13,176)	(11,126)	0	(8,567)	0	0	
000-491900 Unrealize Gain/Loss-Captl On(<u>14,460</u>)	(<u>11,922</u>)	<u>0</u>	<u>25,444</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>36,518</u>	<u>85,591</u>	<u>44,000</u>	<u>121,296</u>	<u>123,500</u>	<u>103,000</u>	
<hr/>							
TOTAL REVENUES	781,092	907,560	644,000	542,825	612,700	703,000	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operations Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Professional Services</u>							
101-541200 Legal Services-Sewer	0	0	5,000	0	2,500	5,000	<hr/>
101-541300 Professional Services-Cap Pla	0	0	250,000	0	0	250,000	<hr/>
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	984	984	1,000	<hr/>
101-541650 Investment Mgt Fee-Sewer	<u>4,356</u>	<u>4,360</u>	<u>4,500</u>	<u>2,943</u>	<u>4,500</u>	<u>4,500</u>	<hr/>
TOTAL Professional Services	5,356	5,360	260,500	3,927	7,984	260,500	<hr/>
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>487,848</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<hr/>
TOTAL Fund Charges/Transfers	0	487,848	0	0	0	0	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	5,356	493,208	260,500	3,927	7,984	260,500	
<hr/>							
TOTAL GENERAL GOVERNMENT	5,356	493,208	260,500	3,927	7,984	260,500	

FUND: 204 DRAINAGE FUND

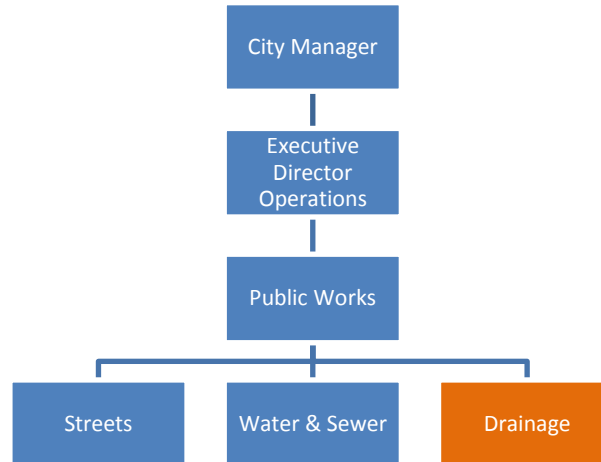
DEPARTMENT DESCRIPTION

The Public Works Drainage Department is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-ways, alleys, and compliance with regulations. Reviewing the issuance of permits for development that might affect the infrastructure such as subdivision plans, and providing guidance to other departments as needed. The revenues come from a fee charged to “users”. A “user” is any citizen or business that owns impervious surfaces, any man made structure, such as buildings, parking lots, or driveways.

GOALS AND OBJECTIVES

- Protect lives and property.
- Improve quality of the storm water system by adding a Storm Water Manager to implement & manage Phase II Storm Water Program to keep in compliance with local, state and federal regulations. Ensure compliance with program requirements associated with the National Pollutant Discharge Elimination System permit.
- Institute best management practices in the maintenance of our natural creek ways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support.
- Review storm water infrastructure plans
- Maintain storm water data collection.
- Continue to evaluate, consider, and pursue all available resources for improving management of the local storm water infrastructure.
- Provide Storm water pollution and floodplain awareness to the community and city personnel.

ORGANIZATIONAL CHART



DRAINAGE	2017-18	2018-19	2019-20
Drainage Foreman	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
TOTAL POSITIONS	8	8	8

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	118.07	118.07	118.07
Acres of Drainage Ditches Mowed	157.75	157.75	157.75

Efficiency	2017-18 Actual	2017-19 Estimate	2019-20 Budget
Monthly Operating Expenditures	93,564	98,879	105,475

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
ROW Maintenance & Mowing, Hours	2,900	3,200	3,300
Drainage Mowing, Hours	600	700	800
Drainage Structure Maintenance, Hours	1,350	1,450	1,450

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Permits	\$3,960	\$4,000	\$4,000
Fees	1,159,910	1,200,150	1,230,000
Miscellaneous	194,255	59,732	33,000
<i>Total</i>	<i>\$1,358,125</i>	<i>\$1,263,882</i>	<i>\$1,267,000</i>
<i>Expenses</i>			
Personnel	\$339,603	\$325,045	\$400,200
Supplies	4,773	5,700	6,000
City Support Services	6,874	3,266	34,000
Utility Services	14,017	13,000	13,200
Operations Support	0	0	1,050
Staff Support	5,758	11,779	13,700
City Assistance	98	100	500
Professional Services	8,918	37,000	41,500
Fund Charges/Transfers	617,182	532,162	479,659
Maintenance Services	1,090	30,000	42,000
Other Costs	100	100	200
Debt Services	8,206	121,213	124,200
Rental/Leasing	0	500	500
Operating Equipment	6,812	0	2,000
Capital Outlay	0	74,348	107,000
Projects	0	940,257	0
<i>Total</i>	<i>\$1,013,430</i>	<i>\$2,094,470</i>	<i>\$1,265,709</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2019-20 revenue from drainage fees is expected to increase 2.5% with new commercial and residential development occurring in the City. Overall revenue will increase 0.2% from the prior year which saw the remainder or a one time contribution from Cibolo for the Cibolo Creek Bridge reconstruction.

Expenses: The FY 2019-20 Budget will increase 9.7% from the FY 2018-19 year end estimate for the operating accounts not including projects. The increase is due to higher personnel costs related to the annual merit program, setting a contingency at \$30,000, additional Maintenance Services for a new outsourced mowing contract to improve services, and additional large equipment and vehicle purchases.

204-DRAINAGE

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Permits	2,960	3,960	3,000	3,100	4,000	4,000	
Fees	1,146,946	1,159,910	1,208,500	976,548	1,200,150	1,230,000	
Fund Transfers	0	0	1,027,062	0	0	0	
Miscellaneous	<u>16,663</u>	<u>194,255</u>	<u>26,800</u>	<u>51,006</u>	<u>59,732</u>	<u>33,000</u>	
TOTAL REVENUES	1,166,568	1,358,125	2,265,362	1,030,653	1,263,882	1,267,000	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,066,235</u>	<u>1,013,430</u>	<u>1,236,907</u>	<u>775,209</u>	<u>1,154,213</u>	<u>1,265,709</u>	
TOTAL PUBLIC WORKS	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>1,013,664</u>	<u>716,926</u>	<u>940,257</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>1,013,664</u>	<u>716,926</u>	<u>940,257</u>	<u>0</u>	
TOTAL EXPENDITURES	1,066,235	1,013,430	2,250,571	1,492,135	2,094,470	1,265,709	
REVENUE OVER/(UNDER) EXPENDITURES	100,333	344,696	14,792	(461,482)	(830,588)	1,291	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

204--DRAINAGE

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Permits							
000-432400 Floodplain Permit	2,960	3,960	3,000	3,100	4,000	4,000	
TOTAL Permits	2,960	3,960	3,000	3,100	4,000	4,000	
Fees							
000-457500 Drainage Penalties	10,016	10,537	10,000	32	150	10,000	
000-457600 Drainage Fee	1,136,930	1,149,373	1,198,500	976,516	1,200,000	1,220,000	
TOTAL Fees	1,146,946	1,159,910	1,208,500	976,548	1,200,150	1,230,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	1,027,062	0	0	0	
TOTAL Fund Transfers	0	0	1,027,062	0	0	0	
Miscellaneous							
000-491000 Interest Earned	295	3,481	1,800	2,876	3,600	3,000	
000-491200 Investment Income	15,500	26,509	25,000	24,113	32,000	30,000	
000-497000 Misc Income-Drainage	867	164,265	0	24,017	24,132	0	
TOTAL Miscellaneous	16,663	194,255	26,800	51,006	59,732	33,000	
TOTAL REVENUES	1,166,568	1,358,125	2,265,362	1,030,653	1,263,882	1,267,000	
	=====	=====	=====	=====	=====	=====	=====

204--DRAINAGE

PUBLIC WORKS

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
DRAINAGE							
=====							
<u>Personnel Services</u>							
579-511110 Regular	172,346	217,842	250,415	170,808	209,395	254,260	
579-511120 Overtime	500	7,897	5,500	3,823	6,000	5,500	
579-511180 LTD	733	669	776	450	649	788	
579-511210 Longevity	7,191	7,891	8,338	8,318	8,338	9,166	
579-511230 Certification Allowance	2,550	2,400	4,800	1,985	2,400	4,800	
579-511310 FICA - Employer	17,875	16,826	20,269	13,839	17,287	20,940	
579-511350 TMRS-Employer	39,105	36,687	42,803	29,860	36,190	44,234	
579-511410 Health-Employer	49,432	46,245	64,120	30,906	41,236	56,886	
579-511500 Workers' Compensation	3,455	3,146	3,563	3,550	3,550	3,626	
TOTAL Personnel Services	293,187	339,603	400,584	263,539	325,045	400,200	
<u>Supplies</u>							
579-521000 Operating Supplies	1,964	2,972	3,300	1,780	3,300	3,300	
579-521100 Office Supplies	185	198	200	174	200	500	
579-521200 Medical/Chem Supplies	1,574	1,603	2,000	1,557	2,000	2,000	
579-521300 Motor Vehicle Supplies	0	0	200	0	200	200	
TOTAL Supplies	3,723	4,773	5,700	3,510	5,700	6,000	
<u>Human Services</u>							
<u>City Support Services</u>							
579-532400 Computer Fees & Licenses	0	0	1,000	0	0	0	
579-532500 City Insurance-Commercial	4,166	5,409	0	3,266	3,266	4,000	
579-532900 Contingencies	410	1,465	0	0	0	30,000	
TOTAL City Support Services	4,576	6,874	1,000	3,266	3,266	34,000	
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	1,072	1,048	1,200	643	1,000	1,200	
579-533500 Vehicle Fuel	15,227	12,969	12,000	11,054	12,000	12,000	
TOTAL Utility Services	16,299	14,017	13,200	11,698	13,000	13,200	
<u>Operations Support</u>							
579-534000 Postage	0	0	0	0	0	50	
579-534200 Printing & Binding	0	0	1,000	0	0	1,000	
TOTAL Operations Support	0	0	1,000	0	0	1,050	
<u>Staff Support</u>							
579-535100 Uniforms	3,385	3,340	6,450	5,591	6,450	6,000	
579-535300 Memberships	0	0	0	129	129	500	
579-535500 Training/Travel	1,791	1,998	4,000	1,681	4,000	5,000	
579-535510 Meeting Expenses	260	228	600	191	600	1,200	
579-535600 Professional Certification	569	192	600	150	600	1,000	
TOTAL Staff Support	6,004	5,758	11,650	7,742	11,779	13,700	

204-DRAINAGE

PUBLIC WORKS

EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	287	98	500	63	100	500	
TOTAL City Assistance	287	98	500	63	100	500	
<u>Professional Services</u>							
579-541200 Legal Svcs	273	78	5,000	0	500	5,000	
579-541310 Contractual Services	44,960	7,340	22,850	0	35,000	35,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,475	1,500	1,500	
TOTAL Professional Services	46,733	8,918	29,350	1,475	37,000	41,500	
<u>Fund Charges/Transfers</u>							
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	1,000	
579-548106 Transfer Out- Special Events	624	1,213	0	0	0	0	
579-548500 Interfund Charges-Admin	184,425	271,430	295,157	221,368	295,157	243,114	
579-548600 Interfund Charges-Water	136,920	141,510	141,000	105,750	141,000	146,400	
579-548610 Interfund Charge-Fleet	105,789	83,355	95,005	71,254	95,005	89,145	
579-548700 Bad Debt Expense	0	3,965	0	0	0	0	
579-548800 Depreciation Expense	128,314	115,709	0	0	0	0	
TOTAL Fund Charges/Transfers	556,071	617,182	532,162	398,372	532,162	479,659	
<u>Maintenance Services</u>							
579-551610 Drainage Channel Maintenance	13,721	1,090	40,500	5,134	30,000	42,000	
TOTAL Maintenance Services	13,721	1,090	40,500	5,134	30,000	42,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	100	200	100	100	200	
TOTAL Other Costs	100	100	200	100	100	200	
<u>Debt Service</u>							
579-555900 Debt Service	110,000	0	115,000	0	115,000	120,000	
579-555900. Interest Expense	9,795	8,206	6,213	6,206	6,213	4,200	
TOTAL Debt Service	119,795	8,206	121,213	6,206	121,213	124,200	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	0	0	500	55	500	500	
579-561200 Lease/Purchase Payments	0	0	5,000	0	0	0	
TOTAL Rental/Leasing	0	0	5,500	55	500	500	
<u>Operating Equipment</u>							
579-571500 Equipment Under \$5,000	5,739	6,812	0	0	0	2,000	
TOTAL Operating Equipment	5,739	6,812	0	0	0	2,000	

204-DRAINAGE

PUBLIC WORKS
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	74,348	74,050	74,348	32,000	_____
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>_____</u>
TOTAL Capital Outlay	0	0	74,348	74,050	74,348	107,000	_____
<hr/>							
TOTAL DRAINAGE	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	
<hr/>							
TOTAL PUBLIC WORKS	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	

204--DRAINAGE

MISC & PROJECTS
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PROJECTS							
=====							
<hr/>							
<u>City Support Services</u>							
900-532900 Contingency	0	0	8,839	30	30	0	
TOTAL City Support Services	0	0	8,839	30	30	0	
<hr/>							
<u>Operations Support</u>							
900-534100 Advertising	0	0	1,229	567	653	0	
TOTAL Operations Support	0	0	1,229	567	653	0	
<hr/>							
<u>Professional Services</u>							
900-541100 Engineering	0	0	53,789	20,752	29,749	0	
TOTAL Professional Services	0	0	53,789	20,752	29,749	0	
<hr/>							
<u>Maintenance Services</u>							
900-551900 Construction	0	0	909,825	695,577	909,825	0	
900-551910 Construction - Contingencies	0	0	39,982	0	0	0	
TOTAL Maintenance Services	0	0	949,807	695,577	909,825	0	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL PROJECTS	0	0	1,013,664	716,926	940,257	0	
<hr/>							
TOTAL MISC & PROJECTS	0	0	1,013,664	716,926	940,257	0	
<hr/>							
TOTAL EXPENDITURES	1,066,235	1,013,430	2,250,571	1,492,135	2,094,470	1,265,709	
	=====	=====	=====	=====	=====	=====	=====

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County. We also work with individual at-risk patients to insure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

GOALS AND OBJECTIVES

- Provide efficient pre-hospital healthcare services to the communities that we serve.
- Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.
- Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.
- Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.
- Be the preferred employer for pre-hospital healthcare providers in the State of Texas

- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.
- Meet the needs of our customers and to solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.

ORGANIZATIONAL CHART



EMS	2017-18	2018-19	2019-20
Director	1	1	1
Operations Manager	1	1	1
Clinical Manager	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Senior Administrative Asst.	1	1	1
Billing Specialist	2	2	3
Billing Clerk	1	1	0
EMS Supervisor	3	3	3
Field Training Officer	3	3	3
MIH Paramedic	1	1	1
Paramedic	24	25	25
EMT	3	3	3
Paramedic/EMT	0	0	0
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Paramedic/EMT	0	0	0
P/T Supply Coordinator	0	0	1
TOTAL POSITIONS	64	65	66

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Requests for EMS Service	10,059	10,506	11,233
Transports to Hospitals	6,165	6,494	6,869
Hospital to Hospital Transports	791	1,000	850
Collections per Transport	493.39	450.00	475.00
Students Enrolled in EMT Certification Classes	90	90	90
Trips billed for Alamo Heights	684	700	700
Members of EMS Passport	374	550	500

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Response Time 90% Reliability	13:50	14:00	13:00
Total Time on Task (Minutes)	56:25	58:00	57:00
Transport Percentage	61%	64%	62%
Days Sales Outstanding	49	45	47
Mutual Aid Requested	38	40	35
Students Graduated from EMT Certification Classes	53	55	56

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Critical Failures / 100,000 miles	5.1	4	4
Fleet Accidents / 100,000 miles	4.2	4	4
Cardiac Arrest Save %	8%	10%	10%
Correct recognition of STEMI	72%	75%	75%
EMT Class Certification Pass Rate	91%	90%	92%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$4,754,620	\$6,308,735	\$6,492,050
Inter-Jurisdictional	2,861,992	3,157,710	2,991,594
Fund Transfers	0	0	0
Miscellaneous	135,601	117,375	115,500
<i>Total</i>	<i>\$7,752,214</i>	<i>\$9,583,820</i>	<i>9,599,144</i>
<i>Expenses</i>			
Personnel	\$4,043,032	\$4,196,415	\$4,404,732
Supplies	346,144	372,000	376,100
Human Services	0	0	0
City Support Services	49,081	79,000	138,000
Utility Services	120,333	135,200	136,000
Operations Support	57,172	76,182	63,450
Staff Support	44,955	64,489	83,650
City Assistance	561,123	559,867	562,367
Professional Services	141,903	154,000	158,000
Fund Charges/Transfers	2,250,108	2,683,492	2,854,205
Maintenance Services	12,480	13,000	30,000
Other Costs	0	0	0
Debt Service	28,409	288,895	281,008
Rental/Leasing	1,567	141,000	67,000
Operating Equipment	46,167	62,500	73,300
Capital Outlay	0	6,500	371,000
<i>Total</i>	<i>\$7,702,476</i>	<i>\$8,832,540</i>	<i>\$9,598,811</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase .2% from FY 2018-19 year end estimates. The additional transports increasing revenue is offset by a 5.6% decrease in the Inter-Jurisdictional revenues to provide coverage for each community serviced by the City's EMS.

Expenses: The FY 2019-20 Budget will increase 8.7% from the FY 2018-19 year end estimate. Included in the FY 2019-20 budget is the converting a billing clerk to a billing specialist, an upgrade to Rescue Net billing software, hiring a new part-time supply coordinator, and Paramedic school program for EMTs. In addition to these programs, capital outlay has increased \$364,500 for a replacement ambulance and 2 replacement vehicles.

203-EMS

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	5,955,626	4,754,620	6,194,080	4,563,049	6,308,735	6,492,050	
Inter-Jurisdictional	2,412,953	2,861,992	3,025,485	3,161,147	3,157,710	2,991,594	
Fund Transfers	550,000	0	0	0	0	0	
Miscellaneous	223,834	135,601	125,750	90,614	117,375	115,500	
TOTAL REVENUES	9,142,413	7,752,214	9,345,315	7,814,810	9,583,820	9,599,144	
EXPENDITURE SUMMARY							
PUBLIC SAFETY							
SCHERTZ EMS	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
TOTAL PUBLIC SAFETY	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
MISC & PROJECTS							
TOTAL EXPENDITURES	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
REVENUE OVER/(UNDER) EXPENDITURES	1,073,935	49,738	109,679	964,614	751,280	333	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

203-EMS

REVENUES

	2018-2019							2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED		
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET		
Fees									
000-456100 Ambulance/Mileage Transprt Fe	5,666,326	4,517,954	5,894,480	4,320,611	6,024,685	6,210,950			
000-456110 Passport Membership Fees	25,115	25,275	28,000	23,600	25,000	28,000			
000-456120 EMT Class - Fees	94,873	98,770	96,000	81,254	96,000	99,000			
000-456122 CE Class - Fees	16,975	23,458	21,500	22,222	23,500	27,000			
000-456130 Immunization Fees	9,138	3,008	7,000	2,284	2,500	2,000			
000-456140 Billing Fees-External	18,153	23,016	25,000	19,039	25,000	25,000			
000-456150 Standby Fees	24,484	38,518	27,000	19,510	27,000	30,000			
000-456155 Community Services Support	100,488	72,888	75,000	45,063	50,000	50,000			
000-456160 MIH Services	0	13,960	20,000	24,842	30,000	20,000			
000-458110 Sale of Merchandise - GovDeal	0	(62,327)	0	4,574	5,000	0			
000-459200 NSF Check Fee	75	100	100	50	50	100			
TOTAL Fees	5,955,626	4,754,620	6,194,080	4,563,049	6,308,735	6,492,050			
Inter-Jurisdictional									
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	843,578	843,577	843,577			
000-474300 Cibolo Support	319,098	346,468	410,583	410,583	410,583	439,612			
000-475100 Comal Co ESD #6	106,012	116,813	121,723	125,159	121,723	133,064			
000-475200 Live Oak Support	206,957	213,152	232,140	232,140	232,140	237,775			
000-475300 Universal City Support	262,361	281,284	300,092	300,092	300,092	305,996			
000-475400 Selma Support	106,656	111,886	148,697	148,697	148,697	161,001			
000-475500 Schertz Support	504,084	556,325	581,537	581,537	581,537	602,583			
000-475600 Santa Clara Support	10,354	10,447	10,790	10,790	10,790	11,137			
000-475800 Marion Support	14,956	15,187	16,347	16,347	16,347	16,849			
000-475910 TASPP Program	38,897	366,853	360,000	492,224	492,224	240,000			
TOTAL Inter-Jurisdictional	2,412,953	2,861,992	3,025,485	3,161,147	3,157,710	2,991,594			
Fund Transfers									
000-486100 Transfer In	550,000	0	0	0	0	0			
TOTAL Fund Transfers	550,000	0	0	0	0	0			
Miscellaneous									
000-491000 Interest Earned	899	4,403	3,000	4,469	5,000	4,000			
000-491200 Investment Income	2,750	6,237	750	6,681	8,000	9,500			
000-493203 Donations-EMS	351	913	2,000	625	(625)	2,000			
000-493205 Donations-Golf Tournament	10,060	18,595	10,000	(2,160)	0	0			
000-495100 MIH Contracts	99,579	0	0	0	0	0			
000-497000 Misc Income	48,903	49,966	50,000	48,156	50,000	50,000			
000-497100 Recovery of Bad Debt	61,292	55,488	60,000	2,552	5,000	50,000			
000-497110 Collection Agency-Bad Debt	0	0	0	30,291	50,000	0			
TOTAL Miscellaneous	223,834	135,601	125,750	90,614	117,375	115,500			
TOTAL REVENUES	9,142,413	7,752,214	9,345,315	7,814,810	9,583,820	9,599,144			
	=====	=====	=====	=====	=====	=====			

203-EMS

PUBLIC SAFETY

EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
SCHERTZ EMS							
=====							
<u>Personnel Services</u>							
280-511110 Regular	2,058,622	2,167,653	2,491,726	1,950,920	2,250,000	2,474,883	
280-511120 Overtime	735,899	710,157	730,979	614,343	740,000	734,285	
280-511180 LTD	5,484	6,389	6,670	4,572	6,600	6,494	
280-511210 Longevity	41,594	45,125	47,147	43,025	45,000	44,585	
280-511220 Clothing Allowance	10,452	10,980	11,857	9,756	12,500	12,168	
280-511230 Certification Allowance	18,845	18,805	15,100	20,020	20,000	23,400	
280-511310 FICA - Employer	209,138	217,875	252,748	194,456	250,000	246,355	
280-511350 TMRS-Employer	427,421	478,819	495,946	394,236	480,000	484,783	
280-511410 Health-Employer	285,275	350,227	351,825	260,690	350,000	311,434	
280-511500 Workers' Compensation	44,476	37,002	42,476	42,315	42,315	66,345	
TOTAL Personnel Services	3,837,205	4,043,032	4,446,474	3,534,333	4,196,415	4,404,732	
<u>Supplies</u>							
280-521000 Operating Supplies	1,539	657	2,000	316	1,000	2,000	
280-521010 Operating Supplies-EMT Class	24,099	21,940	30,000	14,480	25,000	26,000	
280-521020 Operating Supplies-CE Class	13,757	7,740	16,450	4,389	8,000	16,000	
280-521025 Community Support Supplies	74,824	53,272	70,000	23,238	30,000	40,000	
280-521030 Operating Supplies- MIH	385	77	1,000	0	0	1,000	
280-521100 Office Supplies	1,604	3,200	3,000	2,791	3,000	3,500	
280-521200 Medical/Chem Supplies	247,439	250,857	285,000	250,705	285,000	265,000	
280-521250 Immunization Supplies	11,526	2,922	14,600	9,425	14,000	14,600	
280-521300 Motor Veh. Supplies	277	1,335	4,000	1,408	3,500	4,000	
280-521600 Equip Maint Supplies	3,234	4,145	5,000	905	2,500	4,000	
TOTAL Supplies	378,684	346,144	431,050	307,657	372,000	376,100	
<u>Human Services</u>							
280-531100 Pre-employment Check	1,299	0	0	0	0	0	
TOTAL Human Services	1,299	0	0	0	0	0	
<u>City Support Services</u>							
280-532350 Software Maintenance	34,948	26,390	46,000	37,843	46,000	62,000	
280-532500 City Insurance-Commercial	22,108	22,691	25,000	26,363	26,500	26,000	
280-532840 Golf Tournament-Dilworth	100	0	0	(100)	0	0	
280-532900 Contingencies	0	0	23,000	0	6,500	50,000	
TOTAL City Support Services	57,156	49,081	94,000	64,105	79,000	138,000	
<u>Utility Services</u>							
280-533100 Gas Utility Service	4,099	4,703	6,000	6,311	7,200	6,000	
280-533200 Electric Utility Service	22,113	14,817	25,000	7,513	16,000	15,000	
280-533300 Telephone/Land Line	2,843	2,865	3,500	2,127	3,000	3,000	
280-533310 Telephone/Cell Phones	7,632	7,097	8,500	4,386	8,000	10,000	
280-533320 Telephone/Air Cards	11,800	11,986	13,000	7,820	12,500	13,000	
280-533330 Telephone/Internet	3,200	3,719	4,500	2,570	4,000	4,500	
280-533350 Pager Service	833	0	0	0	0	0	
280-533410 Water Utility Service	2,333	1,821	7,000	5,032	6,500	4,500	
280-533500 Vehicle Fuel	59,625	73,325	65,000	61,213	78,000	80,000	
TOTAL Utility Services	114,478	120,333	132,500	96,971	135,200	136,000	

203-EMS

PUBLIC SAFETY

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
<u>Operations Support</u>									
280-534000 Postage	10,515	10,653	12,500	7,748	12,000	12,500			
280-534100 Advertising	566	0	1,000	0	0	1,000			
280-534200 Printing & Binding	7,473	7,760	8,000	4,361	8,000	8,000			
280-534300 Equipment Maintenance - Copie	13,408	13,408	15,000	8,887	15,000	13,500			
280-534400 EMT Class Instructors	18,960	16,080	20,000	12,320	17,000	16,800			
280-534410 CE Class Instructors	2,560	2,720	8,000	960	3,000	3,000			
280-534420 Community Support-Instructors	5,530	3,132	5,600	1,600	2,500	5,000			
280-534500 Memberships - Organizations	2,520	3,420	3,600	3,502	3,600	3,650			
280-534800 Temporary Empl. Services	0	0	15,082	15,082	15,082	0			
TOTAL Operations Support	61,531	57,172	88,782	54,459	76,182	63,450			
<u>Staff Support</u>									
280-535100 Uniforms	16,458	16,073	25,000	21,237	25,000	25,000			
280-535210 Employee Recognition-Morale	3,787	6,490	8,000	4,885	8,000	6,000			
280-535300 Memberships	22	20	250	0	0	0			
280-535400 Publications	0	281	1,000	489	489	650			
280-535500 Training/Travel	26,730	17,914	38,000	20,281	26,000	45,500			
280-535510 Meeting Expenses	2,789	2,893	3,500	2,141	3,000	3,000			
280-535600 Professional Certification	3,072	1,285	3,500	1,431	2,000	3,500			
TOTAL Staff Support	52,859	44,955	79,250	50,464	64,489	83,650			
<u>City Assistance</u>									
280-537100 Medical Services	4,694	2,381	9,000	2,980	6,000	9,000			
280-537110 EMS Outsourcing	515,761	548,867	548,867	457,389	548,867	548,867			
280-537800 Community Outreach	6,567	9,875	11,000	4,240	5,000	4,500			
TOTAL City Assistance	527,022	561,123	568,867	464,609	559,867	562,367			
<u>Professional Services</u>									
280-541200 Legal Svcs	1,131	3,502	10,000	2,028	5,000	10,000			
280-541300 Other Cons'l/Prof Services	109,313	125,690	134,140	67,045	134,000	130,000			
280-541400 Auditor/Accounting Service	4,000	3,000	3,000	2,951	3,000	3,000			
280-541501 Bond Issuance Costs/Paying Ag	0	200	0	0	0	0			
280-541800 Credit Card Fees	11,823	9,512	15,000	7,912	12,000	15,000			
TOTAL Professional Services	126,267	141,903	162,140	79,936	154,000	158,000			
<u>Fund Charges/Transfers</u>									
280-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000			
280-548106 Transfer Out- Special Events	2,494	3,640	0	0	0	0			
280-548600 Interfund Charges-G/F Admin	150,087	170,087	175,587	131,690	145,000	179,100			
280-548610 Interfund Charges-Admin Fleet	142,902	130,000	134,492	100,869	134,492	138,585			
280-548650 Interest Expense	0	2,134	0	0	0	0			
280-548700 Bad Debt Expense	2,101,264	1,572,421	2,380,550	1,683,830	2,400,000	2,532,520			
280-548800 Depreciation Expense	339,171	371,827	0	0	0	0			
TOTAL Fund Charges/Transfers	2,735,918	2,250,108	2,694,628	1,916,389	2,683,492	2,854,205			

203-EMS

PUBLIC SAFETY

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
<u>Maintenance Services</u>									
280-551800 Other Maintenance Agreements	10,850	0	0	0	0	17,000			
280-551810 Maintenance Agr. - Radios	9,760	12,480	12,000	8,939	13,000	13,000			
TOTAL Maintenance Services	20,610	12,480	12,000	8,939	13,000	30,000			
<u>Other Costs</u>									
280-554100 Deployment-Reimb-STRAC	1,130	0	0	0	0	0			
TOTAL Other Costs	1,130	0	0	0	0	0			
<u>Debt Service</u>									
280-555639 Tax Notes SR2015 - Principal	0	0	165,000	0	165,000	160,000			
280-555639.Tax Notes SR2015 - Interest	10,870	10,289	5,775	5,769	5,775	2,888			
280-555900 Debt Service	0	18,120	118,120	116,625	118,120	118,120			
TOTAL Debt Service	10,870	28,409	288,895	122,394	288,895	281,008			
<u>Rental/Leasing</u>									
280-561200 Lease/Purchase Payments	70,120	1,567	141,000	100,780	141,000	67,000			
TOTAL Rental/Leasing	70,120	1,567	141,000	100,780	141,000	67,000			
<u>Operating Equipment</u>									
280-571000 Furniture & Fixtures	1,961	3,902	5,000	2,246	4,500	5,000			
280-571200 Vehicles&Access. < \$5,000	8,365	4,642	5,000	200	1,000	4,000			
280-571300 Computer&Periphe. < \$5000	14,073	19,864	28,500	9,992	17,000	19,000			
280-571400 Communication Equip < \$5000	1,455	11,623	20,050	6,481	10,000	10,300			
280-571800 Equipment Under \$5,000	12,965	6,136	31,000	23,740	30,000	35,000			
TOTAL Operating Equipment	38,819	46,167	89,550	42,659	62,500	73,300			
<u>Capital Outlay</u>									
280-581200 Vehicles & Access. Over \$5,00	34,510	0	6,500	6,500	6,500	350,000			
280-581800 Equipment Over \$5,000	0	0	0	0	0	21,000			
TOTAL Capital Outlay	34,510	0	6,500	6,500	6,500	371,000			
TOTAL SCHERTZ EMS	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811			
TOTAL PUBLIC SAFETY	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811			

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

203-EMS

MISC & PROJECTS
EXPENDITURES

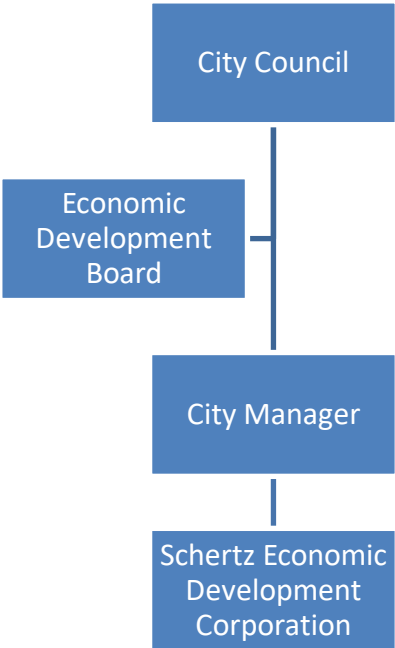
	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
DONATIONS							
=====							
City Support Services							
TOTAL EXPENDITURES	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
	=====	=====	=====	=====	=====	=====	=====

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

MISSION STATEMENT

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects. Specifically, we pursue Projects that focus on the creation/retention of Primary Jobs and infrastructure improvements.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2017-18	2018-19	2019-20
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Number of inquiries	122	148	160
Number of Schertz BRE visits	36	48	48
Number of recruitment events	15	15	12
Number of new prospects	38	45	55
Number of active performance agreements	13	14	11

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Revenue

Taxes	\$4,227,973	\$4,242,580	\$4,412,283
Fund Transfers	0	0	3,110,648
Miscellaneous	264,687	654,003	430,000
Total	\$4,492,659	\$4,896,583	\$7,952,931

Expenses

Supplies	513	510	500
Human Services	0	0	0
City Support Services	6,390	11,300	21,650
Utility Services	2,295	3,195	3,195
Operations Support	92,620	122,500	111,000
Staff Support	11,510	21,200	22,450
City Assistance	537,946	102,500	102,500
Professional Services	24,583	56,300	61,300

Fund Charges/Transfers	1,067,945	457,574	461,636
Maintenance Services	455	500	500
Operating Equipment	936	1,576	4,000
<i>Total Economic Development</i>	<i>\$1,745,192</i>	<i>\$777,155</i>	<i>\$788,731</i>
<i>Annual and Infrastructure Grants</i>	<i>0</i>	<i>1,000,000</i>	<i>7,164,200</i>
<i>Total Schertz Economic Development</i>	<i>\$1,745,192</i>	<i>\$1,777,155</i>	<i>\$7,952,931</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2019-20 is projected to increase by 34.3% from the FY 2018-19 year-end estimate. The increase reflects a 4% increase in sales tax revenue, and transfer from reserves of \$3,110,648 for Performance Agreements.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2019-20 are projected to increase by 592.9% or \$6,175,000

Project Expenses: Each year, the SEDC allocates funding equal to the estimated annual disbursement of each approved SEDC project. For Proposed Budget, the SEDC has allocated funds associated with the Ace Mart Restaurant Supply Co., Schertz 312 LLC Phase 1 & 2, and WR1 LLC performance agreements. The SEDC has also allocated \$500,000 for Main Street infrastructure improvements that was authorized by SEDC Resolution 2019-7.

Operational Expenses: It is proposed to keep the operational expenses in the Proposed Budget flat from the previous year-end estimate. Major decreases include the elimination of a promotional video that will be completed during the FY 2018-19 budget and expenses related to software. Notable increases include a minor increase to the Business Retention and Expansion line item; increases to our organizational memberships and associated participation expenses; and a 1.1% increase to the service agreement which pays for personnel, office space, and the City's shared services.

620-SED CORPORATION

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
Fund Transfers	0	0	1,249,164	0	0	3,110,648	
Miscellaneous	125,682	264,687	258,000	541,392	654,003	430,000	
TOTAL REVENUES	3,746,612	4,492,659	5,749,744	3,820,597	4,896,583	7,952,931	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	0	0	4,800,000	0	1,000,000	7,164,200	
TOTAL GENERAL GOVERNMENT	0	0	4,800,000	0	1,000,000	7,164,200	
MISC & PROJECTS							
ECONOMIC DEVELOPMENT	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL MISC & PROJECTS	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL EXPENDITURES	904,371	1,745,192	5,749,744	552,458	1,777,155	7,952,931	
REVENUE OVER/(UNDER) EXPENDITURES	2,842,240	2,747,467	0	3,268,139	3,119,428	0	
	=====	=====	=====	=====	=====	=====	=====

620-SED CORPORATION

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
TOTAL Taxes	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
 <u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	0	0	1,249,164	0	0	3,110,648	
TOTAL Fund Transfers	0	0	1,249,164	0	0	3,110,648	
 <u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	960	6,310	8,000	6,637	8,000	10,000	
000-491200 Investment Income	124,722	258,680	250,000	338,752	450,000	420,000	
000-497000 Misc Income	(0)	(303)	0	196,003	196,003	0	
TOTAL Miscellaneous	125,682	264,687	258,000	541,392	654,003	430,000	
 TOTAL REVENUES	 3,746,612	 4,492,659	 5,749,744	 3,820,597	 4,896,583	 7,952,931	
	=====	=====	=====	=====	=====	=====	=====

620-SED CORPORATION

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Utility Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operations Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>City Assistance</u>							
101-537600 Development Incentive Fund	<hr/> 0	<hr/> 0	<hr/> 4,800,000	<hr/> 0	<hr/> 1,000,000	<hr/> 6,664,200	<hr/>
TOTAL City Assistance	<hr/> 0	<hr/> 0	<hr/> 4,800,000	<hr/> 0	<hr/> 1,000,000	<hr/> 6,664,200	<hr/>
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 500,000	<hr/>
TOTAL Fund Charges/Transfers	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 500,000	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Debt Service</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	0	0	4,800,000	0	1,000,000	7,164,200	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	2018-2019						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
ECONOMIC DEVELOPMENT							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
966-521100 Office Supplies	415	504	750	320	500	500	
966-521300 Motor Veh. Supplies	0	9	0	10	10	0	
TOTAL Supplies	415	513	750	330	510	500	
<u>Human Services</u>							
966-531100 Pre-employment Check	390	0	0	0	0	0	
TOTAL Human Services	390	0	0	0	0	0	
<u>City Support Services</u>							
966-532500 City Insurance-Commercial	1,653	1,418	1,700	1,425	1,700	1,700	
966-532800 Promotional Events	4,001	4,972	9,600	3,776	9,600	9,950	
966-532900 Contingencies	0	0	10,000	0	0	10,000	
TOTAL City Support Services	5,654	6,390	21,300	5,201	11,300	21,650	
<u>Utility Services</u>							
966-533300 Telephone/Land Line	425	427	720	315	720	720	
966-533310 Telephone/Cell Phones	1,237	1,217	1,500	655	1,500	1,500	
966-533410 Water Utility Service	124	0	0	0	0	0	
966-533500 Vehicle Fuel	453	536	1,000	348	750	750	
966-533550 Vehicle Maintenance	148	115	500	62	225	225	
TOTAL Utility Services	2,387	2,295	3,720	1,380	3,195	3,195	
<u>Operations Support</u>							
966-534000 Postage	43	45	500	61	500	250	
966-534100 Advertising	18,411	40,594	50,000	27,485	50,000	35,000	
966-534105 Goodwill	690	1,323	1,500	579	1,500	1,750	
966-534190 Recruitment Events	27,977	27,591	35,000	14,387	35,000	35,000	
966-534200 Printing & Binding	72	500	1,500	322	1,500	1,500	
966-534300 Equipment Maintenance-Copier	5,202	5,202	5,000	3,864	5,000	5,500	
966-534400 Computer Licenses-Software	4,576	9,115	21,000	8,829	21,000	15,000	
966-534500 Memberships-Organization	6,885	8,250	8,000	5,135	8,000	17,000	
TOTAL Operations Support	63,855	92,620	122,500	60,662	122,500	111,000	
<u>Staff Support</u>							
966-535100 Uniforms	576	589	800	0	600	600	
966-535210 Employee Recognition-Morale	99	72	300	231	300	300	
966-535300 Memberships-Staff Support	650	1,126	1,500	920	1,500	2,250	
966-535400 Publications	547	331	800	169	800	800	
966-535500 Training/Travel	10,779	7,568	15,000	8,217	15,000	15,000	
966-535510 Meeting Expenses-EDC Board	2,195	1,824	3,000	1,674	3,000	3,500	
TOTAL Staff Support	14,846	11,510	21,400	11,210	21,200	22,450	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
966-537600 Development Incentive Fund	0	537,500	0	0	0	0	
966-537615 Small Business Grant Fund	0	0	250,000	0	100,000	100,000	
966-537650 Prospect Services	1,051	446	2,500	231	2,500	2,500	
TOTAL City Assistance	1,051	537,946	252,500	231	102,500	102,500	
<u>Professional Services</u>							
966-541200 Legal Svcs	6,642	9,395	25,000	3,061	15,000	15,000	
966-541300 Professional Services	10,712	0	0	0	0	0	
966-541400 Auditor/Accounting Service	3,000	6,300	6,300	6,000	6,300	6,300	
966-541450 Consulting Services	0	8,889	35,000	6,355	35,000	40,000	
TOTAL Professional Services	20,354	24,583	66,300	15,416	56,300	61,300	
<u>Fund Charges/Transfers</u>							
966-548101 Contributions to General Fund	0	265,000	0	0	0	0	
966-548505 Contribution to I & S	361,019	360,769	0	0	0	0	
966-548600 Interfund Charges-Admin	430,445	441,395	456,630	456,630	456,630	461,636	
966-548610 Interfund Charge-Fleet	614	781	944	944	944	0	
TOTAL Fund Charges/Transfers	792,078	1,067,945	457,574	457,574	457,574	461,636	
<u>Fund Replenish</u>							
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	0	455	1,000	80	500	500	
TOTAL Maintenance Services	0	455	1,000	80	500	500	
<u>Debt Service</u>							
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	391	678	1,200	376	376	1,000	
966-571300 Computer & Periphe < \$5000	2,950	258	1,500	0	1,200	3,000	
TOTAL Operating Equipment	3,341	936	2,700	376	1,576	4,000	
<u>Capital Outlay</u>							
TOTAL ECONOMIC DEVELOPMENT	904,371	1,745,192	949,744	552,458	777,155	788,731	

620-SED CORPORATION

MISC & PROJECTS
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
SCHWAB RD PROJECT							
=====							
Maintenance Services							
TOTAL MISC & PROJECTS	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL EXPENDITURES	904,371	1,745,192	5,749,744	552,458	1,777,155	7,952,931	
	=====	=====	=====	=====	=====	=====	=====

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: Wilenchik's Walk for Life and the Hal Baldwin Scholarship Program.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>			
Fund Transfers	\$74,176	\$53,130	\$0
Miscellaneous	110,497	83,459	24,510
<i>Total</i>	<i>\$184,673</i>	<i>\$136,589</i>	<i>\$24,510</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$0
Festival of Angels	10,566	17,332	0
Employee Appreciation	12,133	0	0
Jubilee	26,075	33,289	0
National Night Out	0	500	0
Walk for Life	10,594	9,366	9,000
SchertzQ/Fest	24,584	636	0
Sweetheart Court Program	17,663	24,000	0
Hal Baldwin Scholarship	13,545	16,966	15,510
Other Events	16,804	31,751	0
<i>Total</i>	<i>\$136,770</i>	<i>\$136,589</i>	<i>\$24,510</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2019-20 is expected to decrease 82.1% from FY 2018-19 year end estimates due to all events with the exception of Walk for Life and Hal Baldwin Scholarship being moved to the General Fund to be tracked in the parks department.

Expenses: The Special Events Fund FY 2019-20 Budget decreased 82.1% from the FY 2019-20 year end estimates. This decrease is caused by moving multiple events to the general fund to be assigned to the parks department.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	43,058	74,176	56,500	0	53,130	0	
Miscellaneous	<u>104,961</u>	<u>110,497</u>	<u>100,260</u>	<u>89,988</u>	<u>83,459</u>	<u>24,510</u>	
TOTAL REVENUES	148,019	184,673	156,760	89,988	136,589	24,510	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>2,909</u>	<u>4,806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	2,909	4,806	0	0	0	0	
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
FESTIVAL OF ANGELS	10,913	10,566	17,361	17,361	17,332	0	
EMPLOYEE APPRECIATION EV	11,621	12,133	0	0	0	0	
4th OF JULY JUBILEE	23,533	26,075	33,000	33,289	33,289	0	
NATIONAL NIGHT OUT	270	0	500	0	500	0	
WALK FOR LIFE	12,620	10,594	15,000	9,366	9,366	9,000	
SCHERTZ FEST	23,779	24,584	34,837	636	636	0	
SWEETHEART EVENT	23,207	17,663	24,000	13,222	24,000	0	
HAL BALDWIN SCHOLARSHIP	14,055	13,545	15,510	11,456	16,966	15,510	
OTHER EVENTS	<u>10,377</u>	<u>16,804</u>	<u>37,500</u>	<u>31,751</u>	<u>34,500</u>	<u>0</u>	
TOTAL CULTURAL	<u>130,375</u>	<u>131,964</u>	<u>177,708</u>	<u>117,080</u>	<u>136,589</u>	<u>24,510</u>	
TOTAL EXPENDITURES	133,284	136,770	177,708	117,080	136,589	24,510	
REVENUE OVER/(UNDER) EXPENDITURES	14,735	47,903	(20,948)	(27,093)	0	0	
	=====	=====	=====	=====	=====	=====	=====

106-SPECIAL EVENTS FUND

REVENUES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
<hr/>							
<u>Fund Transfers</u>							
000-486100 Transfer In	5,612	12,133	0	0	0	0	
000-486101 Transfer In-General Fund	37,447	62,043	56,500	0	53,130	0	
TOTAL Fund Transfers	43,058	74,176	56,500	0	53,130	0	
<hr/>							
<u>Miscellaneous</u>							
000-491200 Investment Income	175	313	250	332	450	0	
000-492200 Wilenchik Walk for Life	12,620	10,594	15,000	9,306	8,971	9,000	
000-493000 July 4th Activities	27,386	25,628	26,000	34,023	26,000	0	
000-493150 SchertzQ	26,994	6,150	30,000	(1,250)	0	0	
000-493256 Donations - Police Events	0	0	3,000	0	0	0	
000-493455 Proceeds-Festival of Angels	5,615	1,305	1,500	4,170	4,170	0	
000-493460 Schertz Sweetheart	1,705	(21)	0	488	488	0	
000-493470 Moving on Main	0	680	3,000	4,560	4,560	0	
000-493621 Hal Baldwin Scholarship	28,465	20,105	15,510	28,820	28,820	15,510	
000-497000 Misc Income - Special Events	2,000	45,743	6,000	9,539	10,000	0	
TOTAL Miscellaneous	104,961	110,497	100,260	89,988	83,459	24,510	
<hr/>							
TOTAL REVENUES	148,019	184,673	156,760	89,988	136,589	24,510	
	=====	=====	=====	=====	=====	=====	=====

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

DESCRIPTION

The PEG Fund is dedicated to provide communication infrastructure in the City. This will allow the City to better reach the citizens with necessary information. This fund is commonly used for public access television and institutional network capacity. Currently the level of funding from the collected fees is not great enough to warrant a public access channel but could be used so in the future.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>	<i>\$84,847</i>	<i>\$86,168</i>	<i>\$118,000</i>
<i>Expenses</i>			
Projects	0	3,259	118,000
<i>Total</i>	<i>\$0</i>	<i>\$3,259</i>	<i>\$118,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase 36.9% from the FY 2018-19 year end estimates with a \$28,000 transfer from reserves to continue the communication master plan.

Expenses: The PEG Fund FY 2019-20 Budget increased \$114,741 from the FY 2018-19 year end estimates with the continued implementation of the communication master plan.

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	88,045	84,847	78,991	65,068	86,168	90,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>116,009</u>	<u>0</u>	<u>0</u>	<u>28,000</u>	
TOTAL REVENUES	88,045	84,847	195,000	65,068	86,168	118,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC & PROJECTS</u>							
PROJECTS	<u>27,129</u>	<u>0</u>	<u>195,000</u>	<u>3,259</u>	<u>3,259</u>	<u>118,000</u>	
TOTAL MISC & PROJECTS	<u>27,129</u>	<u>0</u>	<u>195,000</u>	<u>3,259</u>	<u>3,259</u>	<u>118,000</u>	
TOTAL EXPENDITURES	27,129	0	195,000	3,259	3,259	118,000	
REVENUE OVER/(UNDER) EXPENDITURES	60,916	84,847	0	61,809	82,909	0	
	=====	=====	=====	=====	=====	=====	=====

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Franchises</u>							
000-421350 Time Warner-PEG Fee	54,612	57,299	60,168	45,953	60,168	60,000	
000-421465 AT&T PEG Fee	<u>33,433</u>	<u>27,548</u>	<u>18,823</u>	<u>19,115</u>	<u>26,000</u>	<u>30,000</u>	
TOTAL Franchises	88,045	84,847	78,991	65,068	86,168	90,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>116,009</u>	<u>0</u>	<u>0</u>	<u>28,000</u>	
TOTAL Fund Transfers	0	0	116,009	0	0	28,000	
<u>Miscellaneous</u>							
TOTAL REVENUES	88,045	84,847	195,000	65,068	86,168	118,000	
	=====	=====	=====	=====	=====	=====	=====

110-PUBLIC, EDU, GOVMNT FEE

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

MISC & PROJECTS							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
PROJECTS							
=====							
Supplies							
Operations Support							
Professional Services							
900-541110 COMMUNICATION PLAN	0	0	195,000	0	0	75,000	
TOTAL Professional Services	0	0	195,000	0	0	75,000	
Operating Equipment							
900-571400 Communications Equipmnt-Minor	8,529	0	0	0	0	0	
TOTAL Operating Equipment	8,529	0	0	0	0	0	
Capital Outlay							
900-581400 Communication Equipment	18,600	0	0	3,259	3,259	43,000	
TOTAL Capital Outlay	18,600	0	0	3,259	3,259	43,000	
TOTAL PROJECTS	27,129	0	195,000	3,259	3,259	118,000	
TOTAL MISC & PROJECTS	27,129	0	195,000	3,259	3,259	118,000	
TOTAL EXPENDITURES	27,129	0	195,000	3,259	3,259	118,000	
	=====	=====	=====	=====	=====	=====	=====

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 four hotels in Schertz; the Best Western Plus with 61 rooms, Hampton Inn with 98 rooms, La Quinta with 81 rooms and Fairfield Inn with 118 rooms. These revenues are used to support Schertz as a destination location. Advertising campaigns to increase awareness of all Schertz has to offer reach citizens all across the State and beyond.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$520,424	\$520,000	\$500,000
Miscellaneous	28,838	47,700	53,000
<i>Total</i>	<i>\$549,261</i>	<i>\$567,700</i>	<i>\$553,000</i>
<i>Expenses</i>			
City Support Services	\$85,797	\$95,650	\$112,446
Operations Support	32,375	14,000	46,000
Professional Services	4,276	27,537	3,000
Fund Charges/Transfers	67,605	67,582	74,428
Building Maintenance	7,879	0	20,000
Capital Outlay	8,255	0	250,000
<i>Total</i>	<i>\$206,188</i>	<i>\$204,769</i>	<i>\$505,894</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2019-20 is expected to decrease 2.6% from the FY 2018-19 year end estimates due to recent events that may effect capacity.

Expenses: The Hotel Motel Tax Fund FY 2019-20 Budget increased 59.5% from FY 2018-19 year end estimates. FY 2017-18 included \$250,000 of AV upgrades to the Civic Center which increased the budget higher than it is normally.

314-HOTEL TAX

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	499,466	520,424	500,000	425,490	520,000	500,000	
Miscellaneous	12,295	28,838	28,000	35,825	47,700	53,000	
TOTAL REVENUES	511,761	549,261	528,000	461,315	567,700	553,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL GENERAL GOVERNMENT	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL EXPENDITURES	193,950	206,188	256,732	158,300	204,769	505,894	
REVENUE OVER/(UNDER) EXPENDITURES	317,811	343,073	271,268	303,015	362,931	47,106	
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

REVENUES

	2016-2017	2017-2018	((----- 2018-2019 -----))((----- 2019-2020 -----))				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	<u>499,466</u>	<u>520,424</u>	<u>500,000</u>	<u>425,490</u>	<u>520,000</u>	<u>500,000</u>	<u> </u>
TOTAL Taxes	<u>499,466</u>	<u>520,424</u>	<u>500,000</u>	<u>425,490</u>	<u>520,000</u>	<u>500,000</u>	<u> </u>
<u>Fund Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	<u>547</u>	<u>2,668</u>	<u>3,000</u>	<u>1,921</u>	<u>2,700</u>	<u>3,000</u>	<u> </u>
000-491200 Investment Income	<u>11,748</u>	<u>26,170</u>	<u>25,000</u>	<u>33,904</u>	<u>45,000</u>	<u>50,000</u>	<u> </u>
TOTAL Miscellaneous	<u>12,295</u>	<u>28,838</u>	<u>28,000</u>	<u>35,825</u>	<u>47,700</u>	<u>53,000</u>	<u> </u>
 TOTAL REVENUES	 <u>511,761</u> <u>=====</u>	 <u>549,261</u> <u>=====</u>	 <u>528,000</u> <u>=====</u>	 <u>461,315</u> <u>=====</u>	 <u>567,700</u> <u>=====</u>	 <u>553,000</u> <u>=====</u>	 <u> </u> <u>=====</u>

314-HOTEL TAX

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
101-532800 Special Events	54,505	54,430	60,650	40,444	60,650	62,466	
101-532820 Community Programs	30,100	31,368	50,000	27,764	35,000	50,000	
TOTAL City Support Services	84,605	85,797	110,650	68,209	95,650	112,466	
<u>Operations Support</u>							
101-534100 Advertising	21,726	18,845	49,500	0	0	30,000	
101-534120 Advertising-Billboards	14,702	13,530	16,000	11,868	14,000	16,000	
TOTAL Operations Support	36,428	32,375	65,500	11,868	14,000	46,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	0	1,276	0	27,537	27,537	0	
101-541400 Auditor/Accounting Service	3,000	3,000	3,000	0	0	3,000	
TOTAL Professional Services	3,000	4,276	3,000	27,537	27,537	3,000	
<u>Fund Charges/Transfers</u>							
101-548000 Transfer Out	0	0	67,582	0	0	0	
101-548100 Interfund Transfer Out	66,405	67,605	0	50,687	67,582	74,428	
TOTAL Fund Charges/Transfers	66,405	67,605	67,582	50,687	67,582	74,428	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	3,512	7,879	10,000	0	0	20,000	
TOTAL Maintenance Services	3,512	7,879	10,000	0	0	20,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	0	8,255	0	0	0	250,000	
TOTAL Capital Outlay	0	8,255	0	0	0	250,000	
TOTAL NON DEPARTMENTAL	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL GENERAL GOVERNMENT	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL EXPENDITURES	193,950	206,188	256,732	158,300	204,769	505,894	
=====	=====	=====	=====	=====	=====	=====	=====

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$139,000	\$30,000	\$70,000
Fund Transfers	0	0	99,000
Miscellaneous	6,848	8,000	8,000
<i>Total</i>	<i>\$145,848</i>	<i>\$38,000</i>	<i>\$177,000</i>
<i>Expenses</i>			
Professional Services	\$16,139	\$10,000	\$0
Operating Equipment	1,426	15,204	0
Capital Outlay	121,934	151,308	177,000
<i>Total</i>	<i>\$139,499</i>	<i>\$176,512</i>	<i>\$177,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2019-20 is expected to increase \$40,000 from the FY 2018-19 year end estimates from new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects. In FY 2019-20 an additional \$99,000 is budgeted to be used from reserves.

