



**MEETING AGENDA**  
**City Council**  
**REGULAR SESSION CITY COUNCIL**  
**August 27, 2019**

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

**CITY OF SCHERTZ CORE VALUES**

**Do the right thing**  
**Do the best you can**  
**Treat others the way you want to be treated**  
**Work cooperatively as a team**

**AGENDA**  
**TUESDAY, AUGUST 27, 2019 at 6:00 p.m.**

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

**City Events and Announcements**

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

**Hearing of Residents**

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

***All remarks shall be addressed to the Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.***

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

## Consent Agenda Items

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

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of August 13, 2019. (B. Dennis)
2. **Resolution No.19-R-102** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving the Schertz EMS Charity Care Policy. (C. Kelm/J. Mabbitt)
3. **Resolution-R-108** - Consideration and/or action approving the Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for management services between the City of Schertz and the Schertz/Seguin Local Government, and other matters in connection therewith. (C. Kelm/A. Beard)
4. **Resolution No. 19-R-103** - Consideration and/or action approving a Resolution authorizing the City Manager to enter into an agreement for the purchase of one (1) fire apparatus and associated equipment. (C. Kelm/K. Long)
5. **Resolution 19-R-106** - Consideration and or action approving a Resolution to continue to collect bingo prize fees, and other matters in connection therewith (M.Browne/J. Walters)

## Discussion and Action Items

6. **Resolution No. 19-R-109** - Consideration and/or action approving a Resolution approving the Employee Policies related to Sick Leave Pool and Holiday Pay. (M. Browne/C. Kelm/J. Kurz)
7. **Resolution No. 19-R-107** – Consideration and/or action approving a Resolution reaffirming The Compensation Philosophy And Policy Statements and Other Matters In Connection Therewith. (M. Browne/C. Kelm/J. Kurz)
8. **Resolution 19-R-99** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving an animal care matrix outlining the care and treatment of animals brought into the Animal Shelter or otherwise under the care of Animal Control Officers. (C. Kelm/M. Hansen/M. Bane)

## Public Hearings

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

10. **Public Hearing on the Proposed Tax Rate** - Conduct a public hearing regarding the adoption of the FY 2019-20 Tax Rate. (*First required public hearing*) (M. Browne/B. James/J. Walters)
11. **Ordinance No. 19-A-21-** Conduct a public hearing, consideration and/or action for an Ordinance on a request for voluntary annexation of approximately 58 acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) ***First Reading***
12. **Ordinance No. 19-S-20** - Conduct a public hearing, consideration and/or action for an Ordinance on a request to rezone approximately 64 acres of land to Planned Development District (PDD). The subject property is contiguous to the existing Parklands Planned Development, and approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) ***First Reading***

### **Roll Call Vote Confirmation**

### **Workshop**

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

### **Requests and Announcements**

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

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

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

### **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 23RD DAY OF AUGUST 2019 AT 5:00 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

BRENDA DENNIS

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

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

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

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

**COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS**

<p><b>Mayor Carpenter</b> Main Street Committee</p>	<p><b>Councilmember Scagliola – Place 5</b> Interview Committee for Boards and Commissions - Alternate Hal Baldwin Scholarship Committee Schertz-Seguin Local Government Corporation Cibolo Valley Local Government Corporation - Alternate</p>
<p><b>Councilmember Davis– Place 1</b> Audit Committee Schertz Housing Authority Board Interview Committee for Boards and Commissions Main Street Committee – Chair TIRZ II Board</p>	<p><b>Councilmember Gutierrez – Place 2</b> Audit Committee Investment Advisory Committee Interview Committee for Boards and Commissions</p>



<p><b>Councilmember Larson – Place 3</b> Main Street Committee – Vice Chair</p>	<p><b>Councilmember Edwards – Place 4</b> Interview Committee for Boards and Commissions Cibolo Valley Local Government Corporation Main Street Committee</p>
<p><b>Councilmember Heyward – Place 6</b> Schertz Animal Services Advisory Commission Investment Advisory Committee</p>	<p><b>Councilmember Brown – Place 7</b> Audit Committee Schertz-Seguin Local Government Corporation - Alternate</p>

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** City Secretary  
**Subject:** Minutes – Consideration and/or action regarding the approval of the minutes of the meeting of August 13, 2019. (B. Dennis)

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**BACKGROUND**

The City Council held a Regular City Council meeting on August 13, 2019.

**RECOMMENDATION**

Recommend Approval.

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**Attachments**

Draft Minutes 08-13-2019

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# DRAFT

## MINUTES REGULAR MEETING August 13, 2019

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 13, 2019, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

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

Absent: Councilmember Scott Larson

City Staff: City Manager Dr. Mark Browne; Assistant City Manager Brian James; City Attorney Daniel Santee; City Secretary Brenda Dennis; Assistant to the City Manager Sarah Gonzalez

### **Call to Order – City Council Regular Session**

Mayor Carpenter called the regular meeting to order at 5:32 p.m. and went directly into closed session.

### **Closed Session**

1. City Council will meet in closed session under Section 551.072 (deliberations about real property) of the Texas Government Code, the City of Schertz will meet in closed session to discuss Northcliffe Golf Course.

Mayor Carpenter made a request that anyone going into the closed session leave all electronic devices capable of making recordings in the gallery.

### **Reconvene into Regular Session at 6:29 p.m.**

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

## Hearing of Residents

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Mayor Carpenter recognized the following to speak:

- Brent Bolter - 2623 Cloverbrook Lane - Expressed his concern for the city being involved with the Northcliffe Golf Course when we have other priorities previously planned for in our budget.
- Ferando Heyward - 2620 Hansel Heights - Thanked Council and Staff for all they do for our city and their pro-active and caring attitude.

- 1a.** Take any action based on discussion held in closed session under Agenda Item 1.

No action taken at this time.

## Presentations

- Presentation and recognition regarding the Building Officials Association of Texas (BOAT) - 2019 Official of the Year Award. ( M. Browne/B. James/L. Wood)

Mayor Carpenter recognized Director of Planning and Community Development Lesa Wood who introduced this item providing background information regarding the BOAT award and introducing Chief Building Official Gil Durant as the recipient of the award also providing Gil's many qualifications. Mayor Carpenter expressed his congratulations for a job well done and deserved.

## Workshop

2. Discussion and update on the Northcliffe Golf Course. (M. Browne/B. James)

Councilmember Scagliola provided his commentary regarding why he had requested this item be placed on the agenda. Councilmember Scagliola stated he wanted an update on information from the residents on their status of the Northcliffe Golf Course.

Mayor opened the floor back up for the hearing of residents to speak and recognized the following:

Andy Yeamans - 3509 Charleston - Asked for feedback from Council and stated the resident's of Northcliffe elected the Council to assist the resident's of Northcliffe with no results.

Mayor Carpenter stated he was able to meet with a resident in reference to his findings on the deed of trust, the signature on the deed and the name, address and phone number of the attorney, in San Antonio, who is the trustee. Mayor offered to share the same information with others who might be interested.

Janice Hall - 6112 Covers Cove - Expressed her concern with the dead ends their community representatives are coming up against. There seem to be no clear answers to help them with the Golf Course dilemma.

Richard Leon - 3761 Pebble Beach - Stated he had information for Council but would like to have a meeting behind closed doors to avoid rumors.

Bill Edmonds - 4909 Crestview Drive - stated the residents don't have the resources to obtain the answers requested from Council on the Northcliffe Golf Course. He asked that the city put their resources to work and help the Northcliffe community obtain the answers needed.

Rosemary Scott - 3576 Old Moss - Expressed her desire in having green spaces but not bleeding the city dry.

Councilmember Dr. Scagliola stated he received some information he needed and would like to schedule a meeting with Richard Leon and possibly the City Manager and Assistant City Manager/Managers included.

Mayor Carpenter paused to recognize Commissioners Cope and Wolverton who were in the audience.

City Manager Dr. Browne requested guidance from Council on attending the meeting suggested by Councilmember Scagliola.

Mayor Carpenter stated he would not have objection to the meeting with

Richard Leon and another Councilmember as is customary.

3. Update and discussion regarding the forecast/planning of SEDC reserves. (M. Browne/K.Kinateder)

Mayor Carpenter recognized Executive Director Economic Development Kyle Kinatedar who provided a Power Point presentation regarding the City of Schertz Economic Development Corporation (SEDC) strategy/policy for the SEDC reserves (the "Reserve Strategy") and answered questions from Council.

4. Presentation and discussion of the FY 2019-20 Proposed Budget. (B. James/J. Walters)

Mayor Carpenter recognized Finance Director James Walters who provided a Power Point regarding the upcoming FY 2019-20 proposed budget, goals, overview of the budget process, and budget key message.

Finance Director James Walters recognized Engineer John Nowak who updated Council on the Street Preservation and Maintenance (SPAM) Program.

Assistant City Manager Brian James gave an update regarding the FY 18-19 Parks projects as well as the FY 19-20 upcoming Parks and Recreation projects.

Fleet and Facilities Services Director Jon Harshman gave a recap of the projects for key maintenance areas in the city.

Finance Director James Walters gave an overview on the results of the Citizen Survey, next year highlights, property values, exemptions, property taxes, tax rates, budgets, sales tax, permits and fees, fines, various funds, personnel, operating expense, capital outlay, 5 year forecast and summary, debt services, Economic Development, and fund balance/equity and provided Council with the Public Hearing dates as well as dates for Community Budget Presentations and the second vote and final adoption of the tax rate.

Mr. Walters provided the information on the Tax Rate: Effective, Rollback, Current and Proposed Maximum. Staffs current proposal with the budget submitted is to set the preliminary rate at \$0.5146.

## Consent Agenda Items

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

The following Consent items were read into record:

5. **Minutes** – Consideration and/or action regarding the approval of the minutes of the special meeting of August 2, 2019 and minutes of the regular meeting of August 6, 2019. (B. Dennis)
6. **Resolution 19-R-95** - Consideration and/or action by the City Council of the City of Schertz, Texas approving a Resolution authorizing agreements with the Drug Enforcement Administration, and other matters in connection therewith. (C. Kelm/M. Hansen)
7. **Resolution No. 19-R-100** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an amendment to the Schertz Main Street Local Flavor Economic Development Program and other matters in connection therewith. (B. James)
8. **Resolution 19-R-101** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a Schertz Main Street Local Flavor Economic Development Grant for 602 Main Street and related matters in connection therewith. (B. James)

Moved by Councilmember Ralph Gutierrez, seconded by Councilmember David Scagliola to approve consent agenda items 5 through 8.

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

Passed

## Discussion and Action Items

The following item was read into record:

9. **Resolution No. 19-R-98** - 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 2019-20, scheduling public hearings, and other matter in connection therewith. (B. James/B. Martin)

Mayor Carpenter recognized Finance Director James Walters who stated that he would start his presentation over again. Mayor Carpenter answered great, and he made a motion from the Chair that we approve a preliminary maximum tax rate of \$0.5146 per \$100 evaluation, second by Councilmember Edwards. Mayor asked for further comments from Council and recognized Councilmember Scagliola who addressed questions to staff. Councilmember Scagliola expressed commentary that would justify an effective rate.

Moved by Mayor Michael Carpenter, seconded by Councilmember Cedric Edwards to approve Resolution No.19-R-98 setting the preliminary maximum tax rate at \$0.5146 per \$100 valuation, and scheduling public hearings for August 27, 2019, and September 3, 2019.

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

NAY: Councilmember David Scagliola

Passed

## Public Hearings

The following item was read into record:

10. **Resolution No. 19-R-94** - Conduct a public hearing, consideration and/or action approving a Resolution accepting a petition for voluntary annexation of approximately 58 acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado)

Mayor Carpenter recognized Planner 1 Emily Delgado who provided a Power Point overview of the petition submitted by Scrappy Development, LLC and answered questions from Council.

Mayor Carpenter opened the Public Hearing. As no one spoke; Mayor Carpenter closed the Public Hearing for Council discussion/action.

Moved by Councilmember Cedric Edwards, seconded by Councilmember David Scagliola to approve Resolution No. 19-R-94.



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

Passed

The following item was read into record:

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

Mayor Carpenter recognized Planner 1 Emily Delgado who provided a Power Point/overview of the proposed rezone. Typically, with an annexation and zone change it is required for staff to have the ordinances for the annexation and zone change be on the same readings. Emily asked for Council to postpone any action on this item and table it for the August 27th meeting, so we can do the annexation and zone change ordinance, first readings, together and then come back on September 3rd for the second readings.

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

August 27, 2019: Parklands II Annexation 1st reading & Parklands II Zone Change 1st reading

September 3, 2019: Parklands II Annexation 2nd reading & Parklands II Zone Change 2nd reading

Mayor Carpenter opened the Public Hearing. As no one spoke; Mayor Carpenter closed the Public Hearing for Council discussion. No action was taken as this item was tabled to the August 27th meeting.

### **Roll Call Vote Confirmation**

City Secretary Brenda Dennis provided the roll call vote confirmation on agenda items 5 through 11.

### **Requests and Announcements**

- Announcements by the City Manager.

Dr. Browne recognized Assistant City Manager Charles Kelm who provided the following announcements of upcoming events:

Wednesday, August 14  
Community Budget Presentation 6:30 pm  
Corbett Middle School  
12000 Ray Corbett Drive

Thursday, August 15  
TxDOT Open House- 5:00 pm  
Public Hearing 6:00 pm  
Morgan's Wonderland  
5223 David Edwards Drive, SA  
Public Hearing on I-35 Project from Loop 410 South to FM 3009

Saturday, August 17  
Child and Babysitting Safety Class  
Schertz EMS Training Room, Building # 7  
The Schertz EMS Community Health Department is now offering a Child and Babysitting Safety class that teaches adolescents how to prepare for the added responsibility of a child or infant. The course builds confidence in diapering, feeding, playtime activities, what to do in an emergency, and questions to ask before the job. The first class will be held on Saturday, August 17 from 9:00 a.m. to 4:00 p.m. in the Schertz EMS Training Room, 1400 Schertz Parkway Bldg. 7. For more information and to register contact Schertz EMS at (210) 619-1410.

Tuesday, August 20  
Chamber Luncheon 11:30 am  
Civic Center

Wednesday, August 21  
Community Budget Presentation 6:30 pm  
Community Center North  
3501 Morning Drive

Thursday, August 22  
Community Budget Presentation 6:30 pm  
Schertz United Methodist Church  
3460 Roy Richards Drive

Tuesday, August 27  
City Council Meeting 6:00 pm  
Council Chambers

Filing for Schertz City Council and Mayor Election for November 5, 2019 began July 22, 2019

The City of Schertz will be holding its General Election on November 5, 2019 for the purpose of electing Council Members in Place 1, Place 2 and for Mayor for a three-year term, from November 2019 to November 2022.

Any candidate desiring to have his or her name on the Official Ballot shall file an application with the City Secretary's office no later than Monday, August 19, 2019 by 5:00 pm.

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

Mayor Carpenter requested two workshop items for the September 12, 2019 meeting, the City Council Rules of Conduct and Procedures and the City Council Code of Ethics.

