



**MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
August 11, 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, AUGUST 11, 2020 at 6:00 p.m.**

City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, August 11, 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 Scagliola)**

A. Mayor Pro-Tem Oath of Office - Oath of Office administered to Councilmember Rosemary Scott. (B. Dennis)

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, August 10, 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.

Workshop

- 1. Proposed FY 2020-21 Budget - Workshop and Discussion on the Proposed FY 2020-21 Budget.** (M. Browne/B. James/J. Walters)
- 2. 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)

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.

- 3. Minutes – Consideration and/or action regarding the approval of the minutes of the meeting of August 4, 2020.** (B. Dennis)
- 4. Resolution No. 20-R-89 – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a contract with M&C Fonseca Construction Co., Inc. relating to the construction of the F.M. 1103 TxDOT Utility Adjustments Phase II Project and authorizing the budget expenditures for the project.** (C. Kelm/S. Williams/S. McClelland)
- 5. Resolution No. 20-R-82 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a contract with San Antonio Constructors, Ltd., relating to the Cherry Tree Drive Rehabilitation Project and authorizing the budget expenditures for the project.** (B. James/K. Woodlee/J. Nowak)
- 6. Resolution No. 20-R-88 - 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 Service Contract with Fort Sam Houston Independent School District for EMS services.** (C. Kelm/J. Mabbitt)

Discussion and Action Items

7. **Resolution No. 20-R-78** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, for the authorizing of an agreement with DAC, Inc. of New Braunfels, Texas, for the city-wide access control systems upgrade project. (B. James/M. Clauser)
8. **Ordinance No. 20-H-25** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas, amending the Code of Ordinances, Chapter 34 “Health”. *First Reading* (C. Kelm/M. Bane)
9. **Resolution No. 20-R-84** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a preliminary maximum tax rate for fiscal year 2020-21 and setting the Public Hearing dates, and other matters in connection therewith. (M. Browne/B. James/J. Walters)
10. **Ordinance No. 20-T-27** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas, authorizing an adjustment to the fiscal year 2019-2020 budget, repealing all Ordinances or parts of Ordinances in conflict with this Ordinance; and providing an effective date. *First Reading* (M. Browne/B. James/J. Walters)

Roll Call

Requests and Announcements

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

Adjournment

CERTIFICATION

I, BRENDA DENNIS, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 7th DAY OF AUGUST 2020 AT 3:45 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE

WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

BRENDA DENNIS

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON ____ DAY OF _____, 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: August 11, 2020
Department: Finance
Subject: Proposed FY 2020-21 Budget - Workshop and Discussion on the Proposed FY 2020-21 Budget. (M. Browne/B. James/J. Walters)

BACKGROUND

Workshop on the Proposed FY 2020-21 Budget and highlights from the General Fund, W&S Fund, EMS Fund, Drainage Fund, SEDC, and Restricted Revenue Funds.

General Fund revenue will increase 5.7% over FY 2019-20 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2019-20 are estimated to increase 4.3% and sales taxes are estimated to increase 5%.

The sales tax growth trend follows the area development growth and the potential for new businesses.

Miscellaneous Income is expected to decrease 10.1% in FY 2020-21 from the year end estimates due to an anticipated lower yield on investments. The investment income closely follows the Federal Funds Rate which is near zero which will decrease the investment income in the proposed budget year.

The overall FY 2020-21 General Fund Operating Budget increased 5.7% from FY 2019-20 year end estimates. This increase includes \$386,000 for new positions and personnel programs for Police, Fire, and Planning & Zoning. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City.

Another notable item for the FY 2019-20 Budget is the implementation of the Classification & Compensation Study's first year recommendation. This study by a 3rd party reviews market wages and makes recommendations for compensation adjustments for City staff. The first year recommended adjustment was effective on July 4th, 2020. The study also recommended annual Employment Cost Index (ECI) adjustments. The budget includes \$211,000 for a 1% ECI for all employees effective October 1st.

This budget also proposes \$400,000 for a Comprehensive Land Use Plan and Unified Development Code update. These documents help the City plan for its continued growth.

The Facilities Maintenance Budget will also increase by \$55,000 for annual maintenance to help address the regular building maintenance required for the City facilities.

The City will also pull \$500,000 from its fund balance for additional capital projects. \$200,000 for streets, \$150,000 for parks and trails, \$100,000 for drainage, and \$50,000 for sidewalk improvements.

The annual budget is required to have a public hearing before adoption. Staff recommends holding that hearing on August 25, and September 1, and adopt the budget on second reading on September 8, 2020. This follows the regulations set by the state in the Local Government Code on budget adoption chapter

GOAL

To review the budget and proposed changes.

COMMUNITY BENEFIT

The Proposed Budget is submitted to the City Council and is available on the website for the public to review.

SUMMARY OF RECOMMENDED ACTION

No action taken tonight. There will be a public hearing on the budget on August 25th and on September 1st prior to adoption.

FISCAL IMPACT

The budget is an operational increase of \$972,075 or a 2.7% increase over the FY 2019-20 Adopted Budget.

Non Personnel Budgets decreased 4.5% due to fewer capital purchases and lower tax abatement payments.

Personnel Budgets increase 6.9% with the first Class & Comp Study recommendation implementation, the merit program, anticipated medical insurance changes, a Employment Cost Index adjustment, and the addition of 4 new positions.

RECOMMENDATION

No action tonight, staff will return with a public hearing on August 25 and September 1 and adoption ordinance on September 1 and September 8.

Attachments

FY 2020-21 Proposed Budget

City of Schertz

Fiscal Year 2020-21

Budget Cover Page

This budget will raise more total property taxes than last year's budget by \$914,787 or 5% increase, and of that amount, \$621,251 is tax revenue to be raised from new property added to the tax roll this year.

The members of the governing body voted on the proposal to consider the budget as follows:

FOR: N/A

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: N/A

Property Tax Rate Comparison

	2019-20	2019-20
Property Tax Rate:	\$0.5146/100	\$0.5146/100
No-new-revenue/Effective Rate:	\$0.5079/100	\$0.5057/100
No-new-revenue/Effective Maintenance & Operations Tax Rate:	\$0.3475/100	\$0.3437/100
Voter-approval Rate:	\$0.5247/\$100	N/A
Rollback Tax Rate:	N/A	\$0.5362/100
Debt Rate:	\$0.1650/100	\$0.1650/100

Total debt obligation for the City of Schertz secured by property taxes: \$ 75,077,338

CITY OF SCHERTZ, TEXAS PROPOSED ANNUAL BUDGET

**FISCAL YEAR 2020-21
OCTOBER 1, 2020 – SEPTEMBER 30, 2021**

CITY COUNCIL

RALPH GUTIERREZ
Mayor

MARK DAVIS
Council Member, Place 1

ROSEMARY SCOTT
Council Member, Place 2

SCOTT LARSON
Council Member, Place 3

MICHAEL DAHLE
Council Member, Place 4

DAVID SCAGLIOLA
Council Member, Place 5

ALLISON HEYWARD
Council Member, Place 6

TIM BROWN
Council Member, Place 7

PREPARED BY

MARK BROWNE, CITY MANAGER
BRIAN C. JAMES, ASSISTANT CITY MANAGER
CHARLSE KELM, ASSISTANT CITY MANAGER
SARAH GONZALEZ, ASSISTANT TO THE CITY MANAGER

JAMES P. WALTERS, FINANCE DIRECTOR
BABETT MARTIN, ASSISTANT FINANCE DIRECTOR
MAYA LEDOUX, FINANCIAL ANALYST

City of Schertz

Our Vision

Community. Service. Opportunity.

Our Mission

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

City Policy Values

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

City Operational Values

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

City Core Value

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

CITY OF SCHERTZ 2020-21 BUDGET

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Executive Summary

General Fund

Revenue: General Fund revenue will increase 5.7% over FY 2019-20 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2019-20 are estimated to increase 4.3% and sales taxes are estimated to increase 5%.

The sales tax growth trend follows the area development growth and the potential for new businesses.

Miscellaneous Income is expected to decrease 10.1% in FY 2020-21 from the year end estimates due to an anticipated lower yield on investments. The investment income closely follows the Federal Funds Rate which is near zero which will decrease the investment income in the proposed budget year.

Expenses: The overall FY 2020-21 General Fund Operating Budget increased 5.7% from FY 2019-20 year end estimates. This increase includes \$386,000 for new positions and personnel programs for Police, Fire, and Planning & Zoning. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City.

Another notable item for the FY 2019-20 Budget is the implementation of the Classification & Compensation Study's first year recommendation. This study by a 3rd party reviews market wages and makes recommendations for compensation adjustments for City staff. The first year recommended adjustment was effective on July 4th, 2020. The study also recommended annual Employment Cost Index (ECI) adjustments. The budget includes \$211,000 for a 1% ECI for all employees effective October 1st.

This budget also proposes \$400,000 for a Comprehensive Land Use Plan and Unified Development Code update. These documents help the City plan for its continued growth.

The Facilities Maintenance Budget will also increase by \$55,000 for annual maintenance to help address the regular building maintenance required for the City facilities.

The City will also pull \$500,000 from its fund balance for additional capital projects. \$200,000 for streets, \$150,000 for parks and trails, \$100,000 for drainage, and \$50,000 for sidewalk improvements.

City Council

The Proposed FY 2019-20 Budget increases 7.8% from the FY 2018-19 year end estimates. The costs of the November 2020 election have been received from the counties and show an increase in cost under City Support Services. New tablets, phones, and monitors will be purchased in FY 2019-20 for councilmembers.

EXECUTIVE SUMMARY

City Manager

The FY 2020-21 Budget increases 8.3% from the year end estimates due to a higher salary for the Economic Development Director, which is offset by the contract with the Economic Development Corporation.

Municipal Court

The FY 2020-21 Budget increased 10.9% from year end estimates due to personnel increases based on the classification and compensation study results. Judge and Prosecutor services also contribute to the increase with the expectation the court will be fully operational after COVID-19 in FY 2020-21.

311 Customer Service

The FY 2020-21 Budget increases 5.1% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

Planning & Zoning

The FY 2020-21 Budget increases \$474,509 from the FY 2019-20 year end estimate with the addition of a Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update for \$400,000. To manage the long term planning for the City, an additional Senior Planner is to be hired.

Legal Services

The FY 2020-21 Budget increases 3.4% from the FY 2019-20 year end estimate with the anticipated billable hours for legal services in FY 2020-21.

City Secretary

The FY 2020-21 Budget increases 1.0% from the FY 2019-20 year end estimate for furniture purchases.

Non-Departmental

The FY 2020-21 Budget decreases 15.1% from the FY 2019-20 year end estimate with the expiration of the Amazon.com and Capital Group tax abatements.

Public Affairs

The FY 2020-21 Budget increases 7.2% from the FY 2019-20 year end estimate due to a citizen satisfaction survey that is done every other year. Personnel also increases with the classification and compensation study recommendation.

Engineering

The FY 2020-21 Budget increases 28.7% from the year end estimate due to personnel changes. FY 2020-21 will have a full year funding of the new engineer position approved in FY 2019-20, funding of the promotion of the Project Manager to an Engineer, and include pay adjustments from the classification and compensation study recommendation.

GIS

The FY 2020-21 Budget increases 2.8% from the FY 2019-20 year end estimate for unused training expenses, compensation adjustments and increased equipment leasing costs.

EXECUTIVE SUMMARY

Police

The FY 2020-21 Budget increases 8.0% from the FY 2019-20 year end estimate for additional personnel expenditures. These personnel increases include a new Student Resource Officer and a new Captain position for the Police Department. Other personnel increases include a pay increase as recommended by the classification and compensation study. The FY 2020-21 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

Fire Rescue

The FY 2020-21 Budget will increase 6.4% from the FY 2019-20 year end estimate from higher personnel costs to hire a new Emergency Management Coordinator to oversee the Emergency Operations Center during events, coordinate the update of emergency plans, and apply for applicable grants. Capital Outlay will increase to begin replacing handheld radios over 3 years.

Inspections

The FY 2020-21 Budget increases 5.1% from the FY 2019-20 year end estimate with the implementation of the classification and compensation recommendation.

Streets

The FY 2020-21 Budget will decrease 11.9% from the FY 2019-20 year end estimate. Increases in personnel expenditures related to the classification and compensation study implementation is offset with fewer capital purchases planned in FY 2020-21.

Parks

The FY 2020-21 Budget will increase 1.9% from the FY 2019-20 year end estimate with the classification and compensation study recommendation which is partially offset with less maintenance with the completion of the Senior Center Parking lot renovation.

Pools

The FY 2020-21 Budget will decrease 0.3% from the FY 2019-20 year end estimate.

Event Facilities

The FY 2020-21 Budget will increase 10.5% from the FY 2019-20 year end estimate due to full staffing and the purchase of replacement equipment.

Library

The FY 2020-21 Budget increases 1.1% from the FY 2019-20 year end estimate with no changes in operations.

Animal Services

This budget was combined into the Police Department Budget.

Information Technology

The Information Technology FY 2020-21 Budget increases 14.4% from the FY 2019-20 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various

EXECUTIVE SUMMARY

departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

Human Resources

The FY 2020-21 Budget will increase 13.6% from the FY 2019-20 year end estimate. FY 2019-20 had additional savings related to COVID-19 as training and staff events did not happen. The increase represents returning to normal operations.

Finance

The FY 2020-21 Budget will increase 5.0% from the FY 2019-20 year end estimate due to additional compensation awarded from the classification and compensation study.

Purchasing & Asset Management

The FY 2020-21 Budget will increase 5.0% from the FY 2019-20 year end estimate due to personnel increase related to the classification and compensation study recommendation.

Fleet Services

The FY 2020-21 Budget will increase 8.0% from the FY 2019-20 year end estimate due to personnel expenditures. The increase comes from the anticipation of being fully staffed including hiring of an Assistant Public Works Director and from increases related to the classification and compensation study recommendation.

Facility Services

The FY 2020-21 Budget increases 2.6% from the FY 2019-20 year end estimates due personnel expenditures related to the classification and compensation study recommendation.

City Assistance

The FY 2020-21 Budget will decrease 0.8% from the FY 2019-20 year end estimate with no change in operations.

Court Restricted Funds

The FY 2020-21 Budget will increase \$3,227 from the FY 2019-20 to match the increase in court technology fee projections.

Interest & Sinking Fund

Revenues: Revenues for FY 2020-21 increase 3.4% from the FY 2019-20 estimate with higher property values.

Expenses: The FY 2020-21 Budget will increase 1.0% from the FY 2019-20 year end estimate following the debt service schedule.

Water & Sewer Fund

Revenue: Revenues for FY 2020-21 are expected to decrease 6.1% from the FY 2019-20 year end estimate with lower water and sewer fees after COVID-19.

Expenses: The FY 2020-21 Budget decreases 15.0% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the W&S

EXECUTIVE SUMMARY

Administration.

Utility Billing

The FY 2020-21 Budget decreases 9.6% from the FY 2019-20 year end estimate. Personnel increases from the classification and compensation study recommendation are offset by no capital outlay purchases and no software upgrades for FY 2020-21.

Administration

The FY 2020-21 Budget will increase 2.6% from the FY 2019-20 year end estimate for increased sewer treatment costs from the new winter average. Additional increases include personnel expenditures related to being fully staffed and for the classification and compensation study recommendation.

Capital Recovery Fund – Water

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19

Capital Recovery Fund - Sewer

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

Drainage Fund

Revenue: The FY 2020-21 revenue from drainage fees is expected to increase 17.4% with a transfer from reserves to purchase replacement capital equipment.

Expenses: The FY 2020-21 Budget will increase 16.3% from the FY 2019-20 year end estimate to purchase additional capital equipment and provide additional mowing that will no longer be covered by the state.

EMS Fund

Revenue: Revenues for FY 2020-21 are expected to increase 4.7% from FY 2019-20 year end estimates for additional transports and an increase on the inter-jurisdictional contracts.

Expenses: The FY 2020-21 Budget will increase 3.8% from the FY 2019-20 year end estimate. Additional personnel expenditures for new staff are offset by additional revenue brought in by the calls those staff will be on.

Schertz Economic Development Corporation (SEDC)

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2020-21 is projected to increase by 0.3% from the FY 2019-20 year-end estimate. The increase reflects a 5% increase in sales tax revenue which is offset by lower investment returns. The SEDC will also transfer \$3,496,428 from its reserves for performance agreement payments expected in FY 2020-21.

EXECUTIVE SUMMARY

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2020-21 are projected to increase by 19% for additional personnel costs, grant awards and software purchases.

Special Events Fund

Revenue: The revenue for FY 2020-21 is expected to decrease 6.0% from FY 2019-20 year end estimates in anticipation of a lower turnout at events.

Expenses: The Special Events Fund FY 2020-21 Budget decrease 0.2% from the FY 2019-20 year end estimates with no change in operations.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2020-21 are expected to increase from \$86,168 to \$185,500 from the FY 2019-20 year end estimates with a transfer from reserves to fund the master communication plan.

Expenses: The PEG Fund FY 2020-21 Budget increased from \$3,259 to \$185,500 from the FY 2019-20 year end estimates with the continued implementation of the communication master plan.

Hotel Motel Tax Fund

Revenue: Revenue for FY 2020-21 is expected to decrease 1.8% from the FY 2019-20 year end estimates due to lower investment returns.

Expenses: The Hotel Motel Tax Fund FY 2020-21 Budget decrease 38.2% from FY 2019-20 year end estimates due to no planned improvements to the Civic Center.

Park Fund

Revenue: The revenue for FY 2020-21 is expected to decrease 12.1% from the FY 2019-20 year end estimates from new development.

Expenses: The FY 2020-21 Budget decrease 29.4% from the FY 2019-20 year end estimate with fewer planned parks improvements.

Tree Mitigation

Revenue: The revenue for FY 2020-21 is expected to increase by 4.8% from 2019-20 year end estimate with fewer additional new development projects.

Expenses: The FY 2020-21 Budget will increase by 16.7% from the FY 2019-20 year end estimate for additional tree trimming and planting shade trees throughout the city.

EXECUTIVE SUMMARY**Library Fund**

Revenues: Revenue for FY 2020-21 is expected to decrease 6.0% from the FY 2019-20 year end estimate with less book sales.

Expenses: The Library Fund's FY 2020-21 Budget increase 0.2% from the FY 2019-20 year end estimates with no expected changes in operations.

Historical Committee

Revenues: Revenue for FY 2020-21 is expected to decrease 6.0% from the FY 2019-20 year end estimate with less book sales.

Expenses: The Library Fund's FY 2020-21 Budget increase 0.2% from the FY 2019-20 year end estimates with no expected changes in operations.

101-GENERAL FUND

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	20,507,460	22,193,926	23,448,050	21,204,142	23,629,050	25,198,550	
Franchises	2,308,335	2,270,107	2,184,000	1,655,565	2,305,000	2,334,000	
Permits	2,244,153	1,539,511	1,742,250	1,326,245	1,760,643	1,767,250	
Licenses	73,381	65,787	56,860	39,487	58,160	56,860	
Fees	2,587,847	2,459,972	2,390,134	1,581,076	2,140,231	2,390,534	
Fines & Forfeitures	20,902	14,583	12,000	5,964	10,000	11,000	
Inter-Jurisdictional	887,256	926,570	977,436	609,116	975,643	1,066,925	
Fund Transfers	2,989,901	2,697,683	8,124,257	2,143,366	2,878,317	3,667,362	
Miscellaneous	<u>918,108</u>	<u>1,252,501</u>	<u>907,250</u>	<u>809,367</u>	<u>803,241</u>	<u>722,100</u>	
TOTAL REVENUES	32,537,343	33,420,639	39,842,237	29,374,328	34,560,285	37,214,581	
<u>EXPENDITURE SUMMARY</u>							
<u>NON PROGRAM</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL	79,763	92,341	129,542	93,339	124,704	134,389	
CITY MANAGER	1,256,251	1,086,888	1,194,870	871,799	1,176,639	1,273,718	
MUNICIPAL COURT	368,540	347,078	340,383	244,862	330,477	366,556	
CUSTOMER RELATIONS-311	121,141	117,254	107,747	82,648	108,135	113,604	
PLANNING & ZONING	220,761	227,535	253,322	131,736	220,674	695,183	
LEGAL SERVICES	129,958	135,598	150,000	50,765	145,000	150,000	
CITY SECRETARY	200,851	207,930	201,461	155,137	206,142	208,258	
NONDEPARTMENTAL	2,424,967	2,171,669	3,092,480	1,869,087	2,974,298	2,526,233	
PUBLIC AFFAIRS	301,935	609,184	596,624	418,677	585,245	627,572	
RECORDS MANAGEMENT	62,624	0	0	0	0	0	
SCHERTZ TALES MAGAZINE	370,241	(350)	0	0	0	0	
ENGINEERING	639,481	703,456	767,011	488,535	680,121	875,454	
GIS	<u>172,851</u>	<u>177,700</u>	<u>182,674</u>	<u>142,609</u>	<u>185,375</u>	<u>190,585</u>	
TOTAL GENERAL GOVERNMENT	6,349,363	5,876,284	7,016,114	4,549,194	6,736,810	7,161,552	
<u>PUBLIC SAFETY</u>							
POLICE	7,238,194	8,077,388	9,079,000	6,290,212	8,683,474	10,130,278	
FIRE RESCUE	4,806,193	5,287,798	5,529,519	4,156,594	5,766,664	6,136,787	
INSPECTIONS	923,193	962,856	999,402	649,652	971,323	1,020,616	
MARSHAL'S OFFICE	<u>372,049</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL PUBLIC SAFETY	13,339,628	14,328,041	15,607,921	11,096,458	15,421,461	17,287,681	

101-GENERAL FUND

FINANCIAL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>PUBLIC ENVIRONMENT</u>							
STREETS	<u>1,230,206</u>	<u>1,301,880</u>	<u>1,883,260</u>	<u>868,686</u>	<u>1,775,180</u>	<u>1,563,977</u>	
TOTAL PUBLIC ENVIRONMENT	1,230,206	1,301,880	1,883,260	868,686	1,775,180	1,563,977	
<hr/>							
<u>PARKS & RECREATION</u>							
PARKS	1,059,505	1,483,637	1,620,028	843,869	1,555,275	1,584,079	
SWIM POOL	578,573	567,606	569,878	267,830	571,412	569,878	
EVENT FACILITIES	<u>125,438</u>	<u>323,241</u>	<u>395,017</u>	<u>233,087</u>	<u>354,813</u>	<u>392,192</u>	
TOTAL PARKS & RECREATION	1,763,517	2,374,484	2,584,923	1,344,786	2,481,500	2,546,149	
<hr/>							
<u>CULTURAL</u>							
LIBRARY	<u>945,948</u>	<u>999,857</u>	<u>1,025,736</u>	<u>753,789</u>	<u>1,047,808</u>	<u>1,059,697</u>	
TOTAL CULTURAL	945,948	999,857	1,025,736	753,789	1,047,808	1,059,697	
<hr/>							
<u>HEALTH</u>							
ANIMAL SERVICES	529,980	499,493	699,825	509,853	693,970	0	
ENVIRONMENTAL HEALTH	<u>199,779</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL HEALTH	729,759	499,493	699,825	509,853	693,970	0	
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<u>INTERNAL SERVICE</u>							
INFORMATION TECHNOLOGY	1,838,909	2,218,800	2,470,537	1,283,673	2,136,705	2,444,657	
HUMAN RESOURCES	506,860	658,495	704,174	483,124	650,535	716,135	
FINANCE	565,676	595,797	608,893	475,350	618,929	649,851	
PURCHASING & ASSET MGT	230,539	227,974	233,183	173,831	235,872	242,951	
FLEET SERVICE	750,015	801,809	1,046,481	686,848	981,284	1,060,214	
BUILDING MAINTENANCE	<u>1,442,251</u>	<u>1,491,452</u>	<u>1,608,197</u>	<u>1,044,800</u>	<u>1,586,738</u>	<u>1,628,725</u>	
TOTAL INTERNAL SERVICE	5,334,250	5,994,326	6,671,465	4,147,625	6,210,063	6,742,533	
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<u>MISC & PROJECTS</u>							
PROJECTS	0	0	4,000,000	0	0	500,000	
CITY'S ASSISTANCE	312,091	303,127	330,000	226,089	332,666	330,000	
COURT-RESTRICTED FUNDS	<u>6,500</u>	<u>2,607</u>	<u>22,992</u>	<u>0</u>	<u>19,765</u>	<u>22,992</u>	
TOTAL MISC & PROJECTS	<u>318,591</u>	<u>305,733</u>	<u>4,352,992</u>	<u>226,089</u>	<u>352,431</u>	<u>852,992</u>	
<hr/>							
TOTAL EXPENDITURES	30,011,261	31,680,098	39,842,237	23,496,480	34,719,223	37,214,581	
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	<u>2,526,081</u>	<u>1,740,541</u>	<u>0</u>	<u>5,877,848</u>	<u>(158,938)</u>	<u>0</u>	
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101-GENERAL FUND

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411100 Advalorem Tax-Current	11,849,652	13,471,714	14,060,000	13,956,866	13,960,000	14,554,500	
000-411110 Disable Veterans Assist Pymnt	0	201,117	300,000	0	0	500,000	
000-411200 Advalorem Tax-Delinquent	73,378	55,579	50,000	34,363	50,000	50,000	
000-411300 Advalorem Tax-P&I	85,694	70,356	50,000	56,839	50,000	50,000	
000-411500 Sales Tax Revenue-Gen Fund	8,455,341	8,334,642	8,944,000	7,093,626	9,489,000	9,964,000	
000-411600 Bingo Tax	11	24	50	28	50	50	
000-411700 Mixed Beverage Tax	<u>43,384</u>	<u>60,494</u>	<u>44,000</u>	<u>62,419</u>	<u>80,000</u>	<u>80,000</u>	
TOTAL Taxes	20,507,460	22,193,926	23,448,050	21,204,142	23,629,050	25,198,550	
<u>Franchises</u>							
000-421200 Center Point/Entex Energy	80,245	92,448	90,000	77,463	90,000	95,000	
000-421220 City Public Service	975,967	943,529	1,020,000	681,843	1,020,000	1,020,000	
000-421240 Guadalupe Valley Elec Co-op	454,085	445,505	455,000	298,300	445,000	455,000	
000-421250 New Braunfels Utilities	71,119	66,591	78,000	47,912	78,000	78,000	
000-421300 Time Warner-State Franchise	305,571	310,384	180,000	206,152	320,000	250,000	
000-421460 AT&T Franchise Fee	137,206	129,614	75,000	128,347	66,000	150,000	
000-421480 Other Telecom Franchise - ROW	129,917	125,415	130,000	95,339	130,000	130,000	
000-421500 Solid Waste Franchise Fee	<u>154,225</u>	<u>156,621</u>	<u>156,000</u>	<u>120,208</u>	<u>156,000</u>	<u>156,000</u>	
TOTAL Franchises	2,308,335	2,270,107	2,184,000	1,655,565	2,305,000	2,334,000	
<u>Permits</u>							
000-431100 Home Occupation Permit	490	525	500	525	500	500	
000-431205 Bldg Permit-Residential	688,249	528,025	550,000	462,543	550,000	550,000	
000-431210 Bldg Permit-Commercial	687,368	154,369	350,000	164,318	300,000	350,000	
000-431215 Bldg Permit-General	329,072	362,898	350,000	255,825	350,000	350,000	
000-431300 Mobile Home Permit	350	750	400	300	750	400	
000-431400 Signs Permit	5,458	9,231	5,600	3,647	5,550	5,600	
000-431500 Food Establishmnt Permit	60,950	62,460	63,000	63,270	66,000	63,000	
000-431600 Garage Sale Permit	2,135	0	0	0	0	0	
000-431700 Plumbing Permit	161,472	125,205	138,950	97,919	138,500	138,950	
000-431750 Electrical Permit	82,140	70,860	70,900	48,100	66,000	70,900	
000-431800 Mechanical Permit	76,940	65,740	68,300	51,640	69,500	68,300	
000-431900 Solicitor/Peddler Permit	2,620	6,500	2,300	866	6,500	2,300	
000-431950 Animal/Pet Permit	90	15	500	15	50	500	
000-432000 Cert of Occupancy Prmt	6,450	9,250	6,300	6,100	9,000	6,300	
000-432100 Security Alarm Permit	51,697	48,506	43,000	29,906	39,293	43,000	
000-432300 Grading/Clearing Permit	14,646	15,118	12,500	6,914	9,000	12,500	
000-432400 Development Permit	39,252	52,297	50,000	105,469	115,000	75,000	
000-435000 Fire Permit	33,025	27,763	30,000	28,890	35,000	30,000	
000-436010 Network Nodes	<u>1,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Permits	2,244,153	1,539,511	1,742,250	1,326,245	1,760,643	1,767,250	
<u>Licenses</u>							
000-441000 Alcohol Beverage License	7,085	7,543	8,100	5,470	8,000	8,100	
000-441300 Mobile Home License	80	80	160	120	160	160	
000-442000 Contractors License	63,660	55,600	45,600	32,940	48,000	45,600	
000-444000 Pet License	<u>2,556</u>	<u>2,564</u>	<u>3,000</u>	<u>957</u>	<u>2,000</u>	<u>3,000</u>	
TOTAL Licenses	73,381	65,787	56,860	39,487	58,160	56,860	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET
AS OF: JUNE 30TH, 2020

REVENUES

		(----- 2019-2020 -----) (----- 2020-2021 -----)						
		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>								
000-451000	Municipal Court Fines	642,041	689,543	664,160	467,039	629,238	664,160	
000-451100	Arrest Fee	24,743	26,448	25,680	15,848	21,518	25,680	
000-451110	Expunction Fee	0	30	160	100	200	160	
000-451200	Warrant Fees	75,203	72,813	73,560	52,318	70,469	73,560	
000-451210	Court-Claims & Judgements	0	(215)	0	0	0	0	
000-451220	Officer Jury Fee	0	0	0	91	200	400	
000-451310	Restitution Fee-Local	0	0	0	126	0	0	
000-451320	Civil Justice Fee-Court	0	0	0	0	250	500	
000-451340	Judicial Fee-City	3,315	3,516	3,432	1,379	2,151	3,432	
000-451400	Traffic Fine Costs TTL	11,712	12,521	12,168	7,242	9,699	12,168	
000-451510	Juvenile Case Mgmt Fee	27,696	29,338	28,668	11,494	17,930	28,668	
000-451520	Truancy Fees	4,889	5,448	5,352	8,571	9,805	5,352	
000-451530	Local Municipal Jury Fund	0	0	0	130	200	400	
000-451600	Technology Fund Fee	22,098	23,423	22,992	14,526	19,765	22,992	
000-451700	Security Fee	16,678	17,567	17,244	13,365	17,321	17,244	
000-451800	Time Payment Fee-City	4,986	4,968	4,968	3,195	4,514	4,968	
000-451850	State Fines 10% Service Fee	29,598	35,756	38,752	25,866	37,000	38,752	
000-451900	DPS Payment-Local	5,916	5,501	5,592	3,863	5,296	5,592	
000-452000	Child Safety Fee	6,798	9,743	10,356	5,235	8,505	10,356	
000-452100	Platting Fees	53,000	52,500	59,000	22,250	40,250	59,000	
000-452200	Site Plan Fee	36,000	31,500	36,000	6,000	20,000	36,000	
000-452300	Plan Check Fee	817,115	527,531	625,000	418,742	560,000	625,000	
000-452320	Tree Mitigation Admin Fee	17,369	5,280	15,000	10,707	15,000	15,000	
000-452400	BOA/Variance Fees	5,778	3,250	5,000	1,000	1,500	5,000	
000-452600	Specific Use/Zone Chng Fee	23,938	18,800	18,000	21,090	23,000	18,000	
000-452710	Zoning Ltr & Dev Rights	1,950	4,500	1,950	2,400	5,400	1,950	
000-453100	Reinspection Fees	169,225	226,667	170,000	149,276	198,000	170,000	
000-453110	Swim Pool Inspection Fee	2,620	1,430	2,500	2,090	2,900	2,500	
000-453200	Lot Abatement	1,615	2,508	5,000	6,029	10,000	5,000	
000-453211	Admin Fee-Inspections	24,600	11,100	18,600	9,200	12,000	18,600	
000-453310	Misc Inspection Fees	3,613	400	0	300	500	0	
000-453710	Foster Care	1,100	403	500	350	500	500	
000-454200	Pool Gate Admission Fee	23,053	24,312	24,000	4,735	12,000	24,000	
000-454300	Seasonal Pool Pass Fee	4,410	4,234	5,000	1,290	1,400	5,000	
000-456120	Senior Center Meal Fee	802	401	0	11,127	20,000	20,000	
000-456500	HAZ MAT Fees	0	1,041	5,000	0	5,000	5,000	
000-456600	Fire Re-inspection Fee	1,145	493	1,000	400	750	1,000	
000-458000	Sale of General Fixed Assets	19,252	0	20,000	0	0	20,000	
000-458100	Sale of Merchandise	0	2,111	0	360	3,000	0	
000-458110	Sale of Mdse - GovDeals	86,052	113,073	80,000	26,366	50,000	80,000	
000-458400	Civic Center Rental Fees	210,428	211,568	200,000	6,125	150,000	187,000	
000-458401	Capital Recovery Fee-Civic C	8,220	17,940	7,500	11,700	15,000	0	
000-458402	Civic Center Ancillary Fees	0	0	0	200	0	0	
000-458450	North Center Rental Fees	26,582	27,797	23,000	11,625	15,000	20,000	
000-458460	Senior Center Rental	4,600	8,101	7,000	3,500	7,000	7,000	
000-458500	Community Center Rental Fees	40,651	45,211	35,000	15,088	20,000	34,000	
000-458501	Community Center Service Fees	0	250	0	500	0	0	
000-458510	Grand Ballroom Rental Fees	0	27,219	0	90,911	0	0	

101-GENERAL FUND

REVENUES

(------ 2019-2020 -----) (------ 2020-2021 -----)							
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-458520 Cut-Off Hall Rental Fees	0	5,644	0	12,161	0	0	
000-458530 Conference Hall Rental Fees	0	269	0	1,788	0	0	
000-458540 Bluebonnet Hall Rental Fees	0	20,250	0	23,611	0	0	
000-458550 Pavilion Rental Fees	20,380	20,672	20,000	4,300	15,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,500	5,850	7,800	7,500	
000-458570 Non-Resident SYSA League	13,080	19,170	10,000	8,590	10,000	10,000	
000-458580 HOA Meeting Rental Fees	0	450	0	1,050	1,200	0	
000-458581 Funeral Reception Rental Fees	0	225	0	600	0	0	
000-458582 Quality of Life Rental Fees	0	1,860	0	4,380	0	0	
000-458590 Cancellation Fees-Event Renta	0	250	0	5,795	0	0	
000-458650 NonResident User Fee-BVYA	9,670	10,710	10,000	6	5,000	10,000	
000-458660 BVYA Utility Reimbursement	21,919	13,490	15,000	0	0	15,000	
000-458670 SYSA Utility Reimbursement	5,465	4,883	7,500	4,494	0	7,500	
000-458675 Lions Futbol Utility Reimbrsm	8,860	17,064	10,000	12,582	15,000	10,000	
000-458685 Recreation Programs	0	0	0	0	1,000	1,000	
000-458685.Rec Prgrm-Kickball Leagues	0	0	0	744	2,600	2,600	
000-458700 Vehicle Impoundment	10,920	7,820	10,000	8,520	10,000	10,000	
000-459200 NSF Check Fee	25	100	100	125	200	100	
000-459300 Notary Fee	96	42	100	30	125	100	
000-459400 Maps,Copies,UDC & Misc Fees	35	30	0	5	45	0	
000-459600 Animal Adoption Fee	18,827	12,423	12,000	10,570	15,000	12,000	
000-459700 Pet Impoundment Fee	6,257	6,099	5,000	8,276	10,000	5,000	
000-459800 Police Reports Fee	5,723	4,702	5,800	3,850	5,000	5,800	
TOTAL Fees	2,587,847	2,459,972	2,390,134	1,581,076	2,140,231	2,390,534	
<u>Fines & Forfeitures</u>							
000-463000 Library Fines	20,902	14,583	12,000	5,964	10,000	11,000	
TOTAL Fines & Forfeitures	20,902	14,583	12,000	5,964	10,000	11,000	
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	36,886	5,269	21,077	21,078	21,077	21,077	
000-473200 City of Seguin-Fire Contract	30,108	30,108	30,107	22,581	30,108	30,107	
000-473300 Guadalupe Co-Library	217,152	217,152	217,152	180,960	217,152	203,191	
000-473400 Randolph AFB-Animal Control	200	0	500	0	200	500	
000-474200 Library Services-Cibolo	35,002	35,000	40,000	40,030	40,000	40,000	
000-474210 Library Services-Selma	21,750	23,475	24,000	26,505	26,506	26,000	
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	120,000	160,000	166,000	
000-474600 School Crossing Guard-Bexar C	43,763	41,418	36,000	28,550	36,000	36,000	
000-474610 School Cross Guard-Guadalupe	43,636	39,748	39,000	31,013	41,000	41,000	
000-474700 School Officer Funding	255,000	349,400	353,600	88,400	353,600	453,050	
000-474750 Crime Victim Liaison Agreeemen	43,760	25,000	50,000	50,000	50,000	50,000	
TOTAL Inter-Jurisdictional	887,256	926,570	977,436	609,116	975,643	1,066,925	
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	170,087	141,587	179,100	134,325	179,100	182,600	
000-480100 Indirect Costs-Hotel/Motel	67,605	67,582	74,428	55,821	74,428	72,464	
000-481000 Transfer In - Reserves	0	0	4,995,915	0	0	678,630	
000-482200 Transfer In-Vehicle Replace	0	0	250,025	0	0	0	
000-482300 Transfer In-Resrv Child Safet	0	0	60,000	0	60,000	0	
000-485000 Interfund Charges-Drainage-5%	271,430	295,157	243,114	182,334	243,114	285,506	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	(----- 2019-2020 -----) Y-T-D ACTUAL	(----- 2019-2020 -----) PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	(----- 2020-2021 -----) ADOPTED BUDGET
000-486000 Interfund Chrges-Admin W&S	1,344,140	1,365,998	1,404,372	1,038,750	1,404,372	1,450,827	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000	
000-487000 Interfund Charges-Fleet	344,026	370,729	361,258	270,500	361,258	398,618	
000-488000 Interfund Charges-4B	441,395	456,630	461,045	461,636	461,045	503,717	
000-489000 Transfer In	86,219	0	86,000	0	86,000	86,000	
000-489620 Contribution-SEDC	265,000	0	0	0	0	0	
TOTAL Fund Transfers	2,989,901	2,697,683	8,124,257	2,143,366	2,878,317	3,667,362	

Miscellaneous

000-491000 Interest Earned	26,901	68,504	80,000	24,580	25,000	25,000	
000-491200 Investment Income	242,255	407,593	400,000	228,709	256,000	200,000	
000-491800 Gain/Loss (16,292)	(9,867)	0	0	0	0	
000-491900 Unrealized Gain/Loss-CapOne (777)	22,386	0	29,570	0	0	
000-492500 Proceeds from Capital Lease	42,829	0	0	0	0	0	
000-493000 Donations-Others	20	50	0	100	0	0	
000-493120 Donations-Public Library	6,854	9,692	10,000	2,163	10,000	10,000	
000-493400 Donations-Animal Control	12,979	4,769	5,000	3,778	5,000	5,000	
000-493401 Donations-A/C Microchip	675	382	0	915	0	0	
000-493402 Donations-Spay&Neuter	87	0	0	0	0	0	
000-493460 Donations- Parks	11,356	11,718	10,000	500	10,000	10,000	
000-493465 Donations-Senior Center	11,472	11,494	10,000	5,908	10,000	10,000	
000-493502 Donations-PD	27,000	930	0	200	500	0	
000-493503 Donation-Fire Rescue	15,350	1,740	0	2,150	3,000	0	
000-493505 Donations-Police Events	0	0	3,000	0	0	0	
000-493618 Donation - Veteran's Memorial	0	390	0	375	250	0	
000-493700 July 4th Activities	0	0	26,000	235	26,000	26,000	
000-493701 Proceeds-Holidazzle	0	0	1,500	12,320	12,320	12,500	
000-493704 Moving on Main	0	0	3,000	100	0	4,000	
000-494481 LawEnforcemtOfficersStnd&Educ	3,823	4,341	0	5,082	5,500	5,000	
000-494482 Grants-Police, Fire, Gen Fund	1,474	8,000	2,500	0	2,100	2,500	
000-495100 Mobile Stage Rental Fees	3,650	2,050	2,100	1,550	2,050	2,100	
000-497000 Misc Income-Gen Fund	27,727	93,439	25,000	210,743	50,000	40,000	
000-497005 Schertz Magazine Advertising	147,755	143,420	140,000	98,925	120,000	120,000	
000-497100 Misc Income-Police	11,240	14,743	9,000	7,188	12,712	9,000	
000-497106 Misc Income-Special Events	0	0	14,150	0	0	0	
000-497150 Misc Income-Fire Department	970	0	0	0	0	0	
000-497200 Misc Income-Library	5,331	4,930	4,500	2,233	4,300	4,500	
000-497210 Misc Income-Library Copier	19,558	21,843	18,000	9,474	17,000	18,000	
000-497300 Misc Income-Animal Control	299	325	0	0	0	0	
000-497400 Misc Income-Streets Dept	28,275	35,980	30,000	13,768	30,000	30,000	
000-497460 Misc Income-Parks	0	140	0	84	0	0	
000-497500 Misc Income-TML Ins. Claims	36,098	19,623	20,000	22,008	30,000	25,000	
000-497550 Misc Income-TML WC Reimbursmn	2,074	3,407	10,000	4,887	8,000	10,000	
000-497600 Misc Income-Vending Mach	2,365	2,824	2,500	1,003	2,500	2,500	
000-497610 Misc Income-Muni Court	2,036	154	0	0	0	0	
000-498000 Reimbursmnt-Gen Fund	8,355	0	20,000	15,443	25,000	20,000	
000-498105 Reimbursmt Police OT-DEA	17,213	17,830	18,000	19,334	22,500	18,000	
000-498110 Reimburmnt Fire-Emg Acti-OT	212,799	336,655	30,000	72,533	100,000	100,000	

101-GENERAL FUND

REVENUES

	2017-2018	2018-2019	(----- 2019-2020 -----) (----- 2020-2021 -----)				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-498150 Reimbursement - Library	<u>6,355</u>	<u>13,018</u>	<u>13,000</u>	<u>13,509</u>	<u>13,509</u>	<u>13,000</u>	
TOTAL Miscellaneous	<u>918,108</u>	<u>1,252,501</u>	<u>907,250</u>	<u>809,367</u>	<u>803,241</u>	<u>722,100</u>	
TOTAL REVENUES	<u>32,537,343</u>	<u>33,420,639</u>	<u>39,842,237</u>	<u>29,374,328</u>	<u>34,560,285</u>	<u>37,214,581</u>	

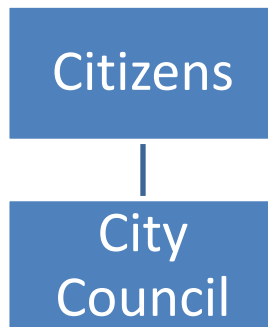
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz City Council is made up of eight elected officials. City residents currently elect a Mayor and seven Council members at-large. Mayors Pro Tempore shall be appointed by a majority vote of the City Council following a properly made motion to appoint a member who is both: (a) Eligible to serve as Mayor Pro Tempore; (b) Is, at the time of the motion, a Councilmember in good standing. The Mayor and seven City Council members are paid a modest stipend.

The Schertz City Council is the City's legislative body. It sets policies, approves budgets, determines tax rates and passes ordinances and resolutions to govern the City. Council also appoints citizen volunteers to approximately 10 City advisory boards, committees, and commissions; and appoints and supervises the performances of the City Manager, City Secretary, City Attorney, and Municipal Court Judges.

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of ordinances passed	48	32	40
Number of resolutions passed	172	165	160
Requests for Information	28	10	10

CITY COUNCIL

Number of Council Meetings	47	36	40
Requests for Agenda Items	26	15	16
Council on the Go Meetings	3	3	*2
Council HOA Presidents Meeting	1	2	*0

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Meeting Attendance rate	96	93	95
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Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$36,426	\$38,654	\$37,534
Supplies	645	650	750
City Support Services	24,677	51,500	59,205
Operations Support	178	300	300
Staff Support	22,615	28,600	28,600
Professional Services	7,800	5,000	6,000
Operating Equipment	0	0	2,000
<i>Total</i>	<i>\$92,341</i>	<i>\$124,704</i>	<i>\$134,389</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2019-20 Budget increases 7.8% from the FY 2018-19 year end estimates. The costs of the November 2020 election have been received from the counties and show an increase in cost under City Support Services. New tablets, phones, and monitors will be purchased in FY 2019-20 for councilmembers.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
CITY COUNCIL							
=====							
<u>Personnel Services</u>							
150-511110 Regular	26,699	24,457	24,462	20,614	26,300	25,023	
150-511240 Allowances	6,195	9,293	9,711	7,389	9,600	9,837	
150-511310 FICA-Employer	<u>2,516</u>	<u>2,676</u>	<u>2,614</u>	<u>2,142</u>	<u>2,754</u>	<u>2,674</u>	
TOTAL Personnel Services	35,410	36,426	36,787	30,146	38,654	37,534	
<u>Supplies</u>							
150-521000 Operating Supplies	63	158	400	312	400	500	
150-521100 Office Supplies	<u>80</u>	<u>486</u>	<u>250</u>	<u>60</u>	<u>250</u>	<u>250</u>	
TOTAL Supplies	143	645	650	373	650	750	
<u>City Support Services</u>							
150-532350 Software Maintenance	0	0	4,500	4,500	4,500	4,500	
150-532600 City Elections	19,137	17,110	34,205	29,543	35,000	40,205	
150-532800 Special Events	<u>1,441</u>	<u>7,567</u>	<u>14,500</u>	<u>3,220</u>	<u>12,000</u>	<u>14,500</u>	
TOTAL City Support Services	20,578	24,677	53,205	37,262	51,500	59,205	
<u>Utility Services</u>							
150-533330 Telephone/Internet	<u>625</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	625	0	0	0	0	0	
<u>Operations Support</u>							
150-534200 Printing & Binding	<u>29</u>	<u>178</u>	<u>300</u>	<u>174</u>	<u>300</u>	<u>300</u>	
TOTAL Operations Support	29	178	300	174	300	300	
<u>Staff Support</u>							
150-535100 Uniforms	117	374	400	179	400	400	
150-535200 Awards	0	0	2,000	75	2,000	2,000	
150-535300 Memberships	11,808	11,777	13,000	12,028	13,000	13,000	
150-535400 Publications	0	0	200	57	200	200	
150-535500 Training/Travel	<u>11,055</u>	<u>10,463</u>	<u>13,000</u>	<u>11,071</u>	<u>13,000</u>	<u>13,000</u>	
TOTAL Staff Support	22,979	22,615	28,600	23,410	28,600	28,600	
<u>Professional Services</u>							
150-541300 Other Consl/Prof Services	<u>0</u>	<u>7,800</u>	<u>8,000</u>	<u>1,975</u>	<u>5,000</u>	<u>6,000</u>	
TOTAL Professional Services	0	7,800	8,000	1,975	5,000	6,000	
<u>Rental/Leasing</u>							

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
150-571300 Computer & Periphe. < \$5,000	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u></u>
TOTAL Operating Equipment	0	0	2,000	0	0	2,000	
<hr/>							
TOTAL CITY COUNCIL	79,763	92,341	129,542	93,339	124,704	134,389	

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Manager and his department advise the Council on policy and operational planning issues. This department assures that policies adopted by the Council are carried out efficiently, fairly, and effectively. It oversees and manages the daily affairs of the City, assesses the long-term capital and service delivery needs of the City, and prepares and administers the annual operating and capital budget. The City Manager serves as a focal point for the management of City staff.

GOALS AND OBJECTIVES

- Develop strategic plans and systems to meet the many diverse needs of the community.
- Respond effectively and timely to City Council requests.
- Develop effective programs to enhance business development and growth.
- Develop management systems for efficient and effective use of resources
- Recruit, retain and develop talented staff.
- Evaluate, integrate, and utilize prudent technology to efficiently deliver municipal services to the community.

ORGANIZATIONAL CHART



CITY MANAGER

CITY MANAGER	2018-19	2019-20	2020-21
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	5	5	5

ECONOMIC DEVELOPMENT	2018-19	2019-20	2020-21
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$1,061,361	\$1,147,401	\$1,240,893
Supplies	1,892	2,000	2,000
City Support Services	4,338	6,000	6,000
Utility Services	414	0	0
Operations Support	0	50	50
Staff Support	17,512	21,188	24,775
Operating Equipment	1,370	0	0
<i>Total</i>	<i>\$1,086,888</i>	<i>\$1,176,639</i>	<i>\$1,273,718</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 8.3% from the year end estimates due to a higher salary for the Economic Development Director, which is offset by the contract with the Economic Development Corporation.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
CITY MANAGER							
=====							
<u>Personnel Services</u>							
151-511110 Regular	909,699	793,330	856,019	647,203	855,074	908,859	
151-511120 Overtime	0	0	485	734	583	240	
151-511180 LTD	2,349	2,301	2,654	555	555	2,817	
151-511210 Longevity	7,456	8,115	6,896	6,332	5,929	7,267	
151-511220 Clothing Allowance	312	96	0	0	0	0	
151-511230 Certification Allowance	2,880	886	0	0	0	0	
151-511240 Allowances	9,692	7,200	6,984	5,539	7,200	6,912	
151-511310 FICA - Employer	61,081	59,465	66,034	45,623	61,315	70,080	
151-511350 TMRS-Employer	151,653	131,159	139,054	95,164	135,072	150,608	
151-511355 ICMA Contributions - Employer	10,000	0	0	0	0	0	
151-511410 Health-Employer	75,106	57,761	82,830	58,423	80,722	92,942	
151-511500 Workers' Compensation	<u>900</u>	<u>1,048</u>	<u>1,089</u>	<u>951</u>	<u>951</u>	<u>1,168</u>	
TOTAL Personnel Services	1,231,129	1,061,361	1,162,045	860,524	1,147,401	1,240,893	
<u>Supplies</u>							
151-521100 Office Supplies	448	1,892	2,000	1,370	2,000	2,000	
151-521300 Motor Veh. Supplies	<u>9</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	457	1,892	2,000	1,370	2,000	2,000	
<u>City Support Services</u>							
151-532800 Special Events	<u>8,154</u>	<u>4,338</u>	<u>6,000</u>	<u>3,809</u>	<u>6,000</u>	<u>6,000</u>	
TOTAL City Support Services	8,154	4,338	6,000	3,809	6,000	6,000	
<u>Utility Services</u>							
151-533500 Vehicle Fuel	<u>1,635</u>	<u>414</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	1,635	414	0	0	0	0	
<u>Operations Support</u>							
151-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>50</u>	
TOTAL Operations Support	0	0	50	0	50	50	
<u>Staff Support</u>							
151-535100 Uniforms	278	748	775	0	775	775	
151-535200 Employee Recognition	1,865	917	5,000	1,147	1,800	5,000	
151-535300 Memberships	1,231	4,131	4,000	1,818	4,113	4,000	
151-535400 Publications	781	383	515	285	500	500	
151-535500 Training/Travel	6,518	8,795	11,485	2,321	11,500	11,500	
151-535510 Meeting Expenses	<u>2,757</u>	<u>2,538</u>	<u>3,000</u>	<u>524</u>	<u>2,500</u>	<u>3,000</u>	
TOTAL Staff Support	13,429	17,512	24,775	6,096	21,188	24,775	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Professional Services							
Rental/Leasing							
Operating Equipment							
151-571000 Furniture & Fixtures	1,447	1,370	0	0	0	0	
TOTAL Operating Equipment	1,447	1,370	0	0	0	0	
Capital Outlay							
TOTAL CITY MANAGER	1,256,251	1,086,888	1,194,870	871,799	1,176,639	1,273,718	

DEPARTMENT: 152 MUNICIPAL COURT

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

The staff of Municipal Court has various functions and responsibilities. The judge presides over all trials (jury and non-jury) and other court proceedings such as arraignments and show cause hearings. The judge also has magistrate duties (signing arrest warrants and juvenile warnings as well as visiting arrested individuals at the jail). The judge issues processes such as subpoenas, summons, and warrants and completes other administrative duties for the court functions and staff.

The court clerks are the administrative arm of the Municipal Court. The clerks are responsible for seeing that all of the court's papers are accurate, orderly, and complete. The clerk's primary responsibilities include processing citations, summons, complaints, warrants, past due letters, and show cause hearing letters. The clerks maintain the court's docket and coordinate case scheduling. The clerks directly interact with the public, providing all services needed including explaining to defendants the court procedures and their options. Clerks also receive payments, summon potential jurors, and ensure juror payment. Assist the judge with open records requirements, report convictions, Drivers Safety Course and alcohol violations to the Texas Department of Public Safety, assist the Marshal Officer's with warrants, and complete all required accounting reports.

The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

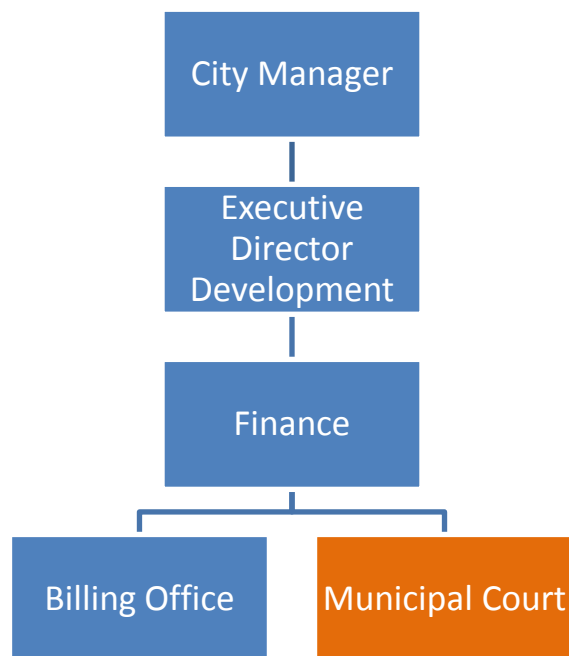
GOALS AND OBJECTIVES

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

MUNICIPAL COURT

- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Seek input from personnel to maintain a positive work environment.
- Renovate front counter to include and efficient work station for clerks and defendants.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2018-19	2019-20	2020-21
Court Administrator	1	1	1
Senior Deputy Court Clerk	1	1	1
Deputy Court Clerk	2	2	2
TOTAL POSITIONS	4	4	4

*One unfunded

MUNICIPAL COURT

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Traffic Citations Filed	5,855	3,588	1,321
State Law Citations Filed	1,504	1,225	946
Municipal Ordinances Filed	142	290	400

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Cases Disposed	7,285	5,300	2,767
Charges Processed per Clerk	2,428	1,766	922

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Cases Disposed per Clerk	33%	33%	33%

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	\$280,788	\$265,387	\$281,716
Supplies	1,987	1,190	1,500
City Support Services	326	750	500
Operations Support	1,967	1,500	2,000
Staff Support	6,988	4,900	6,910
Court Support	450	500	1,080
Professional Services	52,773	54,300	69,850
Maintenance Services	1,800	1,950	3,000
<i>Total</i>	<i>\$347,078</i>	<i>\$330,477</i>	<i>\$366,556</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increased 10.9% from year end estimates due to personnel increases based on the classification and compensation study results. Judge and Prosecutor services also contribute to the increase with the expectation the court will be fully operational after COVID-19 in FY 2020-21.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
MUNICIPAL COURT							
=====							
<u>Personnel Services</u>							
152-511110 Regular	199,766	191,719	170,114	134,469	175,606	182,591	
152-511120 Overtime	0	0	0	150	160	192	
152-511180 LTD	645	571	527	139	139	566	
152-511210 Longevity	6,563	7,247	7,957	7,402	7,402	8,545	
152-511230 Certification Allowance	1,200	1,073	1,746	415	670	1,728	
152-511310 FICA - Employer	15,281	14,927	13,738	10,228	13,184	14,728	
152-511350 TMRS-Employer	33,488	32,439	28,697	20,617	28,047	31,446	
152-511410 Health-Employer	39,660	32,584	37,817	29,580	40,092	41,675	
152-511500 Workers' Compensation	<u>228</u>	<u>226</u>	<u>227</u>	<u>87</u>	<u>87</u>	<u>245</u>	
TOTAL Personnel Services	296,831	280,788	260,823	203,087	265,387	281,716	
<u>Supplies</u>							
152-521100 Office Supplies	<u>1,668</u>	<u>1,987</u>	<u>1,500</u>	<u>930</u>	<u>1,190</u>	<u>1,500</u>	
TOTAL Supplies	1,668	1,987	1,500	930	1,190	1,500	
<u>City Support Services</u>							
152-532800 Special Events	<u>158</u>	<u>326</u>	<u>750</u>	<u>741</u>	<u>750</u>	<u>500</u>	
TOTAL City Support Services	158	326	750	741	750	500	
<u>Utility Services</u>							
<u>Operations Support</u>							
152-534200 Printing & Binding	<u>730</u>	<u>1,967</u>	<u>2,500</u>	<u>0</u>	<u>1,500</u>	<u>2,000</u>	
TOTAL Operations Support	730	1,967	2,500	0	1,500	2,000	
<u>Staff Support</u>							
152-535100 Uniforms	439	548	600	299	600	600	
152-535300 Memberships	520	750	810	295	500	810	
152-535400 Publications	473	390	500	0	500	500	
152-535500 Training/Travel	1,935	3,304	3,000	309	2,000	3,500	
152-535500.Training/Travel - Juv Case Mg	770	659	700	359	500	0	
152-535510 Meeting Expenses	<u>1,329</u>	<u>1,338</u>	<u>1,500</u>	<u>641</u>	<u>800</u>	<u>1,500</u>	
TOTAL Staff Support	5,465	6,988	7,110	1,902	4,900	6,910	
<u>Court Support</u>							
152-536500 Court/Jury Cost	<u>96</u>	<u>450</u>	<u>700</u>	<u>372</u>	<u>500</u>	<u>1,080</u>	
TOTAL Court Support	96	450	700	372	500	1,080	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
152-541310 Judges Services	39,245	34,073	42,300	24,475	35,000	42,900	
152-541320 Prosecutor Services	22,200	18,700	21,000	12,156	19,000	26,250	
152-541330 Interpreter Services	<u>197</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>300</u>	<u>700</u>	
TOTAL Professional Services	61,642	52,773	64,000	36,631	54,300	69,850	
<hr/>							
<u>Maintenance Services</u>							
152-551800 Other Maintenance Agreements	<u>1,950</u>	<u>1,800</u>	<u>3,000</u>	<u>1,200</u>	<u>1,950</u>	<u>3,000</u>	
TOTAL Maintenance Services	1,950	1,800	3,000	1,200	1,950	3,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL MUNICIPAL COURT	368,540	347,078	340,383	244,862	330,477	366,556	

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

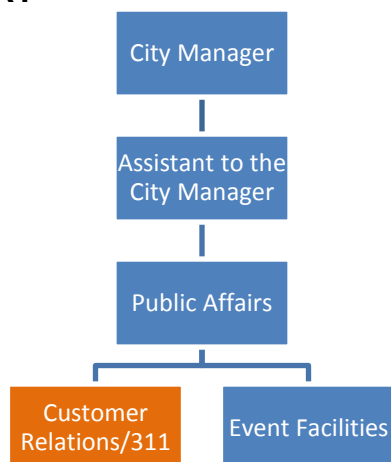
DEPARTMENT DESCRIPTION

Under the umbrella of Public Affairs, 311 Customer Care connects callers with specially trained customer service representatives ready to assist with City service requests -- potholes, stray animals, street lights out, trash collection, special events and all other City requests. This division is under the supervision of the Communications Manager.

GOALS AND OBJECTIVES

- To provide excellent customer service to all callers
- To provide consistent and accurate information to all callers
- To reduce or eliminate abandoned calls
- To reduce or eliminate misrouted calls
- To improve call tracking capabilities to better analyze callers need for service

ORGANIZATIONAL CHART



CUSTOMER RELATIONS/311

CUSTOMER RELATIONS/311	2018-19	2019-20	2020-21
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
TOTAL POSITIONS	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders (initiated for other depts.)	604	600	600
Calls Received	53,351	55,000	54,000
Calls Not Answered	2,333	2,466	2,400
Average Calls Per Day Received	221	200	220

Budget	2019-20 Actual	2019-20 Estimate	2020-21 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$116,692	\$107,165	\$112,974
Supplies	97	100	100
Staff Support	195	870	530
Operating Equipment	270	0	0
<i>Total</i>	<i>\$117,254</i>	<i>\$108,135</i>	<i>\$113,604</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 5.1% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CUSTOMER RELATIONS-311							
=====							
<u>Personnel Services</u>							
153-511110 Regular	86,753	84,268	76,906	60,489	79,132	81,131	
153-511120 Overtime	22	237	243	102	130	224	
153-511180 LTD	222	205	191	47	47	197	
153-511210 Longevity	3,785	5,061	1,774	1,774	1,774	2,038	
153-511310 FICA - Employer	6,882	7,010	6,033	4,717	6,117	6,373	
153-511350 TMRS-Employer	14,615	14,526	12,603	8,983	12,346	13,594	
153-511410 Health-Employer	8,020	5,274	8,967	5,562	7,520	9,311	
153-511500 Workers' Compensation	<u>97</u>	<u>113</u>	<u>100</u>	<u>99</u>	<u>99</u>	<u>106</u>	
TOTAL Personnel Services	120,394	116,692	106,817	81,773	107,165	112,974	
<u>Supplies</u>							
153-521100 Office Supplies	<u>89</u>	<u>97</u>	<u>100</u>	<u>75</u>	<u>100</u>	<u>100</u>	
TOTAL Supplies	89	97	100	75	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	103	195	180	196	220	180	
153-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>650</u>	<u>604</u>	<u>650</u>	<u>350</u>	
TOTAL Staff Support	103	195	830	800	870	530	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>555</u>	<u>270</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	555	270	0	0	0	0	
TOTAL CUSTOMER RELATIONS-311							
	121,141	117,254	107,747	82,648	108,135	113,604	

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division ensures planned and purposeful development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process to promote quality development. The Division provides direction to help citizens, businesses, and developers implement successful projects that will benefit the community. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations; the research and development of long range plans and goals to guide the future of our City; and the creation of development codes to tailor our regulations around citizen needs and city goals. The Division frequently collaborates with other departments within the City, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to shape a suburban environment that prioritizes safety. The Division also provides guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

GOALS AND OBJECTIVES

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
 - Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.
 - Review and update the Comprehensive Land Plan for the City, specifically in areas that are currently under delayed annexation development agreements and soon to be annexed, which will shape the future of Schertz to meet the desires and goals of the residents.
 - Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents and make the development process more efficient and effective.
-

PLANNING & ZONING

- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.
- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial developments, and providing information on public hearing on the city's webpage.
- Promote staff development including continued education and cross training to provide outstanding customer service.
- Scan remaining project case files into a digital records retention system to improve access and availability.
- Ensure that a new article for the Schertz Magazine – From the Development Whiteboard column is published quarterly to provide helpful information, transparency, and improved customer service for all residents.
- Continue to provide regular updates to the website feature, "What's Developing in Schertz" to ensure residents are provided information on current residential and commercial projects within the City.
- Implement a yearly program to raise awareness for National Community Planning Month to include school presentations, community outreach via social media, and an article in the Schertz Magazine.

ACCOMPLISHMENTS

- Received the 2019 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Staff for the sixth year in a row.
 - Formulated and implemented an annexation process for the various properties currently under delayed annexation development agreements expiring over the next 18 months, including proper notification of all stakeholders to maximize property owner awareness.
 - Maintained the partnership with Joint Base San Antonio (JBSA).
 - Implemented new certification review process for all plats and plans based on state law changes from the TX 86th legislature, including amendments to the Unified Development Code (UDC) and the creation of new development process flowcharts and application checklists.
-

PLANNING & ZONING

- Amended the Unified Development Code to comply with new state law changes and to allow more flexibility for property owners and developers, including changes to Exterior Construction and Design Standards (UDC Sec. 21.9.5); Screening and Fencing Materials (UDC Sec. 21.9.8); Accessory Buildings, Uses, and Structures (UDC Sec. 21.8.2); and Carports/Porte-Cocheres (UDC Sec. 21.8.3)
- Attended various continuing education classes including National APA Conference, Texas APA State Conference, Certified Floodplain Manager training, Smart City Short Term Rentals Conference, and the Hog Wild Municipal Conference.
- Implemented new *ESRI* Story Map feature into our “What’s Developing in Schertz” website to make the site more user friendly and aesthetically pleasing.
- Maintained partnerships with developers and landowners to create and update Planned Development Districts that contain a mix of residential and commercial land uses.
- Improved partnerships with local utility providers to include, Guadalupe Valley Electric Coop., Cibolo Creek Municipal Authority, Texas Department of Transportation, by increasing communication.
- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.
- Contributed to the Schertz Magazine reoccurring column entitled “From the Development Whiteboard”.
- Successfully implemented a new agenda software to be utilized for the various boards and commissions to increase agenda creation and modification efficiency.

PLANNING & ZONING

ORGANIZATIONAL CHART



PLANNING AND ZONING	2018-19	2019-20	2020-21
Senior Planner	1	1	2
Planner I	2	2	2
TOTAL POSITIONS	3	3	4

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Plats	36	20	20
Site Plans and Master Plan	32	13	13
Variances/Waivers	13	6	6
Zone Changes and Specific Use Permits	12	20	20
UDC/ Comp. Plan Revisions	1	4	4
Annexation	0	15	30
All Plats	\$52,500	\$40,250	\$59,000
Site Plan, Master Plan	\$31,500	\$20,000	\$36,000
Variance	\$3,250	\$1,500	\$5,000
Zone Change, Specific Use Permit	\$18,800	\$21,650	\$18,000
Other (Zoning Letters and Additional Admin fees)	\$4,500	\$2,400	\$1950
Total Revenue			

PLANNING & ZONING

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$202,044	\$178,065	\$263,151
Supplies	694	1,970	1,873
Operations Support	7	186	186
Staff Support	23,537	39,953	29,548
Professional Services	27	100	400,100
Operating Equipment	1,225	400	325
<i>Total</i>	<i>\$227,534</i>	<i>\$220,674</i>	<i>\$695,183</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases \$474,509 from the FY 2019-20 year end estimate with the addition of a Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update for \$400,000. To manage the long term planning for the City, an additional Senior Planner is to be hired.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PLANNING & ZONING							
=====							
<u>Personnel Services</u>							
154-511110 Regular	139,803	148,186	145,456	93,178	126,857	176,455	
154-511120 Overtime	3,901	3,582	4,850	794	2,000	4,833	
154-511180 LTD	436	354	451	92	92	547	
154-511210 Longevity	1,140	992	1,364	1,296	1,296	1,330	
154-511230 Certification Allowance	900	900	873	104	104	1,728	
154-511310 FICA - Employer	10,801	12,142	11,666	7,248	9,845	14,098	
154-511350 TMRS-Employer	23,523	24,896	24,370	13,853	19,852	30,072	
154-511410 Health-Employer	23,438	10,808	21,497	12,546	17,857	33,859	
154-511500 Workers' Compensation	<u>158</u>	<u>183</u>	<u>186</u>	<u>162</u>	<u>162</u>	<u>229</u>	
TOTAL Personnel Services	204,100	202,044	210,713	129,274	178,065	263,151	
<u>Supplies</u>							
154-521000 Operating Supplies	916	244	801	190	801	704	
154-521100 Office Supplies	358	450	900	83	800	900	
154-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>269</u>	<u>0</u>	<u>369</u>	<u>269</u>	
TOTAL Supplies	1,274	694	1,970	273	1,970	1,873	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
154-534200 Printing & Binding	<u>162</u>	<u>7</u>	<u>186</u>	<u>81</u>	<u>186</u>	<u>186</u>	
TOTAL Operations Support	162	7	186	81	186	186	
<u>Staff Support</u>							
154-535100 Uniforms	710	548	650	0	650	650	
154-535300 Memberships	1,379	1,134	1,685	1,013	1,685	1,610	
154-535400 Publications	146	0	750	254	750	500	
154-535500 Training/Travel Staff	7,248	15,891	22,868	(297)	22,868	18,898	
154-535500.Training/Travel Commission	5,578	5,836	13,000	794	13,000	7,390	
154-535510 Meeting Expenses	<u>0</u>	<u>129</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>500</u>	
TOTAL Staff Support	15,060	23,537	39,953	1,764	39,953	29,548	
<u>Professional Services</u>							
154-541400 Consulting	0	0	0	0	0	400,000	
154-541500 State/County Admin Fees	<u>10</u>	<u>27</u>	<u>100</u>	<u>26</u>	<u>100</u>	<u>100</u>	
TOTAL Professional Services	10	27	100	26	100	400,100	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	_____ 155	_____ 1,225	_____ 400	_____ 318	_____ 400	_____ 325	=====
TOTAL Operating Equipment	_____ 155	_____ 1,225	_____ 400	_____ 318	_____ 400	_____ 325	
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PLANNING & ZONING	220,761	227,535	253,322	131,736	220,674	695,183	

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Attorney is the legal advisor to City Council and City Council's appointees, boards, commissions, committees, and staff. In addition, the City Attorney represents the City in all court cases where the City has an interest. Responsibilities of the City Attorney include providing legal advice to City Council, appointees, managers, boards, commissions, and committees in all legal matters; providing litigation and legal transaction services for the City and its enterprises; representing the City and its enterprises in employment matters; and reviewing, updating and maintaining the City Code.

GOALS AND OBJECTIVES

- To provide expert legal counsel on proposed ordinances.
- To attend all city council meetings, planning and zoning, and other meetings as needed and provide timely legal advice on proposed ordinances and related items.
- To represent the City in litigation.
- Prepare legal documents for City contracts and agreements.
- To provide counsel on strategic issues that will be of the most benefit the City.

LEGAL SERVICES

ORGANIZATIONAL CHART



Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Operations Support	\$9,071	\$10,000	\$10,000
Professional Services	\$126,526	\$135,000	\$140,000
<i>Total</i>	<i>\$135,598</i>	<i>\$145,000</i>	<i>\$150,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 3.4% from the FY 2019-20 year end estimate with the anticipated billable hours for legal services in FY 2020-21.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
LEGAL SERVICES							
=====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	<u>9,057</u>	<u>9,071</u>	<u>10,000</u>	<u>977</u>	<u>10,000</u>	<u>10,000</u>	<u></u>
TOTAL Operations Support	9,057	9,071	10,000	977	10,000	10,000	
<u>Professional Services</u>							
155-541200 Legal Svcs	<u>120,901</u>	<u>126,526</u>	<u>140,000</u>	<u>49,788</u>	<u>135,000</u>	<u>140,000</u>	<u></u>
TOTAL Professional Services	120,901	126,526	140,000	49,788	135,000	140,000	
<hr/>							
TOTAL LEGAL SERVICES	129,958	135,598	150,000	50,765	145,000	150,000	

DEPARTMENT: 164 CITY SECRETARY

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The position of City Secretary is a statutory position required by State law and the City Charter. The City Secretary's Office functions as a primary contact for citizens seeking information regarding the community, supports the City Council in the fulfillment of their duties and responsibilities as elected officials and provides daily assistance to all city administrative departments. The City Secretary serves as a member of the City Management Team and oversees the many functions of the City Secretary's Office, including election administration, record management and preservation and Council Services.

The City Secretary's Department supports, facilitates and strengthens the City of Schertz governmental process by recording all laws, resolutions, and ordinances approved by the City Council, preparing City Council agendas and giving notice of such meetings, countersigning or notarizing, as applicable, all contracts, commissions, and licenses, providing public information according to state guidelines, delivering continuity to the City of Schertz government by recording its legislative actions, both contemporary and archival, and serving as historian for the City, safeguarding and enriching the municipal election and records management processes, and assisting the City Council in fulfilling their goals.

GOALS AND OBJECTIVES

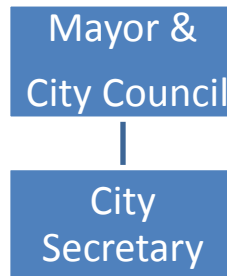
The goals and objectives of the City Secretary's Department are to provide the following services for the City of Schertz:

- Public Information requests.
 - Agendas and minutes for public meetings.
 - Ordinances and resolutions.
 - Election administration.
 - Publication of legal notices.
 - Alcohol permits for businesses.
 - Process Liens (filed and released)
 - Provides for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records.
 - Administer oaths.
 - Attest contracts, assessment of certificates, and other legal instruments when executed by officers of the City of Schertz.
-

CITY SECRETARY

- Public Education (Student Mayor/Council Program, Volunteer Fair)
- Proclamations from the Mayor's Office.
- Perform such other duties as may be required of the City Secretary by the City Charter, the City Council, City Management, and state law.

ORGANIZATIONAL CHART



CITY SECRETARY	2018-19	2019-20	2020-21
City Secretary	1	1	1
Deputy City Secretary	1	1	1
TOTAL POSITIONS	2	2	2

PERFORMANCE INDICATORS

Workload	2018-19 Actual	2019-20 Estimated	2020-21 Budget
Ordinances Passed and Processed	48	32	40
Resolutions Passed and Processed	172	165	160
Council Meetings Attended	50	41	40
Open Records	325	396	400

Efficiency	2018-19 Actual	2019-20 Estimated	2020-21 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	99%	100%	100%
Documents completed, signed, scanned within 48 hours of council approval	96%	100%	100%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	99%	100%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%
Alcohol permits processed within the month of expiration	70%	96%	100%

CITY SECRETARY

Education Initiatives	2018-19 Actual	2019-20 Estimated	2020-21 Budget
Volunteer Fair	1	0	1
Student Mayor/Councilmember for the Day Program	4	3	4

Budget	2018-19 Actual	2019-20 Estimated	2020-21 Budget
Personnel	\$198,764	\$190,842	\$191,573
Supplies	1,154	1,150	1,150
City Support Services	3,846	10,000	10,000
Operations Support	28	50	150
Staff Support	4,137	4,100	4,350
Operating Equipment	0	0	1,035
<i>Total</i>	<i>\$207,930</i>	<i>\$206,142</i>	<i>\$208,258</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 1.0% from the FY 2019-20 year end estimate for furniture purchases.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
164-511110 Regular	135,370	146,025	132,945	105,378	137,525	135,523	
164-511180 LTD	427	401	412	95	95	420	
164-511210 Longevity	2,189	2,776	1,804	1,804	1,804	2,068	
164-511310 FICA - Employer	10,343	11,444	10,304	7,910	10,280	10,519	
164-511350 TMRS-Employer	22,201	24,122	21,524	15,449	21,323	22,438	
164-511410 Health-Employer	15,872	13,823	18,102	14,472	19,667	20,430	
164-511500 Workers' Compensation	<u>148</u>	<u>173</u>	<u>170</u>	<u>148</u>	<u>148</u>	<u>175</u>	
TOTAL Personnel Services	186,550	198,764	185,261	145,258	190,842	191,573	
<u>Supplies</u>							
164-521100 Office Supplies	<u>974</u>	<u>1,154</u>	<u>1,150</u>	<u>589</u>	<u>1,150</u>	<u>1,150</u>	
TOTAL Supplies	974	1,154	1,150	589	1,150	1,150	
<u>City Support Services</u>							
164-532700 Records Management	<u>9,743</u>	<u>3,846</u>	<u>9,000</u>	<u>5,402</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL City Support Services	9,743	3,846	9,000	5,402	10,000	10,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
164-534200 Printing & Binding	<u>60</u>	<u>28</u>	<u>150</u>	<u>0</u>	<u>50</u>	<u>150</u>	
TOTAL Operations Support	60	28	150	0	50	150	
<u>Staff Support</u>							
164-535100 Uniforms	30	0	150	0	0	0	
164-535300 Memberships	958	903	400	370	400	750	
164-535400 Publications	228	238	950	662	700	600	
164-535500 Training/Travel	<u>2,307</u>	<u>2,996</u>	<u>4,000</u>	<u>2,857</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Staff Support	3,523	4,137	5,500	3,888	4,100	4,350	
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>1,035</u>	
TOTAL Operating Equipment	0	0	400	0	0	1,035	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

			(----- 2019-2020 -----)	(----- 2020-2021 -----)			
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL CITY SECRETARY	200,851	207,930	201,461	155,137	206,142	208,258	

DEPARTMENT: 167 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

This department accounts for expenses and payments that are not specific to an individual function/department. Items in this department include city insurance, appraisal district contracts, contingency, and the emergency medical services contract.

Budget	2018-19 Actual	2019-20 Estimated	2020-21 Budget
City Support Services	\$438,072	\$780,040	\$781,700
Operations Support	157,974	155,000	123,000
Staff Support	73	150	200
City Assistance	1,463,272	1,974,773	1,557,048
Professional Services	47,922	53,585	53,535
Fund Charges/Transfers	64,356	10,750	10,750
<i>Total</i>	<i>\$2,171,669</i>	<i>\$2,974,298</i>	<i>\$2,526,233</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget decreases 15.1% from the FY 2019-20 year end estimate with the expiration of the Amazon.com and Capital Group tax abatements.

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NONDEPARTMENTAL =====							
<u>Supplies</u>							
<u>City Support Services</u>							
167-532200 County Appraisal District	206,572	226,275	230,000	185,638	239,712	242,000	
167-532210 Tax Assessor/Collector-Service	0	0	18,000	0	22,672	6,000	
167-532500 City Insurance-Commercial	180,505	210,680	210,000	242,251	242,050	233,700	
167-532900 Contingencies	3,886	1,116	70,712	606	606	200,000	
167-532901 Contingencies-Personnel	0	0	375,000	0	275,000	100,000	
TOTAL City Support Services	390,963	438,072	903,712	428,494	780,040	781,700	
<u>Utility Services</u>							
<u>Operations Support</u>							
167-534000 Postage	9,117	4,014	11,000	8,977	10,000	11,000	
167-534300 Equipment Maint - Copiers	129,204	131,036	140,000	75,866	135,000	110,000	
167-534500 Memberships - Organizations	7,500	7,500	0	7,500	7,500	0	
167-534810 Electronic Filing Services	2,717	143	5,000	219	2,500	2,000	
167-534999 Misc. Expense	227	15,281	0	0	0	0	
TOTAL Operations Support	148,764	157,974	156,000	92,563	155,000	123,000	
<u>Staff Support</u>							
167-535500 Training/Travel	160	73	200	0	150	200	
TOTAL Staff Support	160	73	200	0	150	200	
<u>City Assistance</u>							
167-537100 Medical Services-EMS Contract	556,325	581,537	602,583	451,937	602,583	667,048	
167-537200 Main Street Local Program	0	20,000	35,000	52,690	35,190	50,000	
167-537450 Tax Reimbursements/Abatements	1,149,619	861,735	1,337,000	804,600	1,337,000	840,000	
TOTAL City Assistance	1,705,944	1,463,272	1,974,583	1,309,227	1,974,773	1,557,048	
<u>Professional Services</u>							
167-541300 Other Cons/Prof Services	2,460	0	0	0	0	0	
167-541500 State/County Admin Fees	35	0	35	0	35	35	
167-541600 Misc Bank Charges	699	729	700	497	750	700	
167-541650 Investment Management Fee	3,400	0	0	0	0	0	
167-541800 Credit Card Service Fee	54,126	44,353	45,000	37,124	50,000	50,000	
167-541810 Credit Cards Fees - AMEX	2,734	2,840	1,500	1,183	2,800	2,800	
TOTAL Professional Services	63,454	47,922	47,235	38,803	53,585	53,535	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

			2019-2020			2020-2021	
			CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	2017-2018	2018-2019	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
	ACTUAL	ACTUAL					
<hr/>							
<u>Fund Charges/Transfers</u>							
167-548000 Transfer Out	0	1,592	0	0	0	0	
167-548106 Transfer Out- Special Events	65,683	59,893	0	0	0	0	
167-548401 Transfer Out - Bond Fund	50,000	0	0	0	0	0	
167-548615 Transfer Out - Hist. Committe	0	2,871	10,750	0	10,750	10,750	
TOTAL Fund Charges/Transfers	115,683	64,356	10,750	0	10,750	10,750	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Operating Equipment</u>							
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL NONDEPARTMENTAL	2,424,967	2,171,669	3,092,480	1,869,087	2,974,298	2,526,233	

DEPARTMENT: 170 PUBLIC AFFAIRS

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department serves an internal audience of 386 employees, elected and appointed officials, as well as an estimated city population of 41,000.

Public Affairs is responsible for establishing and maintaining internal and external communications that enhance the understanding, perception, and image of the City of Schertz. Public Affairs promotes, organizes and supports informational, educational, and special event activities that benefit the community and/or City employees through advertising, production of city videos, radio spots, print ads, press releases, email blasts, website and electronic sign ad creation and posting, and award submissions.

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

Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,500 copies; including 14,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional banks, hospitals and clinics, schools, pharmacies, and restaurants.

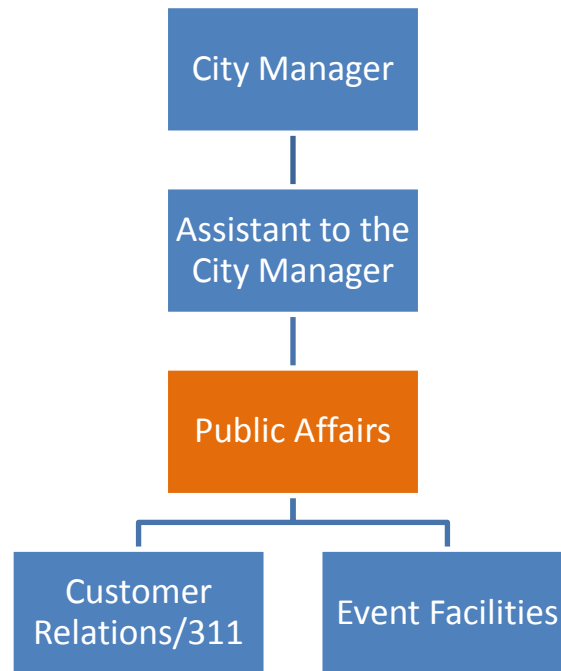
Operations of the Event Facilities and 311 Customer Care are maintained under the umbrella of Public Affairs.

GOALS AND OBJECTIVES

- To be the primary source of City information for all current and potential residents and businesses.
 - To disseminate accurate and timely information to residents and the media during emergency and non-emergency situations.
 - To provide excellent customer service to all callers while providing accurate information.
-

PUBLIC AFFAIRS

ORGANIZATIONAL CHART



PUBLIC AFFAIRS	2018-19	2019-20	2020-21
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	4	4	4

PERFORMANCE INDICATORS

Workload/Output Measures	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Press Releases/News Flash	137	135	136
Marketing Materials Produced	414	400	450
Completed website work orders	28	40	50
Number of customers served (advertisers)	42	50	50
Number of Magazines Printed	187,399	186,000	192,000

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Percentage of Magazine Contracted	50%	50%	50%
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PUBLIC AFFAIRS

Average cost per Advertising Run outside of the magazine

200 200 200

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Schertz Magazine Ad revenue	143,720	120,000	
City Sponsored/Non-revenue	28,250	22,000	22,000
Percentage open rate for e-newsletter	20%	28.8%	27%
Percentage click rate for e-newsletter	8.7%	10.8%	10%

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Personnel	\$286,833	\$291,976	\$301,129
Supplies	733	670	1,700
City Support Services	1,975	990	0
Operations Support	21,895	35,495	46,643
Staff Support	7,818	5,739	11,100
Professional Services	286,850	250,375	267,000
Operating Equipment	3,080	0	0
<i>Total</i>	<i>\$609,184</i>	<i>\$585,245</i>	<i>\$627,572</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 7.2% from the FY 2019-20 year end estimate due to a citizen satisfaction survey that is done every other year. Personnel also increases with the classification and compensation study recommendation.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PUBLIC AFFAIRS							
=====							
<u>Personnel Services</u>							
170-511110 Regular	203,058	207,661	202,351	160,201	209,066	212,564	
170-511120 Overtime	311	687	970	207	400	981	
170-511180 LTD	637	530	627	149	149	659	
170-511210 Longevity	4,629	3,828	4,258	3,808	3,808	4,636	
170-511230 Certification Allowance	0	300	0	650	650	0	
170-511310 FICA - Employer	15,791	16,703	15,870	12,342	15,966	16,677	
170-511350 TMRS-Employer	33,566	34,432	33,151	23,791	32,656	35,571	
170-511410 Health-Employer	18,941	22,432	28,693	21,470	29,053	29,764	
170-511500 Workers' Compensation	234	259	261	228	228	277	
TOTAL Personnel Services	277,168	286,833	286,181	222,846	291,976	301,129	
<u>Supplies</u>							
170-521000 Operating Supplies	224	95	120	120	120	1,000	
170-521010 Operating Supplies-Events	925	0	0	0	0	0	
170-521100 Office Supplies	976	638	580	281	550	700	
TOTAL Supplies	2,125	733	700	401	670	1,700	
<u>City Support Services</u>							
170-532800 Other Events	0	1,975	1,000	990	990	0	
TOTAL City Support Services	0	1,975	1,000	990	990	0	
<u>Operations Support</u>							
170-534000 Postage	1,036	1,111	17,850	5,272	15,000	18,050	
170-534100 Advertising	10,920	7,904	7,750	4,620	5,000	7,050	
170-534200 Printing & Binding	3,770	12,392	20,832	9,711	15,000	21,000	
170-534500 Memberships - Organizations	187	255	255	170	255	255	
170-534550 Business Meetings/Networking	328	234	288	144	240	288	
TOTAL Operations Support	16,241	21,895	46,975	19,918	35,495	46,643	
<u>Staff Support</u>							
170-535100 Uniforms	32	117	220	76	220	220	
170-535300 Memberships	20	0	0	0	0	0	
170-535400 Publications	0	130	200	88	150	200	
170-535500 Training/Travel	3,202	7,570	10,480	1,779	5,000	10,480	
170-535510 Meeting Expenses	0	0	369	341	369	200	
TOTAL Staff Support	3,253	7,818	11,269	2,283	5,739	11,100	
<u>Professional Services</u>							
170-541300 Other/Consl/Prof Services	0	40,799	20,000	11,596	22,000	36,500	
170-541305 Prof Services-Writers/Photogr	0	6,823	10,000	5,195	8,000	10,000	
170-541350 Magazine-Printing Services	0	92,292	94,000	68,143	94,000	94,000	
170-541355 Design Services	3,120	87,550	65,000	46,656	65,000	65,000	
170-541360 Magazine-Postage	0	57,886	60,000	39,899	60,000	60,000	
170-541365 Delivery Services	0	1,500	1,500	750	1,375	1,500	
TOTAL Professional Services	3,120	286,850	250,500	172,239	250,375	267,000	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018	2018-2019	(------ 2019-2020 -----) (------ 2020-2021 -----)				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	<u>28</u>	<u>3,080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	28	3,080	0	0	0	0	
<hr/>							
TOTAL PUBLIC AFFAIRS	301,935	609,184	596,624	418,677	585,245	627,572	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

		(------ 2019-2020 -----)		(------ 2020-2021 -----)			
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
RECORDS MANAGEMENT							
=====							
<u>Personnel Services</u>							
171-511110 Regular	30,363	0	0	0	0	0	
171-511120 Overtime	33	0	0	0	0	0	
171-511180 LTD	100	0	0	0	0	0	
171-511210 Longevity	1,896	0	0	0	0	0	
171-511310 FICA - Employer	2,410	0	0	0	0	0	
171-511350 TMRS-Employer	5,214	0	0	0	0	0	
171-511410 Health-Employer	7,753	0	0	0	0	0	
171-511500 Workers' Compensation	<u>42</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Personnel Services	47,812	0	0	0	0	0	
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
171-535100 Uniforms	55	0	0	0	0	0	
171-535500 Training/Travel	<u>231</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	286	0	0	0	0	0	
<u>Professional Services</u>							
171-541310 Contractual Services	<u>14,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	14,527	0	0	0	0	0	
<u>Operating Equipment</u>							
<hr/>							
TOTAL RECORDS MANAGEMENT	62,624	0	0	0	0	0	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

		(----- 2019-2020 -----)	(----- 2020-2021 -----)				
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
SCHERTZ TALES MAGAZINE							
=====							
<hr/>							
<u>Personnel Services</u>							
172-511110 Regular	89,232	0	0	0	0	0	
172-511180 LTD	156	0	0	0	0	0	
172-511210 Longevity	290	0	0	0	0	0	
172-511310 FICA - Employer	6,850	0	0	0	0	0	
172-511350 TMRS-Employer	14,449	0	0	0	0	0	
172-511410 Health-Employer	15,482	0	0	0	0	0	
172-511500 Workers' Compensation	<u>98</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Personnel Services	126,557	0	0	0	0	0	
<hr/>							
<u>Supplies</u>							
172-521100 Office Supplies	<u>91</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	91	0	0	0	0	0	
<hr/>							
<u>Operations Support</u>							
172-534000 Postage	231	0	0	0	0	0	
172-534200 Printing & Binding	1,223	0	0	0	0	0	
172-534550 Business Meetings/Networking	<u>216</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	1,670	0	0	0	0	0	
<hr/>							
<u>Staff Support</u>							
172-535100 Uniforms	97	0	0	0	0	0	
172-535300 Memberships	170	0	0	0	0	0	
172-535500 Training/Travel	<u>2,690</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	2,957	0	0	0	0	0	
<hr/>							
<u>Professional Services</u>							
172-541305 Prof Services-Writers/Photogr	5,575	(350)	0	0	0	0	
172-541350 Printing Services	82,560	0	0	0	0	0	
172-541355 Design Services	92,614	0	0	0	0	0	
172-541360 Postage Services	56,717	0	0	0	0	0	
172-541365 Delivery Services	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	238,966	(350)	0	0	0	0	
<hr/>							
<u>Fund Charges/Transfers</u>							
<hr/>							
<u>Operating Equipment</u>							
<hr/>							
TOTAL SCHERTZ TALES MAGAZINE	370,241	(350)	0	0	0	0	

DEPARTMENT: 173 ENGINEERING

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Engineering Department serves as technical advisor to the City Manager, City Council, Executive Staff, and other City departments. Engineering collaborates with Public Works, Planning and Community Development, Economic Development, Parks and Recreation, and other departments, citizens, developers, and other governmental agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City. Engineering is responsible for the development and implementation of the City's Capital Improvement Programs for water, wastewater, streets, and drainage. That responsibility includes the development and maintenance of infrastructure master plans; the prioritization of projects; the identification and procurement of project funding; and the management of the design and construction of necessary infrastructure.

The Engineering Department reviews applications for public and private land development for conformance with adopted engineering standards, policies, codes, and infrastructure master plans. Engineering Inspectors ensure that the construction of public infrastructure – both privately and publicly constructed – follows appropriate standards and specifications. Ensuring compliance promotes a safe community in which the essential services of the provision of water, wastewater, transportation, and drainage are available and arranged for fiscal sustainability.

The Engineering Department maintains standard construction details, technical specifications, and design guidelines.

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. The TSAC is a Commission that hears citizen input, considers transportation issues, and makes recommendations to City Council regarding traffic and transportation related matters throughout the City.

ENGINEERING

ORGANIZATIONAL CHART

ENGINEERING	2018-19	2019-20	2020-21
City Engineer	1	1	1
Engineer	1	3	3
Senior Graduate Engineer	1	1	1
Graduate Engineer	1	1	1
Project Manager	1	0	0
Engineering Inspector	2	2	2
TOTAL POSITIONS	7	8	8

ACCOMPLISHMENTS AND GOALS**FY 2019-2020 Accomplishments**

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
 - Corbett Elevated Storage Tank and Associated Distribution Mains – construction complete
 - Woman Hollering Creek Wastewater Trunk Main – completed design and easement acquisition (without the need for condemnation) complete
 - 2018 Street Preservation and Maintenance Projects – construction complete
 - 2020 Street Preservation and Maintenance Projects – in design
 - Trail and Bike Lane Project (technical support for Parks) – design complete
- Update of Water and Wastewater Master Plans and updated Impact Fee Ordinance underway.
- Maintained strategic partnership with Texas Department of Transportation

ENGINEERING

FY 2020-2021 Goals

- Continue improvement and update of standard construction details, technical specifications, and design guidelines
- Continue support of development and implementation of comprehensive Capital Improvement Program including water, wastewater, drainage, and roadway projects
- Complete Water and Wastewater Master Plans and implement updated Impact Fee ordinance
- Provide efficient, clear review of construction plans and other development submittals
- Continue promotion of efficacy of TSAC activities and actions
- Continue successful partnership with TxDOT

PERFORMANCE INDICATORS

Workload/Output Measures	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Capital Improvement Projects (number active)	9	16	11
Grading and Clearing Permits Issued	29	25	25
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)	47	48	45
Grading and Clearing Permits Active (Concurrent Maximum)	55	60	50
Grading and Clearing Permits Issued – acreage	278	200	250
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	83	98	100
Residential Subdivision Construction – number of projects (completed projects)	1	3	3.8
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$1.1 Million	\$3.0 Million	\$3.8 Million
Commercial Subdivision Construction – number of projects (completed projects)	4	5	3
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$2.3 Million	\$4.6 Million	\$2.0 Million

ENGINEERING

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$633,491	\$627,885	\$805,565
Supplies	1,167	2,650	2,350
City Support Services	0	448	500
Utility Services	7,061	3,500	4,350
Operations Support	0	100	100
Staff Support	12,762	12,238	18,704
Professional Services	19,831	30,000	40,000
Operating Equipment	538	3,300	3,885
Capital Outlay	28,607	0	0
<i>Total</i>	<i>\$703,456</i>	<i>\$680,121</i>	<i>\$875,454</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 28.7% from the year end estimate due to personnel changes. FY 2020-21 will have a full year funding of the new engineer position approved in FY 2019-20, funding of the promotion of the Project Manager to an Engineer, and include pay adjustments from the classification and compensation study recommendation.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
ENGINEERING							
=====							
<u>Personnel Services</u>							
173-511110 Regular	441,845	459,705	470,890	330,655	442,556	560,037	
173-511120 Overtime	0	0	0	72	100	0	
173-511180 LTD	1,396	1,346	1,522	318	318	1,736	
173-511210 Longevity	4,399	5,287	6,811	6,246	1,327	8,047	
173-511230 Certification Allowance	3,000	3,000	2,619	1,893	3,000	2,592	
173-511310 FICA - Employer	32,690	35,116	38,259	24,341	34,092	43,632	
173-511350 TMRS-Employer	72,507	75,835	79,919	48,297	71,428	93,068	
173-511410 Health-Employer	56,689	50,775	73,380	53,141	72,836	93,691	
173-511500 Workers' Compensation	<u>2,029</u>	<u>2,427</u>	<u>2,551</u>	<u>2,228</u>	<u>2,228</u>	<u>2,762</u>	
TOTAL Personnel Services	614,555	633,491	675,951	467,190	627,885	805,565	
<u>Supplies</u>							
173-521000 Operating Supplies	0	490	1,200	30	1,200	1,000	
173-521100 Office Supplies	1,192	603	1,100	514	1,100	1,000	
173-521300 Motor Vehicle Supplies	<u>132</u>	<u>74</u>	<u>350</u>	<u>8</u>	<u>350</u>	<u>350</u>	
TOTAL Supplies	1,324	1,167	2,650	552	2,650	2,350	
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	<u>650</u>	<u>0</u>	<u>448</u>	<u>0</u>	<u>448</u>	<u>500</u>	
TOTAL City Support Services	650	0	448	0	448	500	
<u>Utility Services</u>							
173-533330 Telephone/Internet	0	3,632	839	2,044	0	850	
173-533500 Vehicle Fuel	<u>2,908</u>	<u>3,429</u>	<u>3,000</u>	<u>2,648</u>	<u>3,500</u>	<u>3,500</u>	
TOTAL Utility Services	2,908	7,061	3,839	4,691	3,500	4,350	
<u>Operations Support</u>							
173-534000 Postage	48	0	0	0	0	0	
173-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>100</u>	<u>31</u>	<u>100</u>	<u>100</u>	
TOTAL Operations Support	48	0	100	31	100	100	
<u>Staff Support</u>							
173-535100 Uniforms	1,735	2,173	3,198	210	3,198	3,338	
173-535300 Memberships	315	434	2,420	892	2,420	2,420	
173-535400 Publications	0	596	500	0	500	500	
173-535500 Training/Travel	6,181	8,588	12,156	1,538	5,000	11,156	
173-535510 Meeting Expenses	76	241	620	311	550	620	
173-535600 Professional Certification	<u>578</u>	<u>730</u>	<u>570</u>	<u>151</u>	<u>570</u>	<u>670</u>	
TOTAL Staff Support	8,886	12,762	19,464	3,102	12,238	18,704	

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
173-541100 Engineering Services	5,399	8,661	30,000	5,000	15,000	20,000	
173-541300 Other Professional Services	0	11,170	30,000	7,791	15,000	20,000	
173-541310 Prof Svcs-Plan Review	<u>5,712</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	11,111	19,831	60,000	12,791	30,000	40,000	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	0	538	900	0	900	900	
173-571300 Computer & Periphe. < \$5000	<u>0</u>	<u>0</u>	<u>3,659</u>	<u>179</u>	<u>2,400</u>	<u>2,985</u>	
TOTAL Operating Equipment	0	538	4,559	179	3,300	3,885	
<hr/>							
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>28,607</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	0	28,607	0	0	0	0	
<hr/>							
TOTAL ENGINEERING	639,481	703,456	767,011	488,535	680,121	875,454	

**DEPARTMENT: 174 GEOGRAPHIC INFORMATION
SYSTEMS (GIS)
FUND: 101 GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

GOALS AND OBJECTIVES

- Promote the use of geographic data within the city and provide support and training to fully utilize the information and software.
- Provide an interactive web mapping application accessible both internally and externally.
- Design and Implement mobile applications for City Departments leveraging existing databases with GIS data.
- Continue to improve web application and database management expertise
- Continuing maintenance of the Regional Computer Aided Dispatch and Records Management project to enhance Police/Fire/Emergency Medical Services dispatching.
- Provide new physical addresses in support of the Development Services Department.
- Establish and refine data standards to aid data management and deployment.

GIS

DEPARTMENTAL DESCRIPTION

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

ORGANIZATIONAL CHART

GIS	2018-19	2019-20	2020-21
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
TOTAL POSITIONS	2	2	2

PERFORMANCE INDICATORS

Percentage of Time per Task	2018-19 Actual	2019-20 Estimate	2020-21 Budget
GIS Specific Projects	54.8	52.3	55.6
GIS Customer Assistance	9.0	7.8	17.7
General Training/Conferences	3.9	0.2	7.4
Non-Department Related Projects	17.3	19.6	7.2
Administrative Overhead	15.0	20.1	12.1

GIS

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	171,659	\$173,591	\$178,106
Supplies	0	1,100	1,200
City Support	0	2,625	0
Staff Support	3,957	4,800	7,628
Rental/Leasing	2,084	3,259	3,651
<i>Total</i>	<i>\$177,700</i>	<i>\$185,375</i>	<i>\$190,585</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 2.8% from the FY 2019-20 year end estimate for unused training expenses, compensation adjustments and increased equipment leasing costs.

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
GIS							
===							
<u>Personnel Services</u>							
174-511110 Regular	118,673	123,024	121,024	95,636	124,960	127,329	
174-511120 Overtime	0	0	0	229	400	0	
174-511180 LTD	377	364	375	92	92	395	
174-511210 Longevity	2,708	3,108	3,396	3,396	3,396	3,684	
174-511310 FICA - Employer	9,166	9,902	9,510	7,537	9,763	10,011	
174-511350 TMRS-Employer	19,589	20,440	19,866	14,333	19,588	21,354	
174-511410 Health-Employer	15,506	14,475	14,347	10,814	15,081	14,955	
174-511500 Workers' Compensation	299	347	356	311	311	378	
TOTAL Personnel Services	166,318	171,659	168,874	132,348	173,591	178,106	
<u>Supplies</u>							
174-521000 Operating Supplies	405	0	1,000	474	1,000	1,000	
174-521100 Office Supplies	81	0	200	60	100	200	
TOTAL Supplies	487	0	1,200	534	1,100	1,200	
<u>City Support Services</u>							
174-532400 Computer Fees & Licenses	0	0	2,625	2,625	2,625	0	
TOTAL City Support Services	0	0	2,625	2,625	2,625	0	
<u>Staff Support</u>							
174-535500 Training/Travel	3,963	3,957	6,975	4,764	4,800	7,628	
TOTAL Staff Support	3,963	3,957	6,975	4,764	4,800	7,628	
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
174-561200 Lease/Purchase Payments	2,084	2,084	3,000	2,338	3,259	3,651	
TOTAL Rental/Leasing	2,084	2,084	3,000	2,338	3,259	3,651	
<u>Operating Equipment</u>							
TOTAL GIS	172,851	177,700	182,674	142,609	185,375	190,585	
TOTAL GENERAL GOVERNMENT	6,349,363	5,876,284	7,016,114	4,549,194	6,736,810	7,161,552	

DEPARTMENT: 256 POLICE

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Police Department provides service to approximately 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, and Animal Services. Additionally, the police department provides dispatch services for the City of Cibolo Police, Fire and Animal Services departments, and Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, and Santa Clara and other county areas. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction, traffic safety, and the promotion of overall public safety. The Investigations Division investigates incidents that occurred within the City, processes crime scenes, and follows up through prosecution with the County and District Attorneys of all three counties. The Records Unit receives and prepares cases for submission to County and District Attorneys. The School Resource Program provides a visible presence on the campuses within the City; makes educational presentations to the students and staff, along with investigating crimes on campus. The Animal Services Division is responsible for the enforcement of State laws and City ordinances regarding the care and treatment of animals, rabies control, and overall public health through disease and population control. The Community Outreach Officer interacts with Homeowner Associations, provides education and crime prevention programs to the community, and oversees the Citizens Police Academy and the Citizens on Patrol. Our Crime Victim Liaison protects the rights and assists in the needs of the crime victims in Schertz, Live Oak, and Cibolo

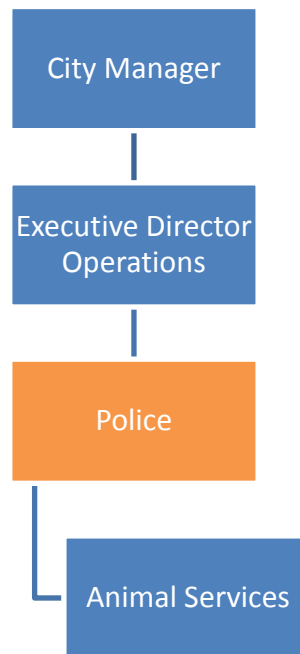
GOALS AND OBJECTIVES

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

POLICE

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

ORGANIZATIONAL CHART



POLICE

POLICE	2018-19	2019-20	2020-21
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Captain	0	0	1
Lieutenants	4	4	4
Sergeants	6	6	6
Corporals	11	11	11
School Resource Sergeant	1	1	1
School Resource Corporal	1	1	1
School Resource Officer	2	2	3
Officers	31	32	32
DEA Task Force Operators	2	2	2
Traffic Corporal	1	1	1
Traffic Officer	1	1	1
Environmental Officer	1	1	1
Code Enforcement Officers	2	2	2
Sanitarian	1	1	1
Senior Administrative Assistant	1	1	1
Administrative Assistant	1	1	1
Records Manager	1	1	1
Records Clerk	2	2	2
Civilian Evidence Technician	1	1	1
Crime Victim Liaison	1	1	1
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Services Kennel Tech	1	2	2
PT Animal Services Kennel Tech	2	2	2
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
Crossing Guards (Part Time)	16	16	16
TOTAL POSITIONS	114	117	119

LAW ENFORCEMENT COMMISSIONS	2018-19	2019-20	2020-21
Fire Dept. Law Enforcement Commission	1	1	1
TOTAL COMMISSIONS	1	1	1

POLICE

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Dispatch-911 Calls	26,713	27,400	28,100
Patrol-Citations/Warnings Issued	9,115	6,732	7,500
Inv-Criminal Cases Filed w/ Prosecutor	914	955	980
Inv-Cases Investigated per Investigator	279	275	295
Inv-Total Cases Cleared	254	282	300
Records-Total Active Alarm Permits	3,084	3,100	3,300
Records-Open Records Requests	2,543	1,800	2,500
Federal Seizures	\$195,344	\$30,000	\$55,000
Crime Victim Liaison-Assigned Cases	236	520	560

Workload/Output Marshals Division	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Marshals

Warrants Issued	1,468	1,243	1,350
Warrants Cleared	1,789	1,458	1,575

Animal Services			
Animals Taken In	1,157	1,175	1,200
Adoptions	369	465	450
Return to Owner	233	375	400
Transferred Out	227	230	230
Wildlife Release	132	95	100
Euthanized	82	50	55

POLICE

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$7,319,850	\$7,702,610	\$8,556,439
Supplies	98,547	106,436	120,176
City Support Services	27,192	25,401	26,000
Utility Services	155,544	158,779	211,800
Operations Support	8,066	16,875	18,685
Staff Support	145,132	132,341	188,898
City Assistance	50,555	74,141	81,100
Professional Services	108,697	78,109	84,583
Maintenance Services	64,190	72,368	90,705
Rental/Leasing	0	44,544	0
Operating Equipment	399,511	273,386	211,173
Capital Outlay	199,597	692,455	540,720
<i>Total</i>	<i>\$8,576,881</i>	<i>\$9,377,445</i>	<i>\$10,130,278</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 8.0% from the FY 2019-20 year end estimate for additional personnel expenditures. These personnel increases include a new Student Resource Officer and a new Captain position for the Police Department. Other personnel increases include a pay increase as recommended by the classification and compensation study. The FY 2020-21 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
POLICE							
=====							
<u>Personnel Services</u>							
256-511110 Regular	4,191,212	4,765,561	5,111,319	3,743,782	4,851,535	5,722,899	
256-511120 Overtime	197,721	247,200	179,450	201,823	255,000	203,597	
256-511180 LTD	13,224	13,859	15,474	3,497	3,497	17,507	
256-511210 Longevity	95,568	102,756	108,221	103,525	108,458	100,958	
256-511220 Clothing Allowance	59,606	66,384	72,059	49,670	66,008	73,253	
256-511230 Certification Allowance	39,577	39,556	43,262	34,865	43,802	44,861	
256-511310 FICA - Employer	340,504	400,619	429,825	303,864	407,730	458,452	
256-511350 TMRS-Employer	725,510	819,967	885,321	577,319	851,702	988,446	
256-511410 Health-Employer	522,959	499,951	715,177	516,827	699,490	895,995	
256-511500 Workers' Compensation	<u>35,514</u>	<u>42,826</u>	<u>44,273</u>	<u>38,662</u>	<u>38,662</u>	<u>50,471</u>	
TOTAL Personnel Services	6,221,395	6,998,680	7,604,381	5,573,834	7,325,884	8,556,439	
<u>Supplies</u>							
256-521000 Operating Supplies	21,116	33,558	39,325	19,490	39,303	60,641	
256-521100 Office Supplies	4,270	6,004	6,400	4,540	6,186	8,500	
256-521150 Child Safety Supplies	10,152	0	3,450	2,835	3,400	4,325	
256-521200 Medical/Chem Supplies	0	0	0	0	0	28,300	
256-521300 Motor Veh. Supplies	<u>13,566</u>	<u>17,024</u>	<u>17,510</u>	<u>17,290</u>	<u>17,290</u>	<u>18,410</u>	
TOTAL Supplies	49,104	56,586	66,685	44,155	66,179	120,176	
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	<u>24,230</u>	<u>26,264</u>	<u>26,000</u>	<u>26,401</u>	<u>25,401</u>	<u>26,000</u>	
TOTAL City Support Services	24,230	26,264	26,000	26,401	25,401	26,000	
<u>Utility Services</u>							
256-533200 Electric Utility Service	0	0	0	0	0	29,400	
256-533310 Telephone/Cell Phone	0	81	0	5,936	7,500	0	
256-533330 Telephone/Internet	0	189	39,000	0	0	0	
256-533410 Water Utility Service	0	0	0	0	0	21,600	
256-533500 Vehicle Fuel	<u>89,017</u>	<u>97,644</u>	<u>132,729</u>	<u>56,709</u>	<u>94,995</u>	<u>160,800</u>	
TOTAL Utility Services	89,017	97,914	171,729	62,646	102,495	211,800	
<u>Operations Support</u>							
256-534100 Advertising	0	0	7,400	1,654	6,293	7,400	
256-534200 Printing & Binding	<u>2,991</u>	<u>7,836</u>	<u>10,686</u>	<u>2,932</u>	<u>10,389</u>	<u>11,285</u>	
TOTAL Operations Support	2,991	7,836	18,086	4,586	16,682	18,685	
<u>Staff Support</u>							
256-535100 Uniforms	40,788	43,954	43,027	21,294	42,891	54,033	
256-535200 Awards	1,800	1,316	3,000	3,046	3,055	3,250	
256-535210 Employee Recognition-Morale	2,122	4,268	4,300	4,173	4,300	5,500	
256-535300 Memberships	2,078	1,526	3,690	1,842	3,690	3,620	
256-535400 Publications	306	(402)	490	74	490	490	
256-535500 Training/Travel	68,656	81,678	63,880	26,463	65,879	118,255	
256-535510 Meeting Expenses	<u>760</u>	<u>3,220</u>	<u>3,250</u>	<u>912</u>	<u>3,014</u>	<u>3,750</u>	
TOTAL Staff Support	116,509	135,559	121,637	57,803	123,320	188,898	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

P U B L I C S A F E T Y							
E X P E N D I T U R E S							
	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
256-537100 Medical Services	15,108	9,783	12,000	0	0	70,800	
256-537800 Community Outreach	<u>4,607</u>	<u>6,960</u>	<u>9,100</u>	<u>6,195</u>	<u>8,647</u>	<u>10,300</u>	
TOTAL City Assistance	19,715	16,742	21,100	6,195	8,647	81,100	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	53,396	80,629	73,993	39,128	70,659	73,503	
256-541310 Contract Service - Crematory	0	0	0	0	0	800	
256-541700 Microchip Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,280</u>	
TOTAL Professional Services	53,396	80,629	73,993	39,128	70,659	84,583	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551100 Building Maintenance	1,000	0	0	0	0	0	
256-551400 Minor & Other Equip Maint	1,753	1,505	3,818	2,542	2,542	4,300	
256-551700 Abatement/Lot Cleaning	0	8,050	10,000	4,280	8,630	20,000	
256-551800 Other Maintenance Agreements	745	795	745	775	775	825	
256-551810 Maintenance Agr. - Radios	<u>50,080</u>	<u>51,680</u>	<u>57,840</u>	<u>32,875</u>	<u>57,840</u>	<u>65,580</u>	
TOTAL Maintenance Services	53,578	62,030	72,403	40,473	69,788	90,705	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	<u>0</u>	<u>0</u>	<u>44,544</u>	<u>44,544</u>	<u>44,544</u>	<u>0</u>	
TOTAL Rental/Leasing	0	0	44,544	44,544	44,544	0	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	4,094	5,248	6,155	6,014	6,155	9,620	
256-571200 Vehicles & Access. LESS \$5,00	28,885	307,437	202,041	131,421	163,256	150,500	
256-571300 Computer & Periphe. < \$5000	0	0	63,257	2,094	63,257	29,970	
256-571600 Donation-Expense	545	27,655	0	125	125	0	
256-571800 Equipment under \$5,000	<u>45,308</u>	<u>55,210</u>	<u>39,975</u>	<u>28,966</u>	<u>37,792</u>	<u>21,083</u>	
TOTAL Operating Equipment	78,831	395,551	311,428	168,619	270,585	211,173	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	504,003	199,597	351,635	26,876	351,038	333,485	
256-581300 Computer & Periphe. > \$5,000	0	0	0	0	0	13,080	
256-581800 Equipment Over \$5,000	<u>25,425</u>	<u>0</u>	<u>195,380</u>	<u>194,952</u>	<u>208,252</u>	<u>194,155</u>	
TOTAL Capital Outlay	529,428	199,597	547,015	221,829	559,291	540,720	
<hr/>							
TOTAL POLICE	7,238,194	8,077,388	9,079,000	6,290,212	8,683,474	10,130,278	

101-GENERAL FUND

PUBLIC SAFETY		----- 2019-2020 -----						----- 2020-2021 -----	
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
MARSHAL'S OFFICE									
=====									
<u>Personnel Services</u>									
259-511110 Regular	237,246	0	0	0	0	0	0		
259-511120 Overtime	4,079	0	0	0	0	0	0		
259-511180 LTD	774	0	0	0	0	0	0		
259-511210 Longevity	6,526	0	0	0	0	0	0		
259-511220 Clothing Allowance	3,120	0	0	0	0	0	0		
259-511230 Certification Allowance	2,210	0	0	0	0	0	0		
259-511310 FICA - Employer	18,769	0	0	0	0	0	0		
259-511350 TMRS-Employer	40,857	0	0	0	0	0	0		
259-511410 Health-Employer	31,871	0	0	0	0	0	0		
259-511500 Worker' Compensation	<u>2,847</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Personnel Services	348,298	0	0	0	0	0	0		
<u>Supplies</u>									
259-521000 Operating Supplies	191	0	0	0	0	0	0		
259-521100 Office Supplies	715	0	0	0	0	0	0		
259-521300 Motor Vehicle Supplies	1,862	0	0	0	0	0	0		
259-521600 Equip Maint Supplies	<u>76</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Supplies	2,844	0	0	0	0	0	0		
<u>Utility Services</u>									
259-533500 Vehicle Fuel	<u>6,242</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Utility Services	6,242	0	0	0	0	0	0		
<u>Operations Support</u>									
259-534200 Printing & Binding	<u>106</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Operations Support	106	0	0	0	0	0	0		
<u>Staff Support</u>									
259-535100 Uniforms	1,091	0	0	0	0	0	0		
259-535300 Memberships	250	0	0	0	0	0	0		
259-535500 Training/Travel	4,159	0	0	0	0	0	0		
259-535510 Meeting Expenses	<u>45</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Staff Support	5,546	0	0	0	0	0	0		
<u>City Assistance</u>									
<u>Professional Services</u>									

101-GENERAL FUND

EXPENDITURES	2019-2020 -----							2020-2021 -----	
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
<hr/>									
<u>Maintenance Services</u>									
259-551800 Other Maintenance Agreements	1,656	0	0	0	0	0			
259-551810 Maintenance Agr. - Radios	<u>2,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
TOTAL Maintenance Services	4,256	0	0	0	0	0			
<hr/>									
<u>Operating Equipment</u>									
259-571800 Equipment Less \$5,000	<u>4,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
TOTAL Operating Equipment	4,756	0	0	0	0	0			
<hr/>									
<u>Capital Outlay</u>									
<hr/>									
TOTAL MARSHAL'S OFFICE	372,049	0	0	0	0	0			
<hr/>									
TOTAL PUBLIC SAFETY	13,339,628	14,328,041	15,607,921	11,096,458	15,421,461	17,287,681			

101-GENERAL FUND

HEALTH		(------ 2019-2020 -----) (------ 2020-2021 -----)					
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<hr/>							
ANIMAL SERVICES							
=====							
<hr/>							
<u>Personnel Services</u>							
762-511110 Regular	187,676	196,431	242,632	170,998	236,200	0	
762-511120 Overtime	7,560	29,697	38,800	9,802	17,500	0	
762-511180 LTD	493	551	730	148	148	0	
762-511210 Longevity	2,514	1,435	1,264	870	870	0	
762-511220 Clothing Allowance	1,703	0	0	0	0	0	
762-511230 Certification Allowance	1,500	1,525	3,089	1,000	1,300	0	
762-511310 FICA - Employer	14,733	17,646	21,800	13,420	19,574	0	
762-511350 TMRS-Employer	32,164	37,347	45,538	26,321	40,888	0	
762-511410 Health-Employer	35,695	34,033	50,816	39,432	57,723	0	
762-511500 Workers' Compensation	<u>2,392</u>	<u>2,505</u>	<u>2,889</u>	<u>2,523</u>	<u>2,523</u>	<u>0</u>	
TOTAL Personnel Services	286,430	321,170	407,558	264,515	376,726	0	
<hr/>							
<u>Supplies</u>							
762-521000 Operating Supplies	15,440	19,252	17,910	13,312	18,278	0	
762-521100 Office Supplies	426	79	2,000	567	1,740	0	
762-521200 Medical/Chem Supplies	21,076	22,528	25,386	19,421	20,031	0	
762-521300 Motor Veh. Supplies	<u>0</u>	<u>102</u>	<u>1,385</u>	<u>8</u>	<u>208</u>	<u>0</u>	
TOTAL Supplies	36,941	41,961	46,681	33,308	40,257	0	
<hr/>							
<u>City Support Services</u>							
762-532800 Promotional Events	<u>792</u>	<u>928</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	792	928	0	0	0	0	
<hr/>							
<u>Utility Services</u>							
762-533200 Electric Utility Service	21,091	22,548	21,996	17,105	28,683	0	
762-533410 Water Utility Service	21,690	28,422	25,008	10,507	22,375	0	
762-533500 Vehicle Fuel	<u>10,417</u>	<u>6,660</u>	<u>5,213</u>	<u>2,866</u>	<u>5,226</u>	<u>0</u>	
TOTAL Utility Services	53,198	57,630	52,217	30,478	56,284	0	
<hr/>							
<u>Operations Support</u>							
762-534200 Printing & Binding	<u>442</u>	<u>230</u>	<u>1,000</u>	<u>93</u>	<u>193</u>	<u>0</u>	
TOTAL Operations Support	442	230	1,000	93	193	0	
<hr/>							
<u>Staff Support</u>							
762-535100 Uniforms	3,361	5,652	7,611	1,472	6,318	0	
762-535200 Awards	0	0	250	0	0	0	
762-535210 Employee Recognition-Morale	0	0	1,200	277	278	0	
762-535500 Training/Travel	2,757	3,891	3,000	425	2,425	0	
762-535510 Meeting Expenses	<u>226</u>	<u>29</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	6,344	9,573	12,561	2,175	9,021	0	

101-GENERAL FUND

HEALTH	(----- 2019-2020 -----) (----- 2020-2021 -----)						
EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>City Assistance</u>							
762-537100 Medical Services	18,863	33,813	53,713	36,155	65,494	0	
762-537105 TNR Program	<u>255</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Assistance	19,118	33,813	53,713	36,155	65,494	0	
<hr/>							
<u>Professional Services</u>							
762-541300 Other Consl/Prof Services	0	1,920	0	0	0	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	637	1,197	800	315	800	0	
762-541700 Microchip Service	2,036	4,951	4,290	3,325	6,650	0	
762-541702 Spay & Neuter	<u>18,107</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	20,781	28,068	5,090	3,640	7,450	0	
<hr/>							
<u>Fund Charges/Transfers</u>							
<hr/>							
<u>Maintenance Services</u>							
762-551100 Building Maintenance	14,286	85	0	0	0	0	
762-551400 Minor & Other Equip Maint	0	155	500	0	500	0	
762-551700 Abatement	330	0	0	0	0	0	
762-551810 Maintenance Agr. - Radios	<u>2,080</u>	<u>1,920</u>	<u>2,400</u>	<u>1,280</u>	<u>2,080</u>	<u>0</u>	
TOTAL Maintenance Services	16,696	2,160	2,900	1,280	2,580	0	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
762-571000 Furniture & Fixtures	0	0	437	437	246	0	
762-571200 Vehicles & Access. Less \$5,00	250	0	500	2,367	314	0	
762-571500 Equipment	1,505	3,450	2,241	2,241	2,241	0	
762-571600 Donation-Expense	20,889	0	0	0	0	0	
762-571700 Improvements under \$5,000	174	510	0	0	0	0	
762-571800 Equipment Under \$5,000	<u>1,509</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	24,327	3,960	3,178	5,046	2,801	0	
<hr/>							
<u>Capital Outlay</u>							
762-581200 Vehicles & Access. Over \$5,00	64,912	0	60,754	58,887	58,887	0	
762-581600 Donation Expense-Capital	0	0	0	20,103	20,103	0	
762-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>54,174</u>	<u>54,174</u>	<u>54,174</u>	<u>0</u>	
TOTAL Capital Outlay	64,912	0	114,928	133,164	133,164	0	
<hr/>							
TOTAL ANIMAL SERVICES	529,980	499,493	699,825	509,853	693,970	0	

101-GENERAL FUND

HEALTH		(------ 2019-2020 -----) (------ 2020-2021 -----)					
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
ENVIRONMENTAL HEALTH							
=====							
<u>Personnel Services</u>							
772-511110 Regular	91,681	0	0	0	0	0	
772-511120 Overtime	2,508	0	0	0	0	0	
772-511180 LTD	291	0	0	0	0	0	
772-511210 Longevity	1,974	0	0	0	0	0	
772-511220 Clothing Allowance	1,684	0	0	0	0	0	
772-511310 FICA - Employer	6,977	0	0	0	0	0	
772-511350 TMRS-Employer	14,210	0	0	0	0	0	
772-511410 Health-Employer	<u>15,153</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Personnel Services	134,477	0	0	0	0	0	
<u>Supplies</u>							
772-521000 Operating Supplies	428	0	0	0	0	0	
772-521100 Office Supplies	<u>372</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	800	0	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
772-534200 Printing & Binding	<u>242</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	242	0	0	0	0	0	
<u>Staff Support</u>							
772-535100 Uniforms	467	0	0	0	0	0	
772-535500 Training/Travel	<u>3,463</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	3,930	0	0	0	0	0	
<u>City Assistance</u>							
772-537800 Community Outreach	<u>338</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Assistance	338	0	0	0	0	0	
<u>Professional Services</u>							
772-541300 Other Cons/Prof Services	<u>19,395</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	19,395	0	0	0	0	0	
<u>Maintenance Services</u>							
772-551700 Abatement/Lot Cleaning	<u>7,124</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Maintenance Services	7,124	0	0	0	0	0	

101-GENERAL FUND

HEALTH EXPENDITURES	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
772-571000 Furniture & Fixtures	431	0	0	0	0	0	
772-571800 Equipment < \$5,000	<u>1,236</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	1,667	0	0	0	0	0	
<hr/>							
<u>Capital Outlay</u>							
772-581200 Vehicles & Access. > \$5,000	<u>31,807</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	31,807	0	0	0	0	0	
<hr/>							
TOTAL ENVIRONMENTAL HEALTH	199,779	0	0	0	0	0	
<hr/>							
TOTAL HEALTH	729,759	499,493	699,825	509,853	693,970	0	

DEPARTMENT: 257 FIRE RESCUE

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

The Schertz Fire Rescue Department is a paid career department that responds to all fire and emergency service calls in the City of Schertz, the contracted areas of Guadalupe and Bexar Counties, and through mutual aid, the surrounding cities. All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. Schertz Fire Rescue has an active public education/fire prevention program that conducts code review and enforcement within the city. Fire and arson investigation services are maintained within the department.

GOALS AND OBJECTIVES

- Deliver comprehensive safety services of the highest quality.
 - Respond to 90% of City within 5 minutes from time of dispatch.
 - Pre-fire plan all commercial occupancies in the city once per year, and extra hazard occupancies twice per year.
 - Support and maintain a safe, healthy, well trained, and high performing work force.
 - Improve training opportunities and encourage involvement in specialized operations.
 - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
 - Provide high quality medical first responder service as part of an integrated emergency medical service.
 - Encourage advanced medical training and certifications.
 - Support emergency medical operations through interdepartmental cooperation.
 - Become the community resource for life safety knowledge and information regarding Schertz Fire Rescue.
 - Semi-Annual inspects all schools and nursing homes.
 - Encourage public speaking for all firefighters.
 - Maintain safe construction and occupancy within the city through code enforcement.
-

FIRE RESCUE

- Attract and maintain a qualified and diverse workforce.
 - Encourage diverse applicants through career fairs and public education.
 - Continue to apply for staffing grants through Department of Homeland Security.

ORGANIZATIONAL CHART



FIRE RESCUE	2018-19	2019-20	2020-21
Fire Chief	1	1	1
Assistant Chief	1	1	1
Emergency Management Coordinator	0	0	1
Fire Marshal	1	1	1
Deputy Fire Marshal	1	1	1
Battalion Chief	4	4	4
Lieutenant	9	9	9
Fire Apparatus Operator	9	9	9
Firefighter	18	18	18
Administrative Assistant	1	1	1
TOTAL POSITIONS	45	45	46

FIRE RESCUE

PERFORMANCE INDICATORS

Input	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Number of Commercial Occupancies	955	1018	1035
Total staffing	45	45	46
Suppression staffing	39	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	4	4	5
Number of fire stations	3	3	3
Number of full-time engine companies	3	3	3

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Number of incidents	3,753	4,000	4,150
Unit Responses (# calls for all units responding to all emergencies)	5,257	5,730	5,900
Buildings preplan contacts			
Community Contact (citizen contact)	6,538	20,000	18,000
Fire Inspections Conducted	463	450	600
Plan Reviews Completed	205	260	260
Training Hours Provided	7,949	10,504	12,500

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Average Drive Time (Minutes)	5.51	5.45	5.40
% Drive Time < 4 Minutes	31%	32%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	262/237	272/206	360/240
Training Hours/Employee	205	318	329

FIRE RESCUE

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$4,611,501	\$4,948,288	\$5,235,582
Supplies	18,529	23,355	23,855
Utility Services	55,221	83,000	76,600
Operations Support	392	1,000	2,150
Staff Support	172,038	195,600	196,600
City Assistance	20,868	24,000	23,000
Professional Services	33,465	69,000	55,500
Maintenance Services	70,560	76,400	76,000
Other Costs	1,594	2,061	0
Rental/Leasing	25,581	10,600	13,500
Operating Equipment	100,193	145,246	143,000
Capital Outlay	177,855	188,114	291,000
<i>Total</i>	<i>\$5,287,797</i>	<i>\$5,766,664</i>	<i>\$6,136,787</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 6.4% from the FY 2019-20 year end estimate from higher personnel costs to hire a new Emergency Management Coordinator to oversee the Emergency Operations Center during events, coordinate the update of emergency plans, and apply for applicable grants. Capital Outlay will increase to begin replacing handheld radios over 3 years.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

PUBLIC SAFETY EXPENDITURES	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FIRE RESCUE							
=====							
<u>Personnel Services</u>							
257-511110 Regular	2,567,507	2,940,564	2,891,488	2,400,196	3,094,509	3,254,823	
257-511120 Overtime	430,940	380,812	440,000	178,491	400,000	425,000	
257-511180 LTD	8,160	8,758	8,432	2,149	2,149	9,552	
257-511210 Longevity	62,328	63,571	68,486	61,012	65,450	71,860	
257-511220 Clothing Allowance	12,720	13,524	13,316	10,620	14,000	13,478	
257-511230 Certification Allowance	41,755	43,670	47,336	30,118	42,000	47,597	
257-511310 FICA - Employer	231,811	263,091	263,396	195,031	276,620	289,985	
257-511350 TMRS-Employer	502,724	563,873	550,205	385,072	577,830	618,540	
257-511410 Health-Employer	313,707	309,147	400,802	333,597	453,962	476,203	
257-511500 Workers' Compensation	<u>20,051</u>	<u>24,492</u>	<u>24,927</u>	<u>21,768</u>	<u>21,768</u>	<u>28,544</u>	
TOTAL Personnel Services	4,191,703	4,611,501	4,708,388	3,618,055	4,948,288	5,235,582	
<u>Supplies</u>							
257-521000 Operating Supplies	4,059	5,064	7,590	1,588	7,000	7,500	
257-521100 Office Supplies	1,976	2,574	3,200	1,722	3,200	3,200	
257-521200 Medical/Chem Supplies	5,266	9,324	11,003	6,885	10,955	10,955	
257-521300 Motor Veh. Supplies	37	136	1,000	96	1,000	1,000	
257-521600 Equip Maint Supplies	<u>905</u>	<u>1,433</u>	<u>1,200</u>	<u>543</u>	<u>1,200</u>	<u>1,200</u>	
TOTAL Supplies	12,244	18,529	23,992	10,834	23,355	23,855	
<u>City Support Services</u>							
<u>Utility Services</u>							
257-533100 Gas Utility Service	3,150	5,409	7,000	4,164	7,000	7,000	
257-533200 Electric Utility Service	9,393	9,685	25,000	11,935	20,000	25,000	
257-533320 Telephone/Air Cards	0	0	3,000	0	0	3,000	
257-533330 Telephone/Internet	1,023	142	0	0	0	0	
257-533410 Water Utility Service	1,821	1,347	3,600	15,168	18,000	3,600	
257-533500 Vehicle Fuel	<u>33,643</u>	<u>38,638</u>	<u>38,000</u>	<u>22,600</u>	<u>38,000</u>	<u>38,000</u>	
TOTAL Utility Services	49,030	55,221	76,600	53,867	83,000	76,600	
<u>Operations Support</u>							
257-534100 Advertising	0	0	150	0	0	150	
257-534200 Printing & Binding	<u>142</u>	<u>392</u>	<u>1,000</u>	<u>335</u>	<u>1,000</u>	<u>2,000</u>	
TOTAL Operations Support	142	392	1,150	335	1,000	2,150	
<u>Staff Support</u>							
257-535100 Uniforms	82,009	87,750	97,600	72,276	97,600	98,600	
257-535210 Employee Recognition-Morale	4,325	4,452	4,700	1,316	4,700	4,700	
257-535300 Memberships	2,643	3,058	3,500	3,267	3,500	3,500	
257-535400 Publications	1,966	1,854	3,500	104	3,500	2,300	
257-535500 Training/Travel	56,503	65,122	72,199	57,013	72,000	73,000	
257-535510 Meeting Expenses	3,499	2,907	4,388	1,990	4,300	4,500	
257-535600 Professional Certification	<u>6,012</u>	<u>6,894</u>	<u>10,000</u>	<u>6,549</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL Staff Support	156,958	172,038	195,887	142,516	195,600	196,600	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

PUBLIC SAFETY							
EXPENDITURES							
	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
257-537800 Community Outreach	15,183	20,868	24,000	14,208	24,000	23,000	
TOTAL City Assistance	15,183	20,868	24,000	14,208	24,000	23,000	
<u>Professional Services</u>							
257-541300 Other Professional Services	25,875	33,465	68,000	38,011	69,000	55,500	
TOTAL Professional Services	25,875	33,465	68,000	38,011	69,000	55,500	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	54	284	2,500	871	15,000	2,500	
257-551800 Other maintenance agreement	20,001	20,964	31,400	13,681	31,400	43,500	
257-551810 Maintenance Agr. - Radios	14,040	13,100	15,000	8,960	15,000	15,000	
257-551900 Construction	24,873	36,213	15,000	1,903	15,000	15,000	
TOTAL Maintenance Services	58,968	70,560	63,900	25,414	76,400	76,000	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	15,160	1,594	0	2,061	2,061	0	
TOTAL Other Costs	15,160	1,594	0	2,061	2,061	0	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	15,916	25,581	10,600	8,990	10,600	13,500	
TOTAL Rental/Leasing	15,916	25,581	10,600	8,990	10,600	13,500	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	14,582	14,417	49,803	39,034	39,034	22,000	
257-571200 Vehicles & Access. LESS \$5,00	5,544	7,995	8,000	3,281	8,125	10,000	
257-571300 Computer & Periphe. < \$5000	14,545	13,907	19,787	13,242	19,750	18,000	
257-571310 Computer Software	1,278	6,417	8,000	498	8,000	15,000	
257-571400 Communication Equip LESS \$500	4,054	11,964	17,937	11,122	17,937	18,000	
257-571600 Police/Fire/Medical Equipment	97,767	40,568	71,275	34,625	43,200	46,000	
257-571800 Equipment under \$5,000	5,429	4,926	9,200	1,390	9,200	14,000	
TOTAL Operating Equipment	143,199	100,193	184,002	103,191	145,246	143,000	
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	89,953	177,855	132,000	84,042	132,000	134,000	
257-581400 Communication Equip Over \$500	0	0	25,000	25,388	25,388	135,000	
257-581600 Donation-Expense	24,864	0	0	14,726	14,726	0	
257-581800 Equipment Over \$5,000	7,000	0	16,000	14,957	16,000	22,000	
TOTAL Capital Outlay	121,817	177,855	173,000	139,113	188,114	291,000	
<hr/>							
TOTAL FIRE RESCUE	4,806,193	5,287,798	5,529,519	4,156,594	5,766,664	6,136,787	

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

DEPARTMENT DESCRIPTION

The Building Inspections Division assists customers seeking permits and inspections for various residential and commercial construction projects. The Division is responsible for maintaining health, safety, and welfare through professional review of building plans, permits and performing inspections to ensure consistency of the City's adopted building codes and ordinances. Staff works closely with citizens, contractors, builders, developers, and other City Departments to assist in creating an attractive and safe community.

GOALS AND OBJECTIVES

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
 - Continue to improve department processes to expedite the plan review and permitting process.
 - Strive to provide superior customer service through courteous and professional relationships with the community.
 - Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.
 - Promote the use of automated technology in permit application and inspection software (SharePoint, WebQA, and permitting software City View) which will streamline the process and provide the applicant with on-line access to projects.
 - Continue to provide and improve upon a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.
-

INSPECTIONS

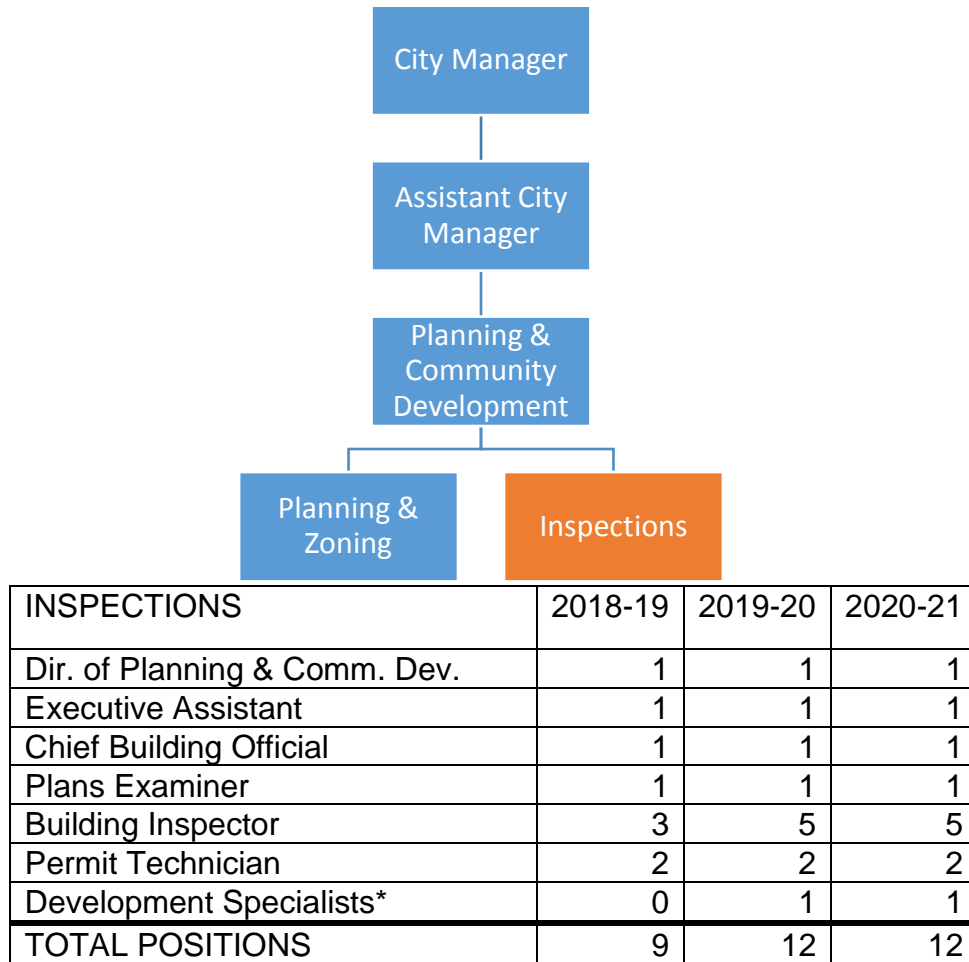
- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.
- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month activities.
- Review, adopt and implement new Building Codes in order to ensure the health and safety of Schertz residents.

ACCOMPLISHMENTS

- Inspections staff obtained various International Code Council (ICC) and Texas State Board of Plumbing Examiners Inspector.
 - Attended various continuing education classes virtually related to building code regulations, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.
 - Continually improved upon the customer service with the addition of some graphic brochures for permitting, carports, sheds, etc.
 - Continued the yearly program to raise awareness for Building Safety Month which included safety tips on the City social media site and an article in the Schertz Magazine.
 - Successfully continued with the digital plan and permit submittal and review process by utilizing SharePoint and WebQA to increase efficiency and customer service and added organization to provide for internal improvements.
 - Continually reviewed and improved the online inspection request system based on customer input to improve communication with customers.
 - Continued the monthly contractor meetings and quarterly meetings with the Greater San Antonio Builders Association (GSABA) to foster partnerships with the building community.
 - Increased focus on continued training for staff.
-

INSPECTIONS

ORGANIZATIONAL CHART



*Split with Utility Billing

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2018-19 Estimate	2019-20 Budget
New Residential Construction	338	360	360
New Commercial Construction	19	26	26
Reroof Permits	903	850	850
Accessory/Temporary Building Permits	49	25	25
Deck/Patio Permits	83	60	60
Sign Permits	102	100	100
Other Permits	2986	3000	3000
Mechanical Permits	1116	900	900

INSPECTIONS

Electric Permits	918	800	800
Plumbing Permits	1389	1000	1000
Total Permit/License/Fee Revenue	\$2,279,822	\$2,547,756	\$2,547,756

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Standard Inspections (i.e. framing) and Re-Inspections	13,338	15,000	15,000
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Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Personnel	\$802,083	\$816,684	\$894,229
Supplies	2,897	5,378	5,076
Utility Services	6,047	6,000	8,400
Operations Support	1,206	2,400	1,000
Staff Support	25,975	41,261	41,261
Professional Services	69,720	70,000	70,000
Operating Equipment	2,841	600	650
Capital Outlay	52,087	29,000	0
<i>Total</i>	<i>\$962,856</i>	<i>\$971,323</i>	<i>\$1,020,616</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 5.1% from the FY 2019-20 year end estimate with the implementation of the classification and compensation recommendation.

101-GENERAL FUND

PUBLIC SAFETY		EXPENDITURES					
		(------ 2019-2020 -----) (------ 2020-2021 -----)					
		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
INSPECTIONS							
=====							
<u>Personnel Services</u>							
258-511110 Regular	420,670	568,258	567,480	439,526	569,659	608,575	
258-511120 Overtime	27,467	14,090	17,460	5,328	18,000	15,212	
258-511180 LTD	1,300	1,611	1,759	438	438	1,887	
258-511210 Longevity	7,295	8,672	13,952	11,849	11,849	12,809	
258-511230 Certification Allowance	0	182	291	231	300	288	
258-511310 FICA - Employer	33,516	44,918	45,805	33,615	43,265	48,682	
258-511350 TMRS-Employer	73,523	95,749	95,683	65,595	89,331	103,840	
258-511410 Health-Employer	64,366	67,260	97,084	67,580	82,507	101,281	
258-511500 Workers' Compensation	<u>1,081</u>	<u>1,342</u>	<u>1,529</u>	<u>1,335</u>	<u>1,335</u>	<u>1,655</u>	
TOTAL Personnel Services	629,218	802,083	841,043	625,497	816,684	894,229	
<u>Supplies</u>							
258-521000 Operating Supplies	1,056	1,287	1,614	495	1,614	1,600	
258-521100 Office Supplies	1,399	1,378	2,400	540	2,400	2,400	
258-521300 Motor Vehicle Supplies	72	159	864	114	864	576	
258-521600 Equip Maint Supplies	<u>22</u>	<u>73</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	
TOTAL Supplies	2,549	2,897	5,378	1,149	5,378	5,076	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	<u>4,461</u>	<u>6,047</u>	<u>9,720</u>	<u>3,151</u>	<u>6,000</u>	<u>8,400</u>	
TOTAL Utility Services	4,461	6,047	9,720	3,151	6,000	8,400	
<u>Operations Support</u>							
258-534200 Printing & Binding	<u>1,781</u>	<u>1,206</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>1,000</u>	
TOTAL Operations Support	1,781	1,206	2,400	0	2,400	1,000	
<u>Staff Support</u>							
258-535100 Uniforms	4,857	5,306	8,690	1,159	8,690	8,690	
258-535300 Memberships	259	318	745	243	745	745	
258-535400 Publications	1,589	1,345	2,298	93	2,298	2,298	
258-535500 Training/Travel Staff	9,942	16,133	23,341	7,431	23,341	23,341	
258-535510 Meeting Expenses	666	830	2,100	430	2,100	2,100	
258-535600 Professional Certification	<u>1,941</u>	<u>2,042</u>	<u>4,087</u>	<u>874</u>	<u>4,087</u>	<u>4,087</u>	
TOTAL Staff Support	19,254	25,975	41,261	10,230	41,261	41,261	
<u>City Assistance</u>							

101-GENERAL FUND

PUBLIC SAFETY		(----- 2019-2020 -----) (----- 2020-2021 -----)					
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<hr/>							
<u>Professional Services</u>							
258-541300 Other Cons/Prof Services	<u>260,540</u>	<u>69,720</u>	<u>70,000</u>	<u>9,625</u>	<u>70,000</u>	<u>70,000</u>	<u></u>
TOTAL Professional Services	260,540	69,720	70,000	9,625	70,000	70,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	5,391	903	600	0	600	650	<u></u>
258-571200 Vehicles&Access. LESS \$5,000	<u>0</u>	<u>1,938</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	5,391	2,841	600	0	600	650	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>52,087</u>	<u>29,000</u>	<u>0</u>	<u>29,000</u>	<u>0</u>	<u></u>
TOTAL Capital Outlay	0	52,087	29,000	0	29,000	0	
<hr/>							
TOTAL INSPECTIONS	923,193	962,856	999,402	649,652	971,323	1,020,616	

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

DEPARTMENT DESCRIPTION

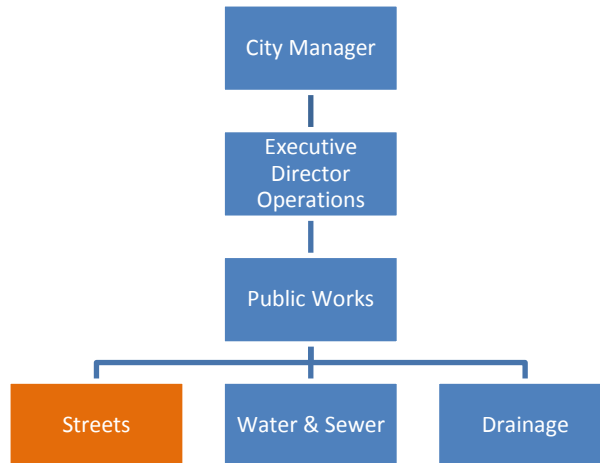
The Street Department provides high quality service in design, construction, and renovation of streets and continues to perform services in a customer service first manner to meet the needs of the citizens. Provides safe and efficient movement of the people and goods through a well-designed, operated, and maintained transportation network. Evaluates affordability and efficiency options for providing street maintenance services. Chipping service is provided as requested by the residents. The Street Division assists other departments as needed.

GOALS AND OBJECTIVES

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.
- Plan, design, construct, operate, and maintain traffic functions, traffic control devices, street resurfacing and rehabilitation, street lights, street signs, street sweeping, and crosswalk signals.
- Emphasize safety to our employees to reduce preventable accidents.
- Provide traffic counts and speed information on specific streets as requested.
- Design and prepare street maintenance plans, pothole patching, and sidewalk construction.

PUBLIC WORKS-STREETS

ORGANIZATIONAL CHART



STREETS	2018-19	2019-20	2020-21
Public Works Manager Streets/Drainage	1	1	1
Street Supervisor	1	1	1
Foreman	1	1	1
Street Worker II	5	6	6
Street Worker I	6	8	8
TOTAL POSITIONS	14	17	17

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Street Sweeping hours	1252	1284	1512
Number of signs produced	975	992	1000
Quantity of asphalt purchased (tons)	248	350	400
Special projects (Hours)	131	900	800
Street centerline miles	163	165	167

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Annual cost to operate street sweepers (operators and fuel)	118,450	122,003	125,663
Cost per ton of asphalt	45	45	45
Approved daily budget expenditures for operation	4,561	4,447	4323

PUBLIC WORKS-STREETS

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Hours spent on roadway maintenance	2340	2380	2600
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Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Personnel	\$725,346	\$764,448	\$929,607
Supplies	92,910	118,900	117,950
City Support	0	2,000	0
Utility Services	184,414	174,600	176,000
Staff Support	17,397	15,338	21,120
Professional Services	6,345	15,000	18,000
Maintenance Services	40,561	331,869	285,500
Rental/Leasing	5,043	5,000	6,000
Operating Equipment	41,318	5,900	9,800
Capital Outlay	188,545	342,125	0
<i>Total</i>	<i>\$1,301,880</i>	<i>\$1,775,180</i>	<i>\$1,563,977</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will decrease 11.9% from the FY 2019-20 year end estimate. Increases in personnel expenditures related to the classification and compensation study implementation is offset with fewer capital purchases planned in FY 2020-21.

101-GENERAL FUND

PUBLIC ENVIRONMENT
EXPENDITURES

			(------ 2019-2020 -----)		(------ 2020-2021 -----)		
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
STREETS							
=====							
<u>Personnel Services</u>							
359-511110 Regular	507,802	491,977	570,015	361,319	495,927	602,025	
359-511120 Overtime	5,124	6,032	6,305	6,765	9,200	6,240	
359-511180 LTD	1,601	1,478	1,767	389	389	1,866	
359-511210 Longevity	15,381	16,927	17,138	16,786	16,665	19,162	
359-511230 Certification Allowance	2,389	2,112	2,910	1,339	2,000	2,880	
359-511310 FICA - Employer	40,314	40,391	45,206	28,949	40,070	47,776	
359-511350 TMRS-Employer	85,636	83,788	95,097	55,914	83,702	102,467	
359-511410 Health-Employer	101,200	66,618	121,404	70,887	100,817	127,821	
359-511500 Workers' Compensation	<u>13,958</u>	<u>16,024</u>	<u>17,954</u>	<u>15,678</u>	<u>15,678</u>	<u>19,370</u>	
TOTAL Personnel Services	773,404	725,346	877,796	558,026	764,448	929,607	
<u>Supplies</u>							
359-521000 Operating Supplies	2,342	2,515	3,250	2,139	3,500	3,750	
359-521050 Operating Supplies-Sign	19,967	16,691	45,000	31,973	35,000	30,000	
359-521055 Operating Supplies-StreetMain	56,259	71,658	65,200	45,100	77,200	80,000	
359-521100 Office Supplies	295	350	400	328	400	400	
359-521200 Medical/Chem Supplies	1,000	465	1,000	488	1,000	2,000	
359-521300 Motor Veh. Supplies	<u>995</u>	<u>1,232</u>	<u>1,800</u>	<u>1,108</u>	<u>1,800</u>	<u>1,800</u>	
TOTAL Supplies	80,858	92,910	116,650	81,135	118,900	117,950	
<u>City Support Services</u>							
359-532800 EMPLOYEE APPRECIATION EVENTS	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>1,229</u>	<u>2,000</u>	<u>0</u>	
TOTAL City Support Services	0	0	2,500	1,229	2,000	0	
<u>Utility Services</u>							
359-533200 Electric Utility Service	135,545	140,869	140,000	98,142	142,000	140,000	
359-533210 Utilities - Poles	0	4,440	0	0	0	0	
359-533410 Water Utility Service	559	473	0	407	600	0	
359-533500 Vehicle Fuel	<u>36,954</u>	<u>38,631</u>	<u>35,000</u>	<u>22,902</u>	<u>32,000</u>	<u>36,000</u>	
TOTAL Utility Services	173,057	184,414	175,000	121,450	174,600	176,000	
<u>Operations Support</u>							
<u>Staff Support</u>							
359-535100 Uniforms	8,351	13,338	12,000	10,271	12,000	13,500	
359-535300 Memberships	0	149	0	0	0	0	
359-535500 Training/Travel	1,423	3,023	4,000	1,714	2,138	5,000	
359-535510 Meeting Expenses	495	726	1,200	188	700	1,200	
359-535600 Professional Certification	<u>227</u>	<u>161</u>	<u>1,420</u>	<u>0</u>	<u>500</u>	<u>1,420</u>	
TOTAL Staff Support	10,496	17,397	18,620	12,173	15,338	21,120	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	18,193	6,345	11,000	9,765	15,000	18,000	
TOTAL Professional Services	18,193	6,345	11,000	9,765	15,000	18,000	
<u>Maintenance Services</u>							
359-551400 Minor & Other Equip Maint	0	320	500	0	500	500	
359-551600 Outsourced Street Maintenance	70,181	40,241	331,369	82,491	331,369	285,000	
TOTAL Maintenance Services	70,181	40,561	331,869	82,491	331,869	285,500	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	3,201	5,043	6,000	1,900	5,000	6,000	
TOTAL Rental/Leasing	3,201	5,043	6,000	1,900	5,000	6,000	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	300	0	300	0	0	300	
359-571200 Vehicles & Access under \$5,00	1,166	0	0	0	2,500	5,000	
359-571800 Equipment under \$5,000	5,196	41,318	1,400	516	3,400	4,500	
TOTAL Operating Equipment	6,662	41,318	1,700	516	5,900	9,800	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	7,475	156,398	282,125	0	282,125	0	
359-581750 Street Crossing Improvements	25,818	0	60,000	0	60,000	0	
359-581800 Equipment Over \$5,000	60,860	32,147	0	0	0	0	
TOTAL Capital Outlay	94,153	188,545	342,125	0	342,125	0	
TOTAL STREETS	1,230,206	1,301,880	1,883,260	868,686	1,775,180	1,563,977	
TOTAL PUBLIC ENVIRONMENT	1,230,206	1,301,880	1,883,260	868,686	1,775,180	1,563,977	

**DEPARTMENT: 460 PARKS, RECREATION AND
COMMUNITY SERVICES
FUND: 101 GENERAL FUND**

DEPARTMENT DESCRIPTION

The Parks, Recreation, and Community Services department oversees the maintenance and management of approximately 400 acres of park land, to include the maintenance of municipal facilities, creek ways, swimming pools, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight, campus formal bed maintenance contracts, and oversight of athletic field maintenance by sports associations (Buffalo Valley Youth Association and Schertz Youth Soccer Alliance). It conducts community-wide tree planting and beautification programs. Acquires, designs, constructs, and renovates existing and additional park land and facilities. It provides citizen input and communication venues utilizing the Parks and Recreation Advisory Board, community surveys, and community meetings. It plans and implements over 50 special events, recreation programs, and parades. The Director of Parks, Recreation, and Community Services oversees the budgets for Parks, Swimming Pools, Tree Mitigation, Parkland Dedication, and the Special Events Fund. In addition, the Director oversees and manages the contracts with the YMCA of Greater San Antonio for the staffing and programming of the Recreation Center, the Schertz Area Senior Center, the Schertz Aquatics Center, and the outdoor pools at Pickrell Park and Wendy Swan Memorial Park.

GOALS AND OBJECTIVES

- Continue to develop a system of parks, open space, recreational facilities, and leisure services that will meet the needs of an expanding community.
 - Implement the on-going Parks and Open Space Master Plan recommendations and priorities to keep pace with the needs of an expanding community.
 - Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings.
 - Provide recreational and leisure opportunities to City of Schertz residents of all ages through the provision of high quality parks and recreational facilities, swimming pools, and senior center.
-

PARKS, RECREATION AND COMMUNITY SERVICES

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.
- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2018-19	2019-20	2020-21
Director of Parks, Recreation & Community Services	1	1	1
Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Supervisor	1	1	1
Park Maintenance Technician I	4	5	5
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Events Manager	1	1	1
Events Specialist	1	1	1
TOTAL POSITIONS	12	13	13

PARKS, RECREATION AND COMMUNITY SERVICES

PERFORMANCE INDICATORS

Workload/Outputs	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Total Acres of Park Land Managed	401.11	401.11	401.11
Total Acres of City Campuses Managed		48.68	52.37
Total Acres of Land Managed Per FTE	89.96	89.96	75.58
Total Miles of Trails Managed		25	25
Special Events, Programs & Parades	50	50	50

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Acres of Contractual Mowing	119.40	119.40	123.09
Acres of Athletic Association Maintenance	70.02	70.02	70.02
Hours of Volunteer Service	800	500	500
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$12,000	\$7,500	\$7,500
Special Events Attendance	30,000	15,000	15,000
Youth Sports Registrations (BVYA & SYSA)	3,800	3,800	1,900

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$568,334	\$598,920	\$709,059
Supplies	68,853	99,050	99,350
City Support Services	20,808	105,934	86,500
Utility Services	225,783	246,500	246,000
Operations Support	1,847	1,561	2,000
Staff Support	17,338	15,115	19,670
Professional Services	151,897	137,500	137,500
Maintenance Services	11,688	97,458	24,000
Rental/Leasing	13,630	10,000	10,000

PARKS, RECREATION AND COMMUNITY SERVICES

Operating Equipment	93,040	66,829	65,000
Capital Outlay	310,419	176,408	185,000
<i>Total</i>	<i>\$1,483,637</i>	<i>\$1,555,275</i>	<i>\$1,584,079</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 1.9% from the FY 2019-20 year end estimate with the classification and compensation study recommendation which is partially offset with less maintenance with the completion of the Senior Center Parking lot renovation.

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
PARKS							
=====							
<hr/>							
<u>Personnel Services</u>							
460-511110 Regular	301,260	384,802	433,586	297,707	391,154	470,136	
460-511120 Overtime	16,047	17,549	14,793	10,595	17,800	16,448	
460-511180 LTD	885	1,106	1,326	237	237	1,439	
460-511210 Longevity	6,669	9,832	4,022	2,880	2,815	3,608	
460-511230 Certification Allowance	2,908	3,485	6,984	1,042	1,768	6,912	
460-511310 FICA - Employer	24,030	31,366	35,142	22,980	31,653	38,017	
460-511350 TMRS-Employer	52,016	66,696	72,479	44,570	66,083	80,121	
460-511410 Health-Employer	51,281	49,453	83,806	51,792	83,982	88,054	
460-511500 Workers' Compensation	<u>3,379</u>	<u>4,045</u>	<u>3,926</u>	<u>3,428</u>	<u>3,428</u>	<u>4,324</u>	
TOTAL Personnel Services	458,475	568,334	656,064	435,232	598,920	709,059	
<hr/>							
<u>Supplies</u>							
460-521000 Operating Supplies	41,419	29,117	31,671	25,394	34,250	34,250	
460-521100 Office Supplies	430	1,330	1,000	1,307	1,500	1,500	
460-521200 Medical/Chem Supplies	2,502	1,348	2,600	1,770	2,500	2,600	
460-521300 Motor Vehicle Supplies	256	29	500	190	225	500	
460-521310 Landscaping Supplies-Parks	21,397	15,071	25,500	8,427	25,500	25,500	
460-521315 Landscaping Supplies-Campus	943	17,107	30,500	10,232	30,500	30,500	
460-521400 Plumbing Supplies	4,221	4,277	4,000	1,601	4,000	4,000	
460-521610 Building Maintenance Supplies	<u>619</u>	<u>575</u>	<u>500</u>	<u>99</u>	<u>575</u>	<u>500</u>	
TOTAL Supplies	71,788	68,853	96,271	49,020	99,050	99,350	
<hr/>							
<u>City Support Services</u>							
460-532601 Holidazzle	0	0	25,559	25,559	25,559	26,000	
460-532604 4th of July Jubilee	0	0	26,000	1,676	26,000	26,000	
460-532607 National Night Out	0	0	500	0	0	0	
460-532619 Schertz Sweetheart	0	0	10,941	2,389	2,500	10,000	
460-532620 Sweetheart Scholarships	0	0	4,000	0	4,000	4,000	
460-532626 Other Events	0	0	37,125	11,189	37,500	6,500	
460-532629 MOVING ON MAIN	0	0	375	375	375	4,000	
460-532800 Music, Movies in the Park	<u>10,437</u>	<u>20,808</u>	<u>10,000</u>	<u>453</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL City Support Services	10,437	20,808	114,500	41,641	105,934	86,500	
<hr/>							
<u>Utility Services</u>							
460-533200 Electric Utility Service	73,034	67,279	76,000	39,402	76,000	76,000	
460-533310 Telephone/Cell Phones	28	0	0	0	0	0	
460-533410 Water Utility Service	171,163	147,692	160,000	98,880	160,000	160,000	
460-533500 Vehicle Fuel	<u>11,804</u>	<u>10,812</u>	<u>8,500</u>	<u>5,540</u>	<u>10,500</u>	<u>10,000</u>	
TOTAL Utility Services	256,028	225,783	244,500	143,822	246,500	246,000	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
460-534100 Advertising	999	1,847	1,000	0	1,000	1,000	
460-534200 Printing & Binding	0	0	0	0	31	0	
460-534800 Temporary Empl. Services	0	0	105	106	530	1,000	
TOTAL Operations Support	999	1,847	1,105	106	1,561	2,000	
<u>Staff Support</u>							
460-535100 Uniforms	3,853	7,244	7,195	5,402	6,750	7,195	
460-535300 Memberships	201	2,015	1,625	882	1,625	1,625	
460-535500 Training/Travel	3,830	6,897	10,000	4,986	5,890	10,000	
460-535510 Meeting Expenses	316	1,182	850	484	850	850	
TOTAL Staff Support	8,200	17,338	19,670	11,755	15,115	19,670	
<u>City Assistance</u>							
<u>Professional Services</u>							
460-541300 Other Consl/Prof Services	1,646	8,571	6,000	1,868	6,000	6,000	
460-541310 Contract Services	114,246	143,326	131,500	74,899	131,500	131,500	
TOTAL Professional Services	115,892	151,897	137,500	76,766	137,500	137,500	
<u>Maintenance Services</u>							
460-551100 Building Maintenance	1,078	479	2,500	1,460	1,500	2,500	
460-551400 Minor & Other Equip Maint	5,418	4,336	5,000	1,556	2,500	5,000	
460-551600 Street Maintenance Materials	0	0	60,000	0	60,000	10,000	
460-551618 Veteran's Memorial Maint.	2,316	761	29,878	7,540	28,458	1,500	
460-551710 Landscaping	4,906	6,113	5,000	4,627	5,000	5,000	
TOTAL Maintenance Services	13,718	11,688	102,378	15,182	97,458	24,000	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	2,321	13,630	8,015	7,621	10,000	10,000	
460-561200 Lease Payments - Principal	27,172	0	0	0	0	0	
TOTAL Rental/Leasing	29,494	13,630	8,015	7,621	10,000	10,000	
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	2,574	783	1,829	1,829	1,829	0	
460-571600 Donation-Expense	13,970	0	0	0	0	0	
460-571700 Improvements under \$5,000	0	71,718	50,000	21,511	50,000	50,000	
460-571800 Equipment under \$5,000	7,523	20,539	15,000	12,970	15,000	15,000	
TOTAL Operating Equipment	24,067	93,040	66,829	36,310	66,829	65,000	
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	0	133,974	0	0	0	0	
460-581700 Improvements Over \$5,000	0	153,733	128,196	19,624	131,631	140,000	
460-581800 Equipment Over \$5,000	70,408	22,712	45,000	6,790	44,777	45,000	
TOTAL Capital Outlay	70,408	310,419	173,196	26,414	176,408	185,000	
TOTAL PARKS	1,059,505	1,483,637	1,620,028	843,869	1,555,275	1,584,079	

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

DEPARTMENT DESCRIPTION

The management and maintenance of two (2) outdoor pools including the maintenance of swimming facilities, pumping systems, and related aquatic programs designed to encourage safe use and professional management of these facilities. Provide contractual oversight of the management, programming, and maintenance of the Schertz Aquatics Center. Provide citizen input and communication venues utilizing the Parks and Recreation Advisory Board, surveys, and community meetings.

GOALS AND OBJECTIVES

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.
- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.
- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

POOL

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Outputs	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Revenue per year Outdoor Pools	\$26,410	\$13,190	\$29,000
Days open per year Outdoor Pools	71	61	71
Daily Admissions Wendy Swan Pool	\$3,619	0	\$4,000
Total Attendance Wendy Swan Pool	2,249	0	2,500
Daily Admissions Pickrell Pool	\$18,517	\$11,800	\$20,000
Total Attendance Pickrell Pool	10,104	6,500	10,500
Season Pool Pass Sales	\$4,274	\$1,390	\$5,000
Total Attendance Schertz Aquatics Ctr	78,000		

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Cost per resident for Pool Operations	\$14.41	\$14.25	\$14.25

*Cost per resident with the new Schertz
Aquatics Center

POOL

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Supplies	\$15,344	\$25,500	\$25,500
Utility Services	27,256	28,000	16,500
Professional Services	2,993	0	0
Maintenance Services	519,889	517,912	527,878
Operating Equipment	2,125	0	0
<i>Total</i>	<i>\$567,606</i>	<i>\$571,412</i>	<i>\$569,878</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will decrease 0.3% from the FY 2019-20 year end estimate.

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SWIM POOL =====							
<u>Personnel Services</u>							
<u>Supplies</u>							
463-521000 Operating Supplies	3,850	2,271	4,500	2,904	4,500	4,500	
463-521200 Chem/Med/Lab Supplies	16,070	13,033	18,000	4,045	18,000	18,000	
463-521600 Equip Maint Supplies	<u>570</u>	<u>40</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Supplies	20,490	15,344	22,500	6,949	25,500	25,500	
<u>City Support Services</u>							
<u>Utility Services</u>							
463-533200 Electric Utility Service	11,354	17,482	10,000	10,279	16,000	10,000	
463-533410 Water Utility Service	<u>16,481</u>	<u>9,773</u>	<u>6,500</u>	<u>1,851</u>	<u>12,000</u>	<u>6,500</u>	
TOTAL Utility Services	27,835	27,256	16,500	12,130	28,000	16,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
<u>Professional Services</u>							
463-541300 Other Consl/Prof Services	<u>0</u>	<u>2,993</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	0	2,993	0	0	0	0	
<u>Maintenance Services</u>							
463-551400 Minor & Other Equip Maint	14,143	12,385	13,000	3,876	10,411	10,000	
463-551700 Contract Maintenance	<u>515,073</u>	<u>507,504</u>	<u>517,878</u>	<u>244,876</u>	<u>507,501</u>	<u>517,878</u>	
TOTAL Maintenance Services	529,217	519,889	530,878	248,751	517,912	527,878	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
463-571000 Furniture & Fixtures	<u>1,032</u>	<u>2,125</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	1,032	2,125	0	0	0	0	
<u>Capital Outlay</u>							
TOTAL SWIM POOL	578,573	567,606	569,878	267,830	571,412	569,878	

DEPARTMENT: PUBLIC AFFAIRS
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

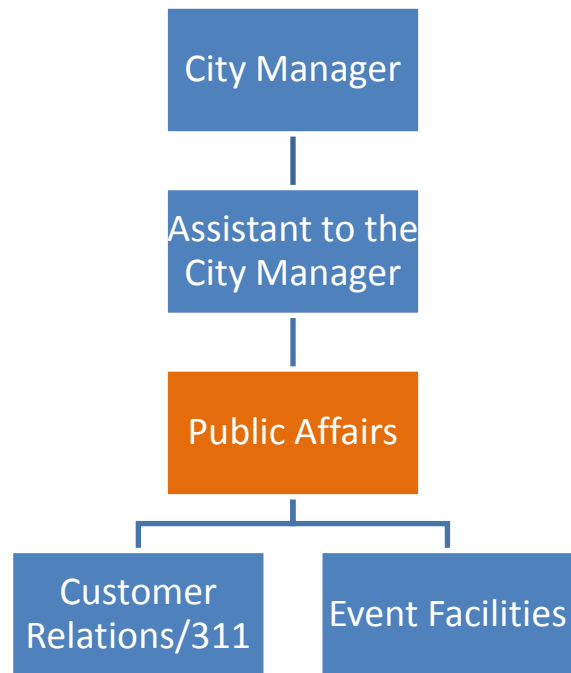
Under the umbrella of Public Affairs, Event Facilities provides a place where guests can celebrate life events such as social or cultural activities. The Event Facilities are centrally located in Schertz for businesses and other organizations to hold meetings, training, and/or other specialized events. This department handles all aspects of event rental, and in cooperation with other department's plans, coordinates and executes each event from start to finish (initial deposit to event feedback).

GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
 - Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
 - Promotes relationships with surrounding cities, businesses, organizations, and citizens by offering audio/video capabilities and attractive, flexible and diverse use of venue space through upgrades in technology and building improvements.
-

EVENT FACILITIES

ORGANIZATIONAL CHART



EVENT FACILITIES	2018-19	2019-20	2020-21
Civic Center Manager	1	1	1
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	2	2
P/T Event Attendant	1	2	2
TOTAL POSITIONS	6	6	6

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Number of events booked	1,019	700	850
Number of events cancelled	30	182	100
Number of facility tours	256	400	400
Number of web inquiries answered	152	225	250

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Revenue	302,516	185,000	200,000
Comp'd Value	41,577	30,000	35,000

EVENT FACILITIES

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Tradeshows/conventions	13	12	13
Customer satisfaction Rating	95%	100%	100%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$239,440	\$268,222	\$286,109
Supplies	3,246	5,740	6,150
Utility Services	40,823	46,800	47,650
Operations Support	10,368	6,072	12,358
Staff Support	3,057	3,479	4,925
Maintenance Services	0	12,000	13,000
Operating Equipment	26,307	12,500	22,000
<i>Total</i>	<i>\$323,240</i>	<i>\$354,813</i>	<i>\$392,192</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 10.5% from the FY 2019-20 year end estimate due to full staffing and the purchase of replacement equipment.

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

		2019-2020					2020-2021	
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
EVENT FACILITIES								
=====								
<u>Personnel Services</u>								
464-511110 Regular	33,609	174,298	193,177	149,238	195,839	198,508		
464-511120 Overtime	76	3,271	5,000	827	1,000	3,352		
464-511180 LTD	94	450	478	115	115	494		
464-511210 Longevity	10	2,805	3,668	3,321	3,321	4,185		
464-511310 FICA - Employer	2,578	14,052	15,430	11,604	15,133	15,752		
464-511350 TMRS-Employer	5,433	29,225	32,231	22,184	30,185	33,599		
464-511410 Health-Employer	6,523	15,085	28,803	16,583	22,413	29,967		
464-511500 Workers' Compensation	47	253	247	216	216	252		
TOTAL Personnel Services	48,371	239,440	279,034	204,089	268,222	286,109		
<u>Supplies</u>								
464-521000 Operating Supplies	3,351	2,477	4,832	2,436	4,800	5,000		
464-521050 Ancillary Products	65	235	450	240	240	450		
464-521100 Office Supplies	351	534	700	288	700	700		
TOTAL Supplies	3,766	3,246	5,982	2,963	5,740	6,150		
<u>Utility Services</u>								
464-533100 Gas Utility Service	804	709	850	432	800	850		
464-533200 Electric Utility Service	36,939	34,033	40,000	15,178	38,000	40,000		
464-533330 Telephone/Internet	1,302	0	0	0	0	0		
464-533410 Water Utility Service	5,807	6,081	5,800	5,399	8,000	6,800		
TOTAL Utility Services	44,852	40,823	46,650	21,008	46,800	47,650		
<u>Operations Support</u>								
464-534100 Advertising	4,320	1,908	5,100	1,046	1,000	6,100		
464-534200 Printing & Binding	29	968	2,150	0	1,000	1,150		
464-534550 Business Meetings/Networking	15	431	108	72	72	108		
464-534800 Temporary Empl. Services	11,371	7,061	5,000	215	4,000	5,000		
TOTAL Operations Support	15,735	10,368	12,358	1,332	6,072	12,358		
<u>Staff Support</u>								
464-535100 Uniforms	45	744	2,000	905	1,100	1,500		
464-535300 Memberships	190	201	275	162	210	275		
464-535500 Training/Travel	307	2,112	3,050	1,456	2,000	2,950		
464-535510 Meeting Expenses	0	0	169	169	169	200		
TOTAL Staff Support	542	3,057	5,494	2,691	3,479	4,925		
<u>Professional Services</u>								

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

			(------ 2019-2020 -----)		(------ 2020-2021 -----)		
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	<u>0</u>	<u>0</u>	<u>13,000</u>	<u>5,225</u>	<u>12,000</u>	<u>13,000</u>	<u></u>
TOTAL Maintenance Services	0	0	13,000	5,225	12,000	13,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	941	6,906	2,500	81	2,500	0	
464-571500 Operating Equipment <\$5,000	10,199	19,401	13,000	(4,302)	10,000	12,000	
464-571550 Capital Recovery Equipment	<u>1,032</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u></u>
TOTAL Operating Equipment	12,172	26,307	25,500	(4,221)	12,500	22,000	
<hr/>							
<u>Capital Outlay</u>							
464-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Capital Outlay	0	0	7,000	0	0	0	
<hr/>							
TOTAL EVENT FACILITIES	125,438	323,241	395,017	233,087	354,813	392,192	

DEPARTMENT: 665 LIBRARY

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library:

- Supports life-long learning, literacy and recreation by developing and maintaining a wide variety of library materials in print, audiovisual and digital formats for users of all ages;
- Encourages the love of reading and learning by providing story time, special event programs, and various other literacy-based programs for infants, children and teens;
- Enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as Internet usage, computer software, e-readers and other personal digital devices, health and fitness, financial planning, crafts, and book clubs;
- Provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources;
- Provides answers and information to telephone, email, online chat, and in-person queries;
- Provides meeting and study space to individuals and community groups;
- Provides community outreach for underserved local residents through special programs, and
- Actively cooperates and interacts with other libraries in the region to share ideas and stay current in library practices. The library participates in CTLS, Inc. (Connecting Texas Libraries Statewide), a non-profit corporation that sponsors continuing education programs for library staff and encourages library usage and support by Texas residents. The library's primary service area includes the City of Schertz, the City of Selma, the City of Cibolo and Guadalupe County.

2020-21 GOALS

- Continue improving the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., bestsellers, DVDs, graphic novels, beginning readers, etc., with an additional focus on providing materials on the topics of diversity, equity and inclusion.
-

LIBRARY

- Continue weeding projects according to schedule in order to enhance and update collections.
- Continue systematic review and update of policies and procedures with an eye toward providing excellent customer-focused service, inclusion, and efficiency in service delivery.
- Implement in-house laptop circulation program.
- Implement WiFi hot spot circulation program in partnership with Bexar County Bibliotech Library.
- Evaluate services implemented during COVID response for their viability or sustainability as everyday services (e.g. curbside delivery of materials and virtual programming)

2019-20 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2019 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Schertz Public Library was one of only 53 public libraries in Texas to receive this award.

Operations and Collections

- Created new services and procedures as part of COVID response in order to continue offering library service to the community while closed (e.g., curbside delivery of materials, print jobs, and summer reading materials).
- Added approximately 8,000 new and replacement items to library's physical collections and withdrew more than 9,000 dated, worn, lost and damaged items from library's physical collections.
- Implemented new digital book platform, cloudLibrary, which provides customer access to more than 200,000 e-books and e-audiobooks.
- Offered new options of digital-only library cards and online renewals of library cards.
- Implemented CivicRec as the library's meeting room reservation system.

Programming

- Implemented a new Dungeons & Dragons program for teens and adults, and a "Game On!" board game program for all ages.
- Implemented a new "What the Tech?" program at Cibolo YMCA and a new "Tech Tuesday" program to teach customers about various library-owned e-resources.
- Updated Winter Reading Club and Extreme Book Nerd Challenge to simplify programs and increase participation.
- Adapted all Youth and Adult in-person programming to work as virtual programming during the COVID-19 closure. New programs included the creation of an all-new summer reading program that included virtual programs, events and

LIBRARY

curbside delivery of craft and science kits to participants; online storytime; Poetry in Your PJs; a virtual book club called BYOB(ook) Book Nerd Book Club; and online scrapbooking sessions. The web site was updated to include a virtual programming page with various online activities for all ages.

Outreach and Partnerships

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.
- Partnered with Schertz and Cibolo businesses during library's winter reading program to encourage reading in non-traditional places.
- Continued to partner with SCUCISD for various programs and activities including several literacy events, digital card registrations at various campuses, serving as a work site for Clemens' OJT program, working with the district's Bilingual Education Advisory Committee, and providing several outreach programs on electronic resources to counselors and teachers at SCUCISD schools.
- Entered Interlocal agreement with Educational Service Center 20 to provide high-speed fiber Internet connection to library while reducing monthly Internet cost by 67%
- Expanded the marketing of library resources and programs to the community by working with the Public Affairs Department to develop a marketing plan, redesign the library's magazine layout, utilize the City's LED sign, create promotional flyers and items, and add library content to the Parks, Recreation & FUN Guide.
- Virtual Services Librarian worked on the implementation team for the citywide rollout of CivicRec.
- Youth Services Librarian worked with local HOAs to bring book bundles, summer activities and library cards into neighborhoods during summer while library building was closed to the public.
- Provided rotating collections of library materials to Schertz Senior Center and Legacy at Forest Ridge Retirement Community.
- Partnered with Texas Medicare Solutions to offer a monthly Medicare 101 informational program
- Partnered with National Alliance on Mental Illness- Guadalupe Chapter for community programs and workshops
- Continued partnerships with other City departments to provide programming to community, including Schertz Sweethearts Reading with Royalty program, Kris Kringle Market during Holidazzle, technology help programs at the Senior Center, and Touch-a-Truck program.

LIBRARY

ORGANIZATION CHART



LIBRARY	2018-19	2019-20	2020-21
Library Director	1	1	1
Adult Services Librarian	1	1	0
Youth Services Librarian	1	1	0
Virtual Services Librarian	1	1	0
Librarian	0	0	3
Library Assistant	2	2	2
Library Clerk II	3	3	3
Part-time Circulation Clerk (20 hours)	6	6	0
Library Clerk I (20 hours)	0	0	7
Part-time Circulation Clerk (10 hours)	2	2	0
Library Clerk I (10 hours)	0	0	2
Part-time Processing Clerk (20 hours)	1	1	0
Part-time Children's Programming Clerk (20 hours)	1	1	0
Programming Specialist (20 hours)	0	0	1
Library Page (10 hours)	2	2	2
Temp Part-time Library Clerk (Unfunded)	1	1	1
TOTAL POSITIONS	22	22	22

PERFORMANCE INDICATORS

	2018-19	2019-20	2020-21
Input	Actual	Estimate	Budget
Service population (determined by TSLAC)	105,629	108,117	111,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	8.5	8.5	8.5
Total Operating Budget	999,857	1,039,308	1,049,101
Total Materials Collection	150,972	140,000	145,000
Registered Borrowers	33,104	32,000	32,000
Materials Budget	124,315	139,000	125,000

LIBRARY

	2018-19	2019-20	2020-21
Workload/Output	Actual	Estimate	Budget

Circulation per Capita	4.24	2.31	2.70
Library Visits per Capita	2.25	0.95	1.69
Program Attendance per Capita	.18	0.06	0.07
Collection Turnover Rate	2.96	1.79	2.07
Total Circulation	447,379	250,000	300,000
Total Library Visits	237,821	103,000	187,500
Total Program Attendance	18,906	6,200	8,000

	2018-19	2019-20	2020-21
Efficiency	Actual	Estimate	Budget

Cost per Person Served	9.47	9.61	9.45
Cost per Circulation	2.23	4.16	3.50
Circulation per Circulation FTE	52,633	29,412	35,294

	2018-19	2019-20	2020-21
Effectiveness	Actual	Estimate	Budget

Percentage of Service Population With Library Cards	31.34%	29.60%	28.83%
Materials Expenditures per Capita	\$1.18	\$1.29	\$1.13
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	12.43%	13.27%	11.91%
Items per Capita (striving to meet 1.53 items per capita standard)	1.43	1.29	1.31

	2018-19	2019-20	2020-21
Budget	Actual	Estimate	Budget

Personnel Services	\$786,234	\$800,124	\$830,017
Supplies	12,466	15,000	15,000
Utility Services	57,547	67,500	65,500
Operations Support	2,852	5,080	3,600
Staff Support	4,512	8,120	8,280
Professional Services	2,364	1,984	2,300
Maintenance Services	0	0	0
Operating Equipment	133,882	150,000	135,000
<i>Total</i>	<i>\$999,857</i>	<i>\$1,047,808</i>	<i>\$1,059,697</i>

LIBRARY

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 1.1% from the FY 2019-20 year end estimate with no changes in operations.

101-GENERAL FUND

CULTURAL		(----- 2019-2020 -----) (----- 2020-2021 -----)					
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<hr/>							
LIBRARY							
=====							
 <u>Personnel Services</u>							
665-511110 Regular	536,336	569,319	548,668	433,368	565,051	575,656	
665-511120 Overtime	886	892	1,067	214	1,067	1,056	
665-511180 LTD	1,280	1,224	1,266	317	317	1,334	
665-511210 Longevity	10,024	11,410	15,036	12,863	12,863	16,636	
665-511230 Certification Allowance	1,200	1,200	582	923	1,200	576	
665-511310 FICA - Employer	40,410	43,977	43,215	32,609	42,214	45,384	
665-511350 TMRS-Employer	84,199	89,096	85,965	61,715	84,407	92,247	
665-511410 Health-Employer	73,611	68,448	86,468	68,038	92,404	96,397	
665-511500 Workers' Compensation	<u>582</u>	<u>668</u>	<u>688</u>	<u>601</u>	<u>601</u>	<u>731</u>	
TOTAL Personnel Services	748,527	786,234	782,955	610,647	800,124	830,017	
 <u>Supplies</u>							
665-521000 Operating Supplies	11,158	9,760	12,000	4,072	12,000	12,000	
665-521100 Office Supplies	<u>2,684</u>	<u>2,706</u>	<u>3,000</u>	<u>1,729</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Supplies	13,842	12,466	15,000	5,801	15,000	15,000	
 <u>City Support Services</u>							
<hr/>							
<u>Utility Services</u>							
665-533100 Gas Utility Service	2,148	2,352	2,500	2,116	2,500	2,500	
665-533200 Electric Utility Service	46,147	44,745	45,000	18,734	45,000	45,000	
665-533410 Water Utility Service	<u>12,644</u>	<u>10,450</u>	<u>10,000</u>	<u>13,988</u>	<u>20,000</u>	<u>18,000</u>	
TOTAL Utility Services	60,938	57,547	57,500	34,838	67,500	65,500	
 <u>Operations Support</u>							
665-534000 Postage	2,392	2,852	3,000	1,298	3,000	3,000	
665-534200 Printing & Binding	<u>1,670</u>	<u>0</u>	<u>2,350</u>	<u>2,080</u>	<u>2,080</u>	<u>600</u>	
TOTAL Operations Support	4,062	2,852	5,350	3,378	5,080	3,600	
 <u>Staff Support</u>							
665-535100 Uniforms	28	395	400	7	100	400	
665-535200 Awards	171	138	300	154	300	300	
665-535300 Memberships	1,202	1,247	1,520	1,252	1,520	1,580	
665-535500 Training/Travel	3,250	2,600	10,000	4,634	6,000	5,700	
665-535510 Meeting Expenses	<u>91</u>	<u>132</u>	<u>300</u>	<u>93</u>	<u>200</u>	<u>300</u>	
TOTAL Staff Support	4,742	4,512	12,520	6,140	8,120	8,280	
 <u>Professional Services</u>							
665-541365 Courier/Delivery Services	<u>2,318</u>	<u>2,364</u>	<u>2,411</u>	<u>1,984</u>	<u>1,984</u>	<u>2,300</u>	
TOTAL Professional Services	2,318	2,364	2,411	1,984	1,984	2,300	

101-GENERAL FUND

CULTURAL EXPENDITURES	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Maintenance Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Operating Equipment</u>							
665-571000 Furniture & Fixtures < \$5,000	0	0	1,000	0	1,000	0	<hr/>
665-571400 Library Materials	104,667	124,315	139,000	90,244	139,000	125,000	<hr/>
665-571600 Donation-Expense	<u>6,853</u>	<u>9,567</u>	<u>10,000</u>	<u>757</u>	<u>10,000</u>	<u>10,000</u>	<u><hr/></u>
TOTAL Operating Equipment	111,519	133,882	150,000	91,001	150,000	135,000	<hr/>
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL LIBRARY	945,948	999,857	1,025,736	753,789	1,047,808	1,059,697	<hr/>
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TOTAL CULTURAL	945,948	999,857	1,025,736	753,789	1,047,808	1,059,697	<hr/>

DEPARTMENT: 853 INFORMATION TECHNOLOGIES (IT)
FUND: 101 GENERAL FUND

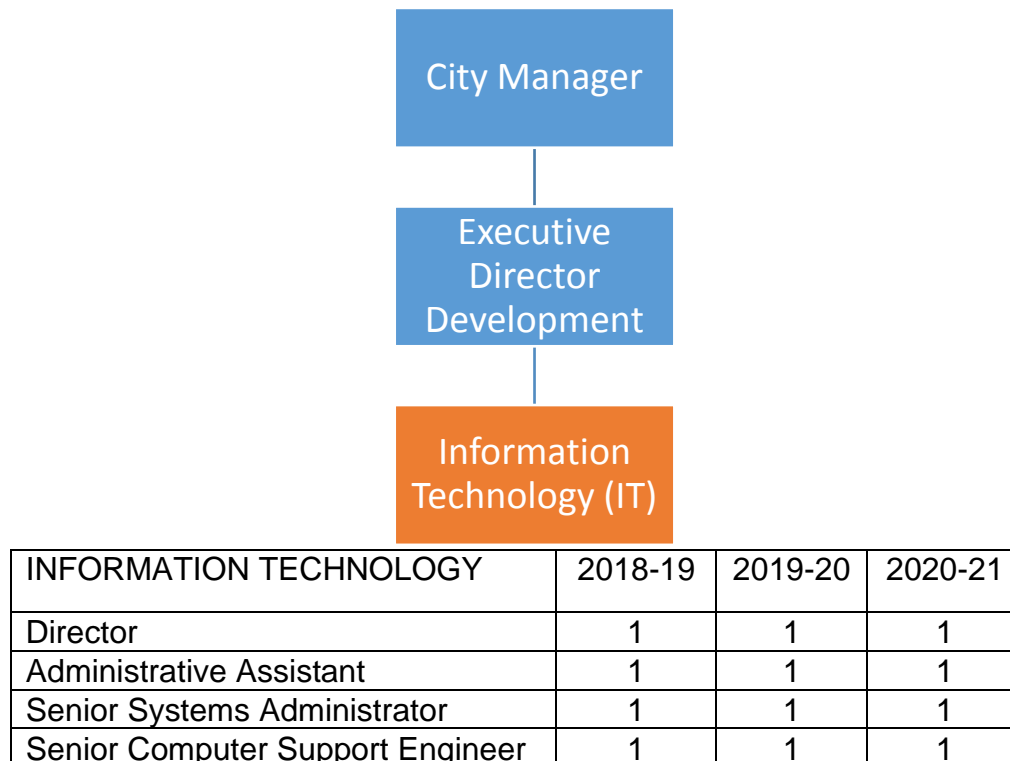
DEPARTMENT DESCRIPTION

The Information Technologies Dept. is charged with maintaining, operating and securing the City's information assets. These assets form the foundation upon which many of the City's core operations depend. Therefore, this foundation must be reliable, resilient and responsive. To meet these expectations, the department focuses daily on customer service, education and planning.

The IT department increases the business return on technology investments by creating and managing hardware and software through dedicated planning and alignment. IT is also dedicated to ensuring a great end user experience by designing, implementing, managing and continually improving our processes.

IT is also tasked to protect the organization and its ability to perform its mission. We accomplish this through a comprehensive security program, managing our data, ensuring efficiency, effectiveness and compliancy. We also strive to deploy programs designed to engage our staff and citizens in easy and convenient ways.

ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY

Customer Services Technician II	1	1	1
Customer Services Technician I	1	1	1
Help Desk Technician	1	1	1
Public Safety Administrator	1	1	1
TOTAL POSITIONS	8	8	8

Workload	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Average Monthly Work Orders Completed	3840	2450	3200
Average Monthly Hours to Complete Work Orders	1.10	1.30	1.25
COVID 19 Related Activities Workhours	-	430	300
Total Projects	45	25	30
Average Monthly Project Hours	323	455	425
Total Emails Received	185,761	1,184,129	1,200,000
Total Sent Good Email	146,794	356,039	450,000
Total Teams Meetings	-	1,650	1,750
Total Teams Interoffice Chats	-	13,500	15,000

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
% Work Orders Completed 0-1 Day	73%	46%	55%
% Work Orders Completed 2-3 Days	12%	8%	15%
% Work Orders Completed 4-6 Days	7%	11%	10%
% Work Orders Completed 7-10 Days	4%	7%	10%
% Work Orders Completed >11 Days	5%	28%	10%
Average Number of Days to Work Orders	2.91	12.65	4.0

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$664,890	\$649,377	\$675,298
Supplies	5,340	5,135	5,600
City Support Services	709,039	897,237	974,666
Utility Services	232,362	261,206	285,125
Staff Support	39,076	26,250	36,000
Professional Services	216,399	89,125	102,599
Maintenance Services	13,946	14,500	10,000
Operating Equipment	300,645	165,805	320,369
Capital Outlay	37,103	28,070	35,000
Total	\$2,218,800	\$2,136,705	2,444,657

INFORMATION TECHNOLOGY

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2020-21 Budget increases 14.4% from the FY 2019-20 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

Performance statistics reflect reduced productivity due to open positions and the sudden shift of priorities in March as the City began to deal with the COVID 19 pandemic. These shifts in priorities also added to the department's overtime for the FY. These costs are expected to improve as the department's open positions are filled and the City adjusts to changes in operations as a result of the pandemic.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

			(------ 2019-2020 -----)		(------ 2020-2021 -----)		
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INFORMATION TECHNOLOGY							
=====							
<u>Personnel Services</u>							
853-511110 Regular	362,580	446,491	437,979	332,564	435,556	461,976	
853-511120 Overtime	43,509	45,966	31,189	38,502	48,280	29,606	
853-511180 LTD	918	1,194	1,358	320	320	1,432	
853-511210 Longevity	3,352	4,373	4,800	5,080	4,830	5,383	
853-511310 FICA - Employer	30,421	37,600	36,261	27,990	36,427	37,308	
853-511350 TMRS-Employer	66,095	79,775	75,744	54,983	78,345	81,057	
853-511410 Health-Employer	46,554	48,953	58,969	33,479	45,131	57,915	
853-511500 Workers' Compensation	<u>411</u>	<u>538</u>	<u>559</u>	<u>488</u>	<u>488</u>	<u>621</u>	
TOTAL Personnel Services	553,840	664,890	646,859	493,407	649,377	675,298	
<u>Supplies</u>							
853-521100 Office Supplies	1,564	1,784	2,000	1,239	1,960	2,000	
853-521300 Motor Vehicle Supplies	9	71	800	0	800	800	
853-521600 Equip Maint Supplies	<u>5,600</u>	<u>3,485</u>	<u>3,500</u>	<u>1,049</u>	<u>2,375</u>	<u>2,800</u>	
TOTAL Supplies	7,173	5,340	6,300	2,288	5,135	5,600	
<u>City Support Services</u>							
853-532300 Computer Consulting	30,132	920	15,000	9,600	12,500	10,000	
853-532355 Software Maint-City Wide	285,385	291,591	413,006	314,785	408,140	481,876	
853-532360 Software Maint-Dept Specific	350,282	406,420	438,840	127,776	430,117	444,295	
853-532400 Computer Fees & Licenses	<u>17,667</u>	<u>10,108</u>	<u>70,015</u>	<u>16,403</u>	<u>46,480</u>	<u>38,495</u>	
TOTAL City Support Services	683,465	709,039	936,861	468,564	897,237	974,666	
<u>Utility Services</u>							
853-533300 Telephone/Land Line	40,865	44,810	56,975	27,972	54,040	62,770	
853-533310 Telephone/Cell Phones	47,437	60,089	73,234	53,106	63,212	68,225	
853-533320 Telephone/Air Cards	39,867	46,880	56,700	22,904	59,448	59,240	
853-533330 Telephone/Internet	70,511	79,755	94,837	53,776	83,656	93,390	
853-533500 Vehicle Fuel	<u>851</u>	<u>828</u>	<u>1,500</u>	<u>295</u>	<u>850</u>	<u>1,500</u>	
TOTAL Utility Services	199,530	232,362	283,246	158,053	261,206	285,125	
<u>Operations Support</u>							
<u>Staff Support</u>							
853-535100 Uniforms	750	1,512	1,360	523	1,050	1,200	
853-535300 Memberships	865	1,314	1,250	402	1,200	1,250	
853-535500 Training/Travel	<u>31,219</u>	<u>36,250</u>	<u>49,910</u>	<u>21,023</u>	<u>24,000</u>	<u>33,550</u>	
TOTAL Staff Support	32,834	39,076	52,520	21,947	26,250	36,000	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

			2019-2020		2020-2021		
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
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<u>Professional Services</u>							
853-541300 Other Cons/Prof Services	1,320	206,997	190,424	41,511	88,475	101,949	
853-541800 IT Services-Web Design/Maint	<u>5,745</u>	<u>9,402</u>	<u>0</u>	<u>0</u>	<u>650</u>	<u>650</u>	
TOTAL Professional Services	7,065	216,399	190,424	41,511	89,125	102,599	
<hr/>							
<u>Fund Charges/Transfers</u>							
<hr/>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	<u>12,028</u>	<u>13,946</u>	<u>15,500</u>	<u>2,668</u>	<u>14,500</u>	<u>10,000</u>	
TOTAL Maintenance Services	12,028	13,946	15,500	2,668	14,500	10,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	2,499	797	1,050	372	500	500	
853-571200 Vehicles & Access Under \$5000	0	126	0	0	0	0	
853-571300 Computer & Periphe. < \$5000	248,918	206,184	237,042	89,116	142,550	297,369	
853-571401 Communication Equip LESS \$500	11,172	90,407	45,165	4,851	21,860	22,500	
853-571800 Equipment under \$5,000	<u>0</u>	<u>3,132</u>	<u>0</u>	<u>895</u>	<u>895</u>	<u>0</u>	
TOTAL Operating Equipment	262,589	300,645	283,257	95,235	165,805	320,369	
<hr/>							
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	0	25,430	0	0	0	35,000	
853-581300 Computer & Periphe. > \$5000	80,384	5,367	28,070	0	28,070	0	
853-581800 Equipment Over \$5,000	<u>0</u>	<u>6,306</u>	<u>27,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	80,384	37,103	55,570	0	28,070	35,000	
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TOTAL INFORMATION TECHNOLOGY	1,838,909	2,218,800	2,470,537	1,283,673	2,136,705	2,444,657	

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Human Resources Department provides services and support in the areas of recruitment, selection, staffing, benefits administration, labor law compliance, performance management, employee development and relations, health and wellness, and policy administration.

GOALS AND OBJECTIVES

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.
 - Compete for top talent with effective recruitment strategies and an efficient recruitment processes.
 - Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
 - Support the talent development of our employees through professional and career development.
 - Administer HR policy and programs effectively and efficiently, while maintaining internal customer satisfaction and meeting budget constraints.
 - Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.
-

HUMAN RESOURCES

ORGANIZATIONAL CHART



HUMAN RESOURCES	2018-19	2019-20	2020-21
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	5	5	5

HUMAN RESOURCES

PERFORMANCE INDICATORS

Workload/Output Measures	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Total No. of Employees (Avg.)	456	460	460
# Full Time Employees (Avg.)	375	375	380
Job Announcements Posted	83	90	90
# Applications received	3,930	4,000	4,000
# Full Time Positions Filled	50	50	50
# Part Time Positions Filled	8	8	10
# Total Turnover	68	55	70
# Full Time Turnover	46	40	45
# Part Time Turnover	22	15	10
# Retirements	8	10	10
# FMLA Claims	53	43	50
# General Training Courses	14	15	15
# of tuition reimbursements	18	20	20

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$412,221	\$416,457	\$453,335
Supplies	606	2,200	2,700
Human Services	141,714	127,800	190,600
Operations Support	4,027	5,000	6,000
Staff Support	28,562	22,000	38,150
City Assistance	13,860	10,000	10,000
Professional Services	56,433	66,728	15,000
Operating Equipment	1,071	350	350
<i>Total</i>	<i>\$658,495</i>	<i>\$630,535</i>	<i>\$716,135</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 13.6% from the FY 2019-20 year end estimate. FY 2019-20 had additional savings related to COVID-19 as training and staff events did not happen. The increase represents returning to normal operations.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

			2019-2020		2020-2021		
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
HUMAN RESOURCES							
=====							
<u>Personnel Services</u>							
866-511110 Regular	282,257	302,120	289,120	227,528	297,388	302,654	
866-511120 Overtime	1,584	0	340	537	1,000	259	
866-511180 LTD	892	885	896	204	204	938	
866-511210 Longevity	3,959	4,794	6,218	3,772	3,772	4,476	
866-511310 FICA - Employer	21,295	23,927	22,605	17,118	22,235	23,501	
866-511350 TMRs-Employer	46,331	50,443	47,220	33,397	46,425	50,129	
866-511410 Health-Employer	34,301	24,568	39,157	28,936	40,108	50,987	
866-511500 Workers' Compensation	378	534	372	325	325	391	
866-511600 Unemployment Compensation	12,951	4,951	16,000	2,445	5,000	20,000	
TOTAL Personnel Services	403,949	412,221	421,928	314,262	416,457	453,335	
<u>Supplies</u>							
866-521000 Operating Supplies	0	0	3,446	682	1,500	2,000	
866-521100 Office Supplies	823	606	700	410	700	700	
TOTAL Supplies	823	606	4,146	1,091	2,200	2,700	
<u>Human Services</u>							
866-531100 Pre-employment Check	5,071	5,018	4,000	1,404	4,000	4,000	
866-531150 Interview Expenses	2,569	0	3,000	124	300	1,500	
866-531160 COBRA FSA/HSA Adm Services	0	3,390	4,500	3,704	6,000	6,000	
866-531170 Broker Services	0	75,000	75,000	50,000	75,000	75,000	
866-531200 Medical Co-pay	1,950	1,061	3,000	600	1,500	3,000	
866-531300 Employee Assistance	19,915	23,772	8,000	10,483	12,000	9,600	
866-531400 Tuition Reimbursement	9,217	15,000	19,000	17,594	19,000	15,000	
866-531500 Employee Wellness Program	5,450	6,634	57,000	2,983	5,000	57,000	
866-531600 Training Classes	17,255	11,840	19,500	1,214	5,000	19,500	
TOTAL Human Services	61,427	141,714	193,000	88,106	127,800	190,600	
<u>City Support Services</u>							
866-532400 Computer Fees & Licenses	204	0	0	0	0	0	
TOTAL City Support Services	204	0	0	0	0	0	
<u>Utility Services</u>							
866-533320 Telephonne/Air Card	494	0	0	0	0	0	
TOTAL Utility Services	494	0	0	0	0	0	
<u>Operations Support</u>							
866-534000 Postage	0	59	0	0	0	0	
866-534100 Advertising	2,964	2,576	6,000	325	3,000	3,000	
866-534200 Printing & Binding	1,261	1,393	3,000	1,280	2,000	3,000	
866-534800 Temporary Empl. Services	4,114	0	0	0	0	0	
TOTAL Operations Support	8,339	4,027	9,000	1,605	5,000	6,000	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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<u>Staff Support</u>							
866-535100 Uniforms	312	424	500	192	500	500	
866-535210 Employee Recognition-Morale	5,961	21,432	28,150	8,743	12,000	28,150	
866-535300 Memberships	2,292	2,175	2,500	1,140	2,500	2,500	
866-535400 Publications	450	0	2,000	0	2,000	2,000	
866-535500 Training/Travel	<u>2,057</u>	<u>4,532</u>	<u>5,000</u>	<u>896</u>	<u>5,000</u>	<u>5,000</u>	
TOTAL Staff Support	11,073	28,562	38,150	10,972	22,000	38,150	
<hr/>							
<u>City Assistance</u>							
866-537100 Medical Services	<u>10,775</u>	<u>13,860</u>	<u>10,000</u>	<u>6,991</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL City Assistance	10,775	13,860	10,000	6,991	10,000	10,000	
<hr/>							
<u>Professional Services</u>							
866-541300 Other Cons'l/Prof Services	<u>9,162</u>	<u>56,433</u>	<u>27,600</u>	<u>59,748</u>	<u>66,728</u>	<u>15,000</u>	
TOTAL Professional Services	9,162	56,433	27,600	59,748	66,728	15,000	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	613	210	350	349	350	350	
866-571300 Computer & Periphe. < \$5000	<u>0</u>	<u>861</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	613	1,071	350	349	350	350	
<hr/>							
TOTAL HUMAN RESOURCES	506,860	658,495	704,174	483,124	650,535	716,135	

DEPARTMENT: 868 FINANCE

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

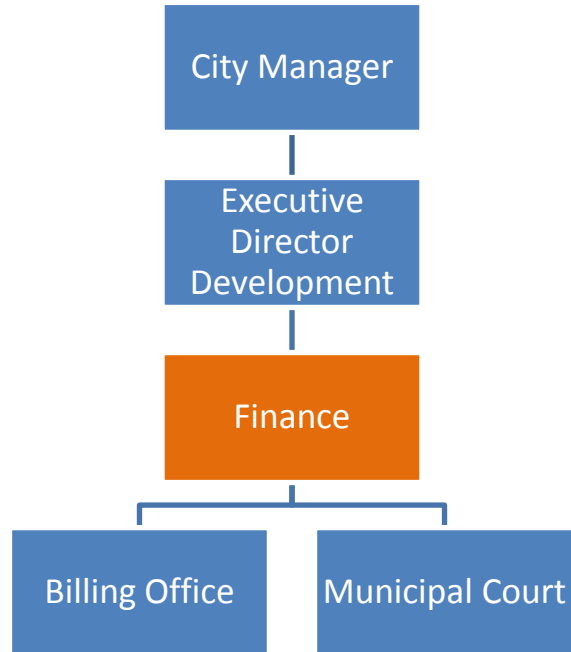
Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS AND OBJECTIVES

- Hire, train, and retain competent and caring employees.
- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive the Government Finance Officers Association Distinguished Budget Award for the first time.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 35th consecutive year.
- Improve the 5 year budgeting and forecasting plan.
- Update long term debt service plan.

ORGANIZATIONAL CHART

FINANCE



ACCOUNTING	2018-19	2019-20	2020-21
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	7	7	7

FINANCE

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Accounts payable checks	6,333	5,920	6,100
Number of Purchase Orders Processed	8,747	6,698	7,000

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	34	35	36
Quarterly Financials completed within 30 days	0	2	4

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$554,199	\$579,871	\$601,642
Supplies	4,065	3,500	3,700
Staff Support	3,676	5,060	9,455
Professional Services	31,499	28,887	34,500
Operating Equipment	2,358	1,611	554
<i>Total</i>	<i>\$595,797</i>	<i>\$618,929</i>	<i>\$649,851</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 5.0% from the FY 2019-20 year end estimate due to additional compensation awarded from the classification and compensation study.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FINANCE							
=====							
<u>Personnel Services</u>							
868-511110 Regular	369,450	396,687	391,824	310,158	405,073	416,716	
868-511120 Overtime	909	2,707	1,067	1,664	1,500	924	
868-511180 LTD	1,181	1,161	1,215	295	295	1,292	
868-511210 Longevity	10,314	11,310	9,457	9,457	9,457	10,770	
868-511230 Certification Allowance	2,200	535	291	431	800	288	
868-511310 FICA - Employer	28,446	31,488	30,780	23,708	31,887	32,762	
868-511350 TMRS-Employer	61,740	66,658	64,296	46,398	66,609	69,883	
868-511410 Health-Employer	48,803	43,086	60,522	47,214	63,808	68,462	
868-511500 Workers' Compensation	480	568	506	442	442	545	
TOTAL Personnel Services	523,522	554,199	559,958	439,767	579,871	601,642	
<u>Supplies</u>							
868-521000 Operating Supplies	2,365	1,873	2,700	1,843	2,500	2,700	
868-521100 Office Supplies	1,257	2,192	1,000	422	1,000	1,000	
TOTAL Supplies	3,622	4,065	3,700	2,265	3,500	3,700	
<u>City Support Services</u>							
868-532350 Software Maintenance	138	0	0	0	0	0	
TOTAL City Support Services	138	0	0	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
868-534200 Printing & Binding	1,200	0	0	0	0	0	
TOTAL Operations Support	1,200	0	0	0	0	0	
<u>Staff Support</u>							
868-535100 Uniforms	242	252	320	0	250	320	
868-535300 Memberships	994	695	1,435	690	1,310	1,435	
868-535500 Training/Travel	6,703	2,729	7,700	2,951	3,500	7,700	
TOTAL Staff Support	7,939	3,676	9,455	3,641	5,060	9,455	
<u>Professional Services</u>							
868-541300 Other Consl/Prof Services	13,755	7,285	14,669	13,887	13,887	15,000	
868-541400 Auditor/Accounting Service	15,500	20,752	16,000	11,500	11,500	16,000	
868-541650 Investment Management Fee	0	3,462	3,500	2,679	3,500	3,500	
TOTAL Professional Services	29,255	31,499	34,169	28,066	28,887	34,500	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Maintenance Services							
Rental/Leasing							
Operating Equipment							
868-571000 Furniture & Fixtures	0	1,502	518	518	518	250	
868-571200 Office Equipment	0	855	1,093	1,093	1,093	304	
TOTAL Operating Equipment	0	2,358	1,611	1,611	1,611	554	
TOTAL FINANCE	565,676	595,797	608,893	475,350	618,929	649,851	

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING & ASSET MANAGEMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing and Asset Management Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Risk Management, and Safety functions for the City.

Manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, and fleet vehicle registration and titles.

The department is also responsible for the City Risk Management and Safety program. Maintains the City Capital and Fixed Assets inventory, property and liability insurance schedules, processes all insurance claims, insurance litigation, and workers compensation, monitors all safety aspects of City functions, schedules employee safety training, evaluates loss runs to identify trends and mitigate risk.

GOALS AND OBJECTIVES

- Maintain the highest levels of ethical practices for all department functions.
 - All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
 - Procure quality goods and services for all City departments, from appropriate sources, using the most efficient and economical means at the best possible price and make them available at the right place and time.
 - Use supply contracts and co-ops in order to improve delivery time of particular items and to take advantage of quantity discounts.
 - Maintain a professional relationship with all City departments and vendors insuring open communication.
 - Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
 - Program and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation
 - Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.
-

PURCHASING & ASSET MANAGEMENT

- Manage procedures for Capital and Fixed asset inventory and accountability and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.
- Program and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

ORGANIZATIONAL CHART



PURCHASING & ASSET MGMT.	2018-19	2019-20	2020-21
Purchasing Manager	1	1	1
Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
TOTAL POSITIONS	3	3	3

PURCHASING & ASSET MANAGEMENT

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Bids and Proposals Drafted	31	25	24
Bids and Proposals Responses	149	100	85
Contracts Reviewed	106	100	120
Meetings with Vendors	44	50	50
Research Requests	75	75	100
Workers Comp Claims Processed	45	40	35
Accident and Incident Investigated	74	50	75
Training Classes Held	22	25	30
Vehicles Processed (Titles, Gas Cards, Plates)	245	250	250
Fixed Asset Modifications	288	144	50
GovDeals Items Processed	263	84	50
GovDeals Total Sales	\$151,688.04	\$26,400.00	\$25,000.00

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$554,199	\$579,871	\$601,642
Supplies	4,065	3,500	3,700
Staff Support	3,676	5,060	9,455
City Assistance	31,499	28,887	34,500
Operating Equipment	2,358	1,611	554
<i>Total</i>	<i>\$595,797</i>	<i>\$618,929</i>	<i>\$649,851</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 5.0% from the FY 2019-20 year end estimate due to personnel increase related to the classification and compensation study recommendation.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
PURCHASING & ASSET MGT							
=====							
 <u>Personnel Services</u>							
872-511110 Regular	143,307	159,444	156,297	124,012	162,056	162,751	
872-511120 Overtime	0	0	0	5	0	0	
872-511180 LTD	454	468	485	117	117	505	
872-511210 Longevity	2,778	3,194	3,602	3,602	3,602	4,010	
872-511230 Certification Allowance	0	0	0	700	700	0	
872-511310 FICA - Employer	10,766	12,813	12,224	9,769	12,685	12,745	
872-511350 TMRS-Employer	23,573	26,354	25,535	18,512	25,542	27,185	
872-511410 Health-Employer	14,981	11,253	16,088	11,132	15,094	16,808	
872-511500 Workers' Compensation	<u>173</u>	<u>195</u>	<u>202</u>	<u>176</u>	<u>176</u>	<u>212</u>	
TOTAL Personnel Services	196,032	213,721	214,433	168,026	219,972	224,216	
 <u>Supplies</u>							
872-521000 Operating Supplies	397	1,036	350	85	300	350	
872-521100 Office Supplies	<u>174</u>	<u>625</u>	<u>350</u>	<u>75</u>	<u>350</u>	<u>350</u>	
TOTAL Supplies	571	1,661	700	160	650	700	
 <u>City Support Services</u>							
<hr/>							
<u>Utility Services</u>							
872-533320 Telephone/Air Card	0	0	280	0	280	0	
872-533500 Vehicle Fuel	<u>253</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	253	0	280	0	280	0	
 <u>Operations Support</u>							
872-534000 Postage	24	0	50	0	0	50	
872-534100 Advertising	1,049	5,819	6,000	2,335	4,500	6,000	
872-534200 Printing & Binding	29	0	50	0	0	50	
872-534740 Business Memberships	<u>0</u>	<u>0</u>	<u>1,515</u>	<u>1,336</u>	<u>1,515</u>	<u>1,550</u>	
TOTAL Operations Support	1,102	5,819	7,615	3,671	6,015	7,650	
 <u>Staff Support</u>							
872-535100 Uniforms	118	237	250	0	250	250	
872-535300 Memberships	1,144	1,335	1,235	1,235	1,235	1,235	
872-535500 Training/Travel	1,719	2,815	3,750	0	5,000	5,000	
872-535510 Meeting Expenses	<u>248</u>	<u>223</u>	<u>350</u>	<u>88</u>	<u>350</u>	<u>300</u>	
TOTAL Staff Support	3,229	4,609	5,585	1,323	6,835	6,785	
 <u>City Assistance</u>							
872-537100 Medical Services	<u>749</u>	<u>1,994</u>	<u>3,000</u>	<u>651</u>	<u>1,800</u>	<u>2,000</u>	
TOTAL City Assistance	749	1,994	3,000	651	1,800	2,000	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Professional Services							
Rental/Leasing							
Operating Equipment							
872-571000 Furniture & Fixtures	546	170	320	0	320	600	
872-571300 Computer & Periphe. < \$5,000	0	0	1,250	0	0	0	
872-571500 Operating Equipment	0	0	0	0	0	1,000	
TOTAL Operating Equipment	546	170	1,570	0	320	1,600	
Capital Outlay							
872-581200 Vehicles & Access. > \$5,000	28,058	0	0	0	0	0	
TOTAL Capital Outlay	28,058	0	0	0	0	0	
TOTAL PURCHASING & ASSET MGT	230,539	227,974	233,183	173,831	235,872	242,951	

DEPARTMENT: PUBLIC WORKS
DIVISION: 877 FLEET SERVICES
FUND: 101 GENERAL FUND

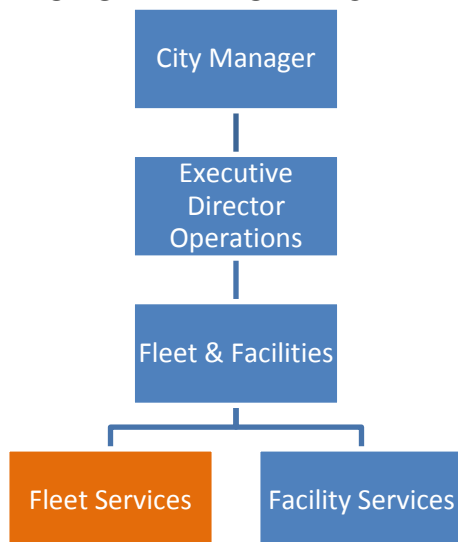
DEPARTMENT DESCRIPTION

Fleet Services provides maintenance, repair, upgrade and outfitting services for all City owned vehicles and equipment totaling approximately 350 units. The list of services include: P.M. services, fluid and filter changes, state inspections, tire services, troubleshooting, diagnosis, and repair of mechanical and electrical systems. Fleet Services also maintains motor pool services, vehicle and equipment replacement schedules, spec'ing and standardization throughout the fleet.

GOALS AND OBJECTIVES

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability by improving turn-around times.
- Develop and implement fleet utilization guidelines and procedures.
- Maintain and improve vehicle and equipment safety

ORGANIZATIONAL CHART



FLEET MAINTENANCE

FLEET MAINTENANCE	2018-19	2019-20	2020-21
Assistant Director of Public Works	1	1	1
Administrative Assistant	1	1	1
Fleet Manager	1	1	1
Fleet Foreman	1	1	1
Mechanic I	4	4	4
TOTAL POSITIONS	8	8	8

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Work Orders:

-Police Department vehicles and equipment	682	550	570
-EMS vehicles and equipment	461	425	440
-Streets vehicles and equipment	202	195	180
-Administration vehicles	15	3	5
-Animal Control vehicles	36	35	34
-Facilities Services vehicles	88	85	80
-Fire vehicles and equipment	256	245	250
-Fleet Service vehicles	82	70	70
-I.T	19	12	10
-Inspection vehicles			
-Marshal Service vehicles	0	2	2
-Parks vehicles and equipment	121	115	110
-Water & Sewer vehicles and equipment	232	245	220
-Utility Billing vehicles	40	45	40
-Drainage vehicles and equipment	171	150	150
-Economic Development vehicles	3	8	6
Engineering vehicles	25	16	15
-Purchasing vehicles	1	1	1
-Operations (non-asset specific)	19	11	12
-Motor Pool vehicles	150	63	60

Work Orders(in-house)

Work Orders(outside vendors)

Total Work Orders Issued

FLEET MAINTENANCE

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Hours Worked			
Public Safety	2060.3	2325	2300
Public Works	1705.85	2750	2500
Administration Vehicles	28.00	10	5
Facilities Services Vehicles	178.90	240	200
Fleet Service Vehicles	121.1	120	120
I.T	38.90	20	15
Inspections vehicles			
Parks vehicles and equipment	278.95	335	325
Economic Development vehicles	13.10	25	22.5
Engineering vehicles	59.20	40	40
Purchasing vehicles	2.00	0	0
Motor Pool vehicles	125.95	35	140
Fleet Operations	229.90	220	220
<i>Total Hours Worked</i>	4842.15	6120	5887.50

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
% of all vehicles and equipment issues resolved without recall	95	96	97

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$271,778	\$378,041	\$511,614
Supplies	137,606	196,700	216,000
City Support Services	15,887	20,000	15,000
Utility Services	8,744	11,000	12,500
Staff Support	16,752	18,300	29,700
Maintenance Services	241,291	197,000	213,000
Operating Equipment	14,812	8,600	9,800
Capital Outlay	94,940	151,643	52,600
<i>Total</i>	<i>\$801,810</i>	<i>\$981,284</i>	<i>\$1,060,214</i>

FLEET MAINTENANCE

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 8.0% from the FY 2019-20 year end estimate due to personnel expenditures. The increase comes from the anticipation of being fully staffed including hiring of an Assistant Public Works Director and from increases related to the classification and compensation study recommendation.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
FLEET SERVICE							
=====							
<u>Personnel Services</u>							
877-511110 Regular	206,834	184,293	319,223	175,397	256,425	348,592	
877-511120 Overtime	5,214	11,550	6,790	9,696	13,000	12,858	
877-511180 LTD	647	537	990	147	147	1,081	
877-511210 Longevity	2,693	1,598	2,834	2,090	2,090	3,578	
877-511310 FICA - Employer	16,368	15,542	25,150	14,221	20,770	27,914	
877-511350 TMRS-Employer	34,638	31,989	52,536	26,855	43,388	59,540	
877-511410 Health-Employer	31,767	23,478	50,110	27,335	39,020	54,002	
877-511500 Workers' Compensation	<u>2,359</u>	<u>2,791</u>	<u>3,666</u>	<u>3,201</u>	<u>3,201</u>	<u>4,049</u>	
TOTAL Personnel Services	300,519	271,778	461,299	258,944	378,041	511,614	
<u>Supplies</u>							
877-521000 Operating Supplies	3,690	3,892	11,600	4,174	12,000	12,300	
877-521005 Supplies - Inspection Sticker	2,219	2,490	2,900	1,762	2,900	2,900	
877-521100 Office Supplies	631	799	800	459	800	800	
877-521200 Oil Lube Suppl, Chem Supplies	17,938	14,190	14,700	13,215	14,500	18,500	
877-521300 Motor Veh. Supplies	172,565	116,043	170,000	119,761	165,000	180,000	
877-521600 Equip Maint Supplies	<u>1,276</u>	<u>190</u>	<u>1,500</u>	<u>154</u>	<u>1,500</u>	<u>1,500</u>	
TOTAL Supplies	198,319	137,606	201,500	139,524	196,700	216,000	
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	<u>13,118</u>	<u>15,887</u>	<u>11,500</u>	<u>5,517</u>	<u>20,000</u>	<u>15,000</u>	
TOTAL City Support Services	13,118	15,887	11,500	5,517	20,000	15,000	
<u>Utility Services</u>							
877-533500 Vehicle Fuel	<u>10,578</u>	<u>8,744</u>	<u>11,500</u>	<u>4,582</u>	<u>11,000</u>	<u>12,500</u>	
TOTAL Utility Services	10,578	8,744	11,500	4,582	11,000	12,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
877-535100 Uniforms	5,406	7,204	8,250	6,321	7,500	8,000	
877-535200 Awards	0	51	407	45	100	500	
877-535500 Training/Travel	2,772	9,247	5,182	2,223	10,000	20,000	
877-535510 Meeting Expenses	<u>497</u>	<u>251</u>	<u>400</u>	<u>162</u>	<u>700</u>	<u>1,200</u>	
TOTAL Staff Support	8,674	16,752	14,239	8,751	18,300	29,700	
<u>City Assistance</u>							

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	125,203	220,182	145,000	96,767	145,000	160,000	<hr/>
877-551050 Outside Collision Repair	43,130	13,404	35,000	18,366	32,000	35,000	<hr/>
877-551100 Building Maintenance	650	707	0	0	0	0	<hr/>
877-551400 Minor & Other Equip Maint	3,146	1,319	0	0	0	0	<hr/>
877-551800 Other Maintenance Agreements	<u>11,246</u>	<u>5,679</u>	<u>10,000</u>	<u>0</u>	<u>20,000</u>	<u>18,000</u>	<hr/>
TOTAL Maintenance Services	183,375	241,291	190,000	115,133	197,000	213,000	<hr/>
<hr/>							
<u>Rental/Leasing</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
<u>Operating Equipment</u>							
877-571500 Operating Equipment	<u>8,790</u>	<u>14,812</u>	<u>4,800</u>	<u>2,755</u>	<u>8,600</u>	<u>9,800</u>	<hr/>
TOTAL Operating Equipment	8,790	14,812	4,800	2,755	8,600	9,800	<hr/>
<hr/>							
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	26,641	28,697	151,643	151,643	151,643	52,600	<hr/>
877-581500 Equipment Over \$5,000	<u>0</u>	<u>66,243</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<hr/>
TOTAL Capital Outlay	26,641	94,940	151,643	151,643	151,643	52,600	<hr/>
<hr/>							
TOTAL FLEET SERVICE	750,015	801,809	1,046,481	686,848	981,284	1,060,214	

DEPARTMENT: PUBLIC WORKS
DIVISION: 878 Facility Services
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

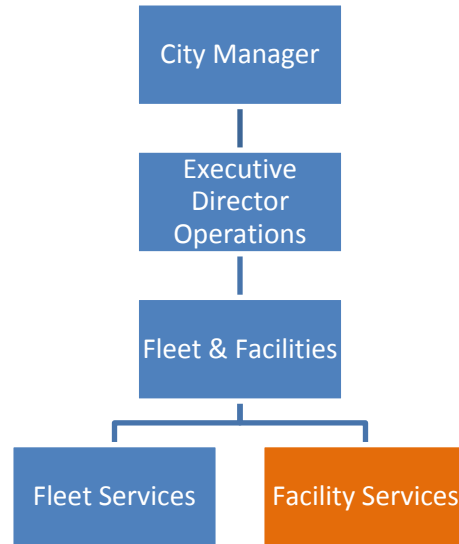
Facility Services supports, maintains, and provides custodial services for 27 facilities totaling 301.656 square feet. The City buildings include City Hall, Administration Building, Police, Fire, EMS, Community Center Central, Community Center North, City Council Chambers, Civic Center, Public Library, Visitor Center (Kramer House), YMCA, Senior Center, Purchasing building, Public Works facility, Animal Control, Aquatic Center, Fire/EMS station on I.H.35, Marion EMS station, Records, Fire Station #3, various offices, meeting/training rooms, and storage areas. In addition, Facility Services provides function set up for events such as City Council, Planning and Zoning, various Boards and Commissions, Department meetings, Municipal Court, training seminars, elections, ground breaking ceremonies and other special events.

GOALS AND OBJECTIVES

- Provide quality customer services in an effective and efficient manner.
- Promote and implement energy efficiency programs to reduce utility consumption.
- Provide high-quality preventative maintenance to extend the life of facilities.
- Provide safe and clean facilities.

FACILITY SERVICES

ORGANIZATION CHART



FACILITY SERVICES	2018-19	2019-20	2020-21
Facility Services Manager	1	1	1
Facility Services Supervisor	1	1	1
Facility Services Administrative Assistant	1	1	1
Facilities Technician	3	3	3
HVAC Technician	1	1	1
Facilities Maint Foreman	1	1	1
Facilities Maint Worker I	2	2	2
TOTAL POSITIONS	10	10	10

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Square footage maintained	267.578	286.636	301.656
City Buildings Maintained	24	26	27
Completed work orders	864	1010	1160
Internal Pest Control Services	120	130	140

FACILITY SERVICES

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Electrical Repairs	76	216	310
Plumbing Repairs	43	50	80
HVAC Repairs	121	780	800
Carpentry	87	127	145
Misc. / other	537	567	582

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	\$653,672	\$724,385	\$732,743
Supplies	102,432	69,054	145,900
City Support Services	0	200	5,000
Utility Services	176,962	186,000	171,000
Staff Support	5,605	8,800	12,800
Professional Services	82,988	92,000	85,746
Maintenance Services	427,285	469,299	428,536
Rental Equipment	400	500	500
Operating Equipment	5,670	1,500	16,500
Capital Outlay	36,438	35,000	30,000
<i>Total</i>	<i>\$1,491,452</i>	<i>\$1,586,738</i>	<i>\$1,628,725</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 2.6% from the FY 2019-20 year end estimates due personnel expenditures related to the classification and compensation study recommendation.

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
BUILDING MAINTENANCE =====							
<u>Personnel Services</u>							
878-511110 Regular	490,969	433,234	420,105	353,051	464,953	460,029	
878-511120 Overtime	21,522	19,583	19,012	17,856	20,000	22,769	
878-511180 LTD	1,561	1,291	1,292	329	329	1,416	
878-511210 Lonegevity	13,366	12,458	12,741	11,992	11,992	14,096	
878-511230 Certification Allowance	1,708	1,200	1,302	762	1,200	1,276	
878-511310 FICA-Employer	38,290	34,854	34,880	27,377	38,108	36,887	
878-511350 TMRS-Employer	85,148	75,595	72,861	56,024	79,603	81,019	
878-511410 Health-Employer	104,224	69,599	86,391	75,113	103,343	108,429	
878-511500 Workman's Compensation	<u>6,309</u>	<u>5,859</u>	<u>5,562</u>	<u>4,857</u>	<u>4,857</u>	<u>6,822</u>	
TOTAL Personnel Services	763,096	653,672	654,146	547,361	724,385	732,743	
<u>Supplies</u>							
878-521000 Operating Supplies	89,414	87,488	53,554	38,305	53,554	128,000	
878-521100 Office Supplies	1,277	1,777	1,500	340	1,500	2,000	
878-521200 Medical/Chem Supplies	12,336	10,878	13,000	4,633	13,000	13,000	
878-521300 Motor Vehicle Supplies	1,150	764	500	0	500	1,400	
878-521600 Equip Maint Supplies	<u>1,969</u>	<u>1,525</u>	<u>1,500</u>	<u>0</u>	<u>500</u>	<u>1,500</u>	
TOTAL Supplies	106,145	102,432	70,054	43,278	69,054	145,900	
<u>City Support Services</u>							
878-532400 Computer Fees & Licenses	<u>0</u>	<u>0</u>	<u>200</u>	<u>100</u>	<u>200</u>	<u>5,000</u>	
TOTAL City Support Services	0	0	200	100	200	5,000	
<u>Utility Services</u>							
878-533100 Gas Utility Service	3,705	5,634	5,000	3,432	5,000	5,000	
878-533200 Electric Utility Service	119,391	122,101	118,000	65,662	118,000	118,000	
878-533310 Telephone/Cell Phones	0	0	0	22	0	0	
878-533410 Water Utility Service	55,667	41,513	40,000	43,997	55,000	40,000	
878-533500 Vehicle Fuel	<u>8,553</u>	<u>7,714</u>	<u>8,000</u>	<u>4,264</u>	<u>8,000</u>	<u>8,000</u>	
TOTAL Utility Services	187,316	176,962	171,000	117,377	186,000	171,000	
<u>Operations Support</u>							
878-534800 Temporary Empl. Services	<u>30,671</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	30,671	0	0	0	0	0	
<u>Staff Support</u>							
878-535100 Uniforms	6,161	3,567	5,000	3,142	5,000	5,000	
878-535200 Awards	0	255	500	81	500	300	
878-535300 Memberships	321	195	500	293	500	500	
878-535500 Training/Travel	1,388	833	2,000	1,815	2,000	5,500	
878-535510 Meeting Expense	<u>876</u>	<u>755</u>	<u>1,500</u>	<u>247</u>	<u>800</u>	<u>1,500</u>	
TOTAL Staff Support	8,747	5,605	9,500	5,578	8,800	12,800	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
878-541300 Prof Services/Consultng	0	0	0	(581)	0	0	
878-541310 Contractual Services	46,333	82,988	92,000	61,143	92,000	85,746	
TOTAL Professional Services	46,333	82,988	92,000	60,563	92,000	85,746	
<u>Maintenance Services</u>							
878-551100 Building Maint Misc	176,366	401,087	475,566	124,018	446,299	395,000	
878-551100.Building Maint Misc - PD	0	0	433	853	0	0	
878-551100.Building Maint Misc - EMS1	0	0	158	158	0	0	
878-551100.Building Maint Misc - FD1	0	0	266	264	0	0	
878-551100.Building Maint Misc -F&F/PARK	0	0	280	280	0	0	
878-551100.Building Maint Misc - SENIOR	0	0	658	658	0	0	
878-551100.Building Maint Misc - LIB	0	0	2,515	2,140	0	0	
878-551100.Building Maint Misc - AAC	0	0	219	196	0	0	
878-551100.Building Maint Misc - BUNKER	0	0	600	600	0	0	
878-551110.Sitework - FD2	0	0	1,195	1,195	0	0	
878-551120.Roofing - CH	0	0	4,029	4,029	0	0	
878-551130 Plumbing - Misc.	0	0	62	62	0	0	
878-551130.Plumbing - ADM	0	0	1,255	1,638	0	0	
878-551130.Plumbing - PD	0	0	1,280	1,480	0	0	
878-551130.Plumbing - EMS1	0	0	299	290	0	0	
878-551130.Plumbing - SENIOR C	0	0	217	217	0	0	
878-551130.Plumbing - FD2	0	0	530	921	0	0	
878-551130.Plumbing - EMS4	0	0	7	6	0	0	
878-551130.Plumbing - LIB	0	0	749	9,616	0	0	
878-551130.Plumbing - YMCA	0	0	1,683	1,683	0	0	
878-551130.Plumbing - AAC	0	0	200	200	0	0	
878-551140 Electric - Misc.	0	0	9,744	9,499	0	0	
878-551140.Electric - CH	0	0	341	341	0	0	
878-551140.Electric - ADM	0	0	0	193	0	0	
878-551140.Electric - CIVIC C	0	0	471	691	0	0	
878-551140.Electric - PD	0	0	538	538	0	0	
878-551140.Electric - EMS1	0	0	210	210	0	0	
878-551140.Electric - FD1	0	0	57	57	0	0	
878-551140.Electric - F&F/PARKS	0	0	168	168	0	0	
878-551140.Electric - 11CP	0	0	1,432	259	0	0	
878-551140.Electric - PW	0	0	25	25	0	0	
878-551140.Electric - EMS4	0	0	72	72	0	0	
878-551140.Electric - LIB	0	0	9,158	9,158	0	0	
878-551140.Electric - YMCA	0	0	424	424	0	0	
878-551140.Electric - AAC	0	0	0	28	0	0	
878-551140.Electric - FD3	0	0	0	181	0	0	
878-551150 HVAC - Misc.	0	0	2,270	2,133	0	0	
878-551150.HVAC - CIVIC C	0	0	69	5,822	0	0	
878-551150.HVAC - PD	0	0	61	61	0	0	
878-551150.HVAC - EMS1	0	0	523	523	0	0	
878-551150.HVAC - EMS4	0	0	380	380	0	0	
878-551150.HVAC - LIB	0	0	1,074	1,074	0	0	
878-551150.HVAC - AAC	0	0	2,917	2,917	0	0	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
878-551150.HVAC - AQUATIC C	0	0	12,886	12,886	0	0	
878-551150.HVAC - FD3	0	0	199	199	0	0	
878-551160.Windows, Doors - CH	0	0	544	0	0	0	
878-551160.Windows, Doors - CIVIC C	0	0	429	429	0	0	
878-551160.Windows, Doors - PD	0	0	676	1,176	0	0	
878-551160.Windows, Doors - EMS1	0	0	1,068	1,453	0	0	
878-551160.Windows, Doors - FD1	0	0	0	602	0	0	
878-551160.Windows, Doors - EMS/PURCH	0	0	602	235	0	0	
878-551160.Windows, Doors - F&F/PARKS	0	0	235	0	0	0	
878-551160.Windows, Doors - 11CP	0	0	2,349	260	0	0	
878-551160.Windows, Doors - PW	0	0	280	280	0	0	
878-551160.Windows, Doors -FD2	0	0	277	277	0	0	
878-551160.Windows, Doors - LIB	0	0	0	544	0	0	
878-551160.Windows, Doors - AAC	0	0	208	131	0	0	
878-551170.Finishes - ADM	0	0	1,055	1,055	0	0	
878-551170.Finishes - CIVIC C	0	0	1,140	1,140	0	0	
878-551170.Finishes - PD	0	0	151	22,001	0	0	
878-551170.Finishes - EMS1	0	0	16,345	17,926	0	0	
878-551170.Finishes - F&F/PARKS	0	0	379	379	0	0	
878-551170.Finishes - PW	0	0	141	141	0	0	
878-551400 Minor & Other Equip Maint	6,318	6,259	5,000	3,502	5,000	0	
878-551800 Other Maintenance Agreements	31,951	19,939	18,198	14,686	18,000	33,536	
TOTAL Maintenance Services	214,636	427,285	584,297	264,555	469,299	428,536	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	4,718	400	500	80	500	500	
TOTAL Rental/Leasing	4,718	400	500	80	500	500	
<u>Operating Equipment</u>							
878-571600 Police/Fire/Medical Equipment	14,520	3,988	1,500	150	1,500	16,500	
878-571700 Improvement Under \$5,000	1,760	0	0	0	0	0	
878-571800 Equipment Less \$5,000	4,992	1,682	0	0	0	0	
TOTAL Operating Equipment	21,272	5,670	1,500	150	1,500	16,500	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	59,316	26,012	25,000	5,758	35,000	30,000	
878-581800 Equipment Over \$5,000	0	10,426	0	0	0	0	
TOTAL Capital Outlay	59,316	36,438	25,000	5,758	35,000	30,000	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,442,251	1,491,452	1,608,197	1,044,800	1,586,738	1,628,725	
<hr/>							
TOTAL INTERNAL SERVICE	5,334,250	5,994,326	6,671,465	4,147,625	6,210,063	6,742,533	

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
Professional Services							
Fund Charges/Transfers							
900-548404 Transfer Out - Capital Projec	0	0	4,000,000	0	0	500,000	
TOTAL Fund Charges/Transfers	0	0	4,000,000	0	0	500,000	
Maintenance Services							
Rental/Leasing							
TOTAL PROJECTS	0	0	4,000,000	0	0	500,000	

DEPARTMENT: 901 CITY ASSISTANCE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

The Senior Center is supported by contracting with the YMCA for programing and a vendor to support the meal program. The Senior Center provides a social environment for the local area seniors and a hot meal for them to enjoy.

The Patient Assistance program is an Interlocal Agreement between the City of Schertz and Guadalupe Valley Hospital. The Hospital agrees to provide prescription medication free of charge or at a low cost to citizens of Schertz who qualify for assistance under established guidelines. The Hospital agrees to maintain a part-time intake and information office in Schertz. Prescriptions will be filled and administered at the Hospital's Seguin facility. The City agrees to pay the hospital an agreed upon amount under the yearly contract. The Hospital agrees to provide written reports to the City and to provide the City with the complete budget for the Hospital's drug program. This contract is for \$5,000.

The City of Schertz also provides assistance to the Guadalupe Children's Advocacy Center. The Center provides a warm, homelike environment for children who visit to be interviewed about physical or sexual abuse. The Children's Advocacy Center's primary emphasis is placed on the well-being of the child to prevent further trauma. This agreement is for \$5,000

Transportation Assistance is provided through Alamo Regional Transit for senior citizens.

Starting in 2016-17 the City has entered into a support agreement with the Schertz Housing Authority to provide assistance in their mission of helping those in need find suitable living spaces.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
City Assistance	\$291,811	\$317,666	\$320,000
Operating Equipment	11,316	15,000	10,000
<i>Total</i>	<i>\$303,127</i>	<i>\$332,666</i>	<i>\$330,000</i>

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2020-21 Budget will decrease 0.8% from the FY 2019-20 year end estimate with no change in operations.

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

		(------ 2019-2020 -----) (------ 2020-2021 -----)					
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY'S ASSISTANCE =====							
<u>Utility Services</u>							
<u>City Assistance</u>							
901-537300 Patient Assistance	5,000	5,000	5,000	5,000	5,000	5,000	
901-537400 Transportation Assistance	28,872	42,666	45,000	42,666	42,666	45,000	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	5,000	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	5,000	5,000	5,000	
901-537700 Senior Citizens Program	<u>259,751</u>	<u>234,145</u>	<u>260,000</u>	<u>164,101</u>	<u>260,000</u>	<u>260,000</u>	
TOTAL City Assistance	303,623	291,811	320,000	221,767	317,666	320,000	
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	<u>8,467</u>	<u>11,316</u>	<u>10,000</u>	<u>4,322</u>	<u>15,000</u>	<u>10,000</u>	
TOTAL Operating Equipment	8,467	11,316	10,000	4,322	15,000	10,000	
TOTAL CITY'S ASSISTANCE	312,091	303,127	330,000	226,089	332,666	330,000	

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The court security fee and court technology fees are revenues that are restricted on use. The court technology must only be spent to purchase new or replacement devices to improve or maintain the efficiency of the Municipal Court. Approved purchases are computers, servers where court files are stored and computerized ticket writers. The court security fee can only be used to add or enhance security measure to the court room for the safety of staff and citizens. Currently the security fee will be used to offset a Deputy Marshal position which provides security for the Court.

	2018-19	2019-20	2020-21
Budget	Actual	Estimate	Budget
Operating Equipment	\$2,607	\$19,765	\$22,992
<i>Total</i>	<i>\$2,607</i>	<i>\$19,765</i>	<i>\$22,992</i>

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2020-21 Budget will increase \$3,227 from the FY 2019-20 to match the increase in court technology fee projections.

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	(----- 2019-2020 -----) Y-T-D ACTUAL	(----- 2019-2020 -----) PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	(----- 2020-2021 -----) ADOPTED BUDGET
COURT-RESTRICTED FUNDS							
=====							
Fund Charges/Transfers							
Operating Equipment							
910-571600 Court Technology Expenditure	6,500	2,607	22,992	0	19,765	22,992	
TOTAL Operating Equipment	6,500	2,607	22,992	0	19,765	22,992	
TOTAL COURT-RESTRICTED FUNDS	6,500	2,607	22,992	0	19,765	22,992	

101-GENERAL FUND

MISC & PROJECTS
EXPENDITURES

	(----- 2019-2020 -----)		(----- 2020-2021 -----)				
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LIBRARY CAMPAIGN PROJECT =====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL MISC & PROJECTS	318,591	305,733	4,352,992	226,089	352,431	852,992	
TOTAL EXPENDITURES	30,011,261 =====	31,680,098 =====	39,842,237 =====	23,496,480 =====	34,719,223 =====	37,214,581 =====	=====

FUND: 505 INTEREST & SINKING FUND

DESCRIPTION

This fund is used to account for the accumulation of resources for and the payment of general long term debt principal and interest on city debt. The Interest & Sinking portion of the property taxes are directly deposited by the County Tax Assessor's Office into this fund.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Taxes	\$6,414,868	\$6,733,000	\$6,980,821
Miscellaneous	170,594	127,500	115,000
<i>Total</i>	<i>\$6,585,462</i>	<i>\$6,860,500</i>	<i>\$7,095,821</i>
<i>Expenses</i>			
Professional Service	\$48,880	\$5,000	50,000
Debt Service	6,678,977	7,022,007	7,044,861
<i>Total</i>	<i>\$6,727,858</i>	<i>\$7,027,007</i>	<i>\$7,094,861</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2020-21 increase 3.4% from the FY 2019-20 estimate with higher property values.

Expenses: The FY 2020-21 Budget will increase 1.0% from the FY 2019-20 year end estimate following the debt service schedule.

505-TAX I &S

FINANCIAL SUMMARY

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,148,041	6,414,868	6,733,000	6,626,502	6,733,000	6,980,821	_____
Fund Transfers	0	0	144,003	0	0	0	_____
Miscellaneous	<u>6,557,697</u>	<u>170,594</u>	<u>150,000</u>	<u>68,920</u>	<u>127,500</u>	<u>115,000</u>	<u>_____</u>
TOTAL REVENUES	12,705,739	6,585,462	7,027,003	6,695,422	6,860,500	7,095,821	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>13,055,963</u>	<u>6,727,858</u>	<u>7,027,003</u>	<u>5,809,381</u>	<u>7,027,007</u>	<u>7,094,861</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	<u>13,055,963</u>	<u>6,727,858</u>	<u>7,027,003</u>	<u>5,809,381</u>	<u>7,027,007</u>	<u>7,094,861</u>	<u>_____</u>
TOTAL EXPENDITURES	13,055,963	6,727,858	7,027,003	5,809,381	7,027,007	7,094,861	
REVENUE OVER/ (UNDER) EXPENDITURES	(350,224)	(142,396)	(0)	886,041	(166,507)	960	=====
	=====	=====	=====	=====	=====	=====	=====

505-TAX I &S

REVENUES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411900 Property Tax Revenue	<u>6,148,041</u>	<u>6,414,868</u>	<u>6,733,000</u>	<u>6,626,502</u>	<u>6,733,000</u>	<u>6,980,821</u>	<u> </u>
TOTAL Taxes	6,148,041	6,414,868	6,733,000	6,626,502	6,733,000	6,980,821	<u> </u>
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>144,003</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Fund Transfers	0	0	144,003	0	0	0	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	4,352	6,774	6,000	1,671	2,500	0	<u> </u>
000-491200 Investment Income	57,576	44,102	44,000	17,249	25,000	15,000	<u> </u>
000-495015 Contribution from SED	360,769	0	0	0	0	0	<u> </u>
000-495020 Contribution From YMCA	100,000	100,000	100,000	50,000	100,000	100,000	<u> </u>
000-497000 Misc Income	0	277	0	0	0	0	<u> </u>
000-498000 Proceeds From Refunding Debt	<u>6,035,000</u>	<u>19,442</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Miscellaneous	<u>6,557,697</u>	<u>170,594</u>	<u>150,000</u>	<u>68,920</u>	<u>127,500</u>	<u>115,000</u>	<u> </u>
 TOTAL REVENUES	 12,705,739 =====	 6,585,462 =====	 7,027,003 =====	 6,695,422 =====	 6,860,500 =====	 7,095,821 =====	 =====

505-TAX I &S

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	(----- 2019-2020 -----) Y-T-D ACTUAL	(----- 2019-2020 -----) PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	(----- 2020-2021 -----) ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541500 Paying Agent	4,150	4,350	5,000	2,000	5,000	5,000	
101-541502 Cost of Bond Issuance	<u>76,056</u>	<u>44,530</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>45,000</u>	
TOTAL Professional Services	80,206	48,880	5,000	2,000	5,000	50,000	
<u>Debt Service</u>							
101-555612 Bond-GO Refunding 2010-Princi	285,000	300,000	0	0	0	0	
101-555612.Bond-GO Refundin 2010-Interes	38,475	4,500	0	0	0	0	
101-555628 Bond-GO 2007-Principal	0	0	0	0	0	325,000	
101-555628.Bond-CO 2007-Interest	0	0	0	0	0	98,800	
101-555629 Bond-GO 2007 Principal	290,000	300,000	315,000	315,000	315,000	0	
101-555629.Bond-GO 2007 Interest	136,312	124,305	111,823	59,117	111,823	0	
101-555630 Bond-GO SR2008 Principal	475,000	0	0	0	0	0	
101-555630.Bond-GO SR2008 Interest	9,809	0	0	0	0	0	
101-555631 Bond-GO SR2009 Principal	550,000	93,575	0	0	0	0	
101-555631.Bond-GO SR2009 Interest	249,138	120,100	0	0	0	0	
101-555633 Bond-GO SR2011 Principal	240,000	250,000	260,000	260,000	260,000	270,000	
101-555633.Bond-GO SR2011 Interest	327,038	318,463	308,888	157,044	308,888	296,938	
101-555634 Bond-GO 2011A Refund-Principa	635,000	485,000	475,000	475,000	475,000	485,000	
101-555634.Bond-GO 2011A Refund-Interest	87,701	74,515	63,551	34,542	63,551	52,367	
101-555635 Bond-GO 2012 - Principal	335,000	345,000	355,000	355,000	355,000	365,000	
101-555635.Bond-GO 2012 - Interest	168,095	157,945	149,170	77,248	149,170	138,370	
101-555636 Tax Note - SR2013 - Principal	170,000	0	0	0	0	0	
101-555636.Tax Note - SR2013 - Interest	1,445	0	0	0	0	0	
101-555637 Tax Note - SR2013A - Principa	165,000	0	0	0	0	0	
101-555637.Tax Note - SR2013A - Interest	1,072	0	0	0	0	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	100,000	
101-555638.Bond-GO 2014 Refund-Interest	289,775	286,775	283,775	142,638	283,775	280,775	
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	35,000	0	35,000	40,000	
101-555639.Tax Note - SR2015 - Interest	2,532	1,923	1,313	652	1,313	700	
101-555640 Bond-Ref 2015 Bond-Principal	490,000	660,000	675,000	675,000	675,000	690,000	
101-555640.Bond-GO Ref 2015-Interest	92,725	81,225	66,188	37,313	66,188	47,400	
101-555641 Tax Note - SR2015A-Principal	145,000	150,000	150,000	0	150,000	150,000	
101-555641.Tax Note - SR2015A - Interest	11,507	9,267	7,007	3,504	7,007	4,697	
101-555642 Bond-GO SR2016-Principal	205,000	215,000	225,000	225,000	225,000	235,000	
101-555642.Bond-GO SR2016-Interest	167,606	159,206	150,406	77,453	150,406	141,207	
101-555643 Bond-TaxableB CO SR2016-Princ	55,000	55,000	60,000	60,000	60,000	60,000	
101-555643.Bond-Taxable CO SR2016-Intere	47,238	45,588	43,863	22,381	43,863	42,063	
101-555644 Bond-NonTaxA CO SR2016-Princi	165,000	175,000	180,000	180,000	180,000	190,000	
101-555644.Bond-NonTax CO SR2016-Interes	69,469	62,669	55,569	29,584	55,569	48,169	
101-555645 Bond-CO SR2017-Principal	245,000	280,000	357,413	290,000	357,413	405,000	
101-555645.Bond-CO SR2017 - Interest	178,688	139,025	63,063	67,413	63,063	126,800	
101-555646 Bond-GO SR2017 - Principal	135,000	150,000	155,000	155,000	155,000	160,000	
101-555646.Bond-GO SR2017 - Interest	143,944	114,225	109,650	55,988	109,650	104,925	
101-555647 Bond-GO 2018 Refund- Principa	0	550,000	560,000	560,000	560,000	570,000	
101-555647.Bond-GO 2018 Refund - Interes	73,567	122,112	110,346	58,141	110,346	98,368	
101-555648 Bond-CO SR2018 - Principal	0	210,000	220,000	220,000	220,000	235,000	

505-TAX I &S

GENERAL GOVERNMENT
EXPENDITURES

		(------ 2019-2020 -----) (------ 2020-2021 -----)					
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
101-555648.Bond-CO 2018 - Interest	0	214,951	187,263	96,381	187,263	175,888	
101-555649 Bond-GO 2018 Ref - Principal	0	95,000	580,000	580,000	580,000	530,000	
101-555649.Bond-GO 2018 Ref - Interest	0	193,609	227,444	120,972	227,444	199,694	
101-555650 Bond-CO 2019-Principal	0	0	250,000	250,000	250,000	255,000	
101-555650.Bond-CO 2019-Interest	0	0	130,275	67,013	130,275	122,700	
TOTAL Debt Service	6,816,134	6,678,977	7,022,003	5,807,381	7,022,007	7,044,861	
<u>Other Financing Sources</u>							
101-556300 Payment To Refund Debt	6,159,623	0	0	0	0	0	
TOTAL Other Financing Sources	6,159,623	0	0	0	0	0	
TOTAL NON DEPARTMENTAL	13,055,963	6,727,858	7,027,003	5,809,381	7,027,007	7,094,861	
TOTAL GENERAL GOVERNMENT	13,055,963	6,727,858	7,027,003	5,809,381	7,027,007	7,094,861	
TOTAL EXPENDITURES	13,055,963 =====	6,727,858 =====	7,027,003 =====	5,809,381 =====	7,027,007 =====	7,094,861 =====	=====

FUND: 202 WATER & SEWER

DESCRIPTION

The Water & Sewer Fund tracks revenue and expenses for the City's water, sewer, and solid waste functions and is managed by the Public Works Department. Staff is responsible for the planning, operation, and maintenance of the "retail" water and wastewater service and infrastructure. This includes the water distribution system, wastewater collection system, and utility billing office. The City's "wholesaler" for water production and transport is the Schertz-Seguin Local Government Corporation. Wastewater treatment is handled by the Cibolo Creek Municipal Authority. Garbage collection is handled by Bexar Waste.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenues</i>			
Franchises	\$224,928	\$261,992	\$238,750
Permits	0	3,000	0
Fees	24,575,500	25,907,843	24,803,500
Fund Transfers	348,302	146,400	146,400
Miscellaneous	2,476,326	855,618	315,718
<i>Total</i>	<i>\$27,124,473</i>	<i>\$27,174,853</i>	<i>\$25,504,368</i>
<i>Expenses</i>			
Non Departmental	\$4,691,243	\$4,215,105	\$0
Business Office	828,453	965,105	901,536
W&S Administration	23,542,137	23,229,289	23,828,299
Projects	0	1,638,000	0
<i>Total</i>	<i>\$28,233,380</i>	<i>\$29,082,394</i>	<i>\$24,727,835</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2020-21 are expected to decrease 6.1% from the FY 2019-20 year end estimate with lower water and sewer fees after COVID-19.

Expenses: The FY 2020-21 Budget decreases 15.0% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the W&S Administration.

202-WATER & SEWER

FINANCIAL SUMMARY

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	263,469	224,928	227,380	261,992	261,992	238,750	
Permits	0	0	0	3,000	3,000	0	
Fees	23,293,054	24,074,917	24,575,500	18,656,813	25,907,843	24,803,500	
Fund Transfers	141,510	348,302	4,271,255	109,800	146,400	146,400	
Miscellaneous	<u>3,495,149</u>	<u>2,476,326</u>	<u>465,218</u>	<u>310,442</u>	<u>855,618</u>	<u>315,718</u>	
TOTAL REVENUES	27,193,182	27,124,473	29,539,353	19,342,047	27,174,853	25,504,368	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	5,877,000	3,862,790	3,250,000	0	3,250,000	0	
BUSINESS OFFICE	<u>822,393</u>	<u>828,453</u>	<u>946,023</u>	<u>681,054</u>	<u>965,105</u>	<u>901,536</u>	
TOTAL GENERAL GOVERNMENT	6,699,393	4,691,243	4,196,023	681,054	4,215,105	901,536	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>21,777,119</u>	<u>23,542,137</u>	<u>23,705,330</u>	<u>16,343,962</u>	<u>23,229,289</u>	<u>23,828,299</u>	
TOTAL PUBLIC WORKS	21,777,119	23,542,137	23,705,330	16,343,962	23,229,289	23,828,299	
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>1,638,000</u>	<u>139,507</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>1,638,000</u>	<u>139,507</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	28,476,512	28,233,380	29,539,353	17,164,522	27,444,394	24,729,835	
REVENUE OVER/ (UNDER) EXPENDITURES	(1,283,330)	(1,108,907)	0	2,177,525	(269,541)	774,533	
	=====	=====	=====	=====	=====	=====	=====

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET
AS OF: JUNE 30TH, 2020

REVENUES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Franchises</u>							
000-421490 Cell Tower Leasing	263,469	224,928	227,380	261,992	261,992	238,750	
TOTAL Franchises	263,469	224,928	227,380	261,992	261,992	238,750	
<hr/>							
<u>Permits</u>							
000-436010 Network Nodes	0	0	0	3,000	3,000	0	
TOTAL Permits	0	0	0	3,000	3,000	0	
<hr/>							
<u>Fees</u>							
000-455200 Garbage Collection Fee	4,960,183	5,130,049	5,280,000	3,869,479	5,200,000	5,280,000	
000-455500 Water & Sewer Transfer Fee (10)		10	0	0	0	0	
000-455600 Fire Line Fees	29,015	33,160	33,000	0	0	33,000	
000-455700 Recycle Fee Revenue	305,469	328,531	336,000	247,345	330,000	336,000	
000-455800 W&S Line Constructn Reimbur	36,474	23,182	20,000	21,427	21,427	20,000	
000-457100 Sale of Water	10,666,527	11,089,576	10,914,000	8,310,357	12,000,000	11,100,000	
000-457110 Edwards Water Lease	54,872	34,244	40,000	55,616	55,616	40,000	
000-457120 Water Transfer Charge-Selma	26,420	50,571	30,000	17,169	34,000	30,000	
000-457200 Sale of Meters	143,916	95,390	120,000	83,360	103,000	120,000	
000-457400 Sewer Charges	6,816,996	7,281,618	7,550,000	5,917,379	7,900,000	7,592,000	
000-457500 Water Penalties	250,316	5,659	250,000	132,205	260,000	250,000	
000-459200 NSF Check Fee-Water&Sewer	2,875	2,925	2,500	2,475	3,800	2,500	
TOTAL Fees	23,293,054	24,074,917	24,575,500	18,656,813	25,907,843	24,803,500	
<hr/>							
<u>Fund Transfers</u>							
000-486000 Transfer In - Reserves	0	0	4,124,855	0	0	0	
000-486100 Transfer In	0	207,302	0	0	0	0	
000-486204 Interfnd Chrg-Drainage Billin	141,510	141,000	146,400	109,800	146,400	146,400	
TOTAL Fund Transfers	141,510	348,302	4,271,255	109,800	146,400	146,400	
<hr/>							
<u>Miscellaneous</u>							
000-490000 Misc Charges	10,989	10,434	5,000	5,787	10,400	10,500	
000-491000 Interest Earned	44,859	69,496	75,000	22,036	440,000	40,000	
000-491200 Investment Income	158,054	227,580	240,000	136,361	200,000	120,000	
000-495013 Capital Contribution-W&S	3,132,348	1,975,524	0	0	0	0	
000-496000 Water Construction Reserve Ac	1	0	0	1	0	0	
000-497000 Misc Income-W&S	17,267	55,590	20,000	75,537	80,000	20,000	
000-498110 Salary Reimb-SSLGC	131,630	137,703	125,218	70,720	125,218	125,218	
000-498200 Reimbursmnt-W&S Project	1	0	0	0	0	0	
TOTAL Miscellaneous	3,495,149	2,476,326	465,218	310,442	855,618	315,718	
<hr/>							
TOTAL REVENUES	27,193,182	27,124,473	29,539,353	19,342,047	27,174,853	25,504,368	
	=====	=====	=====	=====	=====	=====	=====

202-WATER & SEWER

GENERAL GOVERNMENT
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<hr/>							
<u>Professional Services</u>							
<hr/>							
<u>Fund Charges/Transfers</u>							
101-548406 Transfer To Public Improvemen	<u>5,825,000</u>	<u>3,800,000</u>	<u>3,250,000</u>	<u>0</u>	<u>3,250,000</u>	<u>0</u>	<u></u>
TOTAL Fund Charges/Transfers	5,825,000	3,800,000	3,250,000	0	3,250,000	0	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Other Financing Sources</u>							
101-556000 Issuance Costs	<u>52,000</u>	<u>62,790</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Other Financing Sources	52,000	62,790	0	0	0	0	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL NON DEPARTMENTAL	5,877,000	3,862,790	3,250,000	0	3,250,000	0	

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

DEPARTMENT DESCRIPTION

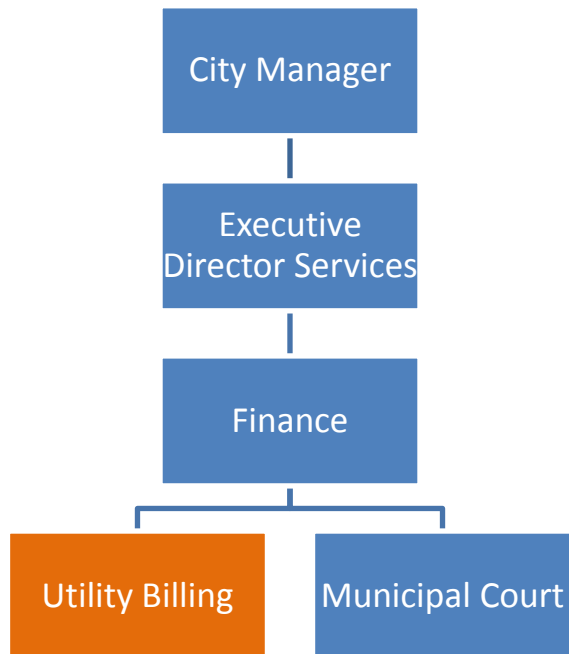
Read meters for calculating usage. Prepare all utility bills for mailing. Collect utility payments and post to customer's account. Set up new customer accounts. Conduct sewer averaging annually. Collect payments for other departments. Collect debt for various departments. Solve complaints in timely and fair manner. Collect payments for other utilities and service providers. Take care of meter box maintenance.

GOALS AND OBJECTIVES

- Continue to provide friendly and efficient services to our customers.
 - To encourage and educate our customers to use delivery of e-mail statements.
 - To encourage and educate our customers to pay their utility bill by using the City's automatic draft payments services, online web payments, and e-services through their financial institution.
 - To read water meters in a safe, reliable, and efficient manner
 - Provide accurate and expedited utility billing statements
-

UTILITY BILLING

ORGANIZATIONAL CHART



UTILITY BILLING	2018-19	2019-20	2020-21
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	2	0
Utility Billing Clerk	2	2	4
Meter Tech I	2	2	3
Meter Tech II	1	1	0
TOTAL POSITIONS	9	9	9

UTILITY BILLING

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	\$434,343	\$481,310	\$496,696
Supplies	2,308	3,200	5,100
City Support Services	250	42,900	5,000
Utility Services	6,763	9,200	9,200
Operations Support	126,535	124,500	120,500
Staff Support	4,822	4,460	6,400
Professional Services	246,532	242,800	253,000
Maintenance Services	6,540	6,500	5,040
Operating Equipment	360	430	600
Capital Outlay	0	49,805	0
<i>Total</i>	<i>\$828,453</i>	<i>\$965,105</i>	<i>\$901,536</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget decreases 9.6% from the FY 2019-20 year end estimate. Personnel increases from the classification and compensation study recommendation are offset by no capital outlay purchases and no software upgrades for FY 2020-21.

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET
AS OF: JUNE 30TH, 2020

GENERAL GOVERNMENT

EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
BUSINESS OFFICE							
=====							
<u>Personnel Services</u>							
176-511110 Regular	293,782	298,731	317,221	244,336	317,221	325,655	
176-511120 Overtime	6,797	4,945	3,200	4,294	6,000	6,845	
176-511180 LTD	891	816	983	221	221	1,010	
176-511210 Longevity	5,611	4,646	5,546	5,546	5,546	6,164	
176-511310 FICA - Employer	22,643	23,430	24,936	18,715	24,936	25,908	
176-511350 TMRS-Employer	54,856	49,628	52,676	36,481	52,676	55,261	
176-511410 Health-Employer	67,161	50,494	73,290	54,008	73,290	74,167	
176-511500 Workers' Compensation	<u>1,461</u>	<u>1,654</u>	<u>1,626</u>	<u>1,420</u>	<u>1,420</u>	<u>1,686</u>	
TOTAL Personnel Services	453,201	434,343	479,478	365,021	481,310	496,696	
<u>Supplies</u>							
176-521000 Operating Supplies	1,164	873	1,700	1,505	1,700	3,000	
176-521100 Office Supplies	<u>1,752</u>	<u>1,435</u>	<u>2,100</u>	<u>845</u>	<u>1,500</u>	<u>2,100</u>	
TOTAL Supplies	2,916	2,308	3,800	2,351	3,200	5,100	
<u>Human Services</u>							
<u>City Support Services</u>							
176-532400 Computer Fees & Licenses	0	0	0	42,271	42,271	0	
176-532900 Contingencies	<u>1</u>	<u>250</u>	<u>4,501</u>	<u>629</u>	<u>629</u>	<u>5,000</u>	
TOTAL City Support Services	1	250	4,501	42,900	42,900	5,000	
<u>Utility Services</u>							
176-533310 Telephone/Cell Phone	1,026	1,914	2,345	1,562	1,700	3,200	
176-533500 Vehicle Fuel	<u>0</u>	<u>4,849</u>	<u>9,000</u>	<u>5,159</u>	<u>7,500</u>	<u>6,000</u>	
TOTAL Utility Services	1,026	6,763	11,345	6,721	9,200	9,200	
<u>Operations Support</u>							
176-534000 Postage	72,670	80,006	93,000	52,794	75,000	90,000	
176-534200 Printing & Binding	43,682	41,915	56,000	14,454	40,000	21,000	
176-534300 Equipment Maintenance - Copie	9,028	4,614	9,500	0	9,500	9,500	
176-534800 Temporary Empl. Services	<u>16,037</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	141,417	126,535	158,500	67,248	124,500	120,500	
<u>Staff Support</u>							
176-535100 Uniforms	2,715	1,950	2,709	1,341	2,000	2,300	
176-535200 Awards	30	193	200	0	200	200	
176-535300 Memberships	30	30	100	37	10	100	
176-535500 Training/Travel	802	2,516	3,500	1,636	2,000	3,500	
176-535510 Meeting Expenses	<u>179</u>	<u>133</u>	<u>250</u>	<u>222</u>	<u>250</u>	<u>300</u>	
TOTAL Staff Support	3,755	4,822	6,759	3,236	4,460	6,400	

202-WATER & SEWER

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
176-541800 Credit Card Fees	208,802	243,699	240,000	168,800	240,000	250,000	
176-541810 Credit Cards Fees - AMEX	<u>1,498</u>	<u>2,833</u>	<u>3,000</u>	<u>1,183</u>	<u>2,800</u>	<u>3,000</u>	
TOTAL Professional Services	210,300	246,532	243,000	169,982	242,800	253,000	
<hr/>							
<u>Fund Charges/Transfers</u>							
<hr/>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>6,120</u>	<u>6,540</u>	<u>8,040</u>	<u>3,360</u>	<u>6,500</u>	<u>5,040</u>	
TOTAL Maintenance Services	6,120	6,540	8,040	3,360	6,500	5,040	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	3,147	360	600	430	430	600	
176-571400 Communication Equip LESS \$500	<u>510</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	3,657	360	600	430	430	600	
<hr/>							
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	0	0	30,000	0	30,000	0	
176-581700 IMPROVEMENTS OVER \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,805</u>	<u>19,805</u>	<u>0</u>	
TOTAL Capital Outlay	0	0	30,000	19,805	49,805	0	
<hr/>							
TOTAL BUSINESS OFFICE	822,393	828,453	946,023	681,054	965,105	901,536	
<hr/>							
TOTAL GENERAL GOVERNMENT	6,699,393	4,691,243	4,196,023	681,054	4,215,105	901,536	

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

DEPARTMENT DESCRIPTION

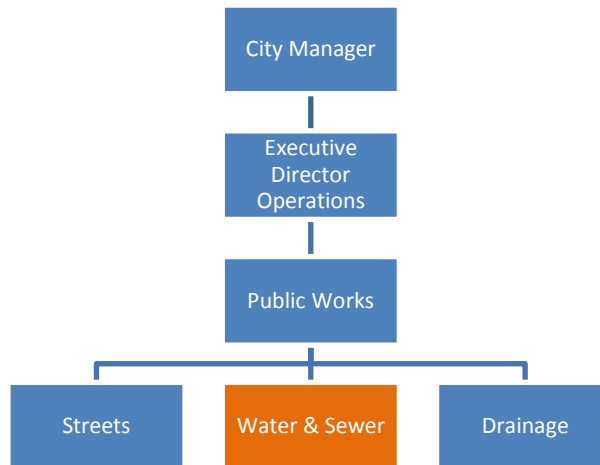
The Water and Wastewater division of Public Works provides reliable water and wastewater services to all Schertz residents through maintenance, repair, strategic planning, inspection of new infrastructure, and the expansion of water and wastewater services. As part of this division's service to the community, the employees offer excellent customer service, participate in community events, provide a weekly chipping service, meet with developers and utility providers, review plat and subdivision plans, as well as review water and wastewater construction plans. In addition, the Water and Wastewater division oversees the drought and water conservation plans/ordinance, provides letters of availability and Certificates of Convenience and Necessity, assists other departments, and conduct department training, education, and planning.

GOALS AND OBJECTIVES

- Provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations.
- Ensure an adequate future water supply.
- Engage personnel in making decisions to strengthen ability to respond promptly to daily events.
- Emphasize safety to our employees to reduce preventable accidents.
- Promote water conservation, delivery of quality services, and providing accurate and timely responses to customer requests.

ORGANIZATION CHART

WATER AND SEWER ADMINISTRATION



WATER & SEWER ADMINISTRATION	2018-19	2019-20	2020-21
Director	1	1	1
Assistant Director(Water/Wastewater Manager)	1	1	1
Senior Administrative Assistant	1	1	1
Clerk/Dispatcher	1	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Water & Sewer Supervisor (Superintendent)	1	1	1
Water & Sewer Foreman	1	1	1
Serviceman III	1	1	1
Serviceman II	5	5	5
Serviceman I	10	10	10
TOTAL POSITIONS	23	23	23

WATER AND SEWER ADMINISTRATION

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Water Accounts	16434	16734	17000
Miles of Water Main	227	230	232
Miles of Sewer Main	115	118	122

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Gallons Pumped (Edwards), acre feet	125	135	138
Gallons Received (SSLGC), acre feet	5224	6000	6000
Gallons Distributed, acre feet	4937	5300	5500

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
New Meter Installed	311	350	350
New Service Taps	0	10	10
Water Service Calls	1085	1250	1250
Water Main Break, Service Repair Calls	1079	1200	1200
Sewer Backup and Repair Calls	784	825	850

WATER AND SEWER ADMINISTRATION

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	\$1,350,479	\$1,494,633	\$1,543,403
Supplies	313,562	222,200	187,500
City Support Services	52,962	62,860	166,535
Utility Services	3,480,075	3,554,550	3,575,800
Operations Support	9,193	11,250	11,300
Staff Support	35,762	38,000	39,500
City Assistance	205	500	500
Professional Services	373,084	349,000	409,615
Fund Charges/Transfers	8,545,539	6,355,534	6,470,624
Maintenance Services	8,857,026	8,835,140	9,166,090
Other Costs	38,436	40,000	40,000
Debt Service	480,954	2,100,622	2,106,932
Rental/Leasing	(30,307)	4,000	4,500
Operating Equipment	35,167	12,000	8,000
Capital Outlay	0	149,000	98,000
<i>Total</i>	<i>\$23,542,137</i>	<i>\$23,229,289</i>	<i>\$23,828,299</i>
Projects	\$0	\$1,638,000	\$0

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 2.6% from the FY 2019-20 year end estimate for increased sewer treatment costs from the new winter average. Additional increases include personnel expenditures related to being fully staffed and for the classification and compensation study recommendation.

202-WATER & SEWER

PUBLIC WORKS		----- 2019-2020 -----						----- 2020-2021 -----	
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
W & S ADMINISTRATION									
=====									
<u>Personnel Services</u>									
575-511110 Regular	814,575	882,187	949,873	809,169	949,873	988,783			
575-511120 Overtime	35,780	40,045	17,945	40,069	53,000	21,213			
575-511180 LTD	2,577	2,618	3,005	719	719	3,160			
575-511210 Longevity	22,187	20,146	27,542	22,381	22,381	24,270			
575-511230 Certification Allowance	13,606	15,798	13,201	10,948	13,201	13,201			
575-511240 Vehicle/phone Allowance	0	0	0	519	900	900			
575-511310 FICA - Employer	63,139	70,862	76,758	63,294	76,758	79,885			
575-511350 TMRS-Employer	150,648	153,905	160,789	127,161	160,789	170,396			
575-511410 Health-Employer	149,132	155,416	208,469	167,536	208,469	231,608			
575-511500 Workers' Compensation	8,212	9,503	9,783	8,543	8,543	9,987			
TOTAL Personnel Services	1,259,856	1,350,479	1,467,365	1,250,338	1,494,633	1,543,403			
<u>Supplies</u>									
575-521000 Operating Supplies	8,247	11,240	9,000	5,807	9,000	9,000			
575-521100 Office Supplies	1,004	1,478	1,500	1,398	1,500	1,500			
575-521200 Medical/Chem Supplies	1,023	955	1,500	812	1,200	1,500			
575-521400 Plumbing Supplies	17,818	78,927	50,000	29,202	50,000	50,000			
575-521405 Water Meters-New	150,235	220,754	125,000	119,508	160,000	125,000			
575-521600 Equip Maint Supplies	9	208	500	0	500	500			
TOTAL Supplies	178,336	313,562	187,500	156,727	222,200	187,500			
<u>Human Services</u>									
<u>City Support Services</u>									
575-532500 City Insurance-Commercial	45,441	51,068	50,068	56,697	56,697	57,000			
575-532800 Employee Appreciation Events	1,953	1,894	2,500	1,996	2,500	2,500			
575-532900 Contingencies	12,435	0	107,035	3,663	3,663	107,035			
TOTAL City Support Services	59,829	52,962	159,603	62,356	62,860	166,535			
<u>Utility Services</u>									
575-533100 Gas Utility Service	1,178	1,377	1,500	1,321	1,500	1,500			
575-533200 Electric Utility Service	295,137	302,733	320,000	179,781	305,000	320,000			
575-533310 Telephone/Cell Phones	2,729	2,543	3,500	1,422	3,000	3,500			
575-533320 Telephone/Air Cards	218	170	800	124	350	800			
575-533400 Water Purchase	3,175,122	3,129,241	3,200,000	2,322,605	3,200,000	3,200,000			
575-533410 Water Utility Service	9,456	1,538	10,000	1,264	2,200	10,000			
575-533500 Vehicle Fuel	44,240	42,472	40,000	28,239	42,500	40,000			
TOTAL Utility Services	3,528,081	3,480,075	3,575,800	2,534,756	3,554,550	3,575,800			

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

PUBLIC WORKS

EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
575-534000 Postage	207	272	300	147	250	300	
575-534100 Advertising	971	2,950	5,000	3,350	5,000	5,000	
575-534200 Printing & Binding	38	284	500	0	500	500	
575-534300 Equipment Maintenance - Copie	<u>5,202</u>	<u>5,687</u>	<u>5,500</u>	<u>4,880</u>	<u>5,500</u>	<u>5,500</u>	
TOTAL Operations Support	6,419	9,193	11,300	8,377	11,250	11,300	
<u>Staff Support</u>							
575-535100 Uniforms	8,982	17,645	15,000	14,871	15,000	16,500	
575-535300 Memberships	5,758	5,946	6,000	5,701	6,000	6,000	
575-535500 Training/Travel	8,973	11,013	15,000	10,085	15,000	15,000	
575-535510 Meeting Expenses	1,648	1,158	2,000	1,124	2,000	2,000	
575-535600 Professional Certification	<u>222</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	25,583	35,762	38,000	31,781	38,000	39,500	
<u>City Assistance</u>							
575-537100 Medical Services	<u>333</u>	<u>205</u>	<u>1,500</u>	<u>76</u>	<u>500</u>	<u>500</u>	
TOTAL City Assistance	333	205	1,500	76	500	500	
<u>Professional Services</u>							
575-541200 Legal Svcs	211,625	178,159	200,000	202,548	220,000	200,000	
575-541300 Other Cons'l/Prof Services	102,431	82,647	112,965	24,655	29,000	112,965	
575-541305 Cell Tower Management Fees	64,122	80,634	68,214	77,585	80,000	71,650	
575-541400 Auditor/Accounting Service	24,000	30,644	24,000	19,000	19,000	24,000	
575-541500 Paying Agent	800	1,000	1,000	600	1,000	1,000	
575-541650 Misc Expenses	<u>203</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	403,181	373,084	406,179	324,388	349,000	409,615	
<u>Fund Charges/Transfers</u>							
575-548040 Contribution To CVLGC	300,000	480,000	100,000	100,000	100,000	300,000	
575-548050 Contribution to SSLG	2,906,068	3,807,218	4,006,734	3,646,879	4,006,734	3,875,323	
575-548060 Contribution to CCMA	410,650	577,775	726,800	103,925	726,800	723,850	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548106 Transfer Out- Special Events	3,640	0	0	0	0	0	
575-548600 Inter-fund Charges-Admin	1,344,140	1,365,998	1,385,000	1,038,750	1,385,000	1,450,827	
575-548610 Interfund Charge-Fleet	129,890	140,288	132,937	99,703	133,000	116,624	
575-548700 Bad Debt Expense	70,807	0	0	0	0	0	
575-548800 Depreciation Expense	2,150,733	2,162,879	0	0	0	0	
575-548900 Amortization Expense	<u>0</u>	<u>11,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	7,315,927	8,545,539	6,355,471	4,989,257	6,355,534	6,470,624	

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

PUBLIC WORKS

EXPENDITURES

			2019-2020		2020-2021		
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Maintenance Services</u>							
575-551100 Building Maintenance	1,572	6	5,000	1,639	5,000	5,000	
575-551300 Computer Maintenance	6,218	6,377	17,500	8,992	12,000	17,500	
575-551400 Minor & Other Equip Maint	25	167	2,500	1,124	2,500	2,500	
575-551500 Water Maintenance	138,060	152,846	155,000	27,588	155,000	155,000	
575-551510 Waste Contractor Expense	4,687,548	4,848,197	4,540,000	2,943,964	4,500,000	4,721,600	
575-551520 Sewer Treatment-CCMA/MUD	3,636,298	3,797,306	4,316,000	2,176,733	4,000,000	4,100,000	
575-551530 Sewer Maintenance	28,650	32,067	84,000	68,438	80,000	84,000	
575-551540 I&I Maintenance	0	6,033	60,000	0	60,000	60,000	
575-551600 Street Maintenance Materials	20,867	13,736	20,000	18,784	20,000	20,000	
575-551720 Low Flow Rebate Program	50	50	250	300	400	250	
575-551800 Other Maintenance Agreements	260	240	240	160	240	240	
TOTAL Maintenance Services	8,519,547	8,857,026	9,200,490	5,247,722	8,835,140	9,166,090	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	36,615	38,436	40,000	36,605	40,000	40,000	
TOTAL Other Costs	36,615	38,436	40,000	36,605	40,000	40,000	
<u>Debt Service</u>							
575-555900 Debt Service	0	0	1,500,000	1,240,000	1,500,000	1,560,000	
575-555900 Interest Expense	382,603	480,954	600,622	311,501	600,622	546,932	
TOTAL Debt Service	382,603	480,954	2,100,622	1,551,501	2,100,622	2,106,932	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,783	2,866	3,500	2,952	3,500	3,500	
575-561100 Rental-Equipment	0	0	1,000	0	500	1,000	
575-561200 Lease/Purchase Payments	54,000	(33,173)	0	104,000	0	0	
TOTAL Rental/Leasing	56,783	(30,307)	4,500	106,952	4,000	4,500	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	1,072	3,321	5,000	2,247	5,000	5,000	
575-571200 Vehicles & Access. LESS \$5,00	0	3,621	0	0	0	0	
575-571500 Minor Equipment	2,954	0	3,000	6,364	7,000	3,000	
575-571800 Equipment Under \$5,000	0	28,224	0	0	0	0	
TOTAL Operating Equipment	4,025	35,167	8,000	8,611	12,000	8,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	60,000	0	60,000	0	
575-581800 Equipment Over \$5,000	0	0	89,000	34,514	89,000	98,000	
TOTAL Capital Outlay	0	0	149,000	34,514	149,000	98,000	

202-WATER & SEWER

PUBLIC WORKS EXPENDITURES	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Water Line Relocation</u>	_____	_____	_____	_____	_____	_____	_____
<u>Aviation Heights</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL W & S ADMINISTRATION	21,777,119	23,542,137	23,705,330	16,343,962	23,229,289	23,828,299	
TOTAL PUBLIC WORKS	21,777,119	23,542,137	23,705,330	16,343,962	23,229,289	23,828,299	

202-WATER & SEWER

MISC & PROJECTS
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
City Support Services							
Operations Support							
Professional Services							
900-541100 ENGINEERING	0	0	0	16,223	0	0	
900-541300 PROFESSIONAL SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	0	0	0	16,723	0	0	
Fund Charges/Transfers							
Maintenance Services							
900-551900 CONSTRUCTION	<u>0</u>	<u>0</u>	<u>1,638,000</u>	<u>122,784</u>	<u>0</u>	<u>0</u>	
TOTAL Maintenance Services	0	0	1,638,000	122,784	0	0	
Rental/Leasing							
TOTAL PROJECTS	0	0	1,638,000	139,507	0	0	

202-WATER & SEWER

MISC & PROJECTS
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FM3009 RD&BRIDGE EXPNSN							
=====							
Professional Services							
Maintenance Services							
TOTAL MISC & PROJECTS	0	0	1,638,000	139,507	0	0	
TOTAL EXPENDITURES	28,476,512	28,233,380	29,539,353	17,164,522	27,444,394	24,729,835	
	=====	=====	=====	=====	=====	=====	=====

FUND: 411 CAPITAL RECOVERY FUND

WATER

(Water & Sewer)

DESCRIPTION

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum. Capital Recovery projects are based on the number of connections sold to increase pumping, storage and transmission water lines, and wastewater programs. Impact funds (Capital Recovery) must be used within ten years of collection date. All water and wastewater improvements are constructed to meet State Board of Insurance and Texas Commission on Environmental Quality rules and regulations. The Sewer Capital Recovery portion was moved to its own fund in FY 2013-14.

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
 - Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
 - Provide citizens with quality projects completed on-time and on-budget.
 - Design a 3 million gallon ground storage and booster station
 - State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.
-

CAPITAL RECOVERY FUND - WATER

PERFORMANCE INDICATORS

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$1,061,672	\$1,100,000	\$1,100,000
Miscellaneous	161,999	169,000	72,000
<i>Total</i>	<i>\$1,223,672</i>	<i>\$1,269,000</i>	<i>\$1,172,000</i>
<i>Expenses</i>			
Non Departmental	\$1,375,984	\$103,500	\$206,000
<i>Total</i>	<i>\$1,375,984</i>	<i>\$103,500</i>	<i>\$206,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.

411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	1,544,962	1,061,672	1,100,000	939,677	1,100,000	1,100,000	
Miscellaneous	<u>102,749</u>	<u>161,999</u>	<u>180,000</u>	<u>77,774</u>	<u>169,000</u>	<u>72,000</u>	
TOTAL REVENUES	1,647,711	1,223,672	1,280,000	1,017,451	1,269,000	1,172,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>1,000</u>	<u>1,375,984</u>	<u>256,000</u>	<u>52,015</u>	<u>103,500</u>	<u>206,000</u>	
TOTAL GENERAL GOVERNMENT	1,000	1,375,984	256,000	52,015	103,500	206,000	
<u>MISC & PROJECTS</u>							
TOTAL EXPENDITURES	1,000	1,375,984	256,000	52,015	103,500	206,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,646,711</u> =====	<u>(152,312)</u> =====	<u>1,024,000</u> =====	<u>965,436</u> =====	<u>1,165,500</u> =====	<u>966,000</u> =====	<u>=====</u>

411-CAPITAL RECOVERY - WATER

REVENUES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,544,962</u>	<u>1,061,672</u>	<u>1,100,000</u>	<u>939,677</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u> </u>
TOTAL Fees	1,544,962	1,061,672	1,100,000	939,677	1,100,000	1,100,000	<u> </u>
<u>Fund Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	5,527	3,383	5,000	2,766	4,000	2,000	<u> </u>
000-491200 Investment Income	<u>97,222</u>	<u>158,616</u>	<u>175,000</u>	<u>75,008</u>	<u>165,000</u>	<u>70,000</u>	<u> </u>
TOTAL Miscellaneous	<u>102,749</u>	<u>161,999</u>	<u>180,000</u>	<u>77,774</u>	<u>169,000</u>	<u>72,000</u>	<u> </u>
 TOTAL REVENUES	 1,647,711 =====	 1,223,672 =====	 1,280,000 =====	 1,017,451 =====	 1,269,000 =====	 1,172,000 =====	 =====

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT
EXPENDITURES

			(------ 2019-2020 -----)		(------ 2020-2021 -----)		
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
101-541200 Legal Svcs-Water	0	0	5,000	0	2,500	5,000	
101-541300 Professional Services-Cap Pla	0	0	250,000	51,015	100,000	200,000	
101-541400 Auditor/Accounting Service	<u>1,000</u>	<u>984</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	
TOTAL Professional Services	1,000	984	256,000	52,015	103,500	206,000	
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Proj	<u>0</u>	<u>1,375,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	0	1,375,000	0	0	0	0	
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL							
	1,000	1,375,984	256,000	52,015	103,500	206,000	

FUND: 421 CAPITAL RECOVERY FUND

SEWER

(Water & Sewer)

DESCRIPTION

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum. Capital Recovery projects are based on the number of connections sold to increase pumping, storage and transmission water lines, and wastewater programs. Impact funds (Capital Recovery) must be used within ten years of collection date. All water and wastewater improvements are constructed to meet State Board of Insurance and Texas Commission on Environmental Quality rules and regulations. Wastewater Capital Recovery was moved to its own fund in FY 2013-14

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
 - Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
 - Preliminary engineering and land acquisition for a waste water treatment plant for South Schertz. Initiate plans for the Southeast Quad Pump Station and the Ground Storage and Distribution Main for South Schertz. State law mandates that the Water/Wastewater Capital Recovery Plan be updated at least every five years. Last study was in 2011. Currently the Sedona WWTP serves the Crossvine Subdivision area but will be eliminated when the new CCMA WWTP comes on line. A sewer line and lift-station will be needed to accomplish this project.
 - Initiate and institute a study to implement reuse water throughout the City.
 - Provide citizens with quality projects completed on-time and on-budget.
-

CAPITAL RECOVERY FUND - SEWER

PERFORMANCE INDICATORS

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$598,137	\$510,800	\$600,000
Miscellaneous	165,710	123,500	72,000
<i>Total</i>	<i>\$763,847</i>	<i>\$634,300</i>	<i>\$672,000</i>
<i>Expenses</i>			
Non Departmental	\$5,421	\$258,000	\$208,000
<i>Total</i>	<i>\$5,421</i>	<i>\$258,000</i>	<i>\$208,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	821,969	598,137	600,000	486,321	510,800	600,000	
Miscellaneous	<u>85,591</u>	<u>165,710</u>	<u>103,000</u>	<u>86,363</u>	<u>123,500</u>	<u>72,000</u>	
TOTAL REVENUES	907,560	763,847	703,000	572,685	634,300	672,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>493,208</u>	<u>5,421</u>	<u>260,500</u>	<u>141,612</u>	<u>258,000</u>	<u>208,000</u>	
TOTAL GENERAL GOVERNMENT	493,208	5,421	260,500	141,612	258,000	208,000	
<u>MISC & PROJECTS</u>							
TOTAL EXPENDITURES	493,208	5,421	260,500	141,612	258,000	208,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>414,352</u>	<u>758,426</u>	<u>442,500</u>	<u>431,073</u>	<u>376,300</u>	<u>464,000</u>	

421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET
AS OF: JUNE 30TH, 2020

REVENUES

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	794,969	608,937	600,000	486,321	500,000	600,000	
000-455913 Cap Rcvry-North Sewer Treat	<u>27,000</u>	(<u>10,800</u>)	<u>0</u>	<u>0</u>	<u>10,800</u>	<u>0</u>	
TOTAL Fees	821,969	598,137	600,000	486,321	510,800	600,000	
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,799	3,141	3,000	1,635	3,500	2,000	
000-491200 Investment Income	104,840	139,329	100,000	83,236	120,000	70,000	
000-491800 Gain/Loss Capital One Sewer (11,126)	(8,567)	0	0	0	0	
000-491900 Unrealize Gain/Loss-Captl On(<u>11,922)</u>	<u>31,806</u>	<u>0</u>	<u>1,493</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>85,591</u>	<u>165,710</u>	<u>103,000</u>	<u>86,363</u>	<u>123,500</u>	<u>72,000</u>	
<hr/>							
TOTAL REVENUES	907,560	763,847	703,000	572,685	634,300	672,000	
	=====	=====	=====	=====	=====	=====	=====

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT
EXPENDITURES

			2019-2020		2020-2021		
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
NON DEPARTMENTAL							
=====							
Supplies							
Operations Support							
Professional Services							
101-541200 Legal Services-Sewer	0	0	5,000	0	2,500	2,500	
101-541300 Professional Services-Cap Pla	0	0	250,000	137,217	250,000	200,000	
101-541400 Auditor/Accounting Service	1,000	984	1,000	1,000	1,000	1,000	
101-541650 Investment Mgt Fee-Sewer	4,360	4,437	4,500	3,395	4,500	4,500	
TOTAL Professional Services	5,360	5,421	260,500	141,612	258,000	208,000	
Fund Charges/Transfers							
101-548406 Transfer Out-Water/Sewer Prjc	487,848	0	0	0	0	0	
TOTAL Fund Charges/Transfers	487,848	0	0	0	0	0	
Maintenance Services							
TOTAL NON DEPARTMENTAL							
	493,208	5,421	260,500	141,612	258,000	208,000	
TOTAL GENERAL GOVERNMENT							
	493,208	5,421	260,500	141,612	258,000	208,000	

FUND: 204 DRAINAGE FUND

DEPARTMENT DESCRIPTION

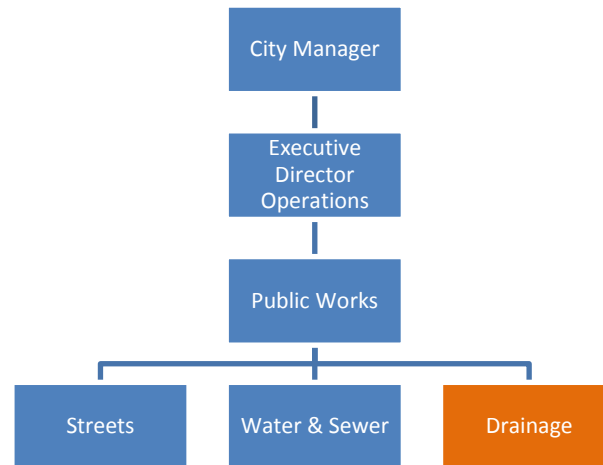
The Public Works Drainage Department is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-ways, alleys, and compliance with regulations, as well as reviewing the issuance of permits for development that might affect the infrastructure such as subdivision plans, and providing guidance to other departments as needed. The revenues come from a fee charged to “users”. A “user” is any citizen or business that owns impervious surfaces, any man made structure, such as buildings, parking lots, or driveways.

GOALS AND OBJECTIVES

- Protect lives and property.
- Institute best management practices in the maintenance of our natural creek ways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support.
- Review storm water infrastructure plans
- Continue to evaluate, consider, and pursue all available resources for improving management of the local storm water infrastructure.
- Provide Storm water pollution and floodplain awareness to the community and city personnel.

ORGANIZATIONAL CHART

PUBLIC WORKS DRAINAGE



DRAINAGE	2018-19	2019-20	2020-21
Drainage Foreman	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
TOTAL POSITIONS	8	8	8

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	57.46	66.46	66.46
Acres of Drainage Ditches Mowed	158.75	158.75	158.75

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Monthly Operating Expenditures	103,075	105,475	118,677

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
ROW Maintenance & Mowing, Hours	3410	5040	5040
Drainage Mowing, Hours	820	920	1000
Drainage Structure Maintenance, Hours	1660	1800	1900

PUBLIC WORKS DRAINAGE

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Permits	\$3,860	\$4,000	\$4,000
Fees	1,200,722	1,205,000	1,230,000
Fund Transfers	27,000	0	176,563
Miscellaneous	56,610	20,521	33,000
<i>Total</i>	<i>\$1,288,192</i>	<i>\$1,229,521</i>	<i>\$1,443,563</i>
<i>Expenses</i>			
Personnel	\$301,277	\$395,746	\$401,146
Supplies	4,517	5,900	6,000
City Support Services	3,266	5,500	35,500
Utility Services	15,022	10,750	14,700
Operations Support	0	0	1,050
Staff Support	9,597	8,500	13,700
City Assistance	63	150	500
Professional Services	1,475	6,500	41,500
Fund Charges/Transfers	791,503	479,659	532,167
Maintenance Services	32,767	92,000	83,000
Other Costs	100	100	200
Debt Services	5,535	124,200	122,100
Rental/Leasing	55	250	500
Operating Equipment	4,474	1,500	2,500
Capital Outlay	0	110,500	189,000
Projects	0	0	0
<i>Total</i>	<i>\$1,169,651</i>	<i>\$1,241,255</i>	<i>\$1,443,563</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2020-21 revenue from drainage fees is expected to increase 17.4% with a transfer from reserves to purchase replacement capital equipment.

Expenses: The FY 2020-21 Budget will increase 16.3% from the FY 2019-20 year end estimate to purchase additional capital equipment and provide additional mowing that will no longer be covered by the state.

204-DRAINAGE

FINANCIAL SUMMARY

	2019-2020						2020-2021
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Permits	3,960	3,860	4,000	2,440	4,000	4,000	
Fees	1,159,910	1,200,722	1,230,000	909,142	1,205,000	1,230,000	
Fund Transfers	0	27,000	0	0	0	176,563	
Miscellaneous	<u>194,255</u>	<u>56,610</u>	<u>33,000</u>	<u>12,578</u>	<u>20,521</u>	<u>33,000</u>	
TOTAL REVENUES	1,358,125	1,288,192	1,267,000	924,160	1,229,521	1,443,563	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,013,430</u>	<u>1,169,651</u>	<u>1,265,709</u>	<u>697,166</u>	<u>1,241,255</u>	<u>1,443,563</u>	
TOTAL PUBLIC WORKS	1,013,430	1,169,651	1,265,709	697,166	1,241,255	1,443,563	
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,384</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,384</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	1,013,430	1,169,651	1,265,709	698,551	1,241,255	1,443,563	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>344,696</u>	<u>118,540</u>	<u>1,291</u>	<u>225,610</u>	<u>(11,734)</u>	<u>0</u>	

204-DRAINAGE

REVENUES

	2019-2020						2020-2021
	(-----						-----)
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Permits</u>							
000-432400 Floodplain Permit	3,960	3,860	4,000	2,440	4,000	4,000	
TOTAL Permits	3,960	3,860	4,000	2,440	4,000	4,000	
<hr/>							
<u>Fees</u>							
000-457500 Drainage Penalties	10,537	32	10,000	4,250	5,000	10,000	
000-457600 Drainage Fee	1,149,373	1,200,690	1,220,000	904,892	1,200,000	1,220,000	
TOTAL Fees	1,159,910	1,200,722	1,230,000	909,142	1,205,000	1,230,000	
<hr/>							
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	176,563	
000-486405 Transfer-In Grant Fund	0	27,000	0	0	0	0	
TOTAL Fund Transfers	0	27,000	0	0	0	176,563	
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,481	3,366	3,000	391	750	3,000	
000-491200 Investment Income	26,509	29,227	30,000	8,686	15,000	30,000	
000-497000 Misc Income-Drainage	164,265	24,017	0	(229)	(229)	0	
000-497100 MISC INCOME-SCRAP METAL SALES	0	0	0	3,730	5,000	0	
TOTAL Miscellaneous	194,255	56,610	33,000	12,578	20,521	33,000	
<hr/>							
TOTAL REVENUES	1,358,125	1,288,192	1,267,000	924,160	1,229,521	1,443,563	
	=====	=====	=====	=====	=====	=====	=====

204-DRAINAGE

PUBLIC WORKS		(------ 2019-2020 -----) (------ 2020-2021 -----)					
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<hr/>							
DRAINAGE							
=====							
 <u>Personnel Services</u>							
579-511110 Regular	217,842	197,031	254,260	151,410	254,260	243,178	
579-511120 Overtime	7,897	4,209	5,500	2,047	5,500	5,930	
579-511180 LTD	669	597	788	144	144	754	
579-511210 Longevity	7,891	8,341	9,166	8,616	8,616	9,474	
579-511230 Certification Allowance	2,400	2,170	4,800	1,408	2,000	4,800	
579-511310 FICA - Employer	16,826	16,431	20,940	11,798	20,940	20,149	
579-511350 TMRs-Employer	36,687	34,246	44,234	23,581	44,234	42,977	
579-511410 Health-Employer	46,245	34,703	56,886	35,445	56,886	70,404	
579-511500 Workers' Compensation	<u>3,146</u>	<u>3,550</u>	<u>3,626</u>	<u>3,166</u>	<u>3,166</u>	<u>3,480</u>	
TOTAL Personnel Services	339,603	301,277	400,200	237,614	395,746	401,146	
 <u>Supplies</u>							
579-521000 Operating Supplies	2,972	1,868	3,300	2,618	3,300	3,300	
579-521100 Office Supplies	198	200	500	348	500	500	
579-521200 Medical/Chem Supplies	1,603	2,448	2,000	1,867	2,000	2,000	
579-521300 Motor Vehicle Supplies	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>100</u>	<u>200</u>	
TOTAL Supplies	4,773	4,517	6,000	4,833	5,900	6,000	
 <u>Human Services</u>							
 <u>City Support Services</u>							
579-532500 City Insurance-Commercial	5,409	3,266	4,000	2,836	3,500	4,000	
579-532800 EMPLOYEE APPRECIATION EVENTS	0	0	2,500	1,202	2,000	1,500	
579-532900 Contingencies	<u>1,465</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	
TOTAL City Support Services	6,874	3,266	10,500	4,038	5,500	35,500	
 <u>Utility Services</u>							
579-533310 Telephone/Cell Phones	1,048	1,059	1,200	333	750	1,200	
579-533500 Vehicle Fuel	<u>12,969</u>	<u>13,963</u>	<u>12,000</u>	<u>7,862</u>	<u>10,000</u>	<u>13,500</u>	
TOTAL Utility Services	14,017	15,022	13,200	8,194	10,750	14,700	
 <u>Operations Support</u>							
579-534000 Postage	0	0	50	0	0	50	
579-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	
TOTAL Operations Support	0	0	1,050	0	0	1,050	
 <u>Staff Support</u>							
579-535100 Uniforms	3,340	6,438	6,000	3,432	6,000	6,000	
579-535300 Memberships	0	129	500	500	500	500	
579-535500 Training/Travel	1,998	2,690	5,000	1,125	1,500	5,000	
579-535510 Meeting Expenses	228	191	1,200	0	500	1,200	
579-535600 Professional Certification	<u>192</u>	<u>150</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	
TOTAL Staff Support	5,758	9,597	13,700	5,056	8,500	13,700	

204-DRAINAGE

PUBLIC WORKS
EXPENDITURES

			2019-2020		2020-2021		
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>City Assistance</u>							
579-537100 Medical Services	98	63	500	80	150	500	
TOTAL City Assistance	98	63	500	80	150	500	
<hr/>							
<u>Professional Services</u>							
579-541200 Legal Svcs	78	0	5,000	0	0	5,000	
579-541310 Contractual Services	7,340	0	5,000	2,107	5,000	35,000	
579-541400 Auditor/Accounting Service	1,500	1,475	1,500	1,500	1,500	1,500	
TOTAL Professional Services	8,918	1,475	11,500	3,607	6,500	41,500	
<hr/>							
<u>Fund Charges/Transfers</u>							
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	1,000	
579-548106 Transfer Out- Special Events	1,213	0	0	0	0	0	
579-548202 Transfer Out to Water & Sewer	0	152,777	0	0	0	0	
579-548500 Interfund Charges-Admin	271,430	295,157	243,114	182,334	243,114	285,506	
579-548600 Interfund Charges-Water	141,510	141,000	146,400	109,800	146,400	146,400	
579-548610 Interfund Charge-Fleet	83,355	95,005	89,145	66,859	89,145	99,261	
579-548700 Bad Debt Expense	3,965	0	0	0	0	0	
579-548800 Depreciation Expense	115,709	107,564	0	0	0	0	
TOTAL Fund Charges/Transfers	617,182	791,503	479,659	358,992	479,659	532,167	
<hr/>							
<u>Maintenance Services</u>							
579-551610 Drainage Channel Maintenance	1,090	32,767	92,000	71,702	92,000	83,000	
TOTAL Maintenance Services	1,090	32,767	92,000	71,702	92,000	83,000	
<hr/>							
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	100	200	100	100	200	
TOTAL Other Costs	100	100	200	100	100	200	
<hr/>							
<u>Debt Service</u>							
579-555900 Debt Service	0	0	120,000	0	120,000	120,000	
579-555900. Interest Expense	8,206	5,535	4,200	2,085	4,200	2,100	
TOTAL Debt Service	8,206	5,535	124,200	2,085	124,200	122,100	
<hr/>							
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	0	55	500	0	250	500	
TOTAL Rental/Leasing	0	55	500	0	250	500	
<hr/>							
<u>Operating Equipment</u>							
579-571200 Vehicles & Access Less \$5,000	0	4,474	0	0	0	0	
579-571500 Equipment Under \$5,000	6,812	0	2,000	864	1,500	2,500	
TOTAL Operating Equipment	6,812	4,474	2,000	864	1,500	2,500	

204-DRAINAGE

PUBLIC WORKS EXPENDITURES	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	35,500	0	35,500	0	
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>0</u>	<u>75,000</u>	<u>189,000</u>	
TOTAL Capital Outlay	0	0	110,500	0	110,500	189,000	
<hr/>							
TOTAL DRAINAGE	1,013,430	1,169,651	1,265,709	697,166	1,241,255	1,443,563	
<hr/>							
TOTAL PUBLIC WORKS	1,013,430	1,169,651	1,265,709	697,166	1,241,255	1,443,563	

204-DRAINAGE

MISC & PROJECTS
EXPENDITURES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
900-551900 Construction	0	0	0	1,384	0	0	
TOTAL Maintenance Services	0	0	0	1,384	0	0	
Capital Outlay							
TOTAL PROJECTS	0	0	0	1,384	0	0	
TOTAL MISC & PROJECTS	0	0	0	1,384	0	0	
TOTAL EXPENDITURES	1,013,430	1,169,651	1,265,709	698,551	1,241,255	1,443,563	
	=====	=====	=====	=====	=====	=====	=====

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County. We also work with individual at-risk patients to insure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

GOALS AND OBJECTIVES

- Provide efficient pre-hospital healthcare services to the communities that we serve.
 - Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.
 - Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.
 - Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.
 - Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.
 - Be the preferred employer for pre-hospital healthcare providers in the State of Texas
-

EMERGENCY MEDICAL SERVICES (EMS)

- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.
- Meet the needs of our customers and to solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.

ORGANIZATIONAL CHART



EMS	2018-19	2019-20	2020-21
Director	1	1	1
Operations Manager	1	1	1
Clinical Manager	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Instructor	0	0	1
Senior Administrative Asst.	1	1	1
Billing Specialist	2	3	3
Billing Clerk	1	0	0
EMS Supervisor	3	3	3
Field Training Officer	3	3	3
MIH Paramedic	1	1	1
Paramedic	25	25	26
EMT	3	3	5
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Supply Coordinator	0	1	1
TOTAL POSITIONS	65	66	70

EMERGENCY MEDICAL SERVICES (EMS)

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Requests for EMS Service	10,759	11,233	11,611
Transports to Hospitals	6,738	6,869	7,192
Hospital to Hospital Transports	911	850	900
Collections per Transport	468.64	475.00	475.00
Students Enrolled in EMT Certification Classes	90	90	110
Trips billed for Alamo Heights	577	700	700
Members of EMS Passport	412	500	500

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Response Time 90% Reliability	13:59	13:00	13:00
Total Time on Task (Minutes)	56:30	57:00	57:00
Transport Percentage	63%	62%	63%
Days Sales Outstanding	45	47	45
Mutual Aid Requested	47	35	40
Students Graduated from EMT Certification Classes	61	56	65

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Critical Failures / 100,000 miles	5.2	4	8
Fleet Accidents / 100,000 miles	3.8	4	4
Cardiac Arrest Save %	8%	10%	10%
Correct recognition of STEMI	81%	75%	80%
EMT Class Certification Pass Rate	96%	92%	92%

EMERGENCY MEDICAL SERVICES (EMS)

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$5,941,235	\$6,352,296	\$6,621,567
Inter-Jurisdictional	3,161,147	2,847,959	3,028,357
Miscellaneous	103,432	147,300	135,500
<i>Total</i>	<i>\$9,205,814</i>	<i>\$9,347,555</i>	<i>\$9,785,425</i>
<i>Expenses</i>			
Personnel	\$4,200,948	\$4,398,536	\$4,590,954
Supplies	393,102	368,600	359,500
City Support Services	64,105	136,879	136,000
Utility Services	133,236	129,500	137,000
Operations Support	63,624	48,639	49,500
Staff Support	56,092	62,700	69,500
City Assistance	556,463	558,367	562,367
Professional Services	97,492	134,000	118,500
Fund Charges/Transfers	3,076,256	2,721,685	2,993,790
Maintenance Services	11,819	29,200	30,000
Debt Service	113,549	281,008	0
Rental/Leasing	100,780	65,118	67,000
Operating Equipment	77,063	65,000	72,000
Capital Outlay	0	346,000	517,000
<i>Total</i>	<i>\$8,944,529</i>	<i>\$9,345,231</i>	<i>\$9,703,111</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2020-21 are expected to increase 4.7% from FY 2019-20 year end estimates for additional transports and an increase on the inter-jurisdictional contracts.

Expenses: The FY 2020-21 Budget will increase 3.8% from the FY 2019-20 year end estimate. Additional personnel expenditures for new staff are offset by additional revenue brought in by the calls those staff will be on.

203-EMS

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	4,754,620	5,941,235	6,492,050	4,247,157	6,352,296	6,621,567	
Inter-Jurisdictional	2,861,992	3,161,147	2,991,594	2,229,446	2,847,959	3,028,357	
Miscellaneous	<u>135,601</u>	<u>103,432</u>	<u>115,500</u>	<u>107,039</u>	<u>147,300</u>	<u>135,500</u>	
TOTAL REVENUES	7,752,214	9,205,814	9,599,144	6,583,642	9,347,555	9,785,425	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>7,702,476</u>	<u>8,944,529</u>	<u>9,598,811</u>	<u>6,629,223</u>	<u>9,345,231</u>	<u>9,703,111</u>	
TOTAL PUBLIC SAFETY	7,702,476	8,944,529	9,598,811	6,629,223	9,345,231	9,703,111	
<u>MISC & PROJECTS</u>							
TOTAL EXPENDITURES	7,702,476	8,944,529	9,598,811	6,629,223	9,345,231	9,703,111	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>49,738</u>	<u>261,285</u>	<u>333</u>	<u>(45,582)</u>	<u>2,324</u>	<u>82,314</u>	

203-EMS

REVENUES

	2019-2020						2020-2021
	(-----	(-----	(-----	(-----	(-----	(-----	(-----
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-456100 Ambulance/Mileage Transprt Fe	4,517,954	5,652,205	6,210,950	4,057,625	6,097,146	6,340,467	
000-456110 Passport Membership Fees	25,275	23,860	28,000	24,645	27,000	28,000	
000-456120 EMT Class - Fees	98,770	97,379	99,000	65,380	99,000	99,000	
000-456122 CE Class - Fees	23,458	22,312	27,000	17,693	20,000	15,000	
000-456130 Immunization Fees	3,008	2,764	2,000	6,278	7,500	3,000	
000-456140 Billing Fees-External	23,016	23,569	25,000	17,560	24,500	26,000	
000-456150 Standby Fees	38,518	25,185	30,000	15,185	20,000	25,000	
000-456155 Community Services Support	72,888	52,320	50,000	17,803	23,000	50,000	
000-456160 MIH Services	13,960	29,192	20,000	24,889	34,000	35,000	
000-458110 Sale of Merchandise - GovDea(62,327)	12,399	0	0	0	0	
000-459200 NSF Check Fee	100	50	100	100	150	100	
TOTAL Fees	4,754,620	5,941,235	6,492,050	4,247,157	6,352,296	6,621,567	
<hr/>							
<u>Inter-Jurisdictional</u>							
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	702,982	843,577	843,577	
000-474300 Cibolo Support	346,468	410,583	439,612	329,709	439,612	473,115	
000-475100 Comal Co ESD #6	116,813	125,159	133,064	98,885	133,064	141,411	
000-475200 Live Oak Support	213,152	232,140	237,775	178,331	237,775	246,256	
000-475300 Universal City Support	281,284	300,092	305,996	229,497	305,996	321,566	
000-475400 Selma Support	111,886	148,697	161,001	120,751	161,001	171,441	
000-475500 Schertz Support	556,325	581,537	602,583	451,937	602,583	667,049	
000-475600 Santa Clara Support	10,447	10,790	11,137	8,353	11,137	11,455	
000-475800 Marion Support	15,187	16,347	16,849	12,636	16,849	18,375	
000-475910 TASPP Program	366,853	492,224	240,000	96,365	96,365	134,112	
TOTAL Inter-Jurisdictional	2,861,992	3,161,147	2,991,594	2,229,446	2,847,959	3,028,357	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	4,403	5,018	4,000	981	1,800	2,500	
000-491200 Investment Income	6,237	9,919	9,500	8,851	12,000	5,000	
000-493203 Donations-EMS	913	625	2,000	5,726	6,000	2,000	
000-493205 Donations-Golf Tournament	18,595	(2,160)	0	0	0	0	
000-497000 Misc Income	49,966	48,056	50,000	35,096	60,000	60,000	
000-497100 Recovery of Bad Debt	55,488	2,977	50,000	6,124	7,500	6,000	
000-497110 Collection Agency-Bad Debt	0	38,996	0	50,261	60,000	60,000	
TOTAL Miscellaneous	135,601	103,432	115,500	107,039	147,300	135,500	
<hr/>							
TOTAL REVENUES	7,752,214	9,205,814	9,599,144	6,583,642	9,347,555	9,785,425	
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	=====	=====	=====	=====	=====	=====	=====

203-EMS

PUBLIC SAFETY		(----- 2019-2020 -----) (----- 2020-2021 -----)					
EXPENDITURES		2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
SCHERTZ EMS							
=====							
<u>Personnel Services</u>							
280-511110 Regular	2,167,653	2,314,458	2,474,883	1,854,688	2,500,000	2,501,046	
280-511120 Overtime	710,157	759,746	734,285	569,291	750,000	723,148	
280-511180 LTD	6,389	6,310	6,494	1,598	1,598	6,625	
280-511210 Longevity	45,125	43,266	44,585	44,279	45,000	46,756	
280-511220 Clothing Allowance	10,980	11,616	12,168	9,592	12,168	12,480	
280-511230 Certification Allowance	18,805	23,080	23,400	11,200	23,400	21,320	
280-511310 FICA - Employer	217,875	241,927	246,355	181,446	247,000	252,813	
280-511350 TMRS-Employer	478,819	474,190	484,783	333,131	450,000	497,124	
280-511410 Health-Employer	350,227	284,039	311,434	320,563	311,434	468,000	
280-511500 Workers' Compensation	37,002	42,315	66,345	57,936	57,936	61,642	
TOTAL Personnel Services	4,043,032	4,200,948	4,404,732	3,383,725	4,398,536	4,590,954	
<u>Supplies</u>							
280-521000 Operating Supplies	657	510	2,000	1,171	2,000	2,000	
280-521010 Operating Supplies-EMT Class	21,940	21,638	26,000	14,649	25,000	25,000	
280-521020 Operating Supplies-CE Class	7,740	4,599	16,000	1,814	15,000	9,000	
280-521025 Community Support Supplies	53,272	41,949	40,000	16,050	20,000	25,000	
280-521030 Operating Supplies- MIH	77	0	1,000	0	0	1,000	
280-521100 Office Supplies	3,200	2,880	3,500	1,639	2,500	3,500	
280-521200 Medical/Chem Supplies	250,857	300,042	265,000	225,490	285,000	275,000	
280-521250 Immunization Supplies	2,922	19,011	14,600	4,014	14,600	14,000	
280-521300 Motor Veh. Supplies	1,335	1,567	4,000	2,113	2,500	2,500	
280-521600 Equip Maint Supplies	4,145	905	4,000	0	2,000	2,500	
TOTAL Supplies	346,144	393,102	376,100	266,940	368,600	359,500	
<u>Human Services</u>							
<u>City Support Services</u>							
280-532350 Software Maintenance	26,390	37,843	62,000	34,735	62,000	70,000	
280-532500 City Insurance-Commercial	22,691	26,363	26,000	24,979	24,979	26,000	
280-532840 Golf Tournament-Dilworth	0	(100)	0	0	0	0	
280-532900 Contingencies	0	0	49,900	0	49,900	40,000	
TOTAL City Support Services	49,081	64,105	137,900	59,714	136,879	136,000	
<u>Utility Services</u>							
280-533100 Gas Utility Service	4,703	6,535	6,000	5,898	7,000	7,000	
280-533200 Electric Utility Service	14,817	11,089	15,000	4,907	13,000	12,000	
280-533300 Telephone/Land Line	2,865	3,539	3,000	995	3,000	3,500	
280-533310 Telephone/Cell Phones	7,097	8,168	10,000	10,505	12,000	10,000	
280-533320 Telephone/Air Cards	11,986	12,428	13,000	3,295	13,000	13,000	
280-533330 Telephone/Internet	3,719	4,092	4,500	3,079	4,500	4,500	
280-533410 Water Utility Service	1,821	5,956	4,500	5,303	7,000	7,000	
280-533500 Vehicle Fuel	73,325	81,429	80,000	49,217	70,000	80,000	
TOTAL Utility Services	120,333	133,236	136,000	83,200	129,500	137,000	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

203-EMS

PUBLIC SAFETY

EXPENDITURES (----- 2019-2020 -----) (----- 2020-2021 -----)

	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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Operations Support

280-534000 Postage	10,653	10,625	12,500	6,101	12,000	11,000	
280-534100 Advertising	0	0	1,000	0	0	0	
280-534200 Printing & Binding	7,760	5,396	8,000	2,254	6,000	6,500	
280-534300 Equipment Maintenance - Copie	13,408	9,659	13,500	3,466	6,000	7,500	
280-534400 EMT Class Instructors	16,080	16,160	16,800	8,560	13,000	14,000	
280-534410 CE Class Instructors	2,720	960	3,000	960	1,500	2,500	
280-534420 Community Support-Instructors	3,132	2,240	5,000	1,360	2,000	4,000	
280-534500 Memberships - Organizations	3,420	3,502	3,750	3,750	3,750	4,000	
280-534800 Temporary Empl. Services	0	15,082	0	4,389	4,389	0	
TOTAL Operations Support	57,172	63,624	63,550	30,841	48,639	49,500	

Staff Support

280-535100 Uniforms	16,073	23,574	25,000	14,364	20,000	22,000	
280-535210 Employee Recognition-Morale	6,490	4,967	6,000	1,980	6,000	6,000	
280-535300 Memberships	20	0	0	0	0	0	
280-535400 Publications	281	489	650	200	200	500	
280-535500 Training/Travel	17,914	23,269	45,500	19,101	30,000	35,000	
280-535510 Meeting Expenses	2,893	2,266	3,000	1,178	2,500	3,000	
280-535600 Professional Certification	1,285	1,527	3,500	3,025	4,000	3,000	
TOTAL Staff Support	44,955	56,092	83,650	39,848	62,700	69,500	

City Assistance

280-537100 Medical Services	2,381	3,356	9,000	1,171	5,000	9,000	
280-537110 EMS Outsourcing	548,867	548,867	548,867	411,650	548,867	548,867	
280-537800 Community Outreach	9,875	4,240	4,500	3,328	4,500	4,500	
TOTAL City Assistance	561,123	556,463	562,367	416,149	558,367	562,367	

Professional Services

280-541200 Legal Svcs	3,502	2,204	10,000	59	3,500	5,000	
280-541300 Other Consl/Prof Services	125,690	81,477	130,000	79,650	115,000	98,000	
280-541400 Auditor/Accounting Service	3,000	2,951	3,000	3,000	3,000	3,000	
280-541501 Bond Issuance Costs/Paying Ag	200	0	0	0	0	0	
280-541800 Credit Card Fees	9,512	10,861	15,000	10,207	12,500	12,500	
TOTAL Professional Services	141,903	97,492	158,000	92,915	134,000	118,500	

Fund Charges/Transfers

280-548101 Tranfer Out - General Fund	0	0	4,000	0	4,000	4,000	
280-548106 Transfer Out- Special Events	3,640	0	0	0	0	0	
280-548505 Contribution I&S	0	0	0	0	0	115,100	
280-548600 Interfund Charges-G/F Admin	170,087	141,587	179,100	134,325	179,100	182,682	
280-548610 Interfund Charges-Admin Fleet	130,000	134,492	138,585	103,939	138,585	181,781	
280-548650 Interest Expense	2,134	0	0	0	0	0	
280-548700 Bad Debt Expense	1,572,421	2,464,173	2,532,520	1,743,230	2,400,000	2,510,227	
280-548800 Depreciation Expense	371,827	336,004	0	0	0	0	
TOTAL Fund Charges/Transfers	2,250,108	3,076,256	2,854,205	1,981,494	2,721,685	2,993,790	

203-EMS

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2020

PUBLIC SAFETY

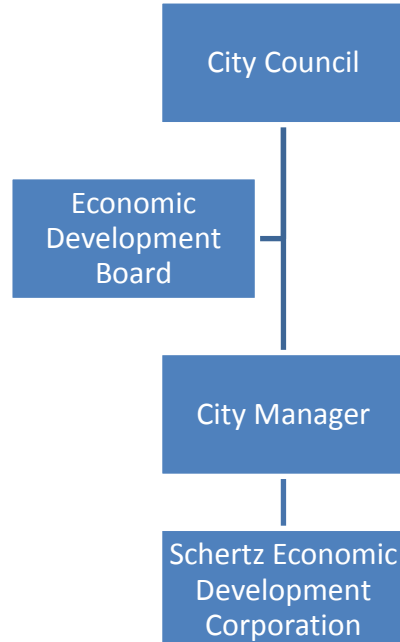
EXPENDITURES	2019-2020						2020-2021	
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
<u>Maintenance Services</u>								
280-551800 Other Maintenance Agreements	0	0	17,000	16,200	16,200	17,000		
280-551810 Maintenance Agr. - Radios	<u>12,480</u>	<u>11,819</u>	<u>13,000</u>	<u>7,680</u>	<u>13,000</u>	<u>13,000</u>		
TOTAL Maintenance Services	12,480	11,819	30,000	23,880	29,200	30,000		
<u>Other Costs</u>								
<u>Debt Service</u>								
280-555639 Tax Notes SR2015 - Principal	0	0	160,000	0	160,000	0		
280-555639.Tax Notes SR2015 - Interest	10,289	(3,076)	2,888	1,434	2,888	0		
280-555900 Debt Service	<u>18,120</u>	<u>116,625</u>	<u>118,120</u>	<u>115,025</u>	<u>118,120</u>	<u>0</u>		
TOTAL Debt Service	28,409	113,549	281,008	116,459	281,008	0		
<u>Rental/Leasing</u>								
280-561200 Lease/Purchase Payments	<u>1,567</u>	<u>100,780</u>	<u>67,000</u>	<u>65,118</u>	<u>65,118</u>	<u>67,000</u>		
TOTAL Rental/Leasing	1,567	100,780	67,000	65,118	65,118	67,000		
<u>Operating Equipment</u>								
280-571000 Furniture & Fixtures	3,902	3,939	5,000	1,733	4,000	4,500		
280-571200 Vehicles&Access. < \$5,000	4,642	200	4,000	0	4,000	3,000		
280-571300 Computer&Periphe. < \$5000	19,864	23,869	19,000	2,563	15,000	15,000		
280-571400 Communication Equip < \$5000	11,623	18,739	10,300	3,424	7,000	9,500		
280-571800 Equipment Under \$5,000	<u>6,136</u>	<u>30,317</u>	<u>35,000</u>	<u>16,790</u>	<u>35,000</u>	<u>40,000</u>		
TOTAL Operating Equipment	46,167	77,063	73,300	24,510	65,000	72,000		
<u>Capital Outlay</u>								
280-581200 Vehicles & Access. Over \$5,00	0	0	350,000	23,792	325,000	470,000		
280-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>21,000</u>	<u>20,639</u>	<u>21,000</u>	<u>47,000</u>		
TOTAL Capital Outlay	0	0	371,000	44,431	346,000	517,000		
TOTAL SCHERTZ EMS	7,702,476	8,944,529	9,598,811	6,629,223	9,345,231	9,703,111		
TOTAL PUBLIC SAFETY	7,702,476	8,944,529	9,598,811	6,629,223	9,345,231	9,703,111		

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

MISSION STATEMENT

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects. Specifically, we pursue Projects that focus on the creation/retention of Primary Jobs and infrastructure improvements.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT	2018-19	2019-20	2020-21
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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Number of inquiries	148	130	100
Number of Schertz BRE visits	48	18	20
Number of recruitment events	15	4	8
Number of new prospects	45	35	30
Number of active performance agreements	14	14	12

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
--------	-------------------	---------------------	-------------------

Revenue

Taxes	\$4,167,318	\$4,334,011	\$4,507,371
Fund Transfers	0	0	3,496,428
Miscellaneous	648,216	302,000	141,000
Total	\$4,815,534	\$4,636,011	\$8,144,799

Expenses

Supplies	\$561	\$500	\$500
Human Services			
City Support Services	8,469	21,427	21,650
Utility Services	2,155	3,011	3,695
Operations Support	94,263	110,650	148,610
Staff Support	12,999	27,263	28,100
City Assistance	370	102,500	202,500
Professional Services	36,672	61,000	61,300

ECONOMIC DEVELOPMENT

Fund Charges/Transfers	457,574	461,636	504,669
Maintenance Services	80	500	500
Operating Equipment	1,661	4,000	4,000
<i>Total Economic Development</i>	<i>\$614,804</i>	<i>\$792,487</i>	<i>\$975,524</i>
 <i>Annual and Infrastructure Grants</i>	 <i>\$240,362</i>	 <i>\$6,016,897</i>	 <i>\$7,169,275</i>
 <i>Total Schertz Economic Development</i>	 <i>\$855,166</i>	 <i>\$6,809,384</i>	 <i>\$8,144,799</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2020-21 is projected to increase by 0.3% from the FY 2019-20 year-end estimate. The increase reflects a 5% increase in sales tax revenue which is offset by lower investment returns. The SEDC will also transfer \$3,496,428 from its reserves for performance agreement payments expected in FY 2020-21.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2020-21 are projected to increase by 19% for additional personnel costs, grant awards and software purchases.

Project Expenses: Each year, the SEDC allocates funding equal to the estimated annual disbursement of each approved SEDC project. For Proposed Budget, the SEDC has allocated funds associated with the Ace Mart Restaurant Supply Co., Schertz 312 Phase 2, and CineStarz,LLC (formerly WR1 LLC) performance agreements. The SEDC has also allocated \$4,050,000 for Main Street infrastructure improvements that was authorized by SEDC Resolution 2019-7.

620-SED CORPORATION

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	4,227,973	4,167,318	4,412,283	3,553,772	4,334,011	4,507,371	
Fund Transfers	0	0	3,110,648	0	0	0	
Miscellaneous	<u>264,687</u>	<u>648,216</u>	<u>430,000</u>	<u>269,663</u>	<u>302,000</u>	<u>141,000</u>	
TOTAL REVENUES	4,492,659	4,815,534	7,952,931	3,823,435	4,636,011	4,648,371	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>240,362</u>	<u>7,164,200</u>	<u>746,992</u>	<u>6,016,897</u>	<u>7,169,275</u>	
TOTAL GENERAL GOVERNMENT	0	240,362	7,164,200	746,992	6,016,897	7,169,275	
<u>MISC & PROJECTS</u>							
ECONOMIC DEVELOPMENT	<u>1,745,192</u>	<u>614,804</u>	<u>788,731</u>	<u>507,451</u>	<u>792,487</u>	<u>975,524</u>	
TOTAL MISC & PROJECTS	<u>1,745,192</u>	<u>614,804</u>	<u>788,731</u>	<u>507,451</u>	<u>792,487</u>	<u>975,524</u>	
TOTAL EXPENDITURES	1,745,192	855,166	7,952,931	1,254,443	6,809,384	8,144,799	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>2,747,467</u>	<u>3,960,369</u>	<u>0</u>	<u>2,568,992</u>	<u>(2,173,373)</u>	<u>(3,496,428)</u>	

620-SED CORPORATION

REVENUES

	2019-2020						2020-2021
	(-----						-----)
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	<u>4,227,973</u>	<u>4,167,318</u>	<u>4,412,283</u>	<u>3,553,772</u>	<u>4,334,011</u>	<u>4,507,371</u>	<u></u>
TOTAL Taxes	4,227,973	4,167,318	4,412,283	3,553,772	4,334,011	4,507,371	
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	<u>0</u>	<u>0</u>	<u>3,110,648</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Transfers	0	0	3,110,648	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	6,310	7,488	10,000	1,975	2,000	1,000	
000-491200 Investment Income	258,680	444,726	420,000	268,187	300,000	140,000	
000-497000 Misc Income	(<u>303</u>)	<u>196,003</u>	<u>0</u>	(<u>499</u>)	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>264,687</u>	<u>648,216</u>	<u>430,000</u>	<u>269,663</u>	<u>302,000</u>	<u>141,000</u>	<u></u>
TOTAL REVENUES	<u>4,492,659</u>	<u>4,815,534</u>	<u>7,952,931</u>	<u>3,823,435</u>	<u>4,636,011</u>	<u>4,648,371</u>	<u></u>
	=====	=====	=====	=====	=====	=====	=====

620-SED CORPORATION

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	0	240,362	6,664,200	746,992	5,516,897	3,119,275	
TOTAL City Assistance	0	240,362	6,664,200	746,992	5,516,897	3,119,275	
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	0	0	500,000	0	500,000	4,050,000	
TOTAL Fund Charges/Transfers	0	0	500,000	0	500,000	4,050,000	
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	0	240,362	7,164,200	746,992	6,016,897	7,169,275	

620-SED CORPORATION

MISC & PROJECTS
EXPENDITURES

			(----- 2019-2020 -----)	(----- 2020-2021 -----)		
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
						ADOPTED
						BUDGET
ECONOMIC DEVELOPMENT						
=====						
<u>Personnel Services</u>						
<u>Supplies</u>						
966-521100 Office Supplies	504	551	500	294	500	500
966-521300 Motor Veh. Supplies	<u>9</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Supplies	513	561	500	294	500	500
<u>Human Services</u>						
<u>City Support Services</u>						
966-532500 City Insurance-Commercial	1,418	1,425	1,700	1,477	1,477	1,700
966-532800 Promotional Events	4,972	7,045	9,950	2,579	9,950	9,950
966-532900 Contingencies	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
TOTAL City Support Services	6,390	8,469	21,650	4,056	21,427	21,650
<u>Utility Services</u>						
966-533300 Telephone/Land Line	427	565	720	139	487	720
966-533310 Telephone/Cell Phones	1,217	987	1,750	1,123	1,750	2,000
966-533500 Vehicle Fuel	536	481	750	199	549	750
966-533550 Vehicle Maintenance	<u>115</u>	<u>122</u>	<u>225</u>	<u>35</u>	<u>225</u>	<u>225</u>
TOTAL Utility Services	2,295	2,155	3,445	1,496	3,011	3,695
<u>Operations Support</u>						
966-534000 Postage	45	62	250	20	150	500
966-534100 Advertising	40,594	49,237	35,000	230	35,000	54,500
966-534105 Goodwill	1,323	900	1,750	403	1,750	1,750
966-534190 Recruitment Events	27,591	18,588	34,750	7,935	34,750	24,000
966-534200 Printing & Binding	500	322	1,500	340	1,500	1,500
966-534300 Equipment Maintenance-Copier	5,202	4,358	5,500	2,360	5,500	5,500
966-534400 Computer Licenses-Software	9,115	14,911	15,000	9,020	15,000	34,025
966-534500 Memberships-Organization	<u>8,250</u>	<u>5,885</u>	<u>17,000</u>	<u>5,300</u>	<u>17,000</u>	<u>26,835</u>
TOTAL Operations Support	92,620	94,263	110,750	25,608	110,650	148,610
<u>Staff Support</u>						
966-535100 Uniforms	589	291	600	199	600	600
966-535210 Employee Recognition-Morale	72	282	300	214	300	600
966-535300 Memberships-Staff Support	1,126	920	2,250	665	2,250	2,250
966-535400 Publications	331	247	800	211	800	800
966-535500 Training/Travel	7,568	9,167	15,000	995	19,813	16,000
966-535510 Meeting Expenses-EDC Board	<u>1,824</u>	<u>2,092</u>	<u>3,500</u>	<u>1,274</u>	<u>3,500</u>	<u>7,850</u>
TOTAL Staff Support	11,510	12,999	22,450	3,558	27,263	28,100

620-SED CORPORATION

MISC & PROJECTS
EXPENDITURES

	----- 2019-2020 -----						(----- 2020-2021 -----)
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>City Assistance</u>							
966-537600 Development Incentive Fund	537,500	0	0	0	0	0	
966-537615 Small Business Grant Fund	0	0	100,000	0	100,000	200,000	
966-537650 Prospect Services	<u>446</u>	<u>370</u>	<u>2,500</u>	<u>264</u>	<u>2,500</u>	<u>2,500</u>	
TOTAL City Assistance	537,946	370	102,500	264	102,500	202,500	
<hr/>							
<u>Professional Services</u>							
966-541200 Legal Svcs	9,395	9,317	15,000	3,887	15,000	15,000	
966-541400 Auditor/Accounting Service	6,300	6,000	6,300	6,000	6,000	6,300	
966-541450 Consulting Services	<u>8,889</u>	<u>21,355</u>	<u>40,000</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	
TOTAL Professional Services	24,583	36,672	61,300	9,887	61,000	61,300	
<hr/>							
<u>Fund Charges/Transfers</u>							
966-548101 Contributions to General Fund	265,000	0	0	0	0	0	
966-548505 Contribution to I & S	360,769	0	0	0	0	0	
966-548600 Interfund Charges-Admin	441,395	456,630	461,636	461,636	461,636	504,669	
966-548610 Interfund Charge-Fleet	<u>781</u>	<u>944</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	1,067,945	457,574	461,636	461,636	461,636	504,669	
<hr/>							
<u>Fund Replenish</u>							
<hr/>							
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	<u>455</u>	<u>80</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	
TOTAL Maintenance Services	455	80	500	0	500	500	
<hr/>							
<u>Debt Service</u>							
<hr/>							
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	678	903	1,000	0	1,000	1,000	
966-571300 Computer & Periphe < \$5000	<u>258</u>	<u>758</u>	<u>3,000</u>	<u>652</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Operating Equipment	936	1,661	4,000	652	4,000	4,000	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL ECONOMIC DEVELOPMENT	1,745,192	614,804	788,731	507,451	792,487	975,524	

FUND: 106 SPECIAL EVENTS

DESCRIPTION

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenues</i>			
Fund Transfers	\$59,893	\$0	\$0
Miscellaneous	90,970	34,138	32,100
<i>Total</i>	<i>\$150,510</i>	<i>\$34,138</i>	<i>\$32,100</i>
<i>Expenses</i>			
Festival of Angels	\$17,557	\$0	\$0
Jubilee	36,870	0	0
Kick Cancer	9,366	9,813	10,000
SchertzQ/Fest	636	0	0
Sweetheart Court Program	23,851	0	0
Hal Baldwin Scholarship	12,136	22,355	22,100
Other Events	34,181	0	0
<i>Total</i>	<i>\$134,597</i>	<i>\$32,168</i>	<i>\$32,100</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2020-21 is expected to decrease 6.0% from FY 2019-20 year end estimates in anticipation of a lower turnout at events.

Expenses: The Special Events Fund FY 2020-21 Budget decrease 0.2% from the FY 2019-20 year end estimates with no change in operations.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	74,176	59,893	5,000	0	0	0	
Miscellaneous	<u>110,497</u>	<u>90,970</u>	<u>24,510</u>	<u>45,117</u>	<u>34,138</u>	<u>32,100</u>	
TOTAL REVENUES	184,673	150,863	29,510	45,117	34,138	32,100	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>4,806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	4,806	0	0	0	0	0	
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
FESTIVAL OF ANGELS	10,566	17,557	0	0	0	0	
EMPLOYEE APPRECIATION EV	12,133	0	0	0	0	0	
4th OF JULY JUBILEE	26,075	36,870	0	0	0	0	
KICK CANCER	10,594	9,366	9,000	5,121	9,813	10,000	
SCHERTZ FEST	24,584	636	0	0	0	0	
SWEETHEART EVENT	17,663	23,851	0	(1,950)	0	0	
HAL BALDWIN SCHOLARSHIP	13,545	12,136	20,510	11,867	22,355	22,100	
OTHER EVENTS	<u>16,804</u>	<u>34,181</u>	<u>0</u>	<u>1,961</u>	<u>0</u>	<u>0</u>	
TOTAL CULTURAL	<u>131,964</u>	<u>134,597</u>	<u>29,510</u>	<u>16,999</u>	<u>32,168</u>	<u>32,100</u>	
TOTAL EXPENDITURES	136,770	134,597	29,510	16,999	32,168	32,100	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>47,903</u>	<u>16,266</u>	<u>0</u>	<u>28,118</u>	<u>1,970</u>	<u>0</u>	

106-SPECIAL EVENTS FUND

REVENUES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
<hr/>							
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	5,000	0	0	0	
000-486100 Transfer In	12,133	0	0	0	0	0	
000-486101 Transfer In-General Fund	<u>62,043</u>	<u>59,893</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	74,176	59,893	5,000	0	0	0	
<hr/>							
<u>Miscellaneous</u>							
000-491200 Investment Income	313	435	0	201	250	0	
000-492200 Kick Cancer	10,594	9,306	9,000	9,538	9,538	10,000	
000-493000 July 4th Activities	25,628	34,289	0	0	0	0	
000-493150 SchertzQ	6,150	(1,250)	0	0	0	0	
000-493455 Proceeds-Festival of Angels	1,305	4,170	0	0	0	0	
000-493460 Schertz Sweetheart	(21)	488	0	0	0	0	
000-493470 Moving on Main	680	4,560	0	0	0	0	
000-493621 Hal Baldwin Scholarship	20,105	28,820	15,510	24,350	24,350	22,100	
000-497000 Misc Income - Special Events	<u>45,743</u>	<u>10,153</u>	<u>0</u>	<u>11,028</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>110,497</u>	<u>90,970</u>	<u>24,510</u>	<u>45,117</u>	<u>34,138</u>	<u>32,100</u>	
<hr/>							
TOTAL REVENUES	184,673	150,863	29,510	45,117	34,138	32,100	
	=====	=====	=====	=====	=====	=====	=====

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

DESCRIPTION

The PEG Fund is dedicated to provide communication infrastructure in the City. This will allow the City to better reach the citizens with necessary information. This fund is commonly used for public access television and institutional network capacity. Currently the level of funding from the collected fees is not great enough to warrant a public access channel but could be used so in the future.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenues</i>	\$87,045	\$86,168	\$185,500
<i>Expenses</i>			
Projects	\$3,259	\$3,259	\$185,500
<i>Total</i>	\$3,259	\$3,259	\$185,500

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2020-21 are expected to increase from \$86,168 to \$185,500 from the FY 2019-20 year end estimates with a transfer from reserves to fund the master communication plan.

Expenses: The PEG Fund FY 2020-21 Budget increased from \$3,259 to \$185,500 from the FY 2019-20 year end estimates with the continued implementation of the communication master plan.

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	84,847	87,045	90,000	60,606	86,168	90,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>95,500</u>	
TOTAL REVENUES	84,847	87,045	118,000	60,606	86,168	185,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC & PROJECTS</u>							
PROJECTS	<u>0</u>	<u>3,259</u>	<u>118,000</u>	<u>0</u>	<u>3,259</u>	<u>185,500</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>3,259</u>	<u>118,000</u>	<u>0</u>	<u>3,259</u>	<u>185,500</u>	
TOTAL EXPENDITURES	0	3,259	118,000	0	3,259	185,500	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>84,847</u>	<u>83,787</u>	<u>0</u>	<u>60,606</u>	<u>82,909</u>	<u>0</u>	

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Franchises</u>							
000-421350 Time Warner-PEG Fee	57,299	61,501	60,000	47,678	60,168	60,000	
000-421465 AT&T PEG Fee	<u>27,548</u>	<u>25,544</u>	<u>30,000</u>	<u>12,928</u>	<u>26,000</u>	<u>30,000</u>	
TOTAL Franchises	84,847	87,045	90,000	60,606	86,168	90,000	
<hr/>							
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>95,500</u>	
TOTAL Fund Transfers	0	0	28,000	0	0	95,500	
<hr/>							
<u>Miscellaneous</u>							
TOTAL REVENUES	84,847	87,045	118,000	60,606	86,168	185,500	
	=====	=====	=====	=====	=====	=====	=====

110-PUBLIC, EDU, GOVMNT FEE

MISC & PROJECTS
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
Supplies							
Operations Support							
Professional Services							
900-541110 COMMUNICATION PLAN	0	0	75,000	0	0	0	
TOTAL Professional Services	0	0	75,000	0	0	0	
Operating Equipment							
Capital Outlay							
900-581400 Communication Equipment	0	3,259	43,000	0	3,259	185,500	
TOTAL Capital Outlay	0	3,259	43,000	0	3,259	185,500	
TOTAL PROJECTS	0	3,259	118,000	0	3,259	185,500	
TOTAL MISC & PROJECTS	0	3,259	118,000	0	3,259	185,500	
TOTAL EXPENDITURES	0	3,259	118,000	0	3,259	185,500	
=====							

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

Revenues for the Hotel/Motel Fund are derived from a 7% tax on rooms rented in the City. There are four hotels in Schertz; the Best Western Plus with 61 rooms, Hampton Inn with 98 rooms, La Quinta with 81 rooms and Fairfield Inn with 118 rooms. These revenues are used to support Schertz as a destination location. Advertising campaigns to increase awareness of all Schertz has to offer reach citizens all across the State and beyond.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Taxes	\$514,678	\$520,000	\$520,000
Miscellaneous	51,086	30,800	20,750
<i>Total</i>	<i>\$565,764</i>	<i>\$550,800</i>	<i>\$540,750</i>
<i>Expenses</i>			
City Support Services	\$87,133	\$95,650	\$112,466
Operations Support	14,941	14,000	46,000
Professional Services	28,189	3,500	3,000
Fund Charges/Transfers	67,592	74,428	72,464
Building Maintenance	0	0	20,000
Capital Outlay	0	223,189	0
<i>Total</i>	<i>\$197,846</i>	<i>\$410,767</i>	<i>\$253,930</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2020-21 is expected to decrease 1.8% from the FY 2019-20 year end estimates due to lower investment returns.

Expenses: The Hotel Motel Tax Fund FY 2020-21 Budget decrease 38.2% from FY 2019-20 year end estimates due to no planned improvements to the Civic Center.

314-HOTEL TAX

FINANCIAL SUMMARY

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	520,424	514,678	500,000	246,548	520,000	520,000	
Miscellaneous	<u>28,838</u>	<u>51,086</u>	<u>53,000</u>	<u>24,482</u>	<u>30,800</u>	<u>20,750</u>	
TOTAL REVENUES	549,261	565,764	553,000	271,030	550,800	540,750	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>206,188</u>	<u>197,846</u>	<u>505,894</u>	<u>363,076</u>	<u>410,767</u>	<u>253,930</u>	
TOTAL GENERAL GOVERNMENT	<u>206,188</u>	<u>197,846</u>	<u>505,894</u>	<u>363,076</u>	<u>410,767</u>	<u>253,930</u>	
TOTAL EXPENDITURES	206,188	197,846	505,894	363,076	410,767	253,930	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>343,073</u>	<u>367,919</u>	<u>47,106</u>	<u>(92,045)</u>	<u>140,033</u>	<u>286,820</u>	

314-HOTEL TAX

REVENUES

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	<u>520,424</u>	<u>514,678</u>	<u>500,000</u>	<u>246,548</u>	<u>520,000</u>	<u>520,000</u>	<u> </u>
TOTAL Taxes	520,424	514,678	500,000	246,548	520,000	520,000	<u> </u>
<u>Fund Transfers</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	2,668	2,175	3,000	477	800	750	<u> </u>
000-491200 Investment Income	26,170	45,840	50,000	24,005	30,000	20,000	<u> </u>
000-497000 Misc Income	<u>0</u>	<u>3,071</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Miscellaneous	<u>28,838</u>	<u>51,086</u>	<u>53,000</u>	<u>24,482</u>	<u>30,800</u>	<u>20,750</u>	<u> </u>
 TOTAL REVENUES	 549,261	 565,764	 553,000	 271,030	 550,800	 540,750	 <u> </u>
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Personnel Services</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
101-532800 Special Events	54,430	59,369	62,466	54,481	60,650	62,466	
101-532820 Community Programs	<u>31,368</u>	<u>27,764</u>	<u>50,000</u>	<u>17,531</u>	<u>35,000</u>	<u>50,000</u>	
TOTAL City Support Services	85,797	87,133	112,466	72,013	95,650	112,466	
<u>Operations Support</u>							
101-534100 Advertising	18,845	0	30,000	0	0	30,000	
101-534120 Advertising-Billboards	<u>13,530</u>	<u>14,941</u>	<u>16,000</u>	<u>8,553</u>	<u>14,000</u>	<u>16,000</u>	
TOTAL Operations Support	32,375	14,941	46,000	8,553	14,000	46,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	1,276	28,189	0	500	500	0	
101-541400 Auditor/Accounting Service	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Professional Services	4,276	28,189	3,000	3,500	3,500	3,000	
<u>Fund Charges/Transfers</u>							
101-548100 Interfund Transfer Out	<u>67,605</u>	<u>67,582</u>	<u>74,428</u>	<u>55,821</u>	<u>74,428</u>	<u>72,464</u>	
TOTAL Fund Charges/Transfers	67,605	67,582	74,428	55,821	74,428	72,464	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	<u>7,879</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>20,000</u>	
TOTAL Maintenance Services	7,879	0	20,000	0	0	20,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	<u>8,255</u>	<u>0</u>	<u>250,000</u>	<u>223,189</u>	<u>223,189</u>	<u>0</u>	
TOTAL Capital Outlay	8,255	0	250,000	223,189	223,189	0	
TOTAL NON DEPARTMENTAL	206,188	197,846	505,894	363,076	410,767	253,930	
TOTAL GENERAL GOVERNMENT	206,188	197,846	505,894	363,076	410,767	253,930	
TOTAL EXPENDITURES	<u>206,188</u> =====	<u>197,846</u> =====	<u>505,894</u> =====	<u>363,076</u> =====	<u>410,767</u> =====	<u>253,930</u> =====	=====

FUND: 317 PARK FUND

DESCRIPTION

The Park Fund is a special fund designated to monitor and manage funds for the management of the City of Schertz Urban Forest and capital improvements of the City of Schertz Park System. The Fund is composed of parkland dedication revenues. Revenues are derived from developer fees (in lieu of parkland dedication), local citizen groups, state, local nonprofit neighborhood associations, home owners associations (HOA's), regional non-profit grants, and donations.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$11,000	\$137,000	\$70,000
Fund Transfers	0	0	51,500
Miscellaneous	7,601	5,200	3,500
<i>Total</i>	<i>\$18,601</i>	<i>\$142,200</i>	<i>\$125,000</i>
<i>Expenses</i>			
Professional Services	\$5,740	\$10,000	\$25,000
Operating Equipment	9,511	0	0
Capital Outlay	86,841	167,000	100,000
<i>Total</i>	<i>\$102,092</i>	<i>\$177,000</i>	<i>\$125,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2020-21 is expected to decrease 12.1% from the FY 2019-20 year end estimates from new development.

Expenses: The FY 2020-21 Budget decrease 29.4% from the FY 2019-20 year end estimate with fewer planned parks improvements.

317-PARK FUND

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	139,000	11,000	70,000	0	137,000	70,000	
Fund Transfers	0	0	99,000	0	0	51,500	
Miscellaneous	<u>6,848</u>	<u>7,601</u>	<u>8,000</u>	<u>3,097</u>	<u>5,200</u>	<u>3,500</u>	
TOTAL REVENUES	145,848	18,601	177,000	3,097	142,200	125,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>139,499</u>	<u>102,092</u>	<u>177,000</u>	<u>5,760</u>	<u>177,000</u>	<u>125,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>139,499</u>	<u>102,092</u>	<u>177,000</u>	<u>5,760</u>	<u>177,000</u>	<u>125,000</u>	
TOTAL EXPENDITURES	139,499	102,092	177,000	5,760	177,000	125,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>6,349</u>	<u>(83,491)</u>	<u>0</u>	<u>(2,663)</u>	<u>(34,800)</u>	<u>0</u>	

317-PARK FUND

REVENUES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458800 Parkland Dedication	<u>139,000</u>	<u>11,000</u>	<u>70,000</u>	<u>0</u>	<u>137,000</u>	<u>70,000</u>	<u></u>
TOTAL Fees	139,000	11,000	70,000	0	137,000	70,000	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	<u>0</u>	<u>0</u>	<u>99,000</u>	<u>0</u>	<u>0</u>	<u>51,500</u>	<u></u>
TOTAL Fund Transfers	0	0	99,000	0	0	51,500	
<u>Miscellaneous</u>							
000-491000 Interest Earned	795	1,093	1,000	358	700	500	
000-491200 Investment Income	6,054	6,507	7,000	2,738	4,500	3,000	
000-493700 Donations	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>6,848</u>	<u>7,601</u>	<u>8,000</u>	<u>3,097</u>	<u>5,200</u>	<u>3,500</u>	<u></u>
TOTAL REVENUES	145,848	18,601	177,000	3,097	142,200	125,000	
	=====	=====	=====	=====	=====	=====	=====

317-PARK FUND

PUBLIC ENVIRONMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----) CURRENT BUDGET	(----- 2019-2020 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2020-2021 -----) CITY ADMIN. RECOMMENDED	(----- 2020-2021 -----) ADOPTED BUDGET
PARKLAND DEDICATION =====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Professional Services</u>							
301-541300 Other Cons/ prof Services	16,139	5,740	0	5,760	10,000	25,000	
TOTAL Professional Services	16,139	5,740	0	5,760	10,000	25,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
301-571000 Sign/Fixtures	1,426	470	0	0	0	0	
301-571700 Improvements Under \$5,000	0	9,041	0	0	0	0	
TOTAL Operating Equipment	1,426	9,511	0	0	0	0	
<u>Capital Outlay</u>							
301-581700 Improvements Over \$5,000	121,934	86,841	177,000	0	167,000	100,000	
TOTAL Capital Outlay	121,934	86,841	177,000	0	167,000	100,000	
TOTAL PARKLAND DEDICATION	139,499	102,092	177,000	5,760	177,000	125,000	

FUND: 319 TREE MITIGATION

DESCRIPTION

Tree mitigation fund is a special fund that is derived from revenue from permits for tree removal issued in connection with a building permit, subdivision plan, and site plan. These funds are used to replace trees on City Parks, City owned property, Public lands, and SCUCISD school property.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$19,162	\$70,000	\$70,000
Miscellaneous	10,307	8,250	4,500
<i>Total</i>	<i>\$29,469</i>	<i>\$78,250</i>	<i>\$74,500</i>
<i>Expenses</i>			
Maintenance Services	\$27,867	\$60,000	\$70,000
<i>Total</i>	<i>\$27,867</i>	<i>\$60,000</i>	<i>\$70,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2020-21 is expected to increase by 4.8% from 2019-20 year end estimate with fewer additional new development projects.

Expenses: The FY 2020-21 Budget will increase by 16.7% from the FY 2019-20 year end estimate for additional tree trimming and planting shade trees throughout the city.

319-TREE MITIGATION

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	100,522	19,162	70,000	52,615	70,000	70,000	
Miscellaneous	<u>6,888</u>	<u>10,307</u>	<u>8,750</u>	<u>5,682</u>	<u>8,250</u>	<u>4,500</u>	
TOTAL REVENUES	107,410	29,469	78,750	58,297	78,250	74,500	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>7,518</u>	<u>27,867</u>	<u>75,000</u>	<u>14,800</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>7,518</u>	<u>27,867</u>	<u>75,000</u>	<u>14,800</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL EXPENDITURES	7,518	27,867	75,000	14,800	60,000	70,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>99,892</u>	<u>1,602</u>	<u>3,750</u>	<u>43,497</u>	<u>18,250</u>	<u>4,500</u>	

319-TREE MITIGATION

REVENUES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458900 Tree Mitigation	<u>100,522</u>	<u>19,162</u>	<u>70,000</u>	<u>52,615</u>	<u>70,000</u>	<u>70,000</u>	<u></u>
TOTAL Fees	100,522	19,162	70,000	52,615	70,000	70,000	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,153	840	750	432	750	500	
000-491200 Investment Income	5,736	9,467	8,000	4,750	7,000	4,000	
000-497000 Misc Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>6,888</u>	<u>10,307</u>	<u>8,750</u>	<u>5,682</u>	<u>8,250</u>	<u>4,500</u>	<u></u>
<hr/>							
TOTAL REVENUES	107,410	29,469	78,750	58,297	78,250	74,500	
	=====	=====	=====	=====	=====	=====	=====

319-TREE MITIGATION

PUBLIC ENVIRONMENT
EXPENDITURES

	2017-2018	2018-2019	(----- 2019-2020 -----)	(----- 2020-2021 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
TREE MITIGATION							
=====							
<u>Supplies</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
302-551110 Trees	<u>7,518</u>	<u>27,867</u>	<u>75,000</u>	<u>14,800</u>	<u>60,000</u>	<u>70,000</u>	<u></u>
TOTAL Maintenance Services	7,518	27,867	75,000	14,800	60,000	70,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL TREE MITIGATION	7,518	27,867	75,000	14,800	60,000	70,000	
TOTAL PUBLIC ENVIRONMENT	7,518	27,867	75,000	14,800	60,000	70,000	
TOTAL EXPENDITURES	<u>7,518</u>	<u>27,867</u>	<u>75,000</u>	<u>14,800</u>	<u>60,000</u>	<u>70,000</u>	<u></u>

FUND: 609 LIBRARY FUND

DESCRIPTION

The purpose of the Library Advisory Board is to provide citizen input to the City of Schertz on Library policy and operation and to raise community awareness of the library and its services. The Library Advisory Board oversees various fund-raising activities including the operation of the Read Before Bookstore and book consignment sales with all proceeds providing supplementary funding for library materials, programs, projects and building enhancements.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$21,365	\$21,000	\$20,000
Miscellaneous	1,861	1,558	1,200
<i>Total</i>	<i>\$23,226</i>	<i>\$22,558</i>	<i>\$21,200</i>
<i>Expenses</i>			
Supplies	\$242	\$150	\$200
City Support Services	9,432	12,000	12,000
Operating Equipment	9,990	9,000	9,000
<i>Total</i>	<i>\$19,664</i>	<i>\$21,150</i>	<i>\$21,200</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2020-21 is expected to decrease 6.0% from the FY 2019-20 year end estimate with less book sales.

Expenses: The Library Fund's FY 2020-21 Budget increase 0.2% from the FY 2019-20 year end estimates with no expected changes in operations.

609-LIBRARY BOARD

FINANCIAL SUMMARY

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	18,863	21,365	20,000	9,186	21,000	20,000	
Miscellaneous	<u>1,208</u>	<u>1,861</u>	<u>1,750</u>	<u>795</u>	<u>1,558</u>	<u>1,200</u>	
TOTAL REVENUES	20,071	23,226	21,750	9,981	22,558	21,200	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>16,058</u>	<u>19,664</u>	<u>21,200</u>	<u>8,996</u>	<u>21,150</u>	<u>21,200</u>	
TOTAL GENERAL GOVERNMENT	<u>16,058</u>	<u>19,664</u>	<u>21,200</u>	<u>8,996</u>	<u>21,150</u>	<u>21,200</u>	
TOTAL EXPENDITURES	16,058	19,664	21,200	8,996	21,150	21,200	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>4,013</u>	<u>3,562</u>	<u>550</u>	<u>985</u>	<u>1,408</u>	<u>0</u>	

609-LIBRARY BOARD

REVENUES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458100 Sale of Merchandise	18,800	21,365	20,000	9,186	21,000	20,000	
000-458200 Sale of Recyclwing Material	<u>63</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fees	18,863	21,365	20,000	9,186	21,000	20,000	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	372	690	550	254	550	400	
000-491200 Investment Income	836	1,163	1,000	537	1,000	600	
000-493000 Donations	0	0	200	0	0	200	
000-497000 Misc. Income - Library	<u>1</u>	<u>8</u>	<u>0</u>	<u>4</u>	<u>8</u>	<u>0</u>	
TOTAL Miscellaneous	<u>1,208</u>	<u>1,861</u>	<u>1,750</u>	<u>795</u>	<u>1,558</u>	<u>1,200</u>	
<hr/>							
TOTAL REVENUES	20,071	23,226	21,750	9,981	22,558	21,200	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

GENERAL GOVERNMENT
EXPENDITURES

	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	234	242	200	13	150	200	
TOTAL Supplies	234	242	200	13	150	200	
<u>City Support Services</u>							
101-532800 Special Events	5,830	9,432	12,000	4,983	12,000	12,000	
TOTAL City Support Services	5,830	9,432	12,000	4,983	12,000	12,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
101-571400 Library Materials	9,994	9,990	9,000	4,000	9,000	9,000	
TOTAL Operating Equipment	9,994	9,990	9,000	4,000	9,000	9,000	
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	16,058	19,664	21,200	8,996	21,150	21,200	
TOTAL GENERAL GOVERNMENT	16,058	19,664	21,200	8,996	21,150	21,200	
TOTAL EXPENDITURES	16,058 =====	19,664 =====	21,200 =====	8,996 =====	21,150 =====	21,200 =====	=====

FUND: 615 HISTORICAL COMMITTEE

MISSION STATEMENT

To gather, preserve, and make available to the public historical information regarding people, places, and events that have contributed to the development of the City of Schertz.

DESCRIPTION

This function is funded from the Special Events Fund by a transfer. The Historical Committee reviews locations for possible historic value and distributes books about the history of Schertz.

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
<i>Revenue</i>			
Fees	\$830	\$1,000	\$1,000
Fund Transfers	2,871	5,250	10,750
<i>Total</i>	<i>\$3,701</i>	<i>\$6,250</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	\$1,187	\$900	\$1,500
Operations Support	84	0	500
Staff Support	131	2,250	5,150
Professional Services	1,469	1,600	1,600
Operating Equipment	0	1,500	3,000
<i>Total</i>	<i>\$2,871</i>	<i>\$6,250</i>	<i>\$11,750</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2020-21 will remain at the same funding allocation as FY 2019-20.

Expenses: The Historical Committee's FY 2020-21 Budget will remain the as the FY 2019-20 Budget.

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	(----- 2019-2020 -----) (----- 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	756	813	1,000	46	1,000	1,000	
Fund Transfers	4,806	2,871	10,750	0	5,250	10,750	
Miscellaneous	<u>3</u>	<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	5,565	3,701	11,750	46	6,250	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	<u>1,897</u>	<u>2,871</u>	<u>11,750</u>	<u>169</u>	<u>6,250</u>	<u>11,750</u>	
TOTAL CULTURAL	<u>1,897</u>	<u>2,871</u>	<u>11,750</u>	<u>169</u>	<u>6,250</u>	<u>11,750</u>	
TOTAL EXPENDITURES	1,897	2,871	11,750	169	6,250	11,750	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,668</u>	<u>830</u>	<u>0</u>	<u>(123)</u>	<u>0</u>	<u>0</u>	

615-HISTORICAL COMMITTEE

REVENUES

		2019-2020		2020-2021			
	2017-2018	2018-2019	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-458100 Sale of Merchandise	756	813	1,000	46	1,000	1,000	
TOTAL Fees	756	813	1,000	46	1,000	1,000	
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	0	0	10,750	0	5,250	10,750	
000-486106 Transfer In-Special Events	4,806	2,871	0	0	0	0	
TOTAL Fund Transfers	4,806	2,871	10,750	0	5,250	10,750	
<u>Miscellaneous</u>							
000-497000 Misc. Income	3	17	0	0	0	0	
TOTAL Miscellaneous	3	17	0	0	0	0	
TOTAL REVENUES	5,565	3,701	11,750	46	6,250	11,750	
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

CULTURAL EXPENDITURES	(------ 2019-2020 -----) (------ 2020-2021 -----)						
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
HISTORICAL COMMITTEE =====							
<u>Supplies</u>							
609-521000 Operating Supplies	704	1,187	1,500	100	900	1,500	
TOTAL Supplies	704	1,187	1,500	100	900	1,500	
<u>Operations Support</u>							
609-534200 Printing & Binding	0	84	500	0	0	500	
TOTAL Operations Support	0	84	500	0	0	500	
<u>Staff Support</u>							
609-535200 Awards	0	131	1,000	69	250	1,000	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	4,000	0	2,000	4,000	
TOTAL Staff Support	0	131	5,150	69	2,250	5,150	
<u>Professional Services</u>							
609-541300 Other Cons'l/Prof Services	1,456	1,469	1,600	0	1,600	1,600	
TOTAL Professional Services	1,456	1,469	1,600	0	1,600	1,600	
<u>Operating Equipment</u>							
609-571810 Event Banners	(263)	0	3,000	0	1,500	3,000	
TOTAL Operating Equipment	(263)	0	3,000	0	1,500	3,000	
TOTAL HISTORICAL COMMITTEE							
	1,897	2,871	11,750	169	6,250	11,750	
TOTAL CULTURAL							
	1,897	2,871	11,750	169	6,250	11,750	
TOTAL EXPENDITURES							
	1,897	2,871	11,750	169	6,250	11,750	

Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than \$5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.

Glossary

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

Glossary

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optimum state or ultimate goal of the City or Department.

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 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 the recent Executive Order 29 relating to the use of face coverings.

Attachments

Revised 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, 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 originally 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 the Disaster Declaration put in place by Governor Abbott for the State of Texas expires.
- 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 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 11. 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 23rd DAY
OF JUNE 2020.**

CITY OF SCHERTZ, TEXAS

By: _____

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: City Secretary
Subject: Minutes – Consideration and/or action regarding the approval of the minutes of the meeting of August 4, 2020. (B. Dennis)

BACKGROUND

The City Council held a Regular City Council meeting on August 4, 2020.

RECOMMENDATION

Recommend Approval.

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: Public Works
Subject: Resolution No. 20-R-89 – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a contract with M&C Fonseca Construction Co., Inc. relating to the construction of the F.M. 1103 TxDOT Utility Adjustments Phase II Project and authorizing the budget expenditures for the project. (C. Kelm/S. Williams/S. McClelland)

BACKGROUND

The Texas Department of Transportation (TxDOT) has finalized plans on a project to widen F.M. 1103 in the City of Schertz. In order to accommodate the increased pavement width and drainage improvements, the City of Schertz must relocate the existing water and wastewater facilities within the existing right of way. The relocations must be complete prior to TxDOT letting their project. The relocations of the existing water and wastewater facilities had to be split into two phases because of changes in the TxDOT design from 60% to 100%. Because of TxDOT's urgency to have utilities cleared of the project, the City of Schertz moved forward with the Phase I relocations in 2019, which were based on the 60% TxDOT design. The relocation strategy for the project was to only relocate where necessary using offsets instead of relocating all of the 12" water main. While this resulted in a scope that was more affected by changes to the TxDOT design, overall, it reduced the amount of water main that needed to be relocated.

Based on the 100% plans, there is a new 800 linear foot section of 12" water main that must be relocated to accommodate the TxDOT project. This section will tie-in to previously relocated water main north and south of Fortune Hill. The F.M. 1103 TxDOT Utility Adjustments Phase II Project was designed by Ford Engineering as approved by resolution 20-R-69.

This project was publicly bid using a Lowest Qualified Bidder Method. Four (4) proposals were received for the project. M&C Fonseca Construction Co., Inc. was the lowest bidder. City Staff evaluated the M&C Fonseca Construction Co., Inc. proposal and found them to be qualified to complete the project based on their experience on other similar projects. M&C Fonseca Construction Co., Inc. proposed to perform the work for \$130,283.75 and City Staff recommends a 10% contingency for the project.

Once the contract is authorized, a notice to proceed is expected to be issued within two to three weeks. The project duration per the contract is 60 days.

GOAL

To obtain authorization from City Council to execute a contract with M&C Fonseca Construction Co., Inc. to complete the construction of the F.M. 1103 TxDOT Utility Adjustments Phase II Project.

COMMUNITY BENEFIT

Relocating the City’s existing utilities is necessary in order to move TxDOT’s F.M. 1103 Expansion Project into the construction phase. The relocation of the City’s existing utilities will also ensure that the City’s utilities are in an alignment that allows adequate space for future maintenance.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 20-R-89 authorizing the City Manager to enter into a contract with M&C Fonseca Construction Co., Inc., in an amount not to exceed \$143,312.00 for the construction of the F.M. 1103 TxDOT Utility Adjustments Phase II Project.

FISCAL IMPACT

This contract is being funded from the CO 2018 Bond.

RECOMMENDATION

Staff recommends Council approve Resolution 20-R-89 authorizing the City Manager to enter into a contract with M&C Fonseca Construction Co., Inc., in an amount not to exceed \$143,312.00 for the construction of the F.M. 1103 TxDOT Utility Adjustments Phase II Project.

Attachments

20-R-89

M&C Fonseca Contract

Bid Tabulation

RESOLUTION NO. 20-R-89

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, AUTHORIZING A CONTRACT WITH M&C FONSECA CONSTRUCTION CO., INC. RELATING TO THE CONSTRUCTION OF THE F.M. 1103 TXDOT UTILITY ADJUSTMENTS PHASE II PROJECT AND AUTHORIZING THE BUDGET EXPENDITURES FOR THE PROJECT.

WHEREAS, the City of Schertz (the “City”) has a need to relocate existing water utilities adjacent to F.M. 1103 in conjunction with the upcoming TxDOT F.M. 1103 Expansion Project; and

WHEREAS, the City solicited competitive proposals from qualified vendors for constructions services related to the F.M. 1103 TxDOT Utility Adjustments Phase II Project; and

WHEREAS, City staff has determined that M&C Fonseca Construction CO., Inc. is qualified to provide such services for the City; and

WHEREAS, City Council has authorized funding for the F.M. 1103 TxDOT Utility Adjustments Phase II Project from the CO 2018 Bond Funds.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver a contract in substantially the same form as Attachment A with M&C Fonseca Construction CO., Inc. for an amount of \$130,283.75 with a contingency amount of \$13,028.25 for an overall not to exceed amount of \$143,312.00.

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 11th day of August, 2020

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between City of Schertz ("Owner") and
M&C FONSECA CONSTRUCTION CO. INC. ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 – THE PROJECT

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: *FM 1103 TXDOT UTILITY ADJUSTMENTS PHASE II*

ARTICLE 3 – ENGINEER

- 3.01 The part of the Project that pertains to the Work has been designed by Ford Engineering Inc.
- 3.02 The Owner has retained the City of Schertz Engineering Department ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

- 4.01 *Time of the Essence*
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- 4.02 *Contract Times: Days*
- A. The Work is expected to be substantially completed within 60 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 calendar days after the date of substantial completion.
- 4.03 *Liquidated Damages*
- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will sustain

actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of:

1. **Six hundred dollars (\$600.00) per day** for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages ("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Contract Time.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item):

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price in \$\$	Extended Price in \$\$
1	TPDES – STORM WATER POLLUTION PREVENTION PLAN	LS	1	2,500.00	2,500.00
2	MOBILIZATION	LS	1	11,800.00	11,800.00
3	TRAFFIC CONTROL AND REGULATION	LS	1	6,000.00	6,000.00
4	SITE RESTORATION (UTILITY CONSTRUCTION)	LF	957	5.75	5,502.75
5	REMOVE ASPHALT PAVEMENT (COMPLETE)	SY	43	35.00	1,505.00
6	TRENCH EXCAVATION SAFETY PROTECTION	LF	957	3.00	2,871.00
7	WATER PIPE (PVC) (12 IN) (COMPLETE) (OPEN CUT)	LF	798	65.00	51,870.00
8	WATER SERVICE (3/4 IN) (SHORT SIDE)	EA	1	850.00	850.00
9	WATER SERVICE (1 IN) (SHORT SIDE)	EA	7	950.00	6,650.00
10	WATER TIE-IN (COMPLETE) (12")	EA	4	3,500.00	14,000.00
11	WATER CUT, PLUG, ABANDON (12 IN)	LF	338	16.00	5,408.00
12	WATER CUT, PLUG, REMOVE (12 IN)	LF	159	28.00	4,452.00

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price in \$\$	Extended Price in \$\$
13	FIRE HYDRANT ASSEMBLY (COMPLETE)	EA	1	6,200.00	6,200.00
14	SALVAGE FIRE HYDRANT	EA	1	400.00	400.00
15	GATE VALVES (6 IN)	EA	1	1,900.00	1,900.00
16	GATE VALVES (12 IN)	EA	1	3,200.00	3,200.00
17	BLOW OFF VALVE (12"X2") (TEMP)	EA	4	750.00	3,000.00
18	FLOWABLE FILL	FY	14.5	150.00	2,175.00
Total of all Extended Prices for Unit Price Work (subject to final adjustment based on actual quantities)					\$130,283.75

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 Progress Payments; Retainage

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 30th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract
 - a. 95 percent of Work completed (with the balance being retainage); and
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to the full amount of the contract, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less such amounts as

the Engineer shall determine for incomplete Work, retainage applicable to such work and unsettled claims.

6.03 Final Payment

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

- 7.01 All amounts not paid when due shall bear interest at the maximum rate allowed by law, not to exceed 1% per month.

ARTICLE 8 – CONTRACTOR’S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 - A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
 - E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor’s safety precautions and programs.
 - F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 - G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages A-1 to A-7, inclusive).
 - 2. Performance bond (pages PB-1 to PB-3, inclusive).
 - 3. Payment bond (pages PYB-1 to PYB-3, inclusive).
 - 4. General Conditions consisting of 73 pages of a modified version of EJCDC C-700, having a title page with the general title: STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT.
 - 5. Supplementary Conditions (pages SC-1 to SC-2, inclusive).
 - 6. Specifications as listed in the table of contents of the Project Manual.
 - 7. Drawings (not attached but incorporated by reference) consisting of 17 sheets with each sheet bearing the following general title: FM 1103 TxDOT Utility Adjustment Phase II.
 - 8. Addenda (numbers to , inclusive).
 - 9. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid (pages BF-1 to BF-5, inclusive).
 - 10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract,

published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER:

CONTRACTOR:

By: DR. MARK BROWNE

By: _____

Title: CITY MANAGER

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Address for giving notices:

Address for giving notices:

CITY OF SCHERTZ

M&C FONSECA CONSTRUCTION CO INC

1400 SCHERTZ PARKWAY

1901 PRAIRIE CREEK ROAD

SCHERTZ, TEXAS 78154

GRANITE SHOALS, TEXAS 78654

License No.: _____

(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

BID TABULATION

BID/RFP#	2020-013			BID/RFP NAME:		FM 1103 Utility Relocation Ph II		BUYER:		JULIE GOHLKE					
						VENDOR ONE (1)		VENDOR TWO (2)		VENDOR THREE (3)			VENDOR FOUR (4)		
<div>Company Name</div> <div>Point of Contact</div> <div>Phone Number</div> <div>Email Address</div> <div>HUB Status</div>						D Guerra Construction		M&C FONSECA CONSTRUCTION CO INC		R L JONES LP			STOUT EXCAVATING GROUP, TEXAS LLC		
						Ted Zamora		JORDAN TUBIG		DAVID JONES			BILLY PERRY		
						512-467-9357		830-596-1741		210-496-6223			210-727-9594		
						tzamora@dguerraconstruction.com		JORDAN@MCFONSECA.COM		ADMIN@RLJONESLP.COM			BILLY@STOUTEXCAVATING.NET		
Item#				QTY	UOM	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price		
TOTALS						VENDOR 1 TOTAL	\$184,512.00	VENDOR 2 TOTAL	\$130,283.75	VENDOR 3 TOTAL	\$132,309.00	VENDOR 4 TOTAL	\$201,827.24		

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: Engineering
Subject: Resolution No. 20-R-82 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a contract with San Antonio Constructors, Ltd., relating to the Cherry Tree Drive Rehabilitation Project and authorizing the budget expenditures for the project. (B. James/K. Woodlee/J. Nowak)

BACKGROUND

Previously the City undertook the 2018 SPAM Rehabilitation project, which rehabilitated some streets in the Northcliffe area. The goal of that project was to rehabilitate streets in the area that had waterline replacement work completed earlier. A portion of Cherry Tree, from Mayfair to Meadowhead was included in the 2018 SPAM project, however, water line replacement in Cherry Tree extended beyond Meadowhead. This project was developed to address that remaining portion of Cherry Tree where water line replacement occurred but street rehabilitation has not. This project will rehabilitate Cherry Tree from Meadowhead to halfway between Harvest and Whisper Bluff, which represents the additional water line replacement area not included in the 2018 SPAM project.

This project will rehabilitate the street to the same pavement section as was done in the 2018 SPAM project. The existing asphalt will be removed and the remaining base material will be cement stabilized and two inches of new asphalt will be placed on the surface. Before the pavement work is done, some curb and gutter repairs and some sidewalk repairs will be completed. Some corners will have the ADA ramps reconstructed to comply with current requirements. The project will also install missing sidewalk segments in the project area. On July 8, 2020, bids were opened for the Cherry Tree Rehabilitation project.

Six bids were received with the two lowest bids being below the Engineer's estimate for the project. Selection of the best bid was based primarily on cost. All bidders were required to submit additional information, such as experience on similar projects; experience on public projects; available resources to complete the project; corporate history and stability; and references. The additional information was used to verify the bidders were capable of successfully completing the work. Based on the information provided, all the bidders are capable of completing the work. The lowest bid received was from San Antonio Constructors, Ltd., and was approximately 13% lower than the Engineer's Estimate. A construction contract awarded to San Antonio Constructors, Ltd., would rehabilitate Cherry Tree from Meadowhead to halfway between Harvest and Whisper Bluff.

GOAL

To obtain authorization from City Council to execute a construction contract with San Antonio Constructors, Ltd., for \$273,193.80, and a not to exceed amount of \$300,600.00, for the Cherry Tree Drive Rehabilitation Project.

COMMUNITY BENEFIT

The project will rehabilitate a segment of Cherry Tree from Meadowhead to halfway between Harvest and Whisper Bluff. This section of Cherry Tree had water line replacement work done previously and represents an extension of the 2018 SPAM Rehabilitation project that was recently completed in the Northcliffe area. The project will construct similar improvements as was done to Cherry Tree from Mayfair to Meadowhead in the 2018 SPAM Rehabilitation project - ADA corner ramp constriction, some sidewalk repairs, some curb and gutter repairs, and rehabilitating the street section to provide a new, stronger and more durable pavement section. The project will also install segments of missing sidewalks in the project area.

SUMMARY OF RECOMMENDED ACTION

Authorize execution of the construction contract for the Cherry Tree Drive Rehabilitation project to San Antonio Constructors, Ltd., for 273,193.80 and a not to exceed amount of \$300,600.00.

FISCAL IMPACT

The cost of the project shall not exceed \$300,600 and \$128,000 of funding is available from Certificates of Obligation for Road Improvements and \$172,600 of funding is available from \$2.7 million from excess General Fund Reserves earmarked for SPAM.

RECOMMENDATION

Staff recommends Council approve Resolution 20-R-82 and authorize award of the bid for the Cheery Tree Drive Rehabilitation Project to San Antonio Constructors, Ltd., for \$271,193.80 and a not to exceed amount of \$300,600.00.

Attachments

Resolution No. 20-R-82
Cherry Tree Location Exhibit
Cherry Tree Rehab Bid Tab
Cherry Tree Rehab Contract

RESOLUTION NO. 20-R-82

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A CONTRACT WITH SAN ANTONIO CONSTRUCTORS, LTD. RELATING TO THE CHERRY TREE DRIVE REHABILITATION PROJECT AND AUTHORIZING THE BUDGET EXPENDITURES FOR THE PROJECT

WHEREAS, The City staff of the City of Schertz (the "City") has recommended that the City accept the bid from San Antonio Constructors, Ltd. relating to the Cherry Tree Drive Rehabilitation Project and approve the project expenditures; and

WHEREAS, City staff has received qualifications indicating that San Antonio Constructors, Ltd. is qualified to provide such services for the City; and

WHEREAS, the project will be funded from Certificates of Obligation for Road Improvements and from the \$2.7 million from Excess General Fund Reserved earmarked for SPAM,

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the contract with San Antonio Constructors, Ltd. for an amount of \$273,193.80 with an amount not to exceed \$300,600.00.

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 11th day of August, 2020.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

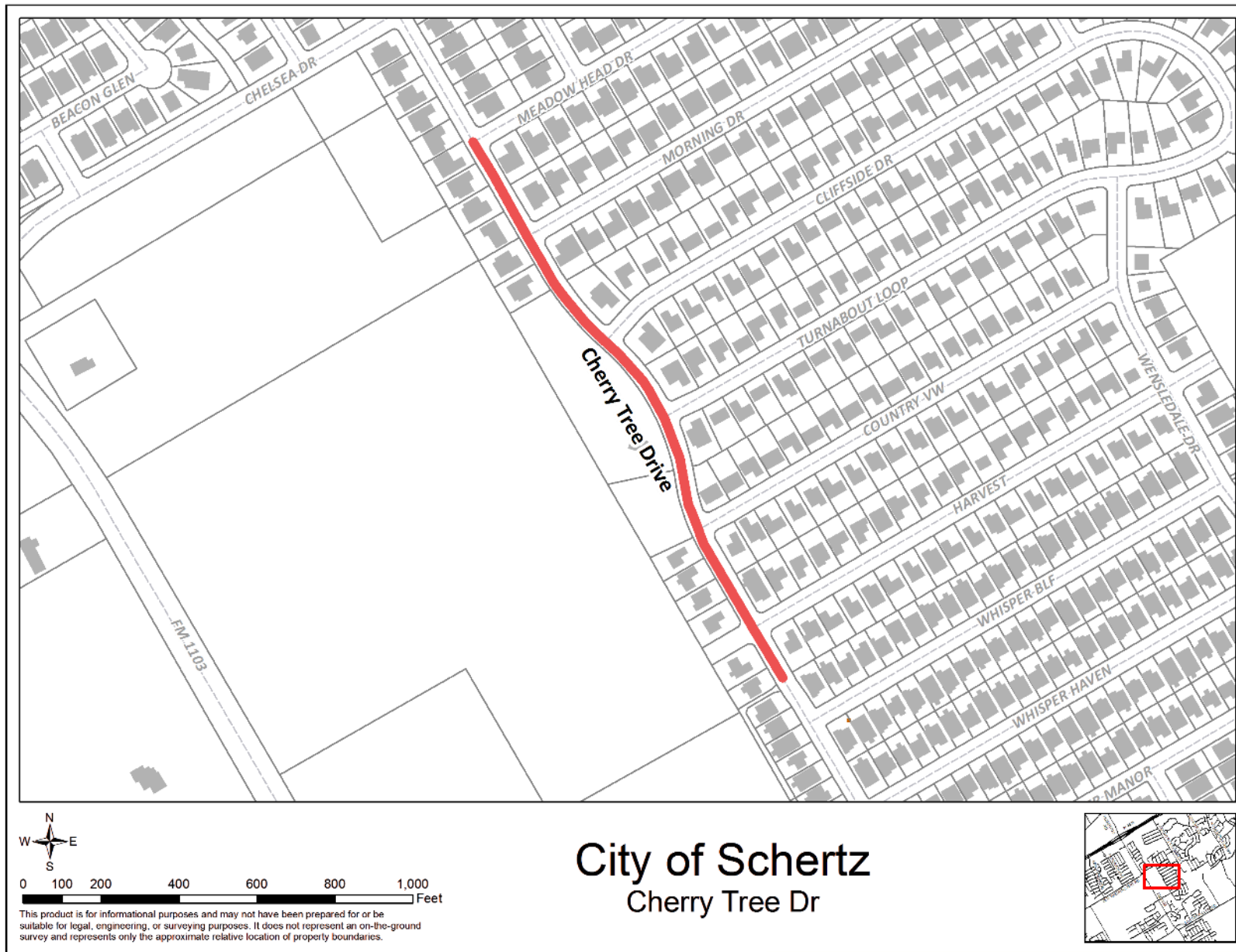
ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

Cherry Tree Drive

- ± 0.3 miles
- Rehabilitation – cement stabilization, some curb and gutter replacement, fill in missing sidewalk gaps



BID TABULATION																			
BID/RFP#	2020-011			BID/RFP NAME:	Cherry Tree Rehab Project		BUYER:	JULIE GOHLKE											
					VENDOR ONE (1)		VENDOR TWO (2)		VENDOR THREE (3)		VENDOR FOUR (4)		VENDOR FIVE (5)		VENDOR SIX (6)		FORD ENGINEERING COST ESTIMATE		
Company Name				Alamo City Constructors, Inc		D & D Contractors, Inc		D&S Concrete Contractors		Diamond X Contracting, Inc		Myers Concrete Construction		San Antonio Constructors, Ltd					
Point of Contact				Gregory Alexander		Kelly Dickens		Joe Dominguez		Ronnie Duenez		Case Botkin		Monica					
Phone Number				(210) 226-3100		(830) 914-2000		(830) 556-8794		(512) 773-8997		(512) 847-8000		(210) 681-0211					
Email Address				melanie@alamocityconstructors.com		kelly@danddcontractors.com		j.dominguez@dsconcretecontractors.net		rduenez@dxcontracting.com		chase@myersconcrete.com		monica@sanantonioconstructorsltd.com					
Comments																			
Item#			QTY	UOM	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price	Item Price	Extended Price	
Item #1	TPDES		1	LS	\$500.00	\$500.00	\$6,190.71	\$6,190.71	\$7,000.00	\$7,000.00	\$9,500.00	\$9,500.00	\$13,954.81	\$13,954.81	\$10,450.00	\$10,450.00	\$0.00	\$0.00	
Item #2	Mobilization		1	LS	\$6,000.00	\$6,000.00	\$45,398.52	\$45,398.52	\$45,000.00	\$45,000.00	\$35,000.00	\$35,000.00	\$21,908.40	\$21,908.40	\$24,835.80	\$24,835.80	3%	\$9,168.45	
Item #3	Tree Trimming (<6")		1	EA	\$20.00	\$20.00	\$3,095.35	\$3,095.35	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,616.53	\$2,616.53	\$1,000.00	\$1,000.00	\$20.00	\$20.00	
Item #4	Manhole Adjustment (Sewer)		5	EA	\$1,700.00	\$8,500.00	\$1,741.97	\$8,709.85	\$1,500.00	\$7,500.00	\$2,000.00	\$10,000.00	\$1,821.77	\$9,108.85	\$1,500.00	\$7,500.00	\$1,797.00	\$8,985.00	
Item #5	Valve Box Adjustment		6	EA	\$500.00	\$3,000.00	\$928.61	\$5,571.66	\$500.00	\$3,000.00	\$615.00	\$3,690.00	\$1,132.74	\$6,796.44	\$495.00	\$2,970.00	\$571.00	\$3,426.00	
Item #6	Remove Asphalt Pavement		4870	SY	\$3.00	\$14,610.00	\$7.81	\$38,034.70	\$10.00	\$48,700.00	\$5.00	\$24,350.00	\$6.81	\$33,164.70	\$10.00	\$48,700.00	\$0.00	\$0.00	
Item #7	Remove Sidewalk and Driveway		250	SY	\$3.00	\$750.00	\$40.95	\$10,237.50	\$35.00	\$8,750.00	\$15.00	\$3,750.00	\$41.00	\$10,250.00	\$5.00	\$1,250.00	\$28.00	\$7,000.00	
Item #8	Removal of Curb and Gutter		414	LF	\$4.00	\$1,656.00	\$22.98	\$9,513.72	\$10.00	\$4,140.00	\$9.00	\$3,726.00	\$24.12	\$9,985.68	\$4.00	\$1,656.00	\$4.00	\$1,656.00	
Item #9	Hot Mix Asphalt Pavement, Type D (2") (PG 64-22)		550	TON	\$98.00	\$53,900.00	\$159.93	\$87,961.50	\$120.00	\$66,000.00	\$120.00	\$66,000.00	\$155.56	\$85,558.00	\$98.00	\$53,900.00	\$99.00	\$54,450.00	
Item #10	Prime Coat		974	GAL	\$4.00	\$3,896.00	\$7.74	\$7,538.76	\$8.00	\$7,792.00	\$5.00	\$4,870.00	\$5.23	\$5,094.02	\$5.00	\$4,870.00	\$0.00	\$0.00	
Item #11	Tack Coat		488	GAL	\$4.00	\$1,952.00	\$6.09	\$2,971.92	\$5.00	\$2,440.00	\$5.00	\$2,440.00	\$5.23	\$2,552.24	\$5.00	\$2,440.00	\$0.00	\$0.00	
Item #12	Concrete Driveway (Residential)		60	SY	\$81.00	\$4,860.00	\$255.65	\$15,339.00	\$105.00	\$6,300.00	\$135.00	\$8,100.00	\$138.50	\$8,310.00	\$75.00	\$4,500.00	\$83.00	\$4,980.00	
Item #13	24" White Thermoplastic Stripe		92	LF	\$8.00	\$736.00	\$31.47	\$2,895.24	\$6.00	\$552.00	\$31.00	\$2,852.00	\$6.98	\$642.16	\$15.00	\$1,380.00	\$8.00	\$736.00	
Item #14	Concrete Curb and Gutter		414	LF	\$28.00	\$11,592.00	\$52.62	\$21,784.68	\$30.00	\$12,420.00	\$65.00	\$26,910.00	\$28.95	\$11,985.30	\$28.00	\$11,592.00	\$29.00	\$12,006.00	
Item #15	Concrete Sidewalk		540	SY	\$73.00	\$39,420.00	\$142.39	\$76,890.60	\$90.00	\$48,600.00	\$114.00	\$61,560.00	\$72.12	\$38,944.80	\$70.00	\$37,800.00	\$76.00	\$41,040.00	
Item #16	Bermuda Sodding		512	SY	\$10.00	\$5,120.00	\$38.40	\$19,660.80	\$8.00	\$4,096.00	\$27.00	\$13,824.00	\$8.72	\$4,464.64	\$5.00	\$2,560.00	\$11.00	\$5,632.00	
Item #17	Sigh Relocate		2	EA	\$150.00	\$300.00	\$619.07	\$1,238.14	\$250.00	\$500.00	\$380.00	\$760.00	\$261.65	\$523.30	\$395.00	\$790.00	\$152.00	\$304.00	
Item #18	Cement Treatment (8" Reclaimed Base)		4870	SY	\$11.20	\$54,544.00	\$17.82	\$86,783.40	\$12.00	\$58,440.00	\$12.00	\$58,440.00	\$24.50	\$119,315.00	\$10.00	\$48,700.00	\$14.00	\$68,180.00	
Item #19	8" Retaining Wall		225	LF	\$380.00	\$85,500.00	\$158.89	\$35,750.25	\$200.00	\$45,000.00	\$95.00	\$21,375.00	\$49.01	\$11,027.25	\$28.00	\$6,300.00	\$432.00	\$97,200.00	
TOTALS	GRAND TOTAL ALL SCHEDULES					VENDOR 1 TOTAL	\$296,856.00	VENDOR 2 TOTAL	\$485,566.30	VENDOR 3 TOTAL	\$378,730.00	VENDOR 4 TOTAL	\$359,147.00	VENDOR 5 TOTAL	\$396,202.12	VENDOR 6 TOTAL	\$273,193.80	ESTIMATE TOTAL	\$314,783.45

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between City of Schertz ("Owner") and
SAN ANTONIO CONSTRUCTORS LTD ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 THE PROJECT

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: Cherry Tree Drive Rehabilitation

ARTICLE 3 ENGINEER

- 3.01 The part of the Project that pertains to the Work has been designed by Ford Engineering, Inc.
- 3.02 The Owner has retained the City of Schertz Engineering Department ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 CONTRACT TIMES

4.01 Time of the Essence

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract. Contract Times: Days
- B. The Work is expected to be substantially completed within 45 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 calendar days after the date of substantial completion.

4.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will

sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of:

1. Six hundred dollars (\$600.00) per day for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages ("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Contract Time.

ARTICLE 5 CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item):

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
1	TPDES	LS	1	10,450.00	10,450.00
2	MOBILIZATION	LS	1	24,835.80	24,835.80
3	TREE TRIMMING (<6")	EA	1	1,000.00	1,000.00
4	MANHOLE ADJUSTMENT (SEWER)	EA	5	1,500.00	1,500.00
5	VALVE BOX ADJUSTMENT	EA	6	495.00	2,970.00
6	REMOVE ASPHALT PAVEMENT	SY	4870	10.00	48,700.00
7	REMOVE SIDEWALK AND DRIVEWAY	SY	250	5.00	1,250.00
8	REMOVAL OF CURB AND GUTTER	LF	414	4.00	1,656.00
9	HOT MIX ASPHALT PAVEMENT, TYPE D (2") (PG 64-22)	TON	550	98.00	53,900.00
10	PRIME COAT	GAL	974	5.00	4,870.00
11	TACK COAT	GAL	488	5.00	2,440.00
12	CONCRETE DRIVEWAY (RESIDENTIAL)	SY	60	75.00	4,500.00
13	24" WHITE THERMOPLASTIC STRIPE	LF	92	15.00	1,380.00
14	CONCRETE CURB AND GUTTER	LF	414	28.00	11,592.00

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
15	CONCRETE SIDEWALK	SY	540	70.00	37,800.00
16	BERMUDA SODDING	SY	512	5.00	2,560.00
17	SIGN RELOCATE	EA	2	395.00	790.00
18	CEMENT TREATMENT (8" RECLAIMED BASE)	SY	4870	10.00	48,700.00
19	8' RETAINING WALL	LF	225	28.00	6,300.00
Total of all Extended Prices for Unit Price Work (subject to final adjustment based on actual quantities)					\$273,193.80

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 Progress Payments; Retainage

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 30th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract
 - a. 95 percent of Work completed (with the balance being retainage); and
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to the full amount of the contract, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less such amounts as the Engineer shall determine for incomplete Work, retainage applicable to such work and unsettled claims.

6.03 Final Payment

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 INTEREST

- 7.01 All amounts not paid when due shall bear interest at the maximum rate allowed by law, not to exceed 1% per month.

ARTICLE 8 CONTRACTOR'S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
- B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 CONTRACT DOCUMENTS

9.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages A-1 to A-7, inclusive).
 - 2. Performance bond (pages PB-1 to PB-3, inclusive).
 - 3. Payment bond (pages PYB-1 to PYB-3, inclusive).
 - 4. General Conditions consisting of 73 pages of a modified version of EJCDC C-700, having a title page with the general title: STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT.
 - 5. Supplementary Conditions (pages SC-1 to SC-5, inclusive).
 - 6. Specifications as listed in the table of contents of the Project Manual.
 - 7. Drawings (not attached but incorporated by reference) consisting of 25 sheets with each sheet bearing the following general title: Cherry Tree Drive.
 - 8. Addenda (numbers to , inclusive).
 - 9. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid (pages BF-1 to BF-5, inclusive).
 - 10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 MISCELLANEOUS

10.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 Assignment of Contract

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 Other Provisions

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on (which is the Effective Date of the Contract).

OWNER:

CONTRACTOR:

By: DR. MARK BROWNE

By: _____

Title: CITY MANAGER

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Address for giving notices:

Address for giving notices:

CITY OF SCHERTZ

SAN ANTONIO CONSTRUCTORS, LTD

1400 SCHERTZ PARKWAY

6735 LOWBID LANE

SCHERTZ, TEXAS 78154

SAN ANTONIO, TEXAS 78250

License No.: _____
(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: Emergency Medical Services
Subject: Resolution No. 20-R-88 - 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 Service Contract with Fort Sam Houston Independent School District for EMS services. (C. Kelm/J. Mabbitt)

BACKGROUND

Schertz EMS has provided ambulance coverage during football season for several school districts in our area to include SCUCISD, Marion ISD and Randolph ISD. Last football season, we covered a Randolph High School football game at Cole High School when the Randolph HS field was under maintenance. Cole High School is located on Fort Sam Houston in the Fort Sam Houston Independent School District. The administrators at Cole High School were impressed with our courteous and professional crews, and they have requested that we provide an ambulance during their 2020 football season.

GOAL

To provide EMS services for the 2020 Fort Sam Houston ISD football season.

COMMUNITY BENEFIT

Providing an ambulance at these football games will provide a benefit to the players and spectators during the 2020 football season.

SUMMARY OF RECOMMENDED ACTION

Consideration and/or action authorizing the City Manager to enter into a Service Contract with Fort Sam Houston Independent School District for EMS services.

FISCAL IMPACT

The overall impact to the EMS Department is expected to be approximately \$5,000 in revenue which will offset labor costs, fuel and ambulance supplies/maintenance costs. Since this service is located on Fort Sam, the district agreed to pay our travel time to and from the games. Our standby costs are \$125 per hour.

RECOMMENDATION

Staff recommends Resolution No. 20-R-88 approving a Resolution authorizing the City Manager to enter into a Service Contract with Fort Sam Houston Independent School District for EMS services.

Attachments

RESOLUTION NO. 20-R-88

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE CONTRACT WITH FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT FOR EMS SERVICES, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz has recommended that the City enter into a service contract with Fort Sam Houston Independent School District (ISD) for EMS services; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into a service contract with Fort Sam Houston ISD for EMS services; therefore

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

Section 1. The City Council hereby authorizes the City Manager to enter into a service contract with Fort Sam Houston Independent School District for ambulance services as set forth in Exhibit A.

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

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

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

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

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

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

PASSED AND ADOPTED, this 11th day of August 2020.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)



FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
4005 WINANS ROAD
SAN ANTONIO, TEXAS 78234

Phone: 210-368-8700 Fax: 210-368-8741
www.fshisd.net

CONTRACTED SERVICES AGREEMENT

The Fort Sam Houston Independent School District, hereinafter referred to as “District,” and independent contractor, City of Schertz EMS, hereinafter referred to as “Contractor,” enter into a contract on this the ____ day of _____, 20____ for the provision of contracted services.

1. District agrees to engage Contractor, and Contractor agrees to perform personally, in a manner satisfactory to District, the following services:

Contractor agrees to provide one ambulance with two personnel to standby at predetermined football games. See attached schedule marked as Attachment A.

2. Unless discontinued earlier by District, the services are to be performed at the following times and places:

Contractor agrees to provide medical support at all home football games listed on the attached schedule, Attachment A. The location for each home game is:

*Cole Football Stadium
4001 Winans Road
San Antonio, TX 78234*

District agrees to pay Contractor a fee of \$125.00 per hour for a total fee not to exceed \$1,000 per scheduled game, as compensation for services rendered. All reimbursements for expenses associated with contractor services shall be made in accordance with the attached Travel Expense Guidelines for Contractor Services. Contractor shall not be paid in advance except for any required deposit to reserve a scheduled date.

This agreement shall be in effect from September 1, 2020 to November 30, 2020, unless terminated by either party at any time, with or without cause. In the event of termination by District or Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours

actually worked, and Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

Contractor agrees to not employ any person employed by the District who is in a position to approve or determine the terms of this contract.

Contractor is not an employee of District, and is not entitled to fringe benefits, pension, workers compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of Contractor.

The District will not pay for preparation days or times. Contractor charges shall be for time actually spent in the District performing the service agreed to in the contract.

Contractor agrees to hold District harmless from any and all liability incurred by District by reason of Contractor's negligence or breach of contract, including, without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

IN WITNESS WHEREOF, Fort Sam Houston Independent School District and Contractor have executed this contract, effective the date first herein written.

FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT

By: _____
Julie P. Novak, Chief Financial Officer

Date: _____

CONTRACTOR --

By: _____

Date: _____

Social Security/Federal Tax ID Number: _____

Fort Sam Houston ISD Travel Expense Guidelines

For Contracted Services

The District shall reimburse travel expenses per the following guidelines:

1. **MILEAGE** – Reimbursed at maximum allowable rate established by the Internal Revenue Service as of contract date. Rate available at <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Allowable mileage is based on MapQuest Guide if a personal automobile is used.
2. **AIR TRAVEL** - Reimbursed at coach fare rates only.
3. **MEALS** - Reimbursement may be claimed for a maximum of \$45 per day. Receipts are required for reimbursement of meal expenditures for the contractor only.
4. **GRATUITIES** - Reimbursed at a maximum of 20% for meals and taxi fare.
5. **PHONE CALLS** - No reimbursement allowed (local or long distance).
6. **HOTEL ACCOMMODATIONS** - Reimbursed at a single room rate in a moderately priced hotel.
7. **CAR RENTAL** - No reimbursement allowed. Taxi fare shall be allowed to and from the airport, the hotel, and the service site (receipts are required).
8. **ALCOHOLIC BEVERAGES** - No reimbursement allowed.
9. **OTHER EXPENSES** - Expenses which are considered reasonable and necessary shall be reimbursed upon presentation of proper documentation. These expenses may not include items for personal convenience such as valet service and other personal hotel expenses. Documentation of parking and taxi expenses is required.
10. **DIRECT BILLING** - Direct bills shall not be accepted.

The District reserves the right to reject any reimbursement claim that it deems not reasonable and/or unnecessary. Original itemized receipts must be submitted in order to be eligible for reimbursement.



COLE COUGARS

2020 FOOTBALL SCHEDULE

7/28/2020

VARSITY

DATE	OPPONENT	SITE	TIME
Aug 14-15 TBD	Serimmage-St Anthony	Away	5:30
Aug 20	Serimmage-Johnson City	Away	6:00
Aug 28	SACS	Home	7:30
Sept. 4	Natalia	Away	7:30
Sept. 11	Bandera	Home	7:30
Sept. 18	Luling	Away	7:30
Sept. 25	Poteet* (TBD)	Home	7:30
Oct. 2	Randolph*	Away	7:30
Oct. 9	OPEN		
Oct. 16	Lytle* (Homecoming)	Home	7:30
Oct. 23	Jourdanton*	Away	7:30
Oct. 30	Cotulla* (Senior Night / Pink Out)	Home	7:30
Nov. 6	Marion*	Away	7:30

*District 14 – 3A

JUNIOR VARSITY

Aug 14	Serimmage-St Anthony	Away	5:30
Aug 20	Serimmage-Johnson City	Away	5:00
Aug 27	SACS	Away	5:30
Sept. 3	Natalia	Home	5:30
Sept. 10	Bandera	Away	5:30
Sept. 17	Luling	Home	5:30
Sept. 24	Poteet* (TBD)	Away	6:30
Oct. 1	Randolph*	Home	6:30
Oct. 8	OPEN		
Oct. 15	Lytle*	Away	6:30
Oct. 22	Jourdanton*	Home	6:30
Oct. 29	Cotulla	Away	6:30
Nov. 5	Marion*	Home	6:30

JUNIOR HIGH 7th & 8th Grade

Sept. 10	Bandera	Home	5:00 / 6:15
Sept. 17	Luling	Away	5:00 / 6:15
Sept. 24	Poteet* (TBD)	Away	4:30 / 5:30
Oct. 1	Randolph*	Home	4:30 / 5:30
Oct. 8	OPEN*		
Oct. 15	Lytle*	Away	4:30 / 5:30
Oct. 22	Jourdanton*	Home	4:30 / 5:30
Oct. 29	Cotulla	Away	4:30 / 5:30
Nov. 5	Marion*	Home	4:30 / 5:30

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: Information Technology
Subject: Resolution No. 20-R-78 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, for the authorizing of an agreement with DAC, Inc. of New Braunfels, Texas, for the city-wide access control systems upgrade project. (B. James/M. Clauser)

BACKGROUND

Currently, physical access to City facilities by employees and other authorized personnel is managed through one of two different badge access control systems. Both systems have been in place for at least 15 years and are now completely obsolete. Parts are no longer available from the manufacturers for routine maintenance, and when an entry point fails it can take weeks for the vendor to find replacements on the secondary market. Three years ago a stakeholder group was created that included staff members from the Police Department, Facilities, and IT and others to review options for consolidating and replacing the current access control systems into a single centrally managed system.

Input from various departments was solicited and the team identified a series of requirements. The major requirements included:

- The new system had to be backwards-compatible with the existing locking hardware used by the City.
- Next, the system had to have an interface with the City's centralized security camera management system from Ocularis.
- The new system also had to allow the use of existing employee badges, as well as be able to accommodate newer badge technologies such as chip-cards, RFID, etc.
- The system had to provide advanced report capabilities to allow audit trails, custom and recurring reports, etc.
- The system had to allow tenants of City buildings to manage their sites directly while retaining overall oversight by the City.
- Another requirement was to allow staff managing certain venues the ability to issue time-limited access cards to renters that would reduce the need for staff to be available at all times to open a venue in advance of the event and stay to lock the doors once the event is over.
- Another requirement included the need to be able to integrate employee badges into the login process to ensure compliance with federal mandates for 2-factor authentication into the secure data network.

The team reviewed multiple systems on the market and eventually recommended that the City upgrade the existing system from Open Options currently in use by PD. Open Options is a registered vendor with the state DIR Buy Board, and their representatives provided contact information for 2 vendors in Central Texas that were qualified to support their product. After reviewing documentation and presentations from both vendors the team decided to contract with DAC, Inc. of New Braunfels, Texas to manage the upgrade.

The overall project is expected to be completed in three phases. Phase one as presented here will focus

on replacing the software, back-end hardware, wiring (as needed), and door control systems in each City facility that already has an access control system in place. The vendor will also provide integration into our camera management system. Phases two and three will add new facilities, replace outdated door lock hardware as needed and add access control management to outlying facilities such as pump stations, water towers, etc. Once those phases are complete the City will continue to expand the use of the system to include integrating badge access to sensitive data, security management systems, etc.

GOAL

This upgrade to the existing access control system currently in use in PD will consolidate all City facility access into a single system. This will increase efficiency by providing a single centrally-managed system and will allow for the use of industry-standard access control hardware moving forward. This upgrade will also provide enhancements that will allow tenants such as the YMCA to better manage access to their individual sites. This system will provide the necessary foundation for integrating security camera monitoring and for upgrading network management by integrating security badge access to our network infrastructure.

COMMUNITY BENEFIT

As the City continues to grow a centrally managed flexible access control system provides many opportunities to enhance efficiency and improve Public Safety response. By integrating the system into our existing security camera management system, for example, this system will allow our dispatchers to see and hear alerts presented by the access control monitoring system and view the nearest security camera on a large screen in the dispatch area. Dispatchers can then provide the appropriate response to the alert as opposed to always sending an officer.

Another benefit of this upgrade will be that sponsors of events can be issued time-limited access cards to venues such as the Civic Center, the Northcliffe Center and the meeting room in Fire Station 3 to allow them to get into the venue for their events. This will reduce the effort needed by staff to personally manage access to these sites and improve the City's ability to provide quality service for events while reducing the need for overtime.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that Council approves the contract with DAC, Inc. of New Braunfels in the amount of \$166,956.19 with not to exceed amount of \$175,000 for phase one of the City-wide Access Control Upgrade Project.

FISCAL IMPACT

In 2018 Certificates of Obligation in the form of bonds were issued in the amount of \$300,000 to fund this project. Phase One, as presented here will allocate \$164,415.41 and allowing a contingency to a total not to exceed amount of \$175,000. The remaining funds will be used for subsequent phases.

RECOMMENDATION

Staff recommends that Council approves the contract with DAC, Inc. of New Braunfels in the amount of \$164,415.41 with a not to exceed amount of \$175,000 for phase one of the City-wide Access Control Upgrade Project.

Attachments

RESOLUTION NO. 20-R-78

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AGREEMENT WITH DAC, INC OF NEW BRAUNFELS, TEXAS FOR THE CITY-WIDE ACCESS CONTROL SYSTEMS UPGRADE PROJECT , AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City enter into an agreement with DAC, Inc of New Braunfels Texas for the purpose of implementing phase one of the City-Wide Access Control System Upgrade project; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an agreement with DAC, Inc of New Braunfels Texas for the purpose of implementing phase one of the City-Wide Access Control System Upgrade project, in the amount of \$164,414.41 with a not-to-exceed value of \$175,000 to cover contingencies.

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

Section 1. The City Council hereby authorizes the City Manager to enter into an agreement with DAC, Inc of New Braunfels Texas for the purpose of implementing phase one of the City-Wide Access Control System Upgrade project in the amount of \$164,414.41, with a not to exceed value in the amount of \$175,000 to cover contingencies.

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 11TH day August, 2020.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

City of Schertz

City of Schertz
Access Control Upgrade
7-30-2020



July 30th, 2020
Mr. Myles Clauser, CPM, CGCIO
City of Schertz



Dear Mr. Clauser,

I am pleased to present DAC's follow up to our budgetary proposal for the City of Schertz. After having the opportunity to walk and review all of the existing facilities and having continued conversation with your responsive staff we would like to offer you this firm quote for our services. Our entire team is enthusiastic about the prospect of serving as your integrated solutions provider. We look forward to enhancing our relationship through participation in this project. We are committed to integrity and quality, and we are proud of our record and reputation.

Selecting the right team to help you recognize and address your business challenges is vital to creating value and delivering a project on time, on budget and to the high standards of quality you expect. I personally select our team leaders to ensure they have the experience and personal attributes needed to serve you with distinction and dedication throughout the course of your program.

A smooth project is, of course, of great importance to you and DAC. We have a wealth of experience in providing innovative solutions and look forward to delivering them to the City of Schertz. Our team has the requisite experience to manage any program efficiently and to deliver solutions that meet the highest levels of sustainability and feasibility.

You strive for quality and reliability for the City of Schertz and providing those attributes is critical to your continued success. DAC is the firm chosen by project teams when quality and reputation are of the utmost importance. We anticipate teaming with you to meet the needs of this program and look forward to meeting soon as part of the contract team.

Thank you for your consideration. We are committed to exceeding your expectations.

Respectfully,

Roy Charbonneau
Manager Central Texas
DAC, Inc.

Quote

ASSUMPTIONS

We are pleased to provide the City of Schertz DAC's quote for the above referenced Access control installation. This proposal is based on utilizing the existing door hardware, power supplies and panel enclosures. This proposal includes all material and labor necessary for the installation of Open Options DNA Fusion software and licenses that will be loaded on a server provided by the City of Schertz, 2 Open Options DNA Fusion Hard Client licenses to be loaded on work stations provided by the city of Schertz, licensing for 6 Web Client Users, a license for 10 mobile viewers and an Ocularis video Integration license to integrate video and access control. The proposal also includes a double-sided badge printer with associated licensing, camera, and stand that integrates with one of the selected hard clients. The proposal includes all new Open Options access control panels to be installed in each building to bring the existing door hardware into a single platform.

All Terms and conditions are agreed to under DAC Inc's DIR Contract # DIR-TSO-3647

Building 01 City Hall

- 10 Doors of Access Control
- 1 Intelligent IP Control Panel
- 5 One Door Sub-Panels
- 1 Optically Isolated Hubs
- All Licensing to support AD Locks

Building 02 Administration

- 4 Doors of Access Control
- 1 Intelligent IP Control Panel
- 4 One Door Sub-Panels
- 1 Optically Isolated Hub

Building 06 Police

- 10 Doors of Access Control
- 1 Intelligent IP Control Panel
- 9 One Door Sub-Panels
- 1 Optically Isolated Hub

Building 07 EMS1

- 14 Doors of Access Control
- 1 Intelligent IP Control Panel
- 2 One Door Sub-Panels
- 2 Optically Isolated Hubs
- All Licensing to support AD Locks

Building 08 Fire 1

- 13 Doors of Access Control
- 1 Intelligent IP Control Panel
- 3 One Door Sub-Panels
- 2 Optically Isolated Hubs
- All Licensing to support AD Locks

Building 09 Facility Maintenance

- 8 Doors of Access Control
- 1 Intelligent IP Control Panel
- 6 One Door Sub-Panels
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 10 Public Works #2

- 4 Doors of Access Control
- 1 Intelligent IP Control Panel
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 11 Public Works #1

- 2 Doors of Access Control
- 1 Intelligent IP Control Panel
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 16 Fire #2 EMS #3

- 10 Doors of Access Control
- 1 Intelligent IP Control Panel
- 10 One Door Sub-Panels
- 1 Optically Isolated Hub

Building 17 Marion

- 2 Doors of Access Control
- 1 Intelligent IP Control Panel
- 4 One Door Sub-Panels
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 18 Library

- 12 Doors of Access Control
- 1 Intelligent IP Control Panel
- 5 One Door Sub-Panels
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 19 YMCA

- 6 Doors of Access Control
- 1 Intelligent IP Control Panel
- 1 One Door Sub-Panel
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 22 Animal Adoption

- 11 Doors of Access Control
- 1 Intelligent IP Control Panel
- 1 One Door Sub-Panel
- 2 Optically Isolated Hubs
- All Licensing to support AD Locks

Building 23 Aquatic Center

- 11 Doors of Access Control
- 1 Intelligent IP Control Panel
- 1 Optically Isolated Hub
- All Licensing to support AD Locks

Building 24 Bunker

- 2 Doors of Access Control
- 1 Intelligent IP Control Panel
- 1 Optically Isolated Hub

Building 30 Fire #3

- 29 Doors of Access Control
- 29 One Door Sub-Panels
- 1 Intelligent IP Control Panel
- 1 Optically Isolated Hub

PRICING SUMMARY

Project Cost

DAC is please to provide all material and labor to install Open Options Access Control panels at 16 separate buildings for a total of 148 doors. DAC will load DNA Fusion software and licenses on server provided by the customer and program all doors and access control credentials into the system. DAC will test each door for proper operation and provide As-Built drawings at the end of the project.

The following DIR Pricing meets or exceeds the requirements listed in DAC's DIR Contract # DIR-TSO-3647. Appendix C of DIR-TSO-3647 is attached below which is a quick reference for our listed DIR Customer discount percentages

TOTAL INVESTMENT **\$ 164,415.41**

Description	Manufacturer	Part #	QTY	MSRP	MSRP Total	DIR Ea	Discounted Totals	DIR Discount % Required	Actual Discount Applied
Intelligent Controller	Open Options	SSP-D2-A	16	\$ 2,074.00	\$ 33,184.00	\$ 1,191.05	\$ 19,056.80	43%	43%
Door controller	Open Options	RSC-1-A	77	\$ 482.00	\$ 37,114.00	\$ 276.80	\$ 21,313.60	43%	43%
Access Control Software	Open Options	DNA-2100	1	\$ 11,320.00	\$ 11,320.00	\$ 6,500.79	\$ 6,500.79	43%	43%
9 Channel Hub	Open Options	OPTOHUB	19	\$ 1,376.00	\$ 26,144.00	\$ 790.20	\$ 15,013.80	43%	43%
AD Lock License 10 Pack	Open Options	OO-AD-10	5	\$ 1,104.00	\$ 5,520.00	\$ 634.00	\$ 3,170.00	43%	43%
Ocularis Integration	Open Options	OO-ONSSI-A	1	\$ 7,350.00	\$ 7,350.00	\$ 4,220.92	\$ 4,220.92	43%	43%
Web Clients	Open Options	DNA-WEBSVC	3	\$ 1,050.00	\$ 3,150.00	\$ 602.99	\$ 1,808.97	43%	43%
Fusion Mobil 5-A	Open Options	5-A	2	\$ 1,050.00	\$ 2,100.00	\$ 602.99	\$ 1,205.98	43%	43%
Badging Station	Open Options	DNA-IPID-CAM	1	\$ 5,790.00	\$ 5,790.00	\$ 3,325.05	\$ 3,325.05	43%	43%
Dual Sided Badge Printer	Fargo	DTC4500	1	\$ 8,444.00	\$ 8,444.00	\$ 4,849.18	\$ 4,849.18	43%	43%
Head End Conversion Materials	Various	DAC HE	16	\$ 1,000.00	\$ 16,000.00	\$ 700.00	\$ 11,200.00		30%
Door Enclosure Conversion Mater	Various	DAC DE	77	\$ 200.00	\$ 15,400.00	\$ 140.00	\$ 10,780.00		30%
Cable	CAT6/18-4/18-2	Plenum	16	\$ 334.39	\$ 5,350.24	\$ 257.00	\$ 4,112.00		23%
Material Totals					\$176,866.24		\$106,557.09		
Labor					\$ 95,338.85		\$ 57,858.32		39%
Grand Totals					\$272,205.09		\$164,415.41		32%

David Lewis
 Business Development Central Texas
 DAC, Inc.
 Cell: 210-870-9132
 Email: dlewis@dac-inc.com

PROJECT TEAM

LOCAL EXECUTION

DAC employs approximately 120 people in the State of Texas, of which more than 85% are dedicated to engineering, project management, technology and installation. We are prepared to execute the City of Schertz access control upgrade project and have resources ready to allocate to this project immediately.

DAC understands the complexity of your project and the rigors of maintaining a functional Access Control System during transition to a new platform. Our team members represent an efficient model of delivering a project under these requirements. We've been diligent in allocating resource loads across all phases of construction and technology migration to ensure the project is well designed, executed with precision, fully commissioned and turned over to the City of Schertz for a long-term operation.

INSTALLATION

To maintain an agreed installation schedule, DAC will structure our installation team(s) to work in tandem in various areas of the project if required. Our team(s) will be responsible for specific areas of the project with a Project Foreman assigned to the responsibilities of completing the work efficiently. Using our own installation forces allows DAC to better control the project schedule, effectively load manpower when necessary, coordinate with onsite trades, and control cost and quality.

Testing Procedure

Prior to beginning work at each site, in phase 1 of this project there will be a complete testing of each door in their existing condition. Any discrepancies that require hardware to be replaced will be noted and accounted for in phase II of this project. The last two pages are examples of the two types of doors we will be working on.

Once the door has been moved from the old system and put online with the new Open Options server the door will be tested again to ensure that the door performs the same or better on the new system.

The following is an example form that will be completed in the pre-test phase as well as the post swap phase

City of Schertz, City Hall

[illegible]

Certification Process

Once each building has been completed and the above form has been completed then we will test each door with the customer ensuring it functions the same. Additionally, once all the tested is completed we will pull Activity Reports from the Open Options System and provide them to the customer showing that all testing functions were reported.

Anticipated Downtime

To facilitate minimal downtime DAC will utilize a hot cutover procedure. We will leave the existing panel up and operational throughout the cutover. Once our new hardware is installed and programmed, we will cut the doors over for the facility we are working that day ONE at a time. Any door that is being cutover should not be down for more than five minutes, and during those five minutes there will be a DAC technician on a ladder standing at the door. Once the Head End technician transfers the wiring the Door technician will test his door following the steps listed above in “Testing Procedures.”

Preliminary Project Sequence

Below is a sample schedule that will be adjusted when the project is awarded:

CITY OF SCHERTZ – VARIOUS BUILDINGS

1. PROJECT AWARD

- a. Acknowledgement of Contract Award

2. KICKOFF MEETING

- a. Meet @ Customer Location –
- b. Discuss responsibilities and requirements of both parties
- c. Customer to provide one (1) available switch port and one (1) IP address per building for the new Open Options controller to be installed
- d. Customer to begin working toward a final user database for system setup
- e. Begin determining a building sequence schedule for installation

3. DESIGN

- a. Review and revise existing customer drawings as needed
- b. Submit revised drawings to customer for approval
- c. Expected date of customer approval

4. MATERIAL PROCUREMENT

- a. Open Options
- b. Misc. Equipment

5. PRETEST EXISTING SYSTEM

- a. Physically test each access controlled door for operation – Log results for review

6. PROJECT COMPONENTS – PROJECT START

- a. Secure rack location for ACS server and UPS
- b. Secure location of new badge printer and customer provided associated workstation
- c. Rack mount customer provided ACS server and UPS
- d. Load operating software on customer provided ACS server and client workstations.
- e. Install badge printer and client software on customer provided workstation
- f. Powerup and test operation of ACS server, workstation(s), badge printer and UPS
- g. Meet with City of Schertz to secure existing customer user database for ALL buildings
- h. Review and revise (as needed) customer user database with the City of Schertz
- i. Load customer user database on ACS server
- j. Verify operation of customer user database
- k. Secure building sequence schedule from the City of Schertz
- l. Verify and test operation of network link between server location and associated buildings in sequence schedule.
- m. Verify system operation of existing system within building sequence (Document / Review)
- n. Install new Open Options controller and associated headend equipment along side the existing ACS equipment as to not disturb operation of existing ACS equipment
- o. Establish communications between new Open Options controller and ACS server
- p. Program new Open Options controller with database for the associated building in sequence
- q. Begin moving ACS doors in a “hot swap” method from the existing controller onto the new Open Options controller
- r. Test and verify operation of each door as it is moved over to the new Open Options controller
- s. Verify operation of various customer access cards with ACS doors
- t. Verify operation of each ACS door before leaving building
- u. Review and qualify system setup with customer
- v. Provide system training with customer

7. PROJECT CLOSEOUT

- a. Update and prepare customer as-built drawings
- b. Prepare closeout documents
- c. Deliver closeouts documents to customer

8. CUSTOMER APPROVAL AND ACCEPTANCE

- a. Customer review of closeout documents
- b. Customer approval and acceptance
- c. Customer Signoff

Project Team:

Operations Manager:

ROY CHARBONNEAU | Security Operations Manager
DAC, Inc. | 2090 North IH 35 Suite 5115 | New Braunfels,
TX 78130
o 210.988.60126 | m 281 507-7014 | rcharbonneau@dac-inc.com

Senior Project Manager:

TERRY E. VANN | Senior Project Manager - Central Texas
Branch
DAC, Inc. | 2090 North IH 35 Suite 5115 | New Braunfels,
TX 78130
o 210.988.6012 | m 210.380.0436 | tvann@dac-inc.com

System Specialist:

JOE MONTEZ | System Specialist Central Texas Branch
DAC, Inc. | 2090 North IH 35 Suite 5115 | New Braunfels,
TX 78130
o 210.988.6012 | m 210.926.3280 | jmontez@dac-inc.com

SIGNATURE PAGE

PROPOSAL ACCEPTANCE

This proposal is hereby accepted and DAC, Inc. is authorized to proceed with the scope of work described herein. This document serves as a notice to proceed. DAC payment terms are Net 30 days.

City of Schertz

Signature

Name

Title

Date

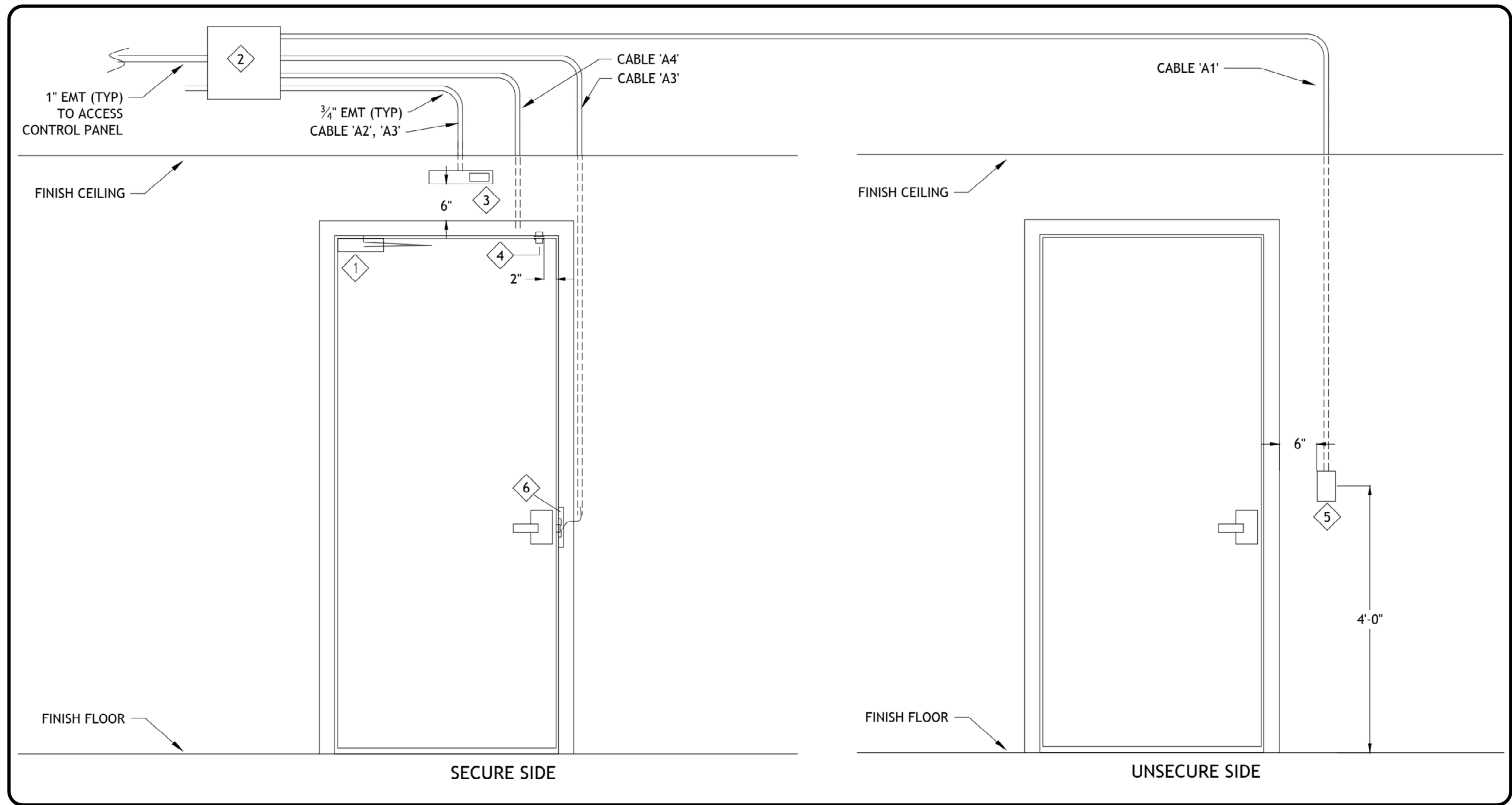
DAC, Inc.

Signature

Name

Title

Date



KEYED NOTES:

- 1 DOOR CLOSER. MUST BE INSTALLED ON ALL ACCESS CONTROLLED DOORS.
- 2 DOOR REMOTE TERMINATION JUNCTION BOX/ REMOTE READER INTERFACE JUNCTION BOX.
- 3 REQUEST TO EXIT MOTION SENSOR, 2 SPDT RELAYS. FLUSH MOUNT SINGLE GANG BOX, TYPICAL.
- 4 MAGNETIC REED DOOR POSITION SWITCH, DPDT.
- 5 CARD READER, PER PLANS AND SPECS, MOUNTED 48" TO CENTERLINE OF DEVICE. FLUSH MOUNT 4SQ BOX WITH SINGLE GANG MUD RING, TYPICAL.
- 6 FLUSH MOUNT ELECTRONIC STRIKE LOCK.

GENERAL NOTES:

1. THIS INSTALLATION SHALL BE GOVERNED BY ALL APPLICABLE CODES, ORDINANCES AND AUTHORITIES HAVING JURISDICTION. ALL ACCESS CONTROLLED DOORS SHALL OPERATE WITHOUT ANY SPECIAL KNOWLEDGE OR EFFORT. MEANS OF EGRESS FROM AN ACCESS CONTROLLED DOOR SHALL BE NO MORE THAN ONE OPERATION.
2. ELECTRONIC STRIKES SHALL BE 12/ 24 VDC, AND SHALL OPERATE IN A "FAIL-SECURE" CONFIGURATION. INSTALLED "FAIL-SAFE" CONFIGURATIONS SHALL BE CONNECTED TO A POWER SUPPLY INTERFACED WITH THE FIRE ALARM SYSTEM. FIRE ALARM RELEASE RELAY (FURNISHED BY FIRE ALARM CONTRACTOR) IS REQUIRED WITHIN 3'-0" OF THE SOURCE POWER SUPPLY.
3. ELECTRONIC STRIKE LOCKS AND SECURED DOOR HARDWARE MUST PROVIDE A FREE MECHANICAL EGRESS OPERATION.
4. REQUEST TO EXIT MOTION SENSOR PROVIDES DOOR POSITION ALARM SHUNT ONLY. THE REQUEST TO EXIT MOTION MAY OR MAY NOT BE CONFIGURED TO RELEASE THE STRIKE UPON APPROACH UNLESS REQUIRED TO BE IN COMPLIANCE WITH LOCAL CODES.
5. A FIRE ALARM PULL STATION, (DPDT, FURNISHED BY FIRE ALARM CONTRACTOR), OR AN EMERGENCY DOOR RELEASE PULL STATION MAY BE REQUIRED IN SOME INSTALLATIONS TO PROVIDE PRIMARY EMERGENCY POWER INTERRUPT OR DISCONNECT. REFER TO THE LOCAL CODES AND AUTHORITY HAVING JURISDICTION FOR SPECIFIC REQUIREMENTS.



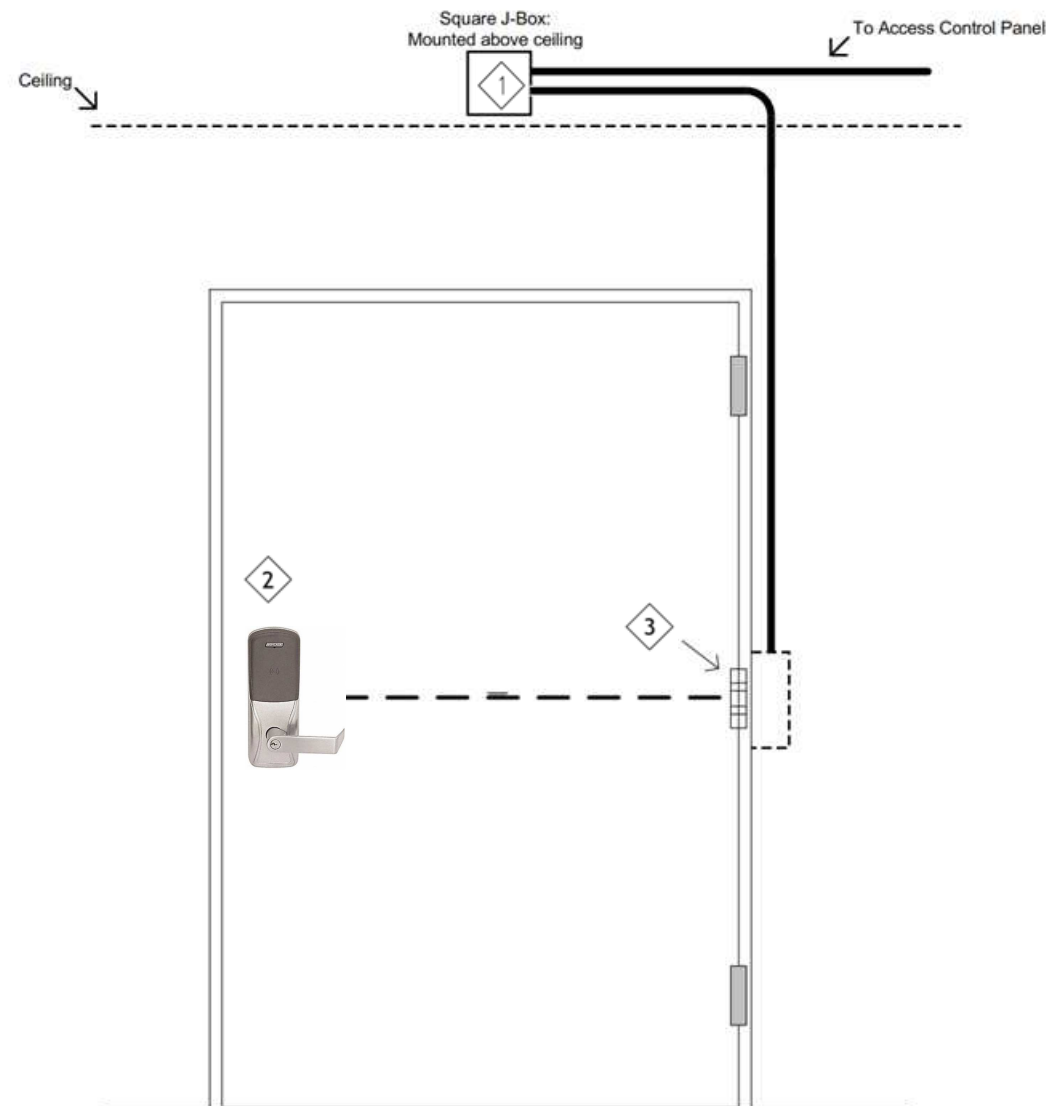
Electric Strike Door

Job Number

Date

Page 1

File Name



KEYED NOTES:

- 1 Junction box above door with edge panel
- 2 Integrated Lockset with Built in DPS and Egress
- 3 Electronic transfer hinge

GENERAL NOTES:

1. THIS INSTALLATION SHALL BE GOVERNED BY ALL APPLICABLE CODES, ORDINANCES AND AUTHORITIES HAVING JURISDICTION. ALL ACCESS CONTROLLED DOORS SHALL OPERATE WITHOUT ANY SPECIAL KNOWLEDGE OR EFFORT. MEANS OF EGRESS FROM AN ACCESS CONTROLLED DOOR SHALL BE NO MORE THAN ONE OPERATION.
2. ELECTROMAGNETIC LOCKS SHALL BE 12/ 24 VDC, AND OPERATE IN A "FAIL-SAFE" CONFIGURATION UNLESS OTHERWISE PRE-APPROVED BY THE LOCAL AUTHORITY HAVING JURISDICTION. FIRE ALARM RELEASE RELAY (FURNISHED BY FIRE ALARM CONTRACTOR) IS REQUIRED WITHIN 3'-0" OF THE SOURCE POWER SUPPLY.
3. INITIATION OF DELAY EGRESS SYSTEM SHALL BEGIN AN IRREVERSIBLE TIME DELAY SEQUENCE OF [15] OR [30] SECONDS (APPLICABLE CODE). THE LOCK SHALL RELEASE WHEN THE INITIATE TIME DELAY EXPIRES TO ALLOW EGRESS. DELAY EGRESS LOCKS SHALL BE FAIL SAFE.
4. SURFACE MOUNT OPERATING DOOR HARDWARE ONLY. NO INTERNAL PINNING OR MANUAL LOCKING DEVICES MAY BE USED WITHOUT PRIOR APPROVAL OF THE LOCAL AUTHORITY HAVING JURISDICTION.
5. REQUEST TO EXIT PUSH BUTTON SHALL OPERATE INDEPENDENTLY OF THE ACCESS CONTROL SYSTEM ELECTRONICS TO PROVIDE DIRECT POWER RELEASE OF LOCK.
6. A FIRE ALARM PULL STATION, (DPDT, FURNISHED BY FIRE ALARM CONTRACTOR), OR AN EMERGENCY DOOR RELEASE PULL STATION MAY BE REQUIRED IN SOME INSTALLATIONS TO PROVIDE PRIMARY EMERGENCY POWER INTERRUPT OR DISCONNECT. REFER TO THE LOCAL CODES AND AUTHORITY HAVING JURISDICTION FOR SPECIFIC REQUIREMENTS.



Integrated Lockset Door

Job Number

Date

Page 2

File Name

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: Police Department
Subject: Ordinance No. 20-H-25 - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas, amending the Code of Ordinances, Chapter 34 “Health”. *First Reading (C. Kelm/M. Bane)*

BACKGROUND

City staff were tasked with reviewing the possibility of the City accepting health and fire inspections from other Texas municipal or county health and fire inspection agencies. This would allow mobile food vendors with current health and fire permits from other Texas municipal or county inspection agencies to forgo a health and fire inspection by the City of Schertz. With this, the Mobile Food Vendors wishing to operate within the City of Schertz would only have to register with the City of Schertz, at which time they would have to provide their current health and fire inspection permits. Those that do not have current health and fire inspection permits would be subject to health and fire inspections performed by the City of Schertz.

GOAL

To provide clearly defined guidelines for Mobile Food Vendors that wish to operate within the City of Schertz.

COMMUNITY BENEFIT

N/A

SUMMARY OF RECOMMENDED ACTION

To review, discuss and take possible action, to include the possible approval of the ordinance as written.

FISCAL IMPACT

With the City of Schertz not performing inspections for Mobile Food Vendors with current health and fire inspection permits from other Texas municipal or county inspection agencies, there will be a loss of revenue related to the fees charged for the City of Schertz performing inspections.

RECOMMENDATION

Recommend approval of Ordinance 20-H-25.

Attachments

Ordinance 20-H-25
Red Line Changes

ORDINANCE NO. 20-H-25

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING CHAPTER 34 HEALTH AMENDING PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City Council approve the amended Chapter 34 “Health” as our ordinance is in need of updating to address current changes related to Mobile Food Vendors.

WHEREAS, the City staff has provided and updated Chapter 34, attached hereto as Exhibit A.

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

Section 1. Chapter 34, “Health” of the City’s Code of Ordinances is hereby revised and amended as set out in Exhibit A attached hereto.

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

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

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

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

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

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

PASSED ON FIRST READING, the 11th day of August, 2020.

PASSED, APPROVED and ADOPTED ON SECOND READING, the ____ day of _____, 2020.

Ralph Gutierrez, Mayor City of Schertz, Texas

ATTEST:

Brenda Dennis, City Secretary, City of Schertz, Texas

(Seal of City)

Chapter 34 - HEALTH

Footnotes:

--- (1) ---

State Law reference— General authority of home-rule municipalities to protect public health, Tex. Health and Safety Code, § 122.066; authority of home-rule municipalities concerning sanitation and health, Tex. Health and Safety Code, § 341.081.

ARTICLE I. - IN GENERAL

Sec. 34-1. - Appointment of health official.

The health official shall be appointed by the city manager. All activities of the health official shall be coordinated through the director of development services.

(Ord. No. 03-H-09, § 7½-1, 3-4-2003; Ord. No. 07-H-32, I, 7-3-2007)

Sec. 34-2. - Duties and powers of the health official.

- (a) Generally. The health official is hereby authorized and directed to enforce the provisions of this chapter and other related ordinances of the city. The health official shall have the authority to render interpretations of this chapter and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this chapter and shall not have the effect of waiving requirements specifically provided for in this chapter.
- (b) Health official qualifications. The health official shall either:
 - 1) Be a Registered Professional Sanitarian in Texas or a Sanitarian-in-Training as defined in Title 25, Section 265.142 of the Texas Administration Code, or
 - 2) Meet the Food and Drug Administration Voluntary National Retail Food Regulatory Program Standards basic curriculum and field training elements, as accepted by the Texas Department of Health.
- (c) Assistant inspector appointment and qualifications. The director of development services, with the approval of the city manager, may appoint such additional officers, inspectors, assistants, and other employees as shall be authorized from time to time. Such employees shall hold a code enforcement license issued by the Texas Department of Health and have such powers as are delegated by the health official.
- (d) Inspection agencies. The director of development services is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the city's established requirements as to qualifications and reliability.
- (e) Fees and salary. The fees, salary, or both for the health official shall be set in the annual budget of the inspection department approved by the city council. All fees shall be as set forth in section 34-3 of this chapter, as modified from time to time.

- (f) Reports. The health official shall give attention to the health and sanitary conditions of the city and report to the city manager and the city council once each month, making recommendations as necessary conducive to the cleanliness of the city and the general health of the citizens.
- (g) Right of entry. It shall be unlawful for any person to interfere, hinder, or delay the health official, deputies, inspectors, or officers in the discharge of any duties under this chapter or to refuse to comply with the orders of the health official. The health official shall issue all necessary notices or orders to ensure compliance with this chapter.
- (h) Orders of correction. The health official shall have the authority whenever, in his or her opinion, a nuisance detrimental to health exists to cause the same to be abated or removed.
- (i) Appeals. The city manager shall hear and decide on all appeals or orders, decisions, or determinations made by the health official relative to the application and interpretation of this chapter.
- (j) Liability. The health official and other city employees charged with the enforcement of this chapter shall not be held personally liable for any damage accruing to persons or property as a result of any act or omission while performing the duties required by this chapter, so long as such health official or other city employee is acting in good faith and without malice.

(Ord. No. 03-H-09, § 7½-2, 3-4-2003; Ord. No. 07-H-32, I, 7-3-2007)

Sec. 34-3. - Permit fees.

Exhibit 1. Fees

~~1) Food and/or beverage establishment permits fees:*~~

~~1—3, \$100.00~~

~~4—6, \$200.00~~

~~7—10, \$300.00~~

~~11—20, \$400.00~~

~~21 plus, \$500.00~~

~~Exception: Nonprofit organizations will pay a permit fee of \$100.00 regardless of the number of employees or volunteers.~~

~~2) Temporary food and/or beverage establishment permit fees, \$50.00.~~

~~3) Frozen dessert and frozen beverage machines, \$125.00.~~

~~4) Individual charge for food handler's class, \$14.00.~~

~~5) Mobile vendors, \$150.00.~~

~~6) Swimming pool permits, \$75.00.~~

~~Note: * Based on number of employees~~

Please reference the City of Schertz current fee schedule.

(Ord. No. 03-H-09, Exh.1, 3-4-2003; Ord. No. 07-H-32, Exh. 1, 7-3-2007)

Editor's note— Ord. No. 07-H-32, Exh. 1, adopted July 3, 2007 amended information in the Code set out at the end of Chapter 34 as Exhibit 1. FEES. Since this ordinance was not specifically amendatory and the fees set out herein affect different sections within this chapter the information herein has been set out as a new section 34-3, at the discretion of the editor.

Secs. 34-4—34-21. - Reserved.

ARTICLE II. - FOOD ESTABLISHMENTS

Footnotes:

--- (2) ---

State Law reference— Municipal regulatory authority concerning food service employees not preempted by state regulation, Tex. Health and Safety Code, § 438.037; municipality which is member of public health district not prohibited from regulating or administering permit system concerning food service establishments, Tex. Health and Safety Code, § 437.004(d).

Sec. 34-22. - Adoption of Texas Food and Beverage Establishment Rules.

A person operating a food establishment, vending machine, mobile food establishment, temporary event, farmers market, or farmers market vendor booth shall comply with this chapter and, the city adopts the Texas Administrative Code Title 25, Part 1, Chapter 228 (Texas Food Establishment Rules) and Chapter 229, Subchapter N (Current Good Manufacturing Practice And Good Warehousing Practice In Manufacturing, Packing And Holding Human Food).

(Ord. No. 07-H-32, II, 7-3-2007; Ord. No. 17-M-10 , § 1, 3-7-2017)

Sec. 34-23. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings, ascribed to them in the section, except where the context clearly indicates a different meaning:

Authorized agent or employee means the health official and any deputies, assistant inspectors, or other officers representing the City of Schertz pursuant to this article.

Food and/or beverage establishment means a food and/or beverage service establishment, a retail food and/or beverage store, a temporary food and/or beverage establishment, a mobile food and/or beverage unit and/or a roadside food and/or beverage vendor.

Food and/or beverage handler means any person, including cook, cook's helper, waiter, waitress, dishwasher, bartender, barmaid, busboy or any other person, whether compensated or not, engaged in

the delivery, storing, preparation, dispensing or serving food or beverages for human consumption, or who engages in the handling, use, cleaning or preparation for use of any pots, pans, grills, skillets, plates, trays, eating and drinking equipment/utensils, or similar wares on which such foods or beverages are prepared, dispensed or served.

Mobile Food Permit Registration means a mobile food vendor with a current and valid mobile food unit health permit from another Texas municipal or county health inspection agency that registers to operate within the city limits of Schertz.

Mobile Food Vendor shall mean a food service vendor that operates a vehicle-mounted or wheeled unit that is capable of being readily moveable.

Permit means a license to operate a food and/or beverage establishment within the City of Schertz for a specified period of time for a stated fee as established in section 34-3 of this chapter.

Regulatory authority means the City of Schertz.

State rules means rules described in section 34-22. These rules are also known as the Texas Food Establishment Rules.

Temporary food establishment means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

(Ord. No. 03-H-09, § 7½-3, 3-4-2003; Ord. No. 07-H-32, I, 7-3-2007)

Sec. 34-24. - Inspection of food and beverage establishment.

- (a) In addition to the rules adopted in section 34-22, the City of Schertz adopts by reference the provisions of current rule or rules as amended by the Texas Board of Health found in Title 25 of the Texas Administrative Code, Chapter 217, Milk and Dairy, subchapter C, rules for Manufacture of Frozen Desserts; rule 217.65, Examination and Standards for Frozen Desserts.
- (b) As often as deemed necessary for the proper enforcement of the provisions of this article and the state rules, the health official shall inspect every food and/or beverage establishment that is located within the city at least twice annually. **Mobile food vendors with a valid Mobile Food Permit Registration from the City of Schertz are exempt from the bi-annual inspection requirement with a valid health inspection permit from another Texas municipal or county health inspection agency. This does not prohibit the city health official from performing spot inspections or investigating complaints on mobile food vendors.** The mobile food vendor or person operating the food and/or beverage establishment shall, upon request of the health official, permit access and allow the inspection of all parts of the establishment **or vending unit.**
- (c) In case of any items of violation identified by or brought to the attention of the health official, the person in charge of such establishment **or vending unit** shall be advised of the violation. A second inspection will be made after a lapse of sufficient time, as the health official deems sufficient for correction of the violation. Any violation of the same provision on such second inspection shall call for an immediate suspension of the food and/or beverage establishments permits **or revocation of the mobile food permit registration.**

- (d) In the interest of public clarification, the results from compiling the inspection report will be converted to a letter grade with the letter "A" being the highest level of food service operation and "F" being lowest. The criteria for the various certificates are:

Grade "A" Attain sanitation score of 90 or above;

Grade "B" Attain sanitation score of 89 - 80;

Grade "C" Attain sanitation score of 79 - 70;

Grade "D" Attain sanitation score of 69-60;

Grade "F" Attain a sanitation score of 59 or below.

- (e) An inspection certificate [or mobile food permit registration](#) shall be issued and a copy shall be posted by the establishment and posted immediately at some conspicuous location near the front of the premises where it will be clearly visible to all patrons. The certificate [or registration](#) shall not be defaced and may not be removed by any person except the health official. Violation of this section shall be a Class C misdemeanor punishable by a fine not to exceed \$200.00 per day that the certificate is removed, moved or defaced and/or suspension of the food establishment permit for 30 days. The health official shall permit the owner to correct any noncritical infractions within no more than 24 hours. If the health official determines that the infraction is of an immediate threat to the public health, there shall be no grace period for correction. Repeat violations may result in higher point deduction.

(Ord. No. 03-H-09, § 7½-4, 3-4-2003; Ord. No. 07-H-32, I, 7-3-2007; Ord. No 12-H-14, §§ 1, 2, 6-26-2012)

Sec. 34-25. - Food handler sanitation training course.

It shall be unlawful for any employer to employ any person to be employed as a food handler without such employee having completed a city food handler sanitation training course within two weeks of employment or the next such course scheduled thereafter. Satisfactory completion of a city food handler sanitation training course constitutes authority to permit a person to accept employment or work in, around, or about all food and beverage establishments for a period of one year. Exception: All volunteers within a nonprofit organization shall not be required to attend such course, but all food preparation and serving activities must be directly supervised by someone who has satisfactorily completed a City of Schertz food handler sanitation training course.

(Ord. No. 03-H-09, § 7½-5, 3-4-2003)

Sec. 34-26. - Examination and condemnation of unwholesome or questionable food or drink.

- (a) Samples of food, drink and other substances shall be taken and examined by the health official as often as he deems necessary for the detection of unwholesomeness and deleterious qualities. The health official may condemn and forbid the sale of or cause to be removed or destroyed, any food or drink which is unwholesome or deleterious.
- (b) Any food which appears to the health official to be of a questionable nature from the standpoint of wholesomeness or possible deleterious quality may be held for further examination by attaching a "City of Schertz Retained" tag to the item(s) foodstuffs so retained and may not be

removed or disturbed without the permission of the health official. The city health official shall promptly proceed by examination, laboratory or otherwise to determine the wholesomeness of such food. As soon as such wholesomeness has been determined, such food must be immediately released. If however, such food is found to be unwholesome or deleterious, the health official must promptly condemn such food as herein stated and shall file petition in a court of competent jurisdiction for injunction to restrain the owner from selling such condemned food and to obtain order for destruction of such unwholesomeness or deleterious food or drink.

(Ord. No. 03-H-09, § 7½-6, 3-4-2003)

Sec. 34-27. - Procedure when infection suspected.

When suspicion arises as to the possibility of transmission of infection from any food and beverage establishment employee, the health official is authorized to require any or all of the following measures:

- 1) The immediate exclusion of the employee from all food and beverage establishments.
- 2) The immediate closing of the food and beverage establishment concerned until no further danger of disease outbreak exists in the opinion of the health official.
- 3) Adequate medical examination of the employee and of his associates with such laboratory examinations as may be indicated.

(Ord. No. 03-H-09, § 7½-7, 3-4-2003)

Sec. 34-28. - Permits.

- (a) It shall be unlawful for any person to operate a food and/or beverage establishment, or temporary food and/or beverage establishment without a valid food and/or beverage establishment permit [or mobile food permit registration](#) issued by the city. All permits expire on September 30 of each year and are due and payable on October 1 of each year. Permits are not transferable from one establishment to another or from one person to another. [Mobile food permit registrations expire on the date of expiration from the issuing health inspection agency.](#) Permits [and mobile food permit registration](#) must be posted in a conspicuous place.
- (b) [Mobile Food Vendors may operate in the City of Schertz without a health inspection from the City of Schertz if they possess a valid mobile food health permit from another Texas municipal or county health inspection agency. To operate in the City of Schertz, the mobile food vendor must register with the city health official and pass a fire safety inspection conducted by the Schertz Fire Department if one has not been completed by another Texas municipal or county health inspection agency.](#)
- (c) [Mobile Food Vendors who have a valid food health permit and fire safety inspection from another Texas municipal or county health and fire inspection agency will have their registration fee waived, but will be required to register with the City of Schertz.](#)

- (d) All permits [and city registrations](#) may be suspended or revoked by the health official upon the violation by the holder of any of the terms of this article, following which, unless corrections are immediately made, action may be instituted in the name of the city in any court of competent jurisdiction to obtain a restraining order or permanent injunction preventing such person from operating unless immediate compliance with the provisions of this article is obtained. Revocation of a permit [or mobile food permit registration](#) for any cause whatsoever is still affected by the issuance of the statement that the permit [or mobile food permit registration](#) may be made at any time and will be approved provided that full compliance of the provisions of this article is accomplished.
- (e) Whenever a food and/or beverage establishment is constructed or extensively remodeled or whenever an existing structure is converted to use as a food and/or beverage establishment, properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted to the city for review before work is begun. Extensive remodeling means that 20 percent or greater of the area of the food and/or beverage establishment is to be remodeled. The plans and specifications shall indicate the proposed layout, equipment arrangement, mechanical plans and construction materials of work area, and the type of model of proposed fixed equipment and facilities. The city will approve the plans and specifications if they meet the requirements of the rules contained in this article. The approved plans and specifications must be followed in construction, remodeling or conversion prior to opening for business; each new establishment will be inspected by the health official to ensure compliance with this article.

(Ord. No. 03-H-09, § 7½-8, 3-4-2003; Ord. No. 07-H-32, I, 7-3-2007)

Sec. 34-29. - Penalty.

Any person, firm, corporation or agent who shall violate a provision of this article, 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.

(Ord. No. 03-H-09, § III, 3-4-2003; Ord. No. 07-H-32, I, 7-3-2007)

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020
Department: Finance
Subject: Resolution No. 20-R-84 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a preliminary maximum tax rate for fiscal year 2020-21 and setting the Public Hearing dates, and other matters in connection therewith. (M. Browne/B. James/J. Walters)

BACKGROUND

On July 27, 2020 the City received the certified property tax rolls from the Guadalupe, Comal, and Bexar appraisal districts. The Guadalupe Tax Assessor-Collector used this information, and information provided by the City of Schertz, to calculate the No-new-revenue and Voter-approval tax rates for the 2020 Tax Year.

The No-new-revenue rate is a calculated rate that would provide the city with about the same amount of revenues it received the year before on properties taxed in both years. The Voter-approval Rate is a calculated maximum rate allowed by law without voter approval. If Council adopts a rate higher than the Voter Approval Rate, the tax rate will automatically be on the November 2020 ballot.

The 2020 No-new-revenue Rate is \$0.5079 per \$100 of valuation and the 2020 Voter-approval Rate is \$0.5247 per \$100 of valuation. Staff is recommending a preliminary maximum property tax rate of \$0.5146 per \$100 which is the same as the current tax rate.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the No-new-revenue or Voter-approval Tax Rate. In this case, the hearing is required as the proposed rate does exceed the No-new-revenue rate. Staff recommends holding public hearings on August 25th and September 1st and encourages citizen participation and input in the adoption process.

A one-quarter page "Notice of Public Hearing on Tax Increase" must be published in the local newspaper and online in compliance with the Tax Code 26.06. The notice will contain information based upon a preliminary tax rate to be determined by the City Council and the dates of the public hearings.

During the final tax rate adoption process Council can approve a lower rate at that time, however they will not be able to approve a higher rate without republishing the notices and holding additional public hearings.

GOAL

To set a preliminary maximum tax rate for the 2020 Tax Year.

COMMUNITY BENEFIT

Setting a tax rate provides funding for essential services.

SUMMARY OF RECOMMENDED ACTION

Staff recommends council set the preliminary maximum tax rate at \$0.5146 and schedule public hearings.

FISCAL IMPACT

The proposed maximum rate maintains quality service to residents and businesses and provides growth in service offerings based on the classification and compensation study, staffing study and City priorities. The current property tax rate is \$0.5146 per \$100 valuation. The proposed maximum tax rate is \$0.5146 per \$100 valuation. The M&O portion of the property tax rate will decrease to \$0.3495 from \$0.3496 per \$100 valuation. The I&S portion will increase to \$0.1651 from \$0.1650 per \$100 valuation. The annual impact on the average home value of \$244,500 will be a \$17 increase in the tax bill or \$1.42 increase in monthly escrow payments.

RECOMMENDATION

Staff recommends Council approve resolution 20-R-84, setting a preliminary tax rate and scheduling public hearings.

Attachments

Resolution 20-R-84

RESOLUTION NO. 20-R-84

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A PRELIMINARY MAXIMUM TAX RATE FOR FISCAL YEAR 2020-21, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City Council approve a preliminary maximum tax rate for Fiscal Year 2020-21; and

WHEREAS, the City Council has determined that it is in the best interest of the City to establish a preliminary maximum tax rate.

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

Section 1. The City Council hereby authorizes a preliminary maximum tax rate of \$.5146 per \$100 valuation which is composed of the Maintenance & Operation Tax Rate of \$0.3495 and the Interest & Sinking Tax Rate of \$0.1651.

Section 2. The public hearings on the budget and tax rate will be held on August 25th and September 1st, 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 11th day of August, 2020.

CITY OF SCHERTZ, TEXAS

Mayor, Ralph Gutierrez

ATTEST:

City Secretary, Brenda Dennis

(CITY SEAL)

CITY COUNCIL MEMORANDUM

City Council Meeting: August 11, 2020

Department: Finance

Subject: Ordinance No. 20-T-27 - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas, authorizing an adjustment to the fiscal year 2019-2020 budget, repealing all Ordinances or parts of Ordinances in conflict with this Ordinance; and providing an effective date. *First Reading* (M. Browne/B. James/J. Walters)

BACKGROUND

This budget adjustment is proposed to recognize \$165,000 in insurance payments the City received for the old platform and hire a new Emergency Management Coordinator.

The platform was hit while stopped on a call and was totaled by the insurance agency. The City received \$165,000 in insurance. These funds will be recognized and the budget increased to purchase replacement equipment to outfit the new platform for \$132,901 and increase the Fire Rescue Budget by \$32,099 to fund the 1956 Fire Engine remodel and outfitting the new blocker engine the city purchased from Converse.

Staff is proposing to approve a new Emergency Management Coordinator position to oversee the City's emergency operations center, emergency policy and procedures, and grant writing. This position can be funded from the CARES act in the current fiscal year and is proposed to be funded in the proposed FY 2020-21 budget.

The primary role of the Emergency Management Coordinator is to help the community, the city, and organizations by having a system in place for anticipated hazards and area vulnerability. In addition, the EMC is a position that wears many hats and is someone who builds relationships and networks with internal and external stakeholders during non-disaster or emergency times while playing a crucial role in compliance and coordination within the EMC job scope. This position will ensure we are ready in regards to Mitigation, Preparedness, Response, and Recovery in the event of a disaster, large scale emergency, multi-jurisdictional emergencies, as well as pandemics like COVID 19.

The emergency manager must develop relationships with other local, state, and federal emergency response agencies/organizations in order to better facilitate inter-agency operations during emergency and non-emergency periods.

The emergency manager is also responsible for raising community awareness of emergency preparedness and response by bringing in volunteers from the community to help in administrative functions or as trained, volunteer community responders. In developing community volunteer assistance, the emergency manager can effectively augment the emergency response force and relieve some of the burden from professional responders. Additionally, the standalone Emergency Manager will also allow greater opportunities to create and develop joint training exercises with regional partners, as well as developing region wide community preparedness events.

At present, the EMC responsibilities are handled by the Fire Chief which in turn causes a significant division of that position's time. With the geographic location of Schertz being in three counties, it requires the emergency manager to attend approximately 11 meetings a month in order to maintain compliance and cooperation across all three while continuing to develop and grow our regional partnerships.

Texas Department of Emergency Management Annexation review requires updates to our Emergency Operations Plan and related annexes annually. To be effective, this updating process must be a proactive, streamlined, and continually ongoing course of events that are strategically planned out during the course of the year. When this proactive process occurs, it will

greatly improve our abilities during the most difficult of time while freeing up time for department heads and EM team members to focus on their primary jobs.

The emergency manager plays an essential role in pre, during, and post organizational preparation and recovery to emergency management necessitated response. This position in cooperation with a finance department liaison ensures all emergency management requirements and needs are met for the successful coordinating of state and federal reimbursement efforts.

Examples of what this position is tasked with in order to enhance our efforts in mitigation, preparedness, response, recovery, planning, exercising, and training:

- Planning tabletop and full-scale disaster exercises as required by TDEM
- Grant writing, management, tracking, and reporting for Homeland, FEMA, and state.
- Attend all Regional Emergency Preparedness Advisory Committee (REPAC) meetings.
- Attend and participate in Emergency Management meetings for all three counties.
- Form, manage, and maintain partnerships with community stakeholders
- Form manage and maintain relationships with local, state and federal government and their respective officials
- Champion regional cooperation of all first responders

The City of Schertz hiring an Emergency Manager will help make us more resilient for future disasters and pandemics. Grant money is available from TDEM and FEMA to help offset the salary and benefits of an emergency manager in an amount up to 50% of the cost. In addition, the Emergency Manager can assist the City in finding grant opportunities that has the possibility of bringing in more money to the City than the cost of their position.

GOAL

To approve the budget adjustment ordinance to hire the Emergency Management Coordinator and recognize the \$165,000 insurance payment from the platform.

COMMUNITY BENEFIT

The Emergency Management Coordinator will provide a higher level of awareness and expertise prepare for emergency situations and directing staff to maximize benefits during an event. The additional insurance funds will help outfit the new platform engine and help outfit the blocker engine to prevent any future accidents on active engines during a response.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Ordinance 20-T-27.

FISCAL IMPACT

The Emergency Management Coordinator annaul estimated weighted cost will be estimated at \$113,000 and paid for by the CARES act funding until December 31st before it will be covered by the City's FY 2020-21 Proposed Budget.

The \$165,000 insurance payment will cover equipment purchases and outfitting of engines in the Fire Department.

RECOMMENDATION

Staff recommends approval of Ordinance 20-T-27.

Attachments

Ordinance 20-T-27

ORDINANCE NO. 20-T-27

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2019-20 BUDGET, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to Ordinance 19-T-23, the City of Schertz (the “City”) adopted the budget for the City for the fiscal year 2019-2020 (the “Budget”), which provides funding for the City’s operations throughout the 2019-2020 fiscal year; and

WHEREAS, the City needs to authorize the hiring of a new Emergency Management Coordinator to be funded by the CARES Act for FY 2019-20; and

WHEREAS, the City needs to recognize \$165,000 of insurance payments received for the claim on the old platform to be used for equipment purchase;

WHEREAS, City staff recommends that the City Council of the City adjust the Budget and approve the ordinance; and

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to adjust the Budget and approve the hiring of the new Emergency Management Coordinator position and recognize an additional \$165,000 in equipment purchases from insurance funds received, as more fully set forth in this Ordinance.

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

Section 1. The City shall authorize the hire of a new Emergency Management Coordinator position to be effective immediately.

Section 2. The City shall budget for equipment purchases by \$165,000 for the insurance money received with \$132,901 to outfit the new platform and \$32,099 to remodel the 1956 Fire Engine and outfit the new blocker engine.

Section 3. The City shall reallocate \$109,829.69 of the funds for the Playscape Restroom from fiscal year 2016-17 to fiscal year 2017-18.

Section 4. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 5. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 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 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, as amended, Texas Government Code.

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

PASSED ON FIRST READING, the 11th day of August, 2020.

PASSED, APPROVED and ADOPTED ON SECOND READING, the 25th day of August, 2020.

CITY OF SCHERTZ, TEXAS

Mayor

ATTEST:

City Secretary

(CITY SEAL)