Expenses: The FY 2019-20 Budget increases 0.2% from the FY 2018-19 year end estimate. Park development for FY 2019-20 for two new pavilions at the Community Playscape and Crescent Bend Park and replacing a woodchip path with decomposed granite at Heritage Oaks Park.

317-PARK FUND

FINANCIAL SUMMARY

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	98,000	139,000	70,000	11,000	30,000	70,000	
Fund Transfers	0	0	76,512	0	0	99,000	
Miscellaneous	<u>3,716</u>	<u>6,848</u>	<u>30,000</u>	<u>14,899</u>	<u>8,000</u>	<u>8,000</u>	
TOTAL REVENUES	101,716	145,848	176,512	25,899	38,000	177,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>78,626</u>	<u>139,499</u>	<u>176,512</u>	<u>101,192</u>	<u>176,512</u>	<u>177,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>78,626</u>	<u>139,499</u>	<u>176,512</u>	<u>101,192</u>	<u>176,512</u>	<u>177,000</u>	
TOTAL EXPENDITURES	78,626	139,499	176,512	101,192	176,512	177,000	
REVENUE OVER/(UNDER) EXPENDITURES	23,090	6,349	0	(75,293)	(138,512)	0	
	=====	=====	=====	=====	=====	=====	=====

317-PARK FUND

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458800 Parkland Dedication	98,000	139,000	70,000	11,000	30,000	70,000	
TOTAL Fees	98,000	139,000	70,000	11,000	30,000	70,000	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	0	0	76,512	0	0	99,000	
TOTAL Fund Transfers	0	0	76,512	0	0	99,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	323	795	750	826	1,000	1,000	
000-491200 Investment Income	3,393	6,054	7,000	5,103	7,000	7,000	
000-493700 Donations	0	0	0	8,557	0	0	
000-497000 Misc Income	0	0	0	414	0	0	
000-499100 Transfer From Parks Reserves	0	0	22,250	0	0	0	
TOTAL Miscellaneous	3,716	6,848	30,000	14,899	8,000	8,000	
 TOTAL REVENUES	 101,716	 145,848	 176,512	 25,899	 38,000	 177,000	 =====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

317-PARK FUND

PUBLIC ENVIRONMENT EXPENDITURES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKLAND DEDICATION =====							
Supplies							
Utility Services							
Professional Services							
301-541300 Other Consol/prof Services	0	16,139	10,000	4,840	10,000	0	
TOTAL Professional Services	0	16,139	10,000	4,840	10,000	0	
Fund Charges/Transfers							
Maintenance Services							
Operating Equipment							
301-571000 Sign/Fixtures	19,487	1,426	5,000	470	5,000	0	
301-571700 Improvements Under \$5,000	0	0	10,204	9,041	10,204	0	
TOTAL Operating Equipment	19,487	1,426	15,204	9,511	15,204	0	
Capital Outlay							
301-581700 Improvements Over \$5,000	59,139	121,934	151,308	86,841	151,308	177,000	
TOTAL Capital Outlay	59,139	121,934	151,308	86,841	151,308	177,000	
TOTAL PARKLAND DEDICATION	78,626	139,499	176,512	101,192	176,512	177,000	

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$100,522	\$10,000	\$70,000
Miscellaneous	6,888	8,750	8,750
<i>Total</i>	<i>\$107,410</i>	<i>\$18,750</i>	<i>\$78,750</i>
<i>Expenses</i>			
Maintenance Services	\$7,518	\$25,000	\$75,000
<i>Total</i>	<i>\$7,518</i>	<i>\$25,000</i>	<i>\$75,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2019-20 is expected to increase by \$60,000 from 2018-19 year end estimate with an expected additional new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects.

Expenses: The FY 2019-20 Budget will increase by \$50,000 from the FY 2018-19 year end estimate for additional tree trimming and planting shade trees throughout the city.

319-TREE MITIGATION

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	74,116	100,522	72,500	(2,653)	10,000	70,000	
Miscellaneous	3,311	6,888	7,750	7,865	8,750	8,750	
TOTAL REVENUES	77,427	107,410	80,250	5,213	18,750	78,750	
EXPENDITURE SUMMARY							
PUBLIC ENVIRONMENT							
TREE MITIGATION	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL PUBLIC ENVIRONMENT	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL EXPENDITURES	85,901	7,518	75,000	11,500	25,000	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	(8,474)	99,892	5,250	(6,287)	(6,250)	3,750	
	=====	=====	=====	=====	=====	=====	=====

319-TREE MITIGATION

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

REVENUES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458900 Tree Mitigation	<u>74,116</u>	<u>100,522</u>	<u>72,500</u>	(<u>2,653</u>)	<u>10,000</u>	<u>70,000</u>	<u> </u>
TOTAL Fees	<u>74,116</u>	<u>100,522</u>	<u>72,500</u>	(<u>2,653</u>)	<u>10,000</u>	<u>70,000</u>	<u> </u>
<u>Fund Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	<u>58</u>	<u>1,153</u>	<u>750</u>	<u>640</u>	<u>750</u>	<u>750</u>	<u> </u>
000-491200 Investment Income	<u>3,253</u>	<u>5,736</u>	<u>7,000</u>	<u>7,226</u>	<u>8,000</u>	<u>8,000</u>	<u> </u>
TOTAL Miscellaneous	<u>3,311</u>	<u>6,888</u>	<u>7,750</u>	<u>7,865</u>	<u>8,750</u>	<u>8,750</u>	<u> </u>
 TOTAL REVENUES	 <u>77,427</u> =====	 <u>107,410</u> =====	 <u>80,250</u> =====	 <u>5,213</u> =====	 <u>18,750</u> =====	 <u>78,750</u> =====	 <u> </u> =====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

319-TREE MITIGATION

PUBLIC ENVIRONMENT EXPENDITURES		((----- 2018-2019 -----))((----- 2019-2020 -----))					
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
TREE MITIGATION =====							
Supplies							
Professional Services							
Fund Charges/Transfers							
Maintenance Services							
302-551110 Trees	51,843	7,518	75,000	11,500	25,000	0	
302-551710 Landscaping	34,059	0	0	0	0	75,000	
TOTAL Maintenance Services	85,901	7,518	75,000	11,500	25,000	75,000	
Operating Equipment							
Capital Outlay							
TOTAL TREE MITIGATION	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL PUBLIC ENVIRONMENT	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL EXPENDITURES	85,901 =====	7,518 =====	75,000 =====	11,500 =====	25,000 =====	75,000 =====	=====

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$18,863	\$21,000	\$20,000
Miscellaneous	1,208	1,558	1,750
<i>Total</i>	<i>\$20,071</i>	<i>\$22,558</i>	<i>\$21,750</i>
<i>Expenses</i>			
Supplies	\$234	\$150	\$200
City Support Services	5,830	12,000	12,000
Operating Equipment	9,994	19,500	9,000
<i>Total</i>	<i>\$16,058</i>	<i>\$31,650</i>	<i>\$21,200</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2019-20 is expected to decrease 3.6% from the FY 2018-19 year end estimate due to fewer estimated book sales.

Expenses: The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

609-LIBRARY BOARD

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	23,381	18,863	22,000	16,995	21,000	20,000	
Fund Transfers	0	0	9,500	0	0	0	
Miscellaneous	624	1,208	900	1,407	1,558	1,750	
TOTAL REVENUES	24,005	20,071	32,400	18,402	22,558	21,750	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL GENERAL GOVERNMENT	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL EXPENDITURES	19,878	16,058	32,400	8,330	31,650	21,200	
REVENUE OVER/(UNDER) EXPENDITURES	4,127	4,013	0	10,071	(9,092)	550	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

	REVENUES						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Fees							
000-458100 Sale of Merchandise	23,381	18,800	22,000	16,995	21,000	20,000	
000-458200 Sale of Recycling Material	0	63	0	0	0	0	
TOTAL Fees	23,381	18,863	22,000	16,995	21,000	20,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	9,500	0	0	0	
TOTAL Fund Transfers	0	0	9,500	0	0	0	
Miscellaneous							
000-491000 Interest Earned	48	372	100	513	550	550	
000-491200 Investment Income	468	836	300	887	1,000	1,000	
000-493000 Donations	100	0	500	0	0	200	
000-497000 Misc. Income - Library	8	1	0	6	8	0	
TOTAL Miscellaneous	624	1,208	900	1,407	1,558	1,750	
TOTAL REVENUES	24,005	20,071	32,400	18,402	22,558	21,750	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	157	234	400	0	150	200	
TOTAL Supplies	157	234	400	0	150	200	
<u>City Support Services</u>							
101-532800 Special Events	8,728	5,830	12,000	8,330	12,000	12,000	
TOTAL City Support Services	8,728	5,830	12,000	8,330	12,000	12,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
101-571400 Library Materials	8,594	9,994	20,000	0	19,500	9,000	
101-571500 Improvement Under \$5,000	2,400	0	0	0	0	0	
TOTAL Operating Equipment	10,994	9,994	20,000	0	19,500	9,000	
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL							
	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL GENERAL GOVERNMENT							
	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL EXPENDITURES							
	19,878	16,058	32,400	8,330	31,650	21,200	
	=====	=====	=====	=====	=====	=====	=====

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$759	\$1,000	\$1,000
Fund Transfers	4,806	5,250	10,750
<i>Total</i>	<i>\$5,565</i>	<i>\$6,250</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	704	900	1,500
Operations Support	0	0	500
Staff Support	0	2,250	5,150
Professional Services	1,456	1,600	1,600
Operating Equipment	-263	1,500	3,000
<i>Total</i>	<i>\$1,897</i>	<i>\$6,250</i>	<i>\$11,750</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2019-20 will remain at the same funding allocation as FY 2018-19.

Expenses: The Historical Committee's FY 2019-20 Budget will remain the as the FY 2018-19 Budget.

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	499	756	1,000	776	1,000	1,000	_____
Fund Transfers	2,909	4,806	10,750	0	5,250	10,750	_____
Miscellaneous	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL REVENUES	3,408	5,565	11,750	776	6,250	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	<u>2,909</u>	<u>1,897</u>	<u>11,750</u>	<u>2,346</u>	<u>6,250</u>	<u>11,750</u>	<u>_____</u>
TOTAL CULTURAL	<u>2,909</u>	<u>1,897</u>	<u>11,750</u>	<u>2,346</u>	<u>6,250</u>	<u>11,750</u>	<u>_____</u>
TOTAL EXPENDITURES	2,909	1,897	11,750	2,346	6,250	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	499	3,668	0	(1,570)	0	0	
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

REVENUES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458100 Sale of Merchandise	<u>499</u>	<u>756</u>	<u>1,000</u>	<u>776</u>	<u>1,000</u>	<u>1,000</u>	<u> </u>
TOTAL Fees	<u>499</u>	<u>756</u>	<u>1,000</u>	<u>776</u>	<u>1,000</u>	<u>1,000</u>	<u> </u>
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	<u>0</u>	<u>0</u>	<u>10,750</u>	<u>0</u>	<u>5,250</u>	<u>10,750</u>	<u> </u>
000-486106 Transfer In-Special Events	<u>2,909</u>	<u>4,806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Fund Transfers	<u>2,909</u>	<u>4,806</u>	<u>10,750</u>	<u>0</u>	<u>5,250</u>	<u>10,750</u>	<u> </u>
<u>Miscellaneous</u>							
000-497000 Misc. Income	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Miscellaneous	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL REVENUES	<u>3,408</u>	<u>5,565</u>	<u>11,750</u>	<u>776</u>	<u>6,250</u>	<u>11,750</u>	<u> </u>
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

CULTURAL							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
HISTORICAL COMMITTEE							
=====							
Supplies							
609-521000 Operating Supplies	771	704	1,500	746	900	1,500	
TOTAL Supplies	771	704	1,500	746	900	1,500	
Operations Support							
609-534200 Printing & Binding	0	0	500	0	0	500	
TOTAL Operations Support	0	0	500	0	0	500	
Staff Support							
609-535200 Awards	140	0	1,000	131	250	1,000	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	4,000	0	2,000	4,000	
TOTAL Staff Support	140	0	5,150	131	2,250	5,150	
Professional Services							
609-541300 Other Consl/Prof Services	1,500	1,456	1,600	1,469	1,600	1,600	
TOTAL Professional Services	1,500	1,456	1,600	1,469	1,600	1,600	
Operating Equipment							
609-571810 Event Banners	498	(263)	3,000	0	1,500	3,000	
TOTAL Operating Equipment	498	(263)	3,000	0	1,500	3,000	
TOTAL HISTORICAL COMMITTEE	2,909	1,897	11,750	2,346	6,250	11,750	
TOTAL CULTURAL	2,909	1,897	11,750	2,346	6,250	11,750	
TOTAL EXPENDITURES	2,909	1,897	11,750	2,346	6,250	11,750	
	=====	=====	=====	=====	=====	=====	=====

Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than \$5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.

Glossary

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

Glossary

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optimum state or ultimate goal of the City or Department.

BACKGROUND

In accordance with applicable statutes and the City Charter, the City Manager submitted a budget proposal to the City Council for consideration on August 9, 2019. The City Council held public hearings for the Proposed Budget on August 27, 2019 and, tonight, September 3, 2019.

In the General Fund, Staff has proposed adding up to 9 new positions based on the results of the staffing study and to act on the results from the classification and compensation study. Each of the studies were performed by an independent firm.

The General Fund will also allocate \$4 million from its excess reserves to fund additional streets (\$2.7 million), sidewalks (\$300,000), and drainage projects (\$1 million).

The Water & Sewer Fund has an increase of \$160,000 in the sewer treatment expense for higher treatment costs and to service a growing population. The contribution to Schertz Seguin Local Government Corporation will increase \$220,000 in preparation of the new pipeline and water supply development. The contribution to Cibolo Creek Municipal Authority will increase \$310,00 for additional costs to construct the south treatment plant. Aviation Heights water line replacement will begin phase 1 next year which is estimated at \$400,000 and another water tank will be cleaned and painted which is estimated at \$350,000.

The Water & Sewer Fund will also allocate \$2,500,000 for a new transmission main at Live Oak and Weiderstien.

A copy of the proposed budget is available for view on the City's webpage www.schertz.com. Also included on the same page of the website are copies of the PowerPoint presentation to City Council, and the property tax notice required by the state statutes.

GOAL

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

COMMUNITY BENEFIT

This budget will provide for additional resources to areas identify by citizens, city council, staff, and an independent firm for strategic staffing levels.

It will also provide for additional capital improvements for streets, sidewalks, drainage, water utilities, and sewer utilities.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that the City Council approve the first reading of Ordinance No. 19-T-23, adopting the budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

FISCAL IMPACT

General Fund	\$39,187,985
Tax I&S Fund	7,027,003
Water & Sewer Fund	27,882,526

Capital Recovery - Water	256,000
Capital Recovery - Sewer	260,500
Drainage Fund	1,265,709
EMS Fund	9,598,811
SEDC	7,952,931
Special Events Fund	24,510
PEG Fund	118,000
Hotel Occupancy Fund	505,894
Park Fund	177,000
Tree Mitigation	75,000
Library Fund	21,200
Historical Committee	11,750
Total:	\$94,364,819

RECOMMENDATION

Staff recommends that the City Council approve the first reading of Ordinance No. 19-T-23, adopting the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

Attachments

Ordinance 19-T-23

FY 2019-20 Proposed Budget

ORDINANCE NO. 19-T-23

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SCHERTZ, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, a Public Hearing was held by the City Council of the City of Schertz, Texas on the 27th day of August 2019, and the 3rd day of September 2019; and

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

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

SECTION 1.

The budget of the expenditures of the City of Schertz for the ensuing fiscal year beginning October 1, 2019, and ending September 30, 2020, 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 2019, and ending the thirtieth day of September 2020.

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:

2019-2020 Budget

General Fund	\$39,187,985
Tax I&S Fund	7,027,003
Water & Sewer Fund	27,882,526
Capital Recovery - Water	256,000
Capital Recovery - Sewer	260,500
Drainage Fund	1,265,709
EMS Fund	9,598,811
SEDC	7,952,931
Special Events Fund	24,510
PEG Fund	118,000
Hotel Occupancy Fund	505,894
Park Fund	177,000
Tree Mitigation	75,000
Library Fund	21,200
Historical Committee	11,750
Total:	\$94,364,819

SECTION 3.

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

SECTION 4.

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

SECTION 5.

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

SECTION 6.

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

PASSED AND APPROVED ON FIRST READING THIS 3rd DAY OF SEPTEMBER 2019.

PASSED AND APPROVED ON SECOND READING THIS 10th DAY OF SEPTEMBER 2019.

Michael Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY OF SCHERTZ



FY 2019-20 PROPOSED BUDGET

City of Schertz

Fiscal Year 2019-20

Budget Cover Page

This budget will raise more total property taxes than last year's budget by \$982,470 or 5% increase, and of that amount, \$659,141 is tax revenue to be raised from new property added to the tax roll this year.

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

FOR: N/A

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: N/A

Property Tax Rate Comparison

	2019-20	2018-19
Property Tax Rate:	\$0.5146/100	\$0.5146/100
Effective Rate:	\$0.5057/100	\$0.4892/100
Effective Maintenance & Operations Tax Rate:	\$0.3437/100	\$0.3238/100
Rollback Tax Rate:	\$0.5362/100	\$0.5146/100
Debt Rate:	\$0.1650/100	\$0.1649/100

Total debt obligation for the City of Schertz secured by property taxes: \$ 81,867,516

CITY OF SCHERTZ 2019-20 BUDGET

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Executive Summary

General Fund

Revenue: General Fund revenue will increase 2.5% over FY 2018-19 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2019-20 are estimated to increase 4.5% and sales taxes are estimated to increase 4%.

The sales tax growth trend follows the area development growth and the potential for new businesses while is still conservative when looking at the long-term average.

Franchise Fees are expected to decrease 6.5% with legislative changes limiting fees Cities can collect from cable/telecom providers for the use of the City's right-of-way.

Permits are expected to increase 9.1% due to an uptick expected development in FY 2019-20. Fees, Fines, and Other Tax are expected to remain at the same levels as FY 2018-19 with no observable factors affecting the collection rates.

Miscellaneous Income is expected to decrease 16.6% in FY 2019-20 with fewer deployments and reimbursements for the City's Firefighters. Throughout the end of FY2016-17 and all of FY 2017-18, City of Schertz Firefighters were deployed to disasters statewide ranging from Hurricane Harvey aftermath to wildfires to render aid. These deployments are fully reimbursed by Federal and State programs. FY 2018-19 saw the final reimbursements being made for those incidents.

Expenses: The overall FY 2019-20 General Fund Operating Budget increased 6.6% from FY 2018-19 year end estimates. This increase includes \$631,000 for new positions and personnel programs for Police, Fire, Animal Services, Engineering, Streets, Parks, and Fleet Services. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City and the feedback received in the 2019 Citizen Survey.

Another notable item for the FY 2019-20 Budget is the implementation of the Classification & Compensation Study's first year recommendation. This study by a 3rd party reviews market wages and makes recommendations for compensation adjustments for City staff. Having comparable market wages is important so the City can retain good employees and fill vacancies with qualified individuals. The upcoming budget has \$275,000 set aside to act on the study's recommendation.

The remainder of the increase from the FY 2018-19 year end estimates is to continue the annual merit program for staff, set a contingency amount at 0.8% of the budget, and to estimate all tax reimbursement agreements with applicable business in Schertz will be earned and paid.

In FY 2017-18 a new permit software began the implementation process. The total project cost is estimated to be \$375,000 and will improve the plan review and permit issuing process by making it streamlined for a faster and more convenient way for developers

and residents to build in Schertz. The estimated remaining project cost remaining to be expensed is \$190,000 for FY 2019-20.

City Council

The Proposed FY 2019-20 Budget increases 17.8% from the FY 2018-19 year end estimates. This budget will now include the Volunteer Appreciation Luncheon which was moved from special events. New tablets, phones, and monitors will be purchased in FY 2019-20 in anticipation of new councilmembers.

City Manager

The FY 2019-20 Budget increases 8.1% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.

Municipal Court

The FY 2019-20 Budget decreases 6.9% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

311 Customer Service

The FY 2019-20 Budget decreases 14.9% from the FY 2018-19 year end estimate due to personnel savings.

Planning & Zoning

The FY 2019-20 Budget increases 8.0% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.

Legal Services

The FY 2019-20 Budget decreases 3.2% from the FY 2018-19 year end estimate with less planned billable hours for legal services.

City Secretary

The FY 2019-20 Budget decreases 7.2% from the FY 2018-19 year end estimate due to personnel turnover.

Non-Departmental

The FY 2019-20 Budget increases 44.7% from the FY 2018-19 year end estimate. The City Support services increase is to set a total \$300,000 in a contingency funds and \$275,000 to act on the Classification and Compensation study recommendation. City Assistance will increase \$496,000 in anticipation of paying out all eligible tax reimbursements to applicable businesses. The fund transfer to the Special Events fund has been removed as these events will now be located in the Parks Department and will no longer require a transfer.

Public Affairs

The FY 2019-20 Budget decreases 7.3% from the FY 2018-19 year end estimate due to approving lower cost design and postage contracts for the magazine.

Engineering

The FY 2019-20 Budget increases 4.0% from the year end estimate with the addition of a second Engineer position. This increase is partially offset by less expected plan review professional services and less capital outlay.

GIS

The FY 2019-20 Budget increases 1.7% from the FY 2018-19 year end estimate for higher personnel and training costs.

Police

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate. Personnel increases 4.6% with the addition of a new Patrol Officer position, an update to the holiday pay policy, and the citywide annual merit. With a higher staffing rate and fuel costs anticipated, Utility Services shows an increase 21.5%. Every 3 years the City renews 4 leased vehicles for use by the Police Department and it is set to renew in FY 2019-20 for \$57,600. In Capital Outlay, the number of patrol vehicles needing to be purchased and replaced increased from 7 in FY 2018-19 to 9 in FY 2019-20.

Fire Rescue

The FY 2019-20 Budget will increase 1.8% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

Inspections

The FY 2019-20 Budget increases 2.1% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

Streets

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate. Personnel will increase 26.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

Parks

The FY 2019-20 Budget will increase 2.0% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.

Pools

The FY 2019-20 Budget will decrease 1.2% from the FY 2018-19 year end estimate due to the decrease in utility services, professional services, operating equipment. This decrease was offset by an increase in Contract Maintenance to update the value to actual costs incurred by the YMCA.

Event Facilities

The FY 2019-20 Budget will increase 11.3% from the FY 2018-19 year end estimate due to the cleaning contract for the Civic Center not being fully executed until FY 2019-20. Also included in the increase is the purchase of replacement office equipment.

Library

The FY 2019-20 budget will decrease 0.2% from the FY 2018-19 year end estimate. The increase in general operating costs will be offset by the 2018-19 one time increase of \$20,000 for library materials that is not included in the 2019-20 budget.

Animal Services

The FY 2019-20 Budget will increase 39.2% from the FY 2018-19 year end estimates due to the increase in personnel costs from the addition of 2 full time Animal Shelter Technicians and the purchase of a replacement Animal Service Officer vehicle.

Information Technology

The Information Technology FY 2019-20 Budget decrease 6.6% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

Human Resources

The FY 2019-20 Budget will increase 0.4% from the FY 2018-19 year end estimate due to the lower then expected unemployment claims in FY 2018-19. This increase is offset by the removal of the Class & Comp Study that was funded in FY 2018-19 but not in FY 2019-20.

Finance

The FY 2019-20 Budget will increase 0.6% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

Purchasing & Asset Management

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate due to general operating cost increases.

Fleet Services

The FY 2019-20 Budget will increase 29.4% from the FY 2018-19 year end estimate due the additional personnel costs of the new Fleet Manager position as well as the transfer of a facilities services technician position that was converted into a Fleet Administrative Assistant.

Facility Services

The FY 2019-20 Budget will decrease 2.9% from the FY 2018-19 year end estimates due to the transfer of 1 facilities services technician position to the fleet department to be converted to Administrative assistant. In addition, the decrease is also due to lower costs for building maintenance.

City Assistance

The FY 2019-20 Budget will decrease 0.8% from the FY 2018-19 year end estimate due to a decrease in the donation expense for the senior center to match revenue projections. This decrease is offset by an increase in the transportation assistance program to match growth.

Court Restricted Funds

The FY 2019-20 Budget will increase \$559.00 from the FY 2018-19 to match the increase in court technology fee projections.

Interest & Sinking Fund

Revenues: Revenues for FY 2019-20 increase 7.5% from the FY 2018-19 estimate with a \$144,003 transferred from reserves for the year. This withdraw is a planned transfer of excess reserves to reduce the tax rate.

Expenses: The FY 2019-20 Budget will increase 4.4% from the FY 2018-19 year end estimate with the issuance of Certificates of Obligation, Series 2019.

Water & Sewer Fund

Revenue: Revenues for FY 2019-20 are expected to increase 13.1% from the FY 2017-18 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

Expenses: The FY 2019-20 Budget increases 10.6% from the FY 2018-19 year end estimates to fund a new water main, utility relocations, waterline replacements, and water tank painting.

Utility Billing

The FY 2019-20 Budget increases 8.6% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

Administration

The FY 2019-20 Budget will decrease 0.5% from the FY 2018-19 year end estimate. Increases in personnel costs for the annual merit program, in Fund Charges/Transfers for additional contributions to Schertz Seguin Local Government Corporation (SSLGC) and the Cibolo Creek Municipal Authority (CCMA) for the water pipeline project and south wastewater treatment plant construction, in Maintenance Services for the increase in CCMA's treatment fee, and setting a contingency account for \$100,000 in City Support Services for general use, are all offset in FY 2019-20 by fewer large equipment and vehicle purchases in Capital Outlay.

Capital Recovery Fund – Water

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.

Capital Recovery Fund - Sewer

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

Drainage Fund

Revenue: The FY 2019-20 revenue from drainage fees is expected to increase 2.5% with new commercial and residential development occurring in the City. Overall revenue will increase 0.2% from the prior year which saw the remainder or a one time contribution from Cibolo for the Cibolo Creek Bridge reconstruction.

Expenses: The FY 2019-20 Budget will increase 9.7% from the FY 2018-19 year end estimate for the operating accounts not including projects. The increase is due to higher personnel costs related to the annual merit program, setting a contingency at \$30,000, additional Maintenance Services for a new outsourced mowing contract to improve services, and additional large equipment and vehicle purchases.

EMS Fund

Revenue: Revenues for FY 2019-20 are expected to increase 0.2% from FY 2018-19 year end estimates. The additional transports increasing revenue is offset by a 5.6% decrease in the Inter-Jurisdictional revenues to provide coverage for each community serviced by the City's EMS.

Expenses: The FY 2019-20 Budget will increase 8.7% from the FY 2018-19 year end estimate. Included in the FY 2019-20 budget is the converting a billing clerk to a billing specialist, an upgrade to Rescue Net billing software, hiring a new part-time supply coordinator, and Paramedic school program for EMTs. In addition to these programs, capital outlay has increased \$364,500 for a replacement ambulance and 2 replacement vehicles.

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 2019-20 is projected to increase by 34.3% from the FY 2018-19 year-end estimate. The increase reflects a 4% increase in sales tax revenue, and transfer from reserves of \$3,110,648 for Performance Agreements.

Expenses: The expenses for FY 2019-20 are projected to increase by 6,175,000 from the FY 2018-19 year end estimate to include an additional \$5,675,000 in Annual Infrastructure Grants associated with SEDC Performance Agreements and \$500,000 as a contribution for improvements on Main Street.

Special Events Fund

Revenue: The revenue for FY 2019-20 is expected to decrease 82.1% from FY 2018-19 year end estimates due to all events with the exception of Walk for Life and Hal Baldwin Scholarship being moved to the General Fund to be tracked in the parks department.

Expenses: The Special Events Fund FY 2019-20 Budget decreased 82.1% from the FY 2018-19 year end estimates. This decrease is caused by moving multiple events to the general fund to be assigned to the parks department.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2019-20 are expected to increase 36.9% from the FY 2018-19 year end estimates with a \$28,000 transfer from reserves to continue the communication master plan.

Expenses: The PEG Fund FY 2019-20 Budget increased \$114,741 from the FY 2018-19 year end estimates with the continued implementation of the communication master plan.

Hotel Motel Tax Fund

Revenue: Revenue for FY 2019-20 is expected to decrease 2.6% from the FY 2018-19 year end estimates due to recent events that may effect capacity.

Expenses: The Hotel Motel Tax Fund FY 2019-20 Budget increased 59.5% from FY 2018-19 year end estimates. FY 2017-18 included \$250,000 of AV upgrades to the Civic Center which increased the budget higher than it is normally.

Park Fund

Revenue: The revenue for FY 2019-20 is expected to increase \$40,000 from the FY 2018-19 year end estimates from new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects. In FY 2019-20 an additional \$99,000 is budgeted to be used from reserves.

Expenses: The FY 2019-20 Budget increases 0.2% from the FY 2018-19 year end estimate. Park development for FY 2019-20 for two new pavilions at the Community Playscape and Crescent Bend Park and replacing a woodchip path with decomposed granite at Heritage Oaks Park.

Tree Mitigation

Revenue: The revenue for FY 2019-20 is expected to increase by \$60,000 from 2018-19 year end estimate with an expected additional new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects.

Expenses: The FY 2019-20 Budget will increase by \$50,000 from the FY 2018-19 year end estimate for additional tree trimming and planting shade trees throughout the city.

Library Fund

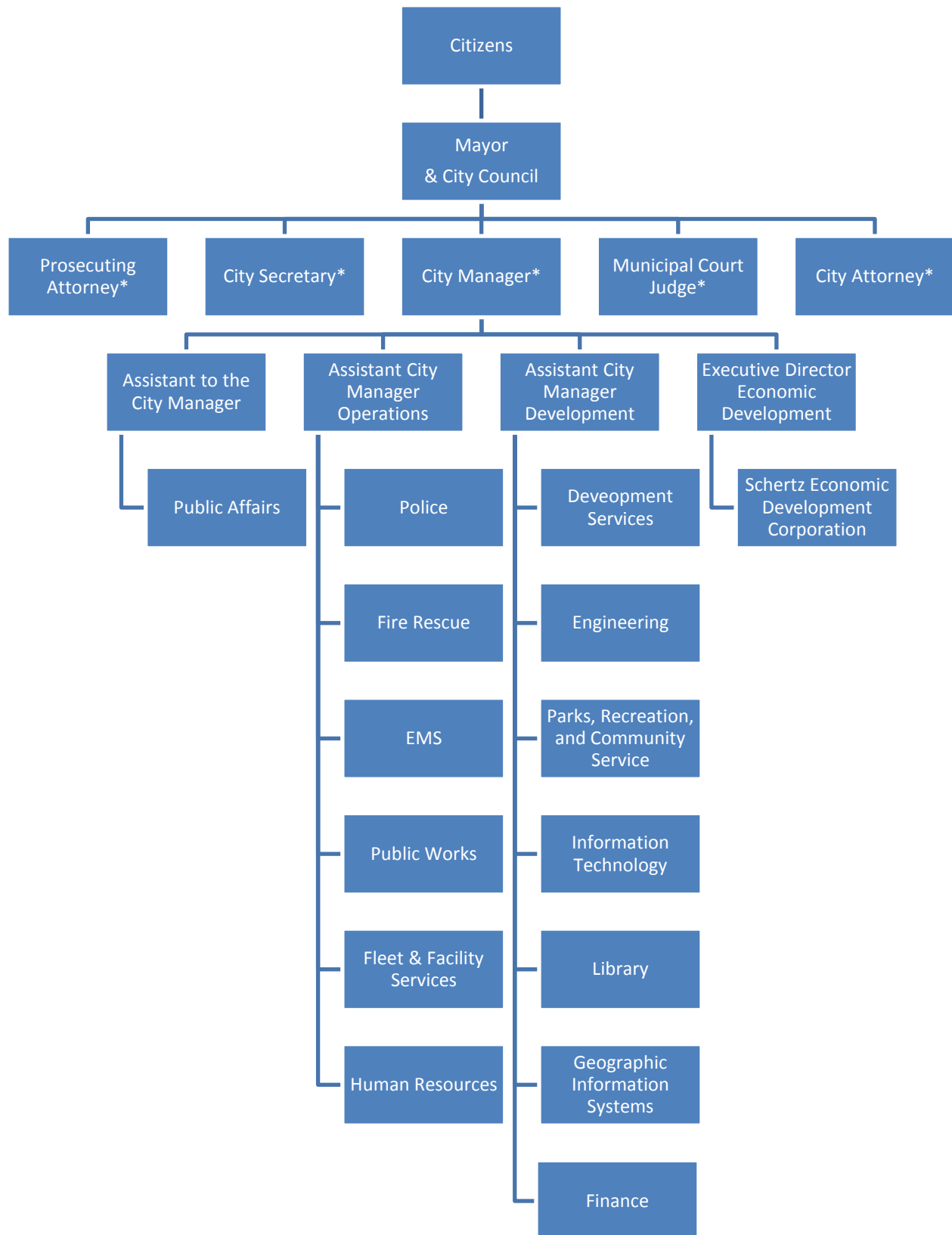
Revenues: Revenue for FY 2019-20 is expected to decrease 3.6% from the FY 2018-19 year end estimate due to fewer estimated book sales.

Expenses: The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

Historical Committee

Revenues: Revenue for FY 2019-20 will remain at the same funding allocation as FY 2018-19.

Expenses: The Historical Committee's FY 2019-20 Budget will remain the as the FY 2018-19 Budget.



101-GENERAL FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	18,449,210	20,507,460	21,519,002	20,347,243	22,410,167	23,448,050	
Franchises	2,213,197	2,308,335	2,373,687	1,623,950	2,337,000	2,184,000	
Permits	2,304,765	2,244,153	1,604,320	1,136,684	1,596,310	1,742,250	
Licenses	63,164	73,381	56,760	56,700	69,160	56,860	
Fees	2,661,261	2,587,847	1,843,973	1,991,773	2,368,010	2,390,134	
Fines & Forfeitures	23,339	20,902	22,000	12,024	13,000	12,000	
Inter-Jurisdictional	876,885	887,256	967,008	744,618	961,512	934,984	
Fund Transfers	2,484,140	2,989,901	5,063,249	2,163,155	2,811,303	7,512,457	
Miscellaneous	513,522	918,108	706,550	871,664	1,088,210	907,250	
TOTAL REVENUES	29,589,483	32,537,343	34,156,549	28,947,813	33,654,672	39,187,985	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
CITY COUNCIL	93,412	79,763	103,959	80,134	92,393	108,837	
CITY MANAGER	1,077,769	1,256,251	1,161,522	895,403	1,102,087	1,191,289	
MUNICIPAL COURT	342,228	368,540	346,940	298,351	364,028	338,749	
CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	126,128	107,359	
PLANNING & ZONING	214,454	220,761	240,266	181,504	233,629	252,393	
LEGAL SERVICES	150,698	129,958	160,000	77,903	155,000	150,000	
CITY SECRETARY	190,571	200,851	207,049	179,242	216,158	200,678	
NONDEPARTMENTAL	2,352,849	2,424,967	2,777,167	2,003,417	2,226,762	3,221,768	
PUBLIC AFFAIRS	319,030	301,935	652,091	527,829	650,058	602,287	
RECORDS MANAGEMENT	47,680	62,624	0	0	0	0	
SCHERTZ TALES MAGAZINE	349,950	370,241	0	(350)	0	0	
ENGINEERING	540,453	639,481	739,220	575,974	764,278	795,060	
GIS	163,735	172,851	175,311	151,912	179,050	182,053	
TOTAL GENERAL GOVERNMENT	5,960,607	6,349,363	6,685,482	5,071,915	6,109,571	7,150,473	
PUBLIC SAFETY							
POLICE	6,870,567	7,238,194	8,355,808	6,811,047	8,359,442	9,060,241	
FIRE RESCUE	4,076,531	4,806,193	5,275,184	4,287,706	5,344,301	5,440,917	
INSPECTIONS	811,916	923,193	895,579	810,242	974,938	995,205	
MARSHAL'S OFFICE	481,980	372,049	0	0	0	0	
TOTAL PUBLIC SAFETY	12,240,994	13,339,628	14,526,571	11,908,995	14,678,681	15,496,363	
PUBLIC ENVIRONMENT							
STREETS	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	
TOTAL PUBLIC ENVIRONMENT	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	

101-GENERAL FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKS & RECREATION							
PARKS	970,348	1,059,505	1,610,307	1,178,038	1,529,691	1,565,756	
SWIM POOL	629,056	578,573	639,878	353,952	576,530	569,878	
EVENT FACILITIES	117,289	125,438	425,605	262,883	353,718	393,772	
TOTAL PARKS & RECREATION	1,716,693	1,763,517	2,675,790	1,794,872	2,459,939	2,529,406	
CULTURAL							
LIBRARY	904,485	945,948	967,904	826,360	993,841	991,998	
TOTAL CULTURAL	904,485	945,948	967,904	826,360	993,841	991,998	
HEALTH							
ANIMAL SERVICES	555,661	529,980	500,269	393,437	494,819	688,547	
ENVIRONMENTAL HEALTH	204,879	199,779	0	0	0	0	
TOTAL HEALTH	760,540	729,759	500,269	393,437	494,819	688,547	
INTERNAL SERVICE							
INFORMATION TECHNOLOGY	1,544,743	1,838,909	2,790,759	1,726,492	2,626,020	2,452,588	
HUMAN RESOURCES	428,739	506,860	687,385	437,803	582,466	584,830	
FINANCE	604,458	565,676	625,482	498,900	602,723	606,277	
PURCHASING & ASSET MGT	191,858	230,539	229,399	192,569	230,002	232,488	
FLEET SERVICE	695,951	750,015	880,543	660,755	822,070	1,063,732	
BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,177,022	1,536,029	1,491,394	
TOTAL INTERNAL SERVICE	4,870,908	5,334,250	6,755,987	4,693,540	6,399,310	6,431,309	
MISC & PROJECTS							
PROJECTS	0	0	0	0	0	4,000,000	
CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	
COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	
TOTAL MISC & PROJECTS	298,521	318,591	377,666	238,403	355,099	4,352,992	
TOTAL EXPENDITURES	28,017,534	30,011,261	34,131,651	25,986,908	33,021,509	39,187,985	
REVENUE OVER/(UNDER) EXPENDITURES	1,571,949	2,526,081	24,898	2,960,905	633,163	0	
	=====	=====	=====	=====	=====	=====	=====

101-GENERAL FUND

REVENUES

((------ 2018-2019 -----))((------ 2019-2020 -----))							
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Taxes							
000-411100 Advalorem Tax-Current	11,128,370	11,849,652	13,122,952	13,423,044	13,450,000	14,060,000	
000-411110 Disable Veterans Assist Pymnt	0	0	0	201,117	201,117	300,000	
000-411200 Advalorem Tax-Delinquent (192)	73,378	50,000	46,486	50,000	50,000	
000-411300 Advalorem Tax-P&I	54,759	85,694	50,000	57,664	65,000	50,000	
000-411500 Sales Tax Revenue-Gen Fund	7,223,574	8,455,341	8,252,000	6,558,414	8,600,000	8,944,000	
000-411600 Bingo Tax	31	11	50	24	50	50	
000-411700 Mixed Beverage Tax	42,668	43,384	44,000	60,494	44,000	44,000	
TOTAL Taxes	18,449,210	20,507,460	21,519,002	20,347,243	22,410,167	23,448,050	
Franchises							
000-421200 Center Point/Entex Energy	68,524	80,245	82,989	75,797	83,000	90,000	
000-421220 City Public Service	910,771	975,967	1,022,834	691,054	1,020,000	1,020,000	
000-421240 Guadalupe Valley Elec Co-op	423,898	454,085	423,554	290,851	423,000	455,000	
000-421250 New Braunfels Utilities	69,790	71,119	74,473	49,206	75,000	78,000	
000-421300 Time Warner-State Franchise	273,989	305,571	298,638	241,405	300,000	180,000	
000-421460 AT&T Franchise Fee	200,597	137,206	152,419	110,962	150,000	75,000	
000-421480 Other Telecom Franchise - ROW	135,724	129,917	162,781	48,219	130,000	130,000	
000-421500 Solid Waste Franchise Fee	129,905	154,225	156,000	116,455	156,000	156,000	
TOTAL Franchises	2,213,197	2,308,335	2,373,687	1,623,950	2,337,000	2,184,000	
Permits							
000-431100 Home Occupation Permit	490	490	500	490	500	500	
000-431205 Bldg Permit-Residential	630,839	688,249	618,520	390,822	529,560	550,000	
000-431210 Bldg Permit-Commercial	630,642	687,368	270,000	93,094	270,000	350,000	
000-431215 Bldg Permit-General	534,711	329,072	220,000	274,842	335,000	350,000	
000-431300 Mobile Home Permit	300	350	300	650	650	400	
000-431400 Signs Permit	5,482	5,458	5,800	8,066	8,500	5,600	
000-431500 Food Establishmnt Permit	62,715	60,950	63,000	60,760	63,000	63,000	
000-431600 Garage Sale Permit	9,490	2,135	0	0	0	0	
000-431700 Plumbing Permit	139,490	161,472	128,800	99,149	128,800	138,950	
000-431750 Electrical Permit	71,500	82,140	65,500	56,900	65,500	70,900	
000-431800 Mechanical Permit	71,800	76,940	65,900	50,940	65,900	68,300	
000-431900 Solicitor/Peddler Permit	1,485	2,620	1,500	6,130	2,000	2,300	
000-431950 Animal/Pet Permit	365	90	1,000	0	500	500	
000-432000 Cert of Occupancy Prmt	5,650	6,450	6,500	6,900	6,500	6,300	
000-432100 Security Alarm Permit	40,356	51,697	36,000	36,721	42,900	43,000	
000-432300 Grading/Clearing Permit	9,046	14,646	15,000	11,738	12,000	12,500	
000-432400 Development Permit	61,037	39,252	81,000	16,495	40,000	50,000	
000-435000 Fire Permit	29,368	33,025	25,000	22,988	25,000	30,000	
000-436010 Network Nodes	0	1,750	0	0	0	0	
TOTAL Permits	2,304,765	2,244,153	1,604,320	1,136,684	1,596,310	1,742,250	
Licenses							
000-441000 Alcohol Beverage License	7,075	7,085	8,000	6,158	8,000	8,100	
000-441300 Mobile Home License	160	80	160	80	160	160	
000-442000 Contractors License	52,600	63,660	45,600	48,250	58,000	45,600	
000-444000 Pet License	3,329	2,556	3,000	2,212	3,000	3,000	
TOTAL Licenses	63,164	73,381	56,760	56,700	69,160	56,860	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

REVENUES

(----- 2018-2019 -----)(----- 2019-2020 -----)							
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
Fees							
000-451000 Municipal Court Fines	742,592	642,041	382,303	573,377	668,010	664,160	
000-451100 Arrest Fee	28,080	24,743	21,012	21,663	25,290	25,680	
000-451110 Expunction Fee	90	0	120	0	160	160	
000-451200 Warrant Fees	102,156	75,203	98,000	62,041	69,468	73,560	
000-451210 Court-Claims & Judgements (1,856)	0	0	(215)	0	0	
000-451320 Civil Justice Fee-Court	0	0	29	0	0	0	
000-451321 Civil Justice Fee-State	0	0	262	0	0	0	
000-451340 Judicial Fee-City	3,854	3,315	2,776	2,886	3,377	3,432	
000-451400 Traffic Fine Costs TTL	13,403	11,712	6,000	10,196	12,068	12,168	
000-451510 Juvenile Case Mgmt Fee	32,149	27,696	23,236	24,079	28,149	28,668	
000-451520 Truancy Fees	5,706	4,889	3,934	4,471	5,188	5,352	
000-451600 Technology Fund Fee	24,918	22,098	18,793	19,238	22,433	22,992	
000-451700 Security Fee	19,355	16,678	7,475	14,428	16,873	17,244	
000-451800 Time Payment Fee-City	5,936	4,986	4,119	4,290	4,881	4,968	
000-451850 State Fines 10% Service Fee	38,000	29,598	20,000	35,756	41,412	38,752	
000-451900 DPS Payment-Local	7,581	5,916	6,210	4,726	5,193	5,592	
000-452000 Child Safety Fee	3,210	6,798	4,874	7,641	10,708	10,356	
000-452100 Platting Fees	66,500	53,000	57,000	50,500	59,500	59,000	
000-452200 Site Plan Fee	28,000	36,000	38,000	29,000	34,000	36,000	
000-452300 Plan Check Fee	894,728	817,115	514,260	394,133	500,000	625,000	
000-452320 Tree Mitigation Admin Fee	11,800	17,369	12,000	1,298	12,000	15,000	
000-452400 BOA/Variance Fees	3,111	5,778	6,500	2,750	4,750	5,000	
000-452600 Specific Use/Zone Chng Fee	20,500	23,938	18,000	18,800	21,650	18,000	
000-452710 Zoning Ltr & Dev Rights	2,400	1,950	1,950	3,900	3,000	1,950	
000-453100 Reinspection Fees	108,427	169,225	100,100	192,915	220,000	170,000	
000-453110 Swim Pool Inspection Fee	2,530	2,620	2,920	1,320	2,900	2,500	
000-453200 Lot Abatement	2,243	1,615	5,000	750	2,500	5,000	
000-453211 Admin Fee-Inspections	15,800	24,600	15,500	9,900	15,500	18,600	
000-453310 Misc Inspection Fees	0	3,613	0	400	500	0	
000-453710 Foster Care	1,200	1,100	1,200	353	500	500	
000-454200 Pool Gate Admission Fee	25,465	23,053	24,000	18,723	24,000	24,000	
000-454300 Seasonal Pool Pass Fee	5,894	4,410	5,000	4,260	5,000	5,000	
000-456120 Senior Center Meal Fee	802	802	0	401	800	0	
000-456500 HAZ MAT Fees	400	0	5,000	1,041	5,000	5,000	
000-456600 Fire Re-inspection Fee	1,200	1,145	1,000	443	500	1,000	
000-458000 Sale of General Fixed Assets	0	19,252	20,000	0	0	20,000	
000-458100 Sale of Merchandise	0	0	0	2,086	3,000	0	
000-458110 Sale of Mdse - GovDeals	52,261	86,052	25,000	100,207	120,000	80,000	
000-458400 Civic Center Rental Fees	194,964	210,428	197,000	204,448	215,000	200,000	
000-458401 Capital Recovery Fee-Civic C	14,660	8,220	7,500	14,205	15,000	7,500	
000-458450 North Center Rental Fees	26,397	26,582	23,000	21,810	23,000	23,000	
000-458460 Senior Center Rental	8,100	4,600	7,200	6,300	7,000	7,000	
000-458500 Community Center Rental Fees	31,978	40,651	35,000	35,547	38,000	35,000	
000-458510 Grand Ballroom Rental Fees	0	0	0	2,500	0	0	
000-458540 Bluebonnet Hall Rental Fees	0	0	0	75	0	0	
000-458550 Pavilion Rental Fees	19,498	20,380	20,000	16,992	20,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,800	7,800	7,800	7,500	
000-458570 Non-Resident SYSA League	0	13,080	10,000	19,170	20,000	10,000	

101-GENERAL FUND

REVENUES

	2016-2017	2017-2018	2018-2019					2019-2020
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
000-458650 NonResident User Fee-BVYA	8,451	9,670	10,000	3,240	10,000	10,000		
000-458660 BVYA Utility Reimbursement	26,160	21,919	15,000	7,166	15,000	15,000		
000-458670 SYSA Utility Reimbursement	0	5,465	15,000	1,924	7,500	7,500		
000-458675 Lions Futbol Utility Reimbrsm	9,376	8,860	10,000	7,032	10,000	10,000		
000-458700 Vehicle Impoundment	9,860	10,920	10,000	7,820	9,440	10,000		
000-459200 NSF Check Fee	50	25	100	100	100	100		
000-459300 Notary Fee	126	96	200	42	125	100		
000-459400 Maps,Copies,UDC & Misc Fees	40	35	0	30	45	0		
000-459600 Animal Adoption Fee	18,581	18,827	12,500	9,002	12,000	12,000		
000-459700 Pet Impoundment Fee	6,267	6,257	6,300	4,268	4,000	5,000		
000-459800 Police Reports Fee	6,019	5,723	5,800	4,546	5,690	5,800		
000-459990 Fire - False Alarm Fee	4,500	0	0	0	0	0		
TOTAL Fees	2,661,261	2,587,847	1,843,973	1,991,773	2,368,010	2,390,134		
<u>Fines & Forfeitures</u>								
000-463000 Library Fines	23,339	20,902	22,000	12,024	13,000	12,000		
TOTAL Fines & Forfeitures	23,339	20,902	22,000	12,024	13,000	12,000		
<u>Inter-Jurisdictional</u>								
000-473100 Bexar Co - Fire	21,078	36,886	21,077	5,269	21,077	21,077		
000-473200 City of Seguin-Fire Contract	29,231	30,108	29,231	25,090	30,108	30,107		
000-473300 Guadalupe Co-Library	217,152	217,152	218,000	180,960	217,152	185,300		
000-473400 Randolph AFB-Animal Control	1,200	200	1,200	0	200	500		
000-474200 Library Services-Cibolo	35,000	35,002	35,000	0	35,000	35,000		
000-474210 Library Services-Selma	31,540	21,750	22,000	23,475	23,475	24,000		
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	160,000	160,000	166,000		
000-474600 School Crossing Guard-Bexar C	37,806	43,763	38,000	26,973	38,000	36,000		
000-474610 School Cross Guard-Guadalupe	38,879	43,636	38,500	31,593	38,500	39,000		
000-474700 School Officer Funding	255,000	255,000	348,000	265,128	348,000	348,000		
000-474750 Crime Victim Liaison Agreeemen	50,000	43,760	50,000	26,130	50,000	50,000		
TOTAL Inter-Jurisdictional	876,885	887,256	967,008	744,618	961,512	934,984		
<u>Fund Transfers</u>								
000-480000 Indirect Costs-EMS	150,087	170,087	175,587	131,690	150,000	179,100		
000-480100 Indirect Costs-Hotel/Motel	66,405	67,605	67,582	50,687	67,582	74,428		
000-481000 Transfer In - Reserves	0	0	2,226,359	0	0	4,694,140		
000-482100 Transfer In-Reserves-Ct Tech	0	0	26,207	0	26,207	0		
000-485000 Interfund Charges-Drainage-5%	184,425	271,430	295,157	221,368	295,157	243,114		
000-486000 Interfund Chrges-Admin W&S	1,186,812	1,344,140	1,365,998	1,024,498	1,365,998	1,404,372		
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000		
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000		
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000		
000-487000 Interfund Charges-Fleet	397,581	344,026	370,729	278,282	370,729	361,258		
000-488000 Interfund Charges-4B	430,445	441,395	456,630	456,630	456,630	461,045		
000-489000 Transfer In	68,385	86,219	70,000	0	70,000	86,000		
000-489620 Contribution-SEDC	0	265,000	0	0	0	0		
TOTAL Fund Transfers	2,484,140	2,989,901	5,063,249	2,163,155	2,811,303	7,512,457		
<u>Miscellaneous</u>								
000-491000 Interest Earned	4,707	26,901	35,000	56,716	70,000	80,000		

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

REVENUES

((----- 2018-2019 -----))((----- 2019-2020 -----))							
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
000-491200 Investment Income	136,001	242,255	235,000	312,348	415,000	400,000	
000-491800 Gain/Loss (1,421)	(16,292)	0	(9,867)	0	0	
000-491900 Unrealized Gain/Loss-CapOne (11,305)	(777)	0	15,679	0	0	
000-492500 Proceeds from Capital Lease	0	42,829	0	0	0	0	
000-493000 Donations-Others	0	20	0	50	50	0	
000-493120 Donations-Public Library	4,044	6,854	10,000	7,664	10,000	10,000	
000-493400 Donations-Animal Control	18,191	12,979	15,000	3,147	5,000	5,000	
000-493401 Donations-A/C Microchip	640	675	1,000	277	0	0	
000-493402 Donations-Spay&Neuter	810	87	1,000	0	0	0	
000-493403 Donation-A.S Adoption Trailer	552	0	0	0	0	0	
000-493404 Donations-TNR Program	0	0	500	0	0	0	
000-493460 Donations- Parks	13,741	11,356	10,000	3,161	10,000	10,000	
000-493465 Donations-Senior Center	10,572	11,472	10,000	9,558	10,000	10,000	
000-493502 Donations-PD	4,222	27,000	0	(24,345)	500	0	
000-493503 Donation-Fire Rescue	9,541	15,350	0	1,740	0	0	
000-493505 Donations-Police Events	0	0	0	0	0	3,000	
000-493700 July 4th Activities	0	0	0	0	0	26,000	
000-493701 Proceeds-Holidazzle	0	0	0	0	0	1,500	
000-493704 Moving on Main	0	0	0	0	0	3,000	
000-494481 LawEnforcemtOfficersStnd&Educ	3,679	3,823	3,650	4,341	5,000	0	
000-494482 Grants-Police, Fire, Gen Fund	4,892	1,474	3,000	0	0	2,500	
000-495100 Mobile Stage Rental Fees	1,550	3,650	2,100	2,050	2,050	2,100	
000-497000 Misc Income-Gen Fund (25,323)	27,727	60,000	35,037	50,000	25,000	
000-497005 Schertz Magazine Advertising	186,000	147,755	140,000	121,125	145,000	140,000	
000-497100 Misc Income-Police	17,866	11,240	3,800	8,094	9,022	9,000	
000-497106 Misc Income-Special Events	0	0	0	0	0	14,150	
000-497150 Misc Income-Fire Department	1,750	970	0	0	0	0	
000-497200 Misc Income-Library	4,965	5,331	4,500	4,014	4,500	4,500	
000-497210 Misc Income-Library Copier	18,187	19,558	18,000	17,586	18,000	18,000	
000-497300 Misc Income-Animal Control	390	299	0	320	400	0	
000-497400 Misc Income-Streets Dept	51,735	28,275	60,000	21,004	20,000	30,000	
000-497460 Misc Income-Parks	0	0	0	140	0	0	
000-497500 Misc Income-TML Ins. Claims	9,252	36,098	20,000	17,218	30,000	20,000	
000-497550 Misc Income-TML WC Reimbursmn	11,957	2,074	15,000	1,531	5,000	10,000	
000-497600 Misc Income-Vending Mach	2,257	2,365	2,500	2,270	2,500	2,500	
000-497610 Misc Income-Muni Court	0	2,036	0	154	170	0	
000-498000 Reimbursmnt-Gen Fund	20,359	8,355	20,000	0	10,000	20,000	
000-498100 Reimburmnt Fire-Training	7	0	500	0	0	0	
000-498105 Reimbursmt Police OT-DEA	5,764	17,213	0	12,795	18,000	18,000	
000-498110 Reimburmnt Fire-Emg Acti-OT	3,267	212,799	30,000	234,841	235,000	30,000	
000-498150 Reimbursement - Library	4,673	6,355	6,000	13,018	13,018	13,000	
TOTAL Miscellaneous	513,522	918,108	706,550	871,664	1,088,210	907,250	
TOTAL REVENUES	29,589,483	32,537,343	34,156,549	28,947,813	33,654,672	39,187,985	
	=====	=====	=====	=====	=====	=====	=====

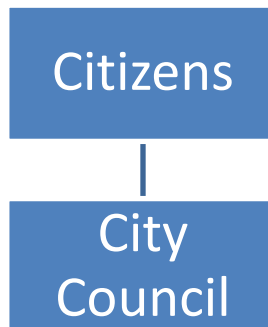
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of ordinances passed	48	50	50
Number of resolutions passed	172	170	170
Requests for Information	28	10	15
Number of Council Meetings	47	47	47
Requests for Agenda Items	26	16	16
Council on the Go Meetings	3	3	3
Council HOA Presidents Meeting	1	2	2

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Meeting Attendance rate	96	96	96

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$35,410	\$36,165	\$36,787
Supplies	143	700	650
City Support Services	20,578	25,225	32,500
Operations Support	29	300	300
Staff Support	22,979	22,000	26,600
Professional Services	0	8,000	10,000
Operating Equipment	0	0	2,000
<i>Total</i>	<i>\$79,763</i>	<i>\$92,393</i>	<i>\$108,837</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2019-20 Budget increases 17.8% from the FY 2018-19 year end estimates. This budget will now include the Volunteer Appreciation Luncheon which was moved from special events. New tablets, phones, and monitors will be purchased in FY 2019-20 in anticipation of new councilmembers.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
CITY COUNCIL							
=====							
<u>Personnel Services</u>							
150-511110 Regular	24,809	26,699	23,097	20,576	24,302	24,462	
150-511240 Allowances	6,183	6,195	9,424	7,814	9,293	9,711	
150-511310 FICA-Employer	2,370	2,516	2,488	2,171	2,570	2,614	
TOTAL Personnel Services	33,361	35,410	35,009	30,561	36,165	36,787	
<u>Supplies</u>							
150-521000 Operating Supplies	591	63	500	158	200	400	
150-521100 Office Supplies	39	80	500	482	500	250	
TOTAL Supplies	630	143	1,000	640	700	650	
<u>City Support Services</u>							
150-532600 City Elections	26,390	19,137	18,000	17,110	17,228	18,000	
150-532800 Special Events	7,979	1,441	9,500	7,460	8,000	14,500	
TOTAL City Support Services	34,369	20,578	27,500	24,570	25,228	32,500	
<u>Utility Services</u>							
150-533330 Telephone/Internet	0	625	0	0	0	0	
TOTAL Utility Services	0	625	0	0	0	0	
<u>Operations Support</u>							
150-534200 Printing & Binding	336	29	300	178	300	300	
TOTAL Operations Support	336	29	300	178	300	300	
<u>Staff Support</u>							
150-535100 Uniforms	910	117	500	374	400	400	
150-535300 Memberships	10,663	11,808	15,000	11,712	12,000	13,000	
150-535400 Publications	147	0	150	0	100	200	
150-535500 Training/Travel	12,274	11,055	16,500	6,248	9,500	13,000	
TOTAL Staff Support	23,993	22,979	32,150	18,334	22,000	26,600	
<u>Professional Services</u>							
150-541300 Other Cons'l/Prof Services	0	0	8,000	5,850	8,000	10,000	
TOTAL Professional Services	0	0	8,000	5,850	8,000	10,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
150-571000 Furniture & Fixtures	723	0	0	0	0	0	
150-571300 Computer & Periphe. < \$5,000	0	0	0	0	0	2,000	
TOTAL Operating Equipment	723	0	0	0	0	2,000	
<hr/>							
TOTAL CITY COUNCIL	93,412	79,763	103,959	80,134	92,393	108,837	

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



CITY MANAGER	2017-18	2018-19	2019-20
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	5	5	5

ECONOMIC DEVELOPMENT	2017-18	2018-19	2019-20
Executive Director	1	1	1
Business Retention Manager	0	1	1
Economic Development Analyst	1	1	1
Economic Development Specialist	1	0	0
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$1,231,129	\$1,073,315	\$1,158,464
Supplies	457	2,000	2,000
City Support Services	8,154	3,000	6,000
Utility Services	1,635	414	0
Operations Support	0	100	50
Staff Support	13,429	21,888	24,775
Operating Equipment	1,447	1,370	0
<i>Total</i>	<i>\$1,256,251</i>	<i>\$1,102,087</i>	<i>\$1,191,289</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.1% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY MANAGER							
=====							
<u>Personnel Services</u>							
151-511110 Regular	764,837	909,699	823,242	653,522	793,100	856,019	
151-511120 Overtime	0	0	485	0	0	485	
151-511180 LTD	2,245	2,349	2,552	1,611	2,459	2,654	
151-511210 Longevity	6,140	7,456	7,649	8,115	8,115	6,896	
151-511220 Clothing Allowance	312	312	312	96	96	0	
151-511230 Certification Allowance	2,880	2,880	2,880	886	886	0	
151-511240 Allowances	14,400	9,692	13,968	6,092	7,200	6,984	
151-511310 FICA - Employer	53,708	61,081	63,820	46,801	61,919	66,034	
151-511350 TMRs-Employer	126,667	151,653	137,028	108,070	129,625	139,054	
151-511355 ICMA Contributions - Employer	10,000	10,000	0	0	0	0	
151-511410 Health-Employer	64,734	75,106	70,859	52,847	68,867	79,249	
151-511500 Workers' Compensation	1,233	900	1,052	1,048	1,048	1,089	
TOTAL Personnel Services	1,047,156	1,231,129	1,123,847	879,088	1,073,315	1,158,464	
<u>Supplies</u>							
151-521100 Office Supplies	2,286	448	1,850	1,654	2,000	2,000	
151-521300 Motor Veh. Supplies	0	9	0	0	0	0	
TOTAL Supplies	2,286	457	1,850	1,654	2,000	2,000	
<u>City Support Services</u>							
151-532800 Special Events	5,093	8,154	6,000	0	3,000	6,000	
TOTAL City Support Services	5,093	8,154	6,000	0	3,000	6,000	
<u>Utility Services</u>							
151-533500 Vehicle Fuel	233	1,635	2,000	414	414	0	
TOTAL Utility Services	233	1,635	2,000	414	414	0	
<u>Operations Support</u>							
151-534200 Printing & Binding	24	0	50	0	100	50	
TOTAL Operations Support	24	0	50	0	100	50	
<u>Staff Support</u>							
151-535100 Uniforms	352	278	775	564	775	775	
151-535200 Employee Recognition	2,028	1,865	5,000	565	2,500	5,000	
151-535300 Memberships	3,783	1,231	4,000	4,113	4,113	4,000	
151-535400 Publications	493	781	500	383	500	500	
151-535500 Training/Travel	11,213	6,518	11,650	5,958	11,500	11,500	
151-535510 Meeting Expenses	4,912	2,757	4,750	1,246	2,500	3,000	
151-535600 Professional Certification	196	0	0	0	0	0	
TOTAL Staff Support	22,977	13,429	26,675	12,829	21,888	24,775	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
151-571000 Furniture & Fixtures	_____ 0	_____ 1,447	_____ 1,100	_____ 1,370	_____ 1,370	_____ 0	=====
TOTAL Operating Equipment	_____ 0	_____ 1,447	_____ 1,100	_____ 1,370	_____ 1,370	_____ 0	=====
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
<hr/>							
TOTAL CITY MANAGER	1,077,769	1,256,251	1,161,522	895,356	1,102,087	1,191,289	

DEPARTMENT: 152 MUNICIPAL COURT

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

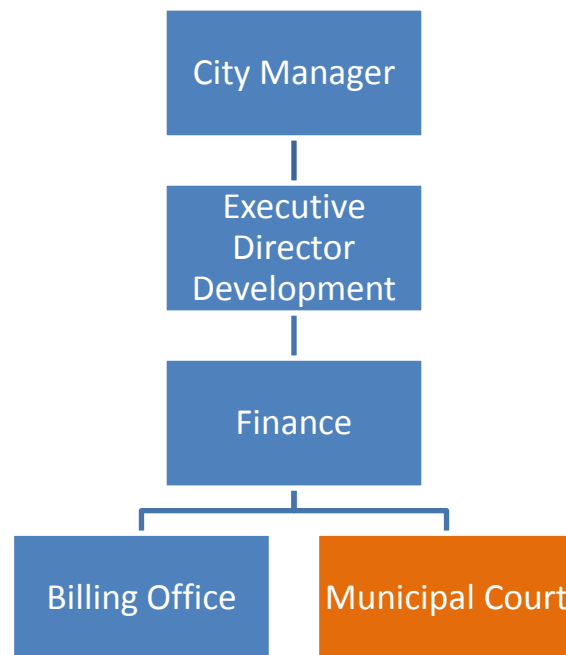
The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

GOALS AND OBJECTIVES

- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.

- Implement the use of new technology and other innovative practices to maintain efficient and security.
- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Seek input from personnel to maintain a positive work environment.
- Renovate front counter to include and efficient work station for clerks and defendants.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2017-18	2018-19	2019-20
Court Administrator	1	1	1
Senior Deputy Court Clerk/Juvenile Case Manager	1	1	1
Deputy Court Clerk	4*	2	2
TOTAL POSITIONS	6	4	4

*One unfunded

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Traffic Citations Filed	5,316	5,186	5,056
State Law Citations Filed	1,303	1,348	1,303
Municipal Ordinances Filed	170	133	100

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cases Disposed	7,409	6761	6559
Charges Processed per Clerk	1,852	2,253	2,186

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cases Disposed per Clerk	24%	33%	33%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$296,831	\$285,136	\$259,189
Supplies	1,668	1,400	1,500
City Support Services	158	975	750
Operations Support	730	2,531	2,500
Staff Support	5,465	6,186	7,110
Court Support	96	500	700
Professional Services	61,642	65,200	64,000
Maintenance Services	1,950	2,100	3,000
<i>Total</i>	<i>\$368,540</i>	<i>\$364,028</i>	<i>\$338,749</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 6.9% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
MUNICIPAL COURT							
=====							
<u>Personnel Services</u>							
152-511110 Regular	186,323	199,766	170,908	163,893	190,606	170,114	
152-511120 Overtime	70	0	0	0	0	0	
152-511180 LTD	554	645	530	434	591	527	
152-511210 Longevity	6,356	6,563	7,097	7,247	7,247	7,957	
152-511230 Certification Allowance	1,200	1,200	2,037	935	1,073	1,746	
152-511310 FICA - Employer	14,211	15,281	13,757	12,500	15,218	13,738	
152-511350 TMRS-Employer	31,213	33,488	29,051	27,795	31,858	28,697	
152-511410 Health-Employer	34,501	39,660	31,188	30,616	38,317	36,183	
152-511500 Workers' Compensation	316	228	227	226	226	227	
TOTAL Personnel Services	274,744	296,831	254,795	243,646	285,136	259,189	
<u>Supplies</u>							
152-521100 Office Supplies	1,623	1,668	2,000	1,553	1,400	1,500	
TOTAL Supplies	1,623	1,668	2,000	1,553	1,400	1,500	
<u>City Support Services</u>							
152-532800 Special Events	431	158	975	326	975	750	
TOTAL City Support Services	431	158	975	326	975	750	
<u>Utility Services</u>							
<u>Operations Support</u>							
152-534200 Printing & Binding	869	730	3,000	893	2,531	2,500	
TOTAL Operations Support	869	730	3,000	893	2,531	2,500	
<u>Staff Support</u>							
152-535100 Uniforms	492	439	700	548	700	600	
152-535300 Memberships	22	520	810	575	775	810	
152-535400 Publications	223	473	500	0	300	500	
152-535500 Training/Travel	2,178	1,935	3,500	2,108	2,250	3,000	
152-535500.Training/Travel - Juv Case Mg	213	770	1,000	459	700	700	
152-535510 Meeting Expenses	1,835	1,329	2,000	1,026	1,461	1,500	
TOTAL Staff Support	4,964	5,465	8,510	4,716	6,186	7,110	
<u>Court Support</u>							
152-536500 Court/Jury Cost	186	96	700	444	500	700	
TOTAL Court Support	186	96	700	444	500	700	

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
152-541310 Judges Services	26,950	39,245	37,500	29,123	37,500	42,300	
152-541320 Prosecutor Services	28,900	22,200	35,500	16,150	27,200	21,000	
152-541330 Interpreter Services	380	197	960	0	500	700	
TOTAL Professional Services	56,230	61,642	73,960	45,273	65,200	64,000	
<u>Maintenance Services</u>							
152-551400 Minor & Other Equip. Maint.	50	0	0	0	0	0	
152-551800 Other Maintenance Agreements	3,092	1,950	3,000	1,500	2,100	3,000	
TOTAL Maintenance Services	3,142	1,950	3,000	1,500	2,100	3,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	39	0	0	0	0	0	
TOTAL Operating Equipment	39	0	0	0	0	0	
<u>Capital Outlay</u>							
TOTAL MUNICIPAL COURT	342,228	368,540	346,940	298,351	364,028	338,749	

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

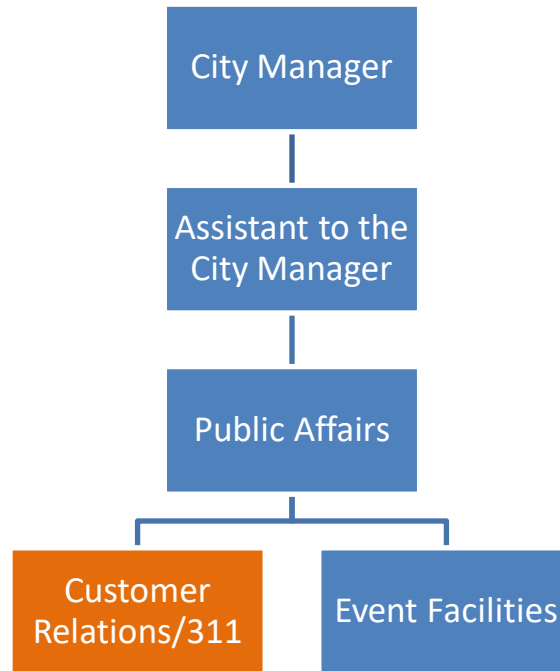
DEPARTMENT DESCRIPTION

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, street lights out, trash collection, special events and all other City requests. This division is under the supervision of the Public Affairs Office Manager.

GOALS AND OBJECTIVES

- To provide excellent customer service to all callers
- To provide consistent and accurate information to all callers
- To reduce or eliminate abandoned calls
- To reduce or eliminate misrouted calls
- To improve call tracking capabilities to better analyze callers need for service

ORGANIZATIONAL CHART



CUSTOMER RELATIONS/311	2017-18	2018-19	2019-20
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders (initiated for other depts.)	406	600	500
Calls Received	52,200	53,796	53,000
Calls Not Answered	439	490	450
Average Calls Per Day Received	211	224	220

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$120,394	\$124,928	\$106,429
Supplies	89	100	100
Staff Support	103	830	830
Operating Equipment	555	270	0
Total	\$121,141	\$126,128	\$107,359

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 14.9% from the FY 2018-19 year end estimate due to personnel savings.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET

CUSTOMER RELATIONS-311							
=====							
<u>Personnel Services</u>							
153-511110 Regular	85,167	86,753	85,362	71,493	87,678	76,906	
153-511120 Overtime	65	22	243	237	300	243	
153-511180 LTD	206	222	219	156	272	191	
153-511210 Longevity	3,497	3,785	4,073	5,061	5,061	1,774	
153-511310 FICA - Employer	6,739	6,882	6,851	5,836	7,100	6,033	
153-511350 TMRS-Employer	14,273	14,615	14,468	12,404	14,864	12,603	
153-511410 Health-Employer	7,489	8,020	9,648	4,775	9,540	8,579	
153-511500 Workers' Compensation	<u>131</u>	<u>97</u>	<u>113</u>	<u>113</u>	<u>113</u>	<u>100</u>	
TOTAL Personnel Services	117,567	120,394	120,977	100,074	124,928	106,429	
<u>Supplies</u>							
153-521100 Office Supplies	<u>40</u>	<u>89</u>	<u>150</u>	<u>88</u>	<u>100</u>	<u>100</u>	
TOTAL Supplies	40	89	150	88	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	99	103	180	165	180	180	
153-535300 Memberships	71	0	0	0	0	0	
153-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>350</u>	<u>0</u>	<u>650</u>	<u>650</u>	
TOTAL Staff Support	170	103	530	165	830	830	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>0</u>	<u>555</u>	<u>300</u>	<u>270</u>	<u>270</u>	<u>0</u>	
TOTAL Operating Equipment	0	555	300	270	270	0	

TOTAL CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	126,128	107,359	

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division cultivates orderly growth and development of the community, safeguards the public interest, and promotes social justice by working to expand choice and opportunity for all. The Division provides direction to help citizens, businesses, and developers implement successful projects that will benefit the community. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations; the research and development of long range plans and goals to guide the future of our City; and the creation of development codes to tailor our regulations around citizen needs and city goals. The Division frequently collaborates with other departments within the City, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to shape a suburban environment that prioritizes safety. The Division also provides guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

GOALS AND OBJECTIVES

- Successfully and thoughtfully implement new permitting software to provide increased customer service, transparency, and efficiency on all project reviews.
- Continue to move towards electronic submittals for development projects in order to prepare for a smooth transition into our new software, *City View*.
- Review and update the Comprehensive Land Plan for the City, specifically in areas that are currently under delayed annexation development agreements and soon to be annexed, which will shape the future of Schertz to meet the desires and goals of the residents.
- Continue to reevaluate and modify regulations within the Schertz Unified Development Code in order to accommodate the evolving needs of our residents and make the development process more efficient and effective.

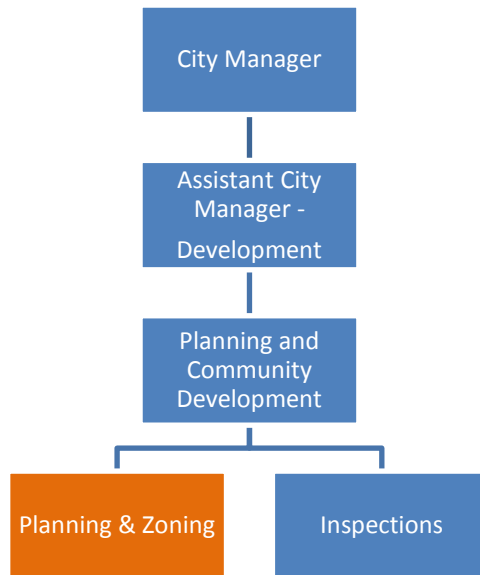
- Continue to implement the Joint Land Use Study Strategies to ensure the compatibility of land uses and development surrounding Randolph AFB.
- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial developments, and providing information on public hearing on the city's webpage.
- Promote staff development including continued education and cross training to provide outstanding customer service.
- Scan and convert project case files into a digital media to improve access and availability.
- Ensure that a new article for the Schertz Magazine – From the Development Whiteboard column is published quarterly to provide helpful information, transparency, and improved customer service for all residents.
- Continue to provide weekly updates to the website feature, “What’s Developing in Schertz” to ensure residents are provided information on current residential and commercial projects within the City.
- Implement a yearly program to raise awareness for National Community Planning Month to include school presentations, community outreach via social media, and an article in the Schertz Magazine.

ACCOMPLISHMENTS

- Received the 2018 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 Staff for the fifth year in a row.
- Maintained and expanded upon the partnership with Joint Base San Antonio (JBSA).
- Attended various continuing education classes including National APA Conference, Texas APA State Conference, Certified Floodplain Manager training, Deer Oak Supervisor Excellence & Leadership Certificate Series, Deer Oaks training sessions to include Business Etiquette and Professionalism, Maintaining Respect and Civility in the Workplace, and Managing Stress in the Workplace.

- Lead and participated in the Process Improvement Team to improve customer service and operations by creating and revising current development processes, practices and applications.
- Maintained partnerships with developers and land owners to create and update Planned Development Districts that contain a mix of residential and commercial land uses.
- Improved partnerships with local utility providers to include, Guadalupe Valley Electric Coop., Cibolo Creek Municipal Authority, Texas Department of Transportation, by increasing communication.
- Assisted in the Unified Development Code updated for Article 8, Section 21.8.2 in relation to Accessory Structures to provide increased flexibility for residents.
- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.
- Contributed to the Schertz Magazine reoccurring column entitled “From the Development Whiteboard”, in which staff members write articles to provide information and updates to the residents. Including an article in relation to National Community Planning Month, an article in relation to an overview of the Planning & Community Development Department 2018 year, an article in relation to the UDC amendment for Accessory Structures / Shed regulations.
- Implemented a new agenda software to be utilized for the various boards and commissions to increase the ease of agenda and agenda packet creation.

ORGANIZATIONAL CHART



PLANNING AND ZONING	2017-18	2018-19	2019-20
Senior Planner	1	1	1
Planner I	2	2	2
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Plats	35	36	37
Site Plans and Master Plan	31	32	28
Variances/Waivers	17	13	10
Zone Changes and Specific Use Permits	13	12	12
UDC/ Comp. Plan Revisions	6	4	6
Annexation	1	0	1
All Plats	\$53,000	\$59,500	\$59,000
Site Plan, Master Plan	\$36,000	\$36,000	\$36,000
Variance	\$5,778	\$5,000	\$5,000
Zone Change, Specific Use Permit	\$23,938	\$21,650	\$18,000
Other (Zoning Letters and Additional Admin fees)	\$1,950	\$2,400	\$1,950
Total Revenue			

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$204,100	\$202,885	\$209,784
Supplies	\$1,274	\$2,863	\$2,070
Operations Support	162	174	186
Staff Support	15,060	26,755	39,953
Professional Services	10	100	100
Operating Equipment	155	852	300
<i>Total</i>	<i>\$220,761</i>	<i>\$233,629</i>	<i>\$252,393</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.0% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PLANNING & ZONING							
=====							
<u>Personnel Services</u>							
154-511110 Regular	134,420	139,803	143,928	124,245	148,025	145,456	
154-511120 Overtime	2,781	3,901	4,171	2,639	4,000	4,850	
154-511180 LTD	388	436	446	235	459	451	
154-511210 Longevity	510	1,140	1,292	992	992	1,364	
154-511230 Certification Allowance	900	900	873	762	900	873	
154-511310 FICA - Employer	10,137	10,801	11,492	9,817	11,775	11,666	
154-511350 TMRS-Employer	22,260	23,523	24,269	20,780	24,650	24,370	
154-511410 Health-Employer	22,314	23,438	23,469	9,911	11,901	20,568	
154-511500 Workers' Compensation	204	158	184	183	183	186	
TOTAL Personnel Services	193,915	204,100	210,124	169,565	202,885	209,784	
<u>Supplies</u>							
154-521000 Operating Supplies	418	916	611	108	1,619	901	
154-521100 Office Supplies	979	358	900	381	900	900	
154-521600 Equip Maint Supplies	53	0	344	0	344	269	
TOTAL Supplies	1,451	1,274	1,855	489	2,863	2,070	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
154-534200 Printing & Binding	70	162	174	7	174	186	
TOTAL Operations Support	70	162	174	7	174	186	
<u>Staff Support</u>							
154-535100 Uniforms	608	710	650	242	650	650	
154-535300 Memberships	855	1,379	1,655	776	1,655	1,685	
154-535400 Publications	0	146	750	0	750	750	
154-535500 Training/Travel Staff	12,230	7,248	16,700	9,535	16,700	22,868	
154-535500.Training/Travel Commission	4,758	5,578	6,000	22	6,000	13,000	
154-535510 Meeting Expenses	462	0	1,000	0	1,000	1,000	
TOTAL Staff Support	18,913	15,060	26,755	10,575	26,755	39,953	
<u>Professional Services</u>							
154-541500 State/County Admin Fees	105	10	100	16	100	100	
TOTAL Professional Services	105	10	100	16	100	100	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL Operating Equipment	0	155	1,258	852	852	300	<hr/>
	0	155	1,258	852	852	300	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL PLANNING & ZONING	214,454	220,761	240,266	181,504	233,629	252,393	

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Attorney is the legal advisor to City Council and City Council's appointees, boards, commissions, committees, and staff. In addition, the City Attorney represents the City in all court cases where the City has an interest. Responsibilities of the City Attorney include providing legal advice to City Council, appointees, managers, boards, commissions, and committees in all legal matters; providing litigation and legal transaction services for the City and its enterprises; representing the City and its enterprises in employment matters; and reviewing, updating and maintaining the City Code.

GOALS AND OBJECTIVES

- To provide expert legal counsel on proposed ordinances.
- To attend all city council meetings, planning and zoning, and other meetings as needed and provide timely legal advice on proposed ordinances and related items.
- To represent the City in litigation.
- Prepare legal documents for City contracts and agreements.
- To provide counsel on strategic issues that will be of the most benefit the City.

ORGANIZATIONAL CHART



Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Operations Support	\$9,057	\$10,000	\$10,000
Professional Services	120,901	145,000	140,000
<i>Total</i>	<i>\$129,958</i>	<i>\$155,000</i>	<i>\$150,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 3.2% from the FY 2018-19 year end estimate with less planned billable hours for legal services.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
LEGAL SERVICES							
=====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	12,036	9,057	10,000	2,302	10,000	10,000	
TOTAL Operations Support	12,036	9,057	10,000	2,302	10,000	10,000	
<u>Professional Services</u>							
155-541200 Legal Svcs	138,662	120,901	150,000	75,601	145,000	140,000	
TOTAL Professional Services	138,662	120,901	150,000	75,601	145,000	140,000	
<hr/>							
TOTAL LEGAL SERVICES	150,698	129,958	160,000	77,903	155,000	150,000	

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, record management and preservation and Council Services.

The City Secretary's Department supports, facilitates and strengthens the City of Schertz governmental process by recording all laws, resolutions, and ordinances approved by the City Council, preparing City Council agendas and giving notice of such meetings, countersigning or notarizing, as applicable, all contracts, commissions, and licenses, providing public information according to state guidelines, delivering continuity to the City of Schertz government by recording its legislative actions, both contemporary and archival, and serving as historian for the City, safeguarding and enriching the municipal election and records management processes, and assisting the City Council in fulfilling their goals.

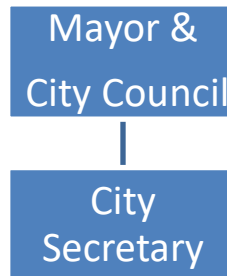
GOALS AND OBJECTIVES

The goals and objectives of the City Secretary's Department are to provide the following services for the City of Schertz:

- Public Information requests.
- Agendas and minutes for public meetings.
- Ordinances and resolutions.
- Election administration.
- Publication of legal notices.
- Alcohol permits for businesses.
- Process Liens (filed and released)
- Provides for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records.
- Administer oaths.
- Attest contracts, assessment of certificates, and other legal instruments when executed by officers of the City of Schertz.

- Public Education (Student Mayor/Council Program, Volunteer Fair)
- Proclamations from the Mayor's Office.
- Perform such other duties as may be required of the City Secretary by the City Charter, the City Council, City Management, and state law.

ORGANIZATIONAL CHART



CITY SECRETARY	2017-18	2018-19	2019-20
City Secretary	1	1	1
Deputy City Secretary	1	1	1
TOTAL POSITIONS	2	2	2

PERFORMANCE INDICATORS

Workload	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Ordinances Passed and Processed	48	50	50
Resolutions Passed and Processed	172	170	170
Council Meetings Attended	50	50	50
Open Records	325	350	350

Efficiency	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	99%	99%	100%
Documents completed, signed, scanned within 48 hours of council approval	96%	97%	100%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	100%	100%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%

Alcohol permits processed within the month
of expiration

70%

75%

75%

Education Initiatives	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Volunteer Fair	1	1	1
Student Mayor/Councilmember for the Day Program	4	4	4

Budget	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Personnel	\$186,550	\$198,755	\$184,478
Supplies	974	1,150	1,150
City Support Services	9,743	12,000	10,000
Operations Support	60	100	150
Staff Support	3,523	4,153	4,500
<i>Total</i>	<i>\$200,851</i>	<i>\$216,158</i>	<i>\$200,678</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 7.2% from the FY 2018-19 year end estimate due to personnel turnover.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
164-511110 Regular	131,556	135,370	135,043	124,278	145,155	132,945	
164-511180 LTD	382	427	419	294	450	412	
164-511210 Longevity	1,925	2,189	2,583	2,776	2,776	1,804	
164-511310 FICA - Employer	9,627	10,343	10,522	9,488	11,317	10,304	
164-511350 TMRs-Employer	21,465	22,201	22,221	20,522	23,691	21,524	
164-511410 Health-Employer	15,230	15,872	15,437	12,686	15,193	17,319	
164-511500 Workers' Compensation	202	148	174	173	173	170	
TOTAL Personnel Services	180,387	186,550	186,399	170,218	198,755	184,478	
<u>Supplies</u>							
164-521100 Office Supplies	1,319	974	1,150	1,100	1,150	1,150	
TOTAL Supplies	1,319	974	1,150	1,100	1,150	1,150	
<u>City Support Services</u>							
164-532700 Records Management	4,975	9,743	15,000	3,776	12,000	10,000	
TOTAL City Support Services	4,975	9,743	15,000	3,776	12,000	10,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
164-534200 Printing & Binding	0	60	100	28	100	150	
TOTAL Operations Support	0	60	100	28	100	150	
<u>Staff Support</u>							
164-535100 Uniforms	0	30	100	0	0	150	
164-535300 Memberships	899	958	1,000	903	903	1,050	
164-535400 Publications	297	228	300	238	250	300	
164-535500 Training/Travel	2,695	2,307	3,000	2,978	3,000	3,000	
TOTAL Staff Support	3,890	3,523	4,400	4,119	4,153	4,500	
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	0	0	0	0	0	400	
TOTAL Operating Equipment	0	0	0	0	0	400	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL CITY SECRETARY	190,571	200,851	207,049	179,242	216,158	200,678	

DEPARTMENT: 167 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	2017-18 Actual	2018-19 Estimated	2019-20 Budget
City Support Services	390,963	\$462,894	\$1,033,000
Operations Support	148,764	178,781	156,000
Staff Support	160	150	200
City Assistance	1,705,944	1,478,272	1,974,583
Professional Services	63,454	48,285	47,235
Fund Charges/Transfers	115,683	58,380	10,750
<i>Total</i>	<i>\$2,424,967</i>	<i>\$2,226,762</i>	<i>\$3,221,768</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 44.7% from the FY 2018-19 year end estimate. The City Support services increase is to set a total \$300,000 in a contingency funds and \$275,000 to act on the Classification and Compensation study recommendation. City Assistance will increase \$496,000 in anticipation of paying out all eligible tax reimbursements to applicable businesses. The fund transfer to the Special Events fund has been removed as these events will no be located in the Parks Department and will no longer require a transfer.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NONDEPARTMENTAL							
=====							
<u>Supplies</u>							
<u>City Support Services</u>							
167-532200 County Appraisal District	204,082	206,572	228,966	170,843	228,966	230,000	
167-532210 Tax Assessor/Collector-Service	0	0	18,000	0	18,000	18,000	
167-532500 City Insurance-Commercial	170,251	180,505	180,000	208,680	215,000	210,000	
167-532900 Contingencies	3,999	3,886	88,236	928	928	200,000	
167-532901 Contingencies-Personnel	0	0	100,000	0	0	375,000	
TOTAL City Support Services	378,333	390,963	615,202	380,452	462,894	1,033,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
167-534000 Postage	10,517	9,117	11,000	1,929	11,000	11,000	
167-534300 Equipment Maint - Copiers	136,049	129,204	140,000	118,683	140,000	140,000	
167-534500 Memberships - Organizations	7,500	7,500	7,500	7,500	7,500	0	
167-534810 Electronic Filing Services (465)	2,717	5,000	143	5,000	5,000	
167-534999 Misc. Expense	0	227	0	15,281	15,281	0	
TOTAL Operations Support	153,601	148,764	163,500	143,536	178,781	156,000	
<u>Staff Support</u>							
167-535500 Training/Travel	166	160	250	73	150	200	
TOTAL Staff Support	166	160	250	73	150	200	
<u>City Assistance</u>							
167-537100 Medical Services-EMS Contract	504,084	556,325	581,537	581,537	581,537	602,583	
167-537200 Main Street Local Program	0	0	35,000	0	35,000	35,000	
167-537450 Tax Reimbursements/Abatements	1,207,245	1,149,619	1,263,193	861,735	861,735	1,337,000	
TOTAL City Assistance	1,711,329	1,705,944	1,879,730	1,443,272	1,478,272	1,974,583	
<u>Professional Services</u>							
167-541300 Other Cons'l/Prof Services	8,155	2,460	0	0	0	0	
167-541400 Auditor/Accounting Service	18,000	0	0	0	0	0	
167-541500 State/County Admin Fees	35	35	35	0	35	35	
167-541600 Misc Bank Charges	656	699	600	729	750	700	
167-541650 Investment Management Fee	3,395	3,400	0	2,295	0	0	
167-541800 Credit Card Service Fee	41,733	54,126	48,000	31,221	45,000	45,000	
167-541810 Credit Cards Fees - AMEX	0	2,734	2,600	1,839	2,500	1,500	
TOTAL Professional Services	71,974	63,454	51,235	36,084	48,285	47,235	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fund Charges/Transfers</u>							
167-548106 Transfer Out- Special Events	37,447	65,683	56,500	0	53,130	0	
167-548401 Transfer Out - Bond Fund	0	50,000	0	0	0	0	
167-548615 Transfer Out - Hist. Committe	0	0	10,750	0	5,250	10,750	
TOTAL Fund Charges/Transfers	37,447	115,683	67,250	0	58,380	10,750	
<hr/>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL NONDEPARTMENTAL	2,352,849	2,424,967	2,777,167	2,003,417	2,226,762	3,221,768	

DEPARTMENT: 170 PUBLIC AFFAIRS

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department serves an internal audience of 350 employees, elected and appointed officials, as well as an estimated city population of 40,092.

Public Affairs is responsible for establishing and maintaining internal and external communications that enhance the understanding, perception, and image of the City of Schertz. Public Affairs promotes, organizes and supports informational, educational, and special event activities that benefit the community and/or City employees through advertising, production of city videos, radio spots, print ads, press releases, email blasts, website and electronic sign ad creation and posting, and award submissions.

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

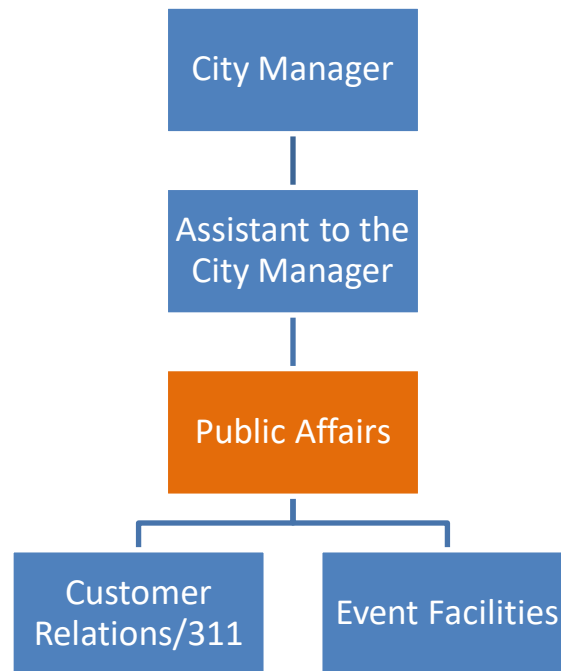
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,000 copies; including 13,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional banks, hospitals and clinics, schools, pharmacies, and restaurants.

Operations of the Event Facilities and 311 Customer Care are maintained under the umbrella of Public Affairs.

GOALS AND OBJECTIVES

- To be the primary source of City information for all current and potential residents and businesses.
- To disseminate accurate and timely information to residents and the media during emergency and non-emergency situations.
- To provide excellent customer service to all callers while providing accurate information.

ORGANIZATIONAL CHART



PUBLIC AFFAIRS	2017-18	2018-19	2019-20
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
Events Specialist	1	0	0
Events Manager	1	0	0
TOTAL POSITIONS	6	4	4

PERFORMANCE INDICATORS

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Press Releases	10	32	35
Marketing Materials Produced	389	420	400
Completed website work orders	N/A	39	45
Number of customers served (advertisers)	80	80	75
Number of Magazines Printed	180,000	187,500	186,000

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Total Schertz Magazine Articles/Ads/Photos
produced

500 550 550

Percentage of Magazine Contracted

50% 50% 50%

Average cost per Advertising Run outside of
the magazine

585 200 200

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Schertz Magazine Ad revenue

153,080 140,850 145,000

City Sponsored/Non-revenue

45,000 26,325 25,000

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel

\$451,537 \$298,028 \$291,844

Supplies

2,216 695 700

City Support Services

0 2,610 1,000

Operations Support

17,911 41,205 47,343

Staff Support

6,496 10,520 10,900

Professional Services

256,613 297,000 250,500

Operating Equipment

28 0 0

Total

\$734,801 \$650,058 \$602,287

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 7.3% from the FY 2018-19 year end estimate due to approving lower cost design and postage contracts for the magazine.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019						2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
PUBLIC AFFAIRS								
=====								
Personnel Services								
170-511110 Regular	201,085	203,058	202,593	179,379	214,394	207,914		
170-511120 Overtime	235	311	1,213	422	600	970		
170-511180 LTD	586	637	624	396	665	645		
170-511210 Longevity	3,944	4,629	3,560	3,828	3,560	4,258		
170-511230 Certification Allowance	0	0	0	100	500	0		
170-511310 FICA - Employer	15,545	15,791	15,855	13,970	16,719	16,296		
170-511350 TMRS-Employer	33,024	33,566	33,483	29,678	35,001	34,040		
170-511410 Health-Employer	22,040	18,941	30,873	21,841	26,330	27,453		
170-511500 Workers' Compensation	311	234	260	259	259	268		
TOTAL Personnel Services	276,771	277,168	288,461	249,873	298,028	291,844		
Supplies								
170-521000 Operating Supplies	0	224	100	95	95	0		
170-521010 Operating Supplies-Events	655	925	0	0	0	0		
170-521100 Office Supplies	640	976	950	472	600	700		
TOTAL Supplies	1,296	2,125	1,050	567	695	700		
City Support Services								
170-532800 Other Events	0	0	4,000	1,975	2,610	1,000		
TOTAL City Support Services	0	0	4,000	1,975	2,610	1,000		
Operations Support								
170-534000 Postage	3,224	1,036	14,800	1,111	18,050	18,050		
170-534100 Advertising	6,520	10,920	7,250	6,993	7,150	7,750		
170-534200 Printing & Binding	4,626	3,770	15,550	6,021	15,350	21,000		
170-534500 Memberships - Organizations	229	187	500	255	255	255		
170-534550 Business Meetings/Networking	566	328	450	198	400	288		
TOTAL Operations Support	15,165	16,241	38,550	14,577	41,205	47,343		
Staff Support								
170-535100 Uniforms	126	32	220	0	220	220		
170-535300 Memberships	55	20	200	0	0	0		
170-535400 Publications	134	0	300	130	300	200		
170-535500 Training/Travel	2,356	3,202	9,380	7,441	10,000	10,480		
TOTAL Staff Support	2,670	3,253	10,100	7,572	10,520	10,900		
Professional Services								
170-541300 Other/Consl/Prof Services	22,900	0	42,300	36,437	40,500	20,000		
170-541305 Prof Services-Writers/Photogr	0	0	10,000	5,820	8,000	10,000		
170-541350 Magazine-Printing Services	0	0	92,500	76,930	88,000	94,000		
170-541355 Design Services	0	3,120	90,480	77,182	89,000	65,000		
170-541360 Magazine-Postage	0	0	70,000	55,645	70,000	60,000		
170-541365 Delivery Services	0	0	1,500	1,250	1,500	1,500		
TOTAL Professional Services	22,900	3,120	306,780	253,265	297,000	250,500		

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	(----- 2018-2019 -----)				(----- 2019-2020 -----)
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	229	28	3,150	0	0	0	
TOTAL Operating Equipment	229	28	3,150	0	0	0	
<hr/>							
TOTAL PUBLIC AFFAIRS	319,030	301,935	652,091	527,829	650,058	602,287	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
RECORDS MANAGEMENT							
=====							
<u>Personnel Services</u>							
171-511110 Regular	22,911	30,363	0	0	0	0	
171-511120 Overtime	0	33	0	0	0	0	
171-511180 LTD	74	100	0	0	0	0	
171-511210 Longevity	1,752	1,896	0	0	0	0	
171-511310 FICA - Employer	1,820	2,410	0	0	0	0	
171-511350 TMRS-Employer	4,077	5,214	0	0	0	0	
171-511410 Health-Employer	7,217	7,753	0	0	0	0	
171-511500 Workers' Compensation	<u>57</u>	<u>42</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Personnel Services	37,908	47,812	0	0	0	0	
<u>Supplies</u>							
171-521000 Operating Supplies	<u>31</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	31	0	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
171-535100 Uniforms	0	55	0	0	0	0	
171-535500 Training/Travel	<u>0</u>	<u>231</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	0	286	0	0	0	0	
<u>Professional Services</u>							
171-541310 Contractual Services	<u>9,741</u>	<u>14,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	9,741	14,527	0	0	0	0	
<u>Operating Equipment</u>							
<hr/>							
TOTAL RECORDS MANAGEMENT	47,680	62,624	0	0	0	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>SCHERTZ TALES MAGAZINE</u>							
=====							
<u>Personnel Services</u>							
172-511110 Regular	90,723	89,232	0	0	0	0	
172-511120 Overtime	365	0	0	0	0	0	
172-511180 LTD	194	156	0	0	0	0	
172-511210 Longevity	1,076	290	0	0	0	0	
172-511240 Allowances	1,154	0	0	0	0	0	
172-511310 FICA - Employer	7,106	6,850	0	0	0	0	
172-511350 TMRS-Employer	15,051	14,449	0	0	0	0	
172-511410 Health-Employer	13,183	15,482	0	0	0	0	
172-511500 Workers' Compensation	145	98	0	0	0	0	
TOTAL Personnel Services	128,997	126,557	0	0	0	0	
<u>Supplies</u>							
172-521100 Office Supplies	181	91	0	0	0	0	
TOTAL Supplies	181	91	0	0	0	0	
<u>Operations Support</u>							
172-534000 Postage	618	231	0	0	0	0	
172-534200 Printing & Binding	367	1,223	0	0	0	0	
172-534550 Business Meetings/Networking	0	216	0	0	0	0	
TOTAL Operations Support	985	1,670	0	0	0	0	
<u>Staff Support</u>							
172-535100 Uniforms	57	97	0	0	0	0	
172-535300 Memberships	235	170	0	0	0	0	
172-535500 Training/Travel	1,000	2,690	0	0	0	0	
172-535510 Meeting Expenses	209	0	0	0	0	0	
TOTAL Staff Support	1,501	2,957	0	0	0	0	
<u>Professional Services</u>							
172-541305 Prof Services-Writers/Photogr	7,655	5,575	0	(350)	0	0	
172-541350 Printing Services	73,764	82,560	0	0	0	0	
172-541355 Design Services	85,545	92,614	0	0	0	0	
172-541360 Postage Services	51,072	56,717	0	0	0	0	
172-541365 Delivery Services	125	1,500	0	0	0	0	
TOTAL Professional Services	218,160	238,966	0	(350)	0	0	
<u>Fund Charges/Transfers</u>							

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
172-571310 Computer Software	126	0	0	0	0	0	
TOTAL Operating Equipment	126	0	0	0	0	0	
<hr/>							
TOTAL SCHERTZ TALES MAGAZINE	349,950	370,241	0	(350)	0	0	

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. Engineering collaborates with Public Works, Planning and Community Development, Economic Development, Parks and Recreation, and other departments, citizens, developers, and other governmental agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City. Engineering is responsible for the development and implementation of the City's Capital Improvement Programs for water, wastewater, streets, and drainage. That responsibility includes the development and maintenance of infrastructure master plans; the prioritization of projects; the identification and procurement of project funding; and the management of the design and construction of necessary infrastructure.

The Engineering Department reviews applications for public and private land development for conformance with adopted engineering standards, policies, codes, and infrastructure master plans. Engineering Inspectors ensure that the construction of public infrastructure – both privately and publicly constructed – follows appropriate standards and specifications. Ensuring compliance promotes a safe community in which the essential services of the provision of water, wastewater, transportation, and drainage are available and arranged for fiscal sustainability.

The Engineering Department maintains standard construction details, technical specifications, and design guidelines.

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. The TSAC is a Commission that hears citizen input, considers transportation issues, and makes recommendations to City Council regarding traffic and transportation related matters throughout the City.

ORGANIZATIONAL CHART



ENGINEERING	2017-18	2018-19	2019-20
City Engineer	1	1	1
Engineer	1	1	2
Senior Graduate Engineer (previously Stormwater Manager)	1	1	1
Graduate Engineer	1	1	1
Project Manager	1	1	1
Engineering Inspector	2	2	2
TOTAL POSITIONS	7	7	8

ACCOMPLISHMENTS AND GOALS

FY 2018-2019 Accomplishments

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
 - Corbett Elevated Storage Tank – in construction
 - Woman Hollering Creek Wastewater Trunk Main - design complete, easement acquisition underway
 - Street Preservation and Maintenance Project (based on PCI) - in construction
 - Trail and Bike Lane Project (technical support for Parks) - in design
- Began Development of Water and Wastewater Master Plans and Capital Improvement Plan and Impact Fee Study Update
- Began Implementation of Roadway Impact Fee Program

- Continued implementation of results of Pavement Condition Analysis Project using Pavement Condition Index values to create and implement Street Preservation and Maintenance (SPAM) program
- Supported Public Works Department with technical and project management support of projects
 - Various Drainage Projects
 - Water Storage Tank Painting
 - FM 1103 Utility Relocation
- Supported strong partnership with TxDOT and acted as liaison to TxDOT projects in Schertz
 - Expansion and improvements on FM 1103
 - Planning for improvements on FM 1518
 - Operational improvements on IH 35 north of FM 1103
- Completed engineering review, development support, and construction inspection of numerous residential and commercial subdivisions and site development projects

FY 2019-2020 Goals

- Continue improvement and update of standard construction details, technical specifications, and design guidelines
- Continue development and implementation of comprehensive 10-year Capital Improvement Program including water, wastewater, drainage, and roadway projects
- Complete Water and Wastewater Master Plans and implement updated Impact Fee ordinance
- Provide efficient, clear review of construction plans and other development submittals
- Continue promotion of efficacy of TSAC activities and actions

PERFORMANCE INDICATORS

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Capital Improvement Projects
(number active)

Grading and Clearing Permits
Issued

38

30

35

Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)	47	51	48
Grading and Clearing Permits Active (Concurrent Maximum)	50	53	50
Grading and Clearing Permits Issued – acreage	466	275	300
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	91	75	85
Residential Subdivision Construction – number of projects (completed projects)	7	2	3
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$7.9 mil	\$1.6 mil	\$3.5 mil
Commercial Subdivision Construction – number of projects (completed projects)	1	5	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$0.8 mil	\$2.3 mil	\$1.0 mil

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$614,555	\$639,431	\$724,000
Supplies	1,324	2,720	2,650
City Support Services	650	900	448
Utility Services	2,908	4,118	3,839
Operations Support	48	100	100
Staff Support	8,886	12,658	19,464
Professional Services	11,111	71,000	40,000
Operating Equipment	0	3,351	4,559
Capital Outlay	0	30,000	0
<i>Total</i>	<i>\$639,481</i>	<i>\$764,278</i>	<i>\$795,060</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 4.0% from the year end estimate with the addition of a second Engineer position. This increase is partially offset by less expected plan review professional services and less capital outlay.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
ENGINEERING							
=====							
<u>Personnel Services</u>							
173-511110 Regular	337,341	441,845	440,465	385,538	456,738	514,677	
173-511180 LTD	925	1,396	1,365	980	1,416	1,595	
173-511210 Longevity	3,661	4,399	5,840	5,287	5,287	6,811	
173-511230 Certification Allowance	2,770	3,000	2,619	2,539	3,000	2,619	
173-511310 FICA - Employer	25,892	32,690	34,329	28,576	35,574	40,079	
173-511350 TMRS-Employer	53,596	72,507	72,495	63,543	74,474	83,720	
173-511410 Health-Employer	37,240	56,689	54,824	46,030	60,515	71,918	
173-511500 Workers' Compensation	2,633	2,029	2,436	2,427	2,427	2,581	
TOTAL Personnel Services	464,056	614,555	614,373	534,920	639,431	724,000	
<u>Supplies</u>							
173-521000 Operating Supplies	684	0	740	501	740	1,200	
173-521100 Office Supplies	931	1,192	1,500	476	1,500	1,100	
173-521300 Motor Vehicle Supplies	0	132	480	58	480	350	
TOTAL Supplies	1,616	1,324	2,720	1,035	2,720	2,650	
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	295	650	900	0	900	448	
TOTAL City Support Services	295	650	900	0	900	448	
<u>Utility Services</u>							
173-533330 Telephone/Internet	0	0	1,618	1,526	1,618	839	
173-533500 Vehicle Fuel	1,190	2,908	2,500	2,479	2,500	3,000	
TOTAL Utility Services	1,190	2,908	4,118	4,005	4,118	3,839	
<u>Operations Support</u>							
173-534000 Postage	0	48	0	0	0	0	
173-534200 Printing & Binding	102	0	100	0	100	100	
TOTAL Operations Support	102	48	100	0	100	100	
<u>Staff Support</u>							
173-535100 Uniforms	1,171	1,735	2,148	404	2,148	3,198	
173-535300 Memberships	400	315	1,120	294	1,120	2,420	
173-535400 Publications	88	0	500	180	500	500	
173-535500 Training/Travel	4,160	6,181	8,000	3,373	8,000	12,156	
173-535510 Meeting Expenses	0	76	320	241	320	620	
173-535600 Professional Certification	612	578	570	380	570	570	
TOTAL Staff Support	6,431	8,886	12,658	4,871	12,658	19,464	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
173-541100 Engineering Services	0	5,399	25,000	2,231	25,000	30,000	
173-541300 Other Professional Services	0	0	10,000	195	10,000	10,000	
173-541310 Prof Svcs-Plan Review	63,579	5,712	36,000	0	36,000	0	
TOTAL Professional Services	63,579	11,111	71,000	2,426	71,000	40,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
173-561100 Rental-Equipment	2,824	0	0	0	0	0	
TOTAL Rental/Leasing	2,824	0	0	0	0	0	
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	359	0	900	110	900	900	
173-571300 Computer & Periphe. < \$5000	0	0	2,451	0	2,451	3,659	
TOTAL Operating Equipment	359	0	3,351	110	3,351	4,559	
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	0	0	30,000	28,607	30,000	0	
TOTAL Capital Outlay	0	0	30,000	28,607	30,000	0	
TOTAL ENGINEERING	540,453	639,481	739,220	575,974	764,278	795,060	

**DEPARTMENT: 174 GEOGRAPHIC INFORMATION
SYSTEMS (GIS)
FUND: 101 GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

GOALS AND OBJECTIVES

- Promote the use of geographic data within the city and provide support and training to fully utilize the information and software.
- Provide an interactive web mapping application accessible both internally and externally.
- Design and Implement mobile applications for City Departments leveraging existing databases with GIS data.
- Continue to improve web application and database management expertise
- Continuing maintenance of the Regional Computer Aided Dispatch and Records Management project to enhance Police/Fire/Emergency Medical Services dispatching.
- Provide new physical addresses in support of the Development Services Department.
- Establish and refine data standards to aid data management and deployment.

DEPARTMENTAL DESCRIPTION

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

ORGANIZATIONAL CHART



GIS	2017-18	2018-19	2019-20
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
TOTAL POSITIONS	2	2	2

PERFORMANCE INDICATORS

Percentage of Time per Task	2017-18 Actual	2018-19 Estimate	2019-20 Budget
GIS Specific Projects	83.4	54.8	62.8
GIS Customer Assistance	8.1	9.0	8.0
General Training/Conferences	5.6	3.9	4.9
Non-Department Related Projects	1.0	17.3	13.5
Administrative Overhead	1.9	15.0	10.8

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$166,318	\$171,165	\$168,253
Supplies	487	1,200	1,200
Staff Support	3,963	4,600	9,600
Rental/Leasing	2,084	2,085	3,000
<i>Total</i>	<i>\$172,851</i>	<i>\$179,050</i>	<i>\$182,053</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 1.7% from the FY 2018-19 year end estimate for higher personnel and training costs.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019							2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED		
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET		
GIS									
===									
<u>Personnel Services</u>									
174-511110 Regular	111,176	118,673	118,660	103,227	122,232	121,024			
174-511180 LTD	324	377	368	267	379	375			
174-511210 Longevity	2,321	2,708	3,108	3,108	3,108	3,396			
174-511310 FICA - Employer	8,543	9,166	9,308	8,069	9,589	9,510			
174-511350 TMRs-Employer	18,222	19,589	19,657	17,177	20,073	19,866			
174-511410 Health-Employer	14,434	15,506	15,437	14,024	15,437	13,726			
174-511500 Workers' Compensation	391	299	348	347	347	356			
TOTAL Personnel Services	155,410	166,318	166,886	146,218	171,165	168,253			
<u>Supplies</u>									
174-521000 Operating Supplies	1,722	405	1,440	0	1,000	1,000			
174-521100 Office Supplies	505	81	300	0	200	200			
TOTAL Supplies	2,226	487	1,740	0	1,200	1,200			
<u>City Support Services</u>									
<u>Staff Support</u>									
174-535500 Training/Travel	4,015	3,963	4,600	3,957	4,600	9,600			
TOTAL Staff Support	4,015	3,963	4,600	3,957	4,600	9,600			
<u>Professional Services</u>									
<u>Rental/Leasing</u>									
174-561200 Lease/Purchase Payments	2,084	2,084	2,085	1,737	2,085	3,000			
TOTAL Rental/Leasing	2,084	2,084	2,085	1,737	2,085	3,000			
<u>Operating Equipment</u>									
TOTAL GIS	163,735	172,851	175,311	151,912	179,050	182,053			
TOTAL GENERAL GOVERNMENT	5,960,607	6,349,363	6,685,482	5,071,868	6,109,571	7,150,473			

DEPARTMENT: 256 POLICE

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

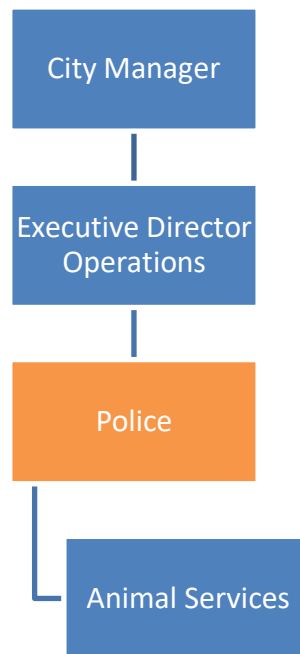
The Schertz Police Department patrols an approximate area of 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, Marshals and Animal Services. Additionally, the police department provides dispatch services for the City of Cibolo Police, Fire Departments and Animal Services, along with Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, Santa Clara, and other county areas. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction and the promotion of public safety. The Investigations Division investigates offenses that occurred within the city, processes crime scenes and follows up through prosecution with the County and District Attorneys of all three counties. The Records Section receives and prepares cases for submission to County and District Attorneys. The School Resource Program provides a visible presence on the campuses within the city; makes educational presentations to the students and staff, along with investigating crimes on campus. The Community Outreach Officer interacts with Home Owner Associations, provides education and crime prevention programs to the community and oversees the Citizens Police Academy and the Citizens on Patrol. Our new Crime Victim Liaison protects the rights and assists in the needs of not only the crime victims in Schertz, but Live Oak and Cibolo as well.

GOALS AND OBJECTIVES

- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.
- To increase department participation in community programs and increase citizen interest and participation in police department programs which lends to an attractive, safe community and promotes economic prosperity.

- To enhance the recruitment of high quality officers/personnel to serve the citizens of Schertz and to retain those employees in which the City has already invested with an engaged workforce.

ORGANIZATIONAL CHART



POLICE	2017-18	2018-19	2019-20
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Lieutenants	4	4	4
Sergeants	6	6	6
Corporals	11	11	11
School Resource Sergeant	1	1	1
School Resource Corporal	1	1	1
School Resource Officer	1	2	2
Officers	31	31	32
DEA Task Force Operators	2	2	2
Traffic Corporal	1	1	1
Traffic Officer	1	1	1
Environmental Officer	1	1	1
Code Enforcement Officers	2	2	2
Sanitarian	1	1	1
Senior Administrative Assistant	1	1	1
Administrative Assistant	1	1	1
Records Manager	1	1	1
Records Clerk	2	2	2
Civilian Evidence Technician	1	1	1
Crime Victim Liaison	1	1	1
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
Crossing Guards (Part Time)	16	16	16
TOTAL POSITIONS	105	106	107

LAW ENFORCEMENT COMMISSIONS	2017-18	2018-19	2019-20
Fire Dept. Law Enforcement Commission	1	1	1
TOTAL COMMISSIONS	1	1	1

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Dispatch-911 Calls	26,713	26,987	27,200
Patrol-Citations/Warnings Issued	9,115	9,045	9,100
Inv-Criminal Cases Filed w/ Prosecutor	914	948	975
Inv-Cases Investigated per Investigator	279	295	310
Inv-Total Cases Cleared	254	282	310
Records-Total Active Alarm Permits	3,084	3,675	3,800
Records-Open Records Requests	2,543	2,900	3,100
Federal Seizures	\$195,344	\$39,000	\$75,000
Crime Victim Liaison-Assigned Cases	236	480	520
Officer - Average Time on Calls	38:10	39:20	39:00

Workload/Output Marshals Division	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Environmental Health			
Citizen Complaints	732	827	875
Food Establishment Inspections	211	290	300
Code Enforcement			
Code Violations Resolved	2,142	3,474	3,500
Bandit Signs Removed	1,347	2,500	2,700
Marshals			
Warrants Issued	1,598	1,806	1,800
Warrants Cleared	2,022	2,100	2,150

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$6,221,395	\$7,249,466	\$7,585,622
Supplies	49,104	58,435	66,685
City Support Services	24,230	26,264	26,000
Utility Services	89,017	109,257	132,729
Operations Support	2,991	11,900	18,086
Staff Support	116,509	148,731	165,637
City Assistance	19,715	18,013	21,100
Professional Services	53,396	64,635	73,993
Maintenance Services	53,578	60,735	66,085
Rental/Leasing	0	0	57,600
Operating Equipment	78,831	236,568	264,690
Capital Outlay	529,428	375,438	582,015
<i>Total</i>	<i>\$7,238,194</i>	<i>\$8,359,442</i>	<i>\$9,060,241</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate. Personnel increases 4.6% with the addition of a new Patrol Officer position, an update to the holiday pay policy, and the citywide annual merit. With a higher staffing rate and fuel costs anticipated, Utility Services shows an increase 21.5%. Every 3 years the City renews 4 leased vehicles for use by the Police Department and it is set to renew in FY 2019-20 for \$57,600. In Capital Outlay, the number of patrol vehicles needing to be purchased and replaced increased from 7 in FY 2018-19 to 9 in FY 2019-20.

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
POLICE							
=====							
<u>Personnel Services</u>							
256-511110 Regular	4,015,928	4,191,212	4,972,573	3,973,256	4,898,455	5,113,076	
256-511120 Overtime	125,591	197,721	98,056	203,718	250,000	179,450	
256-511180 LTD	11,852	13,224	15,139	10,020	15,185	15,615	
256-511210 Longevity	103,404	95,568	102,406	98,572	103,256	108,221	
256-511220 Clothing Allowance	58,256	59,606	70,949	55,923	69,467	72,462	
256-511230 Certification Allowance	40,764	39,577	47,171	33,326	41,421	43,766	
256-511310 FICA - Employer	324,417	340,504	404,773	323,993	410,249	430,031	
256-511350 TMRS-Employer	690,008	725,510	842,113	686,602	858,842	885,752	
256-511410 Health-Employer	503,878	522,959	649,838	460,756	559,765	692,812	
256-511500 Workers' Compensation	47,490	35,514	42,989	42,826	42,826	44,437	
TOTAL Personnel Services	5,921,589	6,221,395	7,246,007	5,888,992	7,249,466	7,585,622	
<u>Supplies</u>							
256-521000 Operating Supplies	28,120	21,116	34,716	25,592	35,271	39,325	
256-521100 Office Supplies	3,293	4,270	6,400	4,682	5,955	6,400	
256-521150 Child Safety Supplies	38,796	10,152	0	0	0	3,450	
256-521300 Motor Veh. Supplies	11,805	13,566	17,510	17,024	17,209	17,510	
TOTAL Supplies	82,015	49,104	58,626	47,298	58,435	66,685	
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	21,294	24,230	26,000	26,264	26,264	26,000	
TOTAL City Support Services	21,294	24,230	26,000	26,264	26,264	26,000	
<u>Utility Services</u>							
256-533310 Telephone/Cell Phone	0	0	165	38	150	0	
256-533330 Telephone/Internet	0	0	5,530	0	0	0	
256-533500 Vehicle Fuel	78,641	89,017	118,279	68,983	109,107	132,729	
TOTAL Utility Services	78,641	89,017	123,974	69,021	109,257	132,729	
<u>Operations Support</u>							
256-534100 Advertising	0	0	0	0	0	7,400	
256-534200 Printing & Binding	2,075	2,991	12,121	4,321	11,900	10,686	
TOTAL Operations Support	2,075	2,991	12,121	4,321	11,900	18,086	
<u>Staff Support</u>							
256-535100 Uniforms	50,614	40,788	41,364	33,599	41,190	43,027	
256-535200 Awards	1,380	1,800	2,500	2,628	3,000	3,000	
256-535210 Employee Recognition-Morale	2,971	2,122	4,300	3,788	4,121	4,300	
256-535300 Memberships	1,544	2,078	3,330	1,526	3,299	3,690	
256-535400 Publications	488	306	490	0	490	490	
256-535500 Training/Travel	59,708	68,656	93,285	61,309	93,131	107,880	
256-535500.T-Class Training	1,773	0	0	0	0	0	
256-535510 Meeting Expenses	1,508	760	3,100	3,220	3,500	3,250	
TOTAL Staff Support	119,987	116,509	148,369	106,069	148,731	165,637	

101-GENERAL FUND

PUBLIC SAFETY		EXPENDITURES					
		2018-2019					
		2019-2020					
		2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<u>City Assistance</u>							
256-537100 Medical Services	11,512	15,108	10,500	8,783	10,319	12,000	
256-537800 Community Outreach	4,747	4,607	7,700	3,816	7,694	9,100	
TOTAL City Assistance	16,259	19,715	18,200	12,599	18,013	21,100	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	48,012	53,396	64,748	58,594	64,635	73,993	
TOTAL Professional Services	48,012	53,396	64,748	58,594	64,635	73,993	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551100 Building Maintenance	1,584	1,000	0	0	0	0	
256-551400 Minor & Other Equip Maint	818	1,753	2,500	1,505	2,485	2,500	
256-551700 Abatement/Lot Cleaning	0	0	9,000	6,650	7,000	5,000	
256-551800 Other Maintenance Agreements	1,697	745	745	795	850	745	
256-551810 Maintenance Agr. - Radios	41,120	50,080	59,400	40,100	50,400	57,840	
TOTAL Maintenance Services	45,220	53,578	71,645	49,050	60,735	66,085	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	44,159	0	0	0	0	57,600	
TOTAL Rental/Leasing	44,159	0	0	0	0	57,600	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	9,281	4,094	5,230	5,248	5,250	6,155	
256-571200 Vehicles & Access. LESS \$5,00	92,105	28,885	151,319	152,108	152,108	153,985	
256-571300 Computer & Periphe. < \$5000	20,483	0	0	0	0	64,575	
256-571600 Donation-Expense	0	545	0	2,380	24,000	0	
256-571800 Equipment under \$5,000	11,845	45,308	55,580	55,210	55,210	39,975	
TOTAL Operating Equipment	133,714	78,831	212,129	214,946	236,568	264,690	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	351,345	504,003	373,990	333,826	346,963	373,635	
256-581800 Equipment Over \$5,000	6,258	25,425	0	0	28,475	208,380	
TOTAL Capital Outlay	357,603	529,428	373,990	333,826	375,438	582,015	
<u>TOTAL POLICE</u>							
	6,870,567	7,238,194	8,355,808	6,810,981	8,359,442	9,060,241	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
MARSHAL'S OFFICE							
=====							
<u>Personnel Services</u>							
259-511110 Regular	302,812	237,246	0	0	0	0	
259-511120 Overtime	1,865	4,079	0	0	0	0	
259-511180 LTD	920	774	0	0	0	0	
259-511210 Longevity	13,895	6,526	0	0	0	0	
259-511220 Clothing Allowance	3,982	3,120	0	0	0	0	
259-511230 Certification Allowance	2,780	2,210	0	0	0	0	
259-511310 FICA - Employer	24,181	18,769	0	0	0	0	
259-511350 TMRS-Employer	53,703	40,857	0	0	0	0	
259-511410 Health-Employer	38,247	31,871	0	0	0	0	
259-511500 Worker' Compensation	3,928	2,847	0	0	0	0	
TOTAL Personnel Services	446,313	348,298	0	0	0	0	
<u>Supplies</u>							
259-521000 Operating Supplies	167	191	0	0	0	0	
259-521100 Office Supplies	515	715	0	0	0	0	
259-521300 Motor Vehicle Supplies	1,630	1,862	0	0	0	0	
259-521600 Equip Maint Supplies	0	76	0	0	0	0	
TOTAL Supplies	2,313	2,844	0	0	0	0	
<u>Utility Services</u>							
259-533500 Vehicle Fuel	6,173	6,242	0	0	0	0	
TOTAL Utility Services	6,173	6,242	0	0	0	0	
<u>Operations Support</u>							
259-534200 Printing & Binding	275	106	0	0	0	0	
TOTAL Operations Support	275	106	0	0	0	0	
<u>Staff Support</u>							
259-535100 Uniforms	1,265	1,091	0	0	0	0	
259-535300 Memberships	300	250	0	0	0	0	
259-535500 Training/Travel	3,836	4,159	0	0	0	0	
259-535510 Meeting Expenses	107	45	0	0	0	0	
TOTAL Staff Support	5,508	5,546	0	0	0	0	
<u>City Assistance</u>							
<u>Professional Services</u>							

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Maintenance Services</u>							
259-551800 Other Maintenance Agreements	1,500	1,656	0	0	0	0	
259-551810 Maintenance Agr. - Radios	<u>2,200</u>	<u>2,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Maintenance Services	3,700	4,256	0	0	0	0	
<u>Operating Equipment</u>							
259-571800 Equipment Less \$5,000	<u>17,699</u>	<u>4,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	17,699	4,756	0	0	0	0	
<u>Capital Outlay</u>							
<hr/>							
TOTAL MARSHAL'S OFFICE	481,980	372,049	0	0	0	0	
<hr/>							
TOTAL PUBLIC SAFETY	12,240,994	13,339,628	14,526,571	11,908,809	14,678,681	15,496,363	

101-GENERAL FUND

HEALTH

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
ENVIRONMENTAL HEALTH							
=====							
<u>Personnel Services</u>							
772-511110 Regular	130,805	91,681	0	0	0	0	
772-511120 Overtime	739	2,508	0	0	0	0	
772-511180 LTD	370	291	0	0	0	0	
772-511210 Longevity	1,742	1,974	0	0	0	0	
772-511220 Clothing Allowance	2,540	1,684	0	0	0	0	
772-511310 FICA - Employer	10,260	6,977	0	0	0	0	
772-511350 TMRS-Employer	21,040	14,210	0	0	0	0	
772-511410 Health-Employer	18,466	15,153	0	0	0	0	
TOTAL Personnel Services	185,963	134,477	0	0	0	0	
<u>Supplies</u>							
772-521000 Operating Supplies	165	428	0	0	0	0	
772-521100 Office Supplies	530	372	0	0	0	0	
TOTAL Supplies	695	800	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
772-534200 Printing & Binding	703	242	0	0	0	0	
TOTAL Operations Support	703	242	0	0	0	0	
<u>Staff Support</u>							
772-535100 Uniforms	0	467	0	0	0	0	
772-535500 Training/Travel	4,108	3,463	0	0	0	0	
772-535510 Meeting Expenses	132	0	0	0	0	0	
TOTAL Staff Support	4,241	3,930	0	0	0	0	
<u>City Assistance</u>							
772-537800 Community Outreach	901	338	0	0	0	0	
TOTAL City Assistance	901	338	0	0	0	0	
<u>Professional Services</u>							
772-541300 Other Cons/Prof Services	481	19,395	0	0	0	0	
TOTAL Professional Services	481	19,395	0	0	0	0	
<u>Maintenance Services</u>							
772-551700 Abatement/Lot Cleaning	8,225	7,124	0	0	0	0	
TOTAL Maintenance Services	8,225	7,124	0	0	0	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

HEALTH							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Operating Equipment</u>							
772-571000 Furniture & Fixtures	0	431	0	0	0	0	
772-571800 Equipment < \$5,000	<u>3,671</u>	<u>1,236</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	3,671	1,667	0	0	0	0	
<hr/>							
<u>Capital Outlay</u>							
772-581200 Vehicles & Access. > \$5,000	<u>0</u>	<u>31,807</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Capital Outlay	0	31,807	0	0	0	0	
<hr/>							
TOTAL ENVIRONMENTAL HEALTH	204,879	199,779	0	0	0	0	
<hr/>							
TOTAL HEALTH	760,540	729,759	500,269	393,407	494,819	688,547	

DEPARTMENT: 257 FIRE RESCUE

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

The Schertz Fire Rescue Department is a paid career department that responds to all fire and emergency service calls in the City of Schertz, the contracted areas of Guadalupe and Bexar Counties, and through mutual aid, the surrounding cities. All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. Schertz Fire Rescue has an active public education/fire prevention program that conducts code review and enforcement within the city. Fire and arson investigation services are maintained within the department.

GOALS AND OBJECTIVES

- Deliver comprehensive safety services of the highest quality.
 - Respond to 90% of City within 5 minutes from time of dispatch.
 - Pre-fire plan all commercial occupancies in the city once per year, and extra hazard occupancies twice per year.
- Support and maintain a safe, healthy, well trained and high performing work force.
 - Improve training opportunities and encourage involvement in specialized operations.
 - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
- Provide high quality medical first responder service as part of an integrated emergency medical service.
 - Encourage advanced medical training and certifications.
 - Support emergency medical operations through interdepartmental cooperation.
- Become the community resource for life safety knowledge and information regarding Schertz Fire Rescue.
 - Semi-Annual inspects all schools and nursing homes.
 - Encourage public speaking for all firefighters.
 - Maintain safe construction and occupancy within the city through code enforcement.

- Attract and maintain a qualified and diverse workforce.
 - Encourage diverse applicants through career fairs and public education.
 - Continue to apply for staffing grants through Department of Homeland Security.

ORGANIZATIONAL CHART



FIRE RESCUE	2017-18	2018-19	2019-20
Fire Chief	1	1	1
Assistant Chief	1	1	1
Fire Marshal	1	1	1
Deputy Fire Marshal	0	1	1
Battalion Chief	3	4	4
Training/Safety Officer	1	0	0
Lieutenant	9	9	9
Fire Inspector	1	0	0
Fire Apparatus Operator	9	9	9
Firefighter	18	18	18
Senior Administrative Assistant	1	1	1
TOTAL POSITIONS	45	45	45

PERFORMANCE INDICATORS

Input	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Number of Commercial Occupancies	900	955	965
Total staffing	39	45	45
Suppression staffing	33	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	4	4	4
Number of fire stations	2	3	3
Number of full-time engine companies	2	3	3

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Number of incidents	3,006	3,280	3,450
Unit Responses (# calls for all units responding to all emergencies)	4,403	4,500	4,600
Buildings preplan contacts			
Community Contact (citizen contact)	10,489	9,800	11,000
Fire Inspections Conducted	600	550	600
Plan Reviews Completed	248	200	250
Training Hours Provided	6,477	14,000	14,500

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Average Drive Time (Minutes)	6.10	5.55	5.40
% Drive Time < 4 Minutes	31%	31%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	398/210	325/250	360/230
Training Hours/Employee	205	318	329

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$4,191,703	\$4,626,640	\$4,691,062
Supplies	12,244	20,800	23,855
Utility Services	49,030	62,600	76,600
Operations Support	142	350	1,150
Staff Support	156,958	178,177	195,600
City Assistance	15,183	23,000	24,000
Professional Services	25,875	33,500	68,000
Maintenance Services	58,968	72,996	63,900
Other Costs	15,160	1,594	0
Rental/Leasing	15,916	28,000	10,600
Operating Equipment	143,199	117,644	138,150
Capital Outlay	121,817	179,000	148,000
<i>Total</i>	<i>\$4,806,193</i>	<i>\$5,344,301</i>	<i>\$5,440,917</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.8% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FIRE RESCUE							
=====							
<u>Personnel Services</u>							
257-511110 Regular	2,299,294	2,567,507	2,848,190	2,482,915	2,917,414	2,891,488	
257-511120 Overtime	300,878	430,940	400,000	319,640	400,000	440,000	
257-511180 LTD	6,910	8,160	8,381	6,341	9,044	8,432	
257-511210 Longevity	63,820	62,328	62,399	60,687	65,244	68,486	
257-511220 Clothing Allowance	11,568	12,720	13,316	11,460	13,548	13,316	
257-511230 Certification Allowance	40,575	41,755	47,588	36,425	42,120	47,336	
257-511310 FICA - Employer	202,138	231,811	256,686	215,017	263,032	263,396	
257-511350 TMRS-Employer	429,195	502,724	542,060	478,897	550,648	550,205	
257-511410 Health-Employer	269,508	313,707	349,183	283,259	341,098	383,476	
257-511500 Workers' Compensation	23,710	20,051	24,585	24,492	24,492	24,927	
TOTAL Personnel Services	3,647,597	4,191,703	4,552,388	3,919,133	4,626,640	4,691,062	
<u>Supplies</u>							
257-521000 Operating Supplies	2,658	4,059	7,500	4,268	5,700	7,500	
257-521100 Office Supplies	1,172	1,976	2,500	1,374	2,500	3,200	
257-521200 Medical/Chem Supplies	706	5,266	10,954	5,806	10,000	10,955	
257-521300 Motor Veh. Supplies	15	37	800	136	800	1,000	
257-521600 Equip Maint Supplies	411	905	1,800	1,433	1,800	1,200	
TOTAL Supplies	4,961	12,244	23,554	13,017	20,800	23,855	
<u>City Support Services</u>							
<u>Utility Services</u>							
257-533100 Gas Utility Service	2,677	3,150	6,000	4,512	6,000	7,000	
257-533200 Electric Utility Service	18,624	9,393	23,000	6,741	15,000	25,000	
257-533320 Telephone/Air Cards	0	0	0	0	3,000	3,000	
257-533330 Telephone/Internet	0	1,023	0	142	0	0	
257-533410 Water Utility Service	2,395	1,821	2,600	1,107	2,600	3,600	
257-533500 Vehicle Fuel	25,383	33,643	30,000	27,617	36,000	38,000	
TOTAL Utility Services	49,079	49,030	61,600	40,120	62,600	76,600	
<u>Operations Support</u>							
257-534100 Advertising	0	0	150	0	0	150	
257-534200 Printing & Binding	0	142	400	323	350	1,000	
TOTAL Operations Support	0	142	550	323	350	1,150	
<u>Staff Support</u>							
257-535100 Uniforms	65,002	82,009	96,577	63,678	96,577	97,600	
257-535210 Employee Recognition-Morale	3,971	4,325	4,500	3,530	4,500	4,700	
257-535300 Memberships	2,238	2,643	3,100	3,058	3,100	3,500	
257-535400 Publications	2,792	1,966	3,500	1,783	3,000	3,500	
257-535500 Training/Travel	52,094	56,503	58,000	50,828	58,000	72,000	
257-535510 Meeting Expenses	3,496	3,499	4,375	2,123	3,000	4,300	
257-535600 Professional Certification	6,823	6,012	11,000	6,069	10,000	10,000	
TOTAL Staff Support	136,416	156,958	181,052	131,069	178,177	195,600	

101-GENERAL FUND

PUBLIC SAFETY		(----- 2018-2019 -----)(----- 2019-2020 -----)					
EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
257-537800 Community Outreach	22,490	15,183	23,000	8,293	23,000	24,000	
TOTAL City Assistance	22,490	15,183	23,000	8,293	23,000	24,000	
<u>Professional Services</u>							
257-541300 Other Professional Services	32,696	25,875	33,500	33,465	33,500	68,000	
TOTAL Professional Services	32,696	25,875	33,500	33,465	33,500	68,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	1,723	54	2,500	284	1,000	2,500	
257-551800 Other maintenance agreement	16,544	20,001	30,000	17,097	30,000	31,400	
257-551810 Maintenance Agr. - Radios	10,640	14,040	15,000	9,760	15,000	15,000	
257-551900 Construction	11,496	24,873	26,996	18,540	26,996	15,000	
TOTAL Maintenance Services	40,403	58,968	74,496	45,681	72,996	63,900	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	611	15,160	0	1,594	1,594	0	
TOTAL Other Costs	611	15,160	0	1,594	1,594	0	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	15,916	15,916	33,900	23,333	28,000	10,600	
TOTAL Rental/Leasing	15,916	15,916	33,900	23,333	28,000	10,600	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	6,741	14,582	15,000	12,101	15,000	15,000	
257-571200 Vehicles & Access. LESS \$5,00	15,424	5,544	8,125	5,079	8,125	8,000	
257-571300 Computer & Periphe. < \$5000	5,706	14,545	14,500	13,793	14,500	19,750	
257-571310 Computer Software	1,541	1,278	7,000	3,871	12,500	8,000	
257-571400 Communication Equip LESS \$500	6,643	4,054	19,899	7,444	19,899	35,000	
257-571600 Police/Fire/Medical Equipment	40,330	97,767	42,620	25,884	42,620	43,200	
257-571800 Equipment under \$5,000	12,769	5,429	5,000	3,387	5,000	9,200	
TOTAL Operating Equipment	89,154	143,199	112,144	71,559	117,644	138,150	
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	30,407	89,953	179,000	0	179,000	132,000	
257-581600 Donation-Expense	0	24,864	0	0	0	0	
257-581800 Equipment Over \$5,000	6,800	7,000	0	0	0	16,000	
TOTAL Capital Outlay	37,207	121,817	179,000	0	179,000	148,000	
TOTAL FIRE RESCUE	4,076,531	4,806,193	5,275,184	4,287,586	5,344,301	5,440,917	

**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 consistency of the City's adopted building codes and ordinances. Staff works closely with citizens, contractors, builders, developers, and other City Departments to assist in creating an attractive and safe community.

GOALS AND OBJECTIVES

- Continue to improve department processes to expedite the plan review and permitting process.
- Strive to provide superior customer service through courteous and professional relationships with the community.
- Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.
- Promote the use of automated technology in permit application and inspection software (SharePoint, WebQA, and permitting software City View) which will streamline the process and provide the applicant with on-line access to projects.
- Continue to provide and improve upon a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.
- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.

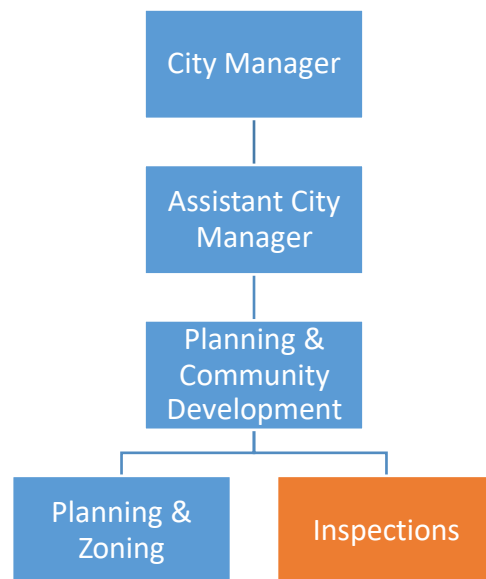
- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month festivities to include additional school presentations, information sessions at local stores, public outreach via social media, and a presentation to the City of Schertz Senior Center to raise awareness on the importance of building safety.
- Review, adopt and implement new Building Codes in order to ensure the health and safety of Schertz residents.
- Contribute to the publication of articles for the Schertz Magazine – From the Development Whiteboard. The articles are published to provide helpful information, transparency, and improved customer service for all residents.

ACCOMPLISHMENTS

- Eight (8) International Code Council (ICC) Certifications were earned by staff members. Two (2) Texas State Board of Plumbing Examiners Inspector Licenses obtained by staff members.
- Attended various continuing education classes including Building Professional Institute training in Houston, Austin, and Irving, the San Antonio Building Codes Academy, the 2018 IBC and IFC Assembly Spaces Training, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, Deer Oaks training sessions to include Business Etiquette and Professionalism and Maintaining Respect and Civility in the Workplace, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.
- Continually improved upon the customer service kiosk in the lobby to assist customers with the permitting process by updating applications and creating fillable forms to improve service by having all permits easily accessible online.
- Expanded the yearly program to raise awareness for Building Safety Month which included a Daycare / Preschool presentation, safety tips on the City social media site, informational sessions at the local home improvement store, an article in the Schertz Magazine, and a presentation at the Schertz Senior Center.
- Transitioned to a digital plan and permit submittal and review process by utilizing SharePoint and WebQA to increase efficiency and customer service.

- Continually reviewed and improved the online inspection request system based on customer input to improve communication with customers and to include the ability to upload attachments for all contractor submittals.
- Improved Permit Technician processes by implementing new workflows, to include immediately scanning permits, to provide increased customer service and ensure proper tracking of all submitted permits.
- Continued the monthly contractor meetings and quarterly meetings with the Greater San Antonio Builders Association (GSABA) to foster partnerships with the building community.
- Continued with weekly department meeting to include all Planning and Community Development staff to foster a team mentality, increase awareness of construction projects and improve communication within the department.
- Increased focus on continued training for staff.

ORGANIZATIONAL CHART



INSPECTIONS	2017-18	2018-19	2019-20
Dir. of Planning & Comm. Dev.	1	1	1
Executive Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	1
Building Inspector	3	5	5
Permit Technician	2	2	2
Development Specialists*	0	1	1
TOTAL POSITIONS	9	12	12

*Split with Utility Billing

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
New Residential Construction	422	300	360
New Commercial Construction	26	19	26
Reroof Permits	1709	850	850
Accessory/Temporary Building Permits	35	25	25
Deck/Patio Permits	71	55	60
Sign Permits	137	85	100
Other Permits	2261	3200	3000

Mechanical Permits	978	1000	900
Electric Permits	732	1000	800
Plumbing Permits	1225	1200	1000
Total Permit/License/Fee Revenue	\$3,260,040	\$2,273,768	\$2,197,104

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Median days to complete residential plan review	20	20	20
Median days to complete commercial plan review	60	60	60

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Standard Inspections (i.e. framing)	13,269	17,000	15,000
Re-Inspections	1,638	3,000	3,000

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$629,218	\$809,558	\$836,846
Supplies	2,549	4,115	5,378
Utility Services	4,461	5,000	9,720
Operations Support	1,781	2,219	2,400
Staff Support	19,254	29,961	41,261
Professional Services	260,540	70,000	70,000
Operating Equipment	5,391	1,085	600
Capital Outlay	0	53,000	29,000
<i>Total</i>	<i>\$923,193</i>	<i>\$974,938</i>	<i>\$995,205</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 2.1% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INSPECTIONS							
=====							
<u>Personnel Services</u>							
258-511110 Regular	401,722	420,670	496,158	471,871	564,488	567,480	
258-511120 Overtime	10,023	27,467	19,400	11,997	18,000	17,460	
258-511180 LTD	1,141	1,300	1,538	1,136	1,750	1,759	
258-511210 Longevity	8,647	7,295	8,911	8,668	8,661	13,952	
258-511230 Certification Allowance	0	0	291	136	182	291	
258-511310 FICA - Employer	31,066	33,516	39,382	36,126	45,237	45,805	
258-511350 TMRS-Employer	67,477	73,523	83,165	79,578	94,702	95,683	
258-511410 Health-Employer	57,542	64,366	79,562	62,228	75,196	92,887	
258-511500 Workers' Compensation	1,248	1,081	1,347	1,342	1,342	1,529	
TOTAL Personnel Services	578,866	629,218	729,754	673,081	809,558	836,846	
<u>Supplies</u>							
258-521000 Operating Supplies	1,118	1,056	1,375	1,047	1,375	1,614	
258-521100 Office Supplies	1,675	1,399	1,627	931	2,000	2,400	
258-521300 Motor Vehicle Supplies	44	72	240	63	240	864	
258-521600 Equip Maint Supplies	0	22	500	73	500	500	
TOTAL Supplies	2,836	2,549	3,742	2,114	4,115	5,378	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	3,747	4,461	5,000	4,518	5,000	9,720	
TOTAL Utility Services	3,747	4,461	5,000	4,518	5,000	9,720	
<u>Operations Support</u>							
258-534200 Printing & Binding	1,845	1,781	2,219	1,190	2,219	2,400	
TOTAL Operations Support	1,845	1,781	2,219	1,190	2,219	2,400	
<u>Staff Support</u>							
258-535100 Uniforms	4,821	4,857	6,250	3,279	6,250	8,690	
258-535300 Memberships	219	259	745	155	745	745	
258-535400 Publications	536	1,589	2,298	768	2,298	2,298	
258-535500 Training/Travel Staff	9,665	9,942	15,300	11,789	15,300	23,341	
258-535510 Meeting Expenses	1,829	666	3,336	377	3,336	2,100	
258-535600 Professional Certification	993	1,941	2,032	1,833	2,032	4,087	
TOTAL Staff Support	18,063	19,254	29,961	18,201	29,961	41,261	
<u>City Assistance</u>							

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
258-541300 Other Consl/Prof Services	206,558	260,540	70,000	57,045	70,000	70,000	
TOTAL Professional Services	206,558	260,540	70,000	57,045	70,000	70,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	0	5,391	903	530	530	600	
258-571200 Vehicles&Access. LESS \$5,000	0	0	0	555	555	0	
TOTAL Operating Equipment	0	5,391	903	1,085	1,085	600	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	0	0	54,000	53,007	53,000	29,000	
TOTAL Capital Outlay	0	0	54,000	53,007	53,000	29,000	
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TOTAL INSPECTIONS	811,916	923,193	895,579	810,242	974,938	995,205	

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

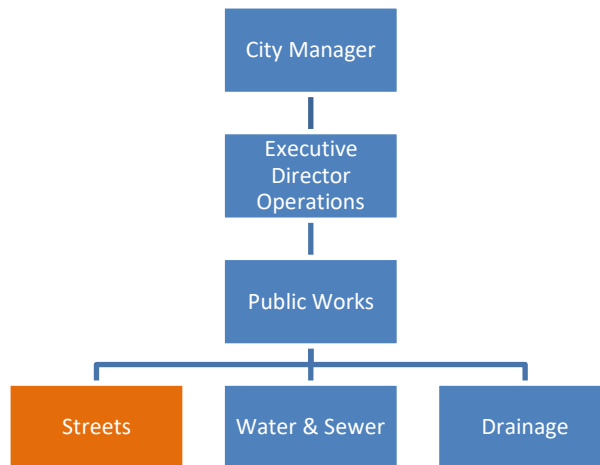
DEPARTMENT DESCRIPTION

The Street Department provides high quality service in design, construction, and renovation of streets and continues to perform services in a customer service first manner to meet the needs of the citizens. Provides safe and efficient movement of the people and goods through a well-designed, operated, and maintained transportation network. Evaluates affordability and efficiency options for providing street maintenance services. Chipping service is provided as requested by the residents. The Street Division assists other departments as needed.

GOALS AND OBJECTIVES

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.
- Plan, design, construct, operate, and maintain traffic functions, traffic control devices, street resurfacing and rehabilitation, street lights, street signs, street sweeping, and crosswalk signals.
- Emphasize safety to our employees to reduce preventable accidents.
- Provide traffic counts and speed information on specific streets as requested.
- Design and prepare street maintenance plans, pothole patching, and sidewalk construction.

ORGANIZATIONAL CHART



STREETS	2017-18	2018-19	2019-20
Public Works Manager Streets/Drainage	1	1	1
Street Supervisor	1	1	1
Foreman	1	1	1
Street Worker II	5	5	6
Street Worker I	6	6	8
TOTAL POSITIONS	14	14	17

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Street Sweeping hours	1,300	1,766	1,900
Number of signs produced	443	475	500
Quantity of asphalt purchased (tons)	335	232	250
Special projects (Hours)	993	380	400
Street centerline miles	163	163	164

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Annual cost to operate street sweepers (operators and fuel)	115,000	106,560	108,400
Cost per ton of asphalt	48	55	60
Approved daily budget expenditures for operation	3,370	4,192	4,238

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Hours spent on roadway maintenance	2,900	3,000	3,200
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Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$773,404	\$711,014	\$902,526
Supplies	80,858	113,350	102,450
Utility Services	173,057	161,000	176,000
Staff Support	10,496	18,350	18,620
Professional Services	18,193	15,000	15,000
Maintenance Services	70,181	273,700	285,500
Rental/Leasing	3,201	4,300	6,000
Operating Equipment	6,662	4,850	9,800
Capital Outlay	94,153	228,685	31,00
<i>Total</i>	<i>\$1,230,206</i>	<i>\$1,530,249</i>	<i>\$1,546,896</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate. Personnel will increase 26.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
STREETS							
=====							
<u>Personnel Services</u>							
359-511110 Regular	478,528	507,802	520,366	418,029	476,933	589,660	
359-511120 Overtime	6,592	5,124	6,305	5,322	5,649	6,305	
359-511180 LTD	1,406	1,601	1,613	1,101	1,478	1,828	
359-511210 Longevity	13,796	15,381	16,724	16,729	16,900	17,138	
359-511230 Certification Allowance	2,112	2,389	2,037	1,789	2,112	2,910	
359-511310 FICA - Employer	38,208	40,314	41,328	33,475	38,356	46,713	
359-511350 TMRS-Employer	80,366	85,636	87,783	71,375	80,296	98,236	
359-511410 Health-Employer	90,556	101,200	108,056	62,768	73,266	121,184	
359-511500 Workers' Compensation	18,844	13,958	16,085	16,024	16,024	18,552	
TOTAL Personnel Services	730,408	773,404	800,297	626,612	711,014	902,526	
<u>Supplies</u>							
359-521000 Operating Supplies	3,444	2,342	3,750	2,515	3,750	3,750	
359-521050 Operating Supplies-Street Sig	30,324	19,967	20,000	12,416	20,000	20,000	
359-521055 Operating Supplies-StreetMain	56,576	56,259	86,200	51,184	86,200	75,000	
359-521100 Office Supplies	233	295	400	224	400	400	
359-521200 Medical/Chem Supplies	470	1,000	1,500	386	1,500	1,500	
359-521300 Motor Veh. Supplies	1,820	995	1,800	1,232	1,500	1,800	
TOTAL Supplies	92,868	80,858	113,650	67,957	113,350	102,450	
<u>City Support Services</u>							
<u>Utility Services</u>							
359-533200 Electric Utility Service	131,119	135,545	140,000	104,617	120,000	140,000	
359-533210 Utilities - Poles	0	0	4,500	4,440	4,500	0	
359-533410 Water Utility Service	630	559	1,200	403	500	0	
359-533500 Vehicle Fuel	35,674	36,954	36,000	30,112	36,000	36,000	
TOTAL Utility Services	167,423	173,057	181,700	139,572	161,000	176,000	
<u>Operations Support</u>							
<u>Staff Support</u>							
359-535100 Uniforms	9,474	8,351	13,500	11,919	13,500	12,000	
359-535200 Awards	0	0	100	0	100	0	
359-535300 Memberships	0	0	150	149	150	0	
359-535500 Training/Travel	1,399	1,423	3,500	3,023	3,200	4,000	
359-535510 Meeting Expenses	536	495	1,000	696	1,000	1,200	
359-535600 Professional Certification	177	227	400	161	400	1,420	
TOTAL Staff Support	11,586	10,496	18,650	15,948	18,350	18,620	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	71,705	18,193	15,000	6,345	15,000	15,000	
TOTAL Professional Services	71,705	18,193	15,000	6,345	15,000	15,000	
<u>Maintenance Services</u>							
359-551400 Minor & Other Equip Maint (267)		0	500	0	500	500	
359-551600 Outsourced Street Maintenance	40,361	70,181	273,200	646	273,200	285,000	
TOTAL Maintenance Services	40,094	70,181	273,700	646	273,700	285,500	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	2,763	3,201	4,850	4,590	4,000	6,000	
359-561200 Lease/Purchase Payments	0	0	0	0	300	0	
TOTAL Rental/Leasing	2,763	3,201	4,850	4,590	4,300	6,000	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	254	300	300	0	300	300	
359-571200 Vehicles & Access under \$5,00	1,178	1,166	50	0	50	5,000	
359-571750 Street Crossing Minor Imprvmn	9,184	0	0	0	0	0	
359-571800 Equipment under \$5,000	1,516	5,196	4,500	4,268	4,500	4,500	
TOTAL Operating Equipment	12,133	6,662	4,850	4,268	4,850	9,800	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	27,884	7,475	156,698	156,398	156,698	31,000	
359-581750 Street Crossing Improvements	84,034	25,818	0	0	0	0	
359-581800 Equipment Over \$5,000	23,890	60,860	72,587	37,050	71,987	0	
TOTAL Capital Outlay	135,808	94,153	229,285	193,448	228,685	31,000	
TOTAL STREETS	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	
TOTAL PUBLIC ENVIRONMENT	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	

**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 400 acres of park land, to include the maintenance of municipal facilities, creek ways, swimming pools, graffiti removal, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight, campus formal bed maintenance contracts, and oversight of athletic field maintenance by sports associations (Buffalo Valley Youth Association and Schertz Youth Soccer Alliance). It conducts community-wide tree planting and beautification programs. Acquires, designs, constructs, and renovates existing and additional park land and facilities. It provides citizen input and communication venues utilizing the Parks and Recreation Advisory Board, community surveys, and community meetings. It plans and implements over 50 special events, recreation programs, and parades. The Director of Parks, Recreation, and Community Services oversees the budgets for Parks, Swimming Pools, Tree Mitigation, Parkland Dedication, and the Special Events Fund. In addition, the Director oversees and manages the contracts with the YMCA of Greater San Antonio for the staffing and programming of the Recreation Center, the Schertz Area Senior Center, the Schertz Aquatics Center, and the outdoor pools at Pickrell Park and Wendy Swan Memorial Park.

GOALS AND OBJECTIVES

- Continue to develop a system of parks, open space, recreational facilities, and leisure services that will meet the needs of an expanding community.
- Implement the on-going Parks and Open Space Master Plan recommendations and priorities to keep pace with the needs of an expanding community.
- Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings.
- Provide recreational and leisure opportunities to City of Schertz residents of all ages through the provision of high quality parks and recreational facilities, swimming pools, and senior center.

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.
- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2017-18	2018-19	2019-20
Director of Parks, Recreation & Community Services	1	1	1
Senior Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Leader	1	1	1
Park Worker I	4	4	5
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Events Manager	0	1	1
Events Specialist	0	1	1
TOTAL POSITIONS	10	12	13

PERFORMANCE INDICATORS

Workload/Outputs	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Total Acres of Park Land Managed	394.35	401.11	401.11
Total Acres of City Campuses Managed		48.68	48.68
Total Acres of Land Managed Per FTE	78.87	89.96	89.96
Total Miles of Trails Managed		25	25
Routine Park Maintenance Hours	12,694		
Special Events, Programs & Parades		50	50

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Acres of Contractual Mowing	164.97	119.40	119.40
Acres of Athletic Association Maintenance	49	70.02	70.02
Hours of Volunteer Service		800	1,000
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$19,142	\$24,180	\$12,000
Special Events Attendance		30,000	30,000
Youth Sports Registrations (BVYA & SYSA)		3,800	3,800

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$458,475	\$550,325	\$667,986
Supplies	71,788	76,331	98,850
City Support Services	10,437	18,000	114,500
Utility Services	256,028	234,500	244,500
Operations Support	999	1,847	1,000
Staff Support	8,200	15,290	19,670
Professional Services	115,892	139,500	137,500

Maintenance Services	13,718	65,479	26,500
Rental/Leasing	29,494	5,947	5,000
Operating Equipment	24,067	72,571	65,250
Capital Outlay	70,408	349,901	185,000
<i>Total</i>	<i>\$1,059,505</i>	<i>\$1,529,691</i>	<i>\$1,565,756</i>

5

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 2.0% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKS							
=====							
<u>Personnel Services</u>							
460-511110 Regular	328,886	301,260	444,258	320,980	367,860	444,664	
460-511120 Overtime	15,523	16,047	14,793	15,330	16,000	14,793	
460-511180 LTD	955	885	1,341	797	1,140	1,360	
460-511210 Longevity	12,901	6,669	8,514	8,917	8,917	4,022	
460-511230 Certification Allowance	3,208	2,908	14,550	3,139	3,693	6,984	
460-511310 FICA - Employer	25,886	24,030	36,862	25,468	30,238	35,981	
460-511350 TMRs-Employer	56,401	52,016	75,873	55,811	63,301	74,232	
460-511410 Health-Employer	47,722	51,281	73,714	45,997	55,131	81,894	
460-511500 Workers' Compensation	4,965	3,379	4,060	4,045	4,045	4,056	
TOTAL Personnel Services	496,446	458,475	673,965	480,483	550,325	667,986	
<u>Supplies</u>							
460-521000 Operating Supplies	32,785	41,419	30,716	24,115	34,250	34,250	
460-521100 Office Supplies	362	430	1,000	1,250	1,500	1,000	
460-521200 Medical/Chem Supplies	1,717	2,502	2,600	951	2,500	2,600	
460-521300 Motor Vehicle Supplies	0	256	6	6	6	500	
460-521310 Landscaping Supplies-Parks	0	21,397	13,500	13,446	13,500	25,500	
460-521315 Landscaping Supplies-Campus	0	943	19,500	15,069	20,000	30,500	
460-521400 Plumbing Supplies	4,070	4,221	4,000	2,120	4,000	4,000	
460-521610 Building Maintenance Supplies	0	619	575	575	575	500	
TOTAL Supplies	38,934	71,788	71,897	57,531	76,331	98,850	
<u>City Support Services</u>							
460-532601 Holidazzle	0	0	0	0	0	16,500	
460-532604 4th of July Jubilee	0	0	0	0	0	26,000	
460-532607 National Night Out	0	0	0	0	0	500	
460-532619 Schertz Sweetheart	0	0	0	0	0	20,000	
460-532620 Sweetheart Scholarships	0	0	0	0	0	4,000	
460-532626 Other Events	0	0	0	0	0	37,500	
460-532800 Special Events	12,005	10,437	10,000	16,237	18,000	10,000	
TOTAL City Support Services	12,005	10,437	10,000	16,237	18,000	114,500	
<u>Utility Services</u>							
460-533100 Gas Utility Service	692	0	0	0	0	0	
460-533200 Electric Utility Service	80,465	73,034	76,000	47,538	76,000	76,000	
460-533310 Telephone/Cell Phones	75	28	0	0	0	0	
460-533410 Water Utility Service	155,319	171,163	136,000	108,208	150,000	160,000	
460-533500 Vehicle Fuel	10,482	11,804	8,500	7,515	8,500	8,500	
TOTAL Utility Services	247,033	256,028	220,500	163,261	234,500	244,500	

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2016-2017	2017-2018	CURRENT	2018-2019	PROJECTED	2019-2020	
	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	CITY ADMIN.	ADOPTED
				ACTUAL		RECOMMENDED	BUDGET
<hr/>							
<u>Operations Support</u>							
460-534100 Advertising	1,673	999	1,847	1,847	1,847	1,000	
TOTAL Operations Support	1,673	999	1,847	1,847	1,847	1,000	
<hr/>							
<u>Staff Support</u>							
460-535100 Uniforms	5,760	3,853	6,165	6,297	6,500	7,195	
460-535300 Memberships	441	201	1,934	2,015	2,015	1,625	
460-535500 Training/Travel	4,151	3,830	5,800	5,890	5,890	10,000	
460-535510 Meeting Expenses	0	316	996	885	885	850	
TOTAL Staff Support	10,351	8,200	14,895	15,087	15,290	19,670	
<hr/>							
<u>City Assistance</u>							
<hr/>							
<u>Professional Services</u>							
460-541300 Other Cons'l/Prof Services	1,420	1,646	6,000	7,896	8,000	6,000	
460-541310 Contract Services	88,810	114,246	131,500	93,794	131,500	131,500	
TOTAL Professional Services	90,230	115,892	137,500	101,690	139,500	137,500	
<hr/>							
<u>Maintenance Services</u>							
460-551100 Building Maintenance	250	1,078	479	479	479	2,500	
460-551400 Minor & Other Equip Maint	2,080	5,418	5,000	4,336	5,000	5,000	
460-551600 Street Maintenance Materials	0	0	50,000	0	50,000	10,000	
460-551618 Veteran's Memorial Maint.	189	2,316	17,000	761	5,000	4,000	
460-551710 Landscaping	14,833	4,906	5,000	2,700	5,000	5,000	
TOTAL Maintenance Services	17,352	13,718	77,479	8,275	65,479	26,500	
<hr/>							
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	1,069	2,321	5,947	5,399	5,947	5,000	
460-561200 Lease Payments - Principal	36,230	27,172	0	0	0	0	
TOTAL Rental/Leasing	37,299	29,494	5,947	5,399	5,947	5,000	
<hr/>							
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	0	2,574	2,500	783	2,500	250	
460-571600 Donation-Expense	0	13,970	0	0	0	0	
460-571700 Improvements under \$5,000	0	0	50,000	44,147	50,000	50,000	
460-571800 Equipment under \$5,000	19,024	7,523	19,850	20,071	20,071	15,000	
TOTAL Operating Equipment	19,024	24,067	72,350	65,001	72,571	65,250	
<hr/>							
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	0	0	128,000	133,974	133,974	0	
460-581700 Improvements Over \$5,000	0	0	151,150	119,142	171,150	140,000	
460-581800 Equipment Over \$5,000	0	70,408	44,777	10,112	44,777	45,000	
TOTAL Capital Outlay	0	70,408	323,927	263,228	349,901	185,000	
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TOTAL PARKS	970,348	1,059,505	1,610,307	1,178,038	1,529,691	1,565,756	

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

DEPARTMENT DESCRIPTION

The management and maintenance of two (2) outdoor pools including the maintenance of swimming facilities, pumping systems, and related aquatic programs designed to encourage safe use and professional management of these facilities. Provide contractual oversight of the management, programming, and maintenance of the Schertz Aquatics Center. Provide citizen input and communication venues utilizing the Parks and Recreation Advisory Board, surveys, and community meetings.

GOALS AND OBJECTIVES

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.
- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.
- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Outputs	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Revenue per year Outdoor Pools	26,073	27,322	29,000
Days open per year Outdoor Pools	62	67	67
In-House Pool Renovation Hours	0	0	0
Daily Admissions Wendy Swan Pool	3,934	4,024	4,424
Daily Attendees Wendy Swan Pool	2,684	2,775	2,775
Daily Admissions Pickrell Pool	21,357	18,753	19,800
Daily Attendees Pickrell Pool	12,419	10,486	11,452
Season Pool Pass Sales	4,480	4,424	4,800
Daily Attendees Schertz Aquatics Center	58,128	78,000	80,000

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Cost per resident for Pool Operations	19.45*	17.30*	14.25*
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*Cost per resident with the new Schertz Aquatics Center

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Supplies	\$20,490	25,500	25,500
Utility Services	27,835	28,000	16,500
Professional Services	0	2,993	0
Maintenance Services	529,217	517,912	527,878
Operating Equipment	1,032	2,125	0
<i>Total</i>	<i>\$578,573</i>	<i>\$576,530</i>	<i>\$569,878</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 1.2% from the FY 2018-19 year end estimate due to the decrease in utility services, professional services, operating equipment. This decrease was offset by an increase in Contract Maintenance to update the value to actual costs incurred by the YMCA.

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
SWIM POOL							
=====							
<u>Personnel Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Supplies</u>							
463-521000 Operating Supplies	6,827	3,850	4,500	2,163	4,500	4,500	<hr/>
463-521200 Chem/Med/Lab Supplies	18,553	16,070	18,000	8,608	18,000	18,000	<hr/>
463-521600 Equip Maint Supplies	434	570	3,000	40	3,000	3,000	<hr/>
TOTAL Supplies	25,814	20,490	25,500	10,811	25,500	25,500	<hr/>
<u>City Support Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Utility Services</u>							
463-533200 Electric Utility Service	8,810	11,354	10,000	12,160	16,000	10,000	<hr/>
463-533410 Water Utility Service	16,090	16,481	6,500	9,773	12,000	6,500	<hr/>
TOTAL Utility Services	24,900	27,835	16,500	21,933	28,000	16,500	<hr/>
<u>Operations Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Staff Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Professional Services</u>							
463-541300 Other Cons1/Prof Services	3,633	0	2,993	2,993	2,993	0	<hr/>
TOTAL Professional Services	3,633	0	2,993	2,993	2,993	0	<hr/>
<u>Maintenance Services</u>							
463-551400 Minor & Other Equip Maint	9,393	14,143	7,008	10,411	10,411	10,000	<hr/>
463-551700 Contract Maintenance	539,877	515,073	587,878	305,679	507,501	517,878	<hr/>
463-551710 Landscaping	25,439	0	0	0	0	0	<hr/>
TOTAL Maintenance Services	574,709	529,217	594,886	316,090	517,912	527,878	<hr/>
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>							
463-571000 Furniture & Fixtures	0	1,032	0	2,125	2,125	0	<hr/>
TOTAL Operating Equipment	0	1,032	0	2,125	2,125	0	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL SWIM POOL	629,056	578,573	639,878	353,952	576,530	569,878	

**DEPARTMENT: PUBLIC AFFAIRS
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND**

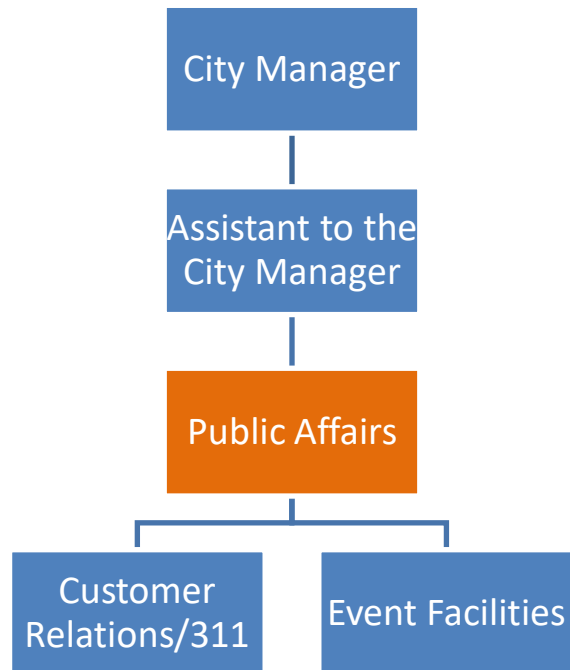
DEPARTMENT DESCRIPTION

Under the umbrella of Public Affairs, Event Facilities provides a place where customers can gather for social or cultural activities, as well as a centrally located venue for businesses and other organizations to hold meetings, training, and/or other specialized events. This department handles all aspects of event rental, and in cooperation with other department's plans, coordinates and executes each event from start to finish (initial deposit to event feedback).

GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
- Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- Promotes relationships with surrounding cities, organizations, and citizens by offering audio/video capabilities and attractive, flexible and diverse use of venue space through upgrades in technology and building improvements.

ORGANIZATIONAL CHART



EVENT FACILITIES	2017-18	2018-19	2019-20
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	3	2
P/T Event Attendant	1	1	2
TOTAL POSITIONS	5	5	5

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of events booked	1,133	1,100	1,100
Number of events cancelled	75	45	40
Number of facility tours	300	433	400

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Revenue	285,881	292,541	288,000
Comp'd Value	24,776	29,630	27,000

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
	13	25	19

Tradeshows/conventions
Customer satisfaction Rating 95% 100% 100%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel Services	\$48,371	\$252,474	\$277,789
Supplies	3,766	3,659	6,150
Utility Services	44,852	46,650	51,650
Operations Support	15,735	16,500	12,358
Staff Support	542	4,935	5,325
Maintenance Services	0	0	8,000
Operating Equipment	12,172	29,500	32,500
<i>Total</i>	<i>\$125,438</i>	<i>\$353,718</i>	<i>\$393,772</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 11.3% from the FY 2018-19 year end estimate due to the Cleaning contract for the Civic Center not being executed in the 2018-19 fiscal year. Also included in the increase is the purchase of replacement office equipment.

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
EVENT FACILITIES							
=====							
<u>Personnel Services</u>							
464-511110 Regular	37,444	33,609	197,507	146,291	181,948	193,177	
464-511120 Overtime	353	76	9,600	2,764	5,000	5,000	
464-511180 LTD	113	94	557	327	564	478	
464-511210 Longevity	313	10	3,361	2,805	2,805	3,668	
464-511310 FICA - Employer	2,901	2,578	15,945	11,423	14,516	15,430	
464-511350 TMRS-Employer	6,135	5,433	33,955	24,531	30,389	32,231	
464-511410 Health-Employer	5,531	6,523	38,591	13,537	16,999	27,558	
464-511500 Workers' Compensation	65	47	254	253	253	247	
TOTAL Personnel Services	52,855	48,371	299,770	201,931	252,474	277,789	
<u>Supplies</u>							
464-521000 Operating Supplies	851	3,351	4,700	1,624	2,500	5,000	
464-521050 Ancillary Products	2,300	65	450	0	450	450	
464-521100 Office Supplies	201	351	700	446	709	700	
TOTAL Supplies	3,352	3,766	5,850	2,069	3,659	6,150	
<u>Utility Services</u>							
464-533100 Gas Utility Service	789	804	850	516	850	850	
464-533200 Electric Utility Service	39,010	36,939	45,000	23,081	40,000	45,000	
464-533330 Telephone/Internet	2,329	1,302	0	0	0	0	
464-533410 Water Utility Service	4,988	5,807	5,500	4,656	5,800	5,800	
TOTAL Utility Services	47,116	44,852	51,350	28,253	46,650	51,650	
<u>Operations Support</u>							
464-534100 Advertising	4,752	4,320	2,180	1,908	3,000	5,100	
464-534200 Printing & Binding	198	29	3,000	968	3,000	2,150	
464-534550 Business Meetings/Networking	0	15	500	431	500	108	
464-534800 Temporary Empl. Services	0	11,371	10,000	6,634	10,000	5,000	
TOTAL Operations Support	4,949	15,735	15,680	9,941	16,500	12,358	
<u>Staff Support</u>							
464-535100 Uniforms	0	45	1,910	776	1,910	2,000	
464-535300 Memberships	297	190	275	201	275	275	
464-535500 Training/Travel	982	307	2,750	1,558	2,750	3,050	
464-535510 Meeting Expenses	72	0	200	0	0	0	
TOTAL Staff Support	1,351	542	5,135	2,535	4,935	5,325	
<u>Professional Services</u>							

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	0	0	10,000	0	0	8,000	
TOTAL Maintenance Services	0	0	10,000	0	0	8,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	5,544	941	6,820	4,221	5,000	2,500	
464-571500 Operating Equipment <\$5,000	2,121	10,199	21,000	13,932	17,000	20,000	
464-571550 Capital Recovery Equipment	0	1,032	10,000	0	7,500	10,000	
TOTAL Operating Equipment	7,665	12,172	37,820	18,153	29,500	32,500	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL EVENT FACILITIES	117,289	125,438	425,605	262,883	353,718	393,772	

DEPARTMENT: 665 LIBRARY

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library:

- Supports life-long learning, literacy and recreation by developing and maintaining a wide variety of library materials in print, audiovisual and digital formats for users of all ages;
- Encourages the love of reading and learning by providing story time and special event programs for infants, children and teens, as well as winter and summer reading programs;
- Enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as Internet usage, computer software, e-readers and other personal digital devices, health and fitness, financial planning, crafts, and book clubs;
- Provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources;
- Provides answers and information to telephone, email, online chat, and in-person queries;
- Provides meeting and study space to individuals and community groups;
- Provides community outreach for underserved local residents through special programs, and
- Actively cooperates and interacts with other libraries in the region to share ideas and stay current in library practices. The library participates in CTLS, Inc. (Connecting Texas Libraries Statewide), a non-profit corporation that sponsors continuing education programs for library staff and encourages library usage and support by Texas residents. The library's primary service area includes the City of Schertz, the City of Selma, the City of Cibola and Guadalupe County.

2019-20 GOALS

- Continue improving the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., Bestsellers, DVDs, graphic novels, beginning readers, etc.
- Continue systematic review and update of policies and procedures relating to circulation and collection development with an eye toward improving our

customers' ability to do business with us and to ensure we provide excellent customer-focused service.

- Complete adult fiction collection weeding; continue other weeding projects according to schedule.
- Add scheduled quarterly staff development days to the Library's training program.
- Participate in more outreach events in community including large City events such as Holidazzle.
- Develop an ESL program (need for this type of program has been identified through the ESL series presented in FY 19)
- Identify and recruit more community members to present programs on specialty topics.

2018-19 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2018 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Schertz Public Library was one of only 51 public libraries in Texas to receive this award.

Operations and Collections

- Added approximately 8,000 new and replacement items to library's physical collections and withdrew more than 5,000 dated, worn, lost and damaged items from library's physical collections.
- Completed transition to new web page platform and re-designed library web page.
- Implemented Kanopy streaming film service.
- Completed implementation of credit card payment option for customers at library printer and on web page.
- Completed scheduled 2019 equipment upgrades; installed large format video monitor to display information on library events and programming.

Programming

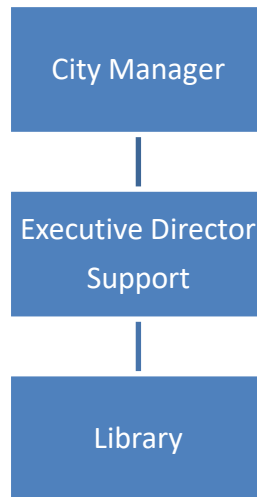
- Youth Services implemented new monthly Free Play and Art Exploration programs for younger children, a weekly Discovery program for students, and a monthly Teen Advisory Board program
- Virtual Services implemented new adult "Podcast Brunch Club" program.
- Adult Services implemented new adult "Bring Your Own Craft" program.

Outreach and Partnerships

- Continue to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.

- Worked closely with the Schertz Library Foundation to plan and offer the 4th annual mini golf fundraising event.
- Partnered with SCUC school librarians to offer SCUC Day at the Library events and author visit by Tim Tingle during summer reading program.
- Youth Services Librarian presented session on youth graphic novels as a member of the Maverick Committee at Texas Library Association annual conference.
- Partnered with Schertz and Cibolo businesses during library's winter reading club "Reading Safari" program to encourage reading in non-traditional places.
- Partnered with SCORE to present business skills workshops.
- Youth Services—monthly visits to 1st Baptist Preschool; 10-12 visits to various SCUCISD campuses for literacy events; partnered with YMCA to provide monthly "Story & Swim" program and fall "Dunkin Pumpkin" event at the Natatorium; hosted several field trips to library by SCUCISD classes and 1st Baptist Preschool; participated in Read Across America event at Primrose School of Schertz.
- Adult Services/Virtual Services--monthly technology help sessions at Schertz Senior Center; presented a Work Skills Readiness workshop at ESC 20 Work Fair; partnered with Wellmed for a series of health and life planning programs for seniors; Summer Reading program for Senior Center; several outreach programs on electronic resources to counselors and teachers at SCUCISD schools; placed a rotating children's book collection at the Legacy at Forest Ridge Retirement Community for the use by the residents in the memory care unit; participated in City's "Moving on Main" event.
- Developed a marketing plan with the City's Public Affairs department to more effectively market library resources and programs to the community.

ORGANIZATION CHART



LIBRARY	2017-18	2018-19	2019-20
Library Director	1	1	1
Adult Services Librarian	1	1	1
Youth Services Librarian	1	1	1
Virtual Services Librarian	1	1	1
Library Assistant	2	2	2
Library Clerk II	3	3	3
Part-time Circulation Clerk (20 hours)	6	6	6
Part-time Circulation Clerk (10 hours)	2	2	2
Part-time Processing Clerk (20 hours)	1	1	1
Part-time Children's Programming Clerk (20 hours)	1	1	1
Part-time Library Page (10 hours)	2	2	2
Part-time Shelving Clerk (20 hours)	0	0	0
Temp Part-time Library Clerk (Unfunded)	1	1	1
TOTAL POSITIONS	22	22	22

PERFORMANCE INDICATORS

	2017-18	2018-19	2019-20
Input	Actual	Estimate	Budget
Service population*	102,379	105,629	109,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	8.5	8.5	8.5
Total Operating Budget	945,948	993,274	973,000
Total Materials Collection	110,266	114,000	117,000
Registered Borrowers	30,806	32,000	32,000
Materials Budget	104,667	125,000	109,000

*determined by Texas State Library

	2017-18	2018-19	2019-20
Workload/Output	Actual	Estimate	Budget

Circulation per Capita	4.05	3.93	3.81
Library Visits per Capita	2.53	2.41	2.34
Program Attendance per Capita	.17	.15	.15
Collection Turnover Rate	3.76	3.64	3.55
Total Circulation	414,790	415,000	415,000
Total Library Visits	258,695	255,000	255,000
Total Program Attendance	16,945	16,000	16,000

	2017-18	2018-19	2019-20
Efficiency	Actual	Estimate	Budget

Cost per Person Served	9.24	9.40	8.93
Cost per Circulation	2.28	2.39	2.34
Circulation per Circulation FTE	48,799	48,824	48,824

	2016-17	2017-18	2019-20
Effectiveness	Actual	Estimate	Budget

Percentage of Service Population With Library Cards	30.09%	30.29%	29.36%
Materials Expenditures per Capita	\$1.02	\$1.18	\$1.00
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	11.06%	12.58%	11.20%
Items per Capita (striving to meet 1.53 items per capita standard)	1.08	1.08	1.07

	2017-18	2018-19	2019-20
Budget	Actual	Estimate	Budget

Personnel Services	4,742	\$748,527	\$778,130	\$779,217
Supplies		13,842	15,500	15,000
Utility Services		60,938	56,000	57,500
Operations Support		4,062	3,650	5,350
Staff Support		4,742	5,697	12,520
Professional Services		2,318	2,364	2,411
Maintenance Services		0	0	0
Operating Equipment		111,519	132,500	120,000
<i>Total</i>		<i>\$945,948</i>	<i>\$993,841</i>	<i>\$991,998</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 budget will decrease .2% from the FY 2018-19 year end estimate. The increase in general operating costs will be offset by the 2018-19 one time increase of \$20,000 for library materials that is not included in the 2019-20 budget.

101-GENERAL FUND

CULTURAL

EXPENDITURES	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
LIBRARY							
=====							
<hr/>							
<u>Personnel Services</u>							
665-511110 Regular	524,468	536,336	536,238	474,023	551,876	548,668	
665-511120 Overtime	832	886	1,067	617	1,067	1,067	
665-511180 LTD	1,151	1,280	1,234	896	1,711	1,266	
665-511210 Longevity	9,997	10,024	13,483	11,410	11,410	15,036	
665-511230 Certification Allowance	1,200	1,200	582	1,016	1,200	582	
665-511310 FICA - Employer	39,457	40,410	42,149	35,465	43,221	43,215	
665-511350 TMRS-Employer	81,894	84,199	84,601	74,751	90,483	85,965	
665-511410 Health-Employer	68,436	73,611	70,229	63,256	76,494	82,730	
665-511500 Workers' Compensation	760	582	671	668	668	688	
TOTAL Personnel Services	728,195	748,527	750,254	662,103	778,130	779,217	
<u>Supplies</u>							
665-521000 Operating Supplies	10,781	11,158	12,000	8,858	12,000	12,000	
665-521100 Office Supplies	2,460	2,684	3,500	1,834	3,500	3,000	
TOTAL Supplies	13,241	13,842	15,500	10,692	15,500	15,000	
<u>City Support Services</u>							
<u>Utility Services</u>							
665-533100 Gas Utility Service	1,167	2,148	2,500	2,241	3,000	2,500	
665-533200 Electric Utility Service	37,819	46,147	45,000	28,901	45,000	45,000	
665-533410 Water Utility Service	7,991	12,644	8,000	6,254	8,000	10,000	
TOTAL Utility Services	46,977	60,938	55,500	37,396	56,000	57,500	
<u>Operations Support</u>							
665-534000 Postage	1,500	2,392	3,000	1,866	3,000	3,000	
665-534200 Printing & Binding	0	1,670	650	0	650	2,350	
TOTAL Operations Support	1,500	4,062	3,650	1,866	3,650	5,350	
<u>Staff Support</u>							
665-535100 Uniforms	286	28	400	353	400	400	
665-535200 Awards	96	171	253	138	250	300	
665-535300 Memberships	1,444	1,202	1,247	1,247	1,247	1,520	
665-535500 Training/Travel	3,482	3,250	3,500	2,230	3,500	10,000	
665-535510 Meeting Expenses	211	91	300	132	300	300	
TOTAL Staff Support	5,520	4,742	5,700	4,100	5,697	12,520	
<u>Professional Services</u>							
665-541365 Courier/Delivery Services	2,252	2,318	2,300	2,364	2,364	2,411	
TOTAL Professional Services	2,252	2,318	2,300	2,364	2,364	2,411	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

CULTURAL EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
665-571000 Furniture & Fixtures < \$5,000	0	0	0	0	0	1,000	
665-571400 Library Materials	104,308	104,667	125,000	101,060	125,000	109,000	
665-571600 Donation-Expense	2,493	6,853	10,000	6,778	7,500	10,000	
TOTAL Operating Equipment	106,800	111,519	135,000	107,839	132,500	120,000	
Capital Outlay							
TOTAL LIBRARY	904,485	945,948	967,904	826,360	993,841	991,998	
TOTAL CULTURAL	904,485	945,948	967,904	826,360	993,841	991,998	

DEPARTMENT: POLICE
DIVISION: 762 ANIMAL SERVICES
FUND: 101 GENERAL FUND

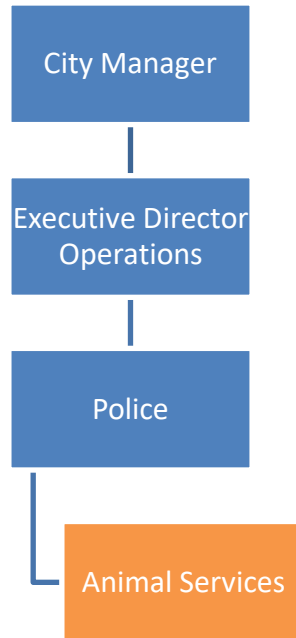
DEPARTMENT DESCRIPTION

Animal Services Officers respond to calls for service in an area of approximately 32 square miles. They are responsible for the enforcement of State laws and City ordinances regarding care and treatment of animals, along with ensuring public health and safety through disease and population control. Schertz Animal Services also provides daily care for animals housed at the Schertz Animal Adoption Center, which includes the daily cleaning and disinfecting of all animal cages and kennels, feeding and providing medications and / or treatment.

GOALS AND OBJECTIVES

- To **educate** the community in public safety and humane issues regarding animals.
- To **enforce** the City ordinances and State laws pertaining to animal care and treatment.
- To **assist** the public in resolving animal issues.
- To **protect** the safety, health and welfare of the citizens and animals of this community.
- To **prevent** the spread of animal illnesses and zoonotic diseases.
- To **improve** the co-existence of animals and humans.
- To **strengthen** the relationship with volunteers.
- To **provide** a Texas Department of State Health Services approved quarantine facility for control and eradication of rabies.

ORGANIZATIONAL CHART



ANIMAL SERVICES	2017-18	2018-19	2019-20
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Shelter Technician	1	1	3
Part-time Animal Kennel Technician	2	2	2
TOTAL POSITIONS	8	8	10

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Animal Services Intake	926	1,111	1,200
Animals Returned to Owner	220	221	225
Animal Adoptions	310	354	375
Animals Transferred Out	277	188	200
Wildlife Release	2	113	115

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$284,728	\$331,701	\$426,124
Supplies	36,941	35,988	40,020
City Support Services	792	2,250	3,500
Utility Services	53,198	64,221	56,217
Operations Support	442	730	1,000
Staff Support	6,344	11,932	15,561
City Assistance	19,118	14,994	36,000
Professional Services	20,871	27,269	5,090
Maintenance Services	16,696	2,006	7,900
Operating Equipment	24,327	3,728	3,156
Capital Outlay	64,912	0	93,980
<i>Total</i>	<i>\$528,277</i>	<i>\$494,819</i>	<i>\$688,547</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 39.2% from the FY 2018-19 year end estimates due to the increase in personnel costs from the addition of 2 full time Animal Shelter Technicians.

101-GENERAL FUND

HEALTH

EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
ANIMAL SERVICES							
=====							
<u>Personnel Services</u>							
762-511110 Regular	199,973	187,676	215,458	163,488	200,783	256,581	
762-511120 Overtime	9,664	7,560	9,700	26,422	36,000	38,800	
762-511180 LTD	523	493	599	389	622	730	
762-511210 Longevity	4,136	2,514	1,010	1,435	1,500	1,264	
762-511220 Clothing Allowance	3,392	1,703	0	0	0	0	
762-511230 Certification Allowance	1,850	1,500	3,153	1,325	1,375	3,089	
762-511310 FICA - Employer	16,244	14,733	17,541	14,343	18,299	22,867	
762-511350 TMRS-Employer	34,582	32,164	37,042	31,356	38,309	47,768	
762-511410 Health-Employer	31,217	35,695	40,821	30,533	32,308	51,972	
762-511500 Workers' Compensation	3,224	2,392	2,515	2,505	2,505	3,053	
TOTAL Personnel Services	304,804	286,430	327,839	271,796	331,701	426,124	
<u>Supplies</u>							
762-521000 Operating Supplies	18,187	15,440	17,794	15,966	16,954	17,910	
762-521100 Office Supplies	1,565	426	206	79	1,014	2,000	
762-521200 Medical/Chem Supplies	15,256	21,076	18,000	13,795	17,735	18,725	
762-521300 Motor Veh. Supplies	9	0	380	93	285	1,385	
TOTAL Supplies	35,016	36,941	36,380	29,933	35,988	40,020	
<u>City Support Services</u>							
762-532800 Promotional Events	2,112	792	3,500	864	2,250	3,500	
TOTAL City Support Services	2,112	792	3,500	864	2,250	3,500	
<u>Utility Services</u>							
762-533200 Electric Utility Service	19,624	21,091	22,000	13,799	21,826	21,996	
762-533410 Water Utility Service	33,940	21,690	14,000	25,887	34,481	25,008	
762-533500 Vehicle Fuel	6,653	10,417	8,000	5,545	7,914	9,213	
TOTAL Utility Services	60,217	53,198	44,000	45,231	64,221	56,217	
<u>Operations Support</u>							
762-534200 Printing & Binding	712	442	1,000	230	730	1,000	
TOTAL Operations Support	712	442	1,000	230	730	1,000	
<u>Staff Support</u>							
762-535100 Uniforms	2,151	3,361	7,000	3,931	6,692	7,611	
762-535200 Awards	0	0	0	0	0	250	
762-535210 Employee Recognition-Morale	0	0	0	0	0	1,200	
762-535300 Memberships	0	0	250	0	0	0	
762-535500 Training/Travel	4,608	2,757	6,000	2,578	4,990	6,000	
762-535510 Meeting Expenses	106	226	500	29	250	500	
TOTAL Staff Support	6,864	6,344	13,750	6,537	11,932	15,561	

101-GENERAL FUND

HEALTH

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
762-537100 Medical Services	15,538	18,863	15,000	13,280	14,994	36,000	
762-537105 TNR Program	100	255	0	0	0	0	
TOTAL City Assistance	15,638	19,118	15,000	13,280	14,994	36,000	
<u>Professional Services</u>							
762-541300 Other Cons1/Prof Services	0	0	1,920	960	1,920	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	515	637	1,197	1,197	1,197	800	
762-541700 Microchip Service	2,060	2,036	5,000	4,951	5,000	4,290	
762-541702 Spay & Neuter	19,031	18,107	20,000	15,060	19,152	0	
TOTAL Professional Services	21,606	20,781	28,117	22,168	27,269	5,090	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
762-551100 Building Maintenance	10,404	14,286	172	85	86	0	
762-551400 Minor & Other Equip Maint	0	0	500	0	0	500	
762-551700 Abatement	0	330	5,000	0	0	5,000	
762-551810 Maintenance Agr. - Radios	1,760	2,080	2,000	1,440	1,920	2,400	
TOTAL Maintenance Services	12,164	16,696	7,672	1,525	2,006	7,900	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
762-571000 Furniture & Fixtures	1,930	0	0	0	0	1,000	
762-571200 Vehicles & Access. Less \$5,00	0	250	0	0	0	500	
762-571500 Equipment	3,892	1,505	5,000	1,333	3,728	1,656	
762-571600 Donation-Expense	3,100	20,889	17,500	0	0	0	
762-571700 Improvements under \$5,000	0	174	511	510	0	0	
762-571800 Equipment Under \$5,000	0	1,509	0	0	0	0	
TOTAL Operating Equipment	8,922	24,327	23,011	1,844	3,728	3,156	
<u>Capital Outlay</u>							
762-581200 Vehicles & Access. Over \$5,00	59,735	64,912	0	0	0	68,000	
762-581800 Equipment Over \$5,000	27,870	0	0	0	0	25,980	
TOTAL Capital Outlay	87,605	64,912	0	0	0	93,980	
<u>TOTAL ANIMAL SERVICES</u>							
	555,661	529,980	500,269	393,407	494,819	688,547	

DEPARTMENT: 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.

ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY	2017-18	2018-19	2019-20
Director	1	1	1
Administrative Assistant	1	1	1
Senior Systems Administrator	1	1	1
Senior Computer Support Engineer	1	1	1
Customer Services Technician II	1	1	1
Customer Services Technician I	1	1	1
Help Desk Technician	1	1	1
Public Safety Administrator	0	1	1
TOTAL POSITIONS	7	8	8

Workload	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Average Monthly Work Orders Completed	267	294	299
Average Monthly Hours to Complete Work Orders	455	437	465
Total Projects	45	42	38
Average Monthly Project Hours	100	351	320
Total Emails Received	1,189,652	1,346,375	1,500,000
Total Sent Good Email	438,907	466,180	500,000
Number of Devices Managed	2,528	2,604	2,700
Number of Communication Equipment Managed	818	853	860
Number of Servers Managed	56	66	66

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
% Work Orders Completed 0-1 Day	69%	66%	67%
% Work Orders Completed 2-3 Days	10%	11%	10%
% Work Orders Completed 4-6 Days	7%	9%	8%
% Work Orders Completed 7-10 Days	5%	5%	5%
% Work Orders Completed >11 Days	10%	9%	9%
Average Number of Days to Work Orders	4	3	3

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$553,840	\$667,266	\$644,310
Supplies	7,173	6,340	6,300
City Support Services	683,465	859,014	936,861
Utility Services	199,530	228,066	267,846
Staff Support	32,834	43,400	53,070
Professional Services	7,065	246,102	190,424
Maintenance Services	12,028	14,500	15,500
Rental/Leasing	0	0	0
Operating Equipment	262,589	530,535	282,707
Capital Outlay	80,384	30,797	55,570
<i>Total</i>	<i>\$1,838,909</i>	<i>\$2,626,020</i>	<i>\$2,452,588</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2019-20 Budget decrease 6.6% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
INFORMATION TECHNOLOGY							
=====							
<u>Personnel Services</u>							
853-511110 Regular	322,319	362,580	424,428	380,395	453,890	437,979	
853-511120 Overtime	36,460	43,509	31,189	30,469	35,000	31,189	
853-511180 LTD	609	918	1,316	858	1,407	1,358	
853-511210 Longevity	2,470	3,352	3,618	4,373	4,500	4,800	
853-511310 FICA - Employer	27,000	30,421	35,123	30,409	37,434	36,261	
853-511350 TMRS-Employer	57,809	66,095	74,172	66,977	78,366	75,744	
853-511410 Health-Employer	36,036	46,554	56,257	46,484	56,131	56,420	
853-511500 Workers' Compensation	524	411	540	538	538	559	
TOTAL Personnel Services	483,227	553,840	626,643	560,502	667,266	644,310	
<u>Supplies</u>							
853-521100 Office Supplies	1,183	1,564	2,000	1,410	2,000	2,000	
853-521300 Motor Vehicle Supplies	0	9	840	0	840	800	
853-521600 Equip Maint Supplies	5,499	5,600	6,300	2,961	3,500	3,500	
TOTAL Supplies	6,681	7,173	9,140	4,371	6,340	6,300	
<u>City Support Services</u>							
853-532300 Computer Consulting	11,546	30,132	4,400	920	4,400	15,000	
853-532355 Software Maint-City Wide	217,353	285,385	364,396	241,821	364,996	413,006	
853-532360 Software Maint-Dept Specific	310,568	350,282	534,668	218,401	473,168	438,840	
853-532400 Computer Fees & Licenses	16,142	17,667	16,565	9,152	16,450	70,015	
TOTAL City Support Services	555,609	683,465	920,029	470,293	859,014	936,861	
<u>Utility Services</u>							
853-533300 Telephone/Land Line	48,987	40,865	52,375	29,575	45,000	56,975	
853-533310 Telephone/Cell Phones	51,124	47,437	54,740	31,266	54,000	57,834	
853-533320 Telephone/Air Cards	38,904	39,867	48,716	29,916	48,716	56,700	
853-533330 Telephone/Internet	60,340	70,511	78,437	51,454	79,500	94,837	
853-533500 Vehicle Fuel	534	851	1,500	516	850	1,500	
TOTAL Utility Services	199,889	199,530	235,768	142,726	228,066	267,846	
<u>Operations Support</u>							
<u>Staff Support</u>							
853-535100 Uniforms	716	750	1,200	841	1,000	1,200	
853-535300 Memberships	815	865	1,250	839	1,250	1,250	
853-535500 Training/Travel	28,301	31,219	41,150	33,555	41,150	50,620	
TOTAL Staff Support	29,832	32,834	43,600	35,235	43,400	53,070	

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other Cons'l/Prof Services	0	1,320	464,954	203,664	233,137	190,424	
853-541800 IT Services-Web Design/Maint	0	5,745	12,965	3,500	12,965	0	
TOTAL Professional Services	0	7,065	477,919	207,164	246,102	190,424	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	14,412	12,028	14,500	8,361	14,500	15,500	
853-551800 Other Maintenance Agreements	1,902	0	0	0	0	0	
TOTAL Maintenance Services	16,314	12,028	14,500	8,361	14,500	15,500	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	33,457	0	0	0	0	0	
TOTAL Rental/Leasing	33,457	0	0	0	0	0	
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	570	2,499	400	0	400	500	
853-571300 Computer & Periphe. < \$5000	174,536	248,918	241,260	178,822	241,260	237,042	
853-571401 Communication Equip LESS \$500	43,267	11,172	188,000	88,188	288,875	45,165	
853-571800 Equipment under \$5,000	1,361	0	0	0	0	0	
TOTAL Operating Equipment	219,734	262,589	429,660	267,010	530,535	282,707	
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	0	0	28,000	25,460	25,430	0	
853-581300 Computer & Periphe. > \$5000	0	80,384	5,500	5,367	5,367	28,070	
853-581800 Equipment Over \$5,000	0	0	0	0	0	27,500	
TOTAL Capital Outlay	0	80,384	33,500	30,827	30,797	55,570	
<hr/>							
TOTAL INFORMATION TECHNOLOGY	1,544,743	1,838,909	2,790,759	1,726,492	2,626,020	2,452,588	

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.

GOALS AND OBJECTIVES

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.
- Compete for top talent with effective recruitment strategies and an efficient recruitment processes.
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently, while maintaining internal customer satisfaction and meeting budget constraints.
- Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.

ORGANIZATIONAL CHART



HUMAN RESOURCES	2017-18	2018-19	2019-20
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	5	5	5

PERFORMANCE INDICATORS

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Total No. of Employees (Avg.)	385	400	400
# Full Time Employees (Avg.)	350	375	375
Job Announcements Posted	99	102	115
# Applications received	2,600	2,800	2900
# Full Time Positions Filled	104	110	110
# Part Time Positions Filled	32	35	35
# Total Turnover	118	105	105
# Full Time Turnover	93	80	80
# Part Time Turnover	25	25	25
# Retirements	14	12	12
# FMLA Claims	75	75	75
# General Training Courses	14	15	18
# of tuition reimbursements	13	15	15

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$403,949	\$408,837	\$435,030
Supplies	823	700	700
Human Services	61,427	64,600	79,000
City Support Services	204	0	0
Utility Services	494	0	0
Operations Support	8,339	5,560	9,000
Staff Support	11,073	32,142	38,150
City Assistance	10,775	14,100	10,000
Professional Services	9,162	54,600	12,600
Operating Equipment	613	1,927	350
<i>Total</i>	<i>\$506,860</i>	<i>\$582,466</i>	<i>\$584,830</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase .4% from the FY 2018-19 year end estimate due to the lower than expected unemployment claims in FY 2018-19. This increase is offset by the removal of the Class & Comp Study that was funded in FY 2018-19 but not in FY 2019-20.

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
HUMAN RESOURCES							
=====							
<u>Personnel Services</u>							
866-511110 Regular	225,228	282,257	288,386	253,505	298,511	297,821	
866-511120 Overtime	39	1,584	340	1,752	0	340	
866-511180 LTD	616	892	894	641	925	923	
866-511210 Longevity	4,746	3,959	5,558	4,607	4,607	6,218	
866-511310 FICA - Employer	16,116	21,295	22,500	19,446	23,189	23,271	
866-511350 TMRS-Employer	34,881	46,331	47,515	42,078	48,544	48,610	
866-511410 Health-Employer	27,890	34,301	38,906	22,473	29,255	37,464	
866-511500 Workers' Compensation	524	378	536	534	534	383	
866-511600 Unemployment Compensation	22,624	12,951	20,000	(1,696)	3,272	20,000	
TOTAL Personnel Services	332,663	403,949	424,635	343,340	408,837	435,030	
<u>Supplies</u>							
866-521100 Office Supplies	926	823	700	606	700	700	
TOTAL Supplies	926	823	700	606	700	700	
<u>Human Services</u>							
866-531100 Pre-employment Check	4,037	5,071	4,000	3,418	4,500	4,000	
866-531150 Interview Expenses	2,432	2,569	3,000	0	500	3,000	
866-531160 COBRA FSA/HSA Adm Services	0	0	0	2,098	3,100	4,500	
866-531200 Medical Co-pay	2,625	1,950	3,000	761	2,000	3,000	
866-531300 Employee Assistance	21,533	19,915	23,000	20,049	23,000	23,000	
866-531400 Tuition Reimbursement	6,067	9,217	15,000	13,341	15,000	15,000	
866-531500 Employee Wellness Program	4,713	5,450	7,000	5,993	7,000	7,000	
866-531600 Training Classes	11,418	17,255	19,500	7,290	9,500	19,500	
TOTAL Human Services	52,825	61,427	74,500	52,949	64,600	79,000	
<u>City Support Services</u>							
866-532400 Computer Fees & Licenses	311	204	0	0	0	0	
TOTAL City Support Services	311	204	0	0	0	0	
<u>Utility Services</u>							
866-533320 Telepohne/Air Card	0	494	0	0	0	0	
TOTAL Utility Services	0	494	0	0	0	0	
<u>Operations Support</u>							
866-534000 Postage	60	0	0	59	60	0	
866-534100 Advertising	5,642	2,964	3,700	1,804	3,500	6,000	
866-534200 Printing & Binding	1,239	1,261	3,000	1,393	2,000	3,000	
866-534800 Temporary Empl. Services	0	4,114	0	0	0	0	
TOTAL Operations Support	6,941	8,339	6,700	3,255	5,560	9,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
866-535100 Uniforms	249	312	500	326	500	500	
866-535210 Employee Recognition-Morale	5,679	5,961	26,500	16,161	22,642	28,150	
866-535300 Memberships	1,265	2,292	2,500	1,863	2,500	2,500	
866-535400 Publications	1,412	450	2,000	0	1,500	2,000	
866-535500 Training/Travel	6,068	2,057	5,000	3,536	5,000	5,000	
TOTAL Staff Support	14,672	11,073	36,500	21,887	32,142	38,150	
<u>City Assistance</u>							
866-537100 Medical Services	9,730	10,775	10,000	9,975	14,100	10,000	
TOTAL City Assistance	9,730	10,775	10,000	9,975	14,100	10,000	
<u>Professional Services</u>							
866-541300 Other Cons'l/Prof Services	9,437	9,162	132,350	5,492	54,600	12,600	
TOTAL Professional Services	9,437	9,162	132,350	5,492	54,600	12,600	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	1,198	613	353	280	280	350	
866-571300 Computer & Periphe. < \$5000	37	0	1,647	0	1,647	0	
TOTAL Operating Equipment	1,235	613	2,000	280	1,927	350	
TOTAL HUMAN RESOURCES	428,739	506,860	687,385	437,785	582,466	584,830	

DEPARTMENT: 868 FINANCE

FUND: 101 GENERAL FUND

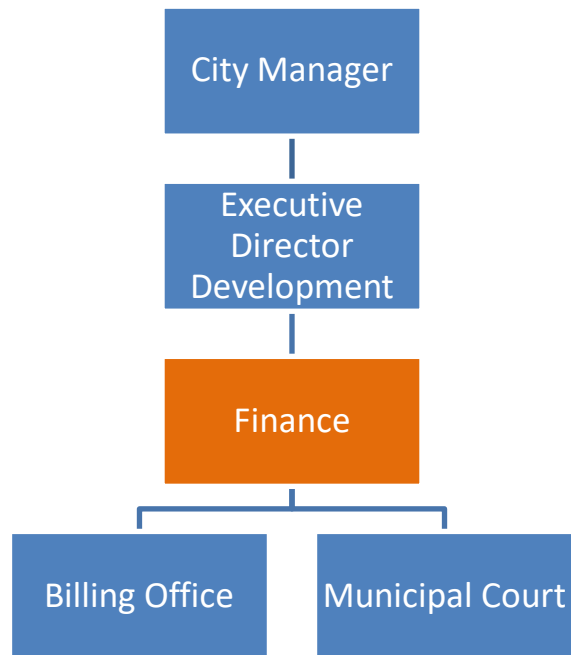
DEPARTMENT DESCRIPTION

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, post vendor payable check registers online, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees and prepare W2s. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS AND OBJECTIVES

- Hire, train, and retain competent and caring employees.
- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive the Government Finance Officers Association Distinguished Budget Award for the first time.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 31st consecutive year.
- Receive a Platinum Scorecard from the State Comptroller's Office for leadership in financial transparency.
- Improve the 5 year budgeting and forecasting plan.
- Update long term debt service plan.

ORGANIZATIONAL CHART



ACCOUNTING	2017-18	2018-19	2019-20
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior Payroll Specialist	1	0	0
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	8	7	7

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Accounts payable checks	5,877	5,066	5,900
Number of Purchase Orders Processed	8,111	8,200	8,300
Payroll checks	9,490	9,675	9,865

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	33	34	35
Quarterly Financials completed within 30 days	2	2	4

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$523,522	\$553,788	\$557,342
Supplies	3,622	3,700	3,700
City Support Services	138	0	0
Operations Support	1,200	0	0
Staff Support	7,939	9,455	9,455
Professional Services	29,255	34,500	34,500
Operating Equipment	0	1,280	1,280
<i>Total</i>	<i>\$565,676</i>	<i>\$602,723</i>	<i>\$606,277</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 0.6% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
FINANCE							
=====							
<u>Personnel Services</u>							
868-511110 Regular	400,942	369,450	392,793	332,408	393,877	391,824	
868-511120 Overtime	1,852	909	2,134	2,519	2,597	1,067	
868-511180 LTD	1,176	1,181	1,363	845	1,221	1,215	
868-511210 Longevity	12,418	10,314	11,332	11,310	11,310	9,457	
868-511230 Certification Allowance	1,827	2,200	873	489	535	291	
868-511310 FICA - Employer	30,843	28,446	34,715	25,715	31,236	30,780	
868-511350 TMRS-Employer	67,152	61,740	73,310	56,025	65,392	64,296	
868-511410 Health-Employer	48,074	48,803	56,272	38,943	47,052	57,906	
868-511500 Workers' Compensation	670	480	570	568	568	506	
TOTAL Personnel Services	564,955	523,522	573,362	468,821	553,788	557,342	
<u>Supplies</u>							
868-521000 Operating Supplies	2,782	2,365	3,575	1,356	2,700	2,700	
868-521100 Office Supplies	2,112	1,257	1,000	1,956	1,000	1,000	
TOTAL Supplies	4,894	3,622	4,575	3,311	3,700	3,700	
<u>City Support Services</u>							
868-532350 Software Maintenance	0	138	0	0	0	0	
TOTAL City Support Services	0	138	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
868-534200 Printing & Binding	1,917	1,200	2,155	0	0	0	
TOTAL Operations Support	1,917	1,200	2,155	0	0	0	
<u>Staff Support</u>							
868-535100 Uniforms	256	242	320	252	320	320	
868-535300 Memberships	1,224	994	1,435	695	1,435	1,435	
868-535500 Training/Travel	3,914	6,703	7,740	2,729	7,700	7,700	
868-535600 Professional Certification	75	0	0	0	0	0	
TOTAL Staff Support	5,469	7,939	9,495	3,676	9,455	9,455	
<u>Professional Services</u>							
868-541300 Other Consl/Prof Services	24,255	13,755	15,000	6,780	15,000	15,000	
868-541400 Auditor/Accounting Service	0	15,500	16,000	15,752	16,000	16,000	
868-541650 Investment Management Fee	0	0	3,500	0	3,500	3,500	
TOTAL Professional Services	24,255	29,255	34,500	22,532	34,500	34,500	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	2,857	0	395	395	395	395	<hr/>
868-571200 Office Equipment	<u>112</u>	<u>0</u>	<u>1,000</u>	<u>165</u>	<u>885</u>	<u>885</u>	<u><hr/></u>
TOTAL Operating Equipment	2,970	0	1,395	560	1,280	1,280	
<hr/>							
TOTAL FINANCE	604,458	565,676	625,482	498,900	602,723	606,277	

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING & ASSET MANAGEMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing and Asset Management Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Risk Management, and Safety functions for the City.

Manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, and fleet vehicle registration and titles.

The department is also responsible for the City Risk Management and Safety program. Maintains the City Capital and Fixed Assets inventory, property and liability insurance schedules, processes all insurance claims, insurance litigation, and workers compensation, monitors all safety aspects of City functions, schedules employee safety training, evaluates loss runs to identify trends and mitigate risk.

GOALS AND OBJECTIVES

- Maintain the highest levels of ethical practices for all department functions.
- All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
- Procure quality goods and services for all City departments, from appropriate sources, using the most efficient and economical means at the best possible price and make them available at the right place and time.
- Use supply contracts and co-ops in order to improve delivery time of particular items and to take advantage of quantity discounts.
- Maintain a professional relationship with all City departments and vendors insuring open communication.
- Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
- Program and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation
- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.

- Manage procedures for Capital and Fixed asset inventory and accountability, and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.
- Program and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

ORGANIZATIONAL CHART



PURCHASING & ASSET MGMT.	2017-18	2018-19	2019-20
Purchasing Manager	1	1	1
Senior Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Bids and Proposals Drafted	19	24	24
Bids and Proposals Responses	70	85	85
Contracts Reviewed	105	120	120
Meetings with Vendors	40	40	50
Research Requests	100	100	100
Active Works Comp Claims	40	40	35
Accident and Injuries Investigated	95	95	75
Training Classes Held	35	15	30
Vehicles Processed (Titles, Gas Cards, Plates)	245	220	220
Fixed Asset Modifications	35	165	30
Certificates of Insurance Processed	115	115	115
		Not	Not
MSDS/SDS Added	99	Tracked	Tracked
GovDeals Items Processed	30	250	50

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$196,032	\$212,869	\$213,738
Supplies	571	1,450	700
Utility Services	253	0	0
Operations Support	1,102	6,400	7,650
Staff Support	3,229	6,475	6,800
City Assistance	749	2,458	3,000
Operating Equipment	546	350	600
Capital Outlay	28,058	0	0
<i>Total</i>	<i>\$230,539</i>	<i>\$230,002</i>	<i>\$232,488</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate due to general operating cost increases.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PURCHASING & ASSET MGT							
=====							
<u>Personnel Services</u>							
872-511110 Regular	134,753	143,307	152,242	133,669	158,400	156,297	_____
872-511180 LTD	372	454	472	342	491	485	_____
872-511210 Longevity	2,354	2,778	3,194	3,194	3,194	3,602	_____
872-511310 FICA - Employer	9,794	10,766	11,884	10,422	12,362	12,224	_____
872-511350 TMRs-Employer	21,627	23,573	25,095	22,108	25,879	25,535	_____
872-511410 Health-Employer	12,360	14,981	17,366	10,414	12,348	15,393	_____
872-511500 Workers' Compensation	219	173	196	195	195	202	=====
TOTAL Personnel Services	181,479	196,032	210,449	180,345	212,869	213,738	=====
<u>Supplies</u>							
872-521000 Operating Supplies	346	397	1,100	1,059	1,100	350	_____
872-521100 Office Supplies	3,711	174	350	248	350	350	_____
872-521300 Motor Veh. Supplies	398	0	0	0	0	0	=====
TOTAL Supplies	4,455	571	1,450	1,307	1,450	700	=====
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>							
872-533500 Vehicle Fuel	223	253	0	0	0	0	=====
TOTAL Utility Services	223	253	0	0	0	0	=====
<u>Operations Support</u>							
872-534000 Postage	(10)	24	50	0	50	50	_____
872-534100 Advertising	0	1,049	7,300	5,066	6,300	6,000	_____
872-534200 Printing & Binding	36	29	100	0	50	50	_____
872-534740 Business Memberships	0	0	0	0	0	1,550	=====
TOTAL Operations Support	26	1,102	7,450	5,066	6,400	7,650	=====
<u>Staff Support</u>							
872-535100 Uniforms	176	118	250	62	250	250	_____
872-535300 Memberships	1,499	1,144	1,375	1,335	1,375	1,200	_____
872-535500 Training/Travel	1,615	1,719	4,725	2,429	4,500	5,000	_____
872-535510 Meeting Expenses	224	248	350	183	350	350	=====
TOTAL Staff Support	3,513	3,229	6,700	4,008	6,475	6,800	=====
<u>City Assistance</u>							
872-537100 Medical Services	1,711	749	3,000	1,844	2,458	3,000	=====
TOTAL City Assistance	1,711	749	3,000	1,844	2,458	3,000	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
Professional Services	_____	_____	_____	_____	_____	_____	_____
Rental/Leasing	_____	_____	_____	_____	_____	_____	_____
<hr/>							
Operating Equipment							
872-571000 Furniture & Fixtures	451	546	350	0	350	600	=====
TOTAL Operating Equipment	451	546	350	0	350	600	=====
<hr/>							
Capital Outlay							
872-581200 Vehicles & Access. > \$5,000	0	28,058	0	0	0	0	=====
TOTAL Capital Outlay	0	28,058	0	0	0	0	=====
<hr/>							
TOTAL PURCHASING & ASSET MGT	191,858	230,539	229,399	192,569	230,002	232,488	

DEPARTMENT: FLEET & FACILITY 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 approximately 350 units . The list of services include: all P.M. services, all fluid and filter changes, state inspections, and tire services, troubleshooting, diagnosis, and repair of mechanical and electrical systems. Fleet Services also provides motor pool services, vehicle and equipment replacement schedules, spec'ing and standardization throughout the fleet.

GOALS AND OBJECTIVES

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability by improving turn-around times.
- Develop and implement fleet utilization guidelines and procedures.
- Maintain and improve vehicle and equipment safety

ORGANIZATIONAL CHART



FLEET MAINTENANCE	2016-17	2017-18	2018-19
Director of Fleet & Facility Services	1	1	1
Administrative Assistant	0	1	1
Fleet Manager	0	0	1
Fleet Foreman	1	1	1
Mechanic I	4	4	4
TOTAL POSITIONS	6	7	8

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders:

-Police Department vehicles and equipment	528	570	705
-EMS vehicles and equipment	378	378	465
-Streets vehicles and equipment	248	170	265
-Administration vehicles	13	13	16
-Animal Control vehicles	31	39	47
-Facilities Services vehicles	76	83	102
-Fire vehicles and equipment	222	180	221
-Fleet Service vehicles	132	65	80
-I.T	6	12	15
-Inspection vehicles	32	35	43
-Marshal Service vehicles	36	0	0
-Parks vehicles and equipment	180	89	109
-Water & Sewer vehicles and equipment	343	198	243
-Utility Billing vehicles	24	37	45
-Drainage vehicles and equipment	288	141	194
-Economic Development vehicles	3	3	4
Engineering vehicles	15	18	22
-Purchasing vehicles	3	1	0
-Operations (non-asset specific)	0	17	21
-Motor Pool vehicles	95	138	170
Work Orders(in-house)	2511	2012	2616
Work Orders(outside vendors)	142	175	151
<i>Total Work Orders Issued</i>	<i>2653</i>	<i>2187</i>	<i>2767</i>

Efficiency	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Hours Worked			
Public Safety	2894	2711	3649
Public Works	2375	1566	2002
Administration Vehicles	34	24	44
Facilities Services Vehicles	169	174	222
Fleet Service Vehicles	354	102	130
I.T	8	19	24
Inspections vehicles	68	35	87
Parks vehicles and equipment	506	206	264
Economic Development vehicles	6	13	17
Engineering vehicles	20	50	64
Purchasing vehicles	11	2	2
Motor Pool vehicles	11	2	2
Fleet Operations	986	190	243
<i>Total Hours Worked</i>	7615	5215	6725

Effectiveness	2016-17 Actual	2017-18 Estimate	2018-19 Budget
% of all vehicles and equipment issues resolved without recall	97	94	96

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel		\$279,42	
	\$300,519	4	\$478,550
Supplies	198,319	177,290	205,700
City Support Services	13,118	17,500	11,500
Utility Services	10,578	8,000	11,500
Operations Support	0	0	0
Staff Support	8,674	20,501	20,682
Maintenance Services	183,375	206,155	204,000
Operating Equipment	8,790	8,200	9,800
Capital Outlay	26,641	105,000	122,000
<i>Total</i>		\$822,07	\$1,063,73
	\$750,015	0	2

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 29.4% from the FY 2018-19 year end estimate due the additional personnel costs of the new Fleet Manager position as well as the transfer of a facilities services technician position that was converted into a Fleet Administrative Assistant.

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FLEET SERVICE							
=====							
<u>Personnel Services</u>							
877-511110 Regular	237,656	206,834	218,412	153,632	191,101	333,380	
877-511120 Overtime	3,911	5,214	4,850	9,780	12,000	6,790	
877-511180 LTD	684	647	755	386	592	1,033	
877-511210 Longevity	1,424	2,693	2,796	1,598	1,598	2,834	
877-511310 FICA - Employer	18,550	16,368	19,200	12,557	15,315	26,233	
877-511350 TMRS-Employer	39,100	34,638	40,545	26,656	32,062	54,798	
877-511410 Health-Employer	35,409	31,767	40,521	20,925	23,965	49,655	
877-511500 Workers' Compensation	3,396	2,359	2,802	2,791	2,791	3,827	
TOTAL Personnel Services	340,129	300,519	329,881	228,326	279,424	478,550	
<u>Supplies</u>							
877-521000 Operating Supplies	3,993	3,690	5,250	3,239	5,250	12,000	
877-521005 Supplies - Inspection Sticker	2,102	2,219	2,800	2,151	2,600	2,900	
877-521100 Office Supplies	300	631	800	799	800	800	
877-521200 Oil Lube Suppl, Chem Supplies	15,098	17,938	17,440	14,190	17,440	18,500	
877-521300 Motor Veh. Supplies	143,187	172,565	164,740	136,664	150,000	170,000	
877-521600 Equip Maint Supplies	1,029	1,276	1,500	190	1,200	1,500	
TOTAL Supplies	165,709	198,319	192,530	157,234	177,290	205,700	
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	3,649	13,118	16,500	15,887	17,500	11,500	
TOTAL City Support Services	3,649	13,118	16,500	15,887	17,500	11,500	
<u>Utility Services</u>							
877-533500 Vehicle Fuel	8,393	10,578	8,000	7,057	8,000	11,500	
TOTAL Utility Services	8,393	10,578	8,000	7,057	8,000	11,500	
<u>Operations Support</u>							
877-534200 Printing & Binding	60	0	0	0	0	0	
TOTAL Operations Support	60	0	0	0	0	0	
<u>Staff Support</u>							
877-535100 Uniforms	4,681	5,406	7,500	6,087	7,500	7,500	
877-535200 Awards	0	0	100	51	51	100	
877-535500 Training/Travel	4,469	2,772	12,332	8,676	12,200	12,332	
877-535510 Meeting Expenses	196	497	750	170	750	750	
TOTAL Staff Support	9,347	8,674	20,682	14,983	20,501	20,682	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	148,962	125,203	162,405	116,411	162,405	145,000	
877-551050 Outside Collision Repair	0	43,130	7,595	8,752	12,000	35,000	
877-551100 Building Maintenance	1,210	650	750	415	750	0	
877-551400 Minor & Other Equip Maint	4,927	3,146	5,000	1,128	5,000	0	
877-551800 Other Maintenance Agreements	5,808	11,246	24,000	4,977	26,000	24,000	
TOTAL Maintenance Services	160,906	183,375	199,750	131,684	206,155	204,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571500 Operating Equipment	7,758	8,790	8,200	6,657	8,200	9,800	
TOTAL Operating Equipment	7,758	8,790	8,200	6,657	8,200	9,800	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	0	26,641	34,730	28,697	34,730	122,000	
877-581500 Equipment Over \$5,000	0	0	70,270	70,213	70,270	0	
TOTAL Capital Outlay	0	26,641	105,000	98,910	105,000	122,000	
 TOTAL FLEET SERVICE	 695,951	 750,015	 880,543	 660,737	 822,070	 1,063,732	

DEPARTMENT: FLEET & FACILITY SERVICES
DIVISION: 878 Facility Services
FUND: 101 GENERAL FUND

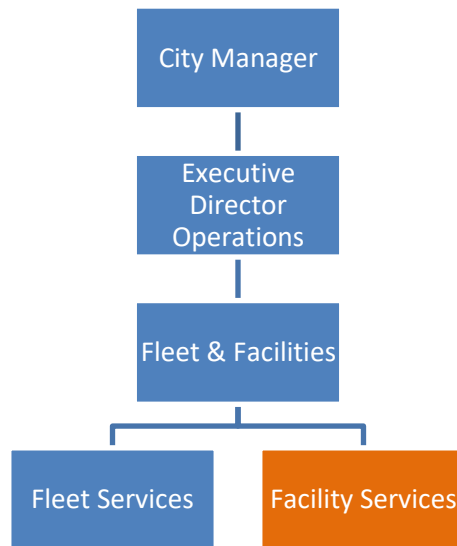
DEPARTMENT DESCRIPTION

Facility Services supports and maintains 25 facilities totaling 279,578 square feet with a value of \$33,377,765.00 consisting of carpet, tile floors, other flooring, offices, storage areas, rest rooms, cells, meeting/training rooms. Provide function set up for events such as City Council, Planning and Zoning, Board of Adjustment, Library Board, Department meetings, Municipal Court, training seminars, exercise classes, elections, Buffalo Valley Youth Association (BVYA) basketball, ground breaking ceremonies and other special events. Provides custodial services, and basic maintenance and upkeep of all City buildings including; City Hall, Administration Building, Police, Fire, EMS, Community Center Central, Community Center North, City Council Chambers, Civic Center, Public Library, Visitor Center (Kramer House), YMCA, Senior Center, Purchasing building, Public Works facility, Animal Control, Aquatic Center, Fire/EMS station on I.H.35, Marion EMS station, Records, Fire Station #3, and Facility Services building, Employee ID badges and building access. In mid-year for FY 2015-16 the General Services and Building Maintenance divisions were reunited and moved under the Fleet and Facility Services Department.

GOALS AND OBJECTIVES

- Provide quality customer services in an effective and efficient manner.
- Promote and implement energy efficiency programs to reduce utility consumption.
- Provide high-quality preventative maintenance to extend the life of facilities.
- Provide safe and clean facilities.

ORGANIZATION CHART



FACILITY SERVICES	2017-18	2018-19	2019-20
Facility Services Manager	1	1	1
Facility Services Supervisor	1	1	1
Facility Services Administrative Assistant	1	1	1
Facilities Technician	6	3	3
HVAC Technician	0	1	1
Facilities Maint Foreman	1	1	1
Facilities Maint Worker I	2	2	2
TOTAL POSITIONS	12	10	10

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Square footage maintained	250,202	267,578	279,586
Events set up	1,506	N/A	N/A
City Buildings Maintained	22	24	25
Completed work orders	647	864	950
I.D. Badges made (City/Strac/YMCA ect)	224	240	250
Internal Pest Control Services	92	102	120
Annual Hours worked @ Event Centers	9,823	N/A	N/A

Workload/Output	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Electrical Repairs	71	76	83
Plumbing Repairs	45	43	47
HVAC Repairs	106	121	134
Carpentry	38	87	95
Misc. / other	387	537	591

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$763,096	676,467	650,412
Supplies	106,145	105,560	145,900
City Support Services	0	0	5,000
Utility Services	187,316	172,000	171,000
Operations Support	30,671	0	0
Staff Support	8,747	14,800	12,800
Professional Services	46,333	85,500	85,746
Maintenance Services	214,636	430,036	373,536
Rental Equipment	4,718	1,000	500
Operating Equipment	21,272	14,240	16,500
Capital Outlay	59,316	36,426	30,000
<i>Total</i>	<i>\$1,442,251</i>	<i>\$1,536,029</i>	<i>\$1,491,394</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 2.9% from the FY 2018-19 year end estimates due to the transfer of 1 facilities services technician position to the fleet department to be converted to Administrative assistant. In addition, the decrease is also due to lower costs for building maintenance.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2016-2017	2017-2018	CURRENT	2018-2019	PROJECTED	2019-2020	
	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	CITY ADMIN.	ADOPTED
				ACTUAL		RECOMMENDED	BUDGET
<hr/>							
BUILDING MAINTENANCE							
=====							
<hr/>							
Personnel Services							
878-511110 Regular	514,838	490,969	450,870	364,596	444,729	420,105	
878-511120 Overtime	35,094	21,522	19,012	16,055	18,000	19,012	
878-511180 LTD	1,267	1,561	1,387	948	1,379	1,292	
878-511210 Lonegevity	12,623	13,366	11,852	11,592	11,592	12,741	
878-511230 Certification Allowance	1,800	1,708	1,329	1,016	1,200	1,302	
878-511310 FICA-Employer	35,375	38,290	37,224	28,427	36,377	34,880	
878-511350 TMRS-Employer	77,549	85,148	78,608	63,525	76,155	72,861	
878-511410 Health-Employer	90,152	104,224	85,606	65,896	81,176	82,657	
878-511500 Workman's Compensation	8,598	6,309	5,881	5,859	5,859	5,562	
TOTAL Personnel Services	777,294	763,096	691,769	557,912	676,467	650,412	
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Supplies							
878-521000 Operating Supplies	99,947	89,414	86,760	67,803	86,760	128,000	
878-521100 Office Supplies	712	1,277	2,300	1,700	2,300	2,000	
878-521200 Medical/Chem Supplies	0	12,336	13,000	8,981	13,000	13,000	
878-521300 Motor Vehicle Supplies	903	1,150	1,000	682	1,000	1,400	
878-521600 Equip Maint Supplies	2,175	1,969	2,500	1,300	2,500	1,500	
TOTAL Supplies	103,737	106,145	105,560	80,466	105,560	145,900	
<hr/>							
City Support Services							
878-532400 Computer Fees & Licenses	0	0	0	0	0	5,000	
TOTAL City Support Services	0	0	0	0	0	5,000	
<hr/>							
Utility Services							
878-533100 Gas Utility Service	2,288	3,705	4,500	5,226	6,000	5,000	
878-533200 Electric Utility Service	102,601	119,391	118,000	80,511	118,000	118,000	
878-533410 Water Utility Service	36,549	55,667	40,000	29,653	40,000	40,000	
878-533500 Vehicle Fuel	7,858	8,553	8,000	5,548	8,000	8,000	
TOTAL Utility Services	149,296	187,316	170,500	120,938	172,000	171,000	
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Operations Support							
878-534800 Temporary Empl. Services	0	30,671	0	0	0	0	
TOTAL Operations Support	0	30,671	0	0	0	0	
<hr/>							
Staff Support							
878-535100 Uniforms	7,302	6,161	7,500	2,913	6,500	5,000	
878-535200 Awards	102	0	500	255	500	300	
878-535300 Memberships	234	321	800	195	800	500	
878-535500 Training/Travel	1,993	1,388	5,500	833	5,500	5,500	
878-535510 Meeting Expense	751	876	1,500	600	1,500	1,500	
TOTAL Staff Support	10,381	8,747	15,800	4,795	14,800	12,800	
<hr/>							

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Professional Services</u>							
878-541310 Contractual Services	0	46,333	85,550	67,552	85,500	85,746	
TOTAL Professional Services	0	46,333	85,550	67,552	85,500	85,746	
<u>Maintenance Services</u>							
878-551100 Building Maintenance	296,295	176,366	391,500	284,500	391,500	340,000	
878-551400 Minor & Other Equip Maint	4,432	6,318	5,000	3,883	5,000	0	
878-551800 Other Maintenance Agreements	33,223	31,951	25,036	14,113	33,536	33,536	
TOTAL Maintenance Services	333,949	214,636	421,536	302,496	430,036	373,536	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	2,211	4,718	1,000	400	1,000	500	
TOTAL Rental/Leasing	2,211	4,718	1,000	400	1,000	500	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	47	0	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	0	14,520	8,500	3,988	8,500	16,500	
878-571700 Improvement Under \$5,000	0	1,760	4,500	0	4,500	0	
878-571800 Equipment Less \$5,000	2,416	4,992	1,240	1,000	1,240	0	
TOTAL Operating Equipment	2,463	21,272	14,240	4,988	14,240	16,500	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	25,826	59,316	26,000	26,012	26,000	30,000	
878-581800 Equipment Over \$5,000	0	0	10,464	10,426	10,426	0	
TOTAL Capital Outlay	25,826	59,316	36,464	36,438	36,426	30,000	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,175,985	1,536,029	1,491,394	
<hr/>							
TOTAL INTERNAL SERVICE	4,870,908	5,334,250	6,755,987	4,692,467	6,399,310	6,431,309	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PROJECTS							
=====							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>							
900-548404 Transfer Out - Capital Projec	0	0	0	0	0	4,000,000	=====
TOTAL Fund Charges/Transfers	0	0	0	0	0	4,000,000	=====
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<hr/>							
TOTAL PROJECTS	0	0	0	0	0	4,000,000	

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
City Assistance	\$303,623	\$317,666	\$320,000
Operating Equipment	8,467	15,000	10,000
<i>Total</i>	<i>\$312,091</i>	<i>\$332,666</i>	<i>\$330,000</i>

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2019-20 Budget will decrease .8% from the FY 2018-19 year end estimate due to a decrease in the donation expense for the senior center to match revenue

projections. This decrease is offset by an increase in the transportation assistance program to match growth.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
CITY'S ASSISTANCE							
=====							
Utility Services							
<hr/>							
City Assistance							
901-537300 Patient Assistance	0	5,000	5,000	5,000	5,000	5,000	
901-537400 Transportation Assistance	28,872	28,872	42,666	42,666	42,666	45,000	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	0	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	5,000	5,000	5,000	
901-537700 Senior Citizens Program	259,292	259,751	260,000	174,422	260,000	260,000	
TOTAL City Assistance	298,164	303,623	317,666	227,088	317,666	320,000	
<hr/>							
Operating Equipment							
901-571600 Donation-Expense Sr. Center	0	8,467	15,000	11,316	15,000	10,000	
TOTAL Operating Equipment	0	8,467	15,000	11,316	15,000	10,000	
<hr/>							
TOTAL CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	

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 spent to purchase new or replacement devices to improve or maintain the efficiency of the Municipal Court. Approved purchases are computers, servers where court files are stored and computerized ticket writers. The court security fee can only be used to add or enhance security measure to the court room for the safety of staff and citizens. Currently the security fee will be used to offset a Deputy Marshal position which provides security for the Court.

	2017-18	2018-19	2019-20
Budget	Actual	Estimate	Budget
Operating Equipment	\$6,500	\$22,433	\$22,992
<i>Total</i>			

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2019-20 Budget will increase \$559.00 from the FY 2018-19 to match the increase in court technology fee projections.

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	2016-2017	2017-2018	(----- 2018-2019 -----)(----- 2019-2020 -----)				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	<u>357</u>	<u>6,500</u>	<u>45,000</u>	<u>0</u>	<u>22,433</u>	<u>22,992</u>	<u> </u>
TOTAL Operating Equipment	<u>357</u>	<u>6,500</u>	<u>45,000</u>	<u>0</u>	<u>22,433</u>	<u>22,992</u>	<u> </u>
<hr/>							
TOTAL COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
LIBRARY CAMPAIGN PROJECT							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
<hr/>							
TOTAL MISC & PROJECTS	298,521	318,591	377,666	238,403	355,099	4,352,992	
<hr/>							
TOTAL EXPENDITURES	28,017,534	30,011,261	34,131,651	25,985,572	33,021,509	39,187,985	
	=====	=====	=====	=====	=====	=====	=====

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 portion of the property taxes are directly deposited by the County Tax Assessor's Office into this fund.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$6,148,041	\$6,384,000	\$6,733,000
Fund Transfers	0	0	144,003
Miscellaneous	6,557,697	152,500	150,000
<i>Total</i>	<i>\$12,705,739</i>	<i>\$6,536,500</i>	<i>\$7,027,033</i>
<i>Expenses</i>			
Professional Service	\$80,206	\$49,530	\$5,000
Debt Service	6,816,134	6,678,980	7,022,003
Payment to Refund Debt	6,159,623	0	0
<i>Total</i>	<i>\$13,055,963</i>	<i>\$6,728,510</i>	<i>\$7,027,003</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2019-20 increase 7.5% from the FY 2018-19 estimate with a \$144,003 transferred from reserves for the year. This withdraw is a planned transfer of excess reserves to reduce the tax rate.

Expenses: The FY 2019-20 Budget will increase 4.4% from the FY 2018-19 year end estimate with the issuance of Certificates of Obligation, Series 2019.

505-TAX I &S

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000	
Fund Transfers	0	0	113,723	0	0	144,003	
Miscellaneous	508,777	6,557,697	156,000	155,417	152,500	150,000	
TOTAL REVENUES	6,658,621	12,705,739	6,653,723	6,535,950	6,536,500	7,027,003	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL GENERAL GOVERNMENT	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL EXPENDITURES	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
REVENUE OVER/(UNDER) EXPENDITURES	138,505	(350,224)	(0)	(191,708)	(192,010)	(0)	
	=====	=====	=====	=====	=====	=====	=====

505-TAX I &S

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

REVENUES			(-----	2018-2019	-----)	(-----	2019-2020	-----
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
<u>Taxes</u>								
000-411900 Property Tax Revenue	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000		
TOTAL Taxes	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000		
<u>Fund Transfers</u>								
000-481000 Transfer In - Reserves	0	0	113,723	0	0	144,003		
TOTAL Fund Transfers	0	0	113,723	0	0	144,003		
<u>Miscellaneous</u>								
000-491000 Interest Earned	208	4,352	6,000	6,673	7,500	6,000		
000-491200 Investment Income	47,550	57,576	50,000	29,303	45,000	44,000		
000-495015 Contribution from SED	361,019	360,769	0	0	0	0		
000-495020 Contribution From YMCA	100,000	100,000	100,000	100,000	100,000	100,000		
000-497000 Misc Income	0	0	0	0	0	0		
000-498000 Proceeds From Refunding Debt	0	6,035,000	0	19,442	0	0		
TOTAL Miscellaneous	508,777	6,557,697	156,000	155,417	152,500	150,000		
TOTAL REVENUES	6,658,621	12,705,739	6,653,723	6,535,950	6,536,500	7,027,003		
	=====	=====	=====	=====	=====	=====		

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

505-TAX I & S

GENERAL GOVERNMENT

EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541500 Paying Agent	2,950	4,150	5,000	4,150	5,000	5,000	
101-541502 Cost of Bond Issuance	0	76,056	0	44,530	44,530	0	
TOTAL Professional Services	2,950	80,206	5,000	48,680	49,530	5,000	
<u>Debt Service</u>							
101-555612 Bond-GO Refunding 2010-Princi	285,000	285,000	300,000	300,000	300,000	0	
101-555612.Bond-GO Refundin 2010-Interes	47,025	38,475	29,700	4,500	4,500	0	
101-555629 Bond-GO 2007 Principal	280,000	290,000	300,000	300,000	300,000	315,000	
101-555629.Bond-GO 2007 Interest	147,691	136,312	124,339	124,305	124,305	111,823	
101-555630 Bond-GO SR2008 Principal	460,000	475,000	0	0	0	0	
101-555630.Bond-GO SR2008 Interest	278,362	9,809	0	0	0	0	
101-555631 Bond-GO SR2009 Principal	550,000	550,000	210,000	93,575	93,575	0	
101-555631.Bond-GO SR2009 Interest	266,325	249,138	236,525	120,100	120,100	0	
101-555633 Bond-GO SR2011 Principal	235,000	240,000	250,000	250,000	250,000	260,000	
101-555633.Bond-GO SR2011 Interest	334,763	327,038	318,463	318,463	318,463	308,888	
101-555634 Bond-GO 2011A Refund-Principa	620,000	635,000	485,000	485,000	485,000	475,000	
101-555634.Bond-GO 2011A Refund-Interest	101,962	87,701	74,735	74,515	74,515	63,551	
101-555635 Bond-GO 2012 - Principal	320,000	335,000	345,000	345,000	345,000	355,000	
101-555635.Bond-GO 2012 - Interest	181,755	168,095	157,945	157,945	157,945	149,170	
101-555636 Tax Note - SR2013 - Principal	170,000	170,000	0	0	0	0	
101-555636.Tax Note - SR2013 - Interest	3,995	1,445	0	0	0	0	
101-555637 Tax Note - SR2013A - Principa	160,000	165,000	0	0	0	0	
101-555637.Tax Note - SR2013A - Interest	3,185	1,072	0	0	0	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	100,000	
101-555638.Bond-GO 2014 Refund-Interest	292,275	289,775	286,775	286,775	286,775	283,775	
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	35,000	35,000	35,000	35,000	
101-555639.Tax Note - SR2015 - Interest	3,139	2,532	1,925	1,923	1,923	1,313	
101-555640 Bond-Ref 2015 Bond-Principal	450,000	490,000	150,000	660,000	660,000	675,000	
101-555640.Bond-GO Ref 2015-Interest	102,125	92,725	9,317	81,225	81,225	66,188	
101-555641 Tax Note - SR2015A-Principal	145,000	145,000	660,000	150,000	150,000	150,000	
101-555641.Tax Note - SR2015A - Interest	13,751	11,507	81,225	9,267	9,268	7,007	
101-555642 Bond-GO SR2016-Principal	405,000	205,000	215,000	215,000	215,000	225,000	
101-555642.Bond-GO SR2016-Interest	175,756	167,606	159,206	159,206	159,207	150,406	
101-555643 Bond-Taxable CO SR2016-Princi	55,000	55,000	175,000	55,000	55,000	60,000	
101-555643.Bond-Taxable CO SR2016-Intere	48,888	47,238	62,669	45,588	45,588	43,863	
101-555644 Bond-NonTax CO SR2016-Princip	170,000	165,000	55,000	175,000	175,000	180,000	
101-555644.Bond-NonTax CO SR2016-Interes	76,169	69,469	45,588	62,669	62,669	55,569	
101-555645 Bond-CO SR2017-Principal	0	245,000	280,000	280,000	280,000	357,413	
101-555645.Bond-CO SR2017 - Interest	0	178,688	139,025	139,025	139,025	63,063	
101-555646 Bond-GO SR2017 - Principal	0	135,000	150,000	150,000	150,000	155,000	
101-555646.Bond-GO SR2017 - Interest	0	143,944	114,225	114,225	114,225	109,650	
101-555647 Bond-GO 2018 Refund- Principa	0	0	550,000	550,000	550,000	560,000	
101-555647.Bond-GO 2018 Refund - Interes	0	73,567	122,112	122,112	122,112	110,346	
101-555648 Bond-CO SR2018 - Principal	0	0	0	210,000	210,000	220,000	
101-555648.Bond-CO 2018 - Interest	0	0	0	214,951	214,951	187,263	
101-555649 Bond-GO 2018 Ref - Principal	0	0	0	95,000	95,000	580,000	

505-TAX I &S

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
101-555649.Bond-GO 2018 Ref - Interest	0	0	0	193,609	193,609	227,444	
101-555650 Bond-CO 2019-Principal	0	0	0	0	0	250,000	
101-555650.Bond-CO 2019-Interest	0	0	0	0	0	130,275	
101-555900 Debt Service	0	0	424,951	0	0	0	
TOTAL Debt Service	6,517,166	6,816,134	6,648,723	6,678,977	6,678,980	7,022,003	
<u>Other Financing Sources</u>							
101-556300 Payment To Refund Debt	0	6,159,623	0	0	0	0	
TOTAL Other Financing Sources	0	6,159,623	0	0	0	0	
TOTAL NON DEPARTMENTAL	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL GENERAL GOVERNMENT	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
TOTAL EXPENDITURES	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
	=====	=====	=====	=====	=====	=====	=====

FUND: 202 WATER & SEWER

DESCRIPTION

The Water & Sewer Fund tracks revenue and expenses for the City's water, sewer, and solid waste functions and is managed by the Public Works Department. Staff is responsible for the planning, operation, and maintenance of the "retail" water and wastewater service and infrastructure. This includes the water distribution system, wastewater collection system, and utility billing office. The City's "wholesaler" for water production and transport is the Schertz-Seguin Local Government Corporation. Wastewater treatment is handled by the Cibolo Creek Municipal Authority. Garbage collection is handled by Bexar Waste.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>			
Franchises	\$263,469	\$263,517	\$227,380
Fees	23,293,054	23,758,204	24,575,500
Fund Transfers	141,510	141,000	2,614,428
Miscellaneous	3,495,149	493,300	465,218
<i>Total</i>	<i>\$27,193,182</i>	<i>\$24,656,021</i>	<i>\$27,882,526</i>
<i>Expenses</i>			
Business Office	\$822,393	\$862,009	\$936,208
W&S Administration	21,796,470	23,836,457	23,696,318
Projects	5,877,000	501,285	3,250,000
<i>Total</i>	<i>\$28,495,863</i>	<i>\$25,199,751</i>	<i>\$27,882,526</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase 13.1% from the FY 2017-18 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

Expenses: The FY 2019-20 Budget increases 10.6% from the FY 2018-19 year end estimates to fund a new water main, utility relocations, waterline replacements, and water tank painting.

202-WATER & SEWER

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
Permits	49,564	0	0	0	0	0	
Fees	21,617,933	23,293,054	24,439,057	18,450,393	23,758,204	24,575,500	
Fund Transfers	136,920	141,510	685,836	105,750	141,000	2,614,428	
Miscellaneous	<u>6,606,455</u>	<u>3,495,149</u>	<u>347,111</u>	<u>396,056</u>	<u>493,300</u>	<u>465,218</u>	
TOTAL REVENUES	28,643,624	27,193,182	25,735,522	19,173,751	24,656,021	27,882,526	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	0	5,877,000	125,000	125,000	125,000	3,250,000	
BUSINESS OFFICE	<u>690,817</u>	<u>822,393</u>	<u>936,110</u>	<u>634,847</u>	<u>862,009</u>	<u>936,208</u>	
TOTAL GENERAL GOVERNMENT	690,817	6,699,393	1,061,110	759,847	987,009	4,186,208	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>19,763,436</u>	<u>21,796,470</u>	<u>23,918,914</u>	<u>17,255,040</u>	<u>23,836,457</u>	<u>23,696,318</u>	
TOTAL PUBLIC WORKS	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>277,716</u>	<u>376,285</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>277,716</u>	<u>376,285</u>	<u>0</u>	
TOTAL EXPENDITURES	20,454,252	28,495,863	24,980,024	18,292,603	25,199,751	27,882,526	
REVENUE OVER/(UNDER) EXPENDITURES	8,189,372	(1,302,682)	755,498	881,149	(543,730)	0	
	=====	=====	=====	=====	=====	=====	=====

202-WATER & SEWER

REVENUES

	2016-2017	2017-2018	2018-2019				2019-2020
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Franchises</u>							
000-421490 Cell Tower Leasing	232,754	263,469	263,517	221,553	263,517	227,380	
TOTAL Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
<u>Permits</u>							
000-432400 Development Permit	49,564	0	0	0	0	0	
TOTAL Permits	49,564	0	0	0	0	0	
<u>Fees</u>							
000-455200 Garbage Collection Fee	4,617,936	4,960,183	5,217,962	4,139,595	5,177,600	5,280,000	
000-455500 Water & Sewer Transfer Fee	0	(10)	0	10	0	0	
000-455600 Fire Line Fees	29,540	29,015	31,000	33,160	33,160	33,000	
000-455700 Recycle Fee Revenue	295,773	305,469	315,500	264,229	330,800	336,000	
000-455800 W&S Line Constructn Reimbur	35,302	36,474	20,000	17,236	25,000	20,000	
000-457100 Sale of Water	9,741,286	10,666,527	10,790,831	8,032,959	10,700,000	10,914,000	
000-457110 Edwards Water Lease	125,531	54,872	40,000	34,244	34,244	40,000	
000-457120 Water Transfer Charge-Selma	24,641	26,420	6,233	28,809	40,000	30,000	
000-457200 Sale of Meters	111,839	143,916	160,000	71,886	90,000	120,000	
000-457400 Sewer Charges	6,385,094	6,816,996	7,578,031	5,820,506	7,300,000	7,550,000	
000-457500 Water Penalties	248,540	250,316	277,000	5,509	25,000	250,000	
000-459200 NSF Check Fee-Water&Sewer	2,450	2,875	2,500	2,250	2,400	2,500	
TOTAL Fees	21,617,933	23,293,054	24,439,057	18,450,393	23,758,204	24,575,500	
<u>Fund Transfers</u>							
000-486000 Transfer In - Reserves	0	0	544,836	0	0	2,468,028	
000-486204 Interfnd Chrg-Drainage Billin	136,920	141,510	141,000	105,750	141,000	146,400	
TOTAL Fund Transfers	136,920	141,510	685,836	105,750	141,000	2,614,428	
<u>Miscellaneous</u>							
000-490000 Misc Charges	282,282	10,989	1,000	8,683	10,000	5,000	
000-491000 Interest Earned	3,666	44,859	25,000	51,161	69,300	75,000	
000-491200 Investment Income	58,376	158,054	180,000	178,982	230,000	240,000	
000-495013 Capital Contribution-W&S	6,111,474	3,132,348	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	1	0	0	0	0	
000-497000 Misc Income-W&S	28,284	17,267	15,000	54,651	60,000	20,000	
000-498110 Salary Reimb-SSLGC	122,373	131,630	126,111	102,579	124,000	125,218	
000-498200 Reimbursmnt-W&S Project	0	1	0	0	0	0	
TOTAL Miscellaneous	6,606,455	3,495,149	347,111	396,056	493,300	465,218	
TOTAL REVENUES	28,643,624	27,193,182	25,735,522	19,173,751	24,656,021	27,882,526	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

GENERAL GOVERNMENT EXPENDITURES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Fund Charges/Transfers</u>							
101-548406 Transfer To Public Improvemen	0	5,825,000	125,000	125,000	125,000	3,250,000	<hr/>
TOTAL Fund Charges/Transfers	0	5,825,000	125,000	125,000	125,000	3,250,000	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Other Financing Sources</u>							
101-556000 Issuance Costs	0	52,000	0	0	0	0	<hr/>
TOTAL Other Financing Sources	0	52,000	0	0	0	0	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	0	5,877,000	125,000	125,000	125,000	3,250,000	

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

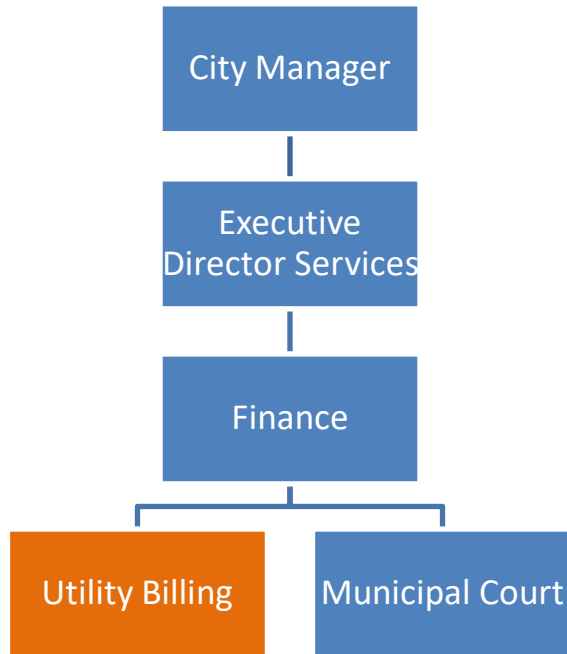
DEPARTMENT DESCRIPTION

Read meters for calculating usage. Prepare all utility bills for mailing. Collect utility payments and post to customer's account. Set up new customer accounts. Conduct sewer averaging annually. Collect payments for other departments. Collect debt for various departments. Solve complaints in timely and fair manner. Collect payments for other utilities and service providers. Take care of meter box maintenance.

GOALS AND OBJECTIVES

- Continue to provide friendly and efficient services to our customers.
- To encourage and educate our customers to use delivery of e-mail statements.
- To encourage and educate our customers to pay their utility bill by using the City's automatic draft payments services, online web payments, and e-services through their financial institution.
- To read water meters in a safe, reliable, and efficient manner
- Provide accurate and expedited utility billing statements

ORGANIZATIONAL CHART



UTILITY BILLING	2017-18	2018-19	2019-20
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	2	2
Utility Billing Clerk I	2	2	2
Meter Tech I	2	2	2
Meter Tech II	1	1	1
TOTAL POSITIONS	9	9	9

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$453,201	\$445,164	\$469,663
Supplies	2,916	4,800	3,800
City Support Services	1	5,655	5,655
Utility Services	1,026	10,500	10,700
Operations Support	141,417	129,000	158,500
Staff Support	3,755	6,250	6,250
Professional Services	210,300	252,000	243,000
Maintenance Services	6,120	8,040	8,040
Operating Equipment	3,657	600	600
Capital Outlay	0	0	30,000
<i>Total</i>	<i>\$822,393</i>	<i>\$862,009</i>	<i>\$936,208</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.6% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES	2018-2019						2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
BUSINESS OFFICE								
=====								
Personnel Services								
176-511110 Regular	269,610	293,782	330,487	251,751	301,960	317,221		
176-511120 Overtime	9,665	6,797	3,200	4,344	5,000	3,200		
176-511180 LTD	807	891	1,017	591	936	983		
176-511210 Longevity	9,665	5,611	6,754	4,646	4,488	5,546		
176-511230 Certification Allowance	115	0	300	0	0	0		
176-511310 FICA - Employer	21,736	22,643	25,891	19,281	23,826	24,936		
176-511350 TMRS-Employer	46,412	54,856	54,675	42,108	49,878	52,676		
176-511410 Health-Employer	56,042	67,161	75,916	46,787	57,422	63,475		
176-511500 Workers' Compensation	1,945	1,461	1,660	1,654	1,654	1,626		
TOTAL Personnel Services	415,998	453,201	499,900	371,162	445,164	469,663		
Supplies								
176-521000 Operating Supplies	717	1,164	1,700	645	2,700	1,700		
176-521100 Office Supplies	963	1,752	2,100	1,112	2,100	2,100		
TOTAL Supplies	1,680	2,916	3,800	1,757	4,800	3,800		
Human Services								
176-531100 Pre-employment Check	203	0	0	0	0	0		
TOTAL Human Services	203	0	0	0	0	0		
City Support Services								
176-532355 Software Maintenance	28	0	0	0	0	0		
176-532900 Contingencies	0	1	5,349	250	5,655	5,655		
TOTAL City Support Services	28	1	5,349	250	5,655	5,655		
Utility Services								
176-533310 Telephone/Cell Phone	752	1,026	1,671	1,024	1,500	1,700		
176-533500 Vehicle Fuel	0	0	9,000	2,464	9,000	9,000		
TOTAL Utility Services	752	1,026	10,671	3,488	10,500	10,700		
Operations Support								
176-534000 Postage	73,088	72,670	93,000	62,565	75,000	93,000		
176-534200 Printing & Binding	43,686	43,682	56,000	30,976	45,000	56,000		
176-534300 Equipment Maintenance - Copie	9,028	9,028	9,500	4,614	9,000	9,500		
176-534800 Temporary Empl. Services	0	16,037	0	0	0	0		
TOTAL Operations Support	125,802	141,417	158,500	98,155	129,000	158,500		
Staff Support								
176-535100 Uniforms	2,058	2,715	2,200	1,396	2,200	2,200		
176-535200 Awards	0	30	200	193	200	200		
176-535300 Memberships	0	30	100	30	100	100		
176-535500 Training/Travel	982	802	3,500	1,720	3,500	3,500		
176-535510 Meeting Expenses	0	179	250	133	250	250		
TOTAL Staff Support	3,040	3,755	6,250	3,471	6,250	6,250		

202-WATER & SEWER

GENERAL GOVERNMENT
EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	137,194	208,802	240,000	148,672	250,000	240,000	
176-541810 Credit Cards Fees - AMEX	0	1,498	3,000	1,831	2,000	3,000	
TOTAL Professional Services	137,194	210,300	243,000	150,503	252,000	243,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	6,120	6,120	8,040	5,700	8,040	8,040	
TOTAL Maintenance Services	6,120	6,120	8,040	5,700	8,040	8,040	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	0	3,147	600	360	600	600	
176-571400 Communication Equip LESS \$500	0	510	0	0	0	0	
TOTAL Operating Equipment	0	3,657	600	360	600	600	
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	0	0	0	0	0	30,000	
TOTAL Capital Outlay	0	0	0	0	0	30,000	
 TOTAL BUSINESS OFFICE	 690,817	 822,393	 936,110	 634,847	 862,009	 936,208	
 TOTAL GENERAL GOVERNMENT	 690,817	 6,699,393	 1,061,110	 759,847	 987,009	 4,186,208	

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

DEPARTMENT DESCRIPTION

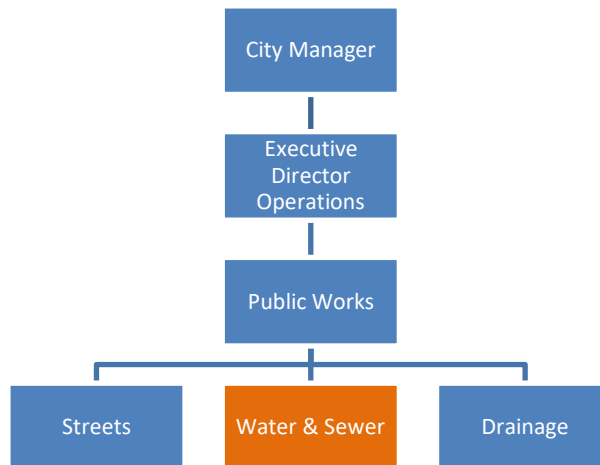
Provide water and wastewater services to all citizens. Conduct maintenance, repair, and expansion of water and wastewater services. Provide excellent customer service. Assist other departments as needed. Provide administrative support to water and wastewater departments. Provide a weekly chipping service. Inspect new infrastructure. Review plat and subdivision plans. Review water and wastewater construction plans. Manage department improvement projects. Oversee drought, conservation plan, and rules. Maintain bookkeeping & records management. Provide letters of availability and Certificate of Convenience and Necessity. Meet with developers and utility providers. Conduct department training, education, and planning.

GOALS AND OBJECTIVES

- Provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations.
- Maintain a sound water and sewer system.
- Ensure an adequate future water supply.
- Encourage staff to be active in making decision to strengthen our ability to respond promptly to daily events.
- Emphasize safety to our employees to reduce preventable accidents.
- Promote water conservation, delivery of quality services, and providing accurate and timely responses to customer requests.

WATER AND SEWER ADMINISTRATION

ORGANIZATION CHART



WATER & SEWER ADMINISTRATION	2016-17	2017-18	2018-19
Director	1	1	1
Assistant Director(Water/Wastewater Manager)	1	1	1
Senior Administrative Assistant	1	1	1
Clerk/Dispatcher	1	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Water & Sewer Supervisor (Superintendent)	1	1	1
Water & Sewer Foreman	1	1	1
Serviceman III	1	1	1
Serviceman II	4	5	5
Serviceman I	8	10	10
TOTAL POSITIONS	20	23	23

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Water Accounts	16,022	16,650	17,000
Miles of Water Main	224	226	228
Miles of Sewer Main	113	114	115

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Gallons Pumped (Edwards), acre feet	84.27	60	60
Gallons Received (SSLGC), acre feet	5,827	5,900	6,000
Gallons Distributed, acre feet	5,232	5,250	5,300

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
New Meter Installed	406	350	350
New Service Taps	2	6	10
Water Service Calls	1,002	1,000	1,000
Water Main Break, Service Repair Calls	104	200	200
Sewer Backup and Repair Calls	665	650	650

WATER AND SEWER ADMINISTRATION

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$1,259,856	\$1,343,734	\$1,458,353
Supplies	178,336	225,493	187,500
Human Services	0	700	0
City Support Services	59,829	52,568	159,603
Utility Services	3,528,081	3,559,100	3,575,800
Operations Support	6,419	10,902	11,300
Staff Support	25,583	34,500	38,000
City Assistance	333	205	1,500
Professional Services	403,181	375,434	406,179
Fund Charges/Transfers	7,315,927	6,188,960	6,355,471
Maintenance Services	8,538,899	9,022,440	9,200,490
Other Costs	36,615	38,436	40,000
Debt Service	382,603	2,128,131	2,100,622
Rental/Leasing	56,783	124,500	4,500
Operating Equipment	4,025	5,500	8,000
Capital Outlay	0	725,854	149,000
<i>Total</i>	<i>\$21,796,470</i>	<i>\$23,836,457</i>	<i>\$23,696,318</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 0.5% from the FY 2018-19 year end estimate. Increases in personnel costs for the annual merit program, in Fund Charges/Transfers for additional contributions to Schertz Seguin Local Government Corporation (SSLGC) and the Cibolo Creek Municipal Authority (CCMA) for the water pipeline project and south wastewater treatment plant construction, in Maintenance Services for the increase in CCMA's treatment fee, and setting a contingency account for \$100,000 in City Support Services for general use, are all offset in FY 2019-20 by fewer large equipment and vehicle purchases in Capital Outlay.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
W & S ADMINISTRATION							
=====							
<u>Personnel Services</u>							
575-511110 Regular	735,381	814,575	953,832	731,422	871,048	949,873	
575-511120 Overtime	36,102	35,780	17,945	30,190	36,000	17,945	
575-511180 LTD	2,004	2,577	2,957	1,879	2,700	3,005	
575-511210 Longevity	19,192	22,187	21,337	20,146	20,246	27,542	
575-511230 Certification Allowance	12,590	13,606	13,201	13,306	15,752	13,201	
575-511310 FICA - Employer	54,091	63,139	76,904	56,922	71,670	76,758	
575-511350 TMRS-Employer	120,806	150,648	162,403	128,432	150,039	160,789	
575-511410 Health-Employer	117,531	149,132	174,605	142,245	166,776	199,457	
575-511500 Workers' Compensation	9,734	8,212	9,539	9,503	9,503	9,783	
TOTAL Personnel Services	1,107,431	1,259,856	1,432,723	1,134,043	1,343,734	1,458,353	
<u>Supplies</u>							
575-521000 Operating Supplies	8,781	8,247	11,993	10,155	11,993	9,000	
575-521100 Office Supplies	853	1,004	1,500	1,197	1,500	1,500	
575-521200 Medical/Chem Supplies	1,461	1,023	1,224	786	1,500	1,500	
575-521400 Plumbing Supplies	58,433	17,818	50,000	57,311	60,000	50,000	
575-521405 Water Meters-New	127,155	150,235	125,000	126,798	150,000	125,000	
575-521600 Equip Maint Supplies	0	9	500	208	500	500	
TOTAL Supplies	196,683	178,336	190,217	196,456	225,493	187,500	
<u>Human Services</u>							
575-531100 Pre-employment Check	539	0	700	0	700	0	
TOTAL Human Services	539	0	700	0	700	0	
<u>City Support Services</u>							
575-532500 City Insurance-Commercial	42,626	45,441	48,000	50,068	50,068	50,068	
575-532800 Employee Appreciation Events	1,343	1,953	2,500	1,680	2,500	2,500	
575-532900 Contingencies	20,735	12,435	99,535	0	0	107,035	
TOTAL City Support Services	64,704	59,829	150,035	51,748	52,568	159,603	
<u>Utility Services</u>							
575-533100 Gas Utility Service	921	1,178	1,500	1,251	1,500	1,500	
575-533200 Electric Utility Service	269,159	295,137	280,000	204,193	315,000	320,000	
575-533310 Telephone/Cell Phones	2,137	2,729	3,500	1,559	2,400	3,500	
575-533320 Telephone/Air Cards	286	218	800	119	200	800	
575-533400 Water Purchase	2,918,214	3,175,122	3,200,000	2,115,108	3,200,000	3,200,000	
575-533410 Water Utility Service	9,699	9,456	10,000	1,310	2,000	10,000	
575-533500 Vehicle Fuel	37,526	44,240	31,000	30,288	38,000	40,000	
TOTAL Utility Services	3,237,942	3,528,081	3,526,800	2,353,828	3,559,100	3,575,800	

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	2018-2019						2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
<hr/>								
<u>Operations Support</u>								
575-534000 Postage	145	207	300	147	200	300		
575-534100 Advertising	2,881	971	5,000	2,950	5,000	5,000		
575-534200 Printing & Binding	0	38	500	105	500	500		
575-534300 Equipment Maintenance - Copie	5,202	5,202	5,500	4,716	5,202	5,500		
TOTAL Operations Support	8,228	6,419	11,300	7,917	10,902	11,300		
<hr/>								
<u>Staff Support</u>								
575-535100 Uniforms	8,228	8,982	16,500	15,211	16,500	15,000		
575-535300 Memberships	5,375	5,758	6,000	5,246	6,000	6,000		
575-535500 Training/Travel	6,696	8,973	15,000	4,063	10,000	15,000		
575-535510 Meeting Expenses	1,817	1,648	2,000	1,015	2,000	2,000		
575-535600 Professional Certification	249	222	0	0	0	0		
TOTAL Staff Support	22,364	25,583	39,500	25,534	34,500	38,000		
<hr/>								
<u>City Assistance</u>								
575-537100 Medical Services	1,638	333	1,500	205	205	1,500		
TOTAL City Assistance	1,638	333	1,500	205	205	1,500		
<hr/>								
<u>Professional Services</u>								
575-541200 Legal Svcs	220,694	211,625	197,516	155,572	200,000	200,000		
575-541300 Other Consl/Prof Services	37,652	102,431	112,965	59,972	70,000	112,965		
575-541305 Cell Tower Management Fees	73,426	64,122	78,500	80,634	80,634	68,214		
575-541310 Contractual Services	2,880	0	0	0	0	0		
575-541400 Auditor/Accounting Service	23,430	24,000	24,000	20,644	24,000	24,000		
575-541500 Paying Agent	800	800	1,000	600	800	1,000		
575-541650 Misc Expenses	0	203	0	0	0	0		
TOTAL Professional Services	358,883	403,181	413,981	317,423	375,434	406,179		
<hr/>								
<u>Fund Charges/Transfers</u>								
575-548040 Contribution To CVLGC	300,000	300,000	500,000	480,000	480,000	100,000		
575-548050 Contribution to SSLG	2,242,314	2,906,068	3,786,424	3,393,413	3,786,424	4,006,734		
575-548060 Contribution to CCMA	413,650	410,650	412,250	577,775	412,250	726,800		
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000		
575-548106 Transfer Out- Special Events	2,494	3,640	0	0	0	0		
575-548600 Inter-fund Charges-Admin	1,186,812	1,344,140	1,365,998	1,024,498	1,365,998	1,385,000		
575-548610 Interfund Charge-Fleet	148,276	129,890	140,288	105,216	140,288	132,937		
575-548700 Bad Debt Expense	0	70,807	0	0	0	0		
575-548800 Depreciation Expense	2,116,417	2,150,733	0	0	0	0		
575-548900 Amortization Expense	11,381	0	0	0	0	0		
TOTAL Fund Charges/Transfers	6,421,344	7,315,927	6,208,960	5,580,903	6,188,960	6,355,471		

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
<u>Maintenance Services</u>									
575-551100 Building Maintenance	137	1,572	5,000	6	5,000	5,000			
575-551300 Computer Maintenance	17,754	6,218	17,500	0	5,600	17,500			
575-551400 Minor & Other Equip Maint	1,286	25	2,500	96	2,500	2,500			
575-551500 Water Maintenance	77,774	138,060	155,000	40,180	155,000	155,000			
575-551510 Waste Contractor Expense	4,342,077	4,687,548	4,565,218	3,486,008	4,540,000	4,540,000			
575-551520 Sewer Treatment-CCMA/MUD	3,349,837	3,655,649	4,150,000	2,793,966	4,150,000	4,316,000			
575-551530 Sewer Maintenance	117,701	28,650	84,000	26,816	84,000	84,000			
575-551540 I&I Maintenance	3,850	0	129,500	0	60,000	60,000			
575-551600 Street Maintenance Materials	12,052	20,867	19,767	12,226	20,000	20,000			
575-551720 Low Flow Rebate Program	0	50	250	50	100	250			
575-551800 Other Maintenance Agreements	220	260	240	180	240	240			
TOTAL Maintenance Services	7,922,689	8,538,899	9,128,974	6,359,528	9,022,440	9,200,490			
<u>Other Costs</u>									
575-554100 State Water Fees-TCEQ	36,605	36,615	40,000	38,436	38,436	40,000			
TOTAL Other Costs	36,605	36,615	40,000	38,436	38,436	40,000			
<u>Debt Service</u>									
575-555900 Debt Service	0	0	1,605,000	0	1,605,000	1,500,000			
575-555900.Interest Expense	357,795	382,603	299,245	523,131	523,131	600,622			
TOTAL Debt Service	357,795	382,603	1,904,245	523,131	2,128,131	2,100,622			
<u>Rental/Leasing</u>									
575-561000 Rental-Building & Land	2,702	2,783	3,500	2,866	3,500	3,500			
575-561100 Rental-Equipment	0	0	1,000	0	1,000	1,000			
575-561200 Lease/Purchase Payments	20,800	54,000	120,000	(33,173)	120,000	0			
TOTAL Rental/Leasing	23,502	56,783	124,500	(30,307)	124,500	4,500			
<u>Operating Equipment</u>									
575-571000 Furniture & Fixtures	0	1,072	6,000	3,054	2,500	5,000			
575-571200 Vehicles & Access. LESS \$5,00	0	0	2,500	0	0	0			
575-571300 Computer & Periphe. < \$5000	515	0	0	0	0	0			
575-571500 Minor Equipment	2,575	2,954	3,000	0	3,000	3,000			
575-571800 Equipment Under \$5,000	0	0	18,000	0	0	0			
TOTAL Operating Equipment	3,090	4,025	29,500	3,054	5,500	8,000			
<u>Capital Outlay</u>									
575-581200 Vehicles & Access. Over \$5,00	0	0	517,978	511,943	511,943	60,000			
575-581800 Equipment Over \$5,000	0	0	198,000	181,199	213,911	89,000			
TOTAL Capital Outlay	0	0	715,978	693,142	725,854	149,000			

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

PUBLIC WORKS							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
TOTAL W & S ADMINISTRATION	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	
TOTAL PUBLIC WORKS	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

MISC & PROJECTS
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PROJECTS							
=====							
City Support Services	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Operations Support	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Professional Services							
900-541100 ENGINEERING	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 16,805	<hr/> 35,992	<hr/> 0	<hr/>
TOTAL Professional Services	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 16,805	<hr/> 35,992	<hr/> 0	<hr/>
Fund Charges/Transfers	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Maintenance Services							
900-551900 CONSTRUCTION	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 260,911	<hr/> 340,293	<hr/> 0	<hr/>
TOTAL Maintenance Services	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 260,911	<hr/> 340,293	<hr/> 0	<hr/>
Rental/Leasing	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL PROJECTS	0	0	0	277,716	376,285	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

MISC & PROJECTS
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
FM3009 RD&BRIDGE EXPNSN							
=====							
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
<hr/>							
TOTAL MISC & PROJECTS	0	0	0	277,716	376,285	0	
<hr/>							
TOTAL EXPENDITURES	20,454,252	28,495,863	24,980,024	18,292,603	25,199,751	27,882,526	
	=====	=====	=====	=====	=====	=====	=====

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. The Sewer Capital Recovery portion was moved to its own fund in FY 2013-14.

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Provide citizens with quality projects completed on-time and on-budget.
- Design a 3 million gallon ground storage and booster station
- State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.

PERFORMANCE INDICATORS

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$1,544,962	\$975,000	\$1,100,000
Miscellaneous	102,749	169,000	180,000
<i>Total</i>	<i>\$1,647,711</i>	<i>\$1,144,000</i>	<i>\$1,280,000</i>
<i>Expenses</i>			
Non Departmental	\$1,000	\$1,378,484	\$256,000
<i>Total</i>	<i>\$1,000</i>	<i>\$1,378,484</i>	<i>\$256,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.

411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000	
Fund Transfers	0	0	1,375,000	0	0	0	
Miscellaneous	38,537	102,749	82,000	126,286	169,000	180,000	
TOTAL REVENUES	1,471,847	1,647,711	2,557,000	916,564	1,144,000	1,280,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
TOTAL GENERAL GOVERNMENT	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
REVENUE OVER/(UNDER) EXPENDITURES	1,470,847	1,646,711	926,000	(459,420)	(234,484)	1,024,000	

411-CAPITAL RECOVERY - WATER

REVENUES

	2018-2019							2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED		
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET		
<hr/>									
<u>Fees</u>									
000-455900 Cap Rcvry-Water	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000			
TOTAL Fees	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000			
<u>Fund Transfers</u>									
000-481000 Transfer In - Reserves	0	0	1,375,000	0	0	0			
TOTAL Fund Transfers	0	0	1,375,000	0	0	0			
<u>Miscellaneous</u>									
000-491000 Interest Earned	863	5,527	7,000	2,884	4,000	5,000			
000-491200 Investment Income	37,675	97,222	75,000	123,403	165,000	175,000			
TOTAL Miscellaneous	38,537	102,749	82,000	126,286	169,000	180,000			
TOTAL REVENUES	1,471,847	1,647,711	2,557,000	916,564	1,144,000	1,280,000			
	=====	=====	=====	=====	=====	=====			

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>City Support Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Utility Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operations Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Professional Services</u>							
101-541200 Legal Svcs-Water	0	0	5,000	0	2,500	5,000	<hr/>
101-541300 Professional Services-Cap Pla	0	0	250,000	0	0	250,000	<hr/>
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	984	984	1,000	<hr/>
TOTAL Professional Services	1,000	1,000	256,000	984	3,484	256,000	<hr/>
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Proj	0	0	1,375,000	1,375,000	1,375,000	0	<hr/>
TOTAL Fund Charges/Transfers	0	0	1,375,000	1,375,000	1,375,000	0	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Debt Service</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	

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. Wastewater Capital Recovery was moved to its own fund in FY 2013-14

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Preliminary engineering and land acquisition for a waste water treatment plant for South Schertz. Initiate plans for the Southeast Quad Pump Station and the Ground Storage and Distribution Main for South Schertz. State law mandates that the Water/Wastewater Capital Recovery Plan be updated at least every five years. Last study was in 2011. Currently the Sedona WWTP serves the Crossvine Subdivision area but will be eliminated when the new CCMA WWTP comes on line. A sewer line and lift-station will be needed to accomplish this project.
- Initiate and institute a study to implement reuse water throughout the City.
- Provide citizens with quality projects completed on-time and on-budget.

PERFORMANCE INDICATORS

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$821,969	\$489,200	\$600,000
Miscellaneous	85,591	123,500	103,000
<i>Total</i>	<i>\$907,560</i>	<i>\$612,700</i>	<i>\$703,000</i>
<i>Expenses</i>			
Non Departmental	493,208	7,984	260,500
<i>Total</i>			

PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	744,574	821,969	600,000	421,529	489,200	600,000	
Miscellaneous	<u>36,518</u>	<u>85,591</u>	<u>44,000</u>	<u>121,296</u>	<u>123,500</u>	<u>103,000</u>	
TOTAL REVENUES	781,092	907,560	644,000	542,825	612,700	703,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,356</u>	<u>493,208</u>	<u>260,500</u>	<u>3,927</u>	<u>7,984</u>	<u>260,500</u>	
TOTAL GENERAL GOVERNMENT	5,356	493,208	260,500	3,927	7,984	260,500	
<u>MISC & PROJECTS</u>							
TOTAL EXPENDITURES	5,356	493,208	260,500	3,927	7,984	260,500	
REVENUE OVER/(UNDER) EXPENDITURES	<u>775,736</u>	<u>414,352</u>	<u>383,500</u>	<u>538,898</u>	<u>604,716</u>	<u>442,500</u>	
	=====	=====	=====	=====	=====	=====	=====

421-CAPITAL RECOVERY - SEWER

REVENUES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	717,574	794,969	600,000	432,329	500,000	600,000	
000-455913 Cap Rcvry-North Sewer Treat	<u>27,000</u>	<u>27,000</u>	<u>0</u>	(<u>10,800</u>)	(<u>10,800</u>)	<u>0</u>	
TOTAL Fees	744,574	821,969	600,000	421,529	489,200	600,000	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	730	3,799	4,000	2,805	3,500	3,000	
000-491200 Investment Income	63,424	104,840	40,000	101,613	120,000	100,000	
000-491800 Gain/Loss Capital One Sewer (13,176)	(11,126)	0	(8,567)	0	0	
000-491900 Unrealize Gain/Loss-Captl On(<u>14,460</u>)	(<u>11,922</u>)	<u>0</u>	<u>25,444</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>36,518</u>	<u>85,591</u>	<u>44,000</u>	<u>121,296</u>	<u>123,500</u>	<u>103,000</u>	
<hr/>							
TOTAL REVENUES	781,092	907,560	644,000	542,825	612,700	703,000	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
101-541200 Legal Services-Sewer	0	0	5,000	0	2,500	5,000	
101-541300 Professional Services-Cap Pla	0	0	250,000	0	0	250,000	
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	984	984	1,000	
101-541650 Investment Mgt Fee-Sewer	4,356	4,360	4,500	2,943	4,500	4,500	
TOTAL Professional Services	5,356	5,360	260,500	3,927	7,984	260,500	
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Prjc	0	487,848	0	0	0	0	
TOTAL Fund Charges/Transfers	0	487,848	0	0	0	0	
<u>Maintenance Services</u>							
TOTAL NON DEPARTMENTAL	5,356	493,208	260,500	3,927	7,984	260,500	
TOTAL GENERAL GOVERNMENT	5,356	493,208	260,500	3,927	7,984	260,500	

FUND: 204 DRAINAGE FUND

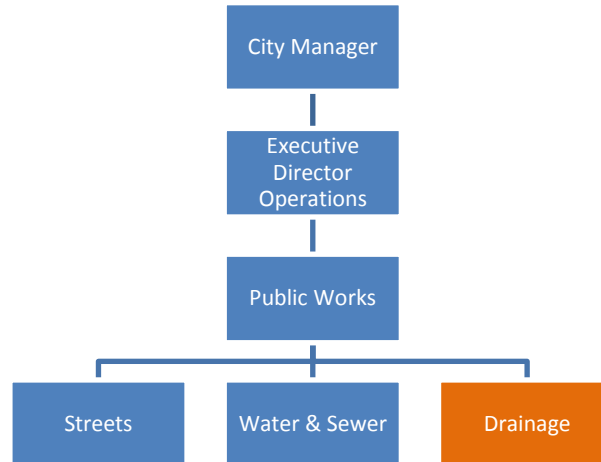
DEPARTMENT DESCRIPTION

The Public Works Drainage Department is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-ways, alleys, and compliance with regulations. Reviewing the issuance of permits for development that might affect the infrastructure such as subdivision plans, and providing guidance to other departments as needed. The revenues come from a fee charged to “users”. A “user” is any citizen or business that owns impervious surfaces, any man made structure, such as buildings, parking lots, or driveways.

GOALS AND OBJECTIVES

- Protect lives and property.
- Improve quality of the storm water system by adding a Storm Water Manager to implement & manage Phase II Storm Water Program to keep in compliance with local, state and federal regulations. Ensure compliance with program requirements associated with the National Pollutant Discharge Elimination System permit.
- Institute best management practices in the maintenance of our natural creek ways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support.
- Review storm water infrastructure plans
- Maintain storm water data collection.
- Continue to evaluate, consider, and pursue all available resources for improving management of the local storm water infrastructure.
- Provide Storm water pollution and floodplain awareness to the community and city personnel.

ORGANIZATIONAL CHART



DRAINAGE	2017-18	2018-19	2019-20
Drainage Foreman	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
TOTAL POSITIONS	8	8	8

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	118.07	118.07	118.07
Acres of Drainage Ditches Mowed	157.75	157.75	157.75

Efficiency	2017-18 Actual	2017-19 Estimate	2019-20 Budget
Monthly Operating Expenditures	93,564	98,879	105,475

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
ROW Maintenance & Mowing, Hours	2,900	3,200	3,300
Drainage Mowing, Hours	600	700	800
Drainage Structure Maintenance, Hours	1,350	1,450	1,450

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Permits	\$3,960	\$4,000	\$4,000
Fees	1,159,910	1,200,150	1,230,000
Miscellaneous	194,255	59,732	33,000
<i>Total</i>	<i>\$1,358,125</i>	<i>\$1,263,882</i>	<i>\$1,267,000</i>
<i>Expenses</i>			
Personnel	\$339,603	\$325,045	\$400,200
Supplies	4,773	5,700	6,000
City Support Services	6,874	3,266	34,000
Utility Services	14,017	13,000	13,200
Operations Support	0	0	1,050
Staff Support	5,758	11,779	13,700
City Assistance	98	100	500
Professional Services	8,918	37,000	41,500
Fund Charges/Transfers	617,182	532,162	479,659
Maintenance Services	1,090	30,000	42,000
Other Costs	100	100	200
Debt Services	8,206	121,213	124,200
Rental/Leasing	0	500	500
Operating Equipment	6,812	0	2,000
Capital Outlay	0	74,348	107,000
Projects	0	940,257	0
<i>Total</i>	<i>\$1,013,430</i>	<i>\$2,094,470</i>	<i>\$1,265,709</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2019-20 revenue from drainage fees is expected to increase 2.5% with new commercial and residential development occurring in the City. Overall revenue will increase 0.2% from the prior year which saw the remainder or a one time contribution from Cibolo for the Cibolo Creek Bridge reconstruction.

Expenses: The FY 2019-20 Budget will increase 9.7% from the FY 2018-19 year end estimate for the operating accounts not including projects. The increase is due to higher personnel costs related to the annual merit program, setting a contingency at \$30,000, additional Maintenance Services for a new outsourced mowing contract to improve services, and additional large equipment and vehicle purchases.

204-DRAINAGE

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Permits	2,960	3,960	3,000	3,100	4,000	4,000	
Fees	1,146,946	1,159,910	1,208,500	976,548	1,200,150	1,230,000	
Fund Transfers	0	0	1,027,062	0	0	0	
Miscellaneous	<u>16,663</u>	<u>194,255</u>	<u>26,800</u>	<u>51,006</u>	<u>59,732</u>	<u>33,000</u>	
TOTAL REVENUES	1,166,568	1,358,125	2,265,362	1,030,653	1,263,882	1,267,000	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,066,235</u>	<u>1,013,430</u>	<u>1,236,907</u>	<u>775,209</u>	<u>1,154,213</u>	<u>1,265,709</u>	
TOTAL PUBLIC WORKS	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>1,013,664</u>	<u>716,926</u>	<u>940,257</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>1,013,664</u>	<u>716,926</u>	<u>940,257</u>	<u>0</u>	
TOTAL EXPENDITURES	1,066,235	1,013,430	2,250,571	1,492,135	2,094,470	1,265,709	
REVENUE OVER/(UNDER) EXPENDITURES	100,333	344,696	14,792	(461,482)	(830,588)	1,291	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

204--DRAINAGE

REVENUES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Permits</u>							
000-432400 Floodplain Permit	<u>2,960</u>	<u>3,960</u>	<u>3,000</u>	<u>3,100</u>	<u>4,000</u>	<u>4,000</u>	<u> </u>
TOTAL Permits	2,960	3,960	3,000	3,100	4,000	4,000	
<u>Fees</u>							
000-457500 Drainage Penalties	10,016	10,537	10,000	32	150	10,000	<u> </u>
000-457600 Drainage Fee	<u>1,136,930</u>	<u>1,149,373</u>	<u>1,198,500</u>	<u>976,516</u>	<u>1,200,000</u>	<u>1,220,000</u>	<u> </u>
TOTAL Fees	1,146,946	1,159,910	1,208,500	976,548	1,200,150	1,230,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>1,027,062</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Fund Transfers	0	0	1,027,062	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	295	3,481	1,800	2,876	3,600	3,000	<u> </u>
000-491200 Investment Income	15,500	26,509	25,000	24,113	32,000	30,000	<u> </u>
000-497000 Misc Income-Drainage	<u>867</u>	<u>164,265</u>	<u>0</u>	<u>24,017</u>	<u>24,132</u>	<u>0</u>	<u> </u>
TOTAL Miscellaneous	<u>16,663</u>	<u>194,255</u>	<u>26,800</u>	<u>51,006</u>	<u>59,732</u>	<u>33,000</u>	<u> </u>
TOTAL REVENUES	1,166,568	1,358,125	2,265,362	1,030,653	1,263,882	1,267,000	
	=====	=====	=====	=====	=====	=====	=====

204--DRAINAGE

PUBLIC WORKS

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
DRAINAGE							
=====							
<u>Personnel Services</u>							
579-511110 Regular	172,346	217,842	250,415	170,808	209,395	254,260	
579-511120 Overtime	500	7,897	5,500	3,823	6,000	5,500	
579-511180 LTD	733	669	776	450	649	788	
579-511210 Longevity	7,191	7,891	8,338	8,318	8,338	9,166	
579-511230 Certification Allowance	2,550	2,400	4,800	1,985	2,400	4,800	
579-511310 FICA - Employer	17,875	16,826	20,269	13,839	17,287	20,940	
579-511350 TMRs-Employer	39,105	36,687	42,803	29,860	36,190	44,234	
579-511410 Health-Employer	49,432	46,245	64,120	30,906	41,236	56,886	
579-511500 Workers' Compensation	3,455	3,146	3,563	3,550	3,550	3,626	
TOTAL Personnel Services	293,187	339,603	400,584	263,539	325,045	400,200	
<u>Supplies</u>							
579-521000 Operating Supplies	1,964	2,972	3,300	1,780	3,300	3,300	
579-521100 Office Supplies	185	198	200	174	200	500	
579-521200 Medical/Chem Supplies	1,574	1,603	2,000	1,557	2,000	2,000	
579-521300 Motor Vehicle Supplies	0	0	200	0	200	200	
TOTAL Supplies	3,723	4,773	5,700	3,510	5,700	6,000	
<u>Human Services</u>							
<u>City Support Services</u>							
579-532400 Computer Fees & Licenses	0	0	1,000	0	0	0	
579-532500 City Insurance-Commercial	4,166	5,409	0	3,266	3,266	4,000	
579-532900 Contingencies	410	1,465	0	0	0	30,000	
TOTAL City Support Services	4,576	6,874	1,000	3,266	3,266	34,000	
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	1,072	1,048	1,200	643	1,000	1,200	
579-533500 Vehicle Fuel	15,227	12,969	12,000	11,054	12,000	12,000	
TOTAL Utility Services	16,299	14,017	13,200	11,698	13,000	13,200	
<u>Operations Support</u>							
579-534000 Postage	0	0	0	0	0	50	
579-534200 Printing & Binding	0	0	1,000	0	0	1,000	
TOTAL Operations Support	0	0	1,000	0	0	1,050	
<u>Staff Support</u>							
579-535100 Uniforms	3,385	3,340	6,450	5,591	6,450	6,000	
579-535300 Memberships	0	0	0	129	129	500	
579-535500 Training/Travel	1,791	1,998	4,000	1,681	4,000	5,000	
579-535510 Meeting Expenses	260	228	600	191	600	1,200	
579-535600 Professional Certification	569	192	600	150	600	1,000	
TOTAL Staff Support	6,004	5,758	11,650	7,742	11,779	13,700	

204-DRAINAGE

PUBLIC WORKS

EXPENDITURES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	287	98	500	63	100	500	
TOTAL City Assistance	287	98	500	63	100	500	
<u>Professional Services</u>							
579-541200 Legal Svcs	273	78	5,000	0	500	5,000	
579-541310 Contractual Services	44,960	7,340	22,850	0	35,000	35,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,475	1,500	1,500	
TOTAL Professional Services	46,733	8,918	29,350	1,475	37,000	41,500	
<u>Fund Charges/Transfers</u>							
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	1,000	
579-548106 Transfer Out- Special Events	624	1,213	0	0	0	0	
579-548500 Interfund Charges-Admin	184,425	271,430	295,157	221,368	295,157	243,114	
579-548600 Interfund Charges-Water	136,920	141,510	141,000	105,750	141,000	146,400	
579-548610 Interfund Charge-Fleet	105,789	83,355	95,005	71,254	95,005	89,145	
579-548700 Bad Debt Expense	0	3,965	0	0	0	0	
579-548800 Depreciation Expense	128,314	115,709	0	0	0	0	
TOTAL Fund Charges/Transfers	556,071	617,182	532,162	398,372	532,162	479,659	
<u>Maintenance Services</u>							
579-551610 Drainage Channel Maintenance	13,721	1,090	40,500	5,134	30,000	42,000	
TOTAL Maintenance Services	13,721	1,090	40,500	5,134	30,000	42,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	100	200	100	100	200	
TOTAL Other Costs	100	100	200	100	100	200	
<u>Debt Service</u>							
579-555900 Debt Service	110,000	0	115,000	0	115,000	120,000	
579-555900. Interest Expense	9,795	8,206	6,213	6,206	6,213	4,200	
TOTAL Debt Service	119,795	8,206	121,213	6,206	121,213	124,200	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	0	0	500	55	500	500	
579-561200 Lease/Purchase Payments	0	0	5,000	0	0	0	
TOTAL Rental/Leasing	0	0	5,500	55	500	500	
<u>Operating Equipment</u>							
579-571500 Equipment Under \$5,000	5,739	6,812	0	0	0	2,000	
TOTAL Operating Equipment	5,739	6,812	0	0	0	2,000	

204-DRAINAGE

PUBLIC WORKS
EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	74,348	74,050	74,348	32,000	_____
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>_____</u>
TOTAL Capital Outlay	0	0	74,348	74,050	74,348	107,000	
<hr/>							
TOTAL DRAINAGE	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	
<hr/>							
TOTAL PUBLIC WORKS	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

204--DRAINAGE

MISC & PROJECTS

EXPENDITURES

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PROJECTS							
=====							
<hr/>							
<u>City Support Services</u>							
900-532900 Contingency	0	0	8,839	30	30	0	
TOTAL City Support Services	0	0	8,839	30	30	0	
<hr/>							
<u>Operations Support</u>							
900-534100 Advertising	0	0	1,229	567	653	0	
TOTAL Operations Support	0	0	1,229	567	653	0	
<hr/>							
<u>Professional Services</u>							
900-541100 Engineering	0	0	53,789	20,752	29,749	0	
TOTAL Professional Services	0	0	53,789	20,752	29,749	0	
<hr/>							
<u>Maintenance Services</u>							
900-551900 Construction	0	0	909,825	695,577	909,825	0	
900-551910 Construction - Contingencies	0	0	39,982	0	0	0	
TOTAL Maintenance Services	0	0	949,807	695,577	909,825	0	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL PROJECTS	0	0	1,013,664	716,926	940,257	0	
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TOTAL MISC & PROJECTS	0	0	1,013,664	716,926	940,257	0	
<hr/>							
TOTAL EXPENDITURES	1,066,235	1,013,430	2,250,571	1,492,135	2,094,470	1,265,709	
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FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County. We also work with individual at-risk patients to insure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

GOALS AND OBJECTIVES

- Provide efficient pre-hospital healthcare services to the communities that we serve.
- Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.
- Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.
- Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.
- Be the preferred employer for pre-hospital healthcare providers in the State of Texas

- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.
- Meet the needs of our customers and to solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.

ORGANIZATIONAL CHART



EMS	2017-18	2018-19	2019-20
Director	1	1	1
Operations Manager	1	1	1
Clinical Manager	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Senior Administrative Asst.	1	1	1
Billing Specialist	2	2	3
Billing Clerk	1	1	0
EMS Supervisor	3	3	3
Field Training Officer	3	3	3
MIH Paramedic	1	1	1
Paramedic	24	25	25
EMT	3	3	3
Paramedic/EMT	0	0	0
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Paramedic/EMT	0	0	0
P/T Supply Coordinator	0	0	1
TOTAL POSITIONS	64	65	66

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Requests for EMS Service	10,059	10,506	11,233
Transports to Hospitals	6,165	6,494	6,869
Hospital to Hospital Transports	791	1,000	850
Collections per Transport	493.39	450.00	475.00
Students Enrolled in EMT Certification Classes	90	90	90
Trips billed for Alamo Heights	684	700	700
Members of EMS Passport	374	550	500

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Response Time 90% Reliability	13:50	14:00	13:00
Total Time on Task (Minutes)	56:25	58:00	57:00
Transport Percentage	61%	64%	62%
Days Sales Outstanding	49	45	47
Mutual Aid Requested	38	40	35
Students Graduated from EMT Certification Classes	53	55	56

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Critical Failures / 100,000 miles	5.1	4	4
Fleet Accidents / 100,000 miles	4.2	4	4
Cardiac Arrest Save %	8%	10%	10%
Correct recognition of STEMI	72%	75%	75%
EMT Class Certification Pass Rate	91%	90%	92%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$4,754,620	\$6,308,735	\$6,492,050
Inter-Jurisdictional	2,861,992	3,157,710	2,991,594
Fund Transfers	0	0	0
Miscellaneous	135,601	117,375	115,500
<i>Total</i>	<i>\$7,752,214</i>	<i>\$9,583,820</i>	<i>9,599,144</i>
<i>Expenses</i>			
Personnel	\$4,043,032	\$4,196,415	\$4,404,732
Supplies	346,144	372,000	376,100
Human Services	0	0	0
City Support Services	49,081	79,000	138,000
Utility Services	120,333	135,200	136,000
Operations Support	57,172	76,182	63,450
Staff Support	44,955	64,489	83,650
City Assistance	561,123	559,867	562,367
Professional Services	141,903	154,000	158,000
Fund Charges/Transfers	2,250,108	2,683,492	2,854,205
Maintenance Services	12,480	13,000	30,000
Other Costs	0	0	0
Debt Service	28,409	288,895	281,008
Rental/Leasing	1,567	141,000	67,000
Operating Equipment	46,167	62,500	73,300
Capital Outlay	0	6,500	371,000
<i>Total</i>	<i>\$7,702,476</i>	<i>\$8,832,540</i>	<i>\$9,598,811</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase .2% from FY 2018-19 year end estimates. The additional transports increasing revenue is offset by a 5.6% decrease in the Inter-Jurisdictional revenues to provide coverage for each community serviced by the City's EMS.

Expenses: The FY 2019-20 Budget will increase 8.7% from the FY 2018-19 year end estimate. Included in the FY 2019-20 budget is the converting a billing clerk to a billing specialist, an upgrade to Rescue Net billing software, hiring a new part-time supply coordinator, and Paramedic school program for EMTs. In addition to these programs, capital outlay has increased \$364,500 for a replacement ambulance and 2 replacement vehicles.

203-EMS

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	5,955,626	4,754,620	6,194,080	4,563,049	6,308,735	6,492,050	
Inter-Jurisdictional	2,412,953	2,861,992	3,025,485	3,161,147	3,157,710	2,991,594	
Fund Transfers	550,000	0	0	0	0	0	
Miscellaneous	223,834	135,601	125,750	90,614	117,375	115,500	
TOTAL REVENUES	9,142,413	7,752,214	9,345,315	7,814,810	9,583,820	9,599,144	
EXPENDITURE SUMMARY							
PUBLIC SAFETY							
SCHERTZ EMS	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
TOTAL PUBLIC SAFETY	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
MISC & PROJECTS							
TOTAL EXPENDITURES	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
REVENUE OVER/(UNDER) EXPENDITURES	1,073,935	49,738	109,679	964,614	751,280	333	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

203-EMS

REVENUES

	2018-2019							2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED		
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET		
Fees									
000-456100 Ambulance/Mileage Transprt Fe	5,666,326	4,517,954	5,894,480	4,320,611	6,024,685	6,210,950			
000-456110 Passport Membership Fees	25,115	25,275	28,000	23,600	25,000	28,000			
000-456120 EMT Class - Fees	94,873	98,770	96,000	81,254	96,000	99,000			
000-456122 CE Class - Fees	16,975	23,458	21,500	22,222	23,500	27,000			
000-456130 Immunization Fees	9,138	3,008	7,000	2,284	2,500	2,000			
000-456140 Billing Fees-External	18,153	23,016	25,000	19,039	25,000	25,000			
000-456150 Standby Fees	24,484	38,518	27,000	19,510	27,000	30,000			
000-456155 Community Services Support	100,488	72,888	75,000	45,063	50,000	50,000			
000-456160 MIH Services	0	13,960	20,000	24,842	30,000	20,000			
000-458110 Sale of Merchandise - GovDeal	0	(62,327)	0	4,574	5,000	0			
000-459200 NSF Check Fee	75	100	100	50	50	100			
TOTAL Fees	5,955,626	4,754,620	6,194,080	4,563,049	6,308,735	6,492,050			
Inter-Jurisdictional									
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	843,578	843,577	843,577			
000-474300 Cibolo Support	319,098	346,468	410,583	410,583	410,583	439,612			
000-475100 Comal Co ESD #6	106,012	116,813	121,723	125,159	121,723	133,064			
000-475200 Live Oak Support	206,957	213,152	232,140	232,140	232,140	237,775			
000-475300 Universal City Support	262,361	281,284	300,092	300,092	300,092	305,996			
000-475400 Selma Support	106,656	111,886	148,697	148,697	148,697	161,001			
000-475500 Schertz Support	504,084	556,325	581,537	581,537	581,537	602,583			
000-475600 Santa Clara Support	10,354	10,447	10,790	10,790	10,790	11,137			
000-475800 Marion Support	14,956	15,187	16,347	16,347	16,347	16,849			
000-475910 TASPP Program	38,897	366,853	360,000	492,224	492,224	240,000			
TOTAL Inter-Jurisdictional	2,412,953	2,861,992	3,025,485	3,161,147	3,157,710	2,991,594			
Fund Transfers									
000-486100 Transfer In	550,000	0	0	0	0	0			
TOTAL Fund Transfers	550,000	0	0	0	0	0			
Miscellaneous									
000-491000 Interest Earned	899	4,403	3,000	4,469	5,000	4,000			
000-491200 Investment Income	2,750	6,237	750	6,681	8,000	9,500			
000-493203 Donations-EMS	351	913	2,000	625	(625)	2,000			
000-493205 Donations-Golf Tournament	10,060	18,595	10,000	(2,160)	0	0			
000-495100 MIH Contracts	99,579	0	0	0	0	0			
000-497000 Misc Income	48,903	49,966	50,000	48,156	50,000	50,000			
000-497100 Recovery of Bad Debt	61,292	55,488	60,000	2,552	5,000	50,000			
000-497110 Collection Agency-Bad Debt	0	0	0	30,291	50,000	0			
TOTAL Miscellaneous	223,834	135,601	125,750	90,614	117,375	115,500			
TOTAL REVENUES	9,142,413	7,752,214	9,345,315	7,814,810	9,583,820	9,599,144			
	=====	=====	=====	=====	=====	=====			

203-EMS

PUBLIC SAFETY

EXPENDITURES	2018-2019							2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
SCHERTZ EMS									
=====									
Personnel Services									
280-511110 Regular	2,058,622	2,167,653	2,491,726	1,950,920	2,250,000	2,474,883			
280-511120 Overtime	735,899	710,157	730,979	614,343	740,000	734,285			
280-511180 LTD	5,484	6,389	6,670	4,572	6,600	6,494			
280-511210 Longevity	41,594	45,125	47,147	43,025	45,000	44,585			
280-511220 Clothing Allowance	10,452	10,980	11,857	9,756	12,500	12,168			
280-511230 Certification Allowance	18,845	18,805	15,100	20,020	20,000	23,400			
280-511310 FICA - Employer	209,138	217,875	252,748	194,456	250,000	246,355			
280-511350 TMRS-Employer	427,421	478,819	495,946	394,236	480,000	484,783			
280-511410 Health-Employer	285,275	350,227	351,825	260,690	350,000	311,434			
280-511500 Workers' Compensation	44,476	37,002	42,476	42,315	42,315	66,345			
TOTAL Personnel Services	3,837,205	4,043,032	4,446,474	3,534,333	4,196,415	4,404,732			
Supplies									
280-521000 Operating Supplies	1,539	657	2,000	316	1,000	2,000			
280-521010 Operating Supplies-EMT Class	24,099	21,940	30,000	14,480	25,000	26,000			
280-521020 Operating Supplies-CE Class	13,757	7,740	16,450	4,389	8,000	16,000			
280-521025 Community Support Supplies	74,824	53,272	70,000	23,238	30,000	40,000			
280-521030 Operating Supplies- MIH	385	77	1,000	0	0	1,000			
280-521100 Office Supplies	1,604	3,200	3,000	2,791	3,000	3,500			
280-521200 Medical/Chem Supplies	247,439	250,857	285,000	250,705	285,000	265,000			
280-521250 Immunization Supplies	11,526	2,922	14,600	9,425	14,000	14,600			
280-521300 Motor Veh. Supplies	277	1,335	4,000	1,408	3,500	4,000			
280-521600 Equip Maint Supplies	3,234	4,145	5,000	905	2,500	4,000			
TOTAL Supplies	378,684	346,144	431,050	307,657	372,000	376,100			
Human Services									
280-531100 Pre-employment Check	1,299	0	0	0	0	0			
TOTAL Human Services	1,299	0	0	0	0	0			
City Support Services									
280-532350 Software Maintenance	34,948	26,390	46,000	37,843	46,000	62,000			
280-532500 City Insurance-Commercial	22,108	22,691	25,000	26,363	26,500	26,000			
280-532840 Golf Tournament-Dilworth	100	0	0	(100)	0	0			
280-532900 Contingencies	0	0	23,000	0	6,500	50,000			
TOTAL City Support Services	57,156	49,081	94,000	64,105	79,000	138,000			
Utility Services									
280-533100 Gas Utility Service	4,099	4,703	6,000	6,311	7,200	6,000			
280-533200 Electric Utility Service	22,113	14,817	25,000	7,513	16,000	15,000			
280-533300 Telephone/Land Line	2,843	2,865	3,500	2,127	3,000	3,000			
280-533310 Telephone/Cell Phones	7,632	7,097	8,500	4,386	8,000	10,000			
280-533320 Telephone/Air Cards	11,800	11,986	13,000	7,820	12,500	13,000			
280-533330 Telephone/Internet	3,200	3,719	4,500	2,570	4,000	4,500			
280-533350 Pager Service	833	0	0	0	0	0			
280-533410 Water Utility Service	2,333	1,821	7,000	5,032	6,500	4,500			
280-533500 Vehicle Fuel	59,625	73,325	65,000	61,213	78,000	80,000			
TOTAL Utility Services	114,478	120,333	132,500	96,971	135,200	136,000			

203-EMS

PUBLIC SAFETY

EXPENDITURES	(-----) (-----) (-----) (-----) (-----) (-----) (-----)						
	2016-2017	2017-2018	CURRENT	2018-2019	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	RECOMMENDED	BUDGET
<u>Operations Support</u>							
280-534000 Postage	10,515	10,653	12,500	7,748	12,000	12,500	
280-534100 Advertising	566	0	1,000	0	0	1,000	
280-534200 Printing & Binding	7,473	7,760	8,000	4,361	8,000	8,000	
280-534300 Equipment Maintenance - Copie	13,408	13,408	15,000	8,887	15,000	13,500	
280-534400 EMT Class Instructors	18,960	16,080	20,000	12,320	17,000	16,800	
280-534410 CE Class Instructors	2,560	2,720	8,000	960	3,000	3,000	
280-534420 Community Support-Instructors	5,530	3,132	5,600	1,600	2,500	5,000	
280-534500 Memberships - Organizations	2,520	3,420	3,600	3,502	3,600	3,650	
280-534800 Temporary Empl. Services	0	0	15,082	15,082	15,082	0	
TOTAL Operations Support	61,531	57,172	88,782	54,459	76,182	63,450	
<u>Staff Support</u>							
280-535100 Uniforms	16,458	16,073	25,000	21,237	25,000	25,000	
280-535210 Employee Recognition-Morale	3,787	6,490	8,000	4,885	8,000	6,000	
280-535300 Memberships	22	20	250	0	0	0	
280-535400 Publications	0	281	1,000	489	489	650	
280-535500 Training/Travel	26,730	17,914	38,000	20,281	26,000	45,500	
280-535510 Meeting Expenses	2,789	2,893	3,500	2,141	3,000	3,000	
280-535600 Professional Certification	3,072	1,285	3,500	1,431	2,000	3,500	
TOTAL Staff Support	52,859	44,955	79,250	50,464	64,489	83,650	
<u>City Assistance</u>							
280-537100 Medical Services	4,694	2,381	9,000	2,980	6,000	9,000	
280-537110 EMS Outsourcing	515,761	548,867	548,867	457,389	548,867	548,867	
280-537800 Community Outreach	6,567	9,875	11,000	4,240	5,000	4,500	
TOTAL City Assistance	527,022	561,123	568,867	464,609	559,867	562,367	
<u>Professional Services</u>							
280-541200 Legal Svcs	1,131	3,502	10,000	2,028	5,000	10,000	
280-541300 Other Cons'l/Prof Services	109,313	125,690	134,140	67,045	134,000	130,000	
280-541400 Auditor/Accounting Service	4,000	3,000	3,000	2,951	3,000	3,000	
280-541501 Bond Issuance Costs/Paying Ag	0	200	0	0	0	0	
280-541800 Credit Card Fees	11,823	9,512	15,000	7,912	12,000	15,000	
TOTAL Professional Services	126,267	141,903	162,140	79,936	154,000	158,000	
<u>Fund Charges/Transfers</u>							
280-548101 Tranfer Out - General Fund	0	0	4,000	0	4,000	4,000	
280-548106 Transfer Out- Special Events	2,494	3,640	0	0	0	0	
280-548600 Interfund Charges-G/F Admin	150,087	170,087	175,587	131,690	145,000	179,100	
280-548610 Interfund Charges-Admin Fleet	142,902	130,000	134,492	100,869	134,492	138,585	
280-548650 Interest Expense	0	2,134	0	0	0	0	
280-548700 Bad Debt Expense	2,101,264	1,572,421	2,380,550	1,683,830	2,400,000	2,532,520	
280-548800 Depreciation Expense	339,171	371,827	0	0	0	0	
TOTAL Fund Charges/Transfers	2,735,918	2,250,108	2,694,628	1,916,389	2,683,492	2,854,205	

203-EMS

PUBLIC SAFETY

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
280-551800 Other Maintenance Agreements	10,850	0	0	0	0	17,000	
280-551810 Maintenance Agr. - Radios	<u>9,760</u>	<u>12,480</u>	<u>12,000</u>	<u>8,939</u>	<u>13,000</u>	<u>13,000</u>	
TOTAL Maintenance Services	20,610	12,480	12,000	8,939	13,000	30,000	
<u>Other Costs</u>							
280-554100 Deployment-Reimb-STRAC	<u>1,130</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Other Costs	1,130	0	0	0	0	0	
<u>Debt Service</u>							
280-555639 Tax Notes SR2015 - Principal	0	0	165,000	0	165,000	160,000	
280-555639.Tax Notes SR2015 - Interest	10,870	10,289	5,775	5,769	5,775	2,888	
280-555900 Debt Service	<u>0</u>	<u>18,120</u>	<u>118,120</u>	<u>116,625</u>	<u>118,120</u>	<u>118,120</u>	
TOTAL Debt Service	10,870	28,409	288,895	122,394	288,895	281,008	
<u>Rental/Leasing</u>							
280-561200 Lease/Purchase Payments	<u>70,120</u>	<u>1,567</u>	<u>141,000</u>	<u>100,780</u>	<u>141,000</u>	<u>67,000</u>	
TOTAL Rental/Leasing	70,120	1,567	141,000	100,780	141,000	67,000	
<u>Operating Equipment</u>							
280-571000 Furniture & Fixtures	1,961	3,902	5,000	2,246	4,500	5,000	
280-571200 Vehicles&Access. < \$5,000	8,365	4,642	5,000	200	1,000	4,000	
280-571300 Computer&Periphe. < \$5000	14,073	19,864	28,500	9,992	17,000	19,000	
280-571400 Communication Equip < \$5000	1,455	11,623	20,050	6,481	10,000	10,300	
280-571800 Equipment Under \$5,000	<u>12,965</u>	<u>6,136</u>	<u>31,000</u>	<u>23,740</u>	<u>30,000</u>	<u>35,000</u>	
TOTAL Operating Equipment	38,819	46,167	89,550	42,659	62,500	73,300	
<u>Capital Outlay</u>							
280-581200 Vehicles & Access. Over \$5,00	34,510	0	6,500	6,500	6,500	350,000	
280-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,000</u>	
TOTAL Capital Outlay	34,510	0	6,500	6,500	6,500	371,000	
TOTAL SCHERTZ EMS	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
TOTAL PUBLIC SAFETY	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

203-EMS

MISC & PROJECTS
EXPENDITURES

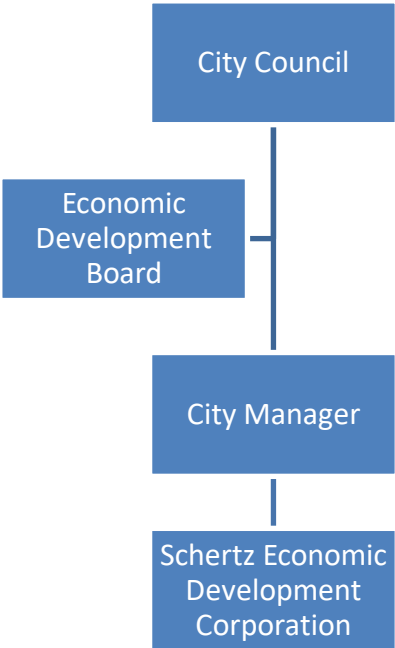
	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
DONATIONS							
=====							
City Support Services							
TOTAL EXPENDITURES	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
	=====	=====	=====	=====	=====	=====	=====

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

MISSION STATEMENT

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects. Specifically, we pursue Projects that focus on the creation/retention of Primary Jobs and infrastructure improvements.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2017-18	2018-19	2019-20
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
-----------------	-------------------	---------------------	-------------------

Number of inquiries	122	148	160
Number of Schertz BRE visits	36	48	48
Number of recruitment events	15	15	12
Number of new prospects	38	45	55
Number of active performance agreements	13	14	11

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
--------	-------------------	---------------------	-------------------

Revenue

Taxes	\$4,227,973	\$4,242,580	\$4,412,283
Fund Transfers	0	0	3,110,648
Miscellaneous	264,687	654,003	430,000
Total	\$4,492,659	\$4,896,583	\$7,952,931

Expenses

Supplies	513	510	500
Human Services	0	0	0
City Support Services	6,390	11,300	21,650
Utility Services	2,295	3,195	3,195
Operations Support	92,620	122,500	111,000
Staff Support	11,510	21,200	22,450
City Assistance	537,946	102,500	102,500
Professional Services	24,583	56,300	61,300

Fund Charges/Transfers	1,067,945	457,574	461,636
Maintenance Services	455	500	500
Operating Equipment	936	1,576	4,000
<i>Total Economic Development</i>	<i>\$1,745,192</i>	<i>\$777,155</i>	<i>\$788,731</i>
<i>Annual and Infrastructure Grants</i>	<i>0</i>	<i>1,000,000</i>	<i>7,164,200</i>
<i>Total Schertz Economic Development</i>	<i>\$1,745,192</i>	<i>\$1,777,155</i>	<i>\$7,952,931</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2019-20 is projected to increase by 34.3% from the FY 2018-19 year-end estimate. The increase reflects a 4% increase in sales tax revenue, and transfer from reserves of \$3,110,648 for Performance Agreements.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2019-20 are projected to increase by 592.9% or \$6,175,000

Project Expenses: Each year, the SEDC allocates funding equal to the estimated annual disbursement of each approved SEDC project. For Proposed Budget, the SEDC has allocated funds associated with the Ace Mart Restaurant Supply Co., Schertz 312 LLC Phase 1 & 2, and WR1 LLC performance agreements. The SEDC has also allocated \$500,000 for Main Street infrastructure improvements that was authorized by SEDC Resolution 2019-7.

Operational Expenses: It is proposed to keep the operational expenses in the Proposed Budget flat from the previous year-end estimate. Major decreases include the elimination of a promotional video that will be completed during the FY 2018-19 budget and expenses related to software. Notable increases include a minor increase to the Business Retention and Expansion line item; increases to our organizational memberships and associated participation expenses; and a 1.1% increase to the service agreement which pays for personnel, office space, and the City's shared services.

620-SED CORPORATION

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
Fund Transfers	0	0	1,249,164	0	0	3,110,648	
Miscellaneous	125,682	264,687	258,000	541,392	654,003	430,000	
TOTAL REVENUES	3,746,612	4,492,659	5,749,744	3,820,597	4,896,583	7,952,931	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	0	0	4,800,000	0	1,000,000	7,164,200	
TOTAL GENERAL GOVERNMENT	0	0	4,800,000	0	1,000,000	7,164,200	
MISC & PROJECTS							
ECONOMIC DEVELOPMENT	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL MISC & PROJECTS	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL EXPENDITURES	904,371	1,745,192	5,749,744	552,458	1,777,155	7,952,931	
REVENUE OVER/(UNDER) EXPENDITURES	2,842,240	2,747,467	0	3,268,139	3,119,428	0	
	=====	=====	=====	=====	=====	=====	=====

620-SED CORPORATION

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	<u>3,620,930</u>	<u>4,227,973</u>	<u>4,242,580</u>	<u>3,279,205</u>	<u>4,242,580</u>	<u>4,412,283</u>	<u> </u>
TOTAL Taxes	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	<u>0</u>	<u>0</u>	<u>1,249,164</u>	<u>0</u>	<u>0</u>	<u>3,110,648</u>	<u> </u>
TOTAL Fund Transfers	0	0	1,249,164	0	0	3,110,648	
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	960	6,310	8,000	6,637	8,000	10,000	<u> </u>
000-491200 Investment Income	124,722	258,680	250,000	338,752	450,000	420,000	<u> </u>
000-497000 Misc Income	(0)	(303)	0	196,003	196,003	0	<u> </u>
TOTAL Miscellaneous	<u>125,682</u>	<u>264,687</u>	<u>258,000</u>	<u>541,392</u>	<u>654,003</u>	<u>430,000</u>	<u> </u>
 TOTAL REVENUES	 3,746,612	 4,492,659	 5,749,744	 3,820,597	 4,896,583	 7,952,931	 <u> </u>
	=====	=====	=====	=====	=====	=====	=====

620-SED CORPORATION

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Utility Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operations Support</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>City Assistance</u>							
101-537600 Development Incentive Fund	<hr/> 0	<hr/> 0	<hr/> 4,800,000	<hr/> 0	<hr/> 1,000,000	<hr/> 6,664,200	<hr/>
TOTAL City Assistance	<hr/> 0	<hr/> 0	<hr/> 4,800,000	<hr/> 0	<hr/> 1,000,000	<hr/> 6,664,200	<hr/>
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 500,000	<hr/>
TOTAL Fund Charges/Transfers	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 500,000	<hr/>
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Debt Service</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL NON DEPARTMENTAL	0	0	4,800,000	0	1,000,000	7,164,200	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	2016-2017	2017-2018	CURRENT	2018-2019	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	RECOMMENDED	BUDGET
ECONOMIC DEVELOPMENT							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
966-521100 Office Supplies	415	504	750	320	500	500	
966-521300 Motor Veh. Supplies	0	9	0	10	10	0	
TOTAL Supplies	415	513	750	330	510	500	
<u>Human Services</u>							
966-531100 Pre-employment Check	390	0	0	0	0	0	
TOTAL Human Services	390	0	0	0	0	0	
<u>City Support Services</u>							
966-532500 City Insurance-Commercial	1,653	1,418	1,700	1,425	1,700	1,700	
966-532800 Promotional Events	4,001	4,972	9,600	3,776	9,600	9,950	
966-532900 Contingencies	0	0	10,000	0	0	10,000	
TOTAL City Support Services	5,654	6,390	21,300	5,201	11,300	21,650	
<u>Utility Services</u>							
966-533300 Telephone/Land Line	425	427	720	315	720	720	
966-533310 Telephone/Cell Phones	1,237	1,217	1,500	655	1,500	1,500	
966-533410 Water Utility Service	124	0	0	0	0	0	
966-533500 Vehicle Fuel	453	536	1,000	348	750	750	
966-533550 Vehicle Maintenance	148	115	500	62	225	225	
TOTAL Utility Services	2,387	2,295	3,720	1,380	3,195	3,195	
<u>Operations Support</u>							
966-534000 Postage	43	45	500	61	500	250	
966-534100 Advertising	18,411	40,594	50,000	27,485	50,000	35,000	
966-534105 Goodwill	690	1,323	1,500	579	1,500	1,750	
966-534190 Recruitment Events	27,977	27,591	35,000	14,387	35,000	35,000	
966-534200 Printing & Binding	72	500	1,500	322	1,500	1,500	
966-534300 Equipment Maintenance-Copier	5,202	5,202	5,000	3,864	5,000	5,500	
966-534400 Computer Licenses-Software	4,576	9,115	21,000	8,829	21,000	15,000	
966-534500 Memberships-Organization	6,885	8,250	8,000	5,135	8,000	17,000	
TOTAL Operations Support	63,855	92,620	122,500	60,662	122,500	111,000	
<u>Staff Support</u>							
966-535100 Uniforms	576	589	800	0	600	600	
966-535210 Employee Recognition-Morale	99	72	300	231	300	300	
966-535300 Memberships-Staff Support	650	1,126	1,500	920	1,500	2,250	
966-535400 Publications	547	331	800	169	800	800	
966-535500 Training/Travel	10,779	7,568	15,000	8,217	15,000	15,000	
966-535510 Meeting Expenses-EDC Board	2,195	1,824	3,000	1,674	3,000	3,500	
TOTAL Staff Support	14,846	11,510	21,400	11,210	21,200	22,450	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
966-537600 Development Incentive Fund	0	537,500	0	0	0	0	
966-537615 Small Business Grant Fund	0	0	250,000	0	100,000	100,000	
966-537650 Prospect Services	1,051	446	2,500	231	2,500	2,500	
TOTAL City Assistance	1,051	537,946	252,500	231	102,500	102,500	
<u>Professional Services</u>							
966-541200 Legal Svcs	6,642	9,395	25,000	3,061	15,000	15,000	
966-541300 Professional Services	10,712	0	0	0	0	0	
966-541400 Auditor/Accounting Service	3,000	6,300	6,300	6,000	6,300	6,300	
966-541450 Consulting Services	0	8,889	35,000	6,355	35,000	40,000	
TOTAL Professional Services	20,354	24,583	66,300	15,416	56,300	61,300	
<u>Fund Charges/Transfers</u>							
966-548101 Contributions to General Fund	0	265,000	0	0	0	0	
966-548505 Contribution to I & S	361,019	360,769	0	0	0	0	
966-548600 Interfund Charges-Admin	430,445	441,395	456,630	456,630	456,630	461,636	
966-548610 Interfund Charge-Fleet	614	781	944	944	944	0	
TOTAL Fund Charges/Transfers	792,078	1,067,945	457,574	457,574	457,574	461,636	
<u>Fund Replenish</u>							
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	0	455	1,000	80	500	500	
TOTAL Maintenance Services	0	455	1,000	80	500	500	
<u>Debt Service</u>							
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	391	678	1,200	376	376	1,000	
966-571300 Computer & Periphe < \$5000	2,950	258	1,500	0	1,200	3,000	
TOTAL Operating Equipment	3,341	936	2,700	376	1,576	4,000	
<u>Capital Outlay</u>							
TOTAL ECONOMIC DEVELOPMENT	904,371	1,745,192	949,744	552,458	777,155	788,731	

620-SED CORPORATION

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

MISC & PROJECTS							
EXPENDITURES				(----- 2018-2019 -----)		(----- 2019-2020 -----)	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
SCHWAB RD PROJECT							
=====							
Maintenance Services							
TOTAL MISC & PROJECTS	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL EXPENDITURES	904,371	1,745,192	5,749,744	552,458	1,777,155	7,952,931	
	=====	=====	=====	=====	=====	=====	=====

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: Wilenchik's Walk for Life and the Hal Baldwin Scholarship Program.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>			
Fund Transfers	\$74,176	\$53,130	\$0
Miscellaneous	110,497	83,459	24,510
<i>Total</i>	<i>\$184,673</i>	<i>\$136,589</i>	<i>\$24,510</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$0
Festival of Angels	10,566	17,332	0
Employee Appreciation	12,133	0	0
Jubilee	26,075	33,289	0
National Night Out	0	500	0
Walk for Life	10,594	9,366	9,000
SchertzQ/Fest	24,584	636	0
Sweetheart Court Program	17,663	24,000	0
Hal Baldwin Scholarship	13,545	16,966	15,510
Other Events	16,804	31,751	0
<i>Total</i>	<i>\$136,770</i>	<i>\$136,589</i>	<i>\$24,510</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2019-20 is expected to decrease 82.1% from FY 2018-19 year end estimates due to all events with the exception of Walk for Life and Hal Baldwin Scholarship being moved to the General Fund to be tracked in the parks department.

Expenses: The Special Events Fund FY 2019-20 Budget decreased 82.1% from the FY 2019-20 year end estimates. This decrease is caused by moving multiple events to the general fund to be assigned to the parks department.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	43,058	74,176	56,500	0	53,130	0	
Miscellaneous	<u>104,961</u>	<u>110,497</u>	<u>100,260</u>	<u>89,988</u>	<u>83,459</u>	<u>24,510</u>	
TOTAL REVENUES	148,019	184,673	156,760	89,988	136,589	24,510	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>2,909</u>	<u>4,806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	2,909	4,806	0	0	0	0	
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
FESTIVAL OF ANGELS	10,913	10,566	17,361	17,361	17,332	0	
EMPLOYEE APPRECIATION EV	11,621	12,133	0	0	0	0	
4th OF JULY JUBILEE	23,533	26,075	33,000	33,289	33,289	0	
NATIONAL NIGHT OUT	270	0	500	0	500	0	
WALK FOR LIFE	12,620	10,594	15,000	9,366	9,366	9,000	
SCHERTZ FEST	23,779	24,584	34,837	636	636	0	
SWEETHEART EVENT	23,207	17,663	24,000	13,222	24,000	0	
HAL BALDWIN SCHOLARSHIP	14,055	13,545	15,510	11,456	16,966	15,510	
OTHER EVENTS	<u>10,377</u>	<u>16,804</u>	<u>37,500</u>	<u>31,751</u>	<u>34,500</u>	<u>0</u>	
TOTAL CULTURAL	<u>130,375</u>	<u>131,964</u>	<u>177,708</u>	<u>117,080</u>	<u>136,589</u>	<u>24,510</u>	
TOTAL EXPENDITURES	133,284	136,770	177,708	117,080	136,589	24,510	
REVENUE OVER/(UNDER) EXPENDITURES	14,735	47,903	(20,948)	(27,093)	0	0	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

106-SPECIAL EVENTS FUND

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
Fees							
<hr/>							
Fund Transfers							
000-486100 Transfer In	5,612	12,133	0	0	0	0	
000-486101 Transfer In-General Fund	37,447	62,043	56,500	0	53,130	0	
TOTAL Fund Transfers	43,058	74,176	56,500	0	53,130	0	
<hr/>							
Miscellaneous							
000-491200 Investment Income	175	313	250	332	450	0	
000-492200 Wilenchik Walk for Life	12,620	10,594	15,000	9,306	8,971	9,000	
000-493000 July 4th Activities	27,386	25,628	26,000	34,023	26,000	0	
000-493150 SchertzQ	26,994	6,150	30,000	(1,250)	0	0	
000-493256 Donations - Police Events	0	0	3,000	0	0	0	
000-493455 Proceeds-Festival of Angels	5,615	1,305	1,500	4,170	4,170	0	
000-493460 Schertz Sweetheart	1,705	(21)	0	488	488	0	
000-493470 Moving on Main	0	680	3,000	4,560	4,560	0	
000-493621 Hal Baldwin Scholarship	28,465	20,105	15,510	28,820	28,820	15,510	
000-497000 Misc Income - Special Events	2,000	45,743	6,000	9,539	10,000	0	
TOTAL Miscellaneous	104,961	110,497	100,260	89,988	83,459	24,510	
<hr/>							
TOTAL REVENUES	148,019	184,673	156,760	89,988	136,589	24,510	
	=====	=====	=====	=====	=====	=====	=====

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

DESCRIPTION

The PEG Fund is dedicated to provide communication infrastructure in the City. This will allow the City to better reach the citizens with necessary information. This fund is commonly used for public access television and institutional network capacity. Currently the level of funding from the collected fees is not great enough to warrant a public access channel but could be used so in the future.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>	\$84,847	\$86,168	\$118,000
<i>Expenses</i>			
Projects	0	3,259	118,000
<i>Total</i>	\$0	\$3,259	\$118,000

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase 36.9% from the FY 2018-19 year end estimates with a \$28,000 transfer from reserves to continue the communication master plan.

Expenses: The PEG Fund FY 2019-20 Budget increased \$114,741 from the FY 2018-19 year end estimates with the continued implementation of the communication master plan.

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	((----- 2018-2019 -----))((----- 2019-2020 -----))						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	88,045	84,847	78,991	65,068	86,168	90,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>116,009</u>	<u>0</u>	<u>0</u>	<u>28,000</u>	
TOTAL REVENUES	88,045	84,847	195,000	65,068	86,168	118,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC & PROJECTS</u>							
PROJECTS	<u>27,129</u>	<u>0</u>	<u>195,000</u>	<u>3,259</u>	<u>3,259</u>	<u>118,000</u>	
TOTAL MISC & PROJECTS	<u>27,129</u>	<u>0</u>	<u>195,000</u>	<u>3,259</u>	<u>3,259</u>	<u>118,000</u>	
TOTAL EXPENDITURES	27,129	0	195,000	3,259	3,259	118,000	
REVENUE OVER/(UNDER) EXPENDITURES	60,916	84,847	0	61,809	82,909	0	
	=====	=====	=====	=====	=====	=====	=====

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Franchises</u>							
000-421350 Time Warner-PEG Fee	54,612	57,299	60,168	45,953	60,168	60,000	
000-421465 AT&T PEG Fee	<u>33,433</u>	<u>27,548</u>	<u>18,823</u>	<u>19,115</u>	<u>26,000</u>	<u>30,000</u>	
TOTAL Franchises	88,045	84,847	78,991	65,068	86,168	90,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>116,009</u>	<u>0</u>	<u>0</u>	<u>28,000</u>	
TOTAL Fund Transfers	0	0	116,009	0	0	28,000	
<u>Miscellaneous</u>							
TOTAL REVENUES	88,045	84,847	195,000	65,068	86,168	118,000	
	=====	=====	=====	=====	=====	=====	=====

110-PUBLIC, EDU, GOVMNT FEE

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

MISC & PROJECTS							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
PROJECTS							
=====							
Supplies							
Operations Support							
Professional Services							
900-541110 COMMUNICATION PLAN	0	0	195,000	0	0	75,000	
TOTAL Professional Services	0	0	195,000	0	0	75,000	
Operating Equipment							
900-571400 Communications Equipmnt-Minor	8,529	0	0	0	0	0	
TOTAL Operating Equipment	8,529	0	0	0	0	0	
Capital Outlay							
900-581400 Communication Equipment	18,600	0	0	3,259	3,259	43,000	
TOTAL Capital Outlay	18,600	0	0	3,259	3,259	43,000	
TOTAL PROJECTS	27,129	0	195,000	3,259	3,259	118,000	
TOTAL MISC & PROJECTS	27,129	0	195,000	3,259	3,259	118,000	
TOTAL EXPENDITURES	27,129	0	195,000	3,259	3,259	118,000	
	=====	=====	=====	=====	=====	=====	=====

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 four hotels in Schertz; the Best Western Plus with 61 rooms, Hampton Inn with 98 rooms, La Quinta with 81 rooms and Fairfield Inn with 118 rooms. These revenues are used to support Schertz as a destination location. Advertising campaigns to increase awareness of all Schertz has to offer reach citizens all across the State and beyond.

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$520,424	\$520,000	\$500,000
Miscellaneous	28,838	47,700	53,000
<i>Total</i>	<i>\$549,261</i>	<i>\$567,700</i>	<i>\$553,000</i>
<i>Expenses</i>			
City Support Services	\$85,797	\$95,650	\$112,446
Operations Support	32,375	14,000	46,000
Professional Services	4,276	27,537	3,000
Fund Charges/Transfers	67,605	67,582	74,428
Building Maintenance	7,879	0	20,000
Capital Outlay	8,255	0	250,000
<i>Total</i>	<i>\$206,188</i>	<i>\$204,769</i>	<i>\$505,894</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2019-20 is expected to decrease 2.6% from the FY 2018-19 year end estimates due to recent events that may effect capacity.

Expenses: The Hotel Motel Tax Fund FY 2019-20 Budget increased 59.5% from FY 2018-19 year end estimates. FY 2017-18 included \$250,000 of AV upgrades to the Civic Center which increased the budget higher than it is normally.

314-HOTEL TAX

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	499,466	520,424	500,000	425,490	520,000	500,000	
Miscellaneous	12,295	28,838	28,000	35,825	47,700	53,000	
TOTAL REVENUES	511,761	549,261	528,000	461,315	567,700	553,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL GENERAL GOVERNMENT	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL EXPENDITURES	193,950	206,188	256,732	158,300	204,769	505,894	
REVENUE OVER/(UNDER) EXPENDITURES	317,811	343,073	271,268	303,015	362,931	47,106	
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

REVENUES

	2016-2017	2017-2018	((----- 2018-2019 -----))((----- 2019-2020 -----))				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	<u>499,466</u>	<u>520,424</u>	<u>500,000</u>	<u>425,490</u>	<u>520,000</u>	<u>500,000</u>	<u> </u>
TOTAL Taxes	499,466	520,424	500,000	425,490	520,000	500,000	
<u>Fund Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	547	2,668	3,000	1,921	2,700	3,000	<u> </u>
000-491200 Investment Income	<u>11,748</u>	<u>26,170</u>	<u>25,000</u>	<u>33,904</u>	<u>45,000</u>	<u>50,000</u>	<u> </u>
TOTAL Miscellaneous	<u>12,295</u>	<u>28,838</u>	<u>28,000</u>	<u>35,825</u>	<u>47,700</u>	<u>53,000</u>	<u> </u>
 TOTAL REVENUES	 511,761	 549,261	 528,000	 461,315	 567,700	 553,000	 =====
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
101-532800 Special Events	54,505	54,430	60,650	40,444	60,650	62,466	
101-532820 Community Programs	30,100	31,368	50,000	27,764	35,000	50,000	
TOTAL City Support Services	84,605	85,797	110,650	68,209	95,650	112,466	
<u>Operations Support</u>							
101-534100 Advertising	21,726	18,845	49,500	0	0	30,000	
101-534120 Advertising-Billboards	14,702	13,530	16,000	11,868	14,000	16,000	
TOTAL Operations Support	36,428	32,375	65,500	11,868	14,000	46,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	0	1,276	0	27,537	27,537	0	
101-541400 Auditor/Accounting Service	3,000	3,000	3,000	0	0	3,000	
TOTAL Professional Services	3,000	4,276	3,000	27,537	27,537	3,000	
<u>Fund Charges/Transfers</u>							
101-548000 Transfer Out	0	0	67,582	0	0	0	
101-548100 Interfund Transfer Out	66,405	67,605	0	50,687	67,582	74,428	
TOTAL Fund Charges/Transfers	66,405	67,605	67,582	50,687	67,582	74,428	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	3,512	7,879	10,000	0	0	20,000	
TOTAL Maintenance Services	3,512	7,879	10,000	0	0	20,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	0	8,255	0	0	0	250,000	
TOTAL Capital Outlay	0	8,255	0	0	0	250,000	
TOTAL NON DEPARTMENTAL	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL GENERAL GOVERNMENT	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL EXPENDITURES	193,950	206,188	256,732	158,300	204,769	505,894	
=====	=====	=====	=====	=====	=====	=====	=====

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$139,000	\$30,000	\$70,000
Fund Transfers	0	0	99,000
Miscellaneous	6,848	8,000	8,000
<i>Total</i>	<i>\$145,848</i>	<i>\$38,000</i>	<i>\$177,000</i>
<i>Expenses</i>			
Professional Services	\$16,139	\$10,000	\$0
Operating Equipment	1,426	15,204	0
Capital Outlay	121,934	151,308	177,000
<i>Total</i>	<i>\$139,499</i>	<i>\$176,512</i>	<i>\$177,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2019-20 is expected to increase \$40,000 from the FY 2018-19 year end estimates from new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects. In FY 2019-20 an additional \$99,000 is budgeted to be used from reserves.

Expenses: The FY 2019-20 Budget increases 0.2% from the FY 2018-19 year end estimate. Park development for FY 2019-20 for two new pavilions at the Community Playscape and Crescent Bend Park and replacing a woodchip path with decomposed granite at Heritage Oaks Park.

317-PARK FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	98,000	139,000	70,000	11,000	30,000	70,000	
Fund Transfers	0	0	76,512	0	0	99,000	
Miscellaneous	3,716	6,848	30,000	14,899	8,000	8,000	
TOTAL REVENUES	101,716	145,848	176,512	25,899	38,000	177,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
PUBLIC ENVIRONMENT							
PARKLAND DEDICATION	78,626	139,499	176,512	101,192	176,512	177,000	
TOTAL PUBLIC ENVIRONMENT	78,626	139,499	176,512	101,192	176,512	177,000	
TOTAL EXPENDITURES	78,626	139,499	176,512	101,192	176,512	177,000	
REVENUE OVER/(UNDER) EXPENDITURES	23,090	6,349	0	(75,293)	(138,512)	0	
	=====	=====	=====	=====	=====	=====	=====

317-PARK FUND

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458800 Parkland Dedication	98,000	139,000	70,000	11,000	30,000	70,000	
TOTAL Fees	98,000	139,000	70,000	11,000	30,000	70,000	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	0	0	76,512	0	0	99,000	
TOTAL Fund Transfers	0	0	76,512	0	0	99,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	323	795	750	826	1,000	1,000	
000-491200 Investment Income	3,393	6,054	7,000	5,103	7,000	7,000	
000-493700 Donations	0	0	0	8,557	0	0	
000-497000 Misc Income	0	0	0	414	0	0	
000-499100 Transfer From Parks Reserves	0	0	22,250	0	0	0	
TOTAL Miscellaneous	3,716	6,848	30,000	14,899	8,000	8,000	
TOTAL REVENUES	101,716	145,848	176,512	25,899	38,000	177,000	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

317-PARK FUND

PUBLIC ENVIRONMENT EXPENDITURES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKLAND DEDICATION =====							
Supplies							
Utility Services							
Professional Services							
301-541300 Other Consol/prof Services	0	16,139	10,000	4,840	10,000	0	
TOTAL Professional Services	0	16,139	10,000	4,840	10,000	0	
Fund Charges/Transfers							
Maintenance Services							
Operating Equipment							
301-571000 Sign/Fixtures	19,487	1,426	5,000	470	5,000	0	
301-571700 Improvements Under \$5,000	0	0	10,204	9,041	10,204	0	
TOTAL Operating Equipment	19,487	1,426	15,204	9,511	15,204	0	
Capital Outlay							
301-581700 Improvements Over \$5,000	59,139	121,934	151,308	86,841	151,308	177,000	
TOTAL Capital Outlay	59,139	121,934	151,308	86,841	151,308	177,000	
TOTAL PARKLAND DEDICATION	78,626	139,499	176,512	101,192	176,512	177,000	

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$100,522	\$10,000	\$70,000
Miscellaneous	6,888	8,750	8,750
<i>Total</i>	<i>\$107,410</i>	<i>\$18,750</i>	<i>\$78,750</i>
<i>Expenses</i>			
Maintenance Services	\$7,518	\$25,000	\$75,000
<i>Total</i>	<i>\$7,518</i>	<i>\$25,000</i>	<i>\$75,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2019-20 is expected to increase by \$60,000 from 2018-19 year end estimate with an expected additional new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects.

Expenses: The FY 2019-20 Budget will increase by \$50,000 from the FY 2018-19 year end estimate for additional tree trimming and planting shade trees throughout the city.

319-TREE MITIGATION

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	74,116	100,522	72,500	(2,653)	10,000	70,000	
Miscellaneous	<u>3,311</u>	<u>6,888</u>	<u>7,750</u>	<u>7,865</u>	<u>8,750</u>	<u>8,750</u>	
TOTAL REVENUES	77,427	107,410	80,250	5,213	18,750	78,750	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>85,901</u>	<u>7,518</u>	<u>75,000</u>	<u>11,500</u>	<u>25,000</u>	<u>75,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>85,901</u>	<u>7,518</u>	<u>75,000</u>	<u>11,500</u>	<u>25,000</u>	<u>75,000</u>	
TOTAL EXPENDITURES	85,901	7,518	75,000	11,500	25,000	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	(8,474)	99,892	5,250	(6,287)	(6,250)	3,750	
	=====	=====	=====	=====	=====	=====	=====

319-TREE MITIGATION

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

REVENUES	(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458900 Tree Mitigation	<u>74,116</u>	<u>100,522</u>	<u>72,500</u>	(<u>2,653</u>)	<u>10,000</u>	<u>70,000</u>	<u> </u>
TOTAL Fees	<u>74,116</u>	<u>100,522</u>	<u>72,500</u>	(<u>2,653</u>)	<u>10,000</u>	<u>70,000</u>	<u> </u>
<u>Fund Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	<u>58</u>	<u>1,153</u>	<u>750</u>	<u>640</u>	<u>750</u>	<u>750</u>	<u> </u>
000-491200 Investment Income	<u>3,253</u>	<u>5,736</u>	<u>7,000</u>	<u>7,226</u>	<u>8,000</u>	<u>8,000</u>	<u> </u>
TOTAL Miscellaneous	<u>3,311</u>	<u>6,888</u>	<u>7,750</u>	<u>7,865</u>	<u>8,750</u>	<u>8,750</u>	<u> </u>
 TOTAL REVENUES	 <u>77,427</u> =====	 <u>107,410</u> =====	 <u>80,250</u> =====	 <u>5,213</u> =====	 <u>18,750</u> =====	 <u>78,750</u> =====	 <u> </u> =====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

319-TREE MITIGATION

PUBLIC ENVIRONMENT EXPENDITURES		((----- 2018-2019 -----))((----- 2019-2020 -----))					
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
TREE MITIGATION =====							
Supplies							
Professional Services							
Fund Charges/Transfers							
Maintenance Services							
302-551110 Trees	51,843	7,518	75,000	11,500	25,000	0	
302-551710 Landscaping	34,059	0	0	0	0	75,000	
TOTAL Maintenance Services	85,901	7,518	75,000	11,500	25,000	75,000	
Operating Equipment							
Capital Outlay							
TOTAL TREE MITIGATION	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL PUBLIC ENVIRONMENT	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL EXPENDITURES	85,901 =====	7,518 =====	75,000 =====	11,500 =====	25,000 =====	75,000 =====	=====

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$18,863	\$21,000	\$20,000
Miscellaneous	1,208	1,558	1,750
<i>Total</i>	<i>\$20,071</i>	<i>\$22,558</i>	<i>\$21,750</i>
<i>Expenses</i>			
Supplies	\$234	\$150	\$200
City Support Services	5,830	12,000	12,000
Operating Equipment	9,994	19,500	9,000
<i>Total</i>	<i>\$16,058</i>	<i>\$31,650</i>	<i>\$21,200</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2019-20 is expected to decrease 3.6% from the FY 2018-19 year end estimate due to fewer estimated book sales.

Expenses: The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

609-LIBRARY BOARD

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
REVENUE SUMMARY							
Fees	23,381	18,863	22,000	16,995	21,000	20,000	
Fund Transfers	0	0	9,500	0	0	0	
Miscellaneous	624	1,208	900	1,407	1,558	1,750	
TOTAL REVENUES	24,005	20,071	32,400	18,402	22,558	21,750	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL GENERAL GOVERNMENT	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL EXPENDITURES	19,878	16,058	32,400	8,330	31,650	21,200	
REVENUE OVER/(UNDER) EXPENDITURES	4,127	4,013	0	10,071	(9,092)	550	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

REVENUES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	23,381	18,800	22,000	16,995	21,000	20,000	
000-458200 Sale of Recycling Material	0	63	0	0	0	0	
TOTAL Fees	23,381	18,863	22,000	16,995	21,000	20,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	9,500	0	0	0	
TOTAL Fund Transfers	0	0	9,500	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	48	372	100	513	550	550	
000-491200 Investment Income	468	836	300	887	1,000	1,000	
000-493000 Donations	100	0	500	0	0	200	
000-497000 Misc. Income - Library	8	1	0	6	8	0	
TOTAL Miscellaneous	624	1,208	900	1,407	1,558	1,750	
TOTAL REVENUES	24,005	20,071	32,400	18,402	22,558	21,750	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

GENERAL GOVERNMENT
EXPENDITURES

	2018-2019						2019-2020
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	157	234	400	0	150	200	
TOTAL Supplies	157	234	400	0	150	200	
<u>City Support Services</u>							
101-532800 Special Events	8,728	5,830	12,000	8,330	12,000	12,000	
TOTAL City Support Services	8,728	5,830	12,000	8,330	12,000	12,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
101-571400 Library Materials	8,594	9,994	20,000	0	19,500	9,000	
101-571500 Improvement Under \$5,000	2,400	0	0	0	0	0	
TOTAL Operating Equipment	10,994	9,994	20,000	0	19,500	9,000	
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL							
	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL GENERAL GOVERNMENT							
	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL EXPENDITURES							
	19,878	16,058	32,400	8,330	31,650	21,200	
	=====	=====	=====	=====	=====	=====	=====

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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$759	\$1,000	\$1,000
Fund Transfers	4,806	5,250	10,750
<i>Total</i>	<i>\$5,565</i>	<i>\$6,250</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	704	900	1,500
Operations Support	0	0	500
Staff Support	0	2,250	5,150
Professional Services	1,456	1,600	1,600
Operating Equipment	-263	1,500	3,000
<i>Total</i>	<i>\$1,897</i>	<i>\$6,250</i>	<i>\$11,750</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2019-20 will remain at the same funding allocation as FY 2018-19.

Expenses: The Historical Committee's FY 2019-20 Budget will remain the as the FY 2018-19 Budget.

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	499	756	1,000	776	1,000	1,000	
Fund Transfers	2,909	4,806	10,750	0	5,250	10,750	
Miscellaneous	0	3	0	0	0	0	
TOTAL REVENUES	3,408	5,565	11,750	776	6,250	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	2,909	1,897	11,750	2,346	6,250	11,750	
TOTAL CULTURAL	2,909	1,897	11,750	2,346	6,250	11,750	
TOTAL EXPENDITURES	2,909	1,897	11,750	2,346	6,250	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	499	3,668	0	(1,570)	0	0	
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

REVENUES	(------ 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458100 Sale of Merchandise	<u>499</u>	<u>756</u>	<u>1,000</u>	<u>776</u>	<u>1,000</u>	<u>1,000</u>	<u> </u>
TOTAL Fees	<u>499</u>	<u>756</u>	<u>1,000</u>	<u>776</u>	<u>1,000</u>	<u>1,000</u>	<u> </u>
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	<u>0</u>	<u>0</u>	<u>10,750</u>	<u>0</u>	<u>5,250</u>	<u>10,750</u>	<u> </u>
000-486106 Transfer In-Special Events	<u>2,909</u>	<u>4,806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Fund Transfers	<u>2,909</u>	<u>4,806</u>	<u>10,750</u>	<u>0</u>	<u>5,250</u>	<u>10,750</u>	<u> </u>
<u>Miscellaneous</u>							
000-497000 Misc. Income	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Miscellaneous	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL REVENUES	<u>3,408</u>	<u>5,565</u>	<u>11,750</u>	<u>776</u>	<u>6,250</u>	<u>11,750</u>	<u> </u>
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

CULTURAL							
EXPENDITURES			(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
HISTORICAL COMMITTEE							
=====							
Supplies							
609-521000 Operating Supplies	771	704	1,500	746	900	1,500	
TOTAL Supplies	771	704	1,500	746	900	1,500	
Operations Support							
609-534200 Printing & Binding	0	0	500	0	0	500	
TOTAL Operations Support	0	0	500	0	0	500	
Staff Support							
609-535200 Awards	140	0	1,000	131	250	1,000	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	4,000	0	2,000	4,000	
TOTAL Staff Support	140	0	5,150	131	2,250	5,150	
Professional Services							
609-541300 Other Consl/Prof Services	1,500	1,456	1,600	1,469	1,600	1,600	
TOTAL Professional Services	1,500	1,456	1,600	1,469	1,600	1,600	
Operating Equipment							
609-571810 Event Banners	498	(263)	3,000	0	1,500	3,000	
TOTAL Operating Equipment	498	(263)	3,000	0	1,500	3,000	
TOTAL HISTORICAL COMMITTEE	2,909	1,897	11,750	2,346	6,250	11,750	
TOTAL CULTURAL	2,909	1,897	11,750	2,346	6,250	11,750	
TOTAL EXPENDITURES	2,909	1,897	11,750	2,346	6,250	11,750	
	=====	=====	=====	=====	=====	=====	=====

Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than \$5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.

Glossary

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

Glossary

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optimum state or ultimate goal of the City or Department.

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019

Department: Finance

Subject: Public Hearing on the Proposed Tax Rate - Conduct a public hearing regarding the adoption of the FY 2019-20 Tax Rate. (Second required public hearing) (M. Browne/B. James/J. Walters)

BACKGROUND

At the August 13, 2019 regular session the City Council, by record vote, established a proposed preliminary maximum tax rate of \$0.5146, per \$100 of value, with the M&O rate at \$0.3496 and the I&S portion of \$0.1650. The proposed rate is not subject to rollback.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold 2 public hearings on the tax rate if the proposed tax rate exceeds the lower of the Effective or Rollback Tax Rate. In this case the hearings are required as the proposed rate exceeds the lower effective rate of \$0.5057. The increase is to provide additional funding for strategic staffing level decisions.

The first public hearing was held on August 27, 2019. The second public hearing will be conducted at the September 3, 2019 regular session. During the final tax rate adoption process Council can approve a lower rate at that time, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 13, 2019 without calling special meetings.

Property Tax Rate	\$0.5146/100	\$0.5146/100
Maintenance & Operations Rate	\$0.3496/100	\$0.3497/100
Effective Rate	\$0.5057/100	\$0.4892/100
Effective Maintenance & Operations Rate	\$0.3436/100	\$0.3238/100
Rollback Rate	\$0.5360/100	\$0.5146/100
Debt Rate	\$0.1650/100	\$0.1649/100

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: Finance
Subject: Ordinance No. 19-T-24 – Conduct a public hearing and consideration and/or action approving an ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the city of Schertz, Texas. *First Reading* (B. James/J. Walters)

BACKGROUND

At the August 13, 2019 regular session, the City Council, by record vote, established a proposed preliminary maximum tax rate of \$0.5146, per \$100 of value, with the M&O rate at \$0.3496 and the I&S portion of \$0.1650. The proposed rate is not subject to rollback.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold 2 public hearings on the tax rate if the proposed tax rate exceeds the lower of the Effective or Rollback Tax Rate. In this case the hearings were required as the proposed rate does exceed the effective rate.

The first required public hearing was held on August 27, 2019 regular session of City Council. The second required public hearing will be conducted tonight, September 3, 2019.

During the tax rate adoption process Council can approve a lower rate, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 13, 2019 without calling special meetings.

Per Sec 26.05(b) of the Tax Code, the tax rate can only be adopted with more than 60% of the votes in favor of the proposed tax rate. Since Schertz has 7 voting councilmembers, 5 members must vote in favor of the tax rate for it to pass.

GOAL

To adopt a tax rate in compliance with state statutes and the City Charter.

COMMUNITY BENEFIT

The programs funded by this tax rate will provide additional benefits and service levels to the community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends adoption of the tax rate of \$0.5146

FISCAL IMPACT

The proposed maximum rate maintains quality service to residents and businesses and provides growth in service offerings based on input staff received from Citizens and Council from Retreats, Community Meetings, Citizen Survey, and elections. The current property tax rate is \$0.5146 per \$100 valuation. The proposed maximum tax rate will be \$0.5146 per \$100 valuation. The M&O portion of the property tax rate will decrease to \$0.3496 from \$0.3497 per \$100 valuation. The I&S portion will increase to \$0.1650 from \$0.1649 per \$100 valuation.

RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 19-T-24 approving the Fiscal Year 2019-20 Proposed Tax Rate on first reading.

THE MOTION MUST BE:

“I move that the property tax rate be increased by the adoption of a tax rate of (\$0.5146), which is effectively a (1.76%) increase in the tax rate.”

If a different tax rate is made in the motion, the percentage must be calculated over the effective rate of \$0.5057.

Attachments

Ordinance 19-T-24

ORDINANCE NO. 19-T-24

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 27th day of August 2019 and a second Public Hearing was held on the 3rd day of September 2019; 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 2019-20 budget as required by state law;

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

SECTION 1.

The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2019, 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 1.76% and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$6.00.

SECTION 4.

There is hereby levied and assessed and there shall be collected for the tax year 2019 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Forty-Nine Ten Cents (\$0.5146) 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 2019 as follows:

1. 0.3496 for the purpose of maintenance and operation
1. 0.1650 for the payment of principal and interest on debt
2. 0.5146 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, 2019 and shall become delinquent after January 31, 2020. 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, 2020, incur an additional penalty of 15% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

SECTION 9.

Taxes are payable at the office of the counties of Comal, Bexar and Guadalupe.

PASSED AND APPROVED ON FIRST READING THIS 3rd DAY OF SEPTEMBER 2019.

PASSED AND APPROVED ON SECOND READING THIS 10th DAY OF SEPTEMBER 2019.

Michael Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: City Secretary
Subject: City Council Rules of Conduct and Procedure - Discussion and possible action regarding the City Council Rules of Conduct and Procedure. (Mayor/Council)

BACKGROUND

At the City Council meeting of August 13, 2019, Mayor Carpenter requested that this item be placed on the agenda for discussion and possible action.

Mayor and Council to discuss and make any possible changes.

Attachments

Code of Conduct

ORDINANCE NO. 18-M-30

AN ORDINANCE BY THE CITY OF SCHERTZ AUTHORIZING AND AMENDING CITY COUNCIL RULES OF CONDUCT AND PROCEDURE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Schertz has previously adopted Rules of Conduct and Procedure for the conduct of meetings of the City Council 18-M-09, 18-M-20; and

WHEREAS, the City Council discussed the following changes at their meeting of August 14, 2018; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend, update, and clarify the Rules of Conduct and Procedure as they relate to the appointment procedures of the Mayor Pro Tem.

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

Section 1. That the City Council Rules of Conduct and Procedure are amended as follows:

Article 5 Section 5.1 Appointment Procedure for the Mayor Pro Tem.

- (a) The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro Tem for the City.
- (b) The appointed Mayor Pro Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.
- (c) Term dates for the Mayor Pro Tem position will begin in February and August of each year (the election dates offset by three (3) months). Terms will sequentially rotate according to Councilmember place.
- (d) If the Councilmember place that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified to serve as Mayor Pro Tem, the Mayor Pro Tem appointment will go to the next qualified Councilmember.
- (e) The position will have a term of office of six (6) months.

CITY OF SCHERTZ

CITY COUNCIL

RULES OF CONDUCT AND PROCEDURE

These Rules of Conduct and Procedure (these “Rules”) are intended to provide an understandable and workable structure for City Council meetings.

These Rules shall serve to aid the conduct of public business at Council meetings, to facilitate communication at Council meetings among Councilmembers and between Councilmembers and City staff and members of the public, and to promote confidence in the citizens that their government is performing its duties with the highest of ethical standards and with a genuine interest in the well-being of the community.

These Rules are in all events subject to the City Charter and applicable provisions of State law, including the Texas Open Meetings Act.

As a part of these Rules, the Council has established the following Code of Conduct for the Mayor and all Councilmembers:

- Address the merits of the issues — no personal attacks
- Focus on representing the interests of all citizens.
- Attempt to resolve personal conflicts among Councilmembers internally before speaking publicly.
- Assume positive intentions — don’t look for hidden agendas.
- Observe the City’s written Rules of Conduct and Procedure.
- When others are speaking, listen with an open mind.
- Recognize that inappropriate public disclosure of confidential information can be detrimental to the City and its citizens.
- Understand that “majority rules”. Once a vote is taken, if you were in the minority agree to disagree and move on. Recognize that a majority view, when expressed in a vote, becomes an expression of City policy.
- Coordinate all requests of the City staff through the City Manager.

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ARTICLE 1. AUTHORITY

- 1.1 City Charter. Section 4.09 (d) of the City Charter provides that the Council shall, by ordinance, determine its own rules and order of business.
- 1.2 Effective Date; Amendment. These Rules shall be in effect upon their adoption by the Council and until such time as they are amended, or new rules are adopted. In the event of a conflict between these Rules and the Charter, the Charter shall govern over these Rules. In the event of a conflict between these Rules and State law, State law shall take precedence.

ARTICLE 2. GENERAL RULES

- 2.1 Meetings to be Public. All meetings of the Council and all meetings of committees composed of a quorum of the Council shall be open to the public as provided by State law, except when State law allows closed or Closed sessions for certain limited topics.
- 2.2 Attendance. Councilmembers shall attend all meetings of the Council. Absence of a Councilmember from a meeting shall be managed in accordance with 2.2 B.

A. Quorum. Four members of the Council, not including the Mayor, shall constitute a quorum. In the absence of the Mayor, the Mayor Pro Tem or other presiding officer shall be counted for purpose of determining the existence of a quorum. If a quorum is not present, those in attendance will be named, and they may recess to a later time as permitted by State law or may hear business before them, taking no official action.

B. Absences. In the event a Councilmember is unable to attend a meeting of the Council, the Councilmember shall notify either the Mayor or the City Secretary as soon as they become aware that they will be unable to attend. Notification may be accomplished via e-mail or telephone and must include the reason for the absence.

Absences from meetings of the City Council that are due to occupational or business demands, personal or family illness or absence from the city shall be approved by the Council as excused.

The City Secretary shall annotate the Councilmember's absence and the reason therefore in the minutes of the meeting from which the Councilmember is absent. Council approval of the subject minutes shall ratify the absence and the reason given therefore and thus excuse the absence. If a Councilmember raises an objection to the absence or the reason given therefore at the time the minutes are to be approved, the matter may be place on a future agenda for debate, discussion and further consideration.

- 2.3 Minutes of Meetings. An account of all proceedings of the Council shall be kept by the City Secretary and shall constitute the official record of the Council. Such minutes, after being approved by the Council (except any closed or closed session portion), shall be open to public inspection. The City Secretary shall provide an index showing the action

of the Council in regard to all matters before to it at both regular and special meetings. A recording or “certified agenda” of each closed or closed session shall be made and maintained as required by State law.

- 2.4 Questions to Contain One Subject. All questions submitted for a vote shall contain only one subject. If two or more subjects are involved, any Councilmember may require a division, if the subjects can be reasonably divided.
- 2.5 Right to the Floor. Subject to Section 8.5, any Councilmember or member of City staff desiring to speak shall be recognized by the Mayor (or the presiding officer in the Mayor’s absence) at an appropriate time and shall confine his/her remarks to the subject under consideration or to be considered.
- 2.6 City Manager. The City Manager or the Acting City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council but shall have no vote. The City Manager shall be notified of all special meetings of the Council.
- 2.7 City Attorney. The City Attorney shall attend all meetings of the Council as required by the Council or as requested by the City Manager, and shall, upon request of the Council or the City Manager, give an opinion, either written or oral, on questions of law.
- 2.8 City Secretary. The City Secretary or the Deputy City Secretary shall attend all meetings of the Council, unless excused, and shall keep the official minutes.
- 2.9 Officers and Employees. Any officer or employee of the City, when requested by the City Manager, shall attend meetings of the Council. If requested to do so by the City Manager, they shall present information relating to matters before the Council.
- 2.10 Rules of Order. Part 8 of these Rules shall govern the proceedings of the Council.
- 2.11 Suspension of Rules. Any provision of these Rules not required by the Charter or State law may be temporarily suspended by a majority vote of the Councilmembers who are present. The vote of each person on any such suspension shall be entered in the minutes.
- 2.12 Amendment to Rules. These Rules may be amended, or new rules adopted, by a duly adopted ordinance.
- 2.13 Matters Not Addressed by Rules. Issues of the conduct or procedure of public meetings not addressed by these Rules, the Charter, or State law shall be determined by the Mayor (or the presiding officer in the Mayor’s absence).

ARTICLE 3. TYPES OF MEETINGS

- 3.1 Regular Meetings. The Council shall hold regularly scheduled meetings as provided by the Code of Ordinances, Part II, Section 2-2. The Council may also hold regularly scheduled meetings which may be designated by the Council as “workshop” sessions.

- 3.2 Special Meetings. Special meetings may be called by the Mayor, the City Manager, or any three (3) members of the Council. The call for a special meeting shall be filed with the City Secretary in written form, except that announcement of a special meeting during any regular meeting at which all members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, hour, and place of the special meeting and shall identify the subject or subjects to be considered.
- 3.3 Recessed Meetings. Subject to State law, any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.
- 3.4 Adjourned Meetings. Any meeting of the Council that has been adjourned may not be reconvened except by a motion to reconsider prior to any Councilmember's departure from the Council chamber. See Sections 9.3 and 9.4.
- 3.5. Closed Sessions. Closed sessions may only be held in accordance with state law.
- 3.6 Emergency Meetings. In case of emergency or urgent public necessity, an emergency meeting may be called as a special meeting as set forth in Section 3.2, however, an emergency meeting may not be held unless authorized by, and notice is given in accordance, with State law.

ARTICLE 4. PRESIDING OFFICER AND DUTIES

- 4.1 Mayor. The Mayor, if present, shall preside as Mayor at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and the Mayor Pro-Tem, the most senior Councilmember (by time of service on the Council) present shall be the chairperson.
- 4.2 Call to Order. Each meeting of the Council shall be called to order by the Mayor, or in the Mayor's absence, by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the most senior Councilmember (by time of service on the Council) present.
- 4.3 Preservation of Order. The presiding officer shall preserve order and decorum, prevent personalities from becoming involved during debate or the impugning of members' motives, and confine Councilmembers in debate to the question under discussion.
- 4.4 Rulings by Presiding Officer. The presiding officer shall rule on points of privilege, points of procedure or order, and withdrawals of motions, subject to the right of any member to appeal to the Council as set forth in Article 9 of these Rules. See Sections 9.3, 9.4, 9.5, 9.6, and 9.8.
- 4.5 Questions to be Stated. The presiding officer shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken on all votes.
- 4.6 Substitution of Mayor. In the event the Mayor must relinquish the chair, the Mayor shall call upon the Mayor Pro-Tem to preside if the Mayor Pro-Tem is present. If the Mayor

Pro-Tem is not present, the Mayor may call upon the most senior Councilmember (by time of service on the Council) present to preside, but such substitution shall not continue beyond adjournment of that meeting.

ARTICLE 5. APPOINTMENT PROCEDURES

Article 5 Section 5.1 Appointment Procedure for the Mayor Pro Tem.

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

5.1 Appointment Procedure for a Councilmember.

- (a) The Council may appoint a Councilmember to a vacant seat as authorized by Section 4.06 of the City Charter.
- (b) The Council will announce and advertise on the City's website and in the City's newspaper of record that applications are being accepted for a vacant position on Council.
- (c) A due date for applications to be submitted will be set.
- (d) Applicants must meet the qualifications for a Councilmember set forth in Section 4.02 of the City Charter.
- (e) Applications will be received by the City Secretary's office and distributed to all Councilmembers.

- (f) An interview date will be set and posted for a public meeting.
- (g) Interviews of prospective candidates will be held in a public forum by a quorum of Councilmembers.
- (h) Councilmembers will discuss, and appoint by majority vote, the new member of Council at either the same meeting as the interviews or at a subsequent Council meeting.
- (i) The Council is the final judge of whether a candidate is qualified to serve as a Councilmember as set forth in Section 4.03 of the City Charter.
- (j) Council reserves the right to alter this procedure at any time by resolution or rule.

ARTICLE 6. ORDER OF BUSINESS

- 6.1 Agenda. The City Manager and the City Secretary shall prepare an agenda for each meeting of the Council. Items may be placed on the agenda by the City Manager (or in his absence any Assistant City Manager), the Mayor, or any Councilmember, except that a Councilmember directing that an item or items be placed on an agenda must do so in open session, during a properly posted meeting of the Council. Items placed on the agenda by the City Manager (or in his absence any Assistant City Manager) may be removed only by the City Manager (or any Assistant City Manager) and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act. Items placed on an agenda by the Mayor may be removed only by the Mayor, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act. Items placed on the agenda by a Councilmember may be removed only by that specific Councilmember, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act.
- (a) Information Required. Any item to be on the agenda must be provided to the City Manager pursuant to a procedure established and modified by the City Manager from time to time. Each item on the agenda must contain sufficient information so that full disclosure of the item to be addressed is present so as to alert the Council and the public of the topic to be considered.
 - (b) Order of Listing Items; Sponsor and Responsible Staff. The agenda shall list all items for consideration in a format recommended by the City Manager. The name of the person or persons placing an item on the agenda and the name of any expected staff presenter shall be stated on the agenda.
 - (c) Copy Provided to Mayor and Council Members. The City Secretary shall furnish the Mayor and each Councilmember a copy of the agenda, including the proposed ordinances, resolutions, petitions, notices, or other materials as required. Copies of attachments and background material will generally be provided for the initial

presentation only and should be retained by the Mayor and the Councilmembers until such time as the item is finalized.

- (d) Copy Available to Public. A copy of the agenda, with or without attachments as determined by the City Manager, shall be made available to the public at City Hall prior to the meeting. Copies of the agenda shall be available to the public at the meeting.
 - (e) Order; Exception. The ordinances, resolutions, and other proposed actions shall be taken up and disposed of by the Council in the order listed in the agenda, subject to the right of the presiding officer to take up matters in a different order.
 - (f) Chair Shall Not Entertain Objections. An agenda item properly placed on a future agenda by a member of Council during open session shall not be subject to objection by another member.
- 6.2 Communication to Mayor and Council. The City Manager shall provide the Council with a copy of each ordinance or resolution and appropriate analysis of items proposed to be acted upon by the Council at a meeting. These communications shall be delivered to the Mayor and Councilmembers along with the agenda. This information should also be retained by the Mayor and Councilmembers until such time as the item is finalized. Staff members, in making presentations to Council at a meeting of the Council, should endeavor to restrict their presentations to five (5) minutes, excluding responses to questions by the Mayor and/or Councilmembers.
- 6.3 Approval of Minutes. Minutes may be approved without public reading if the City Secretary has previously furnished the Mayor and each Councilmember with a copy thereof.
- 6.4 Presentations by Members of Council. The agenda shall provide a time when the Mayor and each Councilmember may bring before the Council any business that person believes should be brought up during the “Requests by Mayor and Councilmembers” and “Announcements by Mayor and Councilmembers” portions of the agenda. These matters need not be specifically listed on the agenda unless the person desiring to make a comment knows prior to posting of the agenda that he/she will make such comment. In response to an unposted comment, there (1) may only be a statement of factual information in response, (2) a recitation of existing City policy, or (3) discussion regarding a proposal to place the subject on the agenda for a subsequent meeting.
- 6.5 Consent Agenda. At the direction of the City Manager (or in his absence an Assistant City Manager) with respect to items believed to be non-controversial, the City Secretary shall place multiple items on a “Consent Agenda” portion of the agenda, subject to the right of the Mayor or any Councilmember to request at the meeting that any one or more of such items be removed from the Consent Agenda for individual consideration. First readings of ordinances shall in all events be posted for individual consideration and shall not be included on the Consent Agenda.

ARTICLE 7.
CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

- 7.1 Printed, Typewritten, or Electronic Form. All ordinances and resolutions shall be presented to the Council only in printed, typewritten, or electronic form.
- 7.2 City Manager Review. All ordinances and resolutions shall be reviewed by the City Manager or his designee.
- 7.3 City Attorney to Approve. All ordinances and resolutions shall be approved as to form and legal content by the City Attorney, when requested by the Mayor or the City Manager.
- 7.4 Funding. All actions authorizing an expenditure of money shall include the exact source of the funds to be expended.
- 7.5 Reading of Caption Only. Upon being introduced, each proposed ordinance or resolution shall be read by caption only.
- 7.6 Ordinances—Two Readings; Emergencies. Ordinances introduced at a Council meeting shall not be finally acted upon until at least the next regular meeting, except that immediate action may be taken upon an emergency as determined by the Council in accordance the Charter or State law.
- 7.7 Recording of Votes. The ayes and nays shall be taken upon the consideration of all ordinances and resolutions and shall be entered in the minutes of the Council.
- 7.8 Vote Required. Approval of every ordinance, resolution, or motion, unless otherwise required by these Rules, the Charter, or State law, shall require the affirmative vote of four (4) Councilmembers who are present and eligible to vote.
- 7.9 Tie Vote. In the event of a tie in votes on any motion, the Mayor shall cast the decisive vote in accordance with Section 4.05 of the Charter. Other Councilmembers acting as presiding officer shall not be restricted to voting only in the event of a tie.
- 7.10 Numbering Ordinances and Resolutions. After approval of a resolution or an ordinance on second reading or on a single reading as an emergency, the City Secretary shall assign a number to each ordinance or resolution within the records of the City.
- 7.11 Ordinance Passage Procedure. After passage, an ordinance shall be signed by the presiding officer and shall be attested by the City Secretary or Deputy City Secretary, and it shall be filed and thereafter preserved in the office of the City Secretary.

ARTICLE 8.
RULES OF DECORUM

- 8.1 Recognition by presiding officer. Subject to Section 8.5, No person shall address the Council without first being recognized by the presiding officer.

- 8.2 Order. While the Council is in session, the Councilmembers must preserve the order and decorum of the meeting, and a Councilmember shall neither, by statement or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any other Councilmember while speaking or refuse to obey the orders of the presiding officer. Councilmembers are expected to remain on the dais during a Council meeting unless they have good cause to vacate.
- 8.3 Presiding Officer. The Mayor or the Mayor Pro-Tem or such other member of the Council who is serving as the presiding officer may participate in debate, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of such Councilmember acting as the presiding officer. If the presiding officer is engaged in debate and is, at the insistence of four (4) Council members, abusing the position of the presiding officer, the presiding officer must relinquish the chair to the Mayor Pro-Tem, or in his/her absence, to the next most senior Councilmember (by time of service on the Council) present. The Mayor Pro-Tem or such other member, other than the Mayor, who is serving as presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of the member acting as the presiding officer.
- 8.4 Improper References to be Avoided. When a Councilmember has the floor pursuant to Section 2.5 or 8.5, he/she shall avoid all references to personalities and indecorous language.
- 8.5 Interruptions. A Councilmember, once recognized, shall not be interrupted by the Mayor or another Councilmember when speaking unless it is to raise a point of privilege (Section 9.4) or a point of procedure or order (Section 9.5), or to enter a motion to withdraw a previously-stated motion (Section 9.8), or as otherwise provided in these Rules. If a Councilmember, while speaking, is interrupted as set forth herein, the Councilmember so interrupted should cease speaking until the question is determined.

ARTICLE 9. MOTIONS AND MEETING PROCEDURES

- 9.1 Motions. A Councilmember, after he/she obtains the floor, or the Mayor may make a motion on the particular subject of discussion or a procedural point as permitted. A "Second" to the motion, if required, must be made by a Councilmember who did not make the motion within a reasonable but brief time period. The Mayor may not "Second" a motion. A motion or a "Second" merely implies that the maker of the motion and the person who "Seconds" agree that the motion should come before the meeting and not that he/she necessarily favors the motion. Without a "Second", if required, the motion dies.
- 9.2 Debate. Debate, if permitted, must be limited to the merits of the issue under discussion as stated by the presiding officer.
- 9.3 Motion Procedures. There are twelve (12) types of motions in three (3) categories: Meeting Conduct Motions (4 types), Disposition Motions (7 types), and Main Motions

(1 type)*. When any motion is pending, any motion listed above it on the chart below is in order; those below it are out of order.

Motion	May Interrupt Speaker	Second Required	Debatable	Amendable	Resolved by Chair No Vote	Affirmative Vote by 4 Council-members	2/3 Vote
A. Meeting Conduct Motions							
1. point of privilege	yes	no	no	no	yes	no	no
2. point of procedure or order	yes	no	no	no	yes	no	no
3. to appeal a ruling	no	yes	yes	no	no	yes	no
4. to recess	no	yes	yes	yes	no	yes	no
B. Disposition Motions							
5. to withdraw	yes	no	no	no	yes	no	no
6. to postpone	no	yes	yes	yes	no	yes	no
7. to refer	no	yes	yes	yes	no	yes	no
8. to amend	no	yes	yes	yes	no	yes	no
9. to limit or close debate or "call the question"	no	yes	yes	yes	no	no	yes
10. to extend debate	no	yes	yes	yes	no	yes	no
11. to count the vote	no	yes	no	no	no**	no	no
C. Main Motions							
12. to reconsider	yes	yes	if original motion was debatable	no	no	yes	no
13. to rescind	no	yes	yes	yes	no	no	yes
14. to take action	no	yes	yes	yes	no	Yes***	no

** Mandatory if seconded; no vote required

*** Unless a greater vote is required by the Charter or State Law

- 9.4 Point of Privilege. A point of privilege, sometimes called a point of personal privilege, is a communication from a Councilmember to the presiding officer, drawing urgent attention to a need for personal accommodation. For example, the point may relate to an inability to see or hear, a matter of comfort, a matter of requested convenience, or an

* Sections 9.3 through 9.14 are included by permission of Donald A. Tortorice, The Modern Rules of Order, ABA Publishing, 2nd Edition.

** Mandatory if seconded; no vote required

overlooked right of privilege that should have been accorded to the Councilmember(s). In essence, it is a call to the presiding officer for the purpose of assuring a Councilmember's convenient and appropriate participation in the meeting. Because of its urgent nature, a point of privilege can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, it cannot be debated or amended, and no vote is required.

- 9.5 Point of Procedure or Order. A point of procedure, sometimes called a point of order, is a question addressed to the presiding officer, no seconding is required, and either inquiring into the manner of conducting business or raising a question about the propriety of a particular procedure. It is simply an inquiry and is resolved by correction or clarification by the presiding officer. A point of procedure can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, a second is not required, and it cannot be debated or amended, and no vote is taken.
- 9.6 To Appeal a Ruling. Decisions or rulings of the presiding officer are final on questions of procedure, except that any ruling by the presiding officer's ruling can be appealed to a vote of the Council. Whenever a Councilmember questions the appropriateness or essential fairness of the presiding officer, that member can appeal the ruling to a vote of the meeting. If, however, a motion is out of order as a matter of law (not a proper subject of the meeting, improper notice given, etc.), the presiding officer's ruling cannot be appealed. A motion to appeal cannot interrupt a speaker. To prevent frivolous appeals, a second is required. The motion is subject to debate (which should be brief) and, by its nature, is not amendable. To overrule a procedural decision of the presiding officer, an affirmative vote of four (4) Councilmembers is required.
- 9.7 To Recess. A motion to recess requests a brief interruption of the meeting's business, usually so that an ancillary matter can be addressed, or simply to provide a needed break. Unless stated in the motion, the period of recess is decided by the presiding officer. If necessary, a recess can extend the meeting from one day to another, subject to State law. The motion cannot interrupt a speaker, and a second is required. It is debatable, it can be amended, and an affirmative vote of four (4) Councilmembers is required.
- 9.8 To Withdraw. Only the maker of the motion can make a motion to withdraw it. It is essentially a communication to the presiding officer that the maker is withdrawing his/her proposal. This is the maker's privilege; thus, it does not require a second. Because the withdrawal motion obviates discussion, it can interrupt a speaker. In addition, because another Councilmember later can make a similar motion, a withdrawal motion is not subject to debate, amendment, or vote. The presiding officer should simply state that the motion is withdrawn, and the meeting should proceed with a new treatment of the issue at hand—or a new issue.
- 9.9 To Postpone or Extend. These motions may arise from a need for further information, a matter of convenience, or for any other reason that will enable the Council to deal with the issue more effectively during the same meeting or at a later time. Unless otherwise specifically provided in the motion itself, a postponed or extension motion can be renewed at a later appropriate time during the meeting or, if properly posted, at a later meeting. This motion cannot interrupt a speaker. It requires a second, it is debatable, and

it is amendable (particularly as to postponement, timing), and an affirmative vote of four (4) Councilmembers is required.

- 9.10 To Refer. A motion to refer is typically used to submit an issue to a committee, usually for study leading to a subsequent recommendation. Because it ordinarily disposes the motion for purposes of the current meeting, a motion to refer is subject to the same rules that apply to a main motion. (See Section 9.14). This motion cannot interrupt a speaker, and a second is required. It is debatable and amendable, and an affirmative vote of four (4) Councilmembers is required.
- 9.11 To Amend. A motion to amend proposes a change in the wording of a motion then under consideration. When a motion to amend is pending and an amendment to the amendment is proposed, the presiding officer should focus discussion on the latest amendment, resolve that question, then proceed to the first amendment before continuing discussion on the main motion. Votes on amendments are thus in reverse order of the sequence in which they are proposed. A motion to amend cannot interrupt a speaker. It requires a second, and it is debatable and amendable. An affirmative vote of four (4) Councilmembers is required for approval of the amendment. Note that State law may restrict amendments to proposals that are required to be set forth in the notice of the meeting.
- 9.12 To Limit or Close Debate or "Call the Question". Because the extent to which an issue is discussed rests primarily with discretion of the presiding officer, it is the presiding officer who carries the burden of ensuring that adequate time and discussion are given to differing points of view. A motion to limit or close debate is therefore an overruling of the presiding officer's determination. A motion to close debate is the same as a motion to "call the question". Because this motion affects the most fundamental right of any Councilmember, the right to speak one's views, it is the only procedural motion that requires an affirmative vote of two-thirds of participants voting.
- 9.13 To Count the Vote. A motion to count the vote should be limited to those circumstances where the convenient hearing of "yeas" and "nays" cannot clearly resolve the issue. It represents the right of a Councilmember to have a vote demonstrated by count. That count can be directed by the presiding officer either as a showing of hands or a standing of voting members while the vote is recorded. Upon completion of the count, the presiding officer announces the result—and final disposition of the issue voted upon. This motion cannot interrupt a speaker. It requires a second; it is neither debatable nor amendable; and, because of the importance of the matter, it should be considered mandatory; thus, no vote is required.
- 9.14 Motion to Reconsider. Allows a main motion to be brought back before the City Council for consideration. May be made only at the meeting at which the vote to be reconsidered was taken. It may be made by any member of City Council. Any City Council member may second it. It can be made while any other question is pending, even if another member has the floor. It requires a majority vote to pass. A motion may only be reconsidered twice. If the reconsideration is moved while another subject is before the City Council, it cannot interrupt the pending business, but, as soon as the pending business has been disposed of the motion has the preference over all other main motions

and general business of the agenda. In such a case the Mayor does not state the question on the reconsideration until the immediately pending business is completed.

- 9.15 Motion to Rescind. The motion to rescind is a main motion without any privilege, may only be made when there is nothing else before the City Council and must be made at the same meeting at which the subject matter of the motion was considered, and it requires a two-thirds vote of the City Council members. It cannot be made if a motion to reconsider has been previously made. The motion to rescind can be applied to votes on all main motions with the following exceptions: votes cannot be rescinded after something has been done as a result of that vote that the City Council cannot undo; or, where a resignation has been acted upon, or one has been appointed to, or expelled from, a committee or office, and was present or was officially notified. In the case of expulsion, the only way to reverse the action afterwards is to restore the person to the committee or office, which requires the same preliminary steps and vote as is required for the original appointment.
- 9.16 To Take Action; Main Motions. Main motions state proposed policy or action on a substantive issue being considered by the Council. As such, the motion is an initial call to take particular action. Although lowest in precedence among all motions, main motions are clearly the most important: through their content, the business decisions of the Council are determined. A main motion can be made only when a prior main motion has been disposed of. It cannot interrupt a speaker; a second is required; it is debatable and amendable; and an affirmative vote of four (4) Councilmembers is required unless a greater vote is prescribed by the Charter or State law.
- 9.17 Effect of Abstentions; action on required Abstentions; Effect of non-required Abstentions. The following rules shall apply when a Council Member abstains from voting on an item:

When the Council Member is Legally Obligated to Abstain.

When a Council Member is legally obligated to abstain from voting pursuant to Texas Local Government Code Chapter 171, a local ordinance or the City Charter then the Council Member shall leave the dais and exit City Council Chambers until such time as the debate and vote on the item has been concluded. The City Secretary shall record that the Council Member left the room and abstained from the vote in the official minutes and there shall be no other effect.

When the Council Member as no Legal Obligation to Abstain from Voting.

When a Council Member has no legal obligation to abstain from voting then an abstention shall be recorded in the minutes as an abstention and shall procedurally be treated as a "no" vote.

ARTICLE 10.

ENFORCEMENT OF DECORUM

- 10.1 Warning. All persons other than a recognized speaker shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a

person persists in disturbing the meeting, the presiding officer may order the person to leave the meeting. The Chief of Police, or such member or members of the Police Department or other persons as the presiding officer may designate, shall be sergeant-at-arms of the Council meetings. If the person so requested does not leave the meeting, the presiding officer may order the sergeant-at-arms to remove such person.

- 10.2 Removal. Any designated sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council (or successor provision of law).
- 10.3 Resisting Removal. Any person who resists removal by the sergeant-at-arms shall be charged with violating Section 42.05 (a) of the Texas Penal Code.
- 10.4 Motions to Enforce. Any Council member may move to require the presiding officer to enforce these Rules and the affirmative vote of a majority of the Councilmembers present and eligible to vote shall require the presiding officer to do so.
- 10.5 Adjournment. In the event that any meeting is willfully disturbed by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of the individuals who are creating the disturbance, the meeting may be adjourned and the remaining business considered at the next regular or a special meeting or, subject to State law, may be recessed to a set time and date.

ARTICLE 11.

CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

- 11.1 Standing Committees. The Council may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the Charter, the Code of Ordinances, or State law. Membership and selection of members shall be as determined by the Council if not specified by the Charter, the Code of Ordinances, or State law. No person may concurrently serve on more than one Board unless, by virtue of his/her position on the Council, he/she also holds a position on another Board. Persons related within the second degree by affinity or consanguinity to the Mayor or any member of the Council shall not be eligible to serve on a standing committee. No standing committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the Charter, the Code of Ordinances, or State law.
- 11.2 Special Committees. The Council may, as the need arises, authorize the appointment of "ad hoc" Council committees. Except where otherwise specifically provided by the Charter, the Mayor and the City Council shall appoint the members of the special committees. Any committee so created shall be given a "mission statement" directing its activities. Any special committee shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Councilmembers present and entitled to vote.

ARTICLE 12. CITIZENS' RIGHTS

- 12.1 Addressing the Council. Any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer.
- 12.2 Manner of Addressing the Council – Time Limit. Each person addressing the Council shall speak at the podium into the microphone (or at another designated location), shall give his/her name and address in an audible tone of voice for the record, and, unless further time is granted by the Council, shall, subject to Section 12.4 below, limit his/her remarks to three (3) minutes or less. All remarks shall be addressed to the Council as a body, and not to any individual member thereof. No person, other than members of the Council or City staff (when requested by the presiding officer) and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council, unless requested or approved by the presiding officer. No questions shall be asked the Councilmembers, except through the presiding officer. Responses to questions may be limited as required by State law.
- 12.3 Personal and Slanderous Remarks. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, either while addressing the Council or otherwise while in attendance at a Council meeting, may be requested to leave the meeting, pursuant to Article 10 of these Rules, and may be removed from the meeting if necessary for the conduct of the remainder of the meeting.
- 12.4 Public Hearings. After being recognized by the presiding officer, interested persons, or their authorized representatives, may address the Council with respect to the subject matter of a public hearing being conducted. The presiding officer may establish procedures at a public hearing to limit the amount of time (which, unless modified by the presiding officer, shall be as set forth in Section 12.2 above) interested persons may speak, subject to the Councilmembers' right to appeal the presiding officer's ruling pursuant to Section 9.6. Subject to modification by the presiding officer, and subject to the Councilmembers' right of appeal pursuant to Section 9.6, the normal order of a public hearing is as follows: (i) the opening of the hearing and the establishment, if any, of a modified public hearing procedure by the presiding officer; (ii) address to the Council by any interested person(s); (iii) discussion by the Mayor and Councilmembers, including requests for information from City staff or any person(s) who addressed the Council; and (iv) action by the Council, if any is posted on the agenda relating to the hearing.
- 12.5 Written Communications. Interested persons, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Secretary, who shall, on the request of the writer, distribute copies to the Councilmembers.
- 12.6 Hearing of Residents. There shall be included on the agenda of each City Council meeting an item labeled "Hearing of Residents". After being recognized by the presiding officer, members of the public (giving precedence to residents of the City) may address the Council on items on or not on the agenda at that time, providing they have completed the "Hearing of Residents" form, unless authorized by the presiding officer. The form

shall be made available to persons wishing to address the Council prior to the calling of the meeting to order and such completed form shall be made available to the presiding officer prior to the calling of the meeting to order. The persons signed up for "Hearing of Residents" must speak during the "Hearing of Residents" portion of the meeting. Councilmembers and members of City staff may not discuss unposted items nor take any action thereon other than to (1) make a statement of factual information, (2) make a statement of existing City policy, or (3) discuss placing the item on a future agenda. Persons speaking shall be subject to the time limits set forth in Section 12.2, unless otherwise authorized by the presiding officer.

ARTICLE 13. COUNCIL AND STAFF RELATIONS

- 13.1 City Manager to Provide Information. The City Manager is directly responsible for providing information to all the Councilmembers concerning any inquiries by a specific Councilmember. If the City Manager or his staff's time is being dominated or misdirected by a Councilmember, it is his responsibility to inform the Mayor or the Council as a whole.
- 13.2 City Manager's Responses to Requests. The City Manager is expected to respond in a timely manner to the Council and Councilmember's requests. When information is requested, the City Manager will estimate a reasonable time frame for collecting the requested information.
- (a) If the City Manager disagrees with the request, he should say so and explain his position.
 - (b) If the City Manager disagrees with individual directives, he should initiate clarification of the Council's will with regard to the individual Councilmember's request.
 - (c) The City Manager may delegate responsibility for the response as necessary and appropriate, but the City Manager will be responsible for its receipt by the Council in a timely manner.
 - (d) The City Manager should maintain a checklist and timetable for requests and other directives of the Council.
 - (e) All Councilmembers will be provided the same written information when any matter under consideration may be of general concern to the Council. There will be no preferential dissemination of information by the City Manager or his staff.
- 13.3 Directions to City Manager. During meetings of the Council, unless a vote is taken, a consensus of the Councilmembers present will be required to direct the City Manager to take any action.
- 13.4 City Manager's Duty to Inform. The City Manager is responsible for keeping the Council informed. The Council should be provided weekly reports outlining progress on outstanding issues as well as information on new issues and opportunities. Additionally,

the Council should be informed of City news prior to release of such information to the community, newspaper(s), or other governmental entities, etc.

- 13.5 Customer Concerns. It is the responsibility of the City Manager to establish procedures for handling customer concerns in all departments with prompt feedback to citizens and Councilmembers.
- 13.6 City Manager/Council Relations. The City Manager should strive to maintain positive relations with the Council by following these guidelines:
- (a) Work to establish mutual trust with the Council.
 - (b) Maintain open lines of communication with the Council and keep Council informed.
 - (c) Inform all Councilmembers of educational opportunities, recognizing that an educated Council is in the City's best interest.
 - (d) Include the Council in City-sponsored employee social events.
 - (e) Conduct orientation sessions for new Councilmembers, including a tour of City buildings and introductions to staff.

* * *

Amended: August 28, 2018

- (f) The appointed Mayor Pro Tem may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her term.
- (g) Council reserves the right to alter this procedure at any time by resolution or rule.

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

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

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

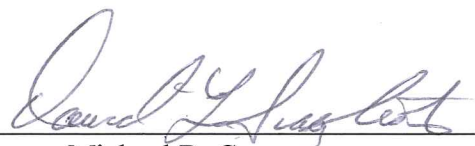
Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this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

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

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

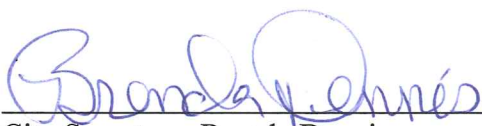
PASSED ON FIRST READING, the 28TH day of August 2018.

PASSED, APPROVED and ADOPTED ON SECOND READING, the 4th day of September 2018.



Mayor, Michael R. Carpenter

ATTEST:



City Secretary, Brenda Dennis

(Seal of City)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 3, 2019
Department: Engineering
Subject: Monthly update on major projects in progress/CIP. (B. James/K. Woodlee)

Attachments

September 2019 Major Project Update

CITY COUNCIL MEMORANDUM

City Council Meeting:

September 3, 2019

Department:

City Manager

Subject:

Update on major projects in progress/CIP, City View, Utility Meter Swap Out, AgendaQuick Software, Civic Rec Software, and Phone System Replacement

Background

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

Drainage Projects:

1. **East Dietz Creek Desilting:** C-3 Environmental continues to work on establishing vegetation in the channel as well as restore Gutierrez Park. Final completion is contingent on the completion of these items.
2. **Drainage Maintenance Projects:**
 - a. **Hidden Grove:** C-3 Environmental has substantially completed the project. Work continues on punch list items and establishing vegetation. Punch list items are expected to be completed before the end of August.
 - b. **Greenridge:** The Greenridge drainage project has been substantially completed. The contractor does have a couple punch list items to take care off, but nothing that impacts the function of the new trench drain. Some anticipated construction items were not needed for this project. As a result, the cost for the work is approximately \$15,000 less than the bid costs. Staff will continue to monitor the project to ensure the punch list items are completed.

Facilities Projects:

1. **Fire Station 3: Site:** Site grading is at 99%. Site Concrete is at 80%, Water meters are installed. Irrigation install is at 50%. Sewer Line is complete but for crossing under Lower Seguin Road. Exterior: Standing seam metal roofing is at 50%. Windows are at 99%. Stone is at 99%. Exterior tile is at 40%. Overhead door install is pending. Interior: Drywall is

90% hung with finishing ongoing and ceiling grid install started. Interior wall tile is starting as well. Substantial completion is currently November 2019.

Water Projects:

1. **E. Live Oak Ground Storage Tank Painting:** M&M Tank Coatings was given final completion on August 8th and final payment was issued in late August. With the project being completed, the project will be removed from future Council updates.
2. **Water Meter Change Out:** As of August 30, 2019, approximately 14,586 meters have been changed out (of approximately 14,200 meters). Replacement of meters started in areas with the most manual reads by staff. Staff is currently estimating a September 2019 completion date for all meter change outs.
3. **FM 1103 Utility Relocation Project:** City Staff has completed the acquisition of the final easement necessary to relocate water and wastewater lines that are in conflict with the planned roadway and drainage improvements associated with the TxDOT FM 1103 Improvement Project. Work began on the project in August with the waterline bore near the IH-35 Frontage Road. In early September, work is expected to begin on the waterline relocation near Wiederstein Road and FM 1103. The project is expected to be completed in January of 2020.

Engineering Projects:

1. **2018 Street Preservation and Maintenance/Rehabilitation Project:** The SPAM bid package has been modified based on feedback we received from the contracting community. The package has been modified to allow for extra time to bid the project and to allow for more flexibility in starting the work. The project will be re-advertised for bids on August 28th. The bid opening date for the project will be October 3rd. When the first advertisement is published, Staff will notify area contractors that the project is being re-bid.
2. **Corbett Elevated Water Storage Tank:** The tank foundation was completed in August and work began on the tank pedestal walls. The pedestal wall construction is expected to be completed in October. Work on Waterline B, the fill line for the tank, was completed from the tank site to Schaefer Road. The project is expected to be completed July of 2020.
3. **Woman Hollering Creek Wastewater Interceptor Main and Lift Station:** CobbFendley continues to work on final plan revisions, the lift station plat document, the lift station site plan, and the bid documents. City Staff and CobbFendley continue to negotiate with property owners to acquire necessary easements for the project. Negotiations continue with property owners via email correspondence and face to face meetings. Counteroffer Response Letters have been sent out to several property owners as well as some Final Offer Letters. Two new easements and the lift station property were acquired this month so the total number of easements acquired is now 9 out of a total of 21. With the acquisition of the lift station property and all of the forcemain easements, City

Staff is recommending bidding the project in two phases in order to get the project started while the remaining easements are being acquired.

4. **Pedestrian Routes and Bike Lanes Project:** City Staff has completed the review of the 95% construction plans. Ford Engineering is working on the final plan revisions as well as the project manual to be submitted to TxDOT for approval. City Staff continues to work to acquire the remaining ROW necessary for the project. The letting date for the project has been pushed back by TxDOT and will likely be in November 2019.

TxDOT Roadway Projects:

1. **FM 1103 Bridge Project:** Project is substantially complete. Revegetation is still underway.
2. **FM 1103 Improvement Project:** No change from August update. Utility relocations are underway (including electric, communications, gas, water, and wastewater). Schertz Public Works is working to relocate water and wastewater lines that conflict with the planned roadway and drainage improvements (see FM 1103 Utility Relocation Project update). The target let date for a construction contract is May 2020.
3. **FM 1518 Improvement Project:** No change from August update. Project has been environmentally cleared. TxDOT is formally acquiring property needed for the expansion project. Initial offer letters have been sent to property owners. Approximately 140 parcels are affected by right of way needs, including a parcel of land owned by the City of Schertz (across the front of the existing Sedona Lift Station). TxDOT is also continuing to work on a value-engineering phase of the project. The project is currently scheduled for letting in September, 2022; construction may begin as early as January, 2023.
4. **I-35 Operational Improvements Project (FM 2252 to Schwab Road):** Traffic control is in place. Work scheduled for the month of September includes shoulder repairs and rough grading of the proposed VIA park and ride lots. Lane closures and traffic rerouting will occur as necessary. TxDOT and its contractors will keep City Staff informed of detours and closures so that the City can assist in disseminating the information to the public in a timely fashion. The current schedule includes a project completion in December, 2020.
5. **I-35 NEX (I-410 South to FM 1103):** A full description of the project to expand I-35 from I 410 South to FM 1103 can be found by searching keywords "I-35 from I-410" at TxDOT.gov. A public hearing was held August 15. The presentation from the hearing as well as schematic exhibits of the proposed improvements are available on that website. Construction is expected to begin in spring of 2021 and take 4 to 5 years to complete.

Planning and Community Development Projects:

1. **CityView Permitting and Development Software:** We have been meeting with representatives from various city departments to work through the different permitting processes to wrap up the data collection phase which is the first step of the software implementation. We have also been working with the CityView project team to iron out

how our various impact fees are calculated and assessed. Once the data collection is complete, the CityView Team will configure the software and return it to the City for User Acceptance Testing. The configured software is tested, we will move to staff user training and then go live with the software.

2. **Agenda Quick software:** The City admins are working towards adding additional Boards and Commissions to the AgendaQuick software. This process will increase in the upcoming month in order to transition the other Boards and Commissions to the software. Currently, the software is being utilized to create the City Council, Planning and Zoning, Board of Adjustment, Building and Standards Commission, Committee of Committee Advisory Board, and The Main Street Committee. Currently, the City admins are creating the templates for the Library Advisory Board, Animal Care Advisory Committee, the Schertz Historical Preservation Committee, the Schertz Parks and Recreation Advisory Board, and the Schertz Tax Increment Reinvestment Zone Number two. Once the templates for the agenda, agenda items, and minutes have been created the City admins will work with the various staff members that facilitate these boards to accommodate any changes or modifications. Since the previous update the City Council agendas and minutes are now accessible via the AgendaQuick interface on the City agendas webpage. Once the rest of the board and commissions are utilizing AgendaQuick this web application will be used for all agendas and minutes.

Information Technology Projects:

1. **Civic Rec Scheduling System:** First meeting with vendor held in June. Vendor to submit tentative training and deployment schedule for review by City staff.
2. **Phone System Replacement:** Deployment of phone system complete.