- 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

Councilmember Davis attended the following event:

- The Schertz Housing Authority meeting

Councilmember Gutierrez attended the following events:

- The YMCA ribbon cutting in Cibolo
- The Selma ribbon cutting ceremony for the bridge on Lookout Road

Councilmember Heyward attended the following events:

- The Selma ribbon cutting ceremony for the bridge on Lookout Road
- The ribbon cutting in Cibolo for Smiles Dental Clinic
- The YMCA ribbon cutting in Cibolo

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

12. SEDC Quarterly Report Q3 FY 2018-19 (M. Browne/K.Kinateder)

## **Adjournment**

As there was no further business Mayor Carpenter adjourned at 8:28 p.m.

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Michael R. Carpenter, Mayor

ATTEST:

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Gayle Wilkinson, Deputy City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Emergency Medical Services  
**Subject:** Resolution No.19-R-102 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving the Schertz EMS Charity Care Policy. (C. Kelm/J. Mabbitt)

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**BACKGROUND**

Texas implemented the Texas Ambulance Services Supplemental Payment Program (TASSPP) in February 2009. It is a state and federally approved program that offsets a portion of the loss incurred when providing services to Medicaid and uninsured patients.

With City Council approval, Schertz EMS began participating in the program in fiscal year 2015. To continue to generate TASSPP revenue in the future, CMS (Centers for Medicare and Medicaid Services) is mandating that reimbursement will only be for charity care patients. Schertz EMS does not currently have a charity care policy. To continue participating in TASSPP we must have a policy in place by October 1, 2019. This policy must detail charity determination requirements for billing purposes.

**GOAL**

To implement a charity care policy to continue participating in TASSPP. The charity care determination policy is similar to what we currently do in determining private insurance, Medicare and Medicaid.

**COMMUNITY BENEFIT**

Approving a charity care policy will benefit our citizens who do not have insurance and do not have the ability to pay for ambulance services.

**SUMMARY OF RECOMMENDED ACTION**

N/A

**FISCAL IMPACT**

Since FY 2015, Schertz EMS has been reimbursed \$897,974 from TASSPP. Staff is estimating payments between \$240,000 - \$320,000 for FY 2020 and FY 2021. Future cost reports only using charity care are estimated to be similar to these payments in the future.

**RECOMMENDATION**

Staff recommends City Council approve Resolution 19-R-102.

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Resolution

Schertz EMS Billing Policy

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**RESOLUTION NO. 19-R-102**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING THE SCHERTZ EMS CHARITY CARE POLICY**

WHEREAS, the City of Schertz EMS provides ambulance services to the City of Schertz and other surrounding communities and emergency services districts; and

WHEREAS, The City of Schertz EMS has been participating in the Texas Ambulance Services Supplemental Payment Program (TASSPP) since 2015; and

WHEREAS, The Centers for Medicare and Medicaid Services requires a charity care policy to continue participating in TASSPP; and

WHEREAS, the City Council has determined that it is in the best interest of the City to have a charity care policy.

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

Section 1. The City Council hereby approves the City of Schertz EMS Charity Care policy.

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 27<sup>th</sup> day of August, 2019.

CITY OF SCHERTZ, TEXAS

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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)



## Schertz EMS Billing Policy

Schertz EMS is committed to providing the best care to patients in the cities that we serve. Our fees include a base charge for the transport and a mileage fee. These fees are approved annually by Schertz City Council. Schertz EMS accepts assignment from all third-party payers. We will make every attempt to bill and collect from the patient's insurance company. Medicare, Medicaid and most commercial insurance cover ambulance transportation that is medically necessary. Insurance companies pay claims based on the type of coverage each individual policy provides. Schertz EMS does not have contracts with insurance companies; therefore we do not waive the unpaid portion of the bill which includes the co-pay, co-insurance or the deductible.

### Fees

<b>Response Services</b>	
Aid Call	\$ 200.00
Air Medical Assist Call	\$ 700.00
BLS Non- Emergency	\$1,090.00
BLS Emergency	\$1,210.00
ALS Non-Emergency	\$1,230.00
ALS Emergency No Specialty Care	\$1,440.00
ALS Emergency W \ Specialty Care	\$1,600.00
Mileage, per mile	\$ 20.00

### Passport to Care Subscription Program

Oftentimes insurance companies deny payment for specific services or will only cover a portion of the fees actually billed. In order to offset the cost of ambulance service charges, Schertz EMS offers an opportunity of enrollment in our ambulance subscription program. For a nominal annual fee per year, per household, subscribers will be covered from out of pocket expenses such as deductibles and co-payments or from services not covered by insurance companies.

### Passport to Care Subscription Rates

	<b>Insured</b>	<b>Not Insured</b>
<b>Single</b>	\$50.00	\$65.00
<b>Family</b>	\$60.00	\$75.00

**CHARITY CARE POLICY:**

The City of Schertz EMS Department may provide healthcare services to patients without the expectation of reimbursement (charity care services) if the patient meets the charity care guidelines below, and is determined to be eligible to be a charity care patient. Charity care services do not include bad debt, payment shortfall(s), insurance allowances, courtesy allowances, or reductions given to patients who do not meet the provider’s charity care policy or financial assistance policy.

Charity care services become effective as of October 1, 2019, and will only be available as long as the State of Texas provides reimbursement for charity care services through the Texas Ambulance Services Supplemental Payment Program/Medicaid 1115 Waiver, or similar means of reimbursement.

The City of Schertz EMS Department may change the charity care determination criteria under Section 2. II. on a regular basis and will maintain the current criteria.

**CHARITY CARE POLICY GUIDELINES:**

1. The City of Schertz EMS Department must determine each patient’s ability to pay for the ambulance services provided before classifying the patient as a charity care patient. If the patient does not have the ability to pay for the ambulance services, the City of Schertz EMS Department may determine the patient as a charity care patient.

To determine a patient’s ability to pay, the City of Schertz EMS Department shall:

- I. gather patient information during and/or after the services are provided, as applicable given the patient’s condition. This may include the issuance of one or more requests for information with the patient to obtain information necessary for the City of Schertz EMS Department to determine the patient’s ability to pay for the ambulance services provided. During communication with a patient, the City of Schertz EMS Department shall include information about its charity care services;
- II. undertake an insurance discovery process to identify if the patient has third party insurance including Medicaid, Medicare, or other forms of insurance; and,
- III. undertake reasonable collections efforts to verify and/or yield essential information about the ability of the patient to pay for the ambulance services provided.

2. The City of Schertz EMS Department may classify the patient as a charity care patient if the following occur:

- I. The current revenue cycle process results in one or more of the following:
  - a. the patient does not provide evidence of insurability, or the City of Schertz EMS Department is unable to obtain information from the patient during the requests for information in 1. I. within a 30-day period. The lack of a response by the patient may be considered an affirmation that the

patient does not have third party insurance and does not have the ability to pay for the ambulance services provided;

- b. the insurance discovery process in 1. II. determines that the patient does not have a third party insurance product that will pay for the ambulance services provided. The lack of insurance or having an insurance product that does not pay for ambulance service may be considered by the City of Schertz EMS Department as a determinant that the patient does not have third party insurance and does not have the ability to pay for the ambulance services provided; or,
  - c. the collections effort in 1. III. results in no payment, or minimal payment, from the patient over a 30-day period. Receiving no payment or minimal payment from the patient may be considered by the City of Schertz EMS Department as a determinant that the patient does not have third party insurance and does not have the ability to pay for the ambulance services provided;
- II. The payment predictor model indicates that a patient does not have a high likelihood of payment as identified by the following classifications:
- a. results indicate a low, medium, or non-classified designation
    - 1) low designation results are identified as "L" (red)
    - 2) medium designation results are identified as "M" (yellow)
    - 3) non-classified designation results are identified as "NC" (red) and indicates that there is insufficient patient information to adequately determine likelihood of payment, thus indicating a low likelihood of payment

3. The City of Schertz EMS Department may also classify the patient as a charity patient if:

- I. The service to an insured patient is denied by the insurance provider as not covered;
- II. The City of Schertz EMS Department is notified that the patient has been granted charity care by the sending or receiving hospital; or,
- III. The City of Schertz EMS Department is notified that the patient is deceased and there are no additional remedy options that may be pursued.

4. Once the City of Schertz EMS Department determines the patient is a charity care patient, the City of Schertz EMS Department will make no further attempts to collect from the patient.

5. The ambulance services provided to the charity care patient shall be valued at 100% of the net cost of providing those services by the City of Schertz EMS Department.

**Payment Plans**

Schertz EMS will accept payment plans if the need arises. A minimum of \$25 per month will be accepted on a case by case basis. Payment plans will be setup with the EMS Billing Department.

**Prompt Payment Reduction**

A prompt payment reduction of 25% will be offered to those who receive an invoice, after insurance applies payment, and make payment in full within 30 days of the invoice date.

**Collection Agency**

Patients will be sent to collections after 105 days of non-payment or non-response. The collection agency will attempt to collect the debt with an additional 30% fee included with the amount owed.

**Billing Adjustments**

Bills of homeless patients who we cannot locate and deceased patients who do not have insurance or estates from which to recover EMS charges will be adjusted based on the charity care policy. Insurance and attorney requests for adjustments will be on a case by case basis.

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** City Secretary  
**Subject:** Resolution-R-108 - Consideration and/or action approving the Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for management services between the City of Schertz and the Schertz/Seguin Local Government, and other matters in connection therewith. (C. Kelm/A. Beard)

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**BACKGROUND**

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

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

**GOAL**

To extend the Management Services Agreement with SSLGC.

**COMMUNITY BENEFIT**

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

**SUMMARY OF RECOMMENDED ACTION**

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

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATION**

Staff recommends Council approve Resolution 19-R-108.

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**Attachments**

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

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**RESOLUTION NO. 18-R-108**

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 27th day of August, 2019.

CITY OF SCHERTZ, TEXAS

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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**EXHIBIT A**

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



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

**THE STATE OF TEXAS**

**KNOWN ALL BY THESE PRESENTS:**

**COUNTY OF GUADALUPE**

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

**WITNESSETH:**

**I.**

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

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

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

**II.**

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

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

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

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

### III.

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

### IV.

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

### V.

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

### VI.

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

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

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

## VII.

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

## VIII.

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

## IX.

### **TERMINATION:**

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

## X.

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

**XI.**

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

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

**XII.**

This Agreement shall take effect on the 1<sup>st</sup> day of OCTOBER, 2019.

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

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

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

  
Amber Beard, General Manager

\_\_\_\_\_  
Mark Browne, City Manager

08/15/2019  
Date

\_\_\_\_\_  
Date

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

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

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

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


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

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

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF AUGUST, 2019.**

  
\_\_\_\_\_  
Robin Dwyer, President  
Dudley Wait, Vice President

Attest:

  
\_\_\_\_\_  
David Reiley, Secretary

OR

\_\_\_\_\_  
Amber Beard, Assistant Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Fire Department  
**Subject:** Resolution No. 19-R-103 - Consideration and/or action approving a Resolution authorizing the City Manager to enter into an agreement for the purchase of one (1) fire apparatus and associated equipment. (C. Kelm/K. Long)

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**BACKGROUND**

Schertz Fire Rescue purchased a new Platform back in 1999-2000. This Platform is hitting 20 years of service in the Fire Department and has become undependable the past couple of years. It has only been in service about 60% of the time the past two years. During the La Quinta hotel fire we recently had the Platform was out of service and has only been in-service about 20% of the time this summer.

The current Platform is housed out of Fire Station #2 and is needed for coverage in our industrial park. According to ISO we have about 20 commercial properties that require a 100-foot aerial device with a 2,000 GPM pump or greater. The Platform also provides life-safety coverage to the area hotels that are located off the I-35 corridor in Schertz.

Staff believes that moving forward with this purchase is essential for our Platform replacement schedule. It is anticipated that the Platform will have a fifteen-year life span. In addition, this Platform will be ready to move into Fire Station #4 when the time arrives. This Platform will serve as a dedicated Truck Company once Station #4 is completed. The normal construction time on a Platform is approximately 13 months.

The price of the apparatus will be greater than \$50,000 and in lieu of bids, Staff recommends making this purchase through the Houston/Galveston Area Council of Governments purchasing cooperative. This is an authorized purchase cooperative for the City of Schertz and is the method utilized for previous fire apparatus purchases.

**GOAL**

Authorize the City Manager to execute the contract for the purchase of one (1) fire apparatus and associated equipment.

**COMMUNITY BENEFIT**

Fire service in the community is expected to improve with the purchase of the new fire apparatus due to increased reliability, greater functional capability, and reduced repair costs of its apparatus fleet.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 19-R-103

**FISCAL IMPACT**

Funds for this item will be from the 2019 CO Bonds. The Platform purchase price is set at \$1,200,000.00 for the apparatus and associated equipment. The quoted price for this Platform is \$1,318,623.07 and by paying in advance, we will receive a prepay discount of \$52,123.07. The cost of using H-GAC is \$2,000. Unit 212 will be traded in with a value of \$68,500.00 used for the purchase price.

**RECOMMENDATION**

Staff recommends approval of Resolution 19-R-103

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**Attachments**

19 R 103

Purchase Contract

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**RESOLUTION NO. 19-R-103**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF ONE (1) FIRE APPARATUS AND ASSOCIATED EQUIPMENT**

WHEREAS, the Schertz Fire Rescue has a need to replace unit 212 due to the age and replacement schedule; and

WHEREAS, the City Council approved Ordinance 19-B-17 for the issuance Certificates of Obligation on July 23, 2019, which included funds to purchase a fire apparatus; and

WHEREAS, the Schertz Fire Rescue has chosen Pierce Manufacturing, Siddons Martin Emergency Group as meeting its pricing and functional requirements for fire apparatus, this vendor is participating in the HGAC Cooperative Program and will purchase associated capital equipment as part of this project, and

WHEREAS, purchases under the cooperative programs meet the requirements under Subchapter C, Chapter 791.025 of the Texas Government Code, which states that a local government that purchases goods and services under this section satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services; then

**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 a contract with Pierce Manufacturing and/or its dealer Siddons-Martin Emergency Group, to purchase one (1) fire apparatus as described in Exhibit A for a purchase price of \$1,200,000.

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

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

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

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



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

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

PASSED AND ADOPTED, this 27<sup>th</sup> day of August, 2019.

CITY OF SCHERTZ, TEXAS

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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

Siddons Martin Emergency Group, LLC  
 3500 Shelby Lane  
 Denton, Texas 76207  
 GDN P115891  
 TXDOT MVD No. A115890  
 EIN 27-4333590



August 19, 2019

**CHIEF KADE LONG**  
**SCHERTZ FIRE & RESCUE**  
**1400 SCHERTZ PKWY BLDG 8**  
**SCHERTZ, TX 78154**

**Proposal for 2019 Schertz Aerial Mid-Mount Tower**

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to **SCHERTZ FIRE & RESCUE**. The unit will comply with all specifications attached. Total price includes delivery to **SCHERTZ FIRE & RESCUE** and training on operation and use of the apparatus.

Description	Amount
<b>1) Pierce-Custom Velocity Aerial, HD Ladder 100', Mid-Mount</b>	
<b>Unit price - \$1,318,623.07</b>	
Price guaranteed for 60 days. Delivery within 11.5-12.5 months of order date. A warranty term of 12 months is included.	
Vehicle Price	\$1,318,623.07
Full Prepay Discount	(\$52,123.07)
Trade-In	(\$68,500.00)
<b>Sub Total</b>	<b>\$1,198,000.00</b>
Contract Amount	<u>\$2,000.00</u>
<b>Final Sales Price</b>	<b><u>\$1,200,000.00</u></b>

**Additional.** Price includes trade in of 2001 Ferrara Inferno 100' Platform. Ground ladders, master stream nozzles and any mounted equipment must stay. The truck must have a current pump test and aerial test within 6 months of taking delivery of the trade.

**Taxes.** Taxes are not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

**Late Fee.** A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day after the first 30 days until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above, increasing the overall cost of the apparatus.

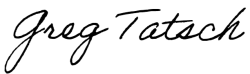
**Cancellation.** In the event this proposal is accepted, and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred and may be applied:

- (A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
- (B) 20% of the Purchase Price after completion of the approval drawings;
- (C) 30% of the Purchase Price upon any material requisition by Manufacturer.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin Emergency Group to conduct such sale.

**Acceptance.** In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization to sign and date this proposal and include it with any purchase order. Upon signing this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the State of Texas. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC

Sincerely,



**Greg Tatsch**

Siddons-Martin Emergency Group, LLC

I, \_\_\_\_\_, the authorized representative of **SCHERTZ FIRE & RESCUE**, agree to all of the terms of this proposal and the specifications attached hereto and this proposal will be binding upon **SCHERTZ FIRE & RESCUE**.

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Signature & Date

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Finance  
**Subject:** Resolution 19-R-106 - Consideration and or action approving a Resolution to continue to collect bingo prize fees, and other matters in connection therewith (M.Browne/J. Walters)

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**BACKGROUND**

On January 16, 1982 citizens of Schertz voted to legalize Bingo in the City and collect fees on the activity. This was passed by Ordinance 1983-T-11 and was effective September 6, 1983.

The first charitable bingo license in the state was issued in 1982. Bingo is the oldest form of legalized gambling in Texas and was approved in all or part of 226 out of 254 counties. The original state "Bingo Enabling Act" was meant to provide organizations the opportunity to raise funds for charitable purposes by conducting bingo.

Currently, the Texas Lottery Division, Charitable Bingo Division is responsible for sending the City its share of the prize fees on charitable bingo activity in Schertz. Pursuant to House Bill 914, enacted by the 86th legislature, in order to continue to receive a share of bingo prize fees after January 1, 2020, Council must affirmatively vote to do so and submit proof of that vote to the Texas Lottery Commission by November 1, 2019. If no vote to continue is received, the bingo organizations will keep that share for themselves to fund their charitable purposes.

If a bingo game is conducted and more than \$5 is awarded as a prize, 5% of that is kept by the organization that organized the game as a prize fee. 50% of that fee is submitted to the state and the remainder is shared between the county and City in which the game was held. If only one entity has voted to continue the fee, they will receive the remainder of the fee and if both entities voted to continue the fee it is split between them. If no entity voted to continue the fee, it is held by the organization that conducted the game to be used in its general charitable fund.

Since the Bingo Hall opened up outside the City on Interstate 35, not much bingo has been held in the City of Schertz. While this fee does not generate much of a revenue stream for the City, if Council does not vote to keep this fee there will not be another chance to reenact it later without the state changing the statute.

The original citizen vote detailed on Ordinance 82-E-2 included language for the City to collect the fee when it legalized bingo within the city limits.

**GOAL**

To adhere to the requirements of House Bill 914 and hold a vote to continue or discontinue collecting bingo tax fees.

**COMMUNITY BENEFIT**

By receiving a portion of the prize funds, the City can track the number and location of bingo events in the City. Any revenue received can add additional services to the community.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends approving resolution 19-R-106 to continue to collect bingo fees.

**FISCAL IMPACT**

Since FY 2013-14, Bingo Taxes have averaged \$33.53 annually. Before 2011, the annual tax revenue was closer to \$5,000 - \$6,000 annually but the construction of the new bingo parlor on Interstate 35 moved the regular games to the new location outside the City.

**RECOMMENDATION**

Staff recommends approving resolution 19-R-106 to continue to collect bingo fees.

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**Attachments**

Resolution 19-R-106

Letter from the Texas Lottery Commission

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**RESOLUTION NO. 19-R-106**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY TO CONTINUE TO COLLECT BINGO PRIZE FEES, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City confirm its intent to continue to collect bingo prize fees; and

WHEREAS, the City Council has determined that it is in the best interest of the City to continue to collect bingo prize fees.

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

Section 1. The City Council hereby confirms its intent to continue to collect bingo prize fees by taking a record vote as required by House Bill (HB) 914.

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 27th day of August 2019.

CITY OF SCHERTZ, TEXAS

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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)







# Texas Lottery Commission



Commissioners:

J. Winston Krause, Chairman

Mark A. Franz • Robert Rivera

Michael P. Farrell  
Director

July 17, 2019

Mayor Michael R Carpenter  
City of Schertz  
1400 Schertz Pkwy  
Schertz, TX 78154-1673

Dear Mayor Carpenter:

The Texas Lottery Commission (TLC), Charitable Bingo Operations Division, is providing this notification because your county and/or municipality currently receives a share of the prize fees collected on charitable bingo activity that occurs in its jurisdiction.

**Pursuant to House Bill (HB) 914, enacted by the 86<sup>th</sup> Texas Legislature, in order to continue to receive a share of bingo prize fees after Jan. 1, 2020, your county and/or municipal governing board must affirmatively vote to do so and submit proof of that vote to the TLC by Nov. 1, 2019. If no eligible local governments vote to continue receiving their share of the prize fee, the bingo organizations will keep that share for themselves to fund their charitable purposes.<sup>1</sup>**

Currently, non-profit charitable organizations conducting bingo collect a 5% fee on prizes awarded. These funds are submitted each quarter to the TLC, which in turn remits a *pro rata* share of the funds to local governments at the end of each fiscal year. Your county and/or municipality receives a share of the bingo prize fees because it elected to do so prior to Sept. 1, 1993.

Effective Jan. 1, 2020, H.B. 914 includes another change regarding the collection and remittance of prize fees. Local governments will no longer receive their bingo prize fee payments from the TLC at the end of the fiscal year; instead, the licensed organizations conducting bingo in the local jurisdiction will be responsible for sending eligible local governments 50% of the prize fees they collect on a quarterly basis.

**The most immediate matter for your attention is that your local government will only continue to receive a share of the bingo prize fees collected after Jan. 1, 2020 if it meets the requirements set forth in HB 914 that require your governing body to:**

- (1) approve the continued receipt of the share of bingo prize fee funds by a majority vote; and**
- (2) notify the TLC of that decision no later than Nov. 1, 2019; and**
- (3) notify each licensed authorized organization within the county's or municipality's jurisdiction, as applicable, of the continued imposition of the fee.**

<sup>1</sup> For the full text of H.B. 914, see <https://legiscan.com/TX/text/HB914/id/2027641>

This notification is being provided to inform you of the new statutory requirements. We will provide a further communication in the coming months that will include more information and a prescribed form that will need to be submitted to the agency's Charitable Bingo Operations Division to verify that a vote took place.

Please let us know as soon as possible if there is a specific contact person or office to direct our future correspondence, and that will serve as your county and/or municipality's official address of record for notification purposes. Without a dedicated address for this purpose, it is possible that future communications may be misdirected. This could result in your county and/or municipality *permanently* losing its share of bingo prize fees.

If you have any questions, email us at [bingo.services@lottery.state.tx.us](mailto:bingo.services@lottery.state.tx.us) or call 800-246-4677.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Farrell". The signature is fluid and cursive, with the first name "Michael" and last name "Farrell" clearly distinguishable.

Michael P. Farrell  
Director  
Charitable Bingo Operations Division

CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 27, 2019  
**Department:** Human Resources  
**Subject:** Resolution No. 19-R-109 - Consideration and/or action approving a Resolution approving the Employee Policies related to Sick Leave Pool and Holiday Pay. (M. Browne/C. Kelm/J. Kurz)

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**BACKGROUND**

The proposed policies for Council to consider and/or approve include a Permanent Sick Leave Pool policy and a revised Holiday Pay policy. Staff completed the preliminary policy work, and sought input/feedback from staff at the Policy Team Meetings on 5/15/19 and 7/17/19.

**SICK LEAVE POOL**

The City developed a temporary Sick Leave Pool policy in 2015 for employees who face long-term injury or illness. This applies to those who have approved FMLA claims, but who have exhausted their accrued sick leave. The attached draft seeks to formalize this policy, and would become effective January 1, 2020 (with Council approval).

The main policy points are highlighted below for quick reference:

**Maximum # of hours:**

Current: No cap on the number of hours that an employee may receive, except that is specifically spells out that there is a cap of 4 weeks (160 hours) for maternity/paternity leave.

Proposed: Regular employees - 320 hours in a rolling 12-month period and 640 hours as a lifetime max; Fire/EMS employees - 480 hours in a rolling 12-month period and 960 hours as a lifetime max.

**Exhaustion of Leave:**

Current: Employees are only required to exhaust all of their sick leave before they can begin receiving hours from the sick leave pool.

Proposed: To be eligible to receive hours from the sick leave pool, employees must first exhaust all of their available leave time, to include compensatory time, awarded time off, sick leave and vacation leave (in that order).

**Other Changes**

Current: Employees may use hours from the sick leave pool for both continuous and intermittent FMLA claims.

Proposed: Employees will only be able to use hours from the sick leave pool for continuous claims.

Current: Hours from the sick leave pool are assigned retroactively (if applicable).

Proposed: FMLA claims must be approved prior to receipt of hours from Sick Leave Pool. Hours from the Sick Leave Pool will not be assigned retroactively.

**HOLIDAY PAY**

The City's current holiday pay policy has been interpreted and applied inconsistently across City

departments, in particular with Police, Fire and EMS. Local Government Code Chapter 142, Section 0013 states that a fire fighter and police officer shall be granted the same number of vacation days and holidays, or days in lieu of vacation days or holidays, granted to other municipal employees. The attached draft seeks to streamline practice and provide equitable benefit across departments in accordance with Chapter 142.0013 above. It would be effective immediately (with Council approval).

The main policy points are highlighted below for quick reference:

### **Fire**

Current: Employees who work the holiday (observed only) receive holiday pay for the number of hours actually worked. Employees not scheduled, and who do not work, receive 8 hours of comp time (up to a maximum of 36 hours). The purpose of this practice was to ensure that Fire employees are receiving the same level of benefit as other City employees.

Proposed: Employees who work the actual or observed holiday receive holiday pay for the number of hours actually worked. Employees not scheduled on the observed holiday, and who do not work, receive 8 hours of holiday pay.

### **EMS**

Current: Employees who work the actual or observed holiday receive holiday pay for the number of hours actually worked. Employees not scheduled, and who do not work, do not receive holiday pay. This is in accordance with our current policy.

Proposed: Employees who work the actual or observed holiday receive holiday pay for the number of hours actually worked. Employees not scheduled on the observed holiday, and who do not work, receive 8 hours of holiday pay.

### **Police**

Current: Employees who work the holiday (observed only) receive holiday pay for the number of hours actually worked. Employees not scheduled, and who do not work, receive 8 hours of comp time (or a combination of comp time and holiday pay – employee’s choice).

Proposed: Employees who work the actual or observed holiday receive holiday pay for the number of hours actually worked. Employees not scheduled on the observed holiday, and who do not work, receive 8 hours of holiday pay.

### **40-Hour Employees**

Current: Employees, regardless of schedule or actual time worked, receive 8 hours of holiday pay.

Proposed: Non-exempt employees who work the actual holiday receive holiday pay for the number of hours actually worked. Non-exempt employees who work the observed holiday receive holiday pay for the number of hours actually worked, but a minimum of 4 hours (part-time) or 8 hours (full-time). Regardless of schedule or time actually worked on an observed City holiday, exempt employees receive holiday pay equal to the number of hours they would normally work.

### **GOAL**

Provide equitable benefit to all employees and to define consistent policy parameters.

### **COMMUNITY BENEFIT**

A robust and comprehensive benefit package allows the City to competitively recruit and retain top workforce talent. Consistent and equitable administration of policy helps with employee morale and engagement.

## **SUMMARY OF RECOMMENDED ACTION**

Staff recommends approving Resolution 19-R-109

## **FISCAL IMPACT**

### **Sick Leave Pool Policy**

The Sick Leave Pool is funded by the voluntary donation of sick leave hours by employees who are separating from the City. Sick leave is not paid out upon separation. The potential costs of the Sick Leave Pool program includes a loss of productivity (if an employee must be out for approved medical reasons), or the cost of overtime or temporary staff to cover for the employee during their absence (if backfilling the position is necessary). These costs are difficult to quantify; however, this program does not require actual allocation of dollars in the City's budget.

### **Holiday Pay Policy**

The two biggest policy changes that are driving the cost of this program are:

1. paying employees who work on the actual holiday (when the actual holiday falls on a weekend - i.e. Christmas Day falls on a Sunday), and
2. paying employees 8 hours holiday pay, who are not scheduled to and do not work on the holiday because they may have already worked 40 hours for the week prior to the holiday or will start their work week after the holiday and do not work on the holiday

There are only four times per year that a holiday may fall on a Saturday or Sunday, and staff has estimated that the additional cost of when this happens will be approximately \$16,000 annually.

Rather than compensating Fire and Police employees with time off (comp time) when they do not work the holiday, Staff proposes paying 8 hours of holiday pay. Comp time can be banked and used at a later time to cover an employee absence. However, comp time is considered time worked, encumbers a fiscal cost to the City, and is paid out upon separation. This change will realize an up-front cost to the City versus delaying the cost as incurred with compensatory time. In 2018, the City budgeted (and spent) a total of \$621,791 on holiday pay. With the proposed changes, Staff has estimated that the additional annual cost may be as little as \$106,000 total (\$60,000 general fund) or a large as \$138,000 total (\$80,000 general fund).

## **RECOMMENDATION**

Approve Resolution 19-R-109

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### **Attachments**

Resolution 19-R-109

Proposed Holiday Pay Policy

Proposed Sick Leave Pool Policy

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**RESOLUTION NO. 19-R-109**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING EMPLOYEE POLICIES RELATED TO SICK LEAVE POOL AND HOLIDAY PAY AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City staff of the City of Schertz (the "City") has determined that these policies required revision to define parameters and provide equitable benefit to all employees; and

WHEREAS, these policies are Sick Leave Pool and Holiday Pay; and

WHEREAS, the City Charter, Section 6.02 Operational and Personnel Policies states that personnel policies which affect the budget and employee discipline and/or adverse actions shall be approved by the City Council;

WHEREAS, the City Council has determined that it is in the best interest of the City to approve these polices attached hereto as Exhibit A; therefore

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

Section 1. The City Council hereby approves the Sick Leave Pool Policy and Holiday Pay policy as set forth as 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 27<sup>th</sup> day of August, 2019.

CITY OF SCHERTZ, TEXAS

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Mayor, Michael R. Carpenter

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**Exhibit A**

Sick Leave Pool  
Holiday Pay



**CITY OF SCHERTZ  
EMPLOYEE HANDBOOK**

**Holidays**

**PREPARED BY:** Human Resources  
**APPROVED BY:** City Council  
**DATE APPROVED:**  
**EFFECTIVE DATE:**  
**REPLACES VERSION:** 4.3.1 Holidays

**Purpose:**

This policy provides guidance for compensating City employees for City observed and actual holidays.

**Policy:**

**Official City Holidays.**

New Year's Day	Martin Luther King, Jr. Day
Presidents' Day	Memorial Day
Independence Day	Labor Day*
Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Day

\*Fire employees (operations) work on Labor Day and recognize 9/11 as the holiday.

If one of the above holidays falls on a Saturday, City employees will observe that holiday on the preceding Friday. When such a holiday falls on a Sunday, City employees will observe that holiday on the succeeding Monday. If one of the above holidays is followed by a Friday or preceded by a Monday, that Friday or Monday shall also be considered a paid City holiday. Holiday pay does not include any special forms of compensation such as bonuses, shift differentials, or incentives.

Some employees will be required to work on recognized holidays in order to provide necessary service to the public.

**Exempt Employees.** Regardless of schedule or time actually worked on an observed City holiday, exempt employees receive holiday pay equal to the number of hours they would normally work.

**Non-Exempt Employees.** A non-exempt employee not scheduled, and does not work on the observed City holiday, will receive 8 hours of holiday pay. If a non-exempt employee is required to work on a City holiday (actual or observed), the non-exempt employee will be paid holiday pay for hours actually worked on the holiday at a rate equal to the employee's straight hourly pay in addition to his or her normal hourly pay, unless the employee has already worked 40 hours during the same week as the holiday, in which case overtime rates will apply to time worked. If the employee is required to work, they will still receive at least 8 hours of holiday pay. If the employee is required to work in excess of 8 hours, they will receive holiday pay for the actual amount of time worked.

**Regular Part-Time Employees.** A regular, part-time employee that is not scheduled, and does not work on the observed City holiday, will receive at a minimum of 4 hours of holiday pay or the amount of hours they would have normally been scheduled to work for that day. If a regular, part-time employee is scheduled and works on a holiday, they will be compensated in accordance with the section above titled 'Non-Exempt Employees.'

**CITY OF SCHERTZ  
EMPLOYEE HANDBOOK**

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**Irregular Part-Time Employees.** An irregular, part-time employee that is not scheduled, and does not work on the observed City holiday, will not receive holiday pay. If an irregular, part-time employee is scheduled and works on a holiday, they will be compensated in accordance with the section above titled ‘Non-Exempt Employees.

**All Employees.** An employee on vacation, sick, or FMLA leave during an official holiday will receive 8 hours of holiday pay.

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled city holiday. If approved, the employee must use vacation, compensatory time, or an excused absence without pay.

**CITY OF SCHERTZ  
EMPLOYEE HANDBOOK**

**Sick Leave Pool Policy**

**PREPARED BY:** Human Resources  
**APPROVED BY:** City Council  
**DATE APPROVED:**  
**EFFECTIVE DATE:** 1/1/2020  
**REPLACES VERSION:** Temporary Sick Leave Pool Policy (appvd by Council 3/3/15)

**Purpose:**

The City of Schertz has established a sick leave pool to provide a source of additional paid sick leave for employees who have exhausted all available leave time, to include compensatory time, awarded time off, sick leave and vacation leave (in that order). Sick leave pool benefits are made available through voluntary donations of sick leave hours from current and retiring employees.

**Applicability:**

This policy applies to all full-time and regular part-time employees. Hours from the Sick Leave Pool received by employees prior to effective date of this policy do not count towards the Maximum Hours Allowed in Rolling 12-Month Period or the Maximum Lifetime Benefit. Employees receiving hours from the Sick Leave Pool upon the effective date will be subject to this policy. Newly-hired employees still in a probationary status are not eligible to receive from the Sick Leave Pool.

**Policy:**

Employees who exhaust all leave balances because of an illness, injury, or otherwise qualified condition, suffered by either the employee or a member of the employee's immediate family may apply to the sick leave pool program. Employee must have an approved FMLA claim to be eligible to receive hours from the Sick Leave Pool. FMLA claim must be approved prior to receipt of hours from Sick Leave Pool. Hours from the Sick Leave Pool will not be assigned retroactively.

**Donation:** All contributions to the Sick Leave Pool will be voluntary. Upon retirement or separation of the City, employee may designate the number of accrued sick leave hours to be donated to the Sick Leave Pool (included on HR Outprocessing Checklist). Sick leave contributions may not be designated for the use of a particular person. Current employees who wish to donate must maintain a minimum balance of 80 hours in their sick leave bank.

**Request for Use of Sick Leave Pool:** Employee must submit request to the Human Resources Director or designee using appropriate application form. Employees should apply for a specific amount of sick leave pool hours. The number of sick leave pool hours approved may be less than the number of sick leave pool hours requested.

Sick Leave Pool usage will have a start and end date for each period of use, which will coincide with condition updates and expected return to work status. Assignment of Sick Leave Pool hours may be re-evaluated periodically to determine appropriateness of continued use.

Sick Leave Pool hours may be used for continuous absences only.

**CITY OF SCHERTZ  
EMPLOYEE HANDBOOK**

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Human Resources Director or designee will:

- Make decisions consistent with policies and procedures.
- Process all applications on a first-come, first-served basis. Decisions on applications will be done within five (5) business days after receipt.
- Upon approval of an application, the amount of time to be transferred from the pool to the employee will be determined. Considerations used will include the information contained in the application; the number of applications pending; and the amount of sick leave available in the pool. Human Resources will notify Payroll of the number of hours to transfer to the employee.

**Maximum Hours Allowed in Rolling 12-Month Period:** An eligible employee may not receive more than 320 hours from the sick leave pool in a rolling 12-month period. Fire/EMS employees working 24-hours shifts may not receive more than 480 hours from the sick leave pool in a rolling 12-month period.

**Maximum Lifetime Benefit:** An eligible employee may not receive more than 640 hours from the sick leave pool as a maximum lifetime benefit. Fire/EMS employees working 24-hours shifts may not receive more than 960 hours from the sick leave pool as a maximum lifetime benefit.

**Maternity/Paternity:** The Sick Leave Pool may be used for the condition of pregnancy, childbirth or bonding, as long as all other all other requirements of this policy are met.

**General:**

- An employee absent on Sick Leave Pool hours will be treated for all purposes as if the employee were absent on earned sick leave. All City policies and procedures related to permissible uses of sick leave apply to the use of the Sick Leave Pool hours.
- In no case may Sick Leave Pool hours be used in conjunction with a Worker's Compensation Claim.
- Sick Leave Pool hours may be used in conjunction with employee disability benefits from the group insurance program.
- The estate of a deceased employee is not entitled to payment for unused sick leave acquired by that employee from the Sick Leave Pool or previously donated to the pool.
- Sick Leave Pool is a temporary discretionary process that MAY be extended to an employee if all conditions above are met. It is not a benefit of employment. Decisions to allocate pool resources to eligible employees will be equitable, consistent, and without regard to employee classification or any other legally impermissible reason.
- The City has the right to rescind the offer of Sick Leave Pool usage for any reason at any time, but particularly when abuse is suspected, or when there is no prognosis of return to work.



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Human Resources  
**Subject:** Resolution No. 19-R-107 – Consideration and/or action approving a Resolution reaffirming The Compensation Philosophy And Policy Statements and Other Matters In Connection Therewith. (M. Browne/C. Kelm/J. Kurz)

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**BACKGROUND**

As directed by Council during the 2015 Mid-Budget Retreat, staff developed a philosophy and policy statements as it related to the classification and compensation study which was completed in 2015. This philosophy was approved by Council via resolution 15-R-51 on June 23, 2015.

The compensation philosophy serves to formally document the City’s guiding principles on how it will pay employees and creates a framework for consistency when attracting, retaining and motivating employees. Additionally, the philosophy is designed to support the City’s strategic plan and initiatives by clearing outlining total compensation strategies. More specifically, the philosophy defines how the City plans to pay and reward competitively, based on need, competition and ability to pay.

The compensation philosophy should be reviewed periodically to ensure that the City’s compensation strategies and priorities continue to align with the strategic vision and mission of the organization. Staff has reviewed the philosophy, with opportunity for input by all departments, and believes that the tenets and principles are still relevant and appropriate.

The City’s second comprehensive classification and compensation study will be completed in 2019, and staff is seeking reaffirmation from Council that the compensation philosophy, as adopted in 2015, should be used as the basis for the study, and any subsequent recommendations that may result from the study.

**GOAL**

Formally document the City’s guiding principles on how it will pay employees and creates a framework for consistency when attracting, retaining and motivating employees.

**COMMUNITY BENEFIT**

Having a well-defined compensation philosophy promotes transparency about pay and will help the City to recruit and retain workforce talent necessary to successfully execute the City's strategic plan and initiatives.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 19-R-107

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Approval of Resolution 19-R-107

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**Attachments**

Resolution 15-R-51

Resolution 19-R-107

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**RESOLUTION NO. 15-R-51**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS ADOPTING PHILOSOPHY AND POLICY STATEMENTS AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City Council of the City of Schertz (the "City") wishes to adopt Philosophy and Policy Statements as it relates to the Classification and Compensation plan ; and

WHEREAS, the City Council has determined that it is in the best interest of the City to be transparent and adopt the plan and statements.

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

Section 1. The City Council hereby authorizes the following be adopted regarding the City's Philosophy Statement:

- The City of Schertz will provide competitive and sustainable wages while balancing other factors such as recruitment, retention, staffing levels, benefits, training, and advancement.
- We will continue our emphasis on pay for performance, while being mindful of our fiscal responsibility and need to demonstrate taxpayer value.
- We will strive to provide internally equitable salaries and to be transparent with information related to the pay structure and related processes with all employees.
- Employee growth and engagement are our primary drivers for retention

Section 2. The City Council hereby authorizes the following be adopted regarding the City's Classification and Compensation Implementation Plan:

- The City will conduct a full classification and compensation study on regular intervals, typically every five years.
- The City will hold annual performance evaluations and award merit pay increases based on the results.
- The City will strive to create a balanced approach combining annual Merit increases and COLA increases, when possible.
- The City will communicate to all employees how the pay processes are implemented, what the City's compensation goals are, when the effective dates of future compensation are decided, and why compensatory related processes are put into place.



Section 3. The City Council hereby authorizing the following be adopted regarding the City's Classification and Compensation First Steps:

- The City's first implementation goal will be to adjust the compensation of employees with lagging wages.
- The City's second implementation goal will be to provide a balance between compensation and strategic staffing levels.
- The City's third implementation goal will be to provide an internally equitable and externally competitive wage to all employees.
- The City's fourth implementation goal will be to provide meaningful and competitive benefits to all employees.

Section 4. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

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

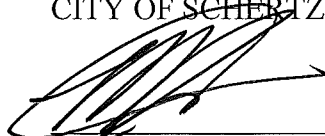
Section 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares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

Section 8. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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


PASSED AND ADOPTED, this 23rd day of June, 2015.

CITY OF SCHERTZ, TEXAS



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

ATTEST:

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

(CITY SEAL)

## RESOLUTION NO. 19-R-107

### A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS REAFFIRMING THE COMPENSATION PHILOSOPHY AND POLICY STATEMENTS AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Council of the City of Schertz (the “City”) adopted a Philosophy and Policy Statements as it relates to the City’s Classification and Compensation plan via Resolution 15-R-51 on June 23, 2015; and

WHEREAS, the City Council has determined that it is in the best interest of the City to reaffirm the plan and statements.

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

Section 1. The City Council hereby reaffirms the following regarding the City’s Philosophy Statement:

- The City of Schertz will provide competitive and sustainable wages while balancing other factors such as recruitment, retention, staffing levels, benefits, training, and advancement.
- We will continue our emphasis on pay for performance, while being mindful of our fiscal responsibility and need to demonstrate taxpayer value.
- We will strive to provide internally equitable salaries and to be transparent with information related to the pay structure and related processes with all employees.
- Employee growth and engagement are our primary drivers for retention

Section 2. The City Council hereby reaffirms the following regarding the City’s Classification and Compensation Implementation Plan:

- The City will conduct a full classification and compensation study on regular intervals, typically every five years.
- The City will hold annual performance evaluations and award merit pay increases based on the results.
- The City will strive to create a balanced approach combining annual Merit increases and COLA increases, when possible.
- The City will communicate to all employees how the pay processes are implemented, what the City’s compensation goals are, when the effective dates of future compensation are decided, and why compensatory related processes are put into place.

Section 3. The City Council hereby reaffirms the following regarding the City's Classification and Compensation First Steps:

- The City's first implementation goal will be to adjust the compensation of employees with lagging wages.
- The City's second implementation goal will be to provide a balance between compensation and strategic staffing levels.
- The City's third implementation goal will be to provide an internally equitable and externally competitive wage to all employees.
- The City's fourth implementation goal will be to provide meaningful and competitive benefits to all employees.

Section 4. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

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

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

Section 8. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this 27<sup>th</sup> day of August, 2019.

CITY OF SCHERTZ, TEXAS

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Mayor, Michael R. Carpenter

ATTEST:

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City Secretary, Brenda Dennis

(CITY SEAL)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Police Department  
**Subject:** Resolution 19-R-99 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving an animal care matrix outlining the care and treatment of animals brought into the Animal Shelter or otherwise under the care of Animal Control Officers. (C. Kelm/M. Hansen/M. Bane)

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**BACKGROUND**

The City of Schertz has created an Animal Control Unit for the prevention and control of rabies and to assist in the control of the animal population. The Animal Shelter was established for the housing and humane treatment of animals found running at large or otherwise brought into the Shelter. To assure that this treatment is consistent, this matrix was created with the assistance of a licensed veterinarian and guided by State Law. The Matrix will be used to help categorize and treat those animals brought into the Shelter or otherwise under the care of Animal Control Officers.

**GOAL**

The approval of an Animal Care Matrix to be used in the categorization and treatment of animals brought into the Animal Shelter or otherwise under the care of an Animal Control Officer.

**COMMUNITY BENEFIT**

To assure animals brought into the Animal Shelter or otherwise under the care of an Animal Control Officer are treated consistently, humanely, appropriately.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends the approval of the Resolution approving an animal care matrix outlining the care and treatment of animals brought into the Animal Shelter or otherwise under the care of Animal Control Officers.

**FISCAL IMPACT**

There is no fiscal impact associated with the animal care matrix.

**RECOMMENDATION**

Staff recommends the approval of Resolution 19-R-99 approving an animal care matrix outlining the care and treatment of animals brought into the Animal Shelter or otherwise under the care of Animal Control Officers.

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**Attachments**

Resolution No. 19-R-99  
Matrix

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**RESOLUTION NO. 19-R-99**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS (“CITY”) APPROVING AN ANIMAL CARE MATRIX OUTLINING THE CARE AND TREATMENT OF ANIMALS BROUGHT INTO THE ANIMAL SHELTER OR OTHERWISE UNDER THE CARE OF ANIMAL CONTROL OFFICERS.**

**WHEREAS**, the City of Schertz has created an Animal Control Unit for the prevention and control of rabies and to assist in the control of the animal population; and

**WHEREAS**, the Animal Shelter was established for the housing, treatment and care of animals found running at large or otherwise brought into the shelter or otherwise under the care of Animal Control Officers; and

**WHEREAS**, the goal of this Service is to be humane, transparent and consistent in how such animals are treated; and

**WHEREAS**, with the assistance of a licensed veterinarian as well as the guidance of State law has established an Animal Care Matrix that outlines how each category of animal will be treated; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to accept the Animal Care Matrix and supports treatment that is conducted in accordance with it.

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

Section 1. The City Council hereby authorizes the Schertz Police Department, Animal Services to conduct business and treatment of animals that are delivered to the Shelter by the process outlined in the Animal Care Matrix, 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 APPROVED the 27<sup>th</sup> day of August 2019.

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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary



## Schertz Animal Services – Care Matrix

This document serves as a road map that animals will follow when they enter the care of Schertz Animal Services.

### **HEALTHY DOMESTIC ANIMALS**

#### **Good Temperament**

1. Stray hold.
2. Veterinarian wellness exam.
3. Animal placed on adoption side of shelter.
4. Available for Rescue pull after 15 days.

#### **Aggressive animal**

1. Stray hold.
2. 10-day rescue hold.
3. If not picked up by Rescue, the animal will be euthanized.

### **WILD LIFE**

#### **Healthy**

1. Immediate “Live Release” or turned over to Wildlife Rescue.

#### **Sick or Injured**

1. Severe Injury – Euthanized to end suffering.
2. Treatable Injury – Release to Wildlife Rehabilitation Organization.

### **HUMAN BITE CASE**

#### **Known Owner**

1. 10-day Rabies Quarantine.
2. No Signs of Rabies - Return to owner (pending further possible court action).
3. Possible signs of rabies - Euthanize for testing.

#### **Owner not Known**

1. Stray hold in Rabies Quarantine.
2. Euthanize for Rabies testing.





### **Owner Surrender**

1. Rabies certificate available – 10-day rescue hold. Euthanize.
2. No rabies certificate available – Euthanize for Rabies testing.

## **ANIMAL BITE CASE**

### **Known Owner**

1. Proof of Rabies vaccination – Released to owner.
2. No proof of Rabies vaccination – 10-day Rabies quarantine.

### **Owner not Known**

1. Stray hold in Rabies Quarantine.
2. Human aggressive – Euthanize.
3. Animal Aggressive – 10-day Rescue hold. Euthanize

## **SICK OR INJURED ANIMAL**

### **Severe Injury (Inevitable loss or suffering)**

1. Untreatable injury – euthanize.

### **Determining injury / treatment by Veterinarian**

1. Determined “untreatable” by Veterinarian – Euthanize.
2. Determined “treatable” by Veterinarian – evaluate cost of treatment.

### **Identified Illness / Disease by Veterinarian**

1. Zoonotic Disease – Immediate foster, rescue or euthanize.
2. Chronic Illness / Long-term Treatment – 10-day rescue hold, euthanize.
3. Poor Quality of Life – Euthanize.
4. Communicable Disease / Illness – evaluate cost of treatment.

### **Treatment Cost**

1. Cost Effective (Less than \$500.00) - Treat, wellness exam, adoption
2. Cost Prohibitive (More than \$500.00) – 10-day Rescue hold, euthanize

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Finance  
**Subject:** Public Hearing on Proposed Budget for FY 2019-20 - Conduct a public hearing and presentation regarding the adoption of the FY 2019-20 Budget. *(First required public hearing)* (M. Browne/B. James/J. Walters)

**BACKGROUND**

In accordance with Section 102.006 of the Texas Local Government Code the City Council must hold a public hearing on the proposed budget for FY 2018-19. The first public hearing will be at the August 27, 2019 regular session. A second public hearing will be conducted at the September 3, 2019 regular session. A copy of the proposed FY 2019-20 Budget can be found online at [www.schertz.com](http://www.schertz.com).

General Fund	\$39,187,985
Tax I&S Fund	7,027,003
Water & Sewer Fund	27,882,526
Capital Recovery - Water	256,000
Capital Recovery - Sewer	260,500
Drainage Fund	1,265,709
EMS Fund	9,598,811
SEDC	7,952,931
Special Events Fund	24,510
PEG Fund	118,000
Hotel Occupancy Tax Fund	505,894
Park Fund	177,000
Tree Mitigation	75,000
Library Fund	21,200
Historical Committee	11,750
<b>Total:</b>	<b>\$94,364,819</b>

**Attachments**

FY 2019-20 Proposed budget

# **CITY OF SCHERTZ**



## **FY 2019-20 PROPOSED BUDGET**

**City of Schertz  
Fiscal Year 2019-20  
Budget Cover Page**

This budget will raise more total property taxes than last year's budget by \$982,470 or 5% increase, and of that amount, \$659,141 is tax revenue to be raised from new property added to the tax roll this year.

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

**FOR:** N/A

**AGAINST:** N/A

**PRESENT** and not voting: N/A

**ABSENT:** N/A

**Property Tax Rate Comparison**

	<b>2019-20</b>	<b>2018-19</b>
Property Tax Rate:	\$0.5146/100	\$0.5146/100
Effective Rate:	\$0.5057/100	\$0.4892/100
Effective Maintenance & Operations Tax Rate:	\$0.3437/100	\$0.3238/100
Rollback Tax Rate:	\$0.5362/100	\$0.5146/100
Debt Rate:	\$0.1650/100	\$0.1649/100

Total debt obligation for the City of Schertz secured by property taxes: \$ 81,867,516

# CITY OF SCHERTZ 2019-20 BUDGET

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# Executive Summary

## **General Fund**

**Revenue:** General Fund revenue will increase 2.5% over FY 2018-19 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2019-20 are estimated to increase 4.5% and sales taxes are estimated to increase 4%.

The sales tax growth trend follows the area development growth and the potential for new businesses while is still conservative when looking at the long-term average.

Franchise Fees are expected to decrease 6.5% with legislative changes limiting fees Cities can collect from cable/telecom providers for the use of the City's right-of-way.

Permits are expected to increase 9.1% due to an uptick expected development in FY 2019-20. Fees, Fines, and Other Tax are expected to remain at the same levels as FY 2018-19 with no observable factors affecting the collection rates.

Miscellaneous Income is expected to decrease 16.6% in FY 2019-20 with fewer deployments and reimbursements for the City's Firefighters. Throughout the end of FY2016-17 and all of FY 2017-18, City of Schertz Firefighters were deployed to disasters statewide ranging from Hurricane Harvey aftermath to wildfires to render aid. These deployments are fully reimbursed by Federal and State programs. FY 2018-19 saw the final reimbursements being made for those incidents.

**Expenses:** The overall FY 2019-20 General Fund Operating Budget increased 6.6% from FY 2018-19 year end estimates. This increase includes \$631,000 for new positions and personnel programs for Police, Fire, Animal Services, Engineering, Streets, Parks, and Fleet Services. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City and the feedback received in the 2019 Citizen Survey.

Another notable item for the FY 2019-20 Budget is the implementation of the Classification & Compensation Study's first year recommendation. This study by a 3<sup>rd</sup> party reviews market wages and makes recommendations for compensation adjustments for City staff. Having comparable market wages is important so the City can retain good employees and fill vacancies with qualified individuals. The upcoming budget has \$275,000 set aside to act on the study's recommendation.

The remainder of the increase from the FY 2018-19 year end estimates is to continue the annual merit program for staff, set a contingency amount at 0.8% of the budget, and to estimate all tax reimbursement agreements with applicable business in Schertz will be earned and paid.

In FY 2017-18 a new permit software began the implementation process. The total project cost is estimated to be \$375,000 and will improve the plan review and permit issuing process by making it streamlined for a faster and more convenient way for developers

and residents to build in Schertz. The estimated remaining project cost remaining to be expensed is \$190,000 for FY 2019-20.

### **City Council**

The Proposed FY 2019-20 Budget increases 17.8% from the FY 2018-19 year end estimates. This budget will now include the Volunteer Appreciation Luncheon which was moved from special events. New tablets, phones, and monitors will be purchased in FY 2019-20 in anticipation of new councilmembers.

### **City Manager**

The FY 2019-20 Budget increases 8.1% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.

### **Municipal Court**

The FY 2019-20 Budget decreases 6.9% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

### **311 Customer Service**

The FY 2019-20 Budget decreases 14.9% from the FY 2018-19 year end estimate due to personnel savings.

### **Planning & Zoning**

The FY 2019-20 Budget increases 8.0% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.

### **Legal Services**

The FY 2019-20 Budget decreases 3.2% from the FY 2018-19 year end estimate with less planned billable hours for legal services.

### **City Secretary**

The FY 2019-20 Budget decreases 7.2% from the FY 2018-19 year end estimate due to personnel turnover.

### **Non-Departmental**

The FY 2019-20 Budget increases 44.7% from the FY 2018-19 year end estimate. The City Support services increase is to set a total \$300,000 in a contingency funds and \$275,000 to act on the Classification and Compensation study recommendation. City Assistance will increase \$496,000 in anticipation of paying out all eligible tax reimbursements to applicable businesses. The fund transfer to the Special Events fund has been removed as these events will now be located in the Parks Department and will no longer require a transfer.

### **Public Affairs**

The FY 2019-20 Budget decreases 7.3% from the FY 2018-19 year end estimate due to approving lower cost design and postage contracts for the magazine.

### **Engineering**

The FY 2019-20 Budget increases 4.0% from the year end estimate with the addition of a second Engineer position. This increase is partially offset by less expected plan review professional services and less capital outlay.

## **GIS**

The FY 2019-20 Budget increases 1.7% from the FY 2018-19 year end estimate for higher personnel and training costs.

## **Police**

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate. Personnel increases 4.6% with the addition of a new Patrol Officer position, an update to the holiday pay policy, and the citywide annual merit. With a higher staffing rate and fuel costs anticipated, Utility Services shows an increase 21.5%. Every 3 years the City renews 4 leased vehicles for use by the Police Department and it is set to renew in FY 2019-20 for \$57,600. In Capital Outlay, the number of patrol vehicles needing to be purchased and replaced increased from 7 in FY 2018-19 to 9 in FY 2019-20.

## **Fire Rescue**

The FY 2019-20 Budget will increase 1.8% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

## **Inspections**

The FY 2019-20 Budget increases 2.1% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

## **Streets**

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate. Personnel will increase 26.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

## **Parks**

The FY 2019-20 Budget will increase 2.0% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.

## **Pools**

The FY 2019-20 Budget will decrease 1.2% from the FY 2018-19 year end estimate due to the decrease in utility services, professional services, operating equipment. This decrease was offset by an increase in Contract Maintenance to update the value to actual costs incurred by the YMCA.

## **Event Facilities**

The FY 2019-20 Budget will increase 11.3% from the FY 2018-19 year end estimate due to the cleaning contract for the Civic Center not being fully executed until FY 2019-20. Also included in the increase is the purchase of replacement office equipment.

## **Library**

The FY 2019-20 budget will decrease 0.2% from the FY 2018-19 year end estimate. The increase in general operating costs will be offset by the 2018-19 one time increase of \$20,000 for library materials that is not included in the 2019-20 budget.



### **Animal Services**

The FY 2019-20 Budget will increase 39.2% from the FY 2018-19 year end estimates due to the increase in personnel costs from the addition of 2 full time Animal Shelter Technicians and the purchase of a replacement Animal Service Officer vehicle.

### **Information Technology**

The Information Technology FY 2019-20 Budget decrease 6.6% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

### **Human Resources**

The FY 2019-20 Budget will increase 0.4% from the FY 2018-19 year end estimate due to the lower then expected unemployment claims in FY 2018-19. This increase is offset by the removal of the Class & Comp Study that was funded in FY 2018-19 but not in FY 2019-20.

### **Finance**

The FY 2019-20 Budget will increase 0.6% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

### **Purchasing & Asset Management**

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate due to general operating cost increases.

### **Fleet Services**

The FY 2019-20 Budget will increase 29.4% from the FY 2018-19 year end estimate due the additional personnel costs of the new Fleet Manager position as well as the transfer of a facilities services technician position that was converted into a Fleet Administrative Assistant.

### **Facility Services**

The FY 2019-20 Budget will decrease 2.9% from the FY 2018-19 year end estimates due to the transfer of 1 facilities services technician position to the fleet department to be converted to Administrative assistant. In addition, the decrease is also due to lower costs for building maintenance.

### **City Assistance**

The FY 2019-20 Budget will decrease 0.8% from the FY 2018-19 year end estimate due to a decrease in the donation expense for the senior center to match revenue projections. This decrease is offset by an increase in the transportation assistance program to match growth.

### **Court Restricted Funds**

The FY 2019-20 Budget will increase \$559.00 from the FY 2018-19 to match the increase in court technology fee projections.

### **Interest & Sinking Fund**

**Revenues:** Revenues for FY 2019-20 increase 7.5% from the FY 2018-19 estimate with a \$144,003 transferred from reserves for the year. This withdraw is a planned transfer of excess reserves to reduce the tax rate.

**Expenses:** The FY 2019-20 Budget will increase 4.4% from the FY 2018-19 year end estimate with the issuance of Certificates of Obligation, Series 2019.

### **Water & Sewer Fund**

**Revenue:** Revenues for FY 2019-20 are expected to increase 13.1% from the FY 2017-18 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

**Expenses:** The FY 2019-20 Budget increases 10.6% from the FY 2018-19 year end estimates to fund a new water main, utility relocations, waterline replacements, and water tank painting.

### **Utility Billing**

The FY 2019-20 Budget increases 8.6% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

### **Administration**

The FY 2019-20 Budget will decrease 0.5% from the FY 2018-19 year end estimate. Increases in personnel costs for the annual merit program, in Fund Charges/Transfers for additional contributions to Schertz Seguin Local Government Corporation (SSLGC) and the Cibolo Creek Municipal Authority (CCMA) for the water pipeline project and south wastewater treatment plant construction, in Maintenance Services for the increase in CCMA's treatment fee, and setting a contingency account for \$100,000 in City Support Services for general use, are all offset in FY 2019-20 by fewer large equipment and vehicle purchases in Capital Outlay.

### **Capital Recovery Fund – Water**

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.

### **Capital Recovery Fund - Sewer**

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

### **Drainage Fund**

**Revenue:** The FY 2019-20 revenue from drainage fees is expected to increase 2.5% with new commercial and residential development occurring in the City. Overall revenue will increase 0.2% from the prior year which saw the remainder or a one time contribution from Cibolo for the Cibolo Creek Bridge reconstruction.

**Expenses:** The FY 2019-20 Budget will increase 9.7% from the FY 2018-19 year end estimate for the operating accounts not including projects. The increase is due to higher personnel costs related to the annual merit program, setting a contingency at \$30,000, additional Maintenance Services for a new outsourced mowing contract to improve services, and additional large equipment and vehicle purchases.

### **EMS Fund**

**Revenue:** Revenues for FY 2019-20 are expected to increase 0.2% from FY 2018-19 year end estimates. The additional transports increasing revenue is offset by a 5.6% decrease in the Inter-Jurisdictional revenues to provide coverage for each community serviced by the City's EMS.

**Expenses:** The FY 2019-20 Budget will increase 8.7% from the FY 2018-19 year end estimate. Included in the FY 2019-20 budget is the converting a billing clerk to a billing specialist, an upgrade to Rescue Net billing software, hiring a new part-time supply coordinator, and Paramedic school program for EMTs. In addition to these programs, capital outlay has increased \$364,500 for a replacement ambulance and 2 replacement vehicles.

### **Schertz Economic Development Corporation (SEDC)**

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2019-20 is projected to increase by 34.3% from the FY 2018-19 year-end estimate. The increase reflects a 4% increase in sales tax revenue, and transfer from reserves of \$3,110,648 for Performance Agreements.

**Expenses:** The expenses for FY 2019-20 are projected to increase by 6,175,000 from the FY 2018-19 year end estimate to include an additional \$5,675,000 in Annual Infrastructure Grants associated with SEDC Performance Agreements and \$500,000 as a contribution for improvements on Main Street.

### **Special Events Fund**

**Revenue:** The revenue for FY 2019-20 is expected to decrease 82.1% from FY 2018-19 year end estimates due to all events with the exception of Walk for Life and Hal Baldwin Scholarship being moved to the General Fund to be tracked in the parks department.

**Expenses:** The Special Events Fund FY 2019-20 Budget decreased 82.1% from the FY 2018-19 year end estimates. This decrease is caused by moving multiple events to the general fund to be assigned to the parks department.

### **Public, Educational, and Governmental Access (PEG) Fund**

**Revenue:** Revenues for FY 2019-20 are expected to increase 36.9% from the FY 2018-19 year end estimates with a \$28,000 transfer from reserves to continue the communication master plan.

**Expenses:** The PEG Fund FY 2019-20 Budget increased \$114,741 from the FY 2018-19 year end estimates with the continued implementation of the communication master plan.

### **Hotel Motel Tax Fund**

**Revenue:** Revenue for FY 2019-20 is expected to decrease 2.6% from the FY 2018-19 year end estimates due to recent events that may effect capacity.

**Expenses:** The Hotel Motel Tax Fund FY 2019-20 Budget increased 59.5% from FY 2018-19 year end estimates. FY 2017-18 included \$250,000 of AV upgrades to the Civic Center which increased the budget higher than it is normally.

### **Park Fund**

**Revenue:** The revenue for FY 2019-20 is expected to increase \$40,000 from the FY 2018-19 year end estimates from new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects. In FY 2019-20 an additional \$99,000 is budgeted to be used from reserves.

**Expenses:** The FY 2019-20 Budget increases 0.2% from the FY 2018-19 year end estimate. Park development for FY 2019-20 for two new pavilions at the Community Playscape and Crescent Bend Park and replacing a woodchip path with decomposed granite at Heritage Oaks Park.

### **Tree Mitigation**

**Revenue:** The revenue for FY 2019-20 is expected to increase by \$60,000 from 2018-19 year end estimate with an expected additional new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects.

**Expenses:** The FY 2019-20 Budget will increase by \$50,000 from the FY 2018-19 year end estimate for additional tree trimming and planting shade trees throughout the city.

### **Library Fund**

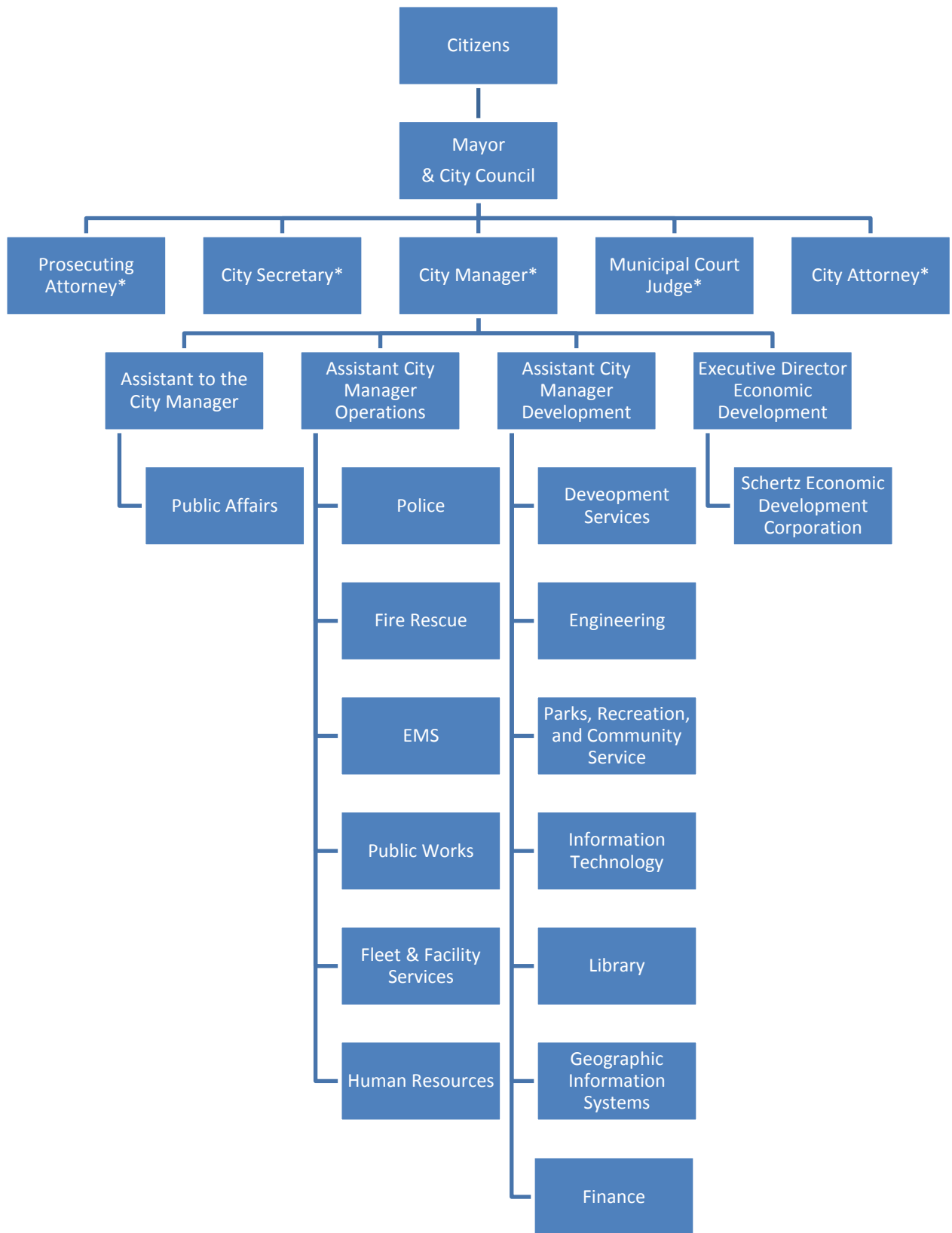
**Revenues:** Revenue for FY 2019-20 is expected to decrease 3.6% from the FY 2018-19 year end estimate due to fewer estimated book sales.

**Expenses:** The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

### **Historical Committee**

**Revenues:** Revenue for FY 2019-20 will remain at the same funding allocation as FY 2018-19.

**Expenses:** The Historical Committee's FY 2019-20 Budget will remain the as the FY 2018-19 Budget.



101-GENERAL FUND

FINANCIAL SUMMARY

			2018-2019			2019-2020	
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>REVENUE SUMMARY</b>							
Taxes	18,449,210	20,507,460	21,519,002	20,347,243	22,410,167	23,448,050	
Franchises	2,213,197	2,308,335	2,373,687	1,623,950	2,337,000	2,184,000	
Permits	2,304,765	2,244,153	1,604,320	1,136,684	1,596,310	1,742,250	
Licenses	63,164	73,381	56,760	56,700	69,160	56,860	
Fees	2,661,261	2,587,847	1,843,973	1,991,773	2,368,010	2,390,134	
Fines & Forfeitures	23,339	20,902	22,000	12,024	13,000	12,000	
Inter-Jurisdictional	876,885	887,256	967,008	744,618	961,512	934,984	
Fund Transfers	2,484,140	2,989,901	5,063,249	2,163,155	2,811,303	7,512,457	
Miscellaneous	513,522	918,108	706,550	871,664	1,088,210	907,250	
<b>TOTAL REVENUES</b>	<b>29,589,483</b>	<b>32,537,343</b>	<b>34,156,549</b>	<b>28,947,813</b>	<b>33,654,672</b>	<b>39,187,985</b>	
<b>EXPENDITURE SUMMARY</b>							
<b>GENERAL GOVERNMENT</b>							
CITY COUNCIL	93,412	79,763	103,959	80,134	92,393	108,837	
CITY MANAGER	1,077,769	1,256,251	1,161,522	895,403	1,102,087	1,191,289	
MUNICIPAL COURT	342,228	368,540	346,940	298,351	364,028	338,749	
CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	126,128	107,359	
PLANNING & ZONING	214,454	220,761	240,266	181,504	233,629	252,393	
LEGAL SERVICES	150,698	129,958	160,000	77,903	155,000	150,000	
CITY SECRETARY	190,571	200,851	207,049	179,242	216,158	200,678	
NONDEPARTMENTAL	2,352,849	2,424,967	2,777,167	2,003,417	2,226,762	3,221,768	
PUBLIC AFFAIRS	319,030	301,935	652,091	527,829	650,058	602,287	
RECORDS MANAGEMENT	47,680	62,624	0	0	0	0	
SCHERTZ TALES MAGAZINE	349,950	370,241	0	( 350)	0	0	
ENGINEERING	540,453	639,481	739,220	575,974	764,278	795,060	
GIS	163,735	172,851	175,311	151,912	179,050	182,053	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,960,607</b>	<b>6,349,363</b>	<b>6,685,482</b>	<b>5,071,915</b>	<b>6,109,571</b>	<b>7,150,473</b>	
<b>PUBLIC SAFETY</b>							
POLICE	6,870,567	7,238,194	8,355,808	6,811,047	8,359,442	9,060,241	
FIRE RESCUE	4,076,531	4,806,193	5,275,184	4,287,706	5,344,301	5,440,917	
INSPECTIONS	811,916	923,193	895,579	810,242	974,938	995,205	
MARSHAL'S OFFICE	481,980	372,049	0	0	0	0	
<b>TOTAL PUBLIC SAFETY</b>	<b>12,240,994</b>	<b>13,339,628</b>	<b>14,526,571</b>	<b>11,908,995</b>	<b>14,678,681</b>	<b>15,496,363</b>	
<b>PUBLIC ENVIRONMENT</b>							
STREETS	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	
<b>TOTAL PUBLIC ENVIRONMENT</b>	<b>1,264,787</b>	<b>1,230,206</b>	<b>1,641,982</b>	<b>1,059,386</b>	<b>1,530,249</b>	<b>1,546,896</b>	

101-GENERAL FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PARKS &amp; RECREATION</b>							
PARKS	970,348	1,059,505	1,610,307	1,178,038	1,529,691	1,565,756	
SWIM POOL	629,056	578,573	639,878	353,952	576,530	569,878	
EVENT FACILITIES	117,289	125,438	425,605	262,883	353,718	393,772	
TOTAL PARKS & RECREATION	1,716,693	1,763,517	2,675,790	1,794,872	2,459,939	2,529,406	
<b>CULTURAL</b>							
LIBRARY	904,485	945,948	967,904	826,360	993,841	991,998	
TOTAL CULTURAL	904,485	945,948	967,904	826,360	993,841	991,998	
<b>HEALTH</b>							
ANIMAL SERVICES	555,661	529,980	500,269	393,437	494,819	688,547	
ENVIRONMENTAL HEALTH	204,879	199,779	0	0	0	0	
TOTAL HEALTH	760,540	729,759	500,269	393,437	494,819	688,547	
<b>INTERNAL SERVICE</b>							
INFORMATION TECHNOLOGY	1,544,743	1,838,909	2,790,759	1,726,492	2,626,020	2,452,588	
HUMAN RESOURCES	428,739	506,860	687,385	437,803	582,466	584,830	
FINANCE	604,458	565,676	625,482	498,900	602,723	606,277	
PURCHASING & ASSET MGT	191,858	230,539	229,399	192,569	230,002	232,488	
FLEET SERVICE	695,951	750,015	880,543	660,755	822,070	1,063,732	
BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,177,022	1,536,029	1,491,394	
TOTAL INTERNAL SERVICE	4,870,908	5,334,250	6,755,987	4,693,540	6,399,310	6,431,309	
<b>MISC &amp; PROJECTS</b>							
PROJECTS	0	0	0	0	0	4,000,000	
CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	
COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	
TOTAL MISC & PROJECTS	298,521	318,591	377,666	238,403	355,099	4,352,992	
TOTAL EXPENDITURES	28,017,534	30,011,261	34,131,651	25,986,908	33,021,509	39,187,985	
REVENUE OVER/(UNDER) EXPENDITURES	1,571,949	2,526,081	24,898	2,960,905	633,163	0	

101-GENERAL FUND

REVENUES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Taxes</b>							
000-411100 Advalorem Tax-Current	11,128,370	11,849,652	13,122,952	13,423,044	13,450,000	14,060,000	
000-411110 Disable Veterans Assist Pymnt	0	0	0	201,117	201,117	300,000	
000-411200 Advalorem Tax-Delinquent (	192)	73,378	50,000	46,486	50,000	50,000	
000-411300 Advalorem Tax-P&I	54,759	85,694	50,000	57,664	65,000	50,000	
000-411500 Sales Tax Revenue-Gen Fund	7,223,574	8,455,341	8,252,000	6,558,414	8,600,000	8,944,000	
000-411600 Bingo Tax	31	11	50	24	50	50	
000-411700 Mixed Beverage Tax	42,668	43,384	44,000	60,494	44,000	44,000	
<b>TOTAL Taxes</b>	<b>18,449,210</b>	<b>20,507,460</b>	<b>21,519,002</b>	<b>20,347,243</b>	<b>22,410,167</b>	<b>23,448,050</b>	
<b>Franchises</b>							
000-421200 Center Point/Entex Energy	68,524	80,245	82,989	75,797	83,000	90,000	
000-421220 City Public Service	910,771	975,967	1,022,834	691,054	1,020,000	1,020,000	
000-421240 Guadalupe Valley Elec Co-op	423,898	454,085	423,554	290,851	423,000	455,000	
000-421250 New Braunfels Utilities	69,790	71,119	74,473	49,206	75,000	78,000	
000-421300 Time Warner-State Franchise	273,989	305,571	298,638	241,405	300,000	180,000	
000-421460 AT&T Franchise Fee	200,597	137,206	152,419	110,962	150,000	75,000	
000-421480 Other Telecom Franchise - ROW	135,724	129,917	162,781	48,219	130,000	130,000	
000-421500 Solid Waste Franchise Fee	129,905	154,225	156,000	116,455	156,000	156,000	
<b>TOTAL Franchises</b>	<b>2,213,197</b>	<b>2,308,335</b>	<b>2,373,687</b>	<b>1,623,950</b>	<b>2,337,000</b>	<b>2,184,000</b>	
<b>Permits</b>							
000-431100 Home Occupation Permit	490	490	500	490	500	500	
000-431205 Bldg Permit-Residential	630,839	688,249	618,520	390,822	529,560	550,000	
000-431210 Bldg Permit-Commercial	630,642	687,368	270,000	93,094	270,000	350,000	
000-431215 Bldg Permit-General	534,711	329,072	220,000	274,842	335,000	350,000	
000-431300 Mobile Home Permit	300	350	300	650	650	400	
000-431400 Signs Permit	5,482	5,458	5,800	8,066	8,500	5,600	
000-431500 Food Establishmnt Permit	62,715	60,950	63,000	60,760	63,000	63,000	
000-431600 Garage Sale Permit	9,490	2,135	0	0	0	0	
000-431700 Plumbing Permit	139,490	161,472	128,800	99,149	128,800	138,950	
000-431750 Electrical Permit	71,500	82,140	65,500	56,900	65,500	70,900	
000-431800 Mechanical Permit	71,800	76,940	65,900	50,940	65,900	68,300	
000-431900 Solicitor/Peddler Permit	1,485	2,620	1,500	6,130	2,000	2,300	
000-431950 Animal/Pet Permit	365	90	1,000	0	500	500	
000-432000 Cert of Occupancy Prmt	5,650	6,450	6,500	6,900	6,500	6,300	
000-432100 Security Alarm Permit	40,356	51,697	36,000	36,721	42,900	43,000	
000-432300 Grading/Clearing Permit	9,046	14,646	15,000	11,738	12,000	12,500	
000-432400 Development Permit	61,037	39,252	81,000	16,495	40,000	50,000	
000-435000 Fire Permit	29,368	33,025	25,000	22,988	25,000	30,000	
000-436010 Network Nodes	0	1,750	0	0	0	0	
<b>TOTAL Permits</b>	<b>2,304,765</b>	<b>2,244,153</b>	<b>1,604,320</b>	<b>1,136,684</b>	<b>1,596,310</b>	<b>1,742,250</b>	
<b>Licenses</b>							
000-441000 Alcohol Beverage License	7,075	7,085	8,000	6,158	8,000	8,100	
000-441300 Mobile Home License	160	80	160	80	160	160	
000-442000 Contractors License	52,600	63,660	45,600	48,250	58,000	45,600	
000-444000 Pet License	3,329	2,556	3,000	2,212	3,000	3,000	
<b>TOTAL Licenses</b>	<b>63,164</b>	<b>73,381</b>	<b>56,760</b>	<b>56,700</b>	<b>69,160</b>	<b>56,860</b>	



101-GENERAL FUND

REVENUES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Fees</b>							
000-451000 Municipal Court Fines	742,592	642,041	382,303	573,377	668,010	664,160	
000-451100 Arrest Fee	28,080	24,743	21,012	21,663	25,290	25,680	
000-451110 Expunction Fee	90	0	120	0	160	160	
000-451200 Warrant Fees	102,156	75,203	98,000	62,041	69,468	73,560	
000-451210 Court-Claims & Judgements (	1,856)	0	0	( 215)	0	0	
000-451320 Civil Justice Fee-Court	0	0	29	0	0	0	
000-451321 Civil Justice Fee-State	0	0	262	0	0	0	
000-451340 Judicial Fee-City	3,854	3,315	2,776	2,886	3,377	3,432	
000-451400 Traffic Fine Costs TTL	13,403	11,712	6,000	10,196	12,068	12,168	
000-451510 Juvenile Case Mgmt Fee	32,149	27,696	23,236	24,079	28,149	28,668	
000-451520 Truancy Fees	5,706	4,889	3,934	4,471	5,188	5,352	
000-451600 Technology Fund Fee	24,918	22,098	18,793	19,238	22,433	22,992	
000-451700 Security Fee	19,355	16,678	7,475	14,428	16,873	17,244	
000-451800 Time Payment Fee-City	5,936	4,986	4,119	4,290	4,881	4,968	
000-451850 State Fines 10% Service Fee	38,000	29,598	20,000	35,756	41,412	38,752	
000-451900 DPS Payment-Local	7,581	5,916	6,210	4,726	5,193	5,592	
000-452000 Child Safety Fee	3,210	6,798	4,874	7,641	10,708	10,356	
000-452100 Platting Fees	66,500	53,000	57,000	50,500	59,500	59,000	
000-452200 Site Plan Fee	28,000	36,000	38,000	29,000	34,000	36,000	
000-452300 Plan Check Fee	894,728	817,115	514,260	394,133	500,000	625,000	
000-452320 Tree Mitigation Admin Fee	11,800	17,369	12,000	1,298	12,000	15,000	
000-452400 BOA/Variance Fees	3,111	5,778	6,500	2,750	4,750	5,000	
000-452600 Specific Use/Zone Chng Fee	20,500	23,938	18,000	18,800	21,650	18,000	
000-452710 Zoning Ltr & Dev Rights	2,400	1,950	1,950	3,900	3,000	1,950	
000-453100 Reinspection Fees	108,427	169,225	100,100	192,915	220,000	170,000	
000-453110 Swim Pool Inspection Fee	2,530	2,620	2,920	1,320	2,900	2,500	
000-453200 Lot Abatement	2,243	1,615	5,000	750	2,500	5,000	
000-453211 Admin Fee-Inspections	15,800	24,600	15,500	9,900	15,500	18,600	
000-453310 Misc Inspection Fees	0	3,613	0	400	500	0	
000-453710 Foster Care	1,200	1,100	1,200	353	500	500	
000-454200 Pool Gate Admission Fee	25,465	23,053	24,000	18,723	24,000	24,000	
000-454300 Seasonal Pool Pass Fee	5,894	4,410	5,000	4,260	5,000	5,000	
000-456120 Senior Center Meal Fee	802	802	0	401	800	0	
000-456500 HAZ MAT Fees	400	0	5,000	1,041	5,000	5,000	
000-456600 Fire Re-inspection Fee	1,200	1,145	1,000	443	500	1,000	
000-458000 Sale of General Fixed Assets	0	19,252	20,000	0	0	20,000	
000-458100 Sale of Merchandise	0	0	0	2,086	3,000	0	
000-458110 Sale of Mdse - GovDeals	52,261	86,052	25,000	100,207	120,000	80,000	
000-458400 Civic Center Rental Fees	194,964	210,428	197,000	204,448	215,000	200,000	
000-458401 Capital Recovery Fee-Civic C	14,660	8,220	7,500	14,205	15,000	7,500	
000-458450 North Center Rental Fees	26,397	26,582	23,000	21,810	23,000	23,000	
000-458460 Senior Center Rental	8,100	4,600	7,200	6,300	7,000	7,000	
000-458500 Community Center Rental Fees	31,978	40,651	35,000	35,547	38,000	35,000	
000-458510 Grand Ballroom Rental Fees	0	0	0	2,500	0	0	
000-458540 Bluebonnet Hall Rental Fees	0	0	0	75	0	0	
000-458550 Pavilion Rental Fees	19,498	20,380	20,000	16,992	20,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,800	7,800	7,800	7,500	
000-458570 Non-Resident SYSA League	0	13,080	10,000	19,170	20,000	10,000	

101-GENERAL FUND

REVENUES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-458650 NonResident User Fee-BVYA	8,451	9,670	10,000	3,240	10,000	10,000	
000-458660 BVYA Utility Reimbursement	26,160	21,919	15,000	7,166	15,000	15,000	
000-458670 SYSA Utility Reimbursement	0	5,465	15,000	1,924	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	9,376	8,860	10,000	7,032	10,000	10,000	
000-458700 Vehicle Impoundment	9,860	10,920	10,000	7,820	9,440	10,000	
000-459200 NSF Check Fee	50	25	100	100	100	100	
000-459300 Notary Fee	126	96	200	42	125	100	
000-459400 Maps,Copies,UDC & Misc Fees	40	35	0	30	45	0	
000-459600 Animal Adoption Fee	18,581	18,827	12,500	9,002	12,000	12,000	
000-459700 Pet Impoundment Fee	6,267	6,257	6,300	4,268	4,000	5,000	
000-459800 Police Reports Fee	6,019	5,723	5,800	4,546	5,690	5,800	
000-459990 Fire - False Alarm Fee	4,500	0	0	0	0	0	
<b>TOTAL Fees</b>	<b>2,661,261</b>	<b>2,587,847</b>	<b>1,843,973</b>	<b>1,991,773</b>	<b>2,368,010</b>	<b>2,390,134</b>	
<b>Fines &amp; Forfeitures</b>							
000-463000 Library Fines	23,339	20,902	22,000	12,024	13,000	12,000	
<b>TOTAL Fines &amp; Forfeitures</b>	<b>23,339</b>	<b>20,902</b>	<b>22,000</b>	<b>12,024</b>	<b>13,000</b>	<b>12,000</b>	
<b>Inter-Jurisdictional</b>							
000-473100 Bexar Co - Fire	21,078	36,886	21,077	5,269	21,077	21,077	
000-473200 City of Seguin-Fire Contract	29,231	30,108	29,231	25,090	30,108	30,107	
000-473300 Guadalupe Co-Library	217,152	217,152	218,000	180,960	217,152	185,300	
000-473400 Randolph AFB-Animal Control	1,200	200	1,200	0	200	500	
000-474200 Library Services-Cibolo	35,000	35,002	35,000	0	35,000	35,000	
000-474210 Library Services-Selma	31,540	21,750	22,000	23,475	23,475	24,000	
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	160,000	160,000	166,000	
000-474600 School Crossing Guard-Bexar C	37,806	43,763	38,000	26,973	38,000	36,000	
000-474610 School Cross Guard-Guadalupe	38,879	43,636	38,500	31,593	38,500	39,000	
000-474700 School Officer Funding	255,000	255,000	348,000	265,128	348,000	348,000	
000-474750 Crime Victim Liaison Agreemen	50,000	43,760	50,000	26,130	50,000	50,000	
<b>TOTAL Inter-Jurisdictional</b>	<b>876,885</b>	<b>887,256</b>	<b>967,008</b>	<b>744,618</b>	<b>961,512</b>	<b>934,984</b>	
<b>Fund Transfers</b>							
000-480000 Indirect Costs-EMS	150,087	170,087	175,587	131,690	150,000	179,100	
000-480100 Indirect Costs-Hotel/Motel	66,405	67,605	67,582	50,687	67,582	74,428	
000-481000 Transfer In - Reserves	0	0	2,226,359	0	0	4,694,140	
000-482100 Transfer In-Reserves-Ct Tech	0	0	26,207	0	26,207	0	
000-485000 Interfund Charges-Drainage-5%	184,425	271,430	295,157	221,368	295,157	243,114	
000-486000 Interfund Chrges-Admin W&S	1,186,812	1,344,140	1,365,998	1,024,498	1,365,998	1,404,372	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000	
000-487000 Interfund Charges-Fleet	397,581	344,026	370,729	278,282	370,729	361,258	
000-488000 Interfund Charges-4B	430,445	441,395	456,630	456,630	456,630	461,045	
000-489000 Transfer In	68,385	86,219	70,000	0	70,000	86,000	
000-489620 Contribution-SEDC	0	265,000	0	0	0	0	
<b>TOTAL Fund Transfers</b>	<b>2,484,140</b>	<b>2,989,901</b>	<b>5,063,249</b>	<b>2,163,155</b>	<b>2,811,303</b>	<b>7,512,457</b>	
<b>Miscellaneous</b>							
000-491000 Interest Earned	4,707	26,901	35,000	56,716	70,000	80,000	

101-GENERAL FUND

REVENUES

	2016-2017		2017-2018		2018-2019		2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
000-491200 Investment Income	136,001	242,255	235,000	312,348	415,000	400,000		
000-491800 Gain/Loss	( 1,421)	( 16,292)	0	( 9,867)	0	0		
000-491900 Unrealized Gain/Loss-CapOne	( 11,305)	( 777)	0	15,679	0	0		
000-492500 Proceeds from Capital Lease	0	42,829	0	0	0	0		
000-493000 Donations-Others	0	20	0	50	50	0		
000-493120 Donations-Public Library	4,044	6,854	10,000	7,664	10,000	10,000		
000-493400 Donations-Animal Control	18,191	12,979	15,000	3,147	5,000	5,000		
000-493401 Donations-A/C Microchip	640	675	1,000	277	0	0		
000-493402 Donations-Spay&Neuter	810	87	1,000	0	0	0		
000-493403 Donation-A.S Adoption Trailer	552	0	0	0	0	0		
000-493404 Donations-TNR Program	0	0	500	0	0	0		
000-493460 Donations- Parks	13,741	11,356	10,000	3,161	10,000	10,000		
000-493465 Donations-Senior Center	10,572	11,472	10,000	9,558	10,000	10,000		
000-493502 Donations-PD	4,222	27,000	0	( 24,345)	500	0		
000-493503 Donation-Fire Rescue	9,541	15,350	0	1,740	0	0		
000-493505 Donations-Police Events	0	0	0	0	0	3,000		
000-493700 July 4th Activities	0	0	0	0	0	26,000		
000-493701 Proceeds-Holidazzle	0	0	0	0	0	1,500		
000-493704 Moving on Main	0	0	0	0	0	3,000		
000-494481 LawEnforcemtOfficersStnd&Educ	3,679	3,823	3,650	4,341	5,000	0		
000-494482 Grants-Police, Fire, Gen Fund	4,892	1,474	3,000	0	0	2,500		
000-495100 Mobile Stage Rental Fees	1,550	3,650	2,100	2,050	2,050	2,100		
000-497000 Misc Income-Gen Fund	( 25,323)	27,727	60,000	35,037	50,000	25,000		
000-497005 Schertz Magazine Advertising	186,000	147,755	140,000	121,125	145,000	140,000		
000-497100 Misc Income-Police	17,866	11,240	3,800	8,094	9,022	9,000		
000-497106 Misc Income-Special Events	0	0	0	0	0	14,150		
000-497150 Misc Income-Fire Department	1,750	970	0	0	0	0		
000-497200 Misc Income-Library	4,965	5,331	4,500	4,014	4,500	4,500		
000-497210 Misc Income-Library Copier	18,187	19,558	18,000	17,586	18,000	18,000		
000-497300 Misc Income-Animal Control	390	299	0	320	400	0		
000-497400 Misc Income-Streets Dept	51,735	28,275	60,000	21,004	20,000	30,000		
000-497460 Misc Income-Parks	0	0	0	140	0	0		
000-497500 Misc Income-TML Ins. Claims	9,252	36,098	20,000	17,218	30,000	20,000		
000-497550 Misc Income-TML WC Reimbursmn	11,957	2,074	15,000	1,531	5,000	10,000		
000-497600 Misc Income-Vending Mach	2,257	2,365	2,500	2,270	2,500	2,500		
000-497610 Misc Income-Muni Court	0	2,036	0	154	170	0		
000-498000 Reimbursmnt-Gen Fund	20,359	8,355	20,000	0	10,000	20,000		
000-498100 Reimbursmnt Fire-Training	7	0	500	0	0	0		
000-498105 Reimbursmt Police OT-DEA	5,764	17,213	0	12,795	18,000	18,000		
000-498110 Reimbursmnt Fire-Emg Acti-OT	3,267	212,799	30,000	234,841	235,000	30,000		
000-498150 Reimbursement - Library	4,673	6,355	6,000	13,018	13,018	13,000		
<b>TOTAL Miscellaneous</b>	<b>513,522</b>	<b>918,108</b>	<b>706,550</b>	<b>871,664</b>	<b>1,088,210</b>	<b>907,250</b>		
<b>TOTAL REVENUES</b>	<b>29,589,483</b>	<b>32,537,343</b>	<b>34,156,549</b>	<b>28,947,813</b>	<b>33,654,672</b>	<b>39,187,985</b>		

**DEPARTMENT: 150 CITY COUNCIL**  
**FUND: 101 GENERAL FUND**

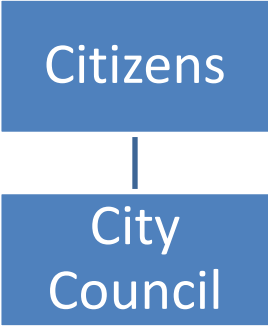


**DEPARTMENT DESCRIPTION**

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

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

**ORGANIZATIONAL CHART**



**PERFORMANCE INDICATORS**

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of ordinances passed	48	50	50
Number of resolutions passed	172	170	170
Requests for Information	28	10	15
Number of Council Meetings	47	47	47
Requests for Agenda Items	26	16	16
Council on the Go Meetings	3	3	3
Council HOA Presidents Meeting	1	2	2

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Meeting Attendance rate	96	96	96

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$35,410	\$36,165	\$36,787
Supplies	143	700	650
City Support Services	20,578	25,225	32,500
Operations Support	29	300	300
Staff Support	22,979	22,000	26,600
Professional Services	0	8,000	10,000
Operating Equipment	0	0	2,000
<i>Total</i>	<i>\$79,763</i>	<i>\$92,393</i>	<i>\$108,837</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The Proposed FY 2019-20 Budget increases 17.8% from the FY 2018-19 year end estimates. This budget will now include the Volunteer Appreciation Luncheon which was moved from special events. New tablets, phones, and monitors will be purchased in FY 2019-20 in anticipation of new councilmembers.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>CITY COUNCIL</b>							
=====							
<u>Personnel Services</u>							
150-511110 Regular	24,809	26,699	23,097	20,576	24,302	24,462	_____
150-511240 Allowances	6,183	6,195	9,424	7,814	9,293	9,711	_____
150-511310 FICA-Employer	2,370	2,516	2,488	2,171	2,570	2,614	=====
TOTAL Personnel Services	33,361	35,410	35,009	30,561	36,165	36,787	=====
<u>Supplies</u>							
150-521000 Operating Supplies	591	63	500	158	200	400	_____
150-521100 Office Supplies	39	80	500	482	500	250	=====
TOTAL Supplies	630	143	1,000	640	700	650	=====
<u>City Support Services</u>							
150-532600 City Elections	26,390	19,137	18,000	17,110	17,228	18,000	_____
150-532800 Special Events	7,979	1,441	9,500	7,460	8,000	14,500	=====
TOTAL City Support Services	34,369	20,578	27,500	24,570	25,228	32,500	=====
<u>Utility Services</u>							
150-533330 Telephone/Internet	0	625	0	0	0	0	=====
TOTAL Utility Services	0	625	0	0	0	0	=====
<u>Operations Support</u>							
150-534200 Printing & Binding	336	29	300	178	300	300	=====
TOTAL Operations Support	336	29	300	178	300	300	=====
<u>Staff Support</u>							
150-535100 Uniforms	910	117	500	374	400	400	_____
150-535300 Memberships	10,663	11,808	15,000	11,712	12,000	13,000	_____
150-535400 Publications	147	0	150	0	100	200	_____
150-535500 Training/Travel	12,274	11,055	16,500	6,248	9,500	13,000	=====
TOTAL Staff Support	23,993	22,979	32,150	18,334	22,000	26,600	=====
<u>Professional Services</u>							
150-541300 Other Consl/Prof Services	0	0	8,000	5,850	8,000	10,000	=====
TOTAL Professional Services	0	0	8,000	5,850	8,000	10,000	=====
<u>Rental/Leasing</u>							
_____							
<u>Operating Equipment</u>							
150-571000 Furniture & Fixtures	723	0	0	0	0	0	_____
150-571300 Computer & Periphe. < \$5,000	0	0	0	0	0	2,000	=====
TOTAL Operating Equipment	723	0	0	0	0	2,000	=====
<hr/>							
TOTAL CITY COUNCIL	93,412	79,763	103,959	80,134	92,393	108,837	

DEPARTMENT: 151 CITY MANAGER  
FUND: 101 GENERAL FUND

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



CITY MANAGER	2017-18	2018-19	2019-20
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

ECONOMIC DEVELOPMENT	2017-18	2018-19	2019-20
Executive Director	1	1	1
Business Retention Manager	0	1	1
Economic Development Analyst	1	1	1
Economic Development Specialist	1	0	0
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$1,231,129	\$1,073,315	\$1,158,464
Supplies	457	2,000	2,000
City Support Services	8,154	3,000	6,000
Utility Services	1,635	414	0
Operations Support	0	100	50
Staff Support	13,429	21,888	24,775
Operating Equipment	1,447	1,370	0
<i>Total</i>	<i>\$1,256,251</i>	<i>\$1,102,087</i>	<i>\$1,191,289</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget increases 8.1% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.



101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019							2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
<b>CITY MANAGER</b>								
=====								
<u>Personnel Services</u>								
151-511110 Regular	764,837	909,699	823,242	653,522	793,100	856,019	_____	
151-511120 Overtime	0	0	485	0	0	485	_____	
151-511180 LTD	2,245	2,349	2,552	1,611	2,459	2,654	_____	
151-511210 Longevity	6,140	7,456	7,649	8,115	8,115	6,896	_____	
151-511220 Clothing Allowance	312	312	312	96	96	0	_____	
151-511230 Certification Allowance	2,880	2,880	2,880	886	886	0	_____	
151-511240 Allowances	14,400	9,692	13,968	6,092	7,200	6,984	_____	
151-511310 FICA - Employer	53,708	61,081	63,820	46,801	61,919	66,034	_____	
151-511350 TMRS-Employer	126,667	151,653	137,028	108,070	129,625	139,054	_____	
151-511355 ICMA Contributions - Employer	10,000	10,000	0	0	0	0	_____	
151-511410 Health-Employer	64,734	75,106	70,859	52,847	68,867	79,249	_____	
151-511500 Workers' Compensation	1,233	900	1,052	1,048	1,048	1,089	_____	
TOTAL Personnel Services	1,047,156	1,231,129	1,123,847	879,088	1,073,315	1,158,464	_____	
<u>Supplies</u>								
151-521100 Office Supplies	2,286	448	1,850	1,654	2,000	2,000	_____	
151-521300 Motor Veh. Supplies	0	9	0	0	0	0	_____	
TOTAL Supplies	2,286	457	1,850	1,654	2,000	2,000	_____	
<u>City Support Services</u>								
151-532800 Special Events	5,093	8,154	6,000	0	3,000	6,000	_____	
TOTAL City Support Services	5,093	8,154	6,000	0	3,000	6,000	_____	
<u>Utility Services</u>								
151-533500 Vehicle Fuel	233	1,635	2,000	414	414	0	_____	
TOTAL Utility Services	233	1,635	2,000	414	414	0	_____	
<u>Operations Support</u>								
151-534200 Printing & Binding	24	0	50	0	100	50	_____	
TOTAL Operations Support	24	0	50	0	100	50	_____	
<u>Staff Support</u>								
151-535100 Uniforms	352	278	775	564	775	775	_____	
151-535200 Employee Recognition	2,028	1,865	5,000	565	2,500	5,000	_____	
151-535300 Memberships	3,783	1,231	4,000	4,113	4,113	4,000	_____	
151-535400 Publications	493	781	500	383	500	500	_____	
151-535500 Training/Travel	11,213	6,518	11,650	5,958	11,500	11,500	_____	
151-535510 Meeting Expenses	4,912	2,757	4,750	1,246	2,500	3,000	_____	
151-535600 Professional Certification	196	0	0	0	0	0	_____	
TOTAL Staff Support	22,977	13,429	26,675	12,829	21,888	24,775	_____	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
151-571000 Furniture & Fixtures	0	1,447	1,100	1,370	1,370	0	=====
TOTAL Operating Equipment	0	1,447	1,100	1,370	1,370	0	=====
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL CITY MANAGER	1,077,769	1,256,251	1,161,522	895,356	1,102,087	1,191,289	

**DEPARTMENT: 152 MUNICIPAL COURT**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENTAL DESCRIPTION**

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

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

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

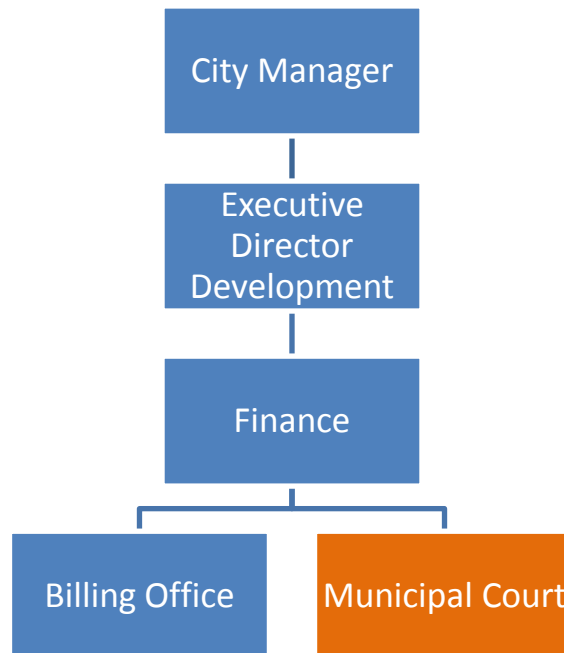
The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

**GOALS AND OBJECTIVES**

- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.

- Implement the use of new technology and other innovative practices to maintain efficient and security.
- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Seek input from personnel to maintain a positive work environment.
- Renovate front counter to include and efficient work station for clerks and defendants.

### ORGANIZATIONAL CHART



MUNICIPAL COURT	2017-18	2018-19	2019-20
Court Administrator	1	1	1
Senior Deputy Court Clerk/Juvenile Case Manager	1	1	1
Deputy Court Clerk	4*	2	2
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>4</b>	<b>4</b>

\*One unfunded

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Traffic Citations Filed	5,316	5,186	5,056
State Law Citations Filed	1,303	1,348	1,303
Municipal Ordinances Filed	170	133	100

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cases Disposed	7,409	6761	6559
Charges Processed per Clerk	1,852	2,253	2,186

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cases Disposed per Clerk	24%	33%	33%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$296,831	\$285,136	\$259,189
Supplies	1,668	1,400	1,500
City Support Services	158	975	750
Operations Support	730	2,531	2,500
Staff Support	5,465	6,186	7,110
Court Support	96	500	700
Professional Services	61,642	65,200	64,000
Maintenance Services	1,950	2,100	3,000
<i>Total</i>	<i>\$368,540</i>	<i>\$364,028</i>	<i>\$338,749</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 6.9% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>MUNICIPAL COURT</b>							
<b>Personnel Services</b>							
152-511110 Regular	186,323	199,766	170,908	163,893	190,606	170,114	
152-511120 Overtime	70	0	0	0	0	0	
152-511180 LTD	554	645	530	434	591	527	
152-511210 Longevity	6,356	6,563	7,097	7,247	7,247	7,957	
152-511230 Certification Allowance	1,200	1,200	2,037	935	1,073	1,746	
152-511310 FICA - Employer	14,211	15,281	13,757	12,500	15,218	13,738	
152-511350 TMRS-Employer	31,213	33,488	29,051	27,795	31,858	28,697	
152-511410 Health-Employer	34,501	39,660	31,188	30,616	38,317	36,183	
152-511500 Workers' Compensation	316	228	227	226	226	227	
<b>TOTAL Personnel Services</b>	<b>274,744</b>	<b>296,831</b>	<b>254,795</b>	<b>243,646</b>	<b>285,136</b>	<b>259,189</b>	
<b>Supplies</b>							
152-521100 Office Supplies	1,623	1,668	2,000	1,553	1,400	1,500	
<b>TOTAL Supplies</b>	<b>1,623</b>	<b>1,668</b>	<b>2,000</b>	<b>1,553</b>	<b>1,400</b>	<b>1,500</b>	
<b>City Support Services</b>							
152-532800 Special Events	431	158	975	326	975	750	
<b>TOTAL City Support Services</b>	<b>431</b>	<b>158</b>	<b>975</b>	<b>326</b>	<b>975</b>	<b>750</b>	
<b>Utility Services</b>							
<b>Operations Support</b>							
152-534200 Printing & Binding	869	730	3,000	893	2,531	2,500	
<b>TOTAL Operations Support</b>	<b>869</b>	<b>730</b>	<b>3,000</b>	<b>893</b>	<b>2,531</b>	<b>2,500</b>	
<b>Staff Support</b>							
152-535100 Uniforms	492	439	700	548	700	600	
152-535300 Memberships	22	520	810	575	775	810	
152-535400 Publications	223	473	500	0	300	500	
152-535500 Training/Travel	2,178	1,935	3,500	2,108	2,250	3,000	
152-535500.Training/Travel - Juv Case Mg	213	770	1,000	459	700	700	
152-535510 Meeting Expenses	1,835	1,329	2,000	1,026	1,461	1,500	
<b>TOTAL Staff Support</b>	<b>4,964</b>	<b>5,465</b>	<b>8,510</b>	<b>4,716</b>	<b>6,186</b>	<b>7,110</b>	
<b>Court Support</b>							
152-536500 Court/Jury Cost	186	96	700	444	500	700	
<b>TOTAL Court Support</b>	<b>186</b>	<b>96</b>	<b>700</b>	<b>444</b>	<b>500</b>	<b>700</b>	

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
152-541310 Judges Services	26,950	39,245	37,500	29,123	37,500	42,300	
152-541320 Prosecutