



MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
June 2, 2020

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, JUNE 2, 2020 at 6:00 p.m.

City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, June 2, 2020, at the City Council Chambers. In lieu of attending the meeting in person, residents will have the opportunity to watch the meeting via live stream on the City's YouTube Channel.

Call to Order

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

City Events and Announcements

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

Hearing of Residents

Residents who choose to watch the meeting via live stream, but who would like to participate in Residents to be Heard, should email their comments to City Secretary, Brenda Dennis, at bdennis@schertz.com by 5:00 p.m. on Monday, June 1, 2020, SO THAT THE CITY SECRETARY MAY READ THE PUBLIC COMMENTS INTO THE RECORD UNDER THE HEARING OF RESIDENTS. In the body of the email please include your name, your address, phone number, agenda item # if applicable or subject of discussion, and your comments.

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 was read into record:

- 1. Minutes** – Consideration and/or action regarding the approval of the minutes of the Council Pre-budget Workshop meeting of May 22, 2020 and the minutes of the Regular meeting of May 26, 2020. (B. Dennis)
- 2. Appointments/Reappointment and Resignations to the various City Boards, Commissions and Committees** – Consideration and/or action regarding appointments/reappointments and resignations to The Board of Adjustment, Building and Standards Commission, Economic Development Corporation Board, Capital Improvement Advisory Committee (CIAC), Historical Preservation Committee, Library Advisory Board, Planning & Zoning Commission, Parks & Recreation Advisory Board and the Transportation Safety Advisory Commission. (Mayor/Council/B. Dennis)

Discussion and Action Items

- 3. Resolution No. 20-R-55** - Consideration and/or action approving a Resolution accepting the Semi-annual report with respect to the progress of the Capital Improvements Plan, and other matters in connection therewith. (B. James/J. Walters)
- 4. Resolution No. 20-R-57** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving Management Advisory Group report and recommendations on City Staff Classification and Compensation Study and other matters in connection therewith. (M. Browne/C. Kelm/J. Kurz)

Roll Call Vote Confirmation

Workshop

5. **Workshop Discussion and Update (Ordinance 20-H-18)** - Discussion and update regarding the COVID-19 virus and our current Ordinance No. 20-H-18 Declaration of Local Disaster. (M. Browne/K. Long)

Roll Call Vote Confirmation

Information available in City Council Packets - NO DISCUSSION TO OCCUR

6. Special Events Quarterly Update
7. Monthly update on major projects in progress/CIP. (B. James/K. Woodlee)

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

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 29th DAY OF MAY 2020 AT 11:30 A.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 _____, 2020. TITLE: _____

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

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

the Texas Open Meetings Act.

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

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

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020
Department: City Secretary
Subject: Minutes – Consideration and/or action regarding the approval of the minutes of the Council Pre-budget Workshop meeting of May 22, 2020 and the minutes of the Regular meeting of May 26, 2020. (B. Dennis)

BACKGROUND

The City Council held a Special Pre-Budget Workshop meeting on May 22, 2020 and a Regular City Council meeting on May 26, 2020.

RECOMMENDATION

Recommend Approval.

Attachments

5-26-2020 minutes

5-22-2020 draft

DRAFT

MINUTES REGULAR MEETING May 26, 2020

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on May 26, 2020, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

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

Absent: Councilmember Scott Larson

City City Manager Dr. Mark Browne; Assistant City Manager Brian James;
Staff: Assistant City Manager Charles Kelm; City Attorney Daniel Santee; City Secretary Brenda Dennis; Assistant to the City Manager Sarah Gonzalez; SSLGC Attorney Scott Smyth; Schneider Engineering Representative Jason Wiesepape; SSLGC General Manager Amber Beard

Call to Order

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

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

Councilmember Scagliola provided the opening prayer followed by the Pledges of Allegiance to the Flags of the United States and State of Texas.

City Events and Announcements

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

No announcements were provided.

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

None were provided.

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

None were provided.

Hearing of Residents

Residents who choose to watch the meeting via live stream, but who would like to participate in Residents to be Heard, should email their comments to City Secretary, Brenda Dennis, at bdennis@schertz.com by 5:00 p.m. on Monday, May 25, 2020, SO THAT THE CITY SECRETARY MAY READ THE PUBLIC COMMENTS INTO THE RECORD UNDER THE HEARING OF RESIDENTS. In the body of the email please include your name, your address, phone number, agenda item # if applicable or subject of discussion, and your comments.

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.

Mayor Gutierrez indicated that no one signed up on the sheet in the back and then recognized City Secretary Brenda Dennis and asked if anyone had provided information prior to the meeting. Ms. Dennis stated no one had signed up prior.

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 was read into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of May 12, 2020. (B. Dennis)

2. **Resolution No. 20-R-53** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving a request for a Schertz Main Street Local Flavor Economic Development Grant for 405 Main Street. (M. Browne/B. James)
3. **Resolution No. 20-R-52** - Consideration and/or action approving a Resolution by the City of Schertz, Texas authorizing a Re-imbursement Agreement for the costs associated with acquiring necessary easement between the City of Schertz and the Developer of Homestead. (M. Browne/B. James)
4. **Resolution No. 20-R-54** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz adopting a revised purchasing policy and other matters in connection therewith. (C. Kelm/J. Gohlke)

Moved by Councilmember Michael Dahle, seconded by Councilmember David Scagliola to approve consent agenda items 1 through 4.

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

Passed

Discussion and Action Items

The following were read into record.

5. **Resolution No. 20-R-49** - Consideration and/or action approving a Resolution by the City Council of Schertz, Texas authorizing EMS Charity Care adjustments and other matters in connection therewith. (C. Kelm/J. Mabbitt)

Mayor Gutierrez recognized EMS Director Jason Mabbitt who introduced this item addressing questions from Council.

Moved by Councilmember Allison Heyward, seconded by Councilmember Rosemary Scott to approve Resoluton No. 20-R-49.

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

Passed

6. **Resolution No. 20-R-51** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to enter into a contract agreement with Lou Jon Construction Company Inc. for the Public Safety buildings restrooms renovation project and other matters in connection therewith. (C. Kelm/T. Buckingham)

Mayor Gutierrez recognized Facilities Manager Todd Buckingham who provided a PowerPoint presentation introducing this item addressing questions from Council.

Moved by Councilmember David Scagliola, seconded by Councilmember Allison Heyward to approve Resolution No. 20-R-51.

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

Passed

Workshop

7. **Ordinance No. 20-H-18** - Consideration and/or action approving an Ordinance of the City Council of the City of Schertz to supersede Ordinance 20-H-15; extending a Declaration of Local Disaster; Restricting certain activities; establishing penalties for violations; providing an effective date and declaring an emergency; First and Final Reading. (M. Browne/K. Long)

Mayor Gutierrez introduced this item stating that the Ordinance is a mirror image reflection of what the Governor has in place for the State of Texas with a new expiration date of June 23, 2020 at 11:59 p.m., there is not a presentation this evening, but Chief Long is available for questions.

Mayor Gutierrez recognized Councilmember Scott who provided information and update she researched regarding the reimbursement commentary from the last meeting stating that there is credence in having the ordinance for reimbursement purposes. She believes that we are moving from a State of emergency to a State of recovery. Chief Long addressed further questions.

Moved by Councilmember Michael Dahle, seconded by Councilmember David Scagliola to approve Ordinance No 20-H-18 first and final reading declaring an emergency.

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

Passed

8. Update on the Street Preservation and Maintenance/Rehabilitation Efforts (B. James/J. Nowak)

Mayor Gutierrez recognized Engineer John Nowak who provided a PowerPoint presentation regarding the SPAM Construction update. He addressed chip seal concerns, explained the process. He also explained the difference between slurry seal and chip seal. Mr. Nowak addressed questions from Council.

Roll Call Vote Confirmation

Mayor Gutierrez recognized City Secretary Brenda Dennis who provided the roll call vote confirmation for agenda items 1 through 7.

Closed Session

Mayor Gutierrez read the following into record.

9. City Council will recess into Closed Session as authorized by the Texas Open Meetings Act, the City Council will adjourn into closed under Section 551.072, of the Texas Government Code regarding deliberation and consider the purchase, exchange, lease or value of real property related to a project with Schertz-Seguin Local Government Corporation (SSLGC).

Mayor Gutierrez recessed the regular meeting into closed session at 6:36 p.m.

Reconvene into Regular Session

Mayor Gutierrez reconvened into regular session at 6:59 p.m.

- 9A. Take any action based on discussions held in closed session under Agenda Item 9.

Moved by the Chair, seconded by Councilmember Scott to approve the purchase, exchange, lease or value of real property related to a project with Schertz-Seguin Local Government Corporation (SSLGC).

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

Passed

Roll Call Vote Confirmation

Mayor Gutierrez recognized City Secretary Brenda Dennis who provided the roll call vote confirmation for agenda item 9A.

Requests and Announcements

- Announcements by the City Manager.

No further announcements.

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

No requests were placed.

- 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 Gutierrez recognized Councilmember Dahle who stated that last week he attended his first pre-budget workshop, he also attended Monday the Memorial Day Celebration.

Mayor Gutierrez recognized Councilmembers Scagliola, Heyward, Brown who also stated they also attended the pre-budget workshop and the Memorial Day Celebration.

Adjournment

Mayor Gutierrez adjourned the meeting at 7:03 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

MINUTES
SPECIAL PRE-BUDGET MEETING
May 22, 2020

A Special Meeting was held by the Schertz City Council of the City of Schertz, Texas, on May 22, 2020 at 8:30 a.m., at the Hal Baldwin Municipal Complex Civic Center, Bluebonnet Hall, Schertz, Texas. The following members present to-wit:

Mayor Ralph Gutierrez
Councilmember Rosemary Scott
Councilmember Michael Dahle
Councilmember Allison Heyward

Mayor Pro-Tem Mark Davis
Councilmember Scott Larson
Councilmember David Scagliola
Councilmember Tim Brown

Staff Present:

City Manager Dr. Mark Browne
Assistant City Manager Charles Kelm
City Attorney Dan Santee
Assistant to City Manager Sarah Gonzalez
EMS Director Jason Mabbitt
Engineer John Nowak
Fire Chief Kade Long
Public Affairs Director Linda Klepper
Human Resource/Purchasing Director Jessica Kurz
Director of Parks, Rec. & Comm. Services Lauren Shrum

Assistant City Manager Brian James
Executive Director EDC Adrian Perez
City Secretary Brenda Dennis
Director James Walters
City Engineer Kathy Woodlee
Public Works Director Suzanne Williams
GIS Coordinator Tony McFalls
Police Lt. Investigations Manny Casas

Guests Present:

Mr. Glen Outlaw

Call to Order (General Comments)

Mayor Gutierrez called the meeting to order at 8:36 a.m.

Welcome/Overview

Dr. Browne welcomed everyone and provided an overview of today's events. *(Copy of the PowerPoint presentation can be found in the City Secretary's office)*

- COVID-19 Update
- Current FY 19-20 Budget Update
- Overview of Capital Improvement Plans (CIP)
- HR Studies - Staffing and Class & Comp
- Discussion on FY 20-21 Budget

1. **Pre-Budget prioritization process** - Discussion and direction in preparation for pre-budget prioritization process and budget goal setting, including but not limited to key growth and service provision indicators such as population growth, tax base development,

staffing levels and structure, and how to apply the information to assist in appropriate priority based decision-making. (M. Browne/Executive Team)

COVID-19 Update - Information regarding current and future openings was provided by Fire Chief Kade Long and staff.

Information regarding Looking Ahead – Reopening of City Facilities/Services

June 1

Open doors to customer service
Buildings 1,2,6,8,9,10,12 (Customer Counters only)
Continue On-Line Check Out at Library
Civic Center
Boards and Commissions Resume

TBD - Possibly July 1st

Library
Park Playgrounds/Restrooms/Workout Stations (may open sooner)
Pools (Lifeguards)

Senior Center
Opening date still to be determined
Senior Lunch Program - will continue M-F, 11:20-12:30

Future Events
Movies in the Park, Concerts in the Park, Nature Discovery Series - modified to provide for social distancing beginning in June
Summer FUN Guide will be coming out with the June issue of *Schertz Magazine*

July 4th

Multiple location Fireworks and social distance elements - take the parade to the people
No large celebration at Pickrell Park or Parade

Disaster Declaration
Governor Abbott extended for 30 days on May 12
Reimbursement
Flexibility (things may change based on CDC guidelines)
Future PPE Needs
Less Restrictive Penalty Options

Current and Anticipated Fiscal Impact
Anticipated Savings - \$160,000
Travel/Training - \$116,000
Fuel - \$40,000
Movin on Main – \$4,000

- Impact on Sales Tax – no slowdown yet and still have seen double digit growth

- Current and Anticipated Fiscal Impact

Lost Revenues (\$400,000)
Civic Center Rentals (\$64,000)
Park Pavilion Rentals (\$5,000)
Court Fees/Fines (\$66,000)
Permits (\$115,000)
Magazine Advertising (\$20,000)
Investment Income (\$130,000)

Response Action Costs: - \$50,000 (expect to be reimbursed for most of this)
- Governor's Grant - \$2 Million allocated for Schertz at 100% reimbursement
- FEMA - 75% reimbursement

Budget Planning/Preparation - 2 Scenarios

Scenario 1 - Cautious but more emphasis on "business as usual" - *Council chose*

Scenario 1 - Cautious with more of a "wait and see" approach

Current FY 19-20 Budget Update - staff provided information regarding:

Budget update

- Savings from Delayed positions - \$238,800
- Tax update
Sales tax over projections \$540,000
- Overall COVID net - (\$240,000)
- Overall/YEPs net impact
Instead of withdrawing \$896,000 for operations from reserves, the City is currently projecting to increase reserves by \$260,000
- Property values

Preliminary Property Values

- Net Taxable Value grew 1.4%
- New Taxable Value grew 2.7%
- Taxable Value on existing homes and businesses decreased 1.3%
- So, what does this mean?
Actual tax rate may be lower than the effective tax rate

Effective Tax Rate

- If the effective tax rate is higher than the actual tax rate it means our revenue from existing properties would be less than the prior year
- Causes
DVHS Exemptions
Agriculture Exemption

Current Outlook

- COVID-19 Takeaways
Ok for now

- Continue to monitor possible long-term effects
- Tax Rate
 - Cautious approach
 - Possibility of effective rate being higher than current rate
 - How does that impact future projects?

Overview of CIP - Staff provided information on the following:

- Streets - What's complete, what's under construction, what's in design, what's proposed for the coming year
- Building Maintenance and Facility Operations - Facility Services restructure and workflow, Facilities O&M Program, Facilities Enhancement Program
- Water/Wastewater - Dedicated 16" Transmission Line, FY's 19-20, FY's 21-22, FY's 23-25 projects, discussion regarding water loop lines
- Planning for the Future - Policy questions: GO or CO, maintain even tax rate, what are our priorities, debt issuance

2. **Class and Comp Study** - Presentation and discussion regarding the Class and Comp Study. (M. Browne/Executive Team/Consultant)

Staff reviewed the below highlights with Council addressing questions:

HR Studies - Staffing Study

- Staffing Levels
- Organization Recommendations
- Effectiveness Recommendations
- Implementation Recommendations - options

HR Studies - Compensation and Classification Study

- Perform a Compensation/Classification study for all City positions.
- Compare compensation to relevant labor markets/competitors.
- Ensure that positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, are classified together.
- Develop a competitive classification and compensation structure.
- Methodology discussion
- Market Relationship
- Recommendations and discussion
- Implementation discussion and costs
- Next steps and transition plan

Discussion on FY 20-21 Budget

- What we anticipate next FY looks like
- Fund Class & Comp implementation plan
- Additional Personnel (2 or 3 positions)
- \$500,000 one-time purchase
- Additional Expanded Programs

- Discussion on Revenue/Expense Projections
- Budget Priorities Going Forward
- UDC/Comp Plan Update

\$350,000 (contract)

Add Senior Planner position - \$60,000

- Total - \$410,000
- CIP Funding Strategy (streets, water, sewer, facilities) - Continue using excess reserves
- Class & Comp
- Staffing Study
- ECI

Affirm direction from Council on which budget scenario they want to go with

- Scenario 1 – Cautious but more emphasis on "business as usual" - *Council chose*
- Scenario 2 – Cautious with more of a "wait and see" approach
How aggressive do we want to be with revenue/expense projections

Mayor and Councilmembers addressed questions to the various staff members who provided information on their areas of the presentations.

Hearing of Residents

No one signed up to speak.

Adjournment

Mayor Gutierrez adjourned the meeting at 1:36 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020

Department: City Secretary

Subject: Appointments/Reappointment and Resignations to the various City Boards, Commissions and Committees – Consideration and/or action regarding appointments/reappointments and resignations to The Board of Adjustment, Building and Standards Commission, Economic Development Corporation Board, Capital Improvement Advisory Committee (CIAC), Historical Preservation Committee, Library Advisory Board, Planning & Zoning Commission, Parks & Recreation Advisory Board and the Transportation Safety Advisory Commission. (Mayor/Council/B. Dennis)

BACKGROUND

The Interview Committee for Boards, Commissions, and Committees held a meeting on Thursday, May 21, 2020, to conduct interviews and consider re-appointments/appointments/resignations to the various City Boards, Commissions, and Committees whose terms expired May 31, 2020.

The Interview Committee requests that Council approves the resignations of:

Ms. Cindy Vigil from the Library Advisory Board.
Mr. John Sullivan from the Parks and Recreation Advisory Board.
Ms. Elizabeth Strong from the Schertz Historical Preservation Committee.
Mr. John Sellers from Planning and Zoning Commission.

The members of the Interview Committee agreed to recommend to Council the following re-appointments and appointments of the following individuals to the various boards, committees and commissions with a term expiration date of May 2022:

Board of Adjustment

Richard Dziewit – Reappoint
Earl Hartzog – Reappoint
David Reynolds - Reappoint
Yvonne Griffin - Appoint as Alternate Member

Building and Standards Commission

Bruce Johnson – Reappoint
Patricia Cullum – Reappoint
Andrew Buratowski - Appoint as Alternate Member

Capital Improvement Advisory Committee (CIAC)

Ernest Evans - Reappoint
Ken Greenwald - Reappoint
Ricky Haynes - Reappoint
Glen Outlaw - Reappoint

Economic Development Corporation

Paul Macaluso – Reappoint
Jesse Hamilton – Reappoint
Jesse Carrasco – Reappoint
Sammi M. Morrill - Reappoint

Historical Preservation Committee

Dean Weirtz – Reappoint
Debbie Krause – Reappoint
Sue Boissonneault – Reappoint
Guillermo (Will) Soto – Reappoint
Howard Alperin - Reappoint
Dean Midlick - Reappoint
Charles Reynolds - Appoint as Regular Member
Guy Scott - Appoint as Regular Member

Library Advisory Board

Joanne Ward - Reappoint
Letticia Sever – Reappoint
Joyce Carol Cyr – Reappoint
Dawn M. Figueras – Reappoint
Beverly Clarke – Move from Alternate 1 to Regular Member
Mireille Ferdinand-Hercule - Appoint as Alternate 1 Member

Parks and Recreation Advisory Board

Johnie McDow – Reappoint
William Bosch - Reappoint
Sallie Macias – Reappoint
Kimberly K. Smith – Reappoint
James Garvin - Move from Alternate 1 to Regular Member
Shawn Moore - Move from Alternate 2 to Alternate 1 Member
Jamie Acevedo - Appoint as Alternate 2 Member

Planning and Zoning Commission (P & Z)

Ernest Evans Jr. – Reappoint
Ken Greenwald – Reappoint
Ricky Haynes – Reappoint
Glenn Outlaw - Reappoint
Earl Platt - Appoint from Alternate 2 to Alternate 1 Member
Jimmy Odom - Appoint as Alternate 2 Member

Reinvestment Zone Number Two - (TIRZ)

Mark Davis - Reappoint
Chris Price - Reappoint

Transportation Safety Advisory Commission (TSAC)

Charles Cornelisse – Reappoint
Roy Ragsdale – Reappoint
Paul Ryson – Reappoint
Ferrando R. Heyward– Reappoint

The following boards currently have the following vacancies still open:

1. One (1) regular position to include a **real estate background** on Capital Improvement Advisory Committee (CIAC).
2. One (1) alternate position needed on Library Advisory Board.
3. One (1) alternate position needed on the Parks Advisory Board.

GOAL

Re-populate/reappoint vacancies on various Boards, Commissions and Committees.

COMMUNITY BENEFIT

Involving the City of Schertz Citizens with their City.

SUMMARY OF RECOMMENDED ACTION

Based on the recommendations by the Interview Committee staff recommends Council approve the resignations, re-appointments and appointments as stated above.

FISCAL IMPACT

N/A

RECOMMENDATION

Based on the recommendations by the Interview Committee staff recommends Council approve the resignations, re-appointments and appointments as stated above.

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020
Department: Finance
Subject: Resolution No. 20-R-55 - Consideration and/or action approving a Resolution accepting the Semi-annual report with respect to the progress of the Capital Improvements Plan, and other matters in connection therewith. (B. James/J. Walters)

BACKGROUND

Section 395.058 (c) (4) of the Texas Local Government Code requires the Capital Improvements Advisory Committee (CIAC) to file semi-annual reports with respect to the progress of the capital improvements plan and report to City Council any perceived inequities in implement the plan or imposing impact fees. Section 90-158 of the City's Code of Ordinance includes this same requirement. The CIAC is a citizen group made up of our current Planning and Zoning Commission, a real estate-type representative and a resident in the Extraterritorial Jurisdiction, all of whom are appointed by the City Council.

Impact fees can only be charged to new development and used in compliance with a specific adopted plan. Projects in the plan must be designed to increase the capacity of our water and sewer infrastructure to accommodate our growth. General maintenance or replacing old pipes would not be acceptable uses of these funds.

The attached report includes capital recovery balance reports for October 1, 2019 through March 31, 2020 and the draft CIAC minutes from May 20, 2020.

GOAL

To accept the Semi-annual Reports on the revenue and expenditures relating to the water, wastewater, and roadway impact fees as filed by the City of Schertz Capital Improvements Advisory Committee (CIAC).

COMMUNITY BENEFIT

To ensure compliance with State Law and the City's Code of Ordinances and to ensure that impact fees are being collected and spent appropriately.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 20-R-55 accepting the Semi-annual Report as filed by the Capital Improvements Advisory Committee.

FISCAL IMPACT

The report indicates the amounts collected and spent for water, wastewater, and roadway impact fees.

RECOMMENDATION

Approval of Resolution 20-R-55 accepting the Semi-annual Report as filed by the Capital Improvements Advisory Committee.

Attachments

Resolution 20-R-55

Roadway Service Area Map

Exhibit A Minutes

Exhibit B Capital Recovery Balance Report

RESOLUTION NO. 20-R-55

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS ACCEPTING THE SEMIANNUAL REPORTS WITH RESPECT TO THE PROGRESS OF THE CAPITAL IMPROVEMENTS PLAN, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Capital Improvements Advisory Committee has reviewed the revenue and expenditures relating to the established Capital Recovery Fees in accordance with the Capital Improvements Plan for the City of Schertz; and

WHEREAS, the City Council accepts the Semiannual Reports as filed by the Capital Improvements Advisory Committee in accordance with Texas Local Government Code Chapter 395; then

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

Section 1. The City Council hereby accepts the Capital Recovery Balance Report with respect to the progress of the Capital Improvements Plan for the City of Schertz, Texas for the periods of October 1, 2019 through March 31, 2020 as shown in the attached Exhibit A and the draft minutes of the May 20, 2020 City of Schertz Capital Improvements Advisory Committee as shown in the attached Exhibit B.

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 2nd day of June, 2020.

CITY OF SCHERTZ, TEXAS

Rafael Gutierrez, Mayor

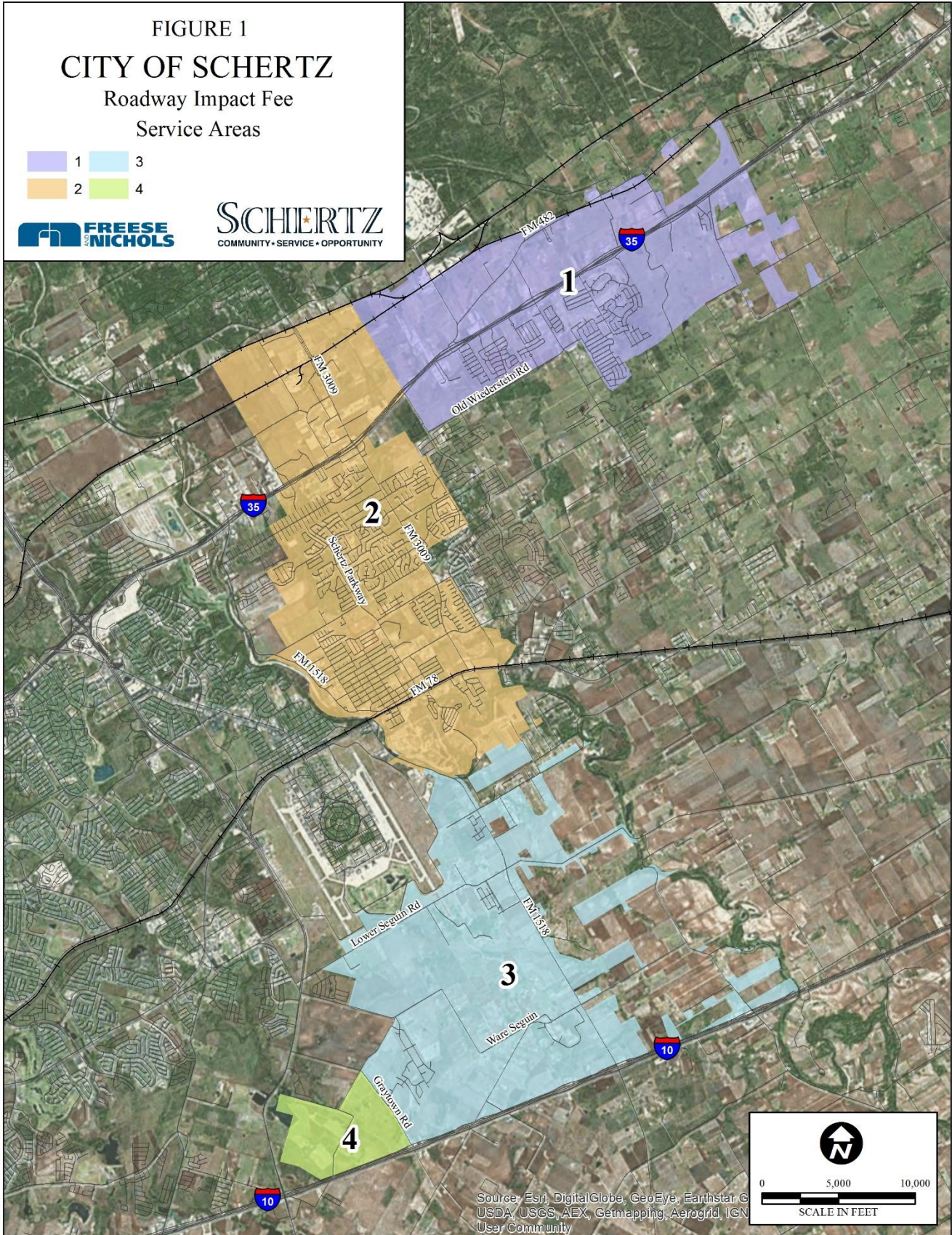
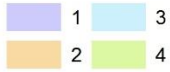
ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

FIGURE 1 CITY OF SCHERTZ

Roadway Impact Fee
Service Areas



CAPITAL IMPROVEMENT ADVISORY COMMITTEE MINUTES

May 13, 2020

The Schertz Capital Improvement Advisory Committee convened on May 13, 2020 at 6:00 p.m. at the Municipal Complex, Council Chambers, 1400 Schertz Parkway Building #4, Schertz, Texas.

Present: Ernie Evans, Member; Richard Braud, Member; Ricky Haynes, Member; Ken Greenwald, Member; Gordon Rae, Member; Glen Outlaw, Member; Earl Platt, Member; Mark Penshorn, Member

Absent: LaDonna Bacon, Member

City Staff: Brian James, Assistant City Manager; Kathy Woodlee, City Engineer; James Walters, Finance Director; Emily Delgado, Senior Planner; Nick Koplyay, Planner; Daniel Santee, City Attorney

1. CALL TO ORDER / ROLL CALL THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING

Mr. Outlaw called the CIAC meeting to order at 6:00P.M.

2. HEARING OF RESIDENTS

Residents who choose to watch the meeting via live stream, but who would like to participate in Residents to be Heard, should email their comments to the Planning Division, at planning@schertz.com by 5:00p.m. on Tuesday, May 12, 2020, so that the Planning Division may read the public comments into the record under the hearing of residents. In the body of the email please include your name, your address, phone number, agenda item number if applicable or subject of discussion, and your comments.

This time is set aside for any person who wishes to address the Capital Improvement Advisory Committee. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Commission 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.

There were no residents who spoke.

3. PUBLIC HEARING

- A. Hold a public hearing, consider and file the semi-annual report evaluating the progress of the city on achieving the capital improvements program and identifying any problems in implementing the plans or administering the capital recovery fees.

Mr. Outlaw opened the public hearing at 6:05 P.M.

No one spoke during the public hearing.

Mr. Outlaw closed the public hearing at 6:06 P.M.

There was a brief discussion.

Motioned by Member Ken Greenwald to recommend to the City Council approval of the semi-annual report., seconded by Member Gordon Rae

Vote: 8 - 0 Passed

4. ADJOURNMENT OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING

Mr. Outlaw adjourned the CIAC meeting at 6:08 P.M.

**CITY OF SCHERTZ
CAPITAL RECOVERY IMPACT FEE REPORT
OCTOBER 1, 2019 TO MARCH 31, 2020**

Oct 1, 2019 to Marc 31, 2020

	***** IMPACTS FEES *****		
	Water	Sewer	Total
Beginning Allocated Impact Fee Balance ¹	2,178,369.65	152,267.99	2,330,637.64
Net Change in Allocated Impact Fees	1,385,858.48	0.00	1,385,858.48
Ending Allocated Impact Fee Balance	792,511.17	152,267.99	944,779.16
Beginning Unallocated Impact Fee Balance	6,455,801.57	6,776,838.52	13,232,640.09
Revenues:			
Impact Fees	564,707.29	279,760.20	844,467.49
Transfer In	0.00	0.00	0.00
Interest Earned	2,610.33	1,536.40	4,146.73
Investments Income	58,108.57	70,835.41	128,943.98
Misc Income	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00
Expenses:			
Advertising	0.00	0.00	0.00
Engineering	0.00	0.00	0.00
Legal Svcs	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00
CCMA-NorthCliffe Impact Fees	0.00	0.00	0.00
Auditor/Accounting Services	1,000.00	1,000.00	2,000.00
Investment Mgt Fee - Sewer	0.00	2,257.72	2,257.72
Transferred Out	0.00	0.00	0.00
Total Revenue Over/(Under) Expense	624,426.19	348,874.29	973,300.48
Ending Unallocated Impact Fee Balance	7,080,227.76	7,125,712.81	14,205,940.57
Estimated Cost of Unfunded Projects			
Corbett Ground Storage Tank	5,000,000.00		
NE Quad Distribution Mains	1,300,000.00		
Impact Fee Study Update	250,000.00		
Woman Hollering Trunk Line		7,860,000.00	
Cibolo West Trunk Line		6,000,000.00	
Impact Fee Study Update		250,000.00	
Total Unfunded Project Costs	6,550,000.00	14,110,000.00	20,660,000.00
Unfunded Projects to Ending Unallocated Impact Fee Balance ²	530,227.76	(6,984,287.19)	(6,454,059.43)

¹ Allocated Impact Fee Balances only include Capital Recovery funds and not funds from any other source. It also assumes Capital Recovery Funds are used first when allocated.

² Negative Unfunded Projects to Ending Impact Fee Balance to be funded by future revenues or through other sources

Capital Recovery Water Projects

Capital Improvements Program	SE Quad Pump Station	SE Quad GST	SE Quad Elevated Tank	SE Quad Distribution Mains	NE Quad Distribution Mains	IH10 Corridor Distribution Mains
Original Cost Estimate	\$ 1,688,289	\$ 1,100,000	\$ 1,250,000	\$ 1,700,000	\$ 1,600,000	\$ 1,000,000
Current Project Designation	Corbett Ground Storage Tank	Corbett Ground Storage Tank	Corbett Elevated Tank - RL1	Corbett Elevated & Ground Tanks		
Current Cost Estimate		\$ 5,000,000	\$ 5,650,000		\$ 1,300,000	

Capital Recovery Funding/Allocation

2011						
2012						
2013			\$ 12,251.14			
2014			\$ 500.00			
2015			\$ 86,166.10			
2016			\$ 3,050,000.00			
2017						
2018						
2019			\$ 1,375,000.00			
2020						

Capital Recovery Funding Balance	\$ -	\$ -	\$ 4,523,917.24	\$ -	\$ -	\$ -
Other Funding Sources	\$ -	\$ -	\$ 1,022,245.46	\$ -	\$ -	\$ -
Total Project Funding Sources	\$ -	\$ -	\$ 5,546,162.70	\$ -	\$ -	\$ -

Project Annual Expenses

First Half 2011						
Second Half 2011						
First Half 2012						
Second Half 2012						
First Half 2013						
Second Half 2013			\$ 12,251.14			
First Half 2014			\$ 6.77			
Second Half 2014			\$ 2,081.13			
First Half 2015			\$ 980.00			
Second Half 2015			\$ 120,233.32			
First Half 2016			\$ 87,843.28			
Second Half 2016			\$ 22,763.75			
First Half 2017			\$ -			
Second Half 2017			\$ 40,403.20			
First Half 2018			\$ 6,248.00			
Second Half 2018			\$ 7,485.13			
First Half 2019			\$ 50,510.63			
Second Half 2019			\$ 1,994,741.24			
First Half 2020			\$ 1,385,858.48			
Second Half 2020						
Total Expenses	\$ -	\$ -	\$ 3,731,406.07	\$ -	\$ -	\$ -

Allocated Impact Project Fee Balance	\$ -	\$ -	\$ 792,511.17	\$ -	\$ -	\$ -
Project Balance	\$ -	\$ -	\$ 1,814,756.63	\$ -	\$ -	\$ -

Project Status	Future	Future	Ongoing	Future	Future	Future
----------------	--------	--------	---------	--------	--------	--------

Capital Recovery Sewer Projects

Capital Improvements Program	Final South Sewershed Master Plan	Town Creek Phase III	Town Creek Phase IV	Woman Hollering Creek STP PH II	South Schertz Trunk Lines and Lift Station	South Schertz Trunk Lines and Lift Station
Original Cost Estimate	\$ 15,000	\$ 659,126	\$ 1,000,000	\$ 600,000	\$ 9,600,000	
Current Project Designation		Town Creek Phase III - QA3		Crossvines Batch Plant Expansion - QA4	Woman Hollering Trunk Line - QA2/Q01	Cibolo West Truck Line
Current Cost Estimate		\$ 931,740		\$ 487,848	\$ 10,860,000	\$ 6,000,000.0

Capital Recovery Funding/Allocation

2011						
2012						
2013						
2014						
2015						
2016						
2017						
2018				\$ 487,848.00		
2019				\$ -		
2020						

Capital Recovery Funding Balance	\$ -	\$ -	\$ -	\$ 487,848.00	\$ -	\$ -
Other Funding Sources		Bond 2007 \$ 931,739.74			Bond 2013 \$ 3,000,000.00	
Total Project Funding Sources	\$ -	\$ 931,739.74	\$ -	\$ 487,848.00	\$ 3,000,000.00	\$ -

Project Annual Expenses

First Half 2011						
Second Half 2011						
First Half 2012						
Second Half 2012					\$ 82,262.17	
First Half 2013					\$ 49,861.30	
Second Half 2013		\$ 980.00			\$ 17,032.55	
First Half 2014		\$ 28,743.00			\$ 61,364.70	
Second Half 2014		\$ 46,690.62			\$ 34,775.84	
First Half 2015		\$ 5,858.72			\$ 5,382.50	
Second Half 2015		\$ 815,683.00			\$ 38,315.41	
First Half 2016		\$ 33,784.40			\$ 121,438.32	
Second Half 2016					\$ 83,983.26	
First Half 2017					\$ 6,220.00	
Second Half 2017					\$ 4,048.18	
First Half 2018					\$ 247,870.62	
Second Half 2018				\$ 68,609.20	\$ 212,479.83	
First Half 2019				\$ 225,595.33	\$ 56,860.59	
Second Half 2019				\$ 41,375.48	\$ 225,106.41	
First Half 2020				\$ -	\$ 98,737.52	
Second Half 2020						
Total Expenses	\$ -	\$ 931,739.74	\$ -	\$ 335,580.01	\$ 1,345,739.20	\$ -

Allocated Impact Project Fee Balance	\$ -	\$ -	\$ -	\$ 152,267.99	\$ -	\$ -
Project Balance	\$ -	\$ -	\$ -	\$ 152,267.99	\$ 1,654,260.80	\$ -

Project Status

Future

Complete

Future

On Going

On Going

Future

**CITY OF SCHERTZ
ROADWAY IMPACT FEE REPORT
OCTOBER 1, 2019 TO MARCH 31, 2020**

Oct 1, 2019 to Marc 31, 2020

	***** ROADWAY IMPACTS FEES *****				
	Area 1	Area 2	Area 3	Area 4	Total
Beginning Allocated Impact Fee Balance	0.00	0.00	0.00	0.00	0.00
Net Change in Allocated Impact Fees	0.00	0.00	0.00	0.00	0.00
Ending Allocated Impact Fee Balance	0.00	0.00	0.00	0.00	0.00
Beginning Unallocated Impact Fee Balance	31,757.94	14,981.09	35,168.60	3,544.70	85,452.33
Revenues:					
Impact Fees	137,322.10	80,421.56	159,737.37	0.00	377,481.03
Transfer In	0.00	0.00	0.00	0.00	0.00
Interest Earned	551.59	287.90	598.30	25.92	1,463.71
Investments Income	0.00	0.00	0.00	0.00	0.00
Misc Income	0.00	0.00	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00	0.00
Expenses:					
Advertising	0.00	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	0.00	0.00	0.00
Legal Svcs	0.00	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00	0.00
Auditor/Accounting Services	0.00	0.00	0.00	0.00	0.00
Transferred Out	0.00	0.00	0.00	0.00	0.00
Total Revenue Over/(Under) Expense	137,873.69	80,709.46	160,335.67	25.92	378,944.74
Ending Unallocated Impact Fee Balance	169,631.63	95,690.55	195,504.27	3,570.62	464,397.07

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020
Department: Human Resources
Subject: Resolution No. 20-R-57 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving Management Advisory Group report and recommendations on City Staff Classification and Compensation Study and other matters in connection therewith. (M. Browne/C. Kelm/J. Kurz)

BACKGROUND

The City contracted with Management Advisory Group International, Inc. (MAG) to conduct a salary and compensation study for City classifications. MAG's findings and recommendations are based on:

- salary survey results;
- job information from employees and their supervisors;
- a job profile analysis based on input from employees and supervisors; and,
- assisting Schertz in options to increase external competitiveness.

The goal of this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for peer and competitor public employers as well as private sector wage information. The objectives of the study were to: 1) conduct job analysis of included City classifications; 2) gather salary and compensation data from similar/competitor organizations; 3) develop a revised classification plan; 4) provide a Benefits Analysis and, 5) develop a revised compensation and pay plan.

MAG will be presenting an overview of the study process, methodologies, and their findings and recommendations. An executive summary of the study is also attached for your reference.

City staff continues to work on implementation strategies and options that will facilitate a fair, equitable and "characteristic neutral" approach to transitioning to the new pay plan within the budgetary constraints of the City.

GOAL

The goal of the study is to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for peer and competitor public employers as well as private sector wage information.

COMMUNITY BENEFIT

Providing competitive compensation will allow the City to more effectively recruit and retain qualified workforce talent.

SUMMARY OF RECOMMENDED ACTION

Approval of the Final Classification & Compensation Report prepared by MAG.

FISCAL IMPACT

The City has budgeted funds over the next 5 years for a multi-year implementation approach.

RECOMMENDATION

Approval of Resolution 20-R-57 to approve the Final Classification & Compensation Report prepared by MAG with multi-year implemntnation plan.

Attachments

Executive Summary

Class & Comp Final Report

Resolution 20-R-57

Classification & Compensation Study

Executive Summary

The City contracted with Management Advisory Group International, Inc. (MAG) to conduct a salary and compensation study for City classifications. MAG's findings and recommendations are based on:

- salary survey results;
- job information from employees and their supervisors;
- a job profile analysis based on input from employees and supervisors; and,
- assisting Schertz in options to increase external competitiveness.

The goal of this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for peer and competitor public employers as well as private sector wage information. The objectives of the study were to: 1) conduct job analysis of included City classifications; 2) gather salary and compensation data from similar/competitor organizations; 3) develop a revised classification plan; 4) provide a Benefits Analysis and, 5) develop a revised compensation and pay plan.

In response, MAG has developed a proposed pay plan and salary adjustment recommendations for current City employees.

Study Methodology

The study methodology included:

- collection of current City budget, personnel, and organizational background information;
- development, distribution, collection, and analysis of Job Profile Questionnaires©;
- identification and selection of comparable agencies for the market salary survey;
- identification of classification benchmarks;
- analysis with recommendations concerning the relative ranking of City positions to develop a classification plan that will ensure internal equity; and
- a salary/wage survey and analysis.

Job Profile Questionnaires

MAG evaluated the included City classifications in order to assign positions to an appropriate pay range. Information about employee jobs was collected through a Job Profile Questionnaire© (JPQ). The questionnaire was available online, through MAG's website, and was made available to all incumbents in included City classifications. MAG collected responses from 297 of the 342 potential respondents for a response rate of 86.8%. The JPQ asked employees to rank their job in each of the above areas and provide written comments about their tasks in each area. Based on this information, each job class was evaluated by MAG's unique Job Evaluation System. The evaluation from this system resulted in an evaluation of each job and established the relative ranking of positions within the compensation system.

Market Salary Survey

The Market Salary Survey reflected the variety of duties and responsibilities in which City employees engage. In a collaborative effort with City management, MAG developed a list of target organizations to be surveyed. Upon City approval of the target list, the survey instrument, and the benchmark classifications, MAG conducted the survey and performed the technical analysis and evaluation.

Organizations typically included as targets in a salary survey are those that are:

- competing with the City for employees, for either lower level or higher level positions;
- geographically situated in such a fashion as to almost automatically be considered a competitor;
- structured similarly to the City, or providing similar types of services;
- attractive to highly valued City employees for one reason or another; and,
- within a reasonable commuting distance.

The proposed salary ranges for the pay plan are the result of both job analysis and a market salary survey of target organizations.

There were 50 job classes included as benchmarks in the survey, identified in collaboration with and confirmation by the City. Classes were chosen to reflect a cross section of the types, levels and organizational areas within the City. The titles were considered to be representative of the various functional areas within the various work areas/units. The data from the survey was used to assist with the classification of the various jobs within the pay structure. *It is important to note, however, that the market study simply serves as an indicator of market trends and, consequently, the internal job analysis is the most critical element in determining pay grade assignment.*

Proposed Pay Plan and Structure

MAG has developed a revised pay plan for all positions included in the study. The proposed pay plan is an open range plan. The City currently uses a grade and step compensation plan. However, the open range approach is less structured and allows for the recognition of variable employee performance. It is also much less costly to implement an open range pay structure. This approach has the benefit of flexibility and does not obligate the employer to increases based only on tenure.

Market Position

Current Market Position

Overall, the survey data indicates that the City generally lags the market about 16% at the midpoint. This is to say that the City currently pays at about the 34th percentile.

Proposed Market Position

MAG first prepared implementation reports to bring the City to 100% of the market, or the 50th percentile. However, due to the City's financial constraints, MAG prepared an alternative option to bring the City to 97% of the market, or the 47th percentile. **Staff recommends implementation at the 47th percentile.**

Position & Cost Summary

Cost Summary

Current Payroll	\$18,721,085
Proposed Payroll plus FICA	\$19,957,310
% Change in Total Payroll	6.60%

Adjustment To Minimum*	\$427,816
Adjustment to Market**	\$808,409
Total Applied Adjustments	\$1,236,225

Position Summary

# of Positions reviewed:	368
# Adjusted To Minimum:	140
# Adjusted Toward Market:	241
# Not Adjusted :	86

*Adjustment to Minimum – adjustment to salary to bring a person/position up to the new proposed minimum salary range.

**Adjustment to Market – adjustment to salary to maintain an incumbent’s depth penetration in their current range. This is an effort to maintain the merit system.

Budget Summary

FY 19-20 - \$275,000 (YEAR 0)
FY 20-21 - \$250,000 (YEAR 1)
FY 21-22 - \$250,000 (YEAR 2)
FY 22-23 - \$250,000 (YEAR 3)
FY 23-24 - \$250,000 (YEAR 4)

We have a total of \$1.275M budgeted over the next five years for implementation of Class & Comp.

Implementation Timeframe

MAG recommends implementation beginning October 1, 2020. Staff recommends an accelerated implementation beginning July 1, 2020 (budgeted funds available).

City staff is working on implementation strategies and options that will facilitate a fair, equitable and “characteristic neutral” approach to transitioning to the new pay plan within the budgetary constraints of the City.

MAG’s implementation recommendations would accomplish the following:

- Bring about internal salary equity for employees;
- Greatly simplify the salary plan for internal administration;
- Provide a simple, easy to understand plan for employees;
- Freeze any salary that exceeds the range maximum;
- Simplify future adjustments to the structure to accommodate market changes.

Benefit Analysis

MAG completed a comparative benefit analysis, and the results are included with the report; though, they did not provide recommendations for changes to benefits. Looking at the City’s comprehensive benefit offerings, the City appears to be competitive overall. Based upon a recent news release from the Bureau of Labor Statistics, total benefits account for 37.7% of compensation of local government employees (national average). Finance has confirmed that the City is right about 37.76% (though individual positions may vary due to overtime, certification pay & Worker’s Comp).

Table 3. Employer Costs for Employee Compensation for state and local government workers by occupational and industry group [Dec. 2019]																
Series	Total compensation ¹		Wages and salaries		Total benefits		Paid leave		Supplemental pay		Insurance		Retirement and savings		Legally required benefits	
	Cost (\$)	Percent	Cost (\$)	Percent	Cost (\$)	Percent	Cost (\$)	Percent	Cost (\$)	Percent	Cost (\$)	Percent	Cost (\$)	Percent	Cost (\$)	Percent
State and local government workers.....	52.14	100.0	32.50	62.3	19.63	37.7	3.89	7.5	0.51	1.0	6.08	11.7	6.30	12.1	2.86	5.5

Given the City’s financial constraints, staff recommends that all budgeted and available funds for Class & Comp implementation be allocated to adjusting wages.

CITY OF SCHERTZ, TX

Classification and Compensation Study Draft Report



May 28, 2020



12730 Fair Lakes Circle, Suite 600
Fairfax, Virginia 22033
703-590-7250 – phone



MANAGEMENT ADVISORY GROUP INTL., INC.

MANAGEMENT CONSULTING SERVICES

May 28, 2020

Jessica S. Kurz, Director of Human Resource and Purchasing
City of Schertz, TX
1400 Schertz Parkway
Schertz, TX 78154
Office: 210-619-1152
jkurz@schertz.com

Dear Ms. Kurz:

Management Advisory Group International, Inc. (MAG) is pleased to present this *Draft Report for a Salary and Compensation Study to the City of Schertz, TX*. We would ask you to review the report and MAG's recommendations. The Draft Report is organized into the following sections:

- Section 1: Introduction and Methodology
- Section 2: Selected Personnel Policies
- Section 3: Salary Survey Summary
- Section 4: Classification Comparison List
- Section 5: Proposed Pay Plan
- Section 6: Alpha Listing of Job Titles
- Section 7: Benefits Analysis
- Section 8: Implementation Cost Projection
- Appendix A: Benchmarks Selected
- Appendix B: FLSA Information

MAG would like to express our thanks to all employees and staff who have participated in this important project. We look forward to your questions and input concerning the proposed plan.

Sincerely,

Donald C. Long, Ph.D., President
Management Advisory Group International, Inc.
12730 Fair Lakes Circle, Suite 600
Fairfax, Virginia 22033



CITY OF SCHERTZ, TX

SALARY & COMPENSATION STUDY

TABLE OF CONTENTS

Transmittal Letter

Table of Contents

Section 1.0 – Introduction & Methodology

Section 2.0 – Selected Personnel Policies

Section 3.0 – Salary Survey Summary

Section 4.0 – Classification Comparison List

Section 5.0 – Proposed Pay Plan

Section 6.0 – Alphabetical Class Listing

Section 7.0 – Benefits Analysis

Section 8.0 – Implementation Cost Projection

Appendix A – Benchmarks Selected

Appendix B – FLSA Information

SECTION 1.0

Introduction and Methodology

Section 1: Introduction & Methodology

Introduction

City of Schertz, TX contracted with Management Advisory Group International, Inc. (MAG) to conduct a salary and compensation study for City classifications. This report presents the findings and recommendations of the classification and compensation study for those classifications. MAG's findings and recommendations are based on:

- salary survey results;
- job information from employees and their supervisors;
- a job profile analysis based on input from employees and supervisors; and,
- assisting Schertz in options to increase external competitiveness.

The goal of the City for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for peer and competitor public employers as well as private sector wage information.

In response, MAG has developed a proposed pay plan and salary adjustment recommendations for current incumbents in included City classifications.

Project Focus

The objectives of the study were to:

- Conduct job analysis of included City classifications;
- Gather salary and compensation data from similar/competitor organizations;
- Develop a revised classification plan;
- Provide a Benefits Analysis and,
- Develop a revised compensation and pay plan.

A list of project tasks and activities is indicated by Exhibit 1-1.

**EXHIBIT 1-1
CITY OF SCHERTZ, TX
PROJECT TASKS**

Project Initiation – Developed project proposal, work plan and timeline. Discussed with City administration and revised project work plan.

Initial Meetings – Met with City administration and management to clearly define the scope, goal(s), and objective(s) for the proposed study.

Conducted Department Head Sessions and Distributed JPQs – Conducted sessions to gather input regarding the proposed project. Provided *Job Profile Questionnaires* (JPQs) – MAG’s online job information survey – to current City employees in included classifications to gather job specific information on specific duties, responsibilities, and essential job attributes.

Developed/Distributed Salary Survey Instrument – Developed a comprehensive salary survey to gather compensation information from target organizations for selected City benchmark classifications.

Collected/Analyzed Compensation Data – Collected and reviewed compensation data from respondent organizations.

Conducted Job Analysis – Performed analysis of job duties based on completed JPQs.

Developed Revised Pay Plan – Developed a preliminary proposed pay plan based on the results of the market salary survey, job analysis, and internal/external equity considerations.

Developed Salary Adjustment Recommendations – Developed salary adjustment recommendations for all included City classifications based on the revised pay plan(s) and implementation calculations.

Developed & Submitted Draft Report – Develop and submit a Draft Report for City review integrating the job analysis, proposed pay and classification plan, salary survey, and implementation recommendations.

Revised Draft Report – Incorporate City technical review of Draft Report materials, and include final employee database revisions.

Develop & Submit Final Report – Submit a Final Report upon final review.

Exhibit 1-2 illustrates a flow-chart process used for developing a proposed pay and classification plan.

EXHIBIT 1-2
CITY OF SCHERTZ, TX
PROJECT FLOWCHART



Methodology Overview

To begin the study, MAG requested and reviewed preliminary information and arranged for on-site work with the City. At this time, MAG conducted initial meetings with City administration and provided several instruments to be used in conducting the compensation and classification analysis, including:

- a *Job Profile Questionnaire*® (JPQ); and
- a Market Salary Survey to be conducted with comparable classifications with a selected group of agencies and employers.

The study methodology included:

- collection of current City budget, personnel, and organizational background information;
- development, distribution, collection, and analysis of *Job Profile Questionnaires*®;
- identification and selection of comparable agencies for the market salary survey;
- identification of classification benchmarks;
- analysis with recommendations concerning the relative ranking of City positions to develop a classification plan that will ensure internal equity; and
- a salary/wage survey and analysis

Initial Meetings and Orientation

Upon agreement to proceed, the project team met with City management to discuss the study's objectives, along with the strengths and weaknesses of the current organizational structure and compensation management systems. City management provided input regarding the City's compensation philosophies, preferences, and needs of the systems to be developed. MAG's representatives requested documentation about current compensation and classification programs, met with City management to discuss these systems, and developed an understanding of concerns to be addressed.

The project team also conducted meetings for Department Heads to provide an overview of the scope, content, and methodology of the study, encourage employee cooperation and commitment, and establish appropriate time frames for completing and returning necessary forms.

Job Profile Questionnaire©

MAG evaluated the included City classifications in order to assign positions to an appropriate pay range. The job evaluation included various factors, such as:

- Involvement with Data, People, and Assets
- Experience/Vocational Requirements
- Educational/Vocational Requirements
- Mathematical Requirements
- Communications Requirements
- Judgment Requirements
- Impact of Decisions
- Complexity of Work
- Safety of Others Responsibilities
- Americans with Disabilities Act Requirements
- Physical Requirements
- Equipment Usage
- Unavoidable Hazards
- Sensory Requirements

Information about employee jobs was collected through a *Job Profile Questionnaire© (JPQ)*. The questionnaire was available online, through MAG's website, and was made available to all incumbents in included City classifications. MAG collected responses from 297 of the 342 potential respondents for a response rate of 86.8%

The *JPQ* asked employees to rank their job in each of the above areas and provide written comments about their tasks in each area. Based on this information, each job class was evaluated by MAG's unique Job Evaluation System. The evaluation from this system resulted in an evaluation of each job and established the relative ranking of positions within the compensation system.

Market Salary Survey

The City employs a wide range of jobs that contain a mix of work responsibilities found in both the public and private sectors. Private sector data was gathered through the use of O*net. O*Net is the Occupational Information Network, maintained by the Department of Labor, which compiles wage

information from all employers in the United States with more than fifty (50) employees. O*Net is not used for comparative purposes for sworn emergency service positions.

The Market Salary Survey reflected the variety of duties and responsibilities in which City employees engage. The Market Salary Survey is one of the key components of a classification and compensation study, as well as one of the more difficult and sensitive activities in the study process.

In a collaborative effort with City management, MAG developed a list of target organizations to be surveyed. Upon City approval of the target list, the survey instrument, and the benchmark classifications, MAG conducted the survey and performed the technical analysis and evaluation.

Organizations typically included as targets in a salary survey are those that are:

- competing with the City for employees, for either lower level or higher level positions;
- geographically situated in such a fashion as to almost automatically be considered a competitor;
- structured similarly to the City, or providing similar types of services;
- attractive to highly valued City employees for one reason or another; and,
- within a reasonable commuting distance.

The proposed salary ranges for the pay plan are the result of both job analysis and a market salary survey of target organizations.

Target Organizations	
Austin	Schertz Cibelo Universal City ISD
Austin-Travis County EMS	San Marcos
Bexar County	San Marcos Hays County EMS
Cedar Park	Seguin
Comal County	Selma
Fort Bend County EMS	Temple
Georgetown	Washington County EMS
New Braunfels	Williamson County EMS
New Braunfels Utilities	San Antonio Water System
Round Rock	O*Net - Private Sector Data
San Antonio	Pflugerville

Benchmark Classes

There were 50 job classes included as benchmarks in the survey, identified in collaboration with and confirmation by the City. Classes were chosen to reflect a cross section of the types, levels and organizational areas within the City. The titles were considered to represent the various functional areas and levels within the various work areas/units.

In the survey instrument, each job was carefully described in a class profile. In addition to the statement of job duties and responsibilities, specific information pertaining to the education requirements and work experience needed for the class was included. The respondent's matching class title, annual minimum and maximum salary, duty days, and annual hours was also included in the survey. Because the class profiles were created from the information obtained from completed JPQs, validity was built into the process through the class profile methodology.

The data from the survey were used to assist with the classification of the various jobs within the pay structure. *It is important to note, however, that the market study simply serves as an indicator of market trends and, consequently, the internal job analysis is the most critical element in determining pay grade assignment.*

Proposed Pay Plan

MAG has developed a revised pay plan for all positions included in the study. Specific details of the plans are provided in report tables following this narrative. The proposed pay plan puts employees into a Unified range plan. Implementation costs are provided for employees.

MAG's recommendations consider the following:

- Current salary,
- Current job title or rank; and,
- Employee's salary placement of the current range.

The computer software program, **Classification Manager®** then calculates an exact target salary for each employee that fairly and equitably makes an adjustment. If the employee's current salary exceeds the target salary, then the calculations will not provide any further adjustment. No employee is recommended for any decrease in salary, even if the current salary substantially exceeds the target salary. MAG does recommend that any employee whose current salary exceeds the target salary should continue to advance through the range until they reach the range maximum.

This implementation approach achieves the maximum amount of internal equity possible without reducing the salary of any employee. Once the new structure and the recommended salaries are adopted, the City will, over time, reach full equity as people leave or retire.

No employee should receive any additional salary adjustments once their salary has reached the maximum of the range. The recommendation is to freeze the salary until there is sufficient market adjustment to allow an increase.

Pay Plan Structure

MAG has established a Unified structure for the positions included within the scope of the study. It is an open range plan.

The open range approach is less structured and allows for the recognition of variable employee performance. It is also much less costly to implement an open range pay structure. This approach has the benefit of flexibility and does not obligate the employer to increases based only on tenure.

There is an increasing trend in local government to move from pay increases for general employees based on longevity to a merit-based plan. The concept that employees should receive more salary simply because of another year of service is losing favor and is being replaced with performance based plans that provide variable compensation adjustments ranging from zero to several percentage points, with the foundation being a job-based/performance related system of review. While not a part of this scope of

work, MAG has developed a web-based merit evaluation system that utilizes a unique performance approach for each job class and is able to be customized down to the level of each individual employee.

The Employment Cost Index can be used to adjust the structure on an annual basis. If employees are moved within the salary range at the same amount (percentage) as the ECI, then progression within a range will effectively stall at the initial point of salary placement within the pay plan.

The ECI could be used as a basis for funding a performance management system to move employees through the range. If that option was selected, then the ECI could serve as a reference point for moving the structure and as the percentage of the “midpoint” of a performance range. Indexing “average” or “acceptable” performance to the ECI would be a logical way to index the performance system on an annual basis. This would insure that employees who are “acceptable” at least keep pace with the cost of wages, and those whose performance is above the norm have a way to gain a meaningful increase.

Most performance systems fail because they are underfunded, and because the system is not sufficiently sophisticated to establish a mathematical relationship between and among all scores in the system. A mathematically sound performance system would be based on normalizing scores for each reviewer, then each department and then normalizing scores across all departments. If an evaluator rated all employees high, that would become the “norm” for that evaluator. Another evaluator who rated all scores low, would also be normalized toward a “norm”. Once all discrete scores have been normalized by supervisor, then the scores are regressed against each other, resulting in a single dollar value per point that is related to the funds or percentage of money available for distribution. This also addresses the problems that exist when a supervisor or departments has a historical perceive that all of their employees are outstanding.

Minimum Wage

MAG found that survey respondents have starting minimum wages for seasonal jobs ranging from \$7.25/hr. (Temple, TX) to \$15.00/hr. (Austin, TX) with an average of \$9.58. Lifeguard, a specific seasonal job had a range of \$8.25 (Pflugerville) to \$15.00 (Austin) with an average of \$10.14. Schertz is highly competitive with the current minimum. MAG does not find compelling market support for a change at this time.

Plan Implementation

MAG recommends that the new compensation structures go into effect with an implementation date of October 1, 2020 with the recommended salary adjustments. The initial implementation action would be to ensure that employees are brought to the minimum of the recommended pay range for their position title.

If funding is available, the City should take steps to address the questions of internally equitable salary placement for every employee. The recommendations would accomplish the following:

- Bring about internal salary equity for employees;
- Greatly simplify the salary plan for internal administration;
- Provide a simple, easy to understand plan for employees;
- Freeze any salary that exceeds the range maximum;
- Simplify future adjustments to the structure to accommodate market changes.

These recommended changes provide a solid foundation for employee compensation that should serve the City and the employees well as they move into the future.

The proposed implementation plan carefully balances these two important considerations. Based on the City's current financial position, MAG has created an implementation scenario with the salary grade structure set at ninety seven percent (97%) of full market. In compensation practice in public sector organizations, a salary grade structure set at +/- 5% of full market is considered "on the market". Therefore, this relationship adjustment to full market should not have an impact on the City's ability to attract and retain quality employees.

SECTION 2.0

Selected Compensation Policies

2.0 – Selected Compensation Policies

As part of the study, Management Advisory Group offers observations and recommendations regarding compensation policies. This includes “best practices” in the field of human resources.

Future Salary Adjustment Recommendations

The cost to implement and maintain the compensation system should be driven by changes in the labor market and should be applied globally to the system, which, in turn, adjusts each salary range. Compensation systems that are well maintained address *two primary issues* on an annual basis:

- the cost to maintain competitiveness within the system; and,
- the cost to adjust individual salaries.

From time to time, the City may determine the need to adjust pay grades/ranges based on some factor, such as the Economic Cost Index (ECI) to maintain competitiveness at salary range minimums and hiring rates, as well as accommodate current incumbent pay progression within the grades. Ideally, funding permitting, the City should conduct a salary/market review periodically to assess market conditions and ensure a competitive posture in personnel recruitment and retention. At this time, a more detailed comparison to the external market, as well as, to immediate competitors can be made using a comprehensive methodology such as that used in this review.

To guide salary adjustment(s) for Departmental Directors and their direct reports, consideration should be given to adopting a performance-based plan which would have direct job-related criteria and would provide the ability to reward exceptional performance above that which might be provided under a seniority system. A job-related performance management system allows for the work to be reviewed, goals to be set, and flexibility in providing a meaningful monetary response to exceptional performance.

Allocation of Employees Within the New Proposed Ranges

For employees whose current salary level is below the minimum level in the assigned range, the salary level would be the minimum in the range. For employees with current salary levels exceeding the maximum level in the assigned range, the salary would be frozen at that level until the range is adjusted to allow movement.

The placement of employees within the newly proposed salary matrix is based on a formula designed to address internal equity. *No salary for any employee is recommended for reduction.* Each employee has a calculated target salary and is then recommended for placement in the next closest higher range.

Pay Plan Structure

It is typical for ranges to overlap in a compensation plan in a unified pay plan. The higher part of a pay range will overlap the lower end of the higher pay grade due to the widths of the ranges and the gap between pay ranges. It is, therefore, possible for long term employees who have received multiple salary increases due to merit increases to have salaries greater than employees in a higher pay grade who have not received equivalent merit increases.

Future Administration of the Plan

In order to retain the currency of the plan, the City can establish a maintenance agreement with MAG that would provide a salary survey and a recommended market adjustment of ranges. Under the provisions of MAG's maintenance agreement, assistance is always available to the City to review requests for reclassification; conduct spot surveys for market sensitive positions; provide ongoing maintenance such as database updates reflecting current salaries, terminations, and new-hires; and develop/change class descriptions.

Implementation costing recommendations are a "transition" process to move all employees, in a uniform manner, from one salary structure to another. Implementation calculation are formula driver and are calculated on the relationship of the employees' current salary to the dollar spread in the new proposed pay range and structure, based on employee's current placement of salary in current range. MAG would never recommend that salary be taken away from any employee as a part of an implementation process. Salaries can however, be "redlined" if they exceed the maximum of the proposed range. It is an internal policy decision regarding any future adjustment that exceeds the range maximum and beyond the scope of MAG's work.

The Implementation formula is "characteristic" blind. It does not consider age, race, sex, religion or ad hoc decisions that may have been made as a result of widely varying compensation policies and practices over the life of the employee's service with the organization. Implementation formulas are not meant to represent where an employee should be within the pay structure had the proposed plan been in place the day the employee was hired. It is for purposes of identifying a fair, equitable and "characteristic neutral" approach to transitioning to the new pay plan within the budgetary constraints of the organization.

MAG's transition/Implementation recommendations can serve as a base point and the organization can then overlay any exogenous variables or subjective criteria that they deem appropriate.

MAG will not include nor embrace any approach to implementation that is not strictly formula driven. If any organization wishes to overlay or change the recommendations it must be made clear that any additional subjective salary adjustment overlay did not come from MAG and is not endorsed by MAG.

Proposed Compensation Under the New Plan

The Classification Manager® software has established a target salary for each employee by first calculating the cost to raise the incumbent to the minimum of the new range (if appropriate). A formula is then applied that calculates a target salary for the employee based on replicating the current depth of penetration of the existing pay range. This methodology maintains the integrity of the existing merit system and perpetuates existing salary differentials.

Plan Implementation

MAG recognizes that implementation of the new or revised compensation and classification programs must consider the financial disposition, current salary levels and other variables unique to the City. Only after all these factors are considered can a feasible implementation scenario be designed. MAG has worked to provide an implementation plan that will address the current inequities and will provide a framework for external competitiveness.

It is especially important during the current economic times that the City retain its highly qualified work force by providing a fair and competitive compensation program. Additionally, it is equally important, that the City not overpay for positions.

SECTION 3.0

Salary Survey Summary



Salary Survey Results for Schertz, TX

Title	Avg Market Range Min	Avg Market Range Mid	Avg Market Range Max	Ave Range Width	Schertz Range Min	Min % Variance	Schertz Range Mid	Mid % Variance	Schertz Range Max	Max % Variance	Schertz Range Width
Facilities Services Technician	\$27,663	\$34,033	\$40,404	46.06%	\$26,187	-6%	\$31,782	-7%	\$38,126	-6%	42.70%
Park Worker I	\$29,072	\$34,530	\$39,989	37.55%	\$25,168	-16%	\$30,555	-13%	\$36,649	-9%	42.80%
Library Clerk II	\$28,489	\$35,345	\$42,201	48.13%	\$28,330	-1%	\$34,403	-3%	\$41,267	-2%	42.90%
Utility Billing Clerk I	\$30,908	\$37,887	\$44,866	45.16%	\$28,330	-9%	\$34,403	-10%	\$41,267	-9%	42.90%
Animal Services Officer	\$34,139	\$40,972	\$47,806	40.03%	\$29,474	-16%	\$35,786	-14%	\$42,952	-11%	42.80%
Administrative Assistant	\$33,706	\$41,349	\$48,992	45.35%	\$31,907	-6%	\$38,740	-7%	\$46,488	-5%	42.80%
Serviceman I	\$34,182	\$42,326	\$50,469	47.65%	\$28,330	-21%	\$34,403	-23%	\$41,267	-22%	42.90%
Accounts Payable Coordinator	\$35,300	\$42,913	\$50,526	43.13%	\$37,378	6%	\$45,386	5%	\$54,454	7%	42.80%
Deputy Court Clerk	\$34,734	\$43,189	\$51,643	48.68%	\$28,330	-23%	\$34,403	-26%	\$41,267	-25%	42.90%
Meter Technician I	\$35,399	\$43,715	\$52,031	46.98%	\$29,474	-20%	\$35,786	-22%	\$42,952	-21%	42.80%
Fleet Mechanic I	\$35,687	\$43,794	\$51,901	45.43%	\$31,907	-12%	\$38,740	-13%	\$46,488	-12%	42.80%
Communications Officer	\$38,103	\$46,004	\$53,905	41.47%	\$34,528	-10%	\$41,933	-10%	\$50,315	-7%	42.90%
Code Enforcement Officer	\$39,007	\$47,870	\$56,733	45.44%	\$34,528	-13%	\$41,933	-14%	\$50,315	-13%	42.90%
Building Inspector	\$41,037	\$50,315	\$59,593	45.22%	\$38,896	-6%	\$47,226	-7%	\$56,659	-5%	42.80%
Help Desk Technician	\$42,297	\$51,155	\$60,013	41.88%	\$42,099	0%	\$51,116	0%	\$61,339	2%	42.80%
Facilities Maintenance Foreman	\$44,171	\$53,400	\$62,628	41.78%	\$38,896	-14%	\$47,226	-13%	\$56,659	-11%	42.80%
Plans Examiner	\$44,368	\$53,767	\$63,165	42.37%	\$47,424	6%	\$57,574	7%	\$69,077	9%	42.80%
HR Generalist	\$44,666	\$54,396	\$64,126	43.57%	\$38,896	-15%	\$47,226	-15%	\$55,557	-15%	42.80%
GIS Specialist	\$44,526	\$55,166	\$65,806	47.79%	\$45,573	2%	\$55,328	0%	\$66,394	1%	42.80%
Planner I	\$45,826	\$56,744	\$67,663	47.65%	\$42,099	-9%	\$51,116	-11%	\$60,133	-13%	42.80%
EMT*	\$47,988	\$56,780	\$65,572	36.64%	\$31,915	-50%	\$39,210	-45%	\$46,504	-41%	45.70%
Youth Services Librarian	\$45,996	\$57,696	\$69,396	50.87%	\$45,573	-1%	\$55,328	-4%	\$66,394	-5%	42.80%
Fleet Foreman	\$48,406	\$59,274	\$70,142	44.90%	\$45,573	-6%	\$55,328	-7%	\$66,394	-6%	42.80%
Accountant I	\$48,707	\$61,181	\$73,656	51.22%	\$38,896	-25%	\$47,226	-30%	\$56,659	-30%	42.80%
Firefighter*	\$51,447	\$61,846	\$72,244	40.42%	\$43,805	-17%	\$53,830	-15%	\$63,856	-13%	45.80%
Police Officer*	\$57,500	\$66,119	\$74,739	29.98%	\$47,424	-21%	\$57,574	-15%	\$69,077	-8%	42.80%
Financial Analyst	\$54,492	\$68,865	\$83,237	52.75%	\$43,805	-24%	\$53,186	-29%	\$63,814	-30%	42.80%
Water/Wastewater Superintendent	\$58,772	\$73,688	\$88,605	50.76%	\$53,394	-10%	\$64,834	-14%	\$77,792	-14%	42.90%
Senior Systems Administrator	\$59,599	\$73,998	\$88,398	48.32%	\$49,338	-21%	\$59,894	-24%	\$71,864	-23%	42.80%
Paramedic*	\$60,237	\$74,047	\$88,957	47.68%	\$43,825	-37%	\$53,843	-38%	\$63,860	-39%	45.70%
Court Administrator	\$59,584	\$74,453	\$89,323	49.91%	\$55,557	-7%	\$67,454	-10%	\$80,933	-10%	42.80%
Fire Apparatus Operator*	\$64,403	\$75,191	\$85,980	33.50%	\$53,394	-21%	\$64,834	-16%	\$77,792	-11%	45.70%
Human Resources Manager	\$61,732	\$77,143	\$92,555	49.93%	\$60,133	-3%	\$73,008	-6%	\$87,610	-6%	42.80%
Police Corporal*	\$72,238	\$78,273	\$84,308	16.71%	\$55,557	-30%	\$67,454	-16%	\$80,933	-4%	42.80%
Public Works Manager	\$64,515	\$80,476	\$96,436	49.48%	\$67,725	5%	\$82,222	2%	\$98,654	2%	42.80%
Chief Building Official	\$72,043	\$90,233	\$108,423	50.50%	\$53,394	-35%	\$64,834	-39%	\$77,792	-39%	42.90%
Police Lieutenant*	\$94,733	\$101,262	\$107,790	13.78%	\$73,299	-29%	\$88,993	-14%	\$106,787	-1%	42.80%
Battalion Chief*	\$99,543	\$107,028	\$114,513	15.04%	\$70,450	-41%	\$86,549	-24%	\$102,648	-12%	45.70%
Library Director	\$87,543	\$113,805	\$140,068	60.00%	\$73,299	-19%	\$88,993	-28%	\$106,787	-31%	42.80%
Director of Parks, Rec. & Community Svcs	\$96,301	\$124,965	\$153,628	59.53%	\$79,352	-21%	\$96,335	-30%	\$113,318	-36%	42.80%
Director of Human Resources & Purchasing	\$100,316	\$129,817	\$159,319	58.82%	\$89,357	-12%	\$108,493	-20%	\$130,166	-22%	42.80%
IT Director	\$101,946	\$130,754	\$159,562	56.52%	\$85,883	-19%	\$104,270	-25%	\$125,112	-28%	42.80%
City Engineer	\$105,210	\$130,978	\$156,747	48.99%	\$82,555	-27%	\$100,225	-31%	\$120,266	-30%	42.80%
Police Chief	\$102,791	\$133,021	\$163,251	58.82%	\$100,630	-2%	\$122,179	-9%	\$146,598	-11%	42.80%
Fire Chief	\$102,791	\$133,021	\$163,251	58.82%	\$100,630	-2%	\$122,179	-9%	\$146,598	-11%	42.80%
Finance Director	\$104,742	\$135,067	\$165,393	57.91%	\$85,883	-22%	\$104,270	-30%	\$125,112	-32%	42.80%
Director of Public Works	\$106,281	\$140,012	\$173,743	63.48%	\$89,357	-19%	\$108,493	-29%	\$130,166	-33%	42.80%
Assistant City Manager	\$121,035	\$155,778	\$190,520	57.41%	\$113,318	-7%	\$137,582	-13%	\$165,090	-15%	42.80%

Note: Responses for titles with an "*" have been normalized to reflect the hours worked by Schertz employees.

Market Averages \$60,295 \$74,451 \$88,630 45.92%

Schertz Averages \$52,522 -14.71% \$63,827 -15.92% \$76,421 -14.75% 43.12%

SECTION 4.0

Classification Comparison List

CLASS COMPARISON LIST BY PAY PLAN

Class Comparison List By Pay Plan City of Schertz, TX

Proposed Pay Plan: Unified					
Grade			Annual Range		
			Min	Mkt	Max
Proposed Class Title	Original Title	Working Title			
103			\$20,935	\$24,704	\$30,386
Kennel Technician	P/T Kennel Technician		19,843	23,254	28,329
Library Page	P/T Library Page (10 Hrs)		18,324	21,465	26,187
106			\$24,235	\$28,598	\$35,175
Animal Services Technician	Animal Services Technician		24,190	29,712	35,235
Library Clerk I	P/T Children's Programming Clk (20 Hrs)		24,190	29,712	35,235
Library Clerk I	P/T Circulation Clerk (10 Hrs)		24,190	29,712	35,235
Library Clerk I	P/T Circulation Clerk (20 Hrs)		24,190	29,712	35,235
Library Clerk I	P/T Processing Clerk (20 Hrs)		24,190	29,712	35,235
Library Clerk I	Temp P/T Circulation Clerk (20 Hrs)		20,800	20,800	20,800
107			\$25,447	\$30,028	\$36,934
Events Attendant	Events Attendant		26,187	32,156	38,126
Events Attendant	P/T Events Attendant (28 Hrs)		26,187	32,156	38,126
Park Worker	P/T Park Worker I (24 Hrs)		25,168	30,908	36,649
108			\$26,719	\$31,529	\$38,781
Drainage Worker I	Drainage Worker I		26,187	32,156	38,126
109			\$28,055	\$33,105	\$40,720
Customer Relations Representative	Customer Relations/311 Rep		28,329	34,798	41,267
Customer Relations Representative	P/T Customer Relations/311 Rep		28,329	34,798	41,267
Customer Relations Representative	Receptionist-Dispatcher		28,329	34,798	41,267
Facilities Technician	Facilities Maintenance Technician		28,329	34,798	41,267
Facilities Technician	Facilities Services Technician		26,187	32,156	38,126
Library Clerk II	Library Clerk II		28,329	34,798	41,267
Parks Maintenance Technician	Park Worker I		25,168	30,908	36,649
Street Worker I	Street Worker I		26,187	32,156	38,126
Supply Coordinator	P/T Supply Coordinator		26,187	32,156	38,126
110			\$29,458	\$34,761	\$42,756
Drainage Worker II	Drainage Worker II		29,473	36,212	42,952
Permit Technician	Permit Technician		28,329	34,798	41,267
Utility Billing Clerk	Utility Billing Clerk I		28,329	34,798	41,267

Class Comparison List By Pay Plan City of Schertz, TX

Proposed Pay Plan: Unified					
Grade			Annual Range		
			Min	Mkt	Max
Proposed Class Title	Original Title	Working Title			
111			\$30,931	\$36,499	\$44,893
Library Assistant	Library Assistant		29,473	36,212	42,952
Street Worker II	Street Worker II		29,473	36,212	42,952
112			\$32,478	\$38,324	\$47,138
Administrative Assistant	Administrative Assistant		31,907	39,197	46,488
Administrative Assistant	Administrative Assistant/Help Desk Coordinator		31,907	39,197	46,488
Administrative Assistant	Senior Administrative Assistant		37,377	45,916	54,454
Animal Services Officer	Animal Services Officer		29,473	36,212	42,952
Event Specialist	Events Specialist		33,196	40,778	48,360
Meter Technician	Meter Technician I		29,473	36,212	42,952
Meter Technician	Meter Technician II		31,907	39,197	46,488
Police Records Specialist	Police Records Specialist		25,168	30,908	36,649
Service Worker I	Serviceman I		28,329	34,798	41,267
113			\$34,101	\$40,240	\$49,495
Deputy Court Clerk	Deputy Court Clerk		28,329	34,798	41,267
EMS Billing Specialist	EMS Billing Specialist		35,942	44,148	52,353
Fleet Mechanic	Fleet Mechanic I		31,907	39,197	46,488
Purchasing Specialist	Senior Purchasing Specialist		35,942	44,148	52,353
114			\$35,807	\$42,252	\$51,970
Accounts Payable Coordinator	Accounts Payable Coordinator		37,377	45,916	54,454
Development Specialist	Development Specialist		33,196	40,778	48,360
Service Worker II	Serviceman II		31,907	39,197	46,488
115			\$37,597	\$44,364	\$54,568
Code Enforcement Officer	Code Enforcement Officer		34,528	42,421	50,315
Communications Officer	Communications Officer		34,528	42,421	50,315
Drainage Supervisor	Drainage Foreman		38,896	47,777	56,659
116			\$39,477	\$46,583	\$57,297
Building Inspector	Building Inspector		38,896	47,777	56,659
Civic & Community Center Coordinator	Civic & Community Center Coordinator		42,099	51,719	61,339
Facilities Maintenance Crew Supervisor	Facilities Maintenance Foreman		38,896	47,777	56,659
Marketing & Communications Specialist	Marketing & Communications Specialist		40,476	49,712	58,947
Park Maintenance Crew Supervisor	Park Maintenance Crew Leader		38,896	47,777	56,659

Wednesday, May 27, 2020

Class Comparison List By Pay Plan City of Schertz, TX

Proposed Pay Plan: Unified					
Grade			Annual Range		
			Min	Mkt	Max
Proposed Class Title	Original Title	Working Title			
116			\$39,477	\$46,583	\$57,297
Senior Deputy Court Clerk	Senior Deputy Court Clerk		37,377	45,916	54,454
Service Worker Crew Leader	Serviceman III		37,377	45,916	54,454
Street Crew Supervisor	Street Foreman		38,896	47,777	56,659
Utility Billing Assistant Manager	Utility Billing Assistant Manager		38,896	47,777	56,659
117			\$41,451	\$48,912	\$60,161
Communications Shift Supervisor	Communications Shift Supervisor		42,099	51,719	61,339
EMT	EMT		31,915	39,210	46,504
Human Resources Generalist	HR Generalist		38,896	47,777	56,659
IT Support Specialist	Client Services Technician I		33,196	40,778	48,360
IT Support Specialist	Client Services Technician II		42,099	51,719	61,339
Risk & Safety Specialist	Risk & Safety Specialist		38,896	47,777	56,659
118			\$43,523	\$51,357	\$63,169
Deputy City Secretary	Deputy City Secretary		43,804	53,809	63,814
Electrician	Electrician		51,313	63,044	74,776
Engineering Inspector	PW Inspector		40,476	49,712	58,947
Executive Assistant	Executive Assistant		43,804	53,809	63,814
Financial Analyst	Financial Analyst		43,804	53,809	63,814
GIS Specialist	GIS Specialist		45,572	55,983	66,393
HVAC Technician	HVAC Technician I		43,804	53,809	63,814
Planner	Planner I		42,099	51,719	61,339
Sanitarian	Sanitarian		43,804	53,809	63,814
Water/Wastewater Supervisor	Water/Wastewater Foreman		42,099	51,719	61,339
119			\$45,699	\$53,925	\$66,328
Administrative Manager	Administrative Manager		47,424	58,250	69,076
Crime Victim Liaison	Crime Victim Liaison		47,424	58,250	69,076
Human Resources Senior Generalist	Senior Generalist		47,424	58,250	69,076
Librarian	Adult Services Librarian		45,572	55,983	66,393
Librarian	Virtual Services Librarian		45,572	55,983	66,393
Librarian	Youth Services Librarian		45,572	55,983	66,393
Plans Examiner	Plans Examiner		47,424	58,250	69,076
Police Records Office Manager	Records Office Manager		45,572	55,983	66,393
120			\$47,984	\$56,621	\$69,644
Accountant	Accountant I		38,896	47,777	56,659

Class Comparison List By Pay Plan City of Schertz, TX

Proposed Pay Plan: Unified					
Grade	Proposed Class Title	Original Title	Working Title	Annual Range	
				Min	Max
120				\$47,984	\$69,644
	Civic Center Manager	Civic Center Manager		47,424	69,076
	Civilian Evidence Technician	Civilian Evidence Technician		37,377	54,454
	Computer Systems Support Coordinator	Senior Computer Support Systems Engineer		49,337	71,864
	Facilities Supervisor	Facilities Services Supervisor		49,337	71,864
	Fleet Crew Supervisor	Fleet Foreman		45,572	66,393
	Parks Events Manager	Events Manager		49,337	71,864
	Public Affairs Communications Manager	Public Affairs Communications Manager		49,337	71,864
	Public Safety Systems Coordinator	Public Safety Systems Administrator		47,424	69,076
	Streets Superintendent	Streets Supervisor		49,337	71,864
121				\$50,383	\$73,127
	Animal Services Manager	Animal Services Manager		51,313	74,776
	EMS Office Manager	Office Manager		65,083	94,827
	Engineer - Graduate	Graduate Engineer		51,313	74,776
	Firefighter	Firefighter		43,820	63,856
	Paramedic	Paramedic		43,825	63,860
	Public Safety Communications Manager	Public Safety Communications Manager		53,393	77,792
	Utility Billing Manager	Utility Billing Manager		51,313	74,776
122				\$52,903	\$76,783
	Accountant - Senior	Senior Accountant		47,424	69,076
	Business Retention Manager	Business Retention Manager		55,556	80,932
	Marketing & Recruitment Manager	Marketing & Recruitment Manager		55,556	80,932
	MIH Paramedic	MIH Paramedic		47,424	69,076
	Planner - Senior	Senior Planner		51,313	74,776
	Police Officer	Officer		47,424	69,076
123				\$55,548	\$80,622
	Community Health Coordinator	Community Health Coordinator		57,803	84,198
	Engineer - Senior Graduate	Senior Graduate Engineer		55,556	80,932
	Fire Apparatus Operator	Fire Apparatus Operator		53,393	77,792
	Fleet Manager	Fleet Manager		57,803	84,198
	Parks Manager	Parks Manager		55,556	80,932

Class Comparison List By Pay Plan City of Schertz, TX

Proposed Pay Plan: Unified					
Grade			Annual Range		
			Min	Mkt	Max
Proposed Class Title	Original Title	Working Title			
124			\$58,325	\$68,824	\$84,653
Court Administrator	Court Administrator		55,556	68,244	80,932
EMS Field Training Officer	Field Training Officer		60,191	73,935	87,680
GIS Administrator	GIS Coordinator		53,393	65,592	77,792
Police Corporal	Corporal		55,556	68,244	80,932
Senior Systems Administrator	Senior Systems Administrator		49,337	60,600	71,864
Training Coordinator	Training Coordinator		60,132	73,871	87,609
125			\$61,241	\$72,265	\$88,886
Human Resources Manager	Human Resources Manager		60,132	73,871	87,609
Purchasing & Asset Manager	Purchasing & Asset Manager		60,132	73,871	87,609
Water/Wastewater Superintendent	Water/Wastewater Superintendent		53,393	65,592	77,792
126			\$64,303	\$75,878	\$93,330
Deputy Fire Marshal	Deputy Fire Marshal		70,449	86,548	102,648
Fire Lieutenant	Fire Lieutenant		62,566	76,856	91,145
Police Sergeant	Sergeant		62,566	76,856	91,145
Streets and Drainage Manager	Public Works Manager		67,724	83,189	98,654
127			\$67,519	\$79,672	\$97,997
Facilities Manager	Facilities Manager		57,803	71,000	84,198
128			\$70,895	\$83,656	\$102,896
Assistant Director of Finance	Assistant Director of Finance		70,449	86,548	102,648
Battalion Chief	Battalion Chief		70,449	86,548	102,648
Chief Building Official	Chief Building Official		53,393	65,592	77,792
EMS Supervisor	EMS Supervisor		70,449	86,534	102,618
Engineer - PE	Engineer		70,449	86,548	102,648
Engineer - PE	Project Manager		47,424	58,250	69,076
Fire Marshal	Fire Marshal		70,449	86,548	102,648
Police Lieutenant	Police Lieutenant		73,299	90,043	106,787
Training & Safety Officer - Fire	Training & Safety Officer		79,352	97,468	115,585
129			\$74,439	\$87,838	\$108,041
Clinical Manager	Clinical Manager		76,273	93,683	111,092
EMS Operations Manager	Operations Manager		76,273	93,683	111,092
130			\$78,161	\$92,230	\$113,443
Water/Wastewater Utility Systems Manager	Water/Wastewater Manager		79,352	97,468	115,585

Wednesday, May 27, 2020

Class Comparison List By Pay Plan City of Schertz, TX

Proposed Pay Plan: Unified					
Grade	Proposed Class Title	Original Title	Working Title	Annual Range	
				Min	Max
131				\$82,069	\$119,115
Assistant Fire Chief	Assistant Fire Chief			85,883	125,112
Assistant Police Chief	Assistant Police Chief			85,883	125,112
Assistant Public Works Director	Director of Fleet & Facility Services			70,449	102,648
Director of Library	Library Director			73,299	106,787
Director of Public Affairs	Public Affairs Director			70,449	102,648
132				\$86,173	\$125,071
Assistant to City Manager	Assistant to City Manager			76,273	111,092
133				\$90,481	\$131,325
Director of Parks, Rec. & Community Svcs	Director of Parks, Rec. & Community Svcs			79,352	115,585
134				\$95,005	\$137,891
Director of Human Resources & Purchasing	Director of Human Resources & Purchasing			89,356	130,166
Director of Planning & Community Development	Director Planning & Community Development			89,356	130,166
SSLGC General Manager	SSLGC General Manager			89,356	130,166
135				\$99,756	\$144,785
City Engineer	City Engineer			82,555	120,265
Director of EMS	EMS Director			100,630	146,598
Director of Finance	Finance Director			85,883	125,112
Director of IT	IT Director			85,883	125,112
Director of Public Works	Public Works Director			89,356	130,166
Exec Director Economic Development	Exec Director Economic Development			104,686	152,526
Fire Chief	Fire Chief			100,630	146,598
Police Chief	Police Chief			100,630	146,598
139				\$121,254	\$175,988
Assistant City Manager	Assistant City Manager			113,318	161,844

SECTION 5.0

Proposed Pay Plan

Proposed Pay Plans

Proposed Pay Plans City of Schertz, TX

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
103		\$20,935.36	\$24,703.72	\$30,385.57
PTKT	Kennel Technician			
PTLP	Library Page			
106		\$24,235.29	\$28,597.64	\$35,175.10
AST	Animal Services Technician			
PTCC20	Library Clerk I			
107		\$25,447.05	\$30,027.52	\$36,933.86
EVAT	Events Attendant			
PTPW1	Park Worker			
108		\$26,719.41	\$31,528.90	\$38,780.55
DW1	Drainage Worker I			
109		\$28,055.38	\$33,105.35	\$40,719.57
CR3	Customer Relations Representative			
FAT	Facilities Technician			
LC2	Library Clerk II			
PW1	Parks Maintenance Technician			
SW1	Street Worker I			
SUPCDR	Supply Coordinator			
110		\$29,458.15	\$34,760.61	\$42,755.55
DW2	Drainage Worker II			
PT	Permit Technician			
UBC1	Utility Billing Clerk			
111		\$30,931.05	\$36,498.64	\$44,893.33
LA	Library Assistant			
SW2	Street Worker II			
112		\$32,477.61	\$38,323.57	\$47,138.00
RD	Administrative Assistant			
ASO	Animal Services Officer			
EVSP	Event Specialist			
MT2	Meter Technician			
PRS	Police Records Specialist			
SER1	Service Worker I			
113		\$34,101.49	\$40,239.75	\$49,494.89
SDCC	Deputy Court Clerk			
EBS	EMS Billing Specialist			
FMI	Fleet Mechanic			
SPS	Purchasing Specialist			
114		\$35,806.56	\$42,251.74	\$51,969.64
ACCPC	Accounts Payable Coordinator			
DS	Development Specialist			
SER2	Service Worker II			

Proposed Pay Plans City of Schertz, TX

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
115		\$37,596.89	\$44,364.33	\$54,568.13
CEOF	Code Enforcement Officer			
COMO	Communications Officer			
DF	Drainage Supervisor			
116		\$39,476.73	\$46,582.55	\$57,296.53
BI	Building Inspector			
CCCC	Civic & Community Center Coordinator			
FMF	Facilities Maintenance Crew Supervisor			
MCS	Marketing & Communications Specialist			
PMCL	Park Maintenance Crew Supervisor			
SDCC2	Senior Deputy Court Clerk			
SER3	Service Worker Crew Leader			
STF	Street Crew Supervisor			
UBAM	Utility Billing Assistant Manager			
117		\$41,450.57	\$48,911.67	\$60,161.36
COSS	Communications Shift Supervisor			
EMT	EMT			
HRG	Human Resources Generalist			
HDT	IT Support Specialist			
RSS	Risk & Safety Specialist			
118		\$43,523.10	\$51,357.26	\$63,169.43
DCS	Deputy City Secretary			
ELECT	Electrician			
PWI	Engineering Inspector			
EXAST	Executive Assistant			
FINA	Financial Analyst			
GISS	GIS Specialist			
HVAC	HVAC Technician			
PLA1	Planner			
SAN	Sanitarian			
WWFOR	Water/Wastewater Supervisor			
119		\$45,699.25	\$53,925.12	\$66,327.90
ADMAN	Administrative Manager			
CVL	Crime Victim Liaison			
SG	Human Resources Senior Generalist			
YSL	Librarian			
PLE	Plans Examiner			
ROM	Police Records Office Manager			
120		\$47,984.21	\$56,621.38	\$69,644.29
ACC1	Accountant			
CCM	Civic Center Manager			
CET	Civilian Evidence Technician			
SCSSE	Computer Systems Support Coordinator			
FSS	Facilities Supervisor			

Proposed Pay Plans City of Schertz, TX

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
120		\$47,984.21	\$56,621.38	\$69,644.29
FLM	Fleet Crew Supervisor			
EVM	Parks Events Manager			
PACOMM	Public Affairs Communications Manager			
PSSA	Public Safety Systems Coordinator			
STSUP	Streets Superintendent			
121		\$50,383.43	\$59,452.44	\$73,126.51
ASM	Animal Services Manager			
OM	EMS Office Manager			
GREN	Engineer - Graduate			
FF	Firefighter			
PM	Paramedic			
PSCM	Public Safety Communications Manager			
UBM	Utility Billing Manager			
122		\$52,902.60	\$62,425.06	\$76,782.83
SACC	Accountant - Senior			
BRM	Business Retention Manager			
MRM	Marketing & Recruitment Manager			
MIHP	MIH Paramedic			
SPLA	Planner - Senior			
OF	Police Officer			
123		\$55,547.73	\$65,546.32	\$80,621.97
CHC	Community Health Coordinator			
SGE	Engineer - Senior Graduate			
FAO	Fire Apparatus Operator			
FTM	Fleet Manager			
PMAN	Parks Manager			
124		\$58,325.11	\$68,823.63	\$84,653.07
COAD	Court Administrator			
FTO	EMS Field Training Officer			
GISC	GIS Administrator			
CORP	Police Corporal			
SSA	Senior Systems Administrator			
TRCO	Training Coordinator			
125		\$61,241.37	\$72,264.82	\$88,885.73
HRM	Human Resources Manager			
PAM	Purchasing & Asset Manager			
WWSUP	Water/Wastewater Superintendent			
126		\$64,303.44	\$75,878.05	\$93,330.01
DFM	Deputy Fire Marshal			
LT	Fire Lieutenant			
SER	Police Sergeant			
PWM	Streets and Drainage Manager			

Proposed Pay Plans City of Schertz, TX

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
127		\$67,518.61	\$79,671.96	\$97,996.51
FM	Facilities Manager			
128		\$70,894.55	\$83,655.56	\$102,896.34
ADF	Assistant Director of Finance			
BAT	Battalion Chief			
CBI	Chief Building Official			
EMSS	EMS Supervisor			
ENG	Engineer - PE			
FMAR	Fire Marshal			
PLT	Police Lieutenant			
TSO	Training & Safety Officer - Fire			
129		\$74,439.27	\$87,838.34	\$108,041.16
CLM	Clinical Manager			
OPM	EMS Operations Manager			
130		\$78,161.23	\$92,230.26	\$113,443.21
WWMAN	Water/Wastewater Utility Systems Manager			
131		\$82,069.29	\$96,841.77	\$119,115.38
AFC	Assistant Fire Chief			
APC	Assistant Police Chief			
DFFS	Assistant Public Works Director			
LDIR	Director of Library			
PAD	Director of Public Affairs			
132		\$86,172.76	\$101,683.85	\$125,071.14
ATCM	Assistant to City Manager			
133		\$90,481.40	\$106,768.05	\$131,324.70
DPRCS	Director of Parks, Rec. & Community Svcs			
134		\$95,005.46	\$112,106.45	\$137,890.94
DHRP	Director of Human Resources & Purchasing			
DPCD	Director of Planning & Community Development			
SSLGM	SSLGC General Manager			
135		\$99,755.74	\$117,711.77	\$144,785.48
CE	City Engineer			
EMSD	Director of EMS			
FIND	Director of Finance			
ITDIR	Director of IT			
PWDIR	Director of Public Works			
EDEC	Exec Director Economic Development			
FCHIEF	Fire Chief			
PCHIEF	Police Chief			
139		\$121,253.73	\$143,079.41	\$175,987.66
ACM	Assistant City Manager			

Proposed Pay Plans
City of Schertz, TX

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				

136 Active Proposed Classes in the Unified Pay Plan

Proposed Pay Plans
City of Schertz, TX

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
-------------	-----------------------------	----------------	------------	----------------

136 Active Classes in City of Schertz, TX

SECTION 6.0

Alphabetical Class Listing

Proposed Class List By Title

Proposed Class List By Title

City of Schertz, TX

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
A							
Accountant	ACC1	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Accountant - Senior	SACC	Unified	122	\$52,902.60	\$62,425.06	\$76,782.83	<u>1</u>
Accounts Payable Coordinator	ACCPC	Unified	114	\$35,806.56	\$42,251.74	\$51,969.64	<u>1</u>
Administrative Assistant	RD	Unified	112	\$32,477.61	\$38,323.57	\$47,138.00	<u>10</u>
Administrative Manager	ADMAN	Unified	119	\$45,699.25	\$53,925.12	\$66,327.90	<u>1</u>
Animal Services Manager	ASM	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>1</u>
Animal Services Officer	ASO	Unified	112	\$32,477.61	\$38,323.57	\$47,138.00	<u>4</u>
Animal Services Technician	AST	Unified	106	\$24,235.29	\$28,597.64	\$35,175.10	<u>3</u>
Assistant City Manager	ACM	Unified	139	\$121,253.73	\$143,079.41	\$175,987.66	<u>2</u>
Assistant Director of Finance	ADF	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>1</u>
Assistant Fire Chief	AFC	Unified	131	\$82,069.29	\$96,841.77	\$119,115.38	<u>1</u>
Assistant Police Chief	APC	Unified	131	\$82,069.29	\$96,841.77	\$119,115.38	<u>1</u>
Assistant Public Works Director	DFFS	Unified	131	\$82,069.29	\$96,841.77	\$119,115.38	<u>1</u>
Assistant to City Manager	ATCM	Unified	132	\$86,172.76	\$101,683.85	\$125,071.14	<u>1</u>
B							
Battalion Chief	BAT	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>3</u>
Building Inspector	BI	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>5</u>
Business Retention Manager	BRM	Unified	122	\$52,902.60	\$62,425.06	\$76,782.83	<u>1</u>
C							
Chief Building Official	CBI	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>1</u>
City Engineer	CE	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Civic & Community Center Coordinator	CCCC	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Civic Center Manager	CCM	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Civilian Evidence Technician	CET	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Clinical Manager	CLM	Unified	129	\$74,439.27	\$87,838.34	\$108,041.16	<u>1</u>
Code Enforcement Officer	CEOF	Unified	115	\$37,596.89	\$44,364.33	\$54,568.13	<u>3</u>
Communications Officer	COMO	Unified	115	\$37,596.89	\$44,364.33	\$54,568.13	<u>11</u>
Communications Shift Supervisor	COSS	Unified	117	\$41,450.57	\$48,911.67	\$60,161.36	<u>4</u>
Community Health Coordinator	CHC	Unified	123	\$55,547.73	\$65,546.32	\$80,621.97	<u>1</u>
Computer Systems Support Coordinator	SCSSE	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Court Administrator	COAD	Unified	124	\$58,325.11	\$68,823.63	\$84,653.07	<u>1</u>

Proposed Class List By Title

City of Schertz, TX

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
Crime Victim Liaison	CVL	Unified	119	\$45,699.25	\$53,925.12	\$66,327.90	<u>1</u>
Customer Relations Representative	CR3	Unified	109	\$28,055.38	\$33,105.35	\$40,719.57	<u>4</u>

D

Deputy City Secretary	DCS	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
Deputy Court Clerk	SDCC	Unified	113	\$34,101.49	\$40,239.75	\$49,494.89	<u>2</u>
Deputy Fire Marshal	DFM	Unified	126	\$64,303.44	\$75,878.05	\$93,330.01	<u>1</u>
Development Specialist	DS	Unified	114	\$35,806.56	\$42,251.74	\$51,969.64	<u>1</u>
Director of EMS	EMSD	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Director of Finance	FIND	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Director of Human Resources & Purchasing	DHRP	Unified	134	\$95,005.46	\$112,106.45	\$137,890.94	<u>1</u>
Director of IT	ITDIR	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Director of Library	LDIR	Unified	131	\$82,069.29	\$96,841.77	\$119,115.38	<u>1</u>
Director of Parks, Rec. & Community Svcs	DPRCS	Unified	133	\$90,481.40	\$106,768.05	\$131,324.70	<u>1</u>
Director of Planning & Community Development	DPCD	Unified	134	\$95,005.46	\$112,106.45	\$137,890.94	<u>1</u>
Director of Public Affairs	PAD	Unified	131	\$82,069.29	\$96,841.77	\$119,115.38	<u>1</u>
Director of Public Works	PWDIR	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Drainage Supervisor	DF	Unified	115	\$37,596.89	\$44,364.33	\$54,568.13	<u>1</u>
Drainage Worker I	DW1	Unified	108	\$26,719.41	\$31,528.90	\$38,780.55	<u>5</u>
Drainage Worker II	DW2	Unified	110	\$29,458.15	\$34,760.61	\$42,755.55	<u>2</u>

E

Electrician	ELECT	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
EMS Billing Specialist	EBS	Unified	113	\$34,101.49	\$40,239.75	\$49,494.89	<u>3</u>
EMS Field Training Officer	FTO	Unified	124	\$58,325.11	\$68,823.63	\$84,653.07	<u>3</u>
EMS Office Manager	OM	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>1</u>
EMS Operations Manager	OPM	Unified	129	\$74,439.27	\$87,838.34	\$108,041.16	<u>1</u>
EMS Supervisor	EMSS	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>3</u>
EMT	EMT	Unified	117	\$41,450.57	\$48,911.67	\$60,161.36	<u>5</u>
Engineer - Graduate	GREN	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>1</u>
Engineer - PE	ENG	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>3</u>
Engineer - Senior Graduate	SGE	Unified	123	\$55,547.73	\$65,546.32	\$80,621.97	<u>1</u>
Engineering Inspector	PWI	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>2</u>
Event Specialist	EVSP	Unified	112	\$32,477.61	\$38,323.57	\$47,138.00	<u>1</u>
Events Attendant	EVAT	Unified	107	\$25,447.05	\$30,027.52	\$36,933.86	<u>4</u>

Proposed Class List By Title

City of Schertz, TX

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
Exec Director Economic Development	EDEC	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Executive Assistant	EXAST	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>3</u>
F							
Facilities Maintenance Crew Supervisor	FMF	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Facilities Manager	FM	Unified	127	\$67,518.61	\$79,671.96	\$97,996.51	<u>1</u>
Facilities Supervisor	FSS	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Facilities Technician	FAT	Unified	109	\$28,055.38	\$33,105.35	\$40,719.57	<u>5</u>
Financial Analyst	FINA	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
Fire Apparatus Operator	FAO	Unified	123	\$55,547.73	\$65,546.32	\$80,621.97	<u>9</u>
Fire Chief	FCHIEF	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Fire Lieutenant	LT	Unified	126	\$64,303.44	\$75,878.05	\$93,330.01	<u>9</u>
Fire Marshal	FMAR	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>1</u>
Firefighter	FF	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>18</u>
Fleet Crew Supervisor	FLM	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Fleet Manager	FTM	Unified	123	\$55,547.73	\$65,546.32	\$80,621.97	<u>1</u>
Fleet Mechanic	FMI	Unified	113	\$34,101.49	\$40,239.75	\$49,494.89	<u>4</u>
G							
GIS Administrator	GISC	Unified	124	\$58,325.11	\$68,823.63	\$84,653.07	<u>1</u>
GIS Specialist	GISS	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
H							
Human Resources Generalist	HRG	Unified	117	\$41,450.57	\$48,911.67	\$60,161.36	<u>1</u>
Human Resources Manager	HRM	Unified	125	\$61,241.37	\$72,264.82	\$88,885.73	<u>1</u>
Human Resources Senior Generalist	SG	Unified	119	\$45,699.25	\$53,925.12	\$66,327.90	<u>1</u>
HVAC Technician	HVAC	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
I							
IT Support Specialist	HDT	Unified	117	\$41,450.57	\$48,911.67	\$60,161.36	<u>3</u>
K							
Kennel Technician	PTKT	Unified	103	\$20,935.36	\$24,703.72	\$30,385.57	<u>1</u>
L							
Librarian	YSL	Unified	119	\$45,699.25	\$53,925.12	\$66,327.90	<u>3</u>

Proposed Class List By Title

City of Schertz, TX

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
Library Assistant	LA	Unified	111	\$30,931.05	\$36,498.64	\$44,893.33	<u>2</u>
Library Clerk I	PTCC20	Unified	106	\$24,235.29	\$28,597.64	\$35,175.10	<u>11</u>
Library Clerk II	LC2	Unified	109	\$28,055.38	\$33,105.35	\$40,719.57	<u>3</u>
Library Page	PTLP	Unified	103	\$20,935.36	\$24,703.72	\$30,385.57	<u>2</u>

M

Marketing & Communications Specialist	MCS	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Marketing & Recruitment Manager	MRM	Unified	122	\$52,902.60	\$62,425.06	\$76,782.83	<u>1</u>
Meter Technician	MT2	Unified	112	\$32,477.61	\$38,323.57	\$47,138.00	<u>3</u>
MIH Paramedic	MIHP	Unified	122	\$52,902.60	\$62,425.06	\$76,782.83	<u>1</u>

P

Paramedic	PM	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>22</u>
Park Maintenance Crew Supervisor	PMCL	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Park Worker	PTPW1	Unified	107	\$25,447.05	\$30,027.52	\$36,933.86	<u>1</u>
Parks Events Manager	EVM	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Parks Maintenance Technician	PW1	Unified	109	\$28,055.38	\$33,105.35	\$40,719.57	<u>5</u>
Parks Manager	PMAN	Unified	123	\$55,547.73	\$65,546.32	\$80,621.97	<u>1</u>
Permit Technician	PT	Unified	110	\$29,458.15	\$34,760.61	\$42,755.55	<u>2</u>
Planner	PLA1	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>2</u>
Planner - Senior	SPLA	Unified	122	\$52,902.60	\$62,425.06	\$76,782.83	<u>1</u>
Plans Examiner	PLE	Unified	119	\$45,699.25	\$53,925.12	\$66,327.90	<u>1</u>
Police Chief	PCHIEF	Unified	135	\$99,755.74	\$117,711.77	\$144,785.48	<u>1</u>
Police Corporal	CORP	Unified	124	\$58,325.11	\$68,823.63	\$84,653.07	<u>13</u>
Police Lieutenant	PLT	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>4</u>
Police Officer	OF	Unified	122	\$52,902.60	\$62,425.06	\$76,782.83	<u>34</u>
Police Records Office Manager	ROM	Unified	119	\$45,699.25	\$53,925.12	\$66,327.90	<u>1</u>
Police Records Specialist	PRS	Unified	112	\$32,477.61	\$38,323.57	\$47,138.00	<u>2</u>
Police Sergeant	SER	Unified	126	\$64,303.44	\$75,878.05	\$93,330.01	<u>8</u>
Public Affairs Communications Manager	PACOM	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Public Safety Communications Manager	PSCM	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>1</u>
Public Safety Systems Coordinator	PSSA	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Purchasing & Asset Manager	PAM	Unified	125	\$61,241.37	\$72,264.82	\$88,885.73	<u>1</u>
Purchasing Specialist	SPS	Unified	113	\$34,101.49	\$40,239.75	\$49,494.89	<u>1</u>

Proposed Class List By Title

City of Schertz, TX

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
R							
Risk & Safety Specialist	RSS	Unified	117	\$41,450.57	\$48,911.67	\$60,161.36	<u>1</u>
S							
Sanitarian	SAN	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
Senior Deputy Court Clerk	SDCC2	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Senior Systems Administrator	SSA	Unified	124	\$58,325.11	\$68,823.63	\$84,653.07	<u>1</u>
Service Worker Crew Leader	SER3	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Service Worker I	SER1	Unified	112	\$32,477.61	\$38,323.57	\$47,138.00	<u>9</u>
Service Worker II	SER2	Unified	114	\$35,806.56	\$42,251.74	\$51,969.64	<u>4</u>
SSLGC General Manager	SSLGM	Unified	134	\$95,005.46	\$112,106.45	\$137,890.94	<u>1</u>
Street Crew Supervisor	STF	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Street Worker I	SW1	Unified	109	\$28,055.38	\$33,105.35	\$40,719.57	<u>8</u>
Street Worker II	SW2	Unified	111	\$30,931.05	\$36,498.64	\$44,893.33	<u>6</u>
Streets and Drainage Manager	PWM	Unified	126	\$64,303.44	\$75,878.05	\$93,330.01	<u>1</u>
Streets Superintendent	STSUP	Unified	120	\$47,984.21	\$56,621.38	\$69,644.29	<u>1</u>
Supply Coordinator	SUPCDR	Unified	109	\$28,055.38	\$33,105.35	\$40,719.57	<u>1</u>
T							
Training & Safety Officer - Fire	TSO	Unified	128	\$70,894.55	\$83,655.56	\$102,896.34	<u>1</u>
Training Coordinator	TRCO	Unified	124	\$58,325.11	\$68,823.63	\$84,653.07	<u>1</u>
U							
Utility Billing Assistant Manager	UBAM	Unified	116	\$39,476.73	\$46,582.55	\$57,296.53	<u>1</u>
Utility Billing Clerk	UBC1	Unified	110	\$29,458.15	\$34,760.61	\$42,755.55	<u>4</u>
Utility Billing Manager	UBM	Unified	121	\$50,383.43	\$59,452.44	\$73,126.51	<u>1</u>
W							
Water/Wastewater Superintendent	WWSUP	Unified	125	\$61,241.37	\$72,264.82	\$88,885.73	<u>1</u>
Water/Wastewater Supervisor	WWFOR	Unified	118	\$43,523.10	\$51,357.26	\$63,169.43	<u>1</u>
Water/Wastewater Utility Systems Manager	WWMA	Unified	130	\$78,161.23	\$92,230.26	\$113,443.21	<u>1</u>

136 Job Classes

SECTION 7.0

Benefits Analysis

Detailed Benefits Tables

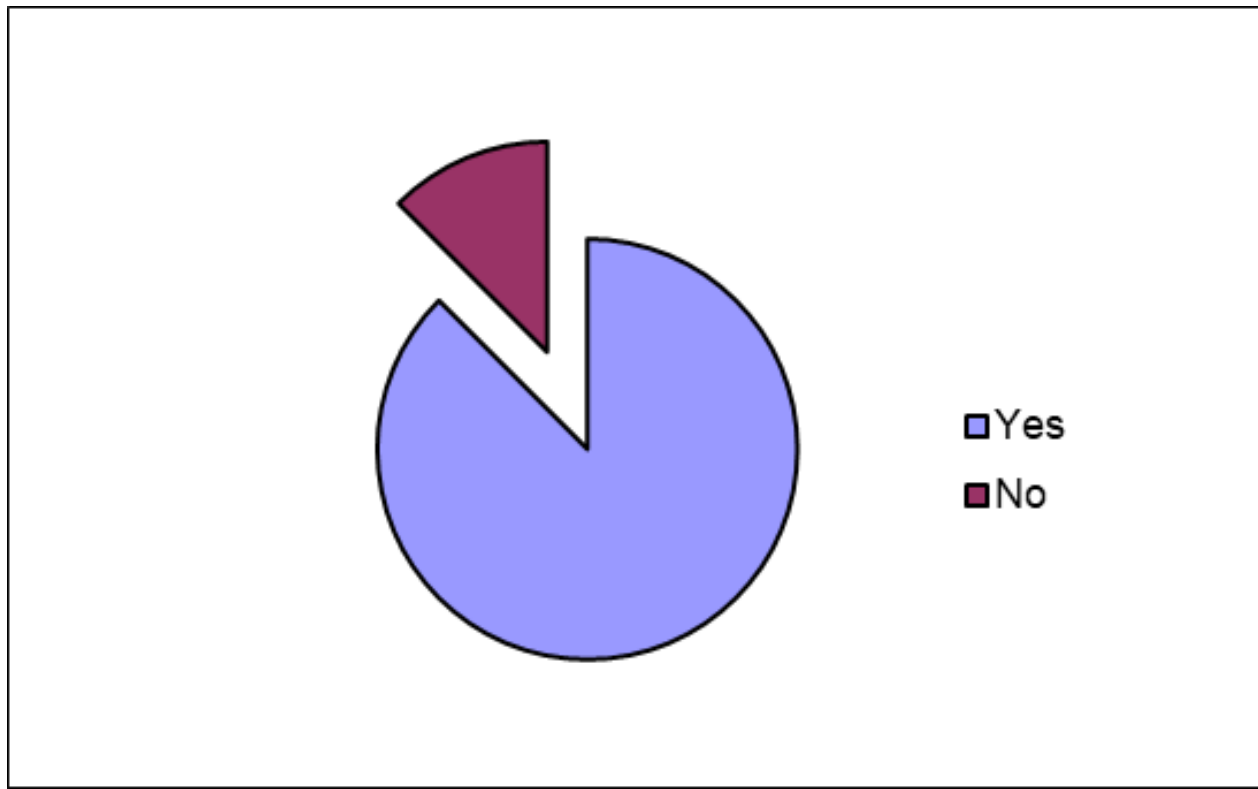
Cafeteria Plan	1
Waive Insurance	3
Annual Dollar Limit.....	5
Part-Time Employees	6
Tuition/Educational Assistance Policy.....	8
Education Incentive Pay	10
Sick Leave Accrual	12
Annual Leave Accrual	13
PTO Leave Accrual	14
Holiday Leave Accrual	15
Sick Leave Carried Over	17
Annual Leave Carried Over	18
PTO Leave Carried Over	19
Bereavement Leave.....	21
Maximum Accrued Leave Reimbursed	23
Shift Differentials	25
Standby or On-Call	26
Daily Additional Compensation	28
Standby Status.....	30
Acting or Temporary	32
Uniform Allowance	34
Take-Home Vehicle	36
Vehicle Allowance	38
Exempt Overtime	40
Exempt Compensatory Time.....	42
Self-Insured.....	44
Health Insurance Plan	46
Health Insurance Plan HMO.....	47
Health Insurance Plan PPO	48
Health Insurance Plan POS.....	49

Dental Insurance	51
Vision Insurance	52
Life Insurance	53
Short-Term Disability Insurance	54
Long-Term Disability Insurance	55
Nursing Home Insurance	56
Cancer Insurance	57
Retirement Plan.....	58

Cafeteria Plan

Do you offer a Cafeteria Plan?		
Respondent Name	Yes/No	Comments
Austin	Yes	
Bexar County	Yes	
Cedar Park	Yes	
Comal County	Yes	
Round Rock	Yes	
San Antonio	Yes	
San Marcos	No	
Seguin	Yes	
Schertz	Yes	

Cafeteria Plan

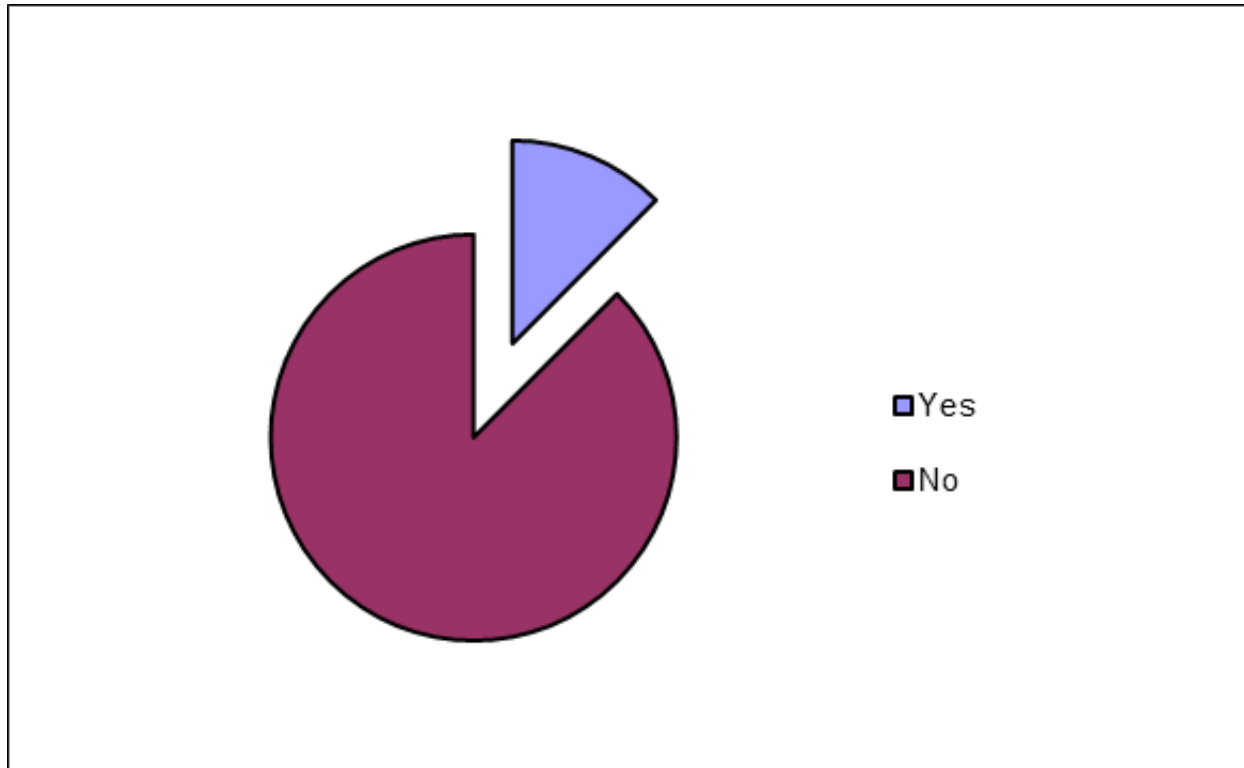


MAG Comments
The City is consistent with the overall market, in which the majority of agencies offer a cafeteria plan.

Waive Insurance

Are employees required to waive certain insurances in order to receive employer contributions?		
Respondent Name	Yes/No	Comments
Austin	No	
Bexar County	No	
Cedar Park	No	
Comal County	No	
Round Rock	No	
San Antonio	Yes	
San Marcos	No	
Seguin	No	
Schertz	No	

Waive Insurance



MAG Comments

The City is consistent with the overall market, in which the majority of agencies do not require employees to waive certain insurances.

Annual Dollar Limit

What is the annual dollar limit of employer contributions?	
Respondent Name	Dollar Limit
Austin	\$9,558.48
Bexar County	\$13,200.00
Cedar Park	NA
Comal County	\$9,432.36
Round Rock	\$12,967.68
San Antonio	\$1,500.00
San Marcos	\$0.00
Seguin	
Market Average	\$9,331.70
Schertz	N/A

Part-time Employees

Do you provide benefits for part-time employees?		
Respondent Name	Yes/No	Comments
Austin	Yes	
Bexar County	No	
Cedar Park	No	
Comal County	Yes	
Round Rock	Yes	
San Antonio	No	
San Marcos	Yes	
Seguin	No	
Schertz	Yes	Part time employees receive sick leave (with reduced accrual), holiday pay, merit pay, and bereavement leave. Health insurance is not provided.

Part-time Employees



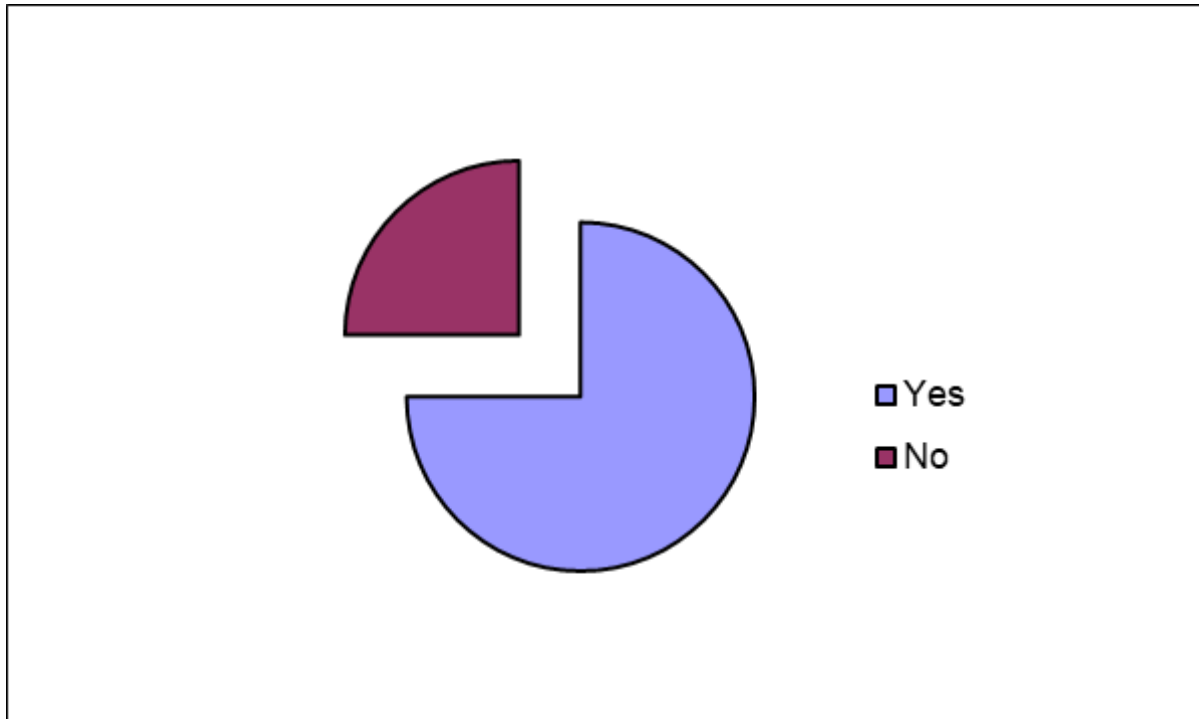
MAG Comments

The overall market is evenly divided on the providing of benefits for part-time employees

Tuition/Educational Assistance Policy

Do you have a Tuition/Educational Assistance Policy for employees?		
Respondent Name	Yes/No	Comments
Austin	Yes	
Bexar County	Yes	
Cedar Park	Yes	
Comal County	No	
Round Rock	Yes	
San Antonio	Yes	
San Marcos	Yes	
Seguin	No	
Schertz	Yes	

Tuition/Educational Assistance Policy



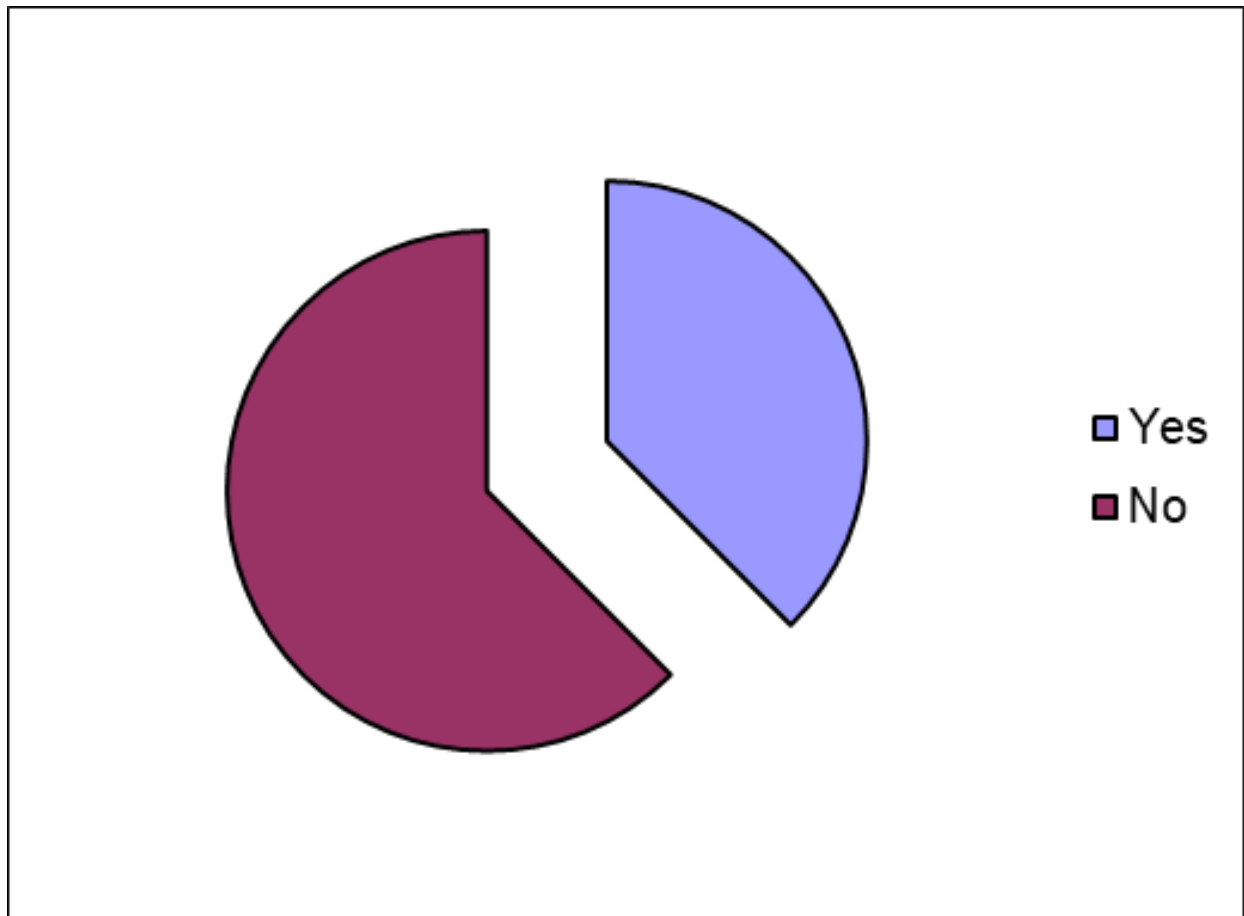
MAG Comments

The City is consistent with the overall market for the provision of a Tuition/Educational Assistance policy.

Education Incentive Pay

Do you provide Education Incentive Pay for degree attainment for employees?		
Respondent Name	Yes/No	Comments
Austin	No	
Bexar County	No	
Cedar Park	No	
Comal County	No	
Round Rock	Yes	
San Antonio	Yes	
San Marcos	Yes	Sworn Police & Fire only Associate's = \$50 per month Bachelor's = \$75 per month Master's = \$100 per month
Seguin	No	
Schertz	Yes	only offered to Public Safety employees

Education Incentive Pay



MAG Comments
The City leads market expectations with regard to Education Incentive Pay

Sick Leave Accrual

How many Days of Leave do employees accrue for the following lengths of service?						
Respondent Name						
General Employees	Sick Leave Days					
Years of Service:	1	3	5	10	15	20+
Austin	12	12	12	12	12	12
Bexar County	12	12	12	12	12	12
Cedar Park	15	15	15	18	18	21
Comal County	10	10	10	10	10	10
Round Rock	12	12	12	12	12	12
San Antonio	3	3	3	3	3	3
San Marcos	15	15	15	15	15	15
Seguin	12	12	12	12	12	12
Schertz	12	12	12	12	12	12

Annual Leave Accrual

How many Days of Leave do employees accrue for the following lengths of service?						
Respondent Name						
General Employees	Annual Leave Days					
Years of Service:	1	3	5	10	15	20+
Austin	13	13	16	18	20	23
Bexar County	10	10	12	15	18	18
Cedar Park	15	15	15	18	18	21
Comal County	10	10	10	15	15	15
Round Rock						
San Antonio	5	12	14	16	18	20
San Marcos	15	15	15	20	20	20
Seguin						
Schertz	12	12	15	20	20	20

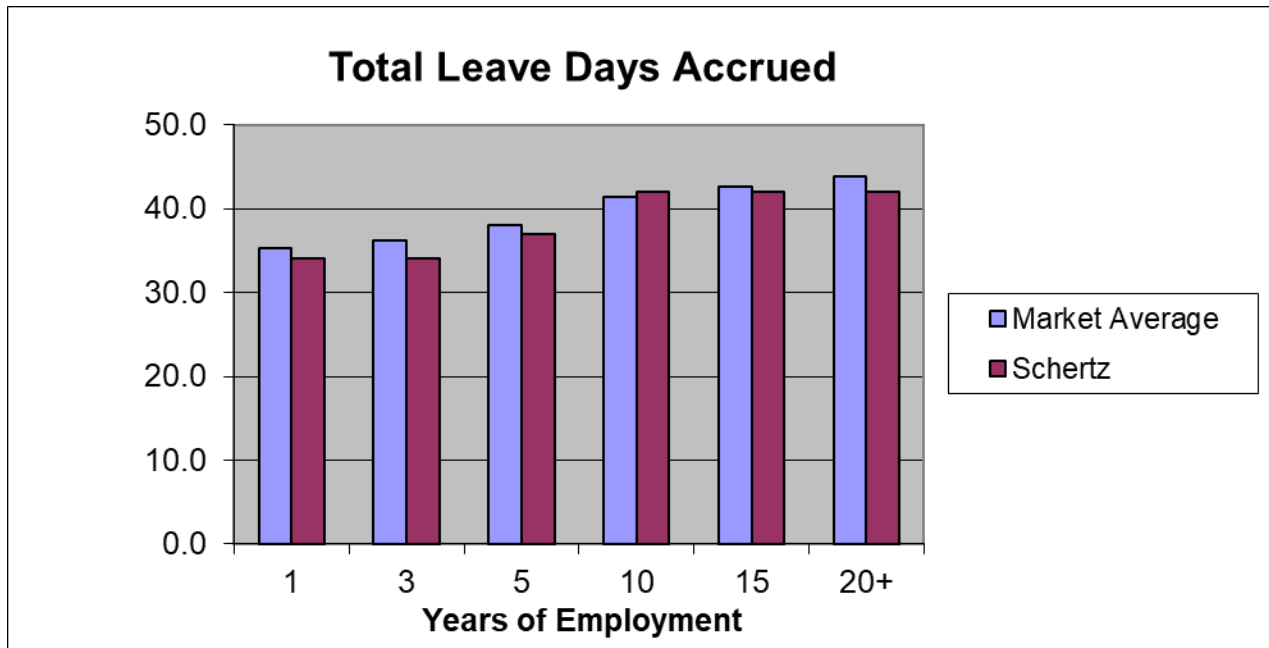
PTO Leave Accrual

How many Days of Leave do employees accrue for the following lengths of service?						
Respondent Name						
General Employees	PTO Days					
Years of Service:	1	3	5	10	15	20+
Austin						
Bexar County	12	12	12	12	12	12
Cedar Park						
Comal County						
Round Rock						
San Antonio	5	7	9	10	10	10
San Marcos						
Seguin	10	10	15	15	20	20
Schertz						

Holiday Leave Accrual

How many Days of Leave do employees accrue for the following lengths of service?						
Respondent Name						
General Employees	Holidays					
Years of Service:	1	3	5	10	15	20+
Austin	13	13	13	13	13	13
Bexar County	12	12	12	12	12	12
Cedar Park	12	12	12	12	12	12
Comal County	12	12	12	12	12	12
Round Rock	11	11	11	11	11	11
San Antonio	13	13	13	13	13	13
San Marcos	12	12	12	12	12	12
Seguin	12	12	12	12	12	12
Schertz	10	10	10	10	10	10

Leave Accrual



MAG Comments

The City is highly competitive in terms of leave days accrued. The City provides an additional day of Holiday Pay when holidays fall on Tuesday or Thursday.

Sick Leave Carried Over

How many Days of Leave earned but not used can be carried over to the next year?						
Respondent Name						
General Employees	Sick Leave Days					
Years of Service:	1	3	5	10	15	20+
Austin	12	36	60	120	180	240
Bexar County	12	36	60	90	90	90
Cedar Park	15	15	15	18	18	21
Comal County	10	30	40	40	40	40
Round Rock	12	36	60	120	180	240
San Antonio						
San Marcos	15	45	75	150	225	300
Seguin	12	36	60	60	60	60
Schertz	12	36	60	120	180	240

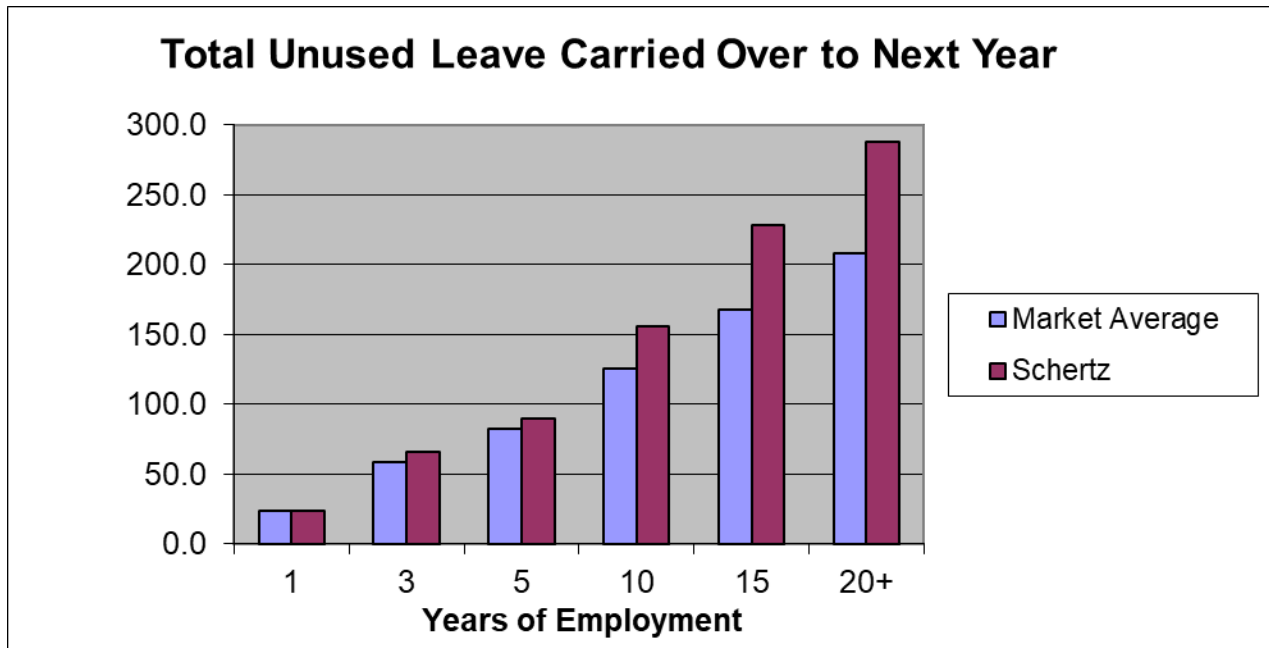
Annual Leave Carried Over

How many Days of Leave earned but not used can be carried over to the next year?						
Respondent Name						
General Employees	Annual Leave Days					
Years of Service:	1	3	5	10	15	20+
Austin	13	39	50	50	50	50
Bexar County	10	30	30	30	30	30
Cedar Park	15	15	15	18	18	21
Comal County	10	20	20	30	30	30
Round Rock						
San Antonio	13	39	50	50	50	50
San Marcos	15	45	75	155	255	355
Seguin						
Schertz	12	30	30	36	48	48

PTO Leave Carried Over

How many Days of Leave earned but not used can be carried over to the next year?						
Respondent Name						
General Employees	PTO Days					
Years of Service:	1	3	5	10	15	20+
Austin						
Bexar County	12	15	15	15	15	15
Cedar Park						
Comal County						
Round Rock						
San Antonio						
San Marcos						
Seguin	10	20	30	30	40	40
Schertz						

Leave Carried Over



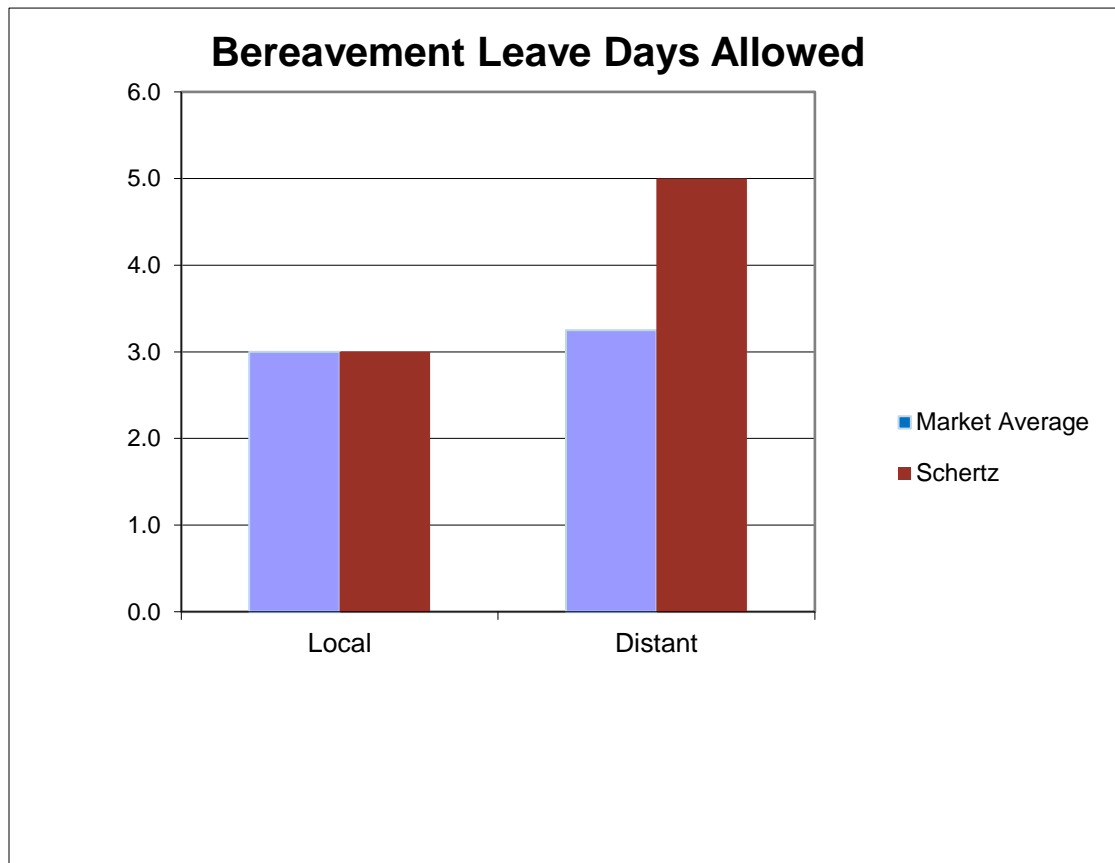
MAG Comments

The City leads the market in most segments reporting leave to be carried over.

Bereavement Leave

How many days of Bereavement Leave do you offer?			
Respondent Name	Local	Distant	Comments
Austin	3	3	
Bexar County	3	3	
Cedar Park	3	3	
Comal County	3	3	
Round Rock	3	5	
San Antonio	3	3	
San Marcos	3	3	
Seguin	3	3	
Market Average	3	3.3	
Schertz	3	5	

Bereavement Leave



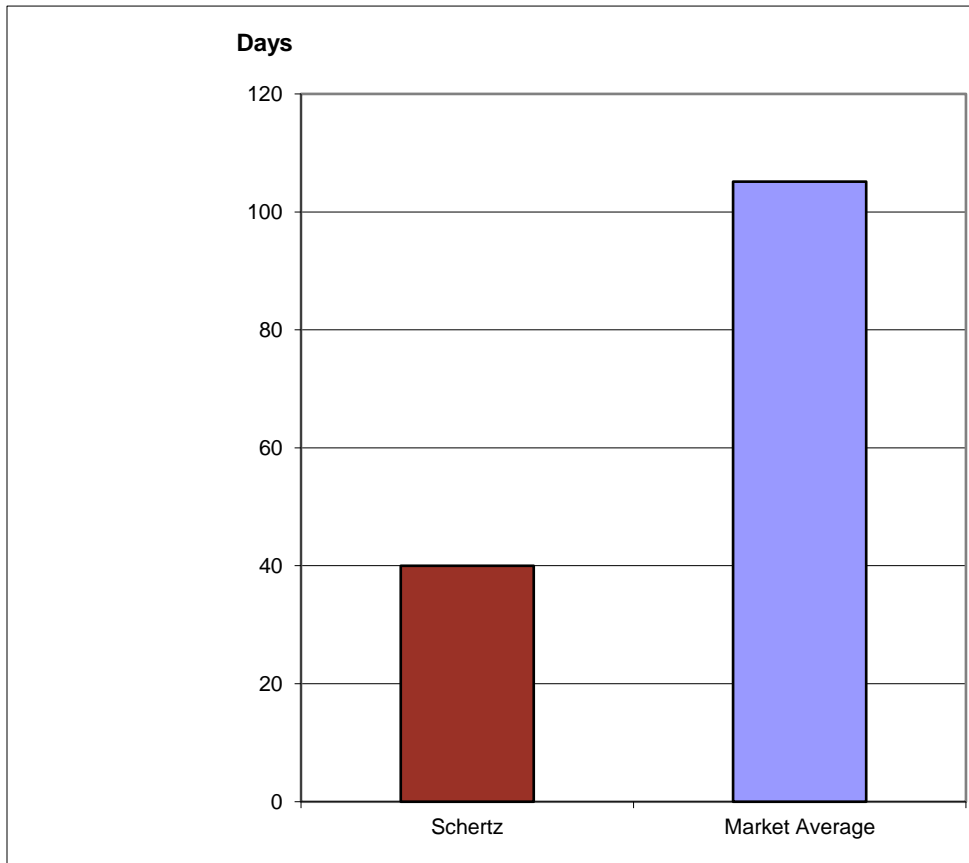
MAG Comments

The City is consistent with local leave and above the average for distant bereavement leave.

Maximum Accrued Leave Reimbursed

What is the maximum number of Accrued Leave Days allowed to be reimbursed upon termination?	
Respondent Name	Days
Austin	240
Bexar County	240
Cedar Park	111
Comal County	30
Round Rock	40
San Antonio	50
San Marcos	90
Seguin	40
Market Average	105.1
Schertz	40

Maximum Accrued Leave Reimbursed



MAG Comments

The City's policy of reimbursing employees for accrued leave days is competitive with the majority of markets of similar size.

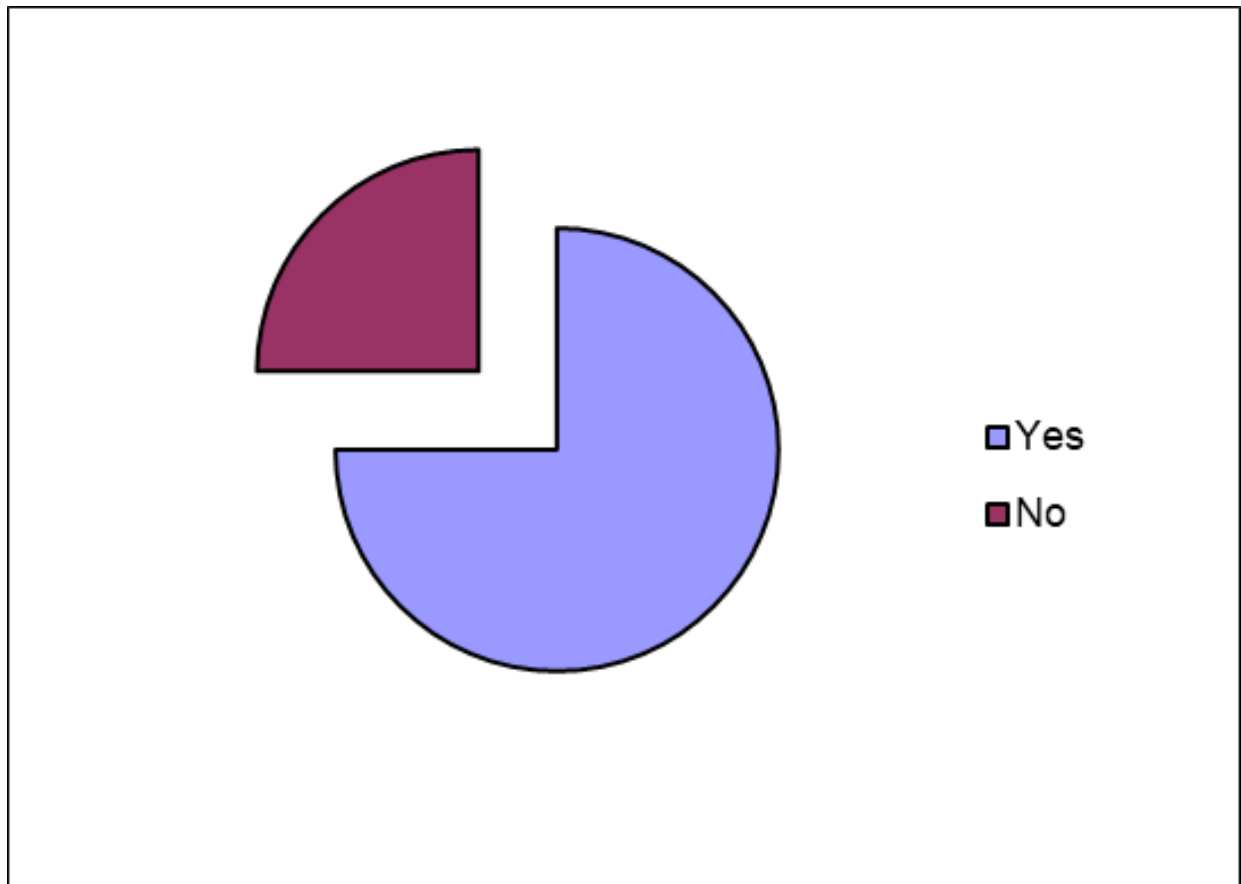
Shift Differentials

What are the Shift Differentials (in dollars per hour) for employees?			
Respondent Name	2nd	3rd	Comments
Austin	\$0.65	\$0.75	
Bexar County			
Cedar Park	N/A	N/A	
Comal County			
Round Rock	\$0.50	\$1.00	
San Antonio			Uniform employees only
San Marcos			Only sworn police = \$100/mo (between 4:00 pm and 12:00 midnight)
Seguin	N/A	N/A	
Market Average	\$0.58	\$0.88	
Schertz	0	0	

Standby or On-call

Are employees compensated for Standby or On-call status?		
Respondent Name	Yes/No	Comments
Austin	Yes	
Bexar County	No	
Cedar Park	Yes	
Comal County	No	
Round Rock	Yes	
San Antonio	Yes	
San Marcos	Yes	
Seguin	Yes	
Schertz	Yes	

Standby or On-call



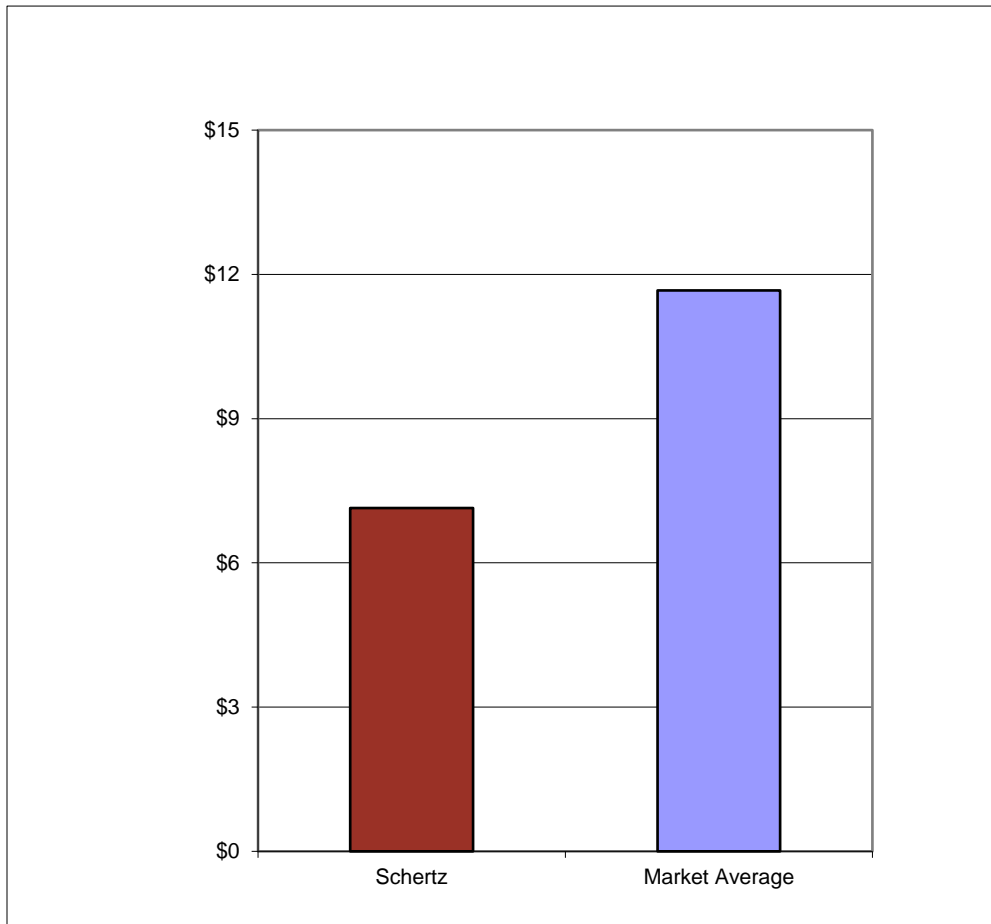
MAG Comments

The City matches market expectations for standby or on-call status.

Daily Additional Compensation

What is the daily additional compensation rate for employees on Standby or On-call Status?		
Respondent Name	Dollar Limit	Comments
Austin	\$0.00	additional \$2 per hour
Cedar Park	\$10.00	
Round Rock	\$10.00	
San Antonio	Varies	
San Marcos	\$15.00	
Market Average	\$11.67	
Schertz	\$7.14	\$50 per week

Additional Compensation Standby or On-call



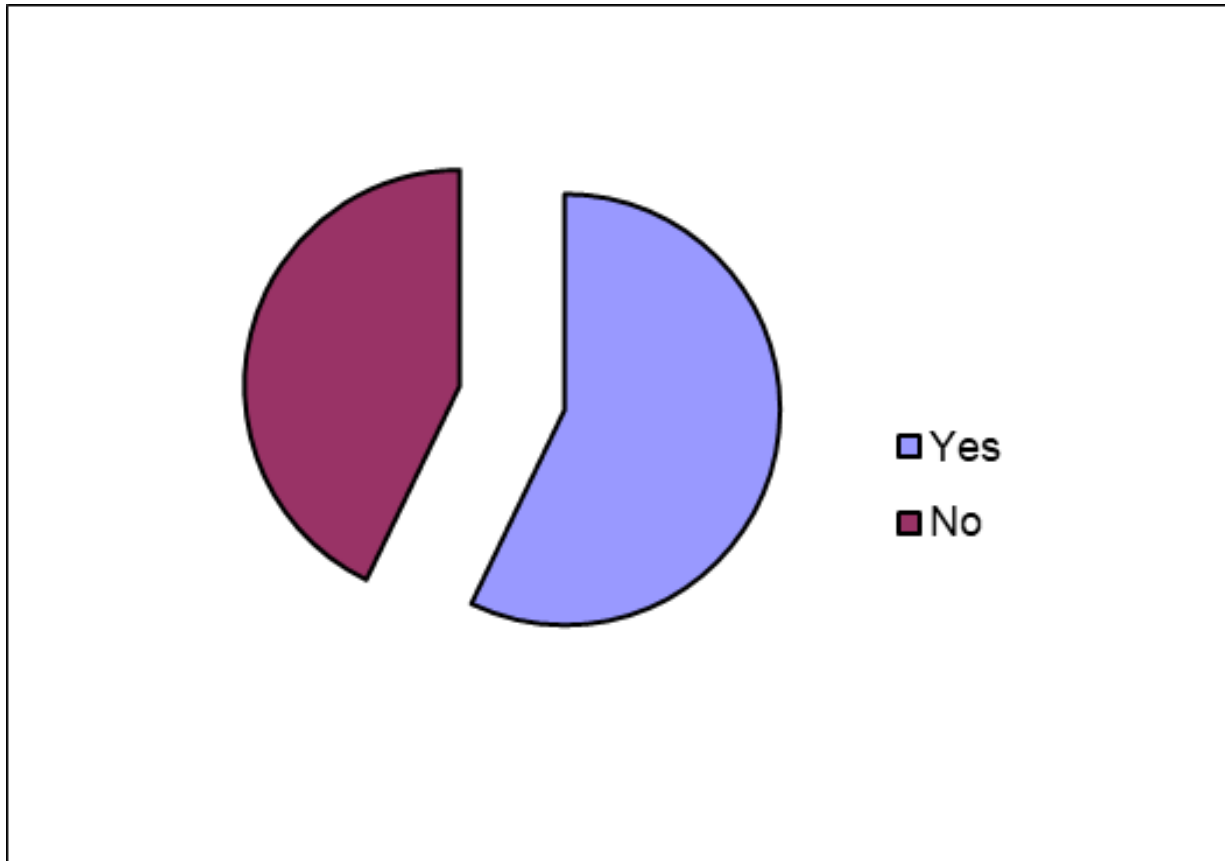
MAG Comments

Schertz is not competitive in offering additional compensation for standby or on-call status.

Standby Status

Does Standby Status require employees to remain on call via cell phone?	
Respondent Name	Yes/No
Austin	Yes
Bexar County	No
Cedar Park	Yes
Comal County	No
Round Rock	No
San Marcos	Yes
Seguin	Yes
Schertz	Yes

Standby Status



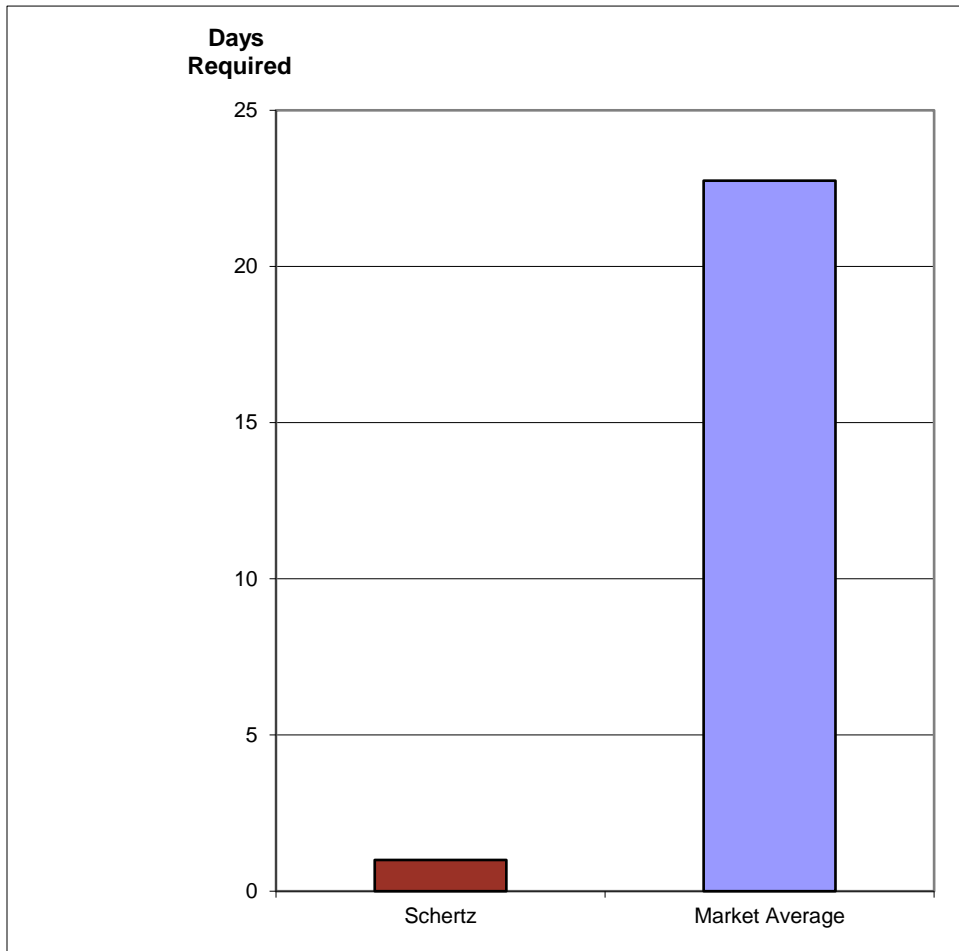
MAG Comments

The City is competitive with regards to on call availability via cell phone

Acting or Temporary

How many days in an "Acting" or "Temporary" capacity, at a higher level of work, before employees receive additional compensation?	
Respondent Name	Days
Austin	30
Bexar County	N/A
Cedar Park	1
Comal County	N/A
Round Rock	30
San Antonio	Varies
San Marcos	30
Market Average	22.8
Schertz	1

Acting or Temporary



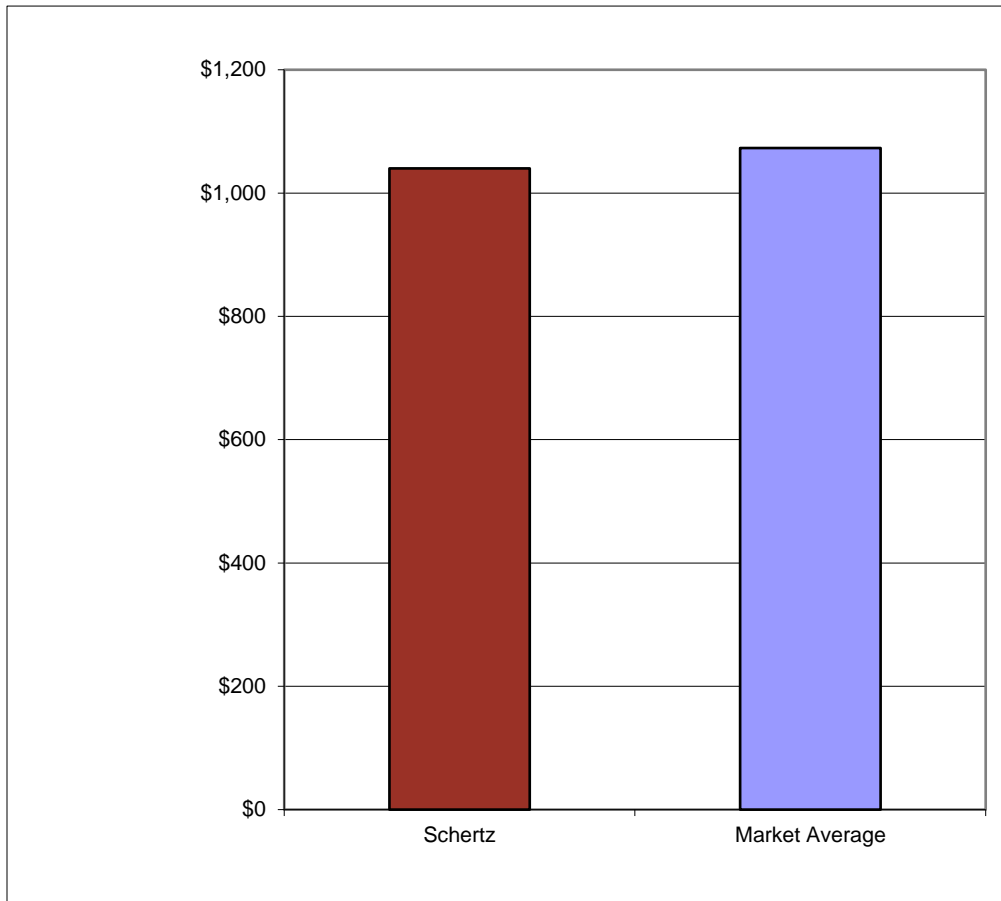
MAG Comments

The City is generous in recognizing Acting or Temporary status

Uniform Allowance

What is the total annual Uniform Maintenance Allowance for law enforcement/correctional employees?		
Respondent Name	Dollar Limit	Comments
Austin	\$500.00	
Comal County	\$480.00	
Round Rock	\$300.00	
San Antonio	\$3,560.00	
Seguin	\$525.00	
Market Average	\$1,073.00	
Schertz	\$1,040.00	\$1,040 for Police & Marshals; also \$562 for Code Enforcement Officers and \$312 for Firefighters & Paramedics
Difference from Average	-\$33.00	San Antonio skews market data

Uniform Allowance



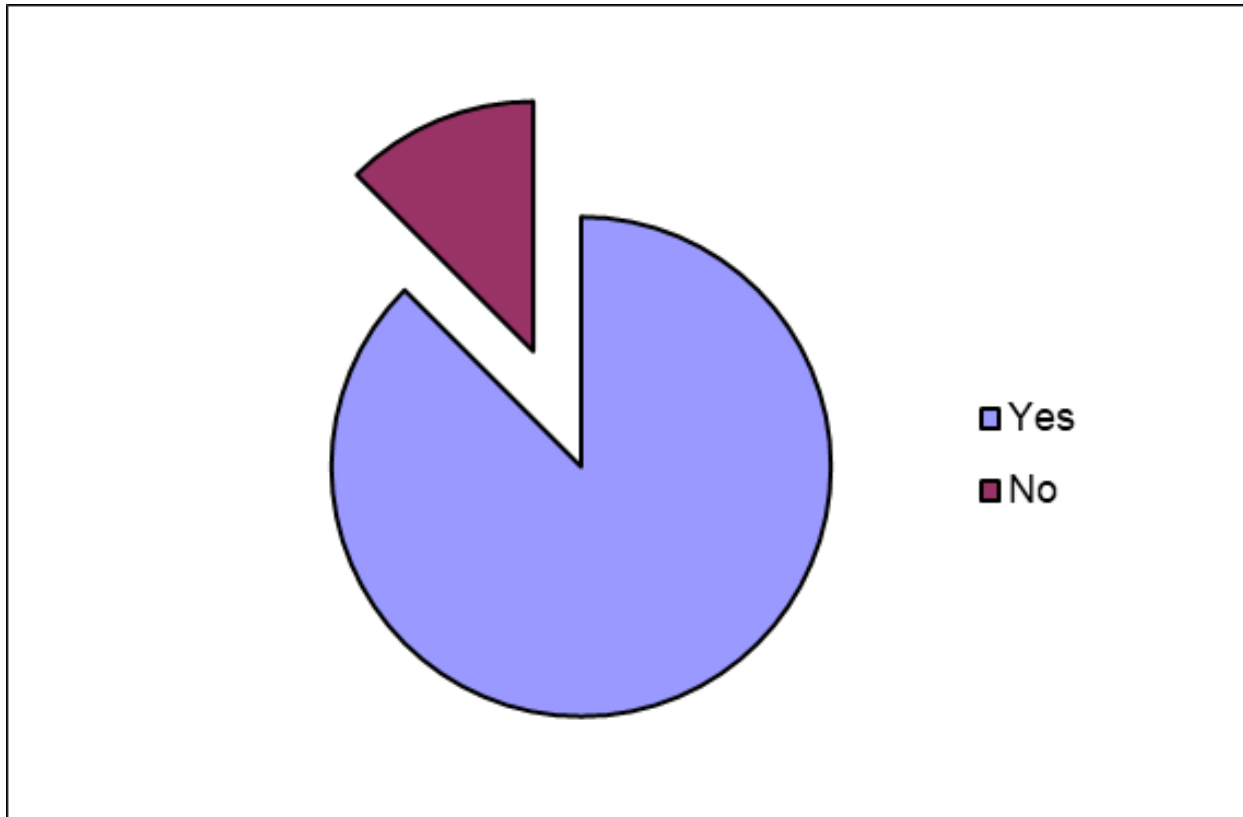
MAG Comments

The City leads the majority of the market in law enforcement/correctional uniform allowances.

Take-Home Vehicle

Does your organization provide "take-home" vehicles for employees?		
Respondent Name	Yes/No	If yes, which employees?
Austin	Yes	Depends on Department and business needs
Bexar County	No	
Cedar Park	Yes	Police Officers
Comal County	Yes	Sheriff's Office, Constable Office
Round Rock	Yes	Police, Fire and select on-call staff
San Antonio	Yes	Sworn/Uniform Employees
San Marcos	Yes	Police, Fire, stand-by & emergency response employees
Seguin	Yes	Must reside within 5 miles of ETJ-all sworn Police Officers including Chief and Deputy Chief, Fire Chief, Fire Marshal, Director of Electric Utility, Electric Superintendent, Director of Water/Wastewater Utilities, Water Dist./WW Coll. Superintendent, Director of IT, Parks and Maintenance Superintendent and Director of Parks and Recreation
Schertz	Yes	Public Safety Admin (EMS Managerial staff, Fire Battalion Chiefs and above), Sworn Police, Public Works Admin (Managers and above) On-call City employees (when they are on-call)

Take-Home Vehicle



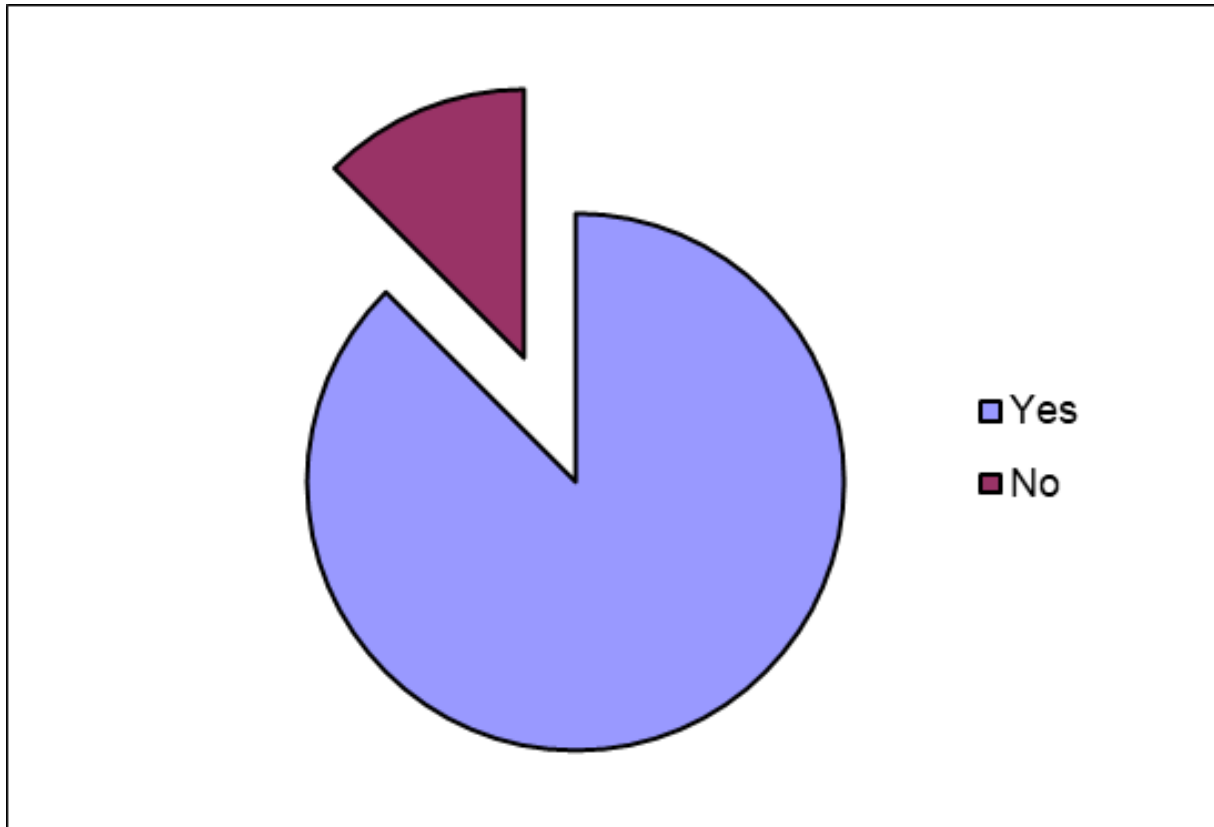
MAG Comments

The majority of the market provide this benefit to sworn/uniform personnel. The City is competitive.

Vehicle Allowance

Does your organization offer Department Heads a vehicle allowance?		
Respondent Name	Yes/No	If yes, which employees?
Austin	Yes	Council Members
Bexar County	No	
Cedar Park	Yes	City Manager, City Attorney, & Assistant City Manager only
Comal County	Yes	varies by department
Round Rock	Yes	Directors, Fire Chief, City Clerk, Assistant City Managers, and City
San Antonio	Yes	Sworn/Uniform Employees
San Marcos	Yes	City Clerk, City Attorney, Directors
Seguin	Yes	City Manager, Assistant City Manager, Director of Economic
Schertz	No	

Vehicle Allowance



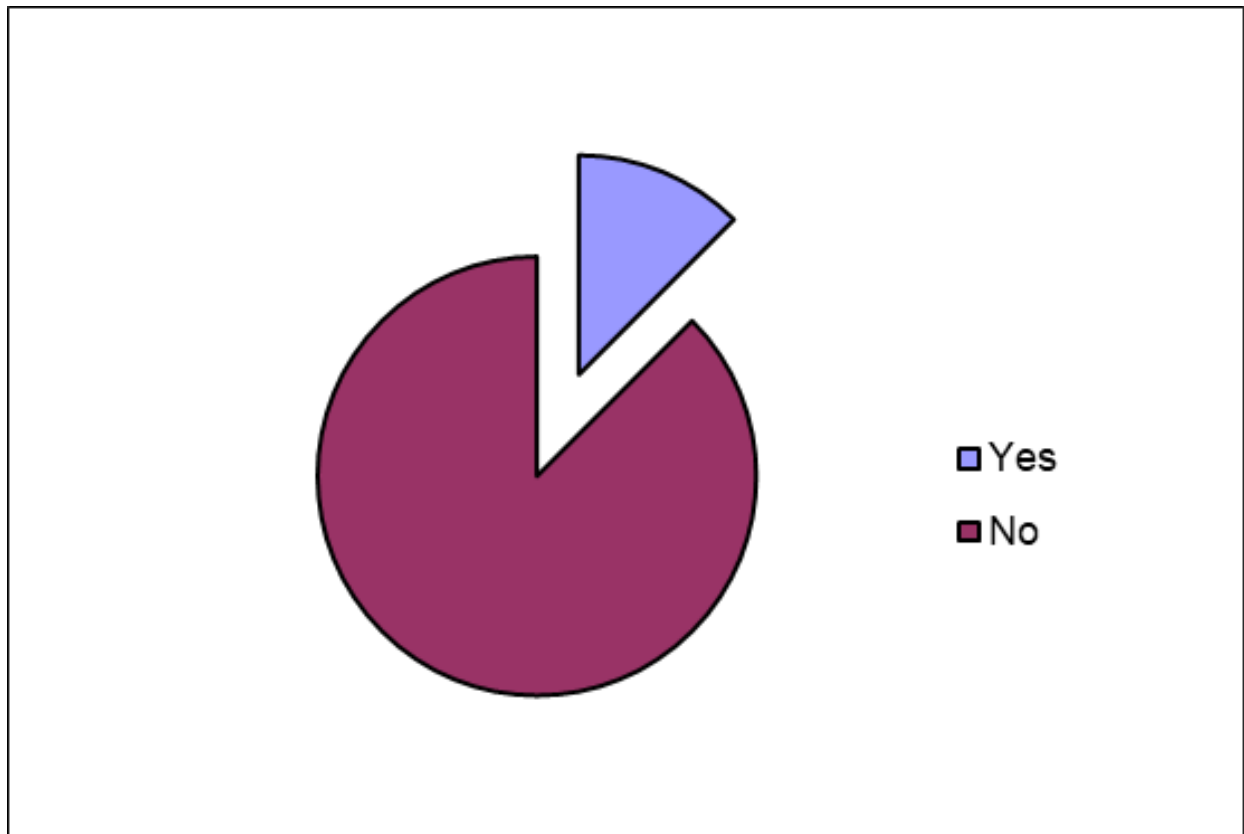
MAG Comments

The City does not meet market expectations for vehicle allowances for Department Heads

Exempt Overtime

Are Exempt Employees (under FLSA) paid overtime?	
Respondent Name	Yes/No
Austin	No
Bexar County	Yes
Cedar Park	No
Comal County	No
Round Rock	No
San Antonio	No
San Marcos	No
Seguin	No
Schertz	No

Exempt Overtime



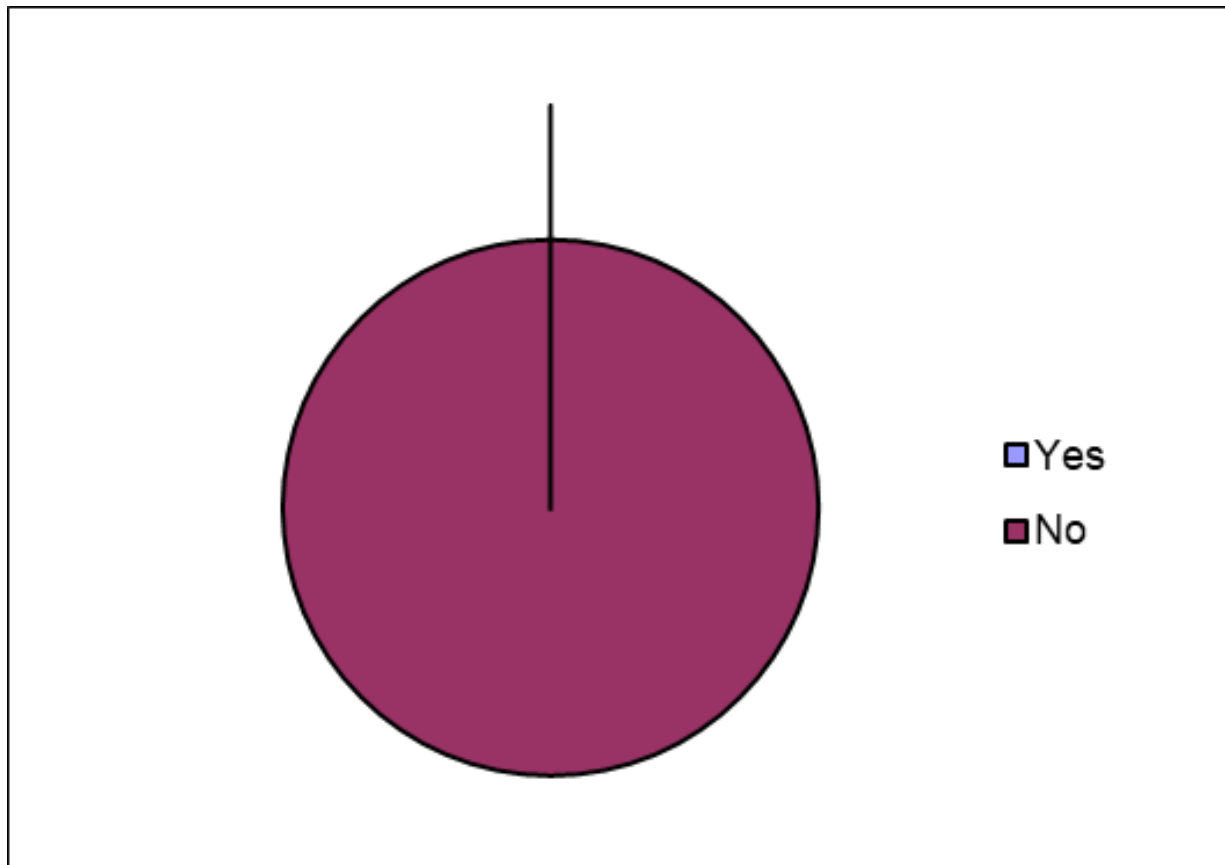
MAG Comments

The majority of the market does not pay overtime for Exempt employees

Exempt Compensatory Time

Are Exempt Employees (under FLSA) provided compensatory time for overtime hours worked?		
Respondent Name	Yes/No	Comments
Austin	No	
Bexar County	No	
Cedar Park	No	
Comal County	No	
Round Rock	No	
San Antonio	No	
San Marcos	No	
Seguin	No	
Schertz	No	

Exempt Compensatory Time



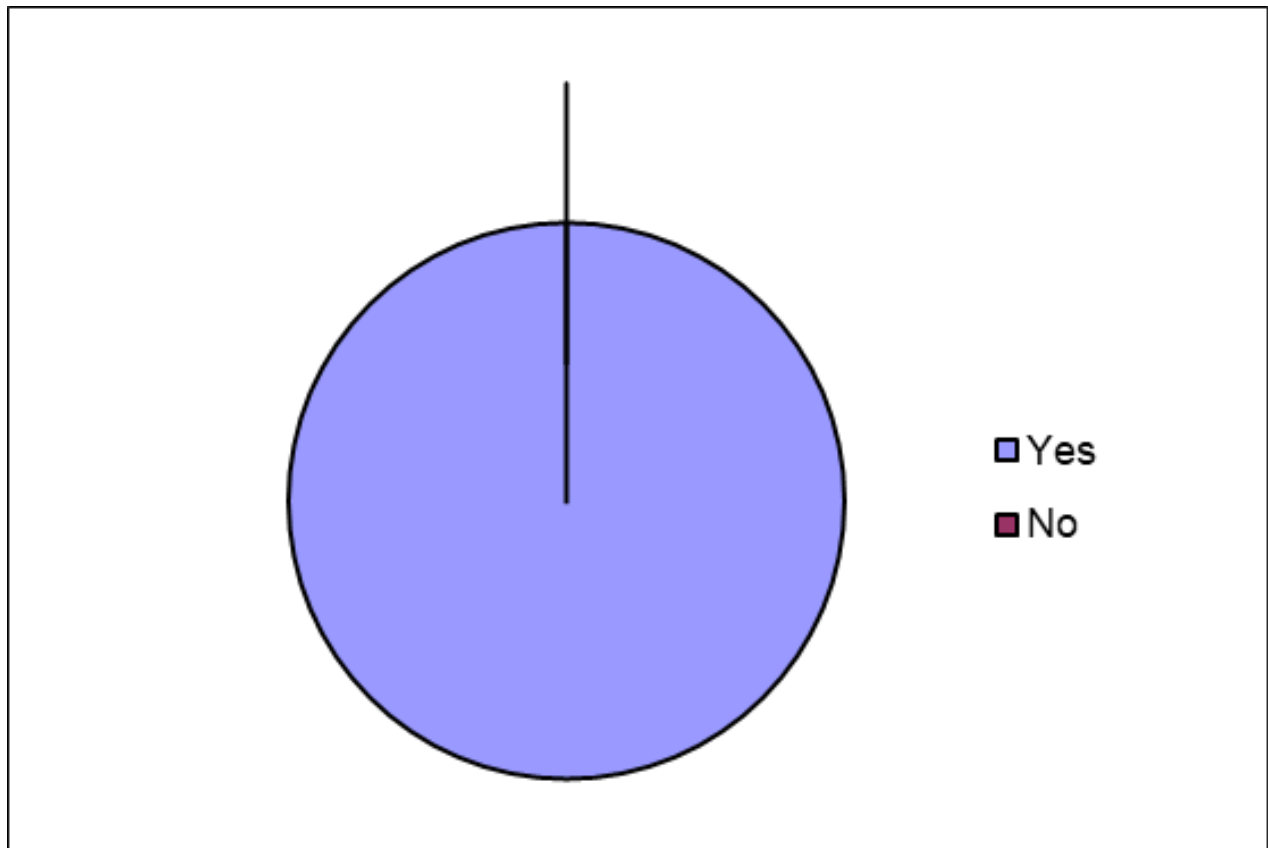
MAG Comments

The City meets market expectations for providing compensation time for overtime hours worked by exempt employees.

Self-Insured

Are you Self-Insured?		
Respondent Name	Yes/No	Comments
Austin	Yes	
Bexar County	Yes	
Cedar Park	Yes	
Comal County	Yes	
Round Rock	Yes	
San Antonio	Yes	
San Marcos	Yes	
Seguin	Yes	Dental only
Schertz	No	

Self-Insured



MAG Comments

The majority of the City's market competitors are self-insured.

Health Insurance Plan

What kind of Health Insurance plan do you offer?				
Respondent Name	Yes/No			Comments
	HMO	PPO	POS	
Austin	Yes	Yes	No	
Bexar County	No	Yes	No	
Cedar Park	No	Yes	No	
Comal County	No	Yes	No	
Round Rock	No	Yes	Yes	
San Antonio	Yes	Yes	No	
San Marcos	No	Yes	No	
Seguin	No	Yes	No	
Schertz	No	Yes	No	

Health Insurance Plan HMO

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?						
Respondent Name						
	HMO					
	Employee			Dependent		
Organization	Max	%	Employer Contribution	Max	%	Employer Contribution
Austin	\$9,558	98	\$9,367	\$22,972	75	\$17,229
Bexar County						
Cedar Park						
Comal County						
Round Rock						
San Antonio	\$4,562	82	\$3,741	\$8,824	61	\$5,383
San Marcos						
Seguin						
Market Average	\$7,060	90	\$6,554	\$15,898	68	\$11,306
Schertz						

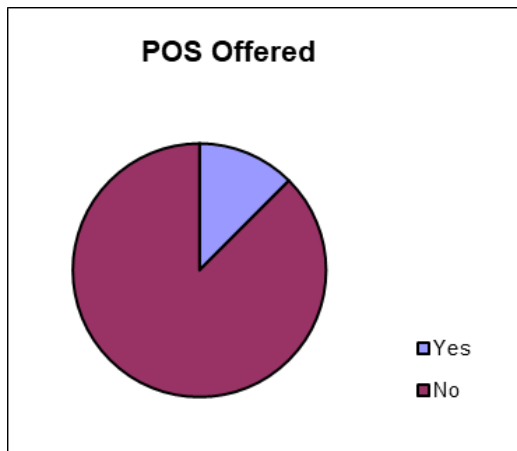
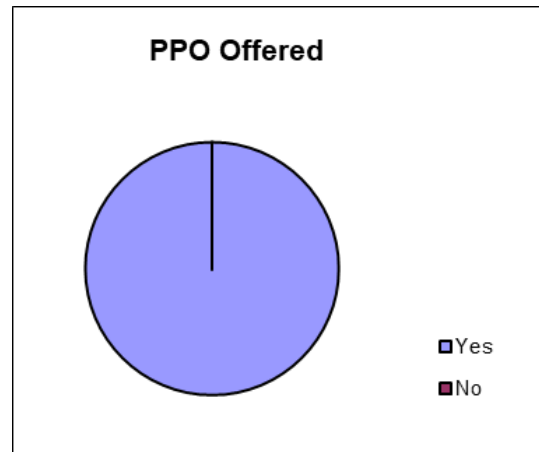
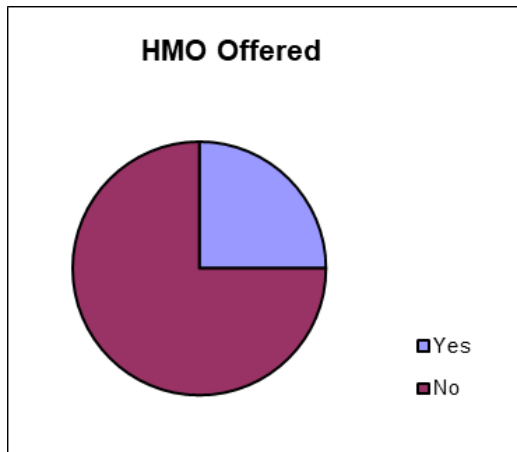
Health Insurance Plan PPO

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?						
Respondent Name						
	PPO					
	Employee			Dependent		
Organization	Max	%	Employer Contribution	Max	%	Employer Contribution
Austin	\$8,041	99	\$7,920	\$17,502	69	\$12,147
Bexar County	\$5,386	83	\$4,471	\$12,449	83	\$10,333
Cedar Park	\$6,218	91	\$5,658	\$13,701	59	\$8,084
Comal County		100				
Round Rock	\$12,372	91	\$11,259	\$12,372	72	\$8,908
San Antonio	\$5,063	70	\$3,544	\$8,031	47	\$3,775
San Marcos	\$7,368	90	\$6,631	\$18,888	28	\$5,289
Seguin	\$5,429	100	\$5,429	\$12,114	56	\$6,784
Market Average	\$7,125	90	\$6,416	\$13,580	59	\$7,903
Schertz	\$7,034	100	\$7,034	\$15,359	78	\$11,903

Health Insurance POS

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?						
Respondent Name						
	POS					
	Employee			Dependent		
Organization	Max	%	Employer Contribution	Max	%	Employer Contribution
Austin						
Bexar County						
Cedar Park						
Comal County						
Round Rock	\$12,000	88	\$10,560	\$12,000	67	\$8,040
San Antonio						
San Marcos						
Seguin						
Market Average	\$12,000	88	\$10,560	\$12,000	67	\$8,040
Schertz						

Health Insurance Plan



MAG Comments

The City's PPO insurance plan leads the market in terms of maximum amount paid and percent covered by employer.

Dental Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?						
Respondent Name						
	Dental Insurance					
	Employee			Dependent		
Organization	Max	%	Employer Contribution	Max	%	Employer Contribution
Austin	\$534	100	\$534	\$892	60	\$531
Bexar County						
Cedar Park	\$426	100	\$426	\$426	25	\$107
Comal County						
Round Rock	\$240	42	\$101	\$240	21	\$50
San Antonio						
San Marcos	\$396	100	\$396	\$798	20	\$160
Seguin	\$281	100	\$281			
Market Average	\$376	88	\$348	\$589	31	\$212
Schertz	\$157	100	\$157	\$345	50	\$172

Vision Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?			
Respondent Name			
	Vision Care		
Organization	Max	%	Employer Contribution
Austin			
Bexar County			
Cedar Park			
Comal County			
Round Rock	\$72	86	\$62
San Antonio			
San Marcos			
Seguin			
Market Average	\$72	86	\$62
Schertz	\$77	100	\$77

Life Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?			
Respondent Name			
	Life Insurance		
Organization	Max	%	Employer Contribution
Austin			
Bexar County		100	
Cedar Park		100	
Comal County		100	
Round Rock	\$103	100	\$103
San Antonio		100	
San Marcos	\$24	100	\$24
Seguin		100	
Market Average	\$64	100	\$64
Schertz		100	

Short Term Disability Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?			
Respondent Name			
	Short Term Disability		
Organization	Max	%	Employer Contribution
Austin			
Bexar County			
Cedar Park			
Comal County		100	
Round Rock			
San Antonio		70	
San Marcos			
Seguin			
Market Average		85	
Schertz			

Long Term Disability Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?			
Respondent Name			
	Long Term Disability		
Organization	Max	%	Employer Contribution
Austin			
Bexar County			
Cedar Park		100	
Comal County			
Round Rock	\$140	100	\$140
San Antonio		40	
San Marcos		100	
Seguin			
Market Average	\$140	85	\$140
Schertz		100	

Nursing Home Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?			
Respondent Name			
Organization	Nursing Home		
	Max	%	Employer Contribution
Austin			
Bexar County			
Cedar Park			
Comal County			
Round Rock	\$72	86	\$62
San Antonio			
San Marcos			
Seguin			
Market Average	\$72	86	\$62
Schertz		0	

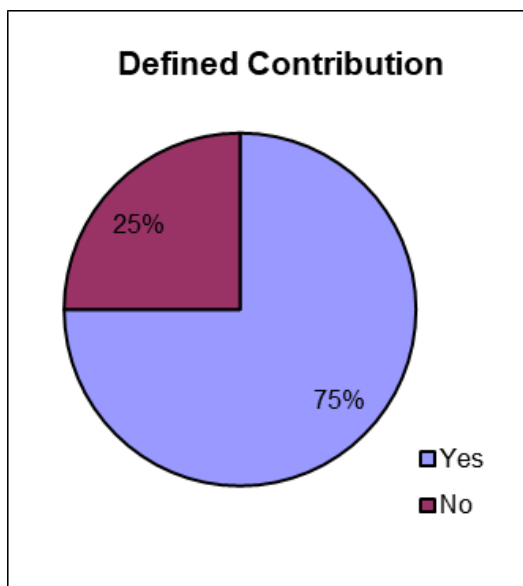
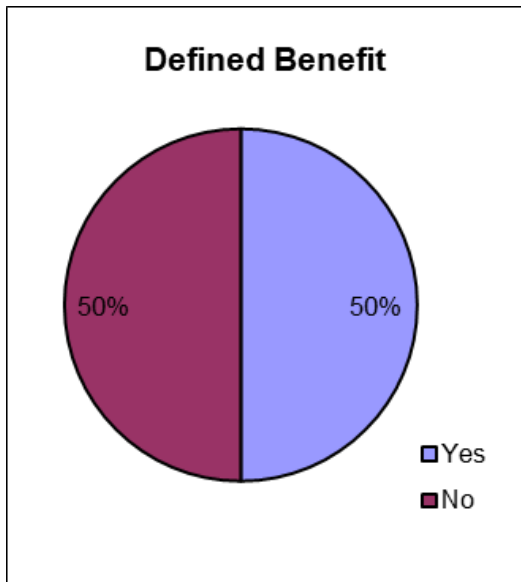
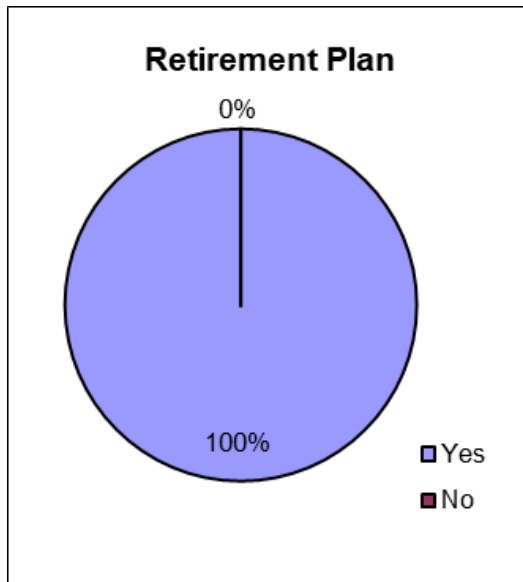
Cancer Insurance

What is the maximum dollar amount and percentage of premium paid by the employer to employees and/or dependents for the following insurances?			
Respondent Name			
Organization	Cancer Insurance		
	Max	%	Employer Contribution
Austin			
Bexar County			
Cedar Park			
Comal County			
Round Rock	\$72	86	\$62
San Antonio			
San Marcos			
Seguin			
Market Average	\$72	86	\$62
Schertz		0	

Retirement Plan

Do you offer an Employee Retirement Plan?					
Respondent Name	Yes/No				Comments
	Retirement Plan?	Defined Benefit?	Defined Contribution?	Minimum Years of Service to be Fully Vested in Plan	
Austin	Yes	Yes	Yes	varies	
Bexar County	Yes	No	Yes	8	
Cedar Park	Yes	No	No	5	
Comal County	Yes	No	No	8	
Round Rock	Yes	Yes	Yes	5	
San Antonio	Yes	Yes	Yes	5	
San Marcos	Yes	Yes	Yes	5	
Seguin	Yes	No	Yes	5	
Schertz	Yes	Yes	Yes	5	

Retirement Plan



MAG Comments

The City is consistent with others in terms of offering a retirement plan. The market is evenly divided in terms of whether a defined benefit is provided. The City meets market expectations as to whether a defined contribution plan is provided.

Certification Pay		
Cedar Park		
Type	Amount	Pay Frequency
Peace Officer Intermediate	\$50.00	Monthly
Peace Officer Advanced	\$100.00	Monthly
Peace Office Master	\$150.00	Monthly
Spanish or Sign Language	\$85.00	Monthly
Fire - Technical Rescue (Swift Water or Ropes)	\$75.00	Monthly
Fire - Wildland	\$75.00	Monthly
Fire - Hazardous Materials	\$75.00	Monthly
Fire - Dive	\$75.00	Monthly
Fre - Arson	\$75.00	Monthly
* Fire certifications - FF are eligible to receive two specialization incentive pay of \$75/mo.		
Receive Education or Certification pay not both		
Guadalupe County		
Type	Amount	Pay Frequency
Detention: SERT	\$80.00	biweekly
advanced	\$80.00	biweekly
Masters	\$40.00	biweekly
intermediate	\$20.00	biweekly
Communications advanced	\$60.00	biweekly
Communications master	\$30.00	biweekly
City of New Braunfels		
Type	Amount	Pay Frequency
Environmental Health (Euthanausa, Animal Control, Asbestos, OSSF,etc.)	\$11.54	Bi-Weekly
Planning and Development Services (Certified Floodplain Manager, American Institute of Certified Planners)	\$11.54	Bi-Weekly
Building (ICC Plans Examiner, ICC Permit Technician, Intermediate Code Enforcement)	\$11.54	Bi-Weekly
Public Works/Streets (Pesticide Applicator License)	\$11.54	Bi-Weekly
EMS/Fire or Police Instructor	\$11.54	Bi-Weekly
Firefighter or Police Officer Intermediate	\$23.08	Bi-Weekly
Firefighter or Police Officer Advanced	\$46.15	Bi-Weekly
Firefighter or Police Officer Master	\$115.38	Bi-Weekly
EMT Intermediate	\$69.23	Bi-Weekly
EMT Paramedic	\$115.38	Bi-Weekly
Parks (Certified Pool Operator, Pesticide/Herbicide Applicator, Irrigator, Master Gardener, Master Naturalist)	\$11.54	Bi-Weekly
Police (Armorer, Fingerprints Examiner, Accident Reconstrucionist, Hostage Negotiator, Intoxilyzer, Polygraph Examiner, SWAT)	\$11.54	Bi-Weekly
Parks (Certified Pool Operator, Pesticide/Herbicide Applicator, Irrigator, Master Gardener, Master Naturalist)	\$11.54	Bi-Weekly

City of New Braunfels		
Type	Type	Type
Certified Court Clerk Level I	\$25.00	Bi-Weekly
Certified Court Clerk Level II	\$37.50	Bi-Weekly
Licensed Court Interpreter	\$192.31	Bi-Weekly
Pflugerville		
Type	Amount	Pay Frequency
Bilingual Pay	\$150.00	Monthly
Advanced Telecommunications	\$100.00	Monthly
Master Telecommunications	\$150.00	Monthly
Advanced Peace Officer	\$100.00	Monthly
Intermediate Peace Office	\$50.00	Monthly
Master Peace Officer	\$150.00	Monthly
ON-Call Detective Incentive	\$196.39	Monthly
Crisis Intervention Team	\$50.00	Monthly
Firearms Instructor	\$50.00	Monthly
Field Training Officer	\$150.00	Monthly
*Police Only		
San Antonio		
Type	Amount	Pay Frequency
ICC Residential Building Inspector *Positions assigned to Developments Services only	\$200	monthly
ICC Residential Electrical Inspector *Positions assigned to Developments Services only	\$200	monthly
ICC Residential Mechanical Inspector *Positions assigned to Developments Services only	\$200	monthly
ICC Residential Plumbing Inspector	\$200	monthly
ICC Commercial Building Inspector	\$200	monthly
ICC Commercial Electrical Inspector	\$200	monthly
ICC Commercial Mechanical Inspector *Positions assigned to Developments Services only	\$200	monthly
ICC Commercial Plumbing Inspector *Positions assigned to Developments Services only	\$200	monthly
Flatwork Inspector or ICC SA Flatwork Inspector *Positions assigned to Developments Services only	\$75	monthly
ICC Building Plans Examiner	\$200	monthly
ICC Electrical Plans Examiner	\$200	monthly
ICC Mechanical Plans Examiner *Positions assigned to Developments Services only	\$200	monthly
ICC Plumbing Plans Examiner *Positions assigned to Developments Services only	\$200	monthly

San Antonio		
Type	Amount	Pay Frequency
ICC Residential Plans Examiner *Positions assigned to Developments Services only	\$200	monthly
ICC Fire Plans Examiner *Positions assigned to Developments Services only	\$200	monthly
ICC Permit Technician *Positions assigned to Developments Services only	\$200	monthly
ICC Permit Specialist *Positions assigned to Developments Services only	\$200	monthly
ICC Certified Building Code Official nka ICC Building Code Specialist *Positions assigned to Developments Services only	\$250	monthly
ICC Certified Electrical Code Official nka ICC Electrical Code Specialist *Positions assigned to Developments Services only	\$250	monthly
ICC Certified Housing Code Official nka ICC Housing and Zoning Code Specialist *Positions assigned to Developments Services only	\$250	monthly
ICC Certified Mechanical Code Official nka ICC Mechanical Code Specialist *Positions assigned to Developments Services only	\$250	monthly
ICC Certified Plumbing Code Official nka ICC Plumbing Code Specialist *Positions assigned to Developments Services only	\$250	monthly
IAMPO Plumbing Inspector	5%	monthly
Multi-Purpose Fire Sprinkler Inspector *Positions assigned to Developments Services only	\$75	monthly
Med Gas Inspector *Positions assigned to Developments Services only	\$200	monthly
ICC Disaster Response Inspector or Damage Assessment Inspector	\$200	monthly
NICET Certification Level I and II in Fire Alarm Systems *Positions assigned to Developments Services only	\$200	monthly
NICET Certification Level I *Positions assigned to Developments Services only	\$200	monthly
NICET Certification Level I and II in Water Base Fire Protection System Layout *Positions assigned to Developments Services only	\$200	monthly
NICET Certification Level III and IV in Fire Alarm Systems *Positions assigned to Developments Services only	\$200	monthly

San Antonio

Type	Type	Type
NICET Certification Level III and IV in Water Base Fire Protection System Layout *Positions assigned to Developments Services only	\$200	monthly
NICET Certification Hazard Suppression System *Positions assigned to Developments Services only	\$200	monthly
ICC Commercial Fire Alarm Plans Examiner I *Positions assigned to Developments Services only	\$75	monthly
ICC Commercial Fire Alarm Plans Examiner II *Positions assigned to Developments Services only	\$200	monthly
Multi-Purpose Residential Fire Protection Sprinkler Systems Plans Examiner *Positions assigned to Developments Services only	\$75	monthly
ICC Commercial Fire Sprinkler Plans Examiner *Positions assigned to Developments Services only	\$200	monthly
American Institute of Certified Planner *Positions assigned to Developments Services only	\$250	monthly
San Antonio River Authority Low Impact Development	5%	monthly
ICC Property Maintenance & Housing Inspector *Positions assigned to Developments Services only	\$200	monthly
Certified Urban Designer (CUD) *Positions assigned to Developments Services only	\$200	monthly
Geographic Information Systems Professional (GISP) *Positions assigned to Developments Services only	\$200	monthly
ICC Certified Fire Marshal *Positions assigned to Developments Services only	\$250	monthly
ICC Commercial Energy Plans Examiner *Positions assigned to Developments Services only	\$200	monthly
ICC Commercial Energy Plans Examiner *Positions assigned to Developments Services only	\$200	monthly
ICC SA Billboard Operator *Positions assigned to Developments Services only	\$75	monthly
Licensed Irrigator *Positions assigned to Developments Services only	\$75	monthly
Master of Special Inspection *Positions assigned to Developments Services only	\$200	monthly
NFPA Certified Fire Protection Specialist *Positions assigned to Developments Services only	\$200	monthly
Professional Traffic Operations Engineer *Positions assigned to Developments Services only	\$250	monthly

San Antonio

Type	Type	
TX State Plumbing Inspector License *Positions assigned to Developments Services only	\$200	monthly
ICC Commercial Energy Plans Examiner or ICC Zoning Inspector *Positions assigned to Developments Services only	\$200	monthly
ICC Commercial Plumbing Inspector or IAPMO Plumbing Inspector *Positions assigned to Developments Services only	\$200	monthly
Damage Assessment Inspector *Positions assigned to Developments Services only	\$200	monthly
Master Electrician	5%	monthly
Master Plumber	5%	monthly
Backflow Inspec	5%	monthly
HVAC Tech	5%	monthly
Auto Engine Rpr	\$10.00	monthly
Auto Transmission	\$10.00	monthly
Auto Man Drv	\$10.00	monthly
Auto Susp & Steerg	\$10.00	monthly
Auto Brakes	\$10.00	monthly
Auto Electrical	\$10.00	monthly
Auto H&AC	\$10.00	monthly
Auto Eng Perform	\$10.00	monthly
Trk Diesel Eng	\$10.00	monthly
Trk Drive Train	\$10.00	monthly
Trk Brakes	\$10.00	monthly
Trk Susp & Steerg	\$10.00	monthly
Trk Electrical	\$10.00	monthly
Trk H&AC	\$10.00	monthly
Advanced Engine Performance Specialist Certification (L1)	\$20.00	monthly
Electronic Diesel Engine Diagnosis Specialist Certification (L2)	\$20.00	monthly
Auto Maintenance and Light Repair (G1)	\$20.00	monthly
Ambulance Maint Inspec	\$10.00	monthly
Ambulance DesgMaint	\$10.00	monthly
Ambulance Elect	\$10.00	monthly
Ambulance H&AC	\$10.00	monthly
Ambulance Cab, Ch, Bdy	\$10.00	monthly
Fire App Maint Inspec	\$10.00	monthly
Fire App Maint	\$10.00	monthly
Fire Pump Acc	\$10.00	monthly
Fire Aerial App	\$10.00	monthly
Fire App Elec	\$10.00	monthly

San Antonio		
Type	Type	Type
Allison Auto Trans	\$10.00	monthly
Law Enforcement Vehicle Install	\$10.00	monthly
Hydraulic TNT Tech	\$10.00	monthly
TCLE Basic Peace Officer	\$50.00	monthly
TCLE Int Peace Officer	\$75.00	monthly
TCLE Adv Peace Officer	\$125.00	monthly
TCLE Master Peace Officer	\$175.00	monthly
TCLEOSE Instructor	5%	monthly
Airport Certified Employee	5%	monthly
Certified Member	5%	monthly
Accredited Airport Executive	5%	monthly
Six Sigma-Green Belt	5%	monthly
Six Sigma-Black Belt	5%	monthly
Cert Public Finance Offrc	2%	monthly
PMI - Certified Associate in Project Management *Positions assigned to Developments Services only	\$75	monthly
Project Manager Professional *Positions assigned to Developments Services only	\$250	monthly
Texas Municipal Clerks Certification Program (TMCCP) *Applicable to the Office of the City Clerk	\$100	monthly
ICC Zoning Inspector *Positions assigned to Developments Services only	\$200	monthly
Animal Euthanasia	5%	monthly
Texas Certified Arborist *Positions assigned to Developments Services only	\$200	monthly
ISA Arborist Certification *Positions assigned to Developments Services only	\$200	monthly
TCEQ Irrigation Inspector License *Positions assigned to Developments Services only	\$200	monthly
Pesticide App	5%	monthly
Playground Inspec Cert	5%	monthly
Municipal Court Certification Level II	\$50	monthly
Certified Municipal Court Clerk Level III	\$75	monthly
¹ In all cases, certifications/licenses required of the job are not eligible for certification pay		
² Combination Inspector - Must obtain a total of three out of four trade disciplines in the ICC Residential certification category (building, electrical, mechanical, and plumbing) within one year of employment		
³ Plans Examiner Supervisor - Must obtain one certification in six months, and a total of three out of five trade disciplines in the ICC Plans Examiner category (building, electrical, mechanical, plumbing, and fire) within the first twelve months		
TDLR -Texas Department of Licensing & Regulation (all plumber examinations)		
CPSI - Certified Playground Safety Inspector		

San Antonio		
PLUMEXAM - Texas State Board of Plumbing Examiners		
TCEQ - Texas Commission on Environmental Quality		
USEPA - US Environmental Protection Agency		
(Strategic Program Assessment of the Pesticide Safety Education Program)		
Seguin		
Type	Amount	Pay Frequency
Emergency Management; Infection Control; Training Officer; Fire Intermediate; Fire Advanced; Fire Master; Arson Investigator; Hazard Communication Program Admin	\$25	pay period
Round Rock		
Type	Amount	Pay Frequency
Police - TCOLE Certification	\$50.00	monthly
Police – Advanced TCOLE Certification	\$150.00	monthly
Police – Master TCOLE Certification	\$300.00	monthly

Education Pay		
Cedar Park		
Type	Amount	Pay Frequency
AA	60.00	Monthly
BA/BS	195.00	Monthly
MA/MS	275.00	Monthly
City of New Braunfels		
Type	Amount	Pay Frequency
AA	23.08	biweekly
BA/BS	46.15	biweekly
MA/MS	69.23	biweekly
*Police and Fire only		
City of Round Rock		
Type	Amount	Pay Frequency
AA	\$125	Monthly
BA/BS	\$240	Monthly
MA/MS	\$320	Monthly

Assignment Pay		
City of New Braunfels		
Type	Amount	Pay Frequency
Fire & Arson	\$69.23	biweekly
Fire Marshall	\$225.00	biweekly
Narcotics or Gang Task Force Operator	\$115.38	biweekly
K-9 Officer	\$35.00	biweekly
Field Training Officer-Mentor	\$40.00	biweekly
Plugerville		
Type	Amount	Pay Frequency
Shift Differential Pay- \$2 per hour when shift starts at 3:00 p.m. or later	\$2.00	Hour
On-Call	\$125.00	Week
San Marcos		
Type	Amount	Pay Frequency
1.Canine handlers.	\$160.00	Month
2.Criminal investigations/narcotics.	\$160.00	Month
3.Crime prevention.	\$160.00	Month
4.Training/field training.	\$160.00	Month
5.School resource.	\$160.00	Month
6.Downtown/outlet mall.	\$160.00	Month
7.Motorcycle patrol duty.	\$160.00	Month
8.Mental health officer duty	\$160.00	Month
9.SWAT	\$160.00	Month
10.Crisis Negotiating Team	\$160.00	Month
11.Collision investigation team	\$160.00	Month
Seguin		
Type	Amount	Pay Frequency
K-9 Handler	\$25.00	pay period
TCLEOSE Intermediate	\$25.00	pay period
TCLEOSE Advanced	\$25.00	pay period
CLEOSE Master	\$25.00	pay period
Detective Assignment	5%	pay period

Round Rock		
Type	Amount	Pay Frequency
Technical Rescue Personnel	\$75.00	monthly
Technical Rescue Team Supervisor	\$250.00	monthly
Hazardous Materials Personnel	\$75.00	monthly
Hazardous Materials Response Team Supervisor	\$250.00	monthly
Wildland Fire Personnel	\$75.00	monthly
Wildland Fire Firefighter	\$150.00	monthly
Wildland Team Coordinator	\$250.00	monthly
Air Management Personnel	\$75.00	monthly
First Responder Advanced Provider (FRAP) Personnel	-	-
Firefighters assigned to a paramedic school	\$100.00	monthly
Firefighters undergoing Medical Director's clearing process	\$200.00	monthly
EMT-Intermediates credentialed by Medical Director	\$300.00	monthly
EMT-Paramedics credentialed by Medical Director	\$500.00	monthly
Arson Investigators on specialized arson investigation team	\$300.00	monthly
Personnel on administrative assignment (assigned by Fire Chief)	\$300.00	monthly
Bilingual Support Team Personnel	-	-
Spanish fluency - annual level 1	\$100.00	monthly
Spanish fluency - annual level 2	\$200.00	monthly

SECTION 8.0

Implementation Cost Projection

City of Schertz, TX Implementation Report

DRAFT

Summary for City of Schertz, TX

Current Payroll	\$18,721,085	# Positions	368	
Flat 0% Adjustment	\$0	# Positions Adjusted (any type)	282	# Not Adj 86
Adjustment To Minimum	\$427,816	# Adjusted To Minimum	140	
Adjustment Toward Mkt	\$808,409	# Adjusted Toward Market	241	
Adjustment Toward Maximum	\$0	# Adjusted Toward Maximum	0	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
 Total Applied Adjustments	 \$1,236,225			
Proposed Payroll	\$19,957,310	% Change in Total Payroll	6.60%	
FICA Rate: 0				
Proposed Payroll plus FICA	\$19,957,310			

APPENDIX A

Benchmark Positions

Integrated Original Pay Plan - By Midpoint

City of Schertz, TX

Grade		Min	Mid	Max	%Range	%Below	%Above
Original Class Title	Class Code				Pay Plan	Survey	#Pos'ns
					0.00%	0.00%	0.00%
						<input type="checkbox"/>	0
						<input type="checkbox"/>	0
						<input type="checkbox"/>	0
						<input type="checkbox"/>	0
						<input type="checkbox"/>	0
0 Unique Class Titles					Total # of Positions:		0
TPT1		\$20,800	\$20,800	\$20,800	0.00%	0.00%	0.00%
Temp P/T Circulation Clerk (20 Hrs)	TPTCC	\$20,800	\$20,800	\$20,800		<input type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
6		\$18,325	\$22,256	\$26,187	42.91%	21.45%	17.66%
P/T Library Page (10 Hrs)	PTLP	\$18,325	\$22,256	\$26,187		<input type="checkbox"/>	2
1 Unique Class Titles					Total # of Positions:		2
8		\$19,843	\$24,086	\$28,330	42.77%	21.38%	17.62%
P/T Kennel Technician	PTKT	\$19,843	\$24,086	\$28,330		<input type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
13		\$24,190	\$29,359	\$35,235	42.73%	21.37%	17.61%
Animal Services Technician	AST	\$24,190	\$29,359	\$35,235		<input type="checkbox"/>	1
P/T Children's Programming Clk (20 Hrs)	PTCPC	\$24,190	\$29,359	\$35,235		<input type="checkbox"/>	1
P/T Circulation Clerk (10 Hrs)	PTCC	\$24,190	\$29,359	\$35,235		<input type="checkbox"/>	2
P/T Circulation Clerk (20 Hrs)	PTCC20	\$24,190	\$29,359	\$35,235		<input type="checkbox"/>	5
P/T Processing Clerk (20 Hrs)	PTPC	\$24,190	\$29,359	\$35,235		<input type="checkbox"/>	1
5 Unique Class Titles					Total # of Positions:		10
14		\$25,168	\$30,555	\$36,649	42.81%	21.40%	17.63%
EMS Billing Clerk	EBC	\$25,168	\$30,555	\$36,649		<input type="checkbox"/>	1
P/T Park Worker I (24 Hrs)	PTPW1	\$25,168	\$30,555	\$36,649		<input type="checkbox"/>	1
Park Worker I	PW1	\$25,168	\$30,555	\$36,649		<input checked="" type="checkbox"/>	3
Police Records Specialist	PRS	\$25,168	\$30,555	\$36,649		<input type="checkbox"/>	1
4 Unique Class Titles					Total # of Positions:		6
15		\$26,187	\$31,782	\$38,126	42.73%	21.37%	17.60%
Drainage Worker I	DW1	\$26,187	\$31,782	\$38,126		<input type="checkbox"/>	2
Events Attendant	EVAT	\$26,187	\$31,782	\$38,126		<input type="checkbox"/>	2
Facilities Services Technician	FST	\$26,187	\$31,782	\$38,126		<input checked="" type="checkbox"/>	3
P/T Events Attendant (28 Hrs)	PTEA	\$26,187	\$31,782	\$38,126		<input type="checkbox"/>	1
Street Worker I	SW1	\$26,187	\$31,782	\$38,126		<input type="checkbox"/>	3
5 Unique Class Titles					Total # of Positions:		11
17		\$28,330	\$34,403	\$41,267	42.88%	21.44%	17.65%
Customer Relations/311 Rep	CR3	\$28,330	\$34,403	\$41,267		<input type="checkbox"/>	2
Deputy Court Clerk	DCC	\$28,330	\$34,403	\$41,267		<input checked="" type="checkbox"/>	2
Facilities Maintenance Technician	FMT	\$28,330	\$34,403	\$41,267		<input type="checkbox"/>	2
Library Clerk II	LC2	\$28,330	\$34,403	\$41,267		<input checked="" type="checkbox"/>	3
P/T Customer Relations/311 Rep	PTCR3R	\$28,330	\$34,403	\$41,267		<input type="checkbox"/>	1
Permit Technician	PT	\$28,330	\$34,403	\$41,267		<input type="checkbox"/>	2
Receptionist-Dispatcher	RD	\$28,330	\$34,403	\$41,267		<input type="checkbox"/>	1
Serviceman I	SER1	\$28,330	\$34,403	\$41,267		<input checked="" type="checkbox"/>	10
Utility Billing Clerk I	UBC1	\$28,330	\$34,403	\$41,267		<input checked="" type="checkbox"/>	3
9 Unique Class Titles					Total # of Positions:		26
18		\$29,474	\$35,786	\$42,952	42.84%	21.42%	17.64%
Animal Services Officer	ASO	\$29,474	\$35,786	\$42,952		<input checked="" type="checkbox"/>	4

Integrated Original Pay Plan - By Midpoint

City of Schertz, TX

Grade		Min	Mid	Max	%Range	%Below	%Above
Original Class Title	Class Code				Pay Plan	Survey	#Pos'ns
18		\$29,474	\$35,786	\$42,952	42.84%	21.42%	17.64%
Drainage Worker II	DW2	\$29,474	\$35,786	\$42,952		<input type="checkbox"/>	2
Library Assistant	LA	\$29,474	\$35,786	\$42,952		<input type="checkbox"/>	2
Meter Technician I	MT1	\$29,474	\$35,786	\$42,952		<input checked="" type="checkbox"/>	2
Street Worker II	SW2	\$29,474	\$35,786	\$42,952		<input type="checkbox"/>	5
5 Unique Class Titles					Total # of Positions:		15
20		\$31,907	\$38,740	\$46,488	42.83%	21.41%	17.64%
Administrative Assistant	ADAS	\$31,907	\$38,740	\$46,488		<input checked="" type="checkbox"/>	5
Administrative Assistant/Help Desk Coordinat	AAHDC	\$31,907	\$38,740	\$46,488		<input type="checkbox"/>	1
EMT	EMT	\$31,907	\$38,740	\$46,488		<input checked="" type="checkbox"/>	4
Fleet Mechanic I	FMI	\$31,907	\$38,740	\$46,488		<input checked="" type="checkbox"/>	2
Meter Technician II	MT2	\$31,907	\$38,740	\$46,488		<input type="checkbox"/>	1
Serviceman II	SER2	\$31,907	\$38,740	\$46,488		<input type="checkbox"/>	5
6 Unique Class Titles					Total # of Positions:		18
21		\$33,197	\$40,310	\$48,360	42.86%	21.43%	17.65%
Client Services Technician I	CST1	\$33,197	\$40,310	\$48,360		<input type="checkbox"/>	1
Development Specialist	DS	\$33,197	\$40,310	\$48,360		<input type="checkbox"/>	1
2 Unique Class Titles					Total # of Positions:		2
22		\$34,528	\$41,933	\$50,315	42.89%	21.45%	17.66%
Code Enforcement Officer	CEOF	\$34,528	\$41,933	\$50,315		<input checked="" type="checkbox"/>	2
Communications Officer	COMO	\$34,528	\$41,933	\$50,315		<input checked="" type="checkbox"/>	8
2 Unique Class Titles					Total # of Positions:		10
23		\$35,942	\$43,628	\$52,354	42.77%	21.38%	17.62%
EMS Billing Specialist	EBS	\$35,942	\$43,628	\$52,354		<input type="checkbox"/>	2
Senior Purchasing Specialist	SPS	\$35,942	\$43,628	\$52,354		<input type="checkbox"/>	1
2 Unique Class Titles					Total # of Positions:		3
24		\$37,378	\$45,386	\$54,454	42.85%	21.42%	17.64%
Accounts Payable Coordinator	ACCPC	\$37,378	\$45,386	\$54,454		<input checked="" type="checkbox"/>	1
Civilian Evidence Technician	CET	\$37,378	\$45,386	\$54,454		<input type="checkbox"/>	1
Senior Administrative Assistant	SAA	\$37,378	\$45,386	\$54,454		<input type="checkbox"/>	4
Senior Deputy Court Clerk	SDCC	\$37,378	\$45,386	\$54,454		<input type="checkbox"/>	1
Serviceman III	SER3	\$37,378	\$45,386	\$54,454		<input type="checkbox"/>	1
5 Unique Class Titles					Total # of Positions:		8
25		\$38,896	\$47,226	\$56,659	42.83%	21.42%	17.64%
Accountant I	ACC1	\$38,896	\$47,226	\$56,659		<input checked="" type="checkbox"/>	1
Building Inspector	BI	\$38,896	\$47,226	\$56,659		<input checked="" type="checkbox"/>	4
Drainage Foreman	DF	\$38,896	\$47,226	\$56,659		<input type="checkbox"/>	1
Facilities Maintenance Foreman	FMF	\$38,896	\$47,226	\$56,659		<input checked="" type="checkbox"/>	1
HR Generalist	HRG	\$38,896	\$47,226	\$56,659		<input checked="" type="checkbox"/>	1
Park Maintenance Crew Leader	PMCL	\$38,896	\$47,226	\$56,659		<input type="checkbox"/>	1
Risk & Safety Specialist	RSS	\$38,896	\$47,226	\$56,659		<input type="checkbox"/>	1
Street Foreman	STF	\$38,896	\$47,226	\$56,659		<input type="checkbox"/>	1
Utility Billing Assistant Manager	UBAM	\$38,896	\$47,226	\$56,659		<input type="checkbox"/>	1
9 Unique Class Titles					Total # of Positions:		12
26		\$40,477	\$49,140	\$58,947	42.81%	21.40%	17.63%
Marketing & Communications Specialist	MCS	\$40,477	\$49,140	\$58,947		<input type="checkbox"/>	1
PW Inspector	PWI	\$40,477	\$49,140	\$58,947		<input type="checkbox"/>	2
2 Unique Class Titles					Total # of Positions:		3
27		\$42,099	\$51,116	\$61,339	42.84%	21.42%	17.64%

Integrated Original Pay Plan - By Midpoint

City of Schertz, TX

Grade		Min	Mid	Max	%Range	%Below	%Above
Original Class Title	Class Code				Pay Plan	Survey	#Pos'ns
27		\$42,099	\$51,116	\$61,339	42.84%	21.42%	17.64%
Civic & Community Center Coordinator	CCCC	\$42,099	\$51,116	\$61,339		<input type="checkbox"/>	1
Client Services Technician II	CST2	\$42,099	\$51,116	\$61,339		<input type="checkbox"/>	1
Communications Shift Supervisor	COSS	\$42,099	\$51,116	\$61,339		<input type="checkbox"/>	3
Help Desk Technician	HDT	\$42,099	\$51,116	\$61,339		<input checked="" type="checkbox"/>	1
Planner I	PLA1	\$42,099	\$51,116	\$61,339		<input checked="" type="checkbox"/>	2
Water/Wastewater Foreman	WWFOR	\$42,099	\$51,116	\$61,339		<input type="checkbox"/>	1
6 Unique Class Titles					Total # of Positions:		9
28		\$43,805	\$53,186	\$63,814	42.83%	21.42%	17.64%
Deputy City Secretary	DCS	\$43,805	\$53,186	\$63,814		<input type="checkbox"/>	1
Executive Assistant	EXAST	\$43,805	\$53,186	\$63,814		<input type="checkbox"/>	3
Financial Analyst	FINA	\$43,805	\$53,186	\$63,814		<input checked="" type="checkbox"/>	1
Firefighter	FF	\$43,805	\$53,186	\$63,814		<input checked="" type="checkbox"/>	18
Paramedic	PM	\$43,805	\$53,186	\$63,814		<input checked="" type="checkbox"/>	22
Sanitarian	SAN	\$43,805	\$53,186	\$63,814		<input type="checkbox"/>	1
6 Unique Class Titles					Total # of Positions:		46
29		\$45,573	\$55,328	\$66,394	42.81%	21.41%	17.63%
Adult Services Librarian	ASL	\$45,573	\$55,328	\$66,394		<input type="checkbox"/>	1
Fleet Foreman	FLM	\$45,573	\$55,328	\$66,394		<input checked="" type="checkbox"/>	1
GIS Specialist	GISS	\$45,573	\$55,328	\$66,394		<input checked="" type="checkbox"/>	1
Records Office Manager	ROM	\$45,573	\$55,328	\$66,394		<input type="checkbox"/>	1
Virtual Services Librarian	VSL	\$45,573	\$55,328	\$66,394		<input type="checkbox"/>	1
Youth Services Librarian	YSL	\$45,573	\$55,328	\$66,394		<input checked="" type="checkbox"/>	1
6 Unique Class Titles					Total # of Positions:		6
30		\$47,424	\$57,574	\$69,077	42.81%	21.40%	17.63%
Administrative Manager	ADMAN	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Civic Center Manager	CCM	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Crime Victim Liaison	CVL	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Environmental Law Enforcement Officer	ELEO	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
MIH Paramedic	MIHP	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Officer	OF	\$47,424	\$57,574	\$69,077		<input checked="" type="checkbox"/>	34
Plans Examiner	PLE	\$47,424	\$57,574	\$69,077		<input checked="" type="checkbox"/>	1
Project Manager	PRMAN	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Public Safety Systems Administrator	PSSA	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Senior Accountant	SACC	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
Senior Generalist	SG	\$47,424	\$57,574	\$69,077		<input type="checkbox"/>	1
11 Unique Class Titles					Total # of Positions:		44
31		\$49,338	\$59,894	\$71,864	42.79%	21.40%	17.62%
Economic Development Analyst	EDA	\$49,338	\$59,894	\$71,864		<input type="checkbox"/>	1
Events Manager	EVM	\$49,338	\$59,894	\$71,864		<input type="checkbox"/>	1
Facilities Services Supervisor	FSS	\$49,338	\$59,894	\$71,864		<input type="checkbox"/>	1
Senior Computer Support Systems Engineer	SCSSE	\$49,338	\$59,894	\$71,864		<input type="checkbox"/>	1
Senior Systems Administrator	SSA	\$49,338	\$59,894	\$71,864		<input checked="" type="checkbox"/>	1
Streets Supervisor	STSUP	\$49,338	\$59,894	\$71,864		<input type="checkbox"/>	1
6 Unique Class Titles					Total # of Positions:		6
32		\$51,314	\$62,306	\$74,776	42.85%	21.42%	17.64%
Animal Services Manager	ASM	\$51,314	\$62,306	\$74,776		<input type="checkbox"/>	1
Graduate Engineer	GREN	\$51,314	\$62,306	\$74,776		<input type="checkbox"/>	1
Senior Planner	SPLA	\$51,314	\$62,306	\$74,776		<input type="checkbox"/>	1
Utility Billing Manager	UBM	\$51,314	\$62,306	\$74,776		<input type="checkbox"/>	1

Integrated Original Pay Plan - By Midpoint

City of Schertz, TX

Grade		Min	Mid	Max	%Range	%Below	%Above
Original Class Title	Class Code				Pay Plan	Survey	#Pos'ns
32		\$51,314	\$62,306	\$74,776	42.85%	21.42%	17.64%
4 Unique Class Titles					Total # of Positions:		4
33		\$53,394	\$64,834	\$77,792	42.85%	21.43%	17.65%
Chief Building Official	CBI	\$53,394	\$64,834	\$77,792		<input checked="" type="checkbox"/>	1
Communications Manager	COMM	\$53,394	\$64,834	\$77,792		<input type="checkbox"/>	2
Fire Apparatus Operator	FAO	\$53,394	\$64,834	\$77,792		<input checked="" type="checkbox"/>	9
GIS Coordinator	GISC	\$53,394	\$64,834	\$77,792		<input type="checkbox"/>	1
Water/Wastewater Superintendent	WWSUP	\$53,394	\$64,834	\$77,792		<input checked="" type="checkbox"/>	1
5 Unique Class Titles					Total # of Positions:		14
34		\$55,557	\$67,454	\$80,933	42.83%	21.42%	17.64%
Business Retention Manager	BRM	\$55,557	\$67,454	\$80,933		<input type="checkbox"/>	1
Corporal	CORP	\$55,557	\$67,454	\$80,933		<input checked="" type="checkbox"/>	12
Court Administrator	COAD	\$55,557	\$67,454	\$80,933		<input checked="" type="checkbox"/>	1
Parks Manager	PMAN	\$55,557	\$67,454	\$80,933		<input type="checkbox"/>	1
Senior Graduate Engineer	SGE	\$55,557	\$67,454	\$80,933		<input type="checkbox"/>	1
5 Unique Class Titles					Total # of Positions:		16
35		\$57,803	\$70,179	\$84,198	42.82%	21.41%	17.63%
Community Health Coordinator	CHC	\$57,803	\$70,179	\$84,198		<input checked="" type="checkbox"/>	1
Facilities Manager	FM	\$57,803	\$70,179	\$84,198		<input type="checkbox"/>	1
2 Unique Class Titles					Total # of Positions:		2
36		\$60,133	\$73,008	\$87,610	42.82%	21.41%	17.64%
Field Training Officer	FTO	\$60,133	\$73,008	\$87,610		<input type="checkbox"/>	3
Human Resources Manager	HRM	\$60,133	\$73,008	\$87,610		<input checked="" type="checkbox"/>	1
Purchasing & Asset Manager	PAM	\$60,133	\$73,008	\$87,610		<input type="checkbox"/>	1
Training Coordinator	TRCO	\$60,133	\$73,008	\$87,610		<input type="checkbox"/>	1
4 Unique Class Titles					Total # of Positions:		6
37		\$62,566	\$75,962	\$91,145	42.82%	21.41%	17.63%
Lieutenant	LT	\$62,566	\$75,962	\$91,145		<input checked="" type="checkbox"/>	13
Sergeant	SER	\$62,566	\$75,962	\$91,145		<input type="checkbox"/>	7
2 Unique Class Titles					Total # of Positions:		20
38		\$65,083	\$79,030	\$94,827	42.86%	21.43%	17.65%
Office Manager	OM	\$65,083	\$79,030	\$94,827		<input type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
39		\$67,725	\$82,222	\$98,654	42.81%	21.41%	17.63%
Public Works Manager	PWM	\$67,725	\$82,222	\$98,654		<input checked="" type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
40		\$70,450	\$85,540	\$102,648	42.84%	21.42%	17.64%
Assistant Director of Finance	ADF	\$70,450	\$85,540	\$102,648		<input type="checkbox"/>	1
Battalion Chief	BAT	\$70,450	\$85,540	\$102,648		<input checked="" type="checkbox"/>	3
Deputy Fire Marshal	DFM	\$70,450	\$85,540	\$102,648		<input type="checkbox"/>	1
Director of Fleet & Facility Services	DFFS	\$70,450	\$85,540	\$102,648		<input checked="" type="checkbox"/>	1
EMS Supervisor	EMSS	\$70,450	\$85,540	\$102,648		<input type="checkbox"/>	3
Engineer	ENG	\$70,450	\$85,540	\$102,648		<input type="checkbox"/>	1
Fire Marshal	FMAR	\$70,450	\$85,540	\$102,648		<input type="checkbox"/>	1
Public Affairs Director	PAD	\$70,450	\$85,540	\$102,648		<input type="checkbox"/>	1
8 Unique Class Titles					Total # of Positions:		12
41		\$73,299	\$88,993	\$106,787	42.82%	21.41%	17.63%
Library Director	LDIR	\$73,299	\$88,993	\$106,787		<input checked="" type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1

Integrated Original Pay Plan - By Midpoint

City of Schertz, TX

Grade		Min	Mid	Max	%Range	%Below	%Above
Original Class Title	Class Code				Pay Plan	Survey	#Pos'ns
1	DNI	\$91,905	\$91,905	\$91,905	0.00%	0.00%	0.00%
City Secretary	CSP	\$91,905	\$91,905	\$91,905	DNI	<input type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
42		\$76,274	\$92,602	\$111,093	42.81%	21.41%	17.63%
Assistant to City Manager	ATCM	\$76,274	\$92,602	\$111,093		<input type="checkbox"/>	1
Clinical Manager	CLM	\$76,274	\$92,602	\$111,093		<input type="checkbox"/>	1
Operations Manager	OPM	\$76,274	\$92,602	\$111,093		<input type="checkbox"/>	1
3 Unique Class Titles					Total # of Positions:		3
43		\$79,352	\$96,335	\$115,586	42.80%	21.40%	17.63%
Director of Parks, Rec. & Community Svcs	DPRCS	\$79,352	\$96,335	\$115,586		<input checked="" type="checkbox"/>	1
Training & Safety Officer	TSO	\$79,352	\$96,335	\$115,586		<input type="checkbox"/>	1
Water/Wastewater Manager	WWMAN	\$79,352	\$96,335	\$115,586		<input type="checkbox"/>	1
3 Unique Class Titles					Total # of Positions:		3
44		\$82,555	\$100,225	\$120,266	42.81%	21.40%	17.63%
City Engineer	CE	\$82,555	\$100,225	\$120,266		<input checked="" type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
45		\$85,883	\$104,270	\$125,112	42.82%	21.41%	17.63%
Assistant Fire Chief	AFC	\$85,883	\$104,270	\$125,112		<input type="checkbox"/>	1
Assistant Police Chief	APC	\$85,883	\$104,270	\$125,112		<input type="checkbox"/>	1
Finance Director	FIND	\$85,883	\$104,270	\$125,112		<input checked="" type="checkbox"/>	1
IT Director	ITDIR	\$85,883	\$104,270	\$125,112		<input checked="" type="checkbox"/>	1
4 Unique Class Titles					Total # of Positions:		4
46		\$89,357	\$108,493	\$130,166	42.83%	21.42%	17.64%
Director of Human Resources & Purchasing	DHRP	\$89,357	\$108,493	\$130,166		<input checked="" type="checkbox"/>	1
Director Planning & Community Development	DPCD	\$89,357	\$108,493	\$130,166		<input type="checkbox"/>	1
Public Works Director	PWDIR	\$89,357	\$108,493	\$130,166		<input checked="" type="checkbox"/>	1
SSLGC General Manager	SSLGM	\$89,357	\$108,493	\$130,166		<input type="checkbox"/>	1
4 Unique Class Titles					Total # of Positions:		4
49		\$100,630	\$122,179	\$146,598	42.83%	21.41%	17.64%
EMS Director	EMSD	\$100,630	\$122,179	\$146,598		<input type="checkbox"/>	1
Fire Chief	FCHIEF	\$100,630	\$122,179	\$146,598		<input checked="" type="checkbox"/>	1
Police Chief	PCHIEF	\$100,630	\$122,179	\$146,598		<input checked="" type="checkbox"/>	1
3 Unique Class Titles					Total # of Positions:		3
50		\$104,686	\$127,109	\$152,526	42.84%	21.42%	17.64%
Exec Director Economic Development	EDEC	\$104,686	\$127,109	\$152,526		<input type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
52		\$113,318	\$137,582	\$165,090	42.82%	21.41%	17.64%
Assistant City Manager	ACM	\$113,318	\$137,582	\$165,090		<input checked="" type="checkbox"/>	2
1 Unique Class Titles					Total # of Positions:		2
2	DNI	\$180,000	\$180,000	\$180,000	0.00%	0.00%	0.00%
City Manager	CM	\$180,000	\$180,000	\$180,000	DNI	<input type="checkbox"/>	1
1 Unique Class Titles					Total # of Positions:		1
Totals for City of Schertz, TX							
149 Unique Class Titles					Total # of Positions:		339

APPENDIX B
Proposed Class FLSA
Recommendations List

Proposed Class FLSA Recommendations List - Across All Pay Plans

Proposed Class FLSA Recommendations List

City of Schertz, TX

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
Accountant	ACC1	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	120	Unified
Accounts Payable Coordinator	ACCPC	<input type="checkbox"/>	Fiscal Support	114	Unified
Administrative Assistant	SAA	<input type="checkbox"/>	Office Support	112	Unified
Administrative Manager	ADMAN	<input checked="" type="checkbox"/>	Office Support	119	Unified
Adult Services Librarian	ASL	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	119	Unified
Animal Services Manager	ASM	<input type="checkbox"/>	Supervisory and Managerial	121	Unified
Animal Services Officer	ASO	<input type="checkbox"/>	Protective	112	Unified
Animal Services Technician	AST	<input type="checkbox"/>	Protective	106	Unified
Assistant City Manager	ACM	<input checked="" type="checkbox"/>	Executive	139	Unified
Assistant Director of Finance	ADF	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	128	Unified
Assistant Fire Chief	AFC	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	131	Unified
Assistant Police Chief	APC	<input checked="" type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	131	Unified
Assistant Public Works Director	DFFS	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	131	Unified
Assistant to City Manager	ATCM	<input checked="" type="checkbox"/>	Executive	132	Unified
Battalion Chief	BAT	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	128	Unified
Building Inspector	BI	<input type="checkbox"/>	Protective	116	Unified
Business Retention Manager	BRM	<input checked="" type="checkbox"/>	Supervisory and Managerial	122	Unified
Chief Building Official	CBI	<input checked="" type="checkbox"/>	Executive	128	Unified
City Engineer	CE	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	135	Unified
Civic & Community Center Coordinator	CCCC	<input type="checkbox"/>	Supervisory and Managerial	116	Unified
Civic Center Manager	CCM	<input checked="" type="checkbox"/>	Supervisory and Managerial	120	Unified
Civilian Evidence Technician	CET	<input type="checkbox"/>	Protective	120	Unified
Clinical Manager	CLM	<input checked="" type="checkbox"/>	Supervisory and Managerial	129	Unified
Code Enforcement Officer	CEOF	<input type="checkbox"/>	Protective	115	Unified
Communications Manager	COMM	<input checked="" type="checkbox"/>	Supervisory and Managerial	120	Unified
Communications Officer	COMO	<input type="checkbox"/>	Protective	115	Unified
Communications Shift Supervisor	COSS	<input type="checkbox"/>	Protective	117	Unified
Community Health Coordinator	CHC	<input type="checkbox"/>	Supervisory and Managerial	123	Unified
Computer Support Systems Engineer	SCSSE	<input type="checkbox"/>	Technical Support	120	Unified
Corporal	CORP	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	124	Unified
Court Administrator	COAD	<input checked="" type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	124	Unified
Crime Victim Liaison	CVL	<input type="checkbox"/>	Protective	119	Unified
Customer Relations/311 Rep	CR3	<input type="checkbox"/>	Office Support	109	Unified
Deputy City Secretary	DCS	<input checked="" type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	118	Unified
Deputy Court Clerk	SDCC	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	113	Unified
Deputy Fire Marshal	DFM	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	126	Unified
Development Specialist	DS	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	114	Unified
Director of EMS	EMSD	<input checked="" type="checkbox"/>	Executive	135	Unified
Director of Finance	FIND	<input checked="" type="checkbox"/>	Executive	135	Unified
Director of Human Resources & Purchasing	DHRP	<input checked="" type="checkbox"/>	Executive	134	Unified
Director of IT	ITDIR	<input checked="" type="checkbox"/>	Executive	135	Unified
Director of Library	LDIR	<input checked="" type="checkbox"/>	Executive	131	Unified
Director of Parks, Rec. & Community Svcs	DPRCS	<input checked="" type="checkbox"/>	Executive	133	Unified
Director of Planning & Community Develop	DPCD	<input checked="" type="checkbox"/>	Executive	134	Unified
Director of Public Affairs	PAD	<input checked="" type="checkbox"/>	Executive	131	Unified
Director of Public Works	PWDIR	<input checked="" type="checkbox"/>	Executive	135	Unified
Drainage Foreman	DF	<input type="checkbox"/>	Supervisory and Managerial	115	Unified

Proposed Class FLSA Recommendations List

City of Schertz, TX

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
Drainage Worker I	DW1	<input type="checkbox"/>	Labor	108	Unified
Drainage Worker II	DW2	<input type="checkbox"/>	Labor	110	Unified
Electrician	ELECT	<input type="checkbox"/>	Trades and Crafts	118	Unified
EMS Billing Specialist	EBS	<input type="checkbox"/>	Fiscal Support	113	Unified
EMS Office Manager	OM	<input checked="" type="checkbox"/>	Office Support	121	Unified
EMS Supervisor	EMSS	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	128	Unified
EMT	EMT	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	117	Unified
Engineer - PE	ENG	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	128	Unified
Engineering Inspector	PWI	<input type="checkbox"/>	Professional, Administrative, and Technological	118	Unified
Event Specialist	EVSP	<input type="checkbox"/>	Office Support	112	Unified
Events Attendant	EVAT	<input type="checkbox"/>	Labor	107	Unified
Events Manager	EVM	<input checked="" type="checkbox"/>	Supervisory and Managerial	120	Unified
Exec Director Economic Development	EDEC	<input checked="" type="checkbox"/>	Executive	135	Unified
Executive Assistant	EXAST	<input type="checkbox"/>	Office Support	118	Unified
Facilities Maintenance Crew Supervisor	FMF	<input type="checkbox"/>	Labor	116	Unified
Facilities Manager	FM	<input checked="" type="checkbox"/>	Supervisory and Managerial	127	Unified
Facilities Supervisor	FSS	<input checked="" type="checkbox"/>	Supervisory and Managerial	120	Unified
Facilities Technician	FAT	<input type="checkbox"/>	Labor	109	Unified
Field Training Officer	FTO	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	124	Unified
Financial Analyst	FINA	<input type="checkbox"/>	Professional, Administrative, and Technological	118	Unified
Fire Apparatus Operator	FAO	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	123	Unified
Fire Chief	FCHIEF	<input checked="" type="checkbox"/>	Executive	135	Unified
Fire Lieutenant	LT	<input checked="" type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	126	Unified
Fire Marshal	FMAR	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	128	Unified
Firefighter	FF	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	121	Unified
Fleet Crew Supervisor	FLM	<input type="checkbox"/>	Supervisory and Managerial	120	Unified
Fleet Manager	FTM	<input type="checkbox"/>	Supervisory and Managerial	123	Unified
Fleet Mechanic	FMI	<input type="checkbox"/>	Trades and Crafts	113	Unified
GIS Administrator	GISC	<input checked="" type="checkbox"/>	Computer Technology	124	Unified
GIS Specialist	GISS	<input type="checkbox"/>	Computer Technology	118	Unified
Graduate Engineer	GREN	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	121	Unified
Human Resources Generalist	HRG	<input type="checkbox"/>	Professional, Administrative, and Technological	117	Unified
Human Resources Manager	HRM	<input checked="" type="checkbox"/>	Supervisory and Managerial	125	Unified
Human Resources Senior Generalist	SG	<input type="checkbox"/>	Professional, Administrative, and Technological	119	Unified
HVAC Technician	HVAC	<input type="checkbox"/>	Trades and Crafts	118	Unified
IT Support Specialist	HDT	<input type="checkbox"/>	Technical Support	117	Unified
Kennel Technician	PTKT	<input type="checkbox"/>	Labor	103	Unified
Library Assistant	LA	<input type="checkbox"/>	Office Support	111	Unified
Library Clerk I	PTCC20	<input type="checkbox"/>	Office Support	106	Unified
Library Clerk II	LC2	<input type="checkbox"/>	Office Support	109	Unified
Library Page	PTLP	<input type="checkbox"/>	Labor	103	Unified
Marketing & Communications Specialist	MCS	<input type="checkbox"/>	Professional, Administrative, and Technological	116	Unified
Marketing & Recruitment Manager	MRM	<input type="checkbox"/>	Supervisory and Managerial	122	Unified
Meter Technician	MT2	<input type="checkbox"/>	Trades and Crafts	112	Unified
MIH Paramedic	MIHP	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	122	Unified
Officer	OF	<input type="checkbox"/>	Office Support	122	Unified
Operations Manager	OPM	<input checked="" type="checkbox"/>	Supervisory and Managerial	129	Unified
Paramedic	PM	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	121	Unified
Park Maintenance Crew Supervisor	PMCL	<input type="checkbox"/>	Labor	116	Unified

Monday, April 13, 2020

Page 3 of 4

**** FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.***

Proposed Class FLSA Recommendations List

City of Schertz, TX

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
Park Worker	PTPW1	<input type="checkbox"/>	Labor	107	Unified
Parks Maintenance Technician	PW1	<input type="checkbox"/>	Labor	109	Unified
Parks Manager	PMAN	<input checked="" type="checkbox"/>	Supervisory and Managerial	123	Unified
Permit Technician	PT	<input type="checkbox"/>	Office Support	110	Unified
Planner	PLA1	<input type="checkbox"/>	Professional, Administrative, and Technological	118	Unified
Plans Examiner	PLE	<input type="checkbox"/>	Professional, Administrative, and Technological	119	Unified
Police Chief	PCHIEF	<input checked="" type="checkbox"/>	Executive	135	Unified
Police Lieutenant	PLT	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	128	Unified
Police Records Specialist	PRS	<input type="checkbox"/>	Protective	112	Unified
Public Safety Communications Manager	PSCM	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	121	Unified
Public Safety Systems Coordinator	PSSA	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	120	Unified
Public Works Manager	PWM	<input checked="" type="checkbox"/>	Supervisory and Managerial	126	Unified
Purchasing & Asset Manager	PAM	<input checked="" type="checkbox"/>	Supervisory and Managerial	125	Unified
Purchasing Specialist	SPS	<input type="checkbox"/>	Office Support	113	Unified
Records Office Manager	ROM	<input type="checkbox"/>	Supervisory and Managerial	119	Unified
Risk & Safety Specialist	RSS	<input type="checkbox"/>	Professional, Administrative, and Technological	117	Unified
Sanitarian	SAN	<input type="checkbox"/>	Professional, Administrative, and Technological	118	Unified
Senior Accountant	SACC	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	121	Unified
Senior Graduate Engineer	SGE	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	123	Unified
Senior Planner	SPLA	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	122	Unified
Senior Systems Administrator	SSA	<input type="checkbox"/>	Computer Technology	124	Unified
Sergeant	SER	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	126	Unified
Service Worker I	SER1	<input type="checkbox"/>	Trades and Crafts	112	Unified
Service Worker II	SER2	<input type="checkbox"/>	Trades and Crafts	114	Unified
Service Worker Crew Leader	SER3	<input type="checkbox"/>	Trades and Crafts	116	Unified
SSLGC General Manager	SSLGM	<input checked="" type="checkbox"/>	Supervisory and Managerial	134	Unified
Street Crew Supervisor	STF	<input type="checkbox"/>	Supervisory and Managerial	116	Unified
Street Worker I	SW1	<input type="checkbox"/>	Labor	109	Unified
Street Worker II	SW2	<input type="checkbox"/>	Labor	111	Unified
Streets Superintendent	STSUP	<input checked="" type="checkbox"/>	Supervisory and Managerial	120	Unified
Supply Coordinator	SUPCDR	<input type="checkbox"/>	Professional, Administrative, and Technological	109	Unified
Training & Safety Officer	TSO	<input type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	128	Unified
Training Coordinator	TRCO	<input checked="" type="checkbox"/>	Public Safety, Court Services, Corrections, and Rel	124	Unified
Utility Billing Assistant Manager	UBAM	<input type="checkbox"/>	Supervisory and Managerial	116	Unified
Utility Billing Clerk	UBC1	<input type="checkbox"/>	Office Support	110	Unified
Utility Billing Manager	UBM	<input checked="" type="checkbox"/>	Supervisory and Managerial	121	Unified
Virtual Services Librarian	VSL	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	119	Unified
Water/Wastewater Supervisor	WWFOR	<input type="checkbox"/>	Trades and Crafts	118	Unified
Water/Wastewater Manager	WWMAN	<input checked="" type="checkbox"/>	Supervisory and Managerial	130	Unified
Water/Wastewater Superintendent	WWSUP	<input checked="" type="checkbox"/>	Supervisory and Managerial	125	Unified
Youth Services Librarian	YSL	<input checked="" type="checkbox"/>	Professional, Administrative, and Technological	119	Unified

RESOLUTION NO. 20-R-57

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING MANAGEMENT ADVISORY GROUP REPORT AND RECOMMENDATIONS ON CITY STAFF CLASSIFICATION AND COMPENSATIONS STUDY AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Council of the City of Schertz (the “City”) identified performing a classification and compensation study for City employees as a priority in the City’s FY 19-20 budget; and

WHEREAS, the City entered into agreement with Management Advisory Group (MAG) with the desire to conduct a survey of targeted cities, compare their classification and compensation packages with the City’s and make recommendations to achieve optimal, fiscally responsible competitiveness for the City employees within the market; and

WHEREAS, MAG presented their report and recommendations to City Council on May 22, 2020 and on June 2, 2020.

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

Section 1. The City Council hereby accepts the Final Report from MAG contained therein.

Section 2. The City Council also directs the staff to develop implementation strategies and options that will facilitate a fair, equitable and “characteristic neutral” approach to transitioning to the new pay plan within the budgetary constraints of the City, with initial implementation effective July 1, 2020.

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 Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 4. 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 5. This Resolution 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 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 7. 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 8. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this 2nd day of June, 2020.

CITY OF SCHERTZ, TEXAS

Mayor, Ralph Gutierrez

ATTEST:

City Secretary, Brenda Dennis

(CITY SEAL)

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020
Department: City Secretary
Subject: Workshop Discussion and Update (Ordinance 20-H-18) - Discussion and update regarding the COVID-19 virus and our current Ordinance No. 20-H-18 Declaration of Local Disaster. (M. Browne/K. Long)

BACKGROUND

Staff will provide Council with an update regarding the COVID-19 Virus. Discussion will include how Phase 2 is progressing and update on the number of cases.

Attachments

Ordinance 20-H-18

Ordinance No. 20-H-18

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SCHERTZ TO SUPERSEDE ORDINANCE 20-H-15; EXTENDING A DECLARATION OF LOCAL DISASTER; RESTRICTING CERTAIN ACTIVITIES; ESTABLISHING PENALTIES FOR VIOLATIONS. PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY; FIRST AND FINAL READING

WHEREAS, in December 2019 a novel coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China. Symptoms of COVID-19 include fever, cough, and shortness of breath. Outcomes have ranged from mild to severe illness, and in some cases death; and

WHEREAS, on January 20, 2020, the World Health Organization (WHO) Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease; and

WHEREAS, on March 13, 2020, President Trump declared a state of emergency due to COVID- 19; and

WHEREAS, President Trump has invoked the Stafford Act, which will allow state and local governments to access federal disaster relief funds; and

WHEREAS, the Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying that COVID-19 poses an imminent threat of disaster for counties in the state of Texas; and

WHEREAS, the Texas Department of State Health Services has now determined that, as of March 19, 2020, COVID- 19 represents a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, to date, there have been 48,693 confirmed positive cases in Texas; and

WHEREAS, the crisis that is now a pandemic has infected 4,805,430 people around the world resulting in 318,554 deaths, with 1,537,830 cases confirmed in the United States: and

WHEREAS, on March 31, 2020 Governor Abbott issued GA-14 superseding local authority invoked under Chapter 418 of the Government Code, and Chapter 81 and 122 of the Health and Safety Code where local order conflict with GA-14 or any previous order of the Governor related to the pandemic;

WHEREAS, also on April 17, 2020, Governor Abbott issued Executive Order GA-16 to replace Executive Order GA- 14, and while Executive Order GA- 16 generally continued through April 30, 2020, the same social-distancing restrictions and other obligations for Texans according to federal guidelines, it offered a safe, strategic first step to Open Texas, including permitting retail pick-up and delivery services; and

WHEREAS, Texas must continue to protect lives while restoring livelihoods, both of which can be achieved with the expert advice of medical professionals and business leaders and the continued gradual reopening of Texas pursuant to GA-18- GA-23 and subsequent orders of the Governor; and

WHEREAS, pursuant to the Texas Disaster Act of 1975, the Mayor is designated as the Emergency Management Director of the City of Schertz, and may exercise the powers granted by the governor on an appropriate local scale; and

WHEREAS, Ralph Gutierrez, the Mayor of the City of Schertz previously determined and declared that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be impacted by COVID-19;

WHEREAS, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease, including isolation, surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources.

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

- Section 1. 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 City Council.
- Section 2. That the local state of disaster and public health emergency declared by Mayor Ralph Gutierrez for the City of Schertz, Texas, pursuant to §418.108(a) of the Texas Government Code and renewed and extended to May 26, 2020 at 11:59 p.m. by City Council Ordinance 20-H-15 pursuant to §418.108(b) of the Government Code, including all rules and regulations, is hereby further amended and extended until June 23, 2020 at 11:59 p.m.
- Section 3. Pursuant to §418.108(c) of the Government Code, this declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
- Section 4. Pursuant to §418.108(d) of the Government Code, this declaration of a local state of disaster and public health emergency activates the City of Schertz, Texas, emergency management plan.
- Section 5. All ordinances 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 herein except those portions deemed to conflict with any emergency orders of Governor Abbott.

- 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. 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 Council hereby declares that this Ordinance would have been enacted without such invalid provision.
- Section 8. 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, Texas Government Code, as amended.
- Section 9. Should Governor Abbott lift the statewide disaster declaration and orders now in place prior to the date of expiration stated herein, this ordinance shall no longer be subject to enforcement by the City and shall be repealed by the City Council at the first legally posted meeting thereafter.
- Section 10. Any person, firm, corporation or agent who shall violate a provision of this ordinance, or fail to comply therewith, or with any other requirements thereof, shall be guilty of a Class C misdemeanor. Such person shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this article is committed or continued, and upon conviction of any such violation, such person shall be punished by a fine not to exceed \$2,000.00..
- Section 11. Any peace officer or other person with lawful authority is further authorized to enforce the provisions of this Ordinance or the orders of the Governor in accordance with the authority granted under the Texas Disaster Act of 1975, as applicable, which allows a fine not to exceed \$1000.00 and confinement not to exceed 180 days pursuant to Government Code 418.173.
- Section 12. This Ordinance shall be in force and effect from its first and final passage, and any publication required by law.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ TEXAS
THIS ORDINANCE WAS PASSED, ON FIRST AND FINAL READING, THE 26th DAY
OF MAY 2020.**

CITY OF SCHERTZ, TEXAS

By: _____

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary



CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020
Department: Parks, Recreation & Community Service
Subject: Special Events Quarterly Update

BACKGROUND

This informational item is included to brief council on a quarterly basis on special events hosted by the Parks & Recreation Team. Summaries of Polar Bear Plunge, Daddy Daughter Dance, Kick Cancer Pep Rally & Run, Music & Movies in the Park, the Sweetheart Court, and COVID-19 related cancellations and postponements are included in the attachment.

Attachments

Special Events Quarterly Update 5.21.20

CITY COUNCIL MEMORANDUM

City Council Meeting:

June 2, 2020

Department:

Parks & Recreation

Subject:

Special Events Quarterly Update

BACKGROUND

This informational item is included to brief council on a quarterly basis on special events hosted/co-hosted by the City/Parks & Recreation Team.

Polar Bear Plunge – January 11

2020 started off chilly, perfect for taking a plunge in Wendy Swan Pool supporting ‘Cold for a Cause’. The event is co-sponsored by the Schertz Family YMCA and the \$15 per person registration cost benefits the YMCA scholarship fund which stays in this community. Thirty- five brave individuals, youngsters and adults, registered for the event. Attendance totaled 55 with spectators, raising \$525 for the scholarship fund.



Daddy Daughter Dance – February 21



City staff hosted the 2nd Annual Daddy Daughter Dance at the Schertz Civic Center. Tickets were \$30 per couple; additional daughter tickets \$12. Attendance was 475. ‘Under the Sea’ was the theme for the evening. Mermaids and captains danced, created a keepsake treasure chest, and smiled for photos. Sweetheart Court members assisted guests with their treasure chest creations while volunteers from Alligator Dental kept the snack tables filled.

Kick Cancer – Pep Rally & 5K Run – March 7

The annual Wilenchik's Walk for Life event was re-branded as **Kick Cancer-Pep Rally & 5K Run** to better educate the public why the event is hosted and how the funds help our area. The 12th Annual fundraising event kicked off at 9:00 AM at Pickrell Park. The change in venue allowed for savings in event costs by not closing Schertz Parkway, redirecting traffic flow on a busy Saturday morning, and provided a more pleasant view along the route. 210 participants registered for the 1K Kids Run, All Ages 5K Run, and All ages 5K Walk; 200 participated on race day, helping to raise approximately \$4,200.00 for UT Health San Antonio's MD Anderson Cancer Center.



BVYA Opening Day – March 21

The annual parade kicking off the spring baseball/softball season was cancelled due to COVID-19 restrictions

Movie in the Park – March 28



The first in an eight part series, A Dog's Journey was canceled due to COVID-19 guidelines. The screening is rescheduled for August 15, 2020 at Wendy Swan Memorial Park.

Social distancing practices instituted during the spring will be used in the 2020 Music & Movie in the Park Series to ensure we continue to flatten the curve.

Movin on Main – April 5

The scheduled Movin on Main 2020 was canceled due to COVID-19.



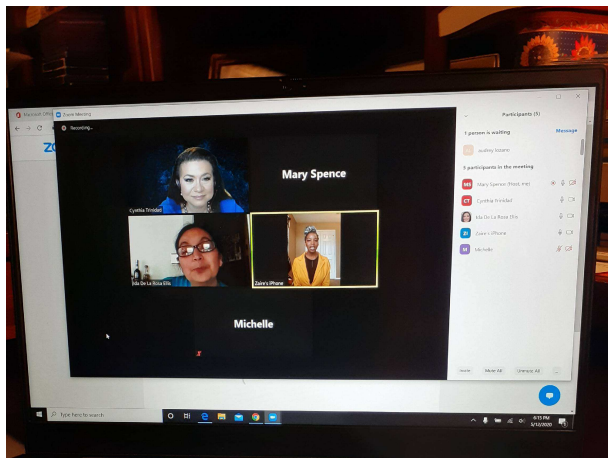
Social League - Kickball – April 19



The Schertz Parks & Rec Social League Spring Kickball Season was postponed due to COVID-19. The league is scheduled to begin play July 12 and run through August 30.

Sweetheart Court Program – January 2 – May 18

COVID-19 restrictions caused significant changes to the Sweetheart Court Program in early 2020. 2019-2020 Court members were unable to participate in two events, Princess Night at Raising Cane's and Schertz Public Library. Fiesta 2020 was postponed to November 2020 due to COVID-19 restrictions. 2019-2020 Sweetheart Court members will have the opportunity to participate in the parade scheduled November 14, 2020.



Application for the 2020-2021 Court was published in January with 16 responses of interest. Instead of meeting with applicants, training and preparing for the traditional selection process, team members used online resources to host the program. 14 young ladies participated in the Coronation process. Selection criteria included personal interview (held using Zoom Meetings), video-recorded Talent, and video-recorded TED Talks. A team of three community volunteers served as judges. The 2020-2021 Court members will be introduced at a June Council meeting.

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020
Department: Engineering
Subject: Monthly update on major projects in progress/CIP. (B. James/K. Woodlee)

Attachments

June Major Project Update

CITY COUNCIL MEMORANDUM

City Council Meeting: June 2, 2020

Department: City Manager

Subject: Update on major projects in progress/CIP, City View, Utility Meter Swap Out, and Civic Rec Software

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.

Facilities Projects:

1. 27 Commercial Place Renovation:

- Project Status: Design-Build Procurement
- Estimated Construction Start: Fall 2020
- Estimated Cost of Construction: \$1.65 million
- Project Update: Contract negotiations ceased with Marksmen-Grit, LLC. Contract negotiations began with second highest ranked Respondent, F.A. Nunnally. Design fee not to exceed amount of \$174,300 was approved for contract by the board on May 12, 2020. Contract language is being finalized. Project design kick-off meeting expected week of June 1, 2020.

Water Projects:

1. **Water Meter Change Out:** No update from May report. As of December 31, 2019, Staff had successfully completed installing all meter change outs. This project is complete.
2. **Utility Customer Portal Upgrade:** IT approved security information for the server access for the new customer portal and staff received proper training on May 20, 2020. As of the time of this writing, the go live date is June 1, 2020.
3. **FM 1103 Utility Relocation Project:**
 - Project Status: Under Construction
 - Construction Start: August 2019
 - Construction Completion: Summer 2020
 - Cost of Construction: \$964,424.12

- Project Update: D. Guerra continues to work on site restoration throughout the project area. Work on abandoning the old water and sewer lines will continue into June. After further review of the roadway design by TxDOT, two additional relocation areas were identified. Staff is working to resolve these additional conflict areas. The project is expected to be completed in Summer of 2020.

4. E. Live Oak Pump Additions Project:

- Project Status: Under Construction
- Construction Start: April 2020
- Construction Completion: Winter 2020
- Cost of Construction: \$1,560,000.00
- Project Update: R.P. Constructors has excavated and placed select fill for the electrical and generator pads. Work has also begun on the new pump pad. The existing water lines have been exposed at the tie-in locations and the tapping sleeves have been installed. The taps are expected to take place in early June. Work on the concrete slabs is expected to continue in June. The project is expected to be completed in Winter of 2020.

Engineering Projects:

1. 2018 Street Preservation and Maintenance Reconstruction Project:

- Project Status: Under Construction
- Construction Start: January 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$1,501,199.00
- Project Update: The new concrete pavement on the east side of the street has been completed. The multi-use pathway reconstruction is expected to be completed by mid-June. Once the pathway reconstruction is complete, traffic will be switched over to the new pavement and reconstruction of the west side of the street will begin. Reconstruction of the west side will not take as long to complete. The project is expected to be complete in July.



2. 2018 Street Preservation and Maintenance Rehabilitation Project:

- Project Status: Under Construction
- Construction Start: April 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$2,881,784.00
- Project Update: Work in the Northcliffe area and the Randolph reconstruction area (Main to Exchange) began in April. Staff is providing weekly updates on the project website.
 - Work in the Northcliffe area continues. The work on Castle Hills, Sherwin, Cherry Tree, Mayfair, Brookhead, Tiffany, and Crestwood have been completed. The concrete work on Meadowhead has been completed and the concrete work on Wedgewood is about 75% complete. The Randolph reconstruction is almost complete. Some clean up and the striping is all that remains. Concrete work for the Schertz Parkway overlay is over 50% complete. The mill and overlay work is expected to begin in early June. The mill and overlay is not expected to be completed fairly quickly.



3. 2018 Street Preservation and Maintenance Resurfacing Project:

- Project Status: Under Construction
- Construction Start: March 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$791,174.34
- Project Update: The chip seal has been applied to almost all of the areas in the project. There is one block of Randolph that was delayed to wait for the Randolph reconstruction to be completed. This block is expected to be completed in the near future when weather conditions are more favorable. The other area not completed is Live Oak Road. This chip seal will need to wait until after the planned curb,

gutter and sidewalk project is completed. The curb, gutter, and sidewalk project is expected to be this summer.

4. Cibolo Valley Drive Expansion Project:

- Project Status: Under Construction
- Construction Start: May 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$4,806,762 total (\$1,300,000 City of Schertz Contribution)
- Project Update: Construction of the west side of the street is underway. A southern portion of the new subgrade has been cement stabilized and base material placed. The utility relocations have been completed. Some of the new storm drain piping has been installed. Work on the west side of the street is expected to continue for a few months.

5. 2020 Street Preservation and Maintenance Project:

- Project Status: Design
- Project Update: The Cherry Tree design is fully complete. Based on the Northcliffe bid prices, Staff will be recommending that Council change order this project onto the 2018 SPAM Rehabilitation contract. The Change Order request will be presented to Council this month. The Elbel Road Storm Drain and Mill and Overlay project is underway. Survey crews have already collected revised data in the project area and geotechnical work is expected in June. The resurfacing project design is also underway. The design is expected to be complete by the end of this fiscal year.

6. Corbett Elevated Water Storage Tank:

- Project Status: Under Construction
- Construction Start: March 2019
- Construction Completion: Summer 2020
- Cost of Construction: \$4,682,000.00
- Project Update: The aerial phase of the interior and exterior tank coating was completed in May. Work on the drainage components of the site continued in May. The final back fill of the tank began in late May. Work on the electrical components of the project began in late May. Work on the pump station is expected to start in June. The project is expected to be completed in August of 2020.



7. Woman Hollering Creek Wastewater Interceptor Main and Lift Station:

- Project Status: Design
- Estimated Construction Start: Summer 2020
- Estimated Cost of Construction: \$12 million
- Project Update: CobbFendley continues to work on final revisions to the plans and bid documents. City Staff completed the preliminary platting process for the lift station site in May and continues to work on the Final Plat and Site Plan process. City Staff and CobbFendley continue to negotiate with property owners to acquire necessary easements for the project and successfully signed another easement in May. The total number of easements acquired is 17 out of a total of 21. The project is expected to be advertised for bid this Spring.

8. Pedestrian Routes and Bike Lanes Project:

- Project Status: Design
- Estimated Construction Start: Summer 2020
- Estimated Cost of Construction: \$1.3 million
- Project Update: TxDOT Environmental clearance was received in May allowing the project to continue to the Right of Way acquisition phase and the final TxDOT review. The letting date for the project has been pushed back by TxDOT and is currently set for July of 2020, but could be shifted further.

9. Water and Wastewater Master Plan Update and Impact Fee Study:

- Project Status: Study
- Project Start Date: December 2019
- Project Completion Date: Spring 2021
- Total Project Cost: \$467,280 (NTE \$500,000)

- Project Update: Data gathering is nearing completion. A progress meeting was held April 30, 2020, with consultant (LAN) and City Staff. Six rain gauges and fifteen flow meters have been deployed throughout the City to monitor current flows and identify inflow and infiltration in the sanitary sewer system across the City's service area. Monitoring began April 13, 2020, and will continue for a minimum of 45 days (just past the time of this report writing).

TxDOT Roadway Projects:

- 1. FM 1103 Improvement Project:** No change from May update. Utility relocations continue (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). Delays in the relocation of other utilities has caused the rescheduling of the target let date for a construction contract from July of 2020 to January of 2021.
- 2. FM 1518 Improvement Project:** No change from May update. TxDOT continues acquiring property needed for the expansion project. Approximately 80% of the parcels needed for right of way have been acquired. As parcels are acquired, TxDOT is beginning to physically clear the right of way in preparation for final surveying and design. TxDOT has not yet acquired parcels needed from JBSA-Randolph. The plan is to move through that process together with property needed for improvements to Loop 1604 on the opposite side of the base. Design is approximately 30% complete. The first utility coordination meeting was held in November of 2019, and was attended by City of Schertz Engineering and Public Works Staff. Staff continues work to determine the scope of necessary utility relocations in the FM 1518 project corridor. The TxDOT project is currently scheduled for letting in September of 2022; construction may begin as early as January of 2023. The \$44.8 million, fully funded project is expected to take approximately three years of construction to complete.
- 3. I-35 Operational Improvements Project (FM 2252 to Schwab Road):** No change from May update. Contractor Bridges and Roads, LLC, continues work on the VIA park and ride lots. At the time of this writing, the park and ride lots are expected to have curbs, electrical services, and asphalt by the end of May. Center medians and canopy structures are currently estimated to be complete by October of 2020. Construction also continues on the frontage roads. Lane closures and traffic rerouting will occur as necessary. Phase 2 of the project includes actual reconfiguration of ramps. Detours will be necessary and TxDOT and its contractors will keep the City informed of detours and closures and can assist in disseminating information to the public as needed. Estimated final cost of the project is \$25.5 million. The current schedule includes a project completion in April of 2021.
- 4. I-35 NEX (I-410 South to FM 1103):** No change from May update. 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. Schematic exhibits of the proposed improvements are available on that website. Public Works and Engineering staff are participating in utility coordination meetings with TxDOT and its contractors regarding relocations that may need to take place in advance of or in conjunction with the roadway

construction. Construction is expected to begin in spring of 2021 and take 4 to 5 years to complete. The portion of the I-35 NEX project from the Cibolo Creek to its termination at FM 1103 has a cost of \$621 million.

5. **IH-10 Graytown Road to Guadalupe County Line:** No change from May update. TxDOT and its consultant have been working on finalizing bid documents for this section of IH-10. Project design was able to be adjusted so that no City of Schertz utility facilities will be impacted and no adjustments are necessary to accommodate the proposed improvements. Letting of the project is expected to be July of 2020. Construction is expected to begin in November of 2020 at the earliest and January of 2021 at the latest. This approximately \$157 million project has a construction timeline of 53 months. (Note: The Graytown Road IH-10 overpass structure was demolished as part of the IH-10 project from LOOP 1604 to Graytown Road. The project referenced here is the next project on IH-10.)

Planning and Community Development Projects:

1. CityView Permitting and Development Software:

No change from May update. City staff and CityView have agreed on a phased approach for submitting the three modules which are as follows: Code Enforcement (CE), Planning (PL) and Permitting/Inspections (PI). The CE Module was submitted to CityView on November 6, 2019 and the software was configured. City Staff was trained by CityView at three training sessions (December 2nd, 4th, and 9th, 2019) to validate (verify configuration) the Code Enforcement Module. The Planning Module was submitted on January 23, 2020, for configuration by the CityView Implementation specialists. The validation was put on a short pause during the COVID situation but as of April 27, City Staff is again actively validating the configured data for the CE module while also focusing on completion of the data collection for the Permitting/Inspections module which is approximately 90% complete. Staff has had several conference calls with CityView to finalize the data collection and focus on moving this project to completion. Once all modules are configured and the software is validated (tested) by City Staff, we move to end user staff training and then go live. A project completion timeline schedule will be determined once configuration and validation of modules have been completed.

- Total Project Cost: \$523,766.00
- Project Start Date: June 2018
- Project Completion Date: TBD - 2020

Information Technology Projects:

1. **Civic Rec Scheduling System:** No change since May update. The Parks and Recreation Department is moving forward with configuration training in preparation of an expected system launch on June 15, 2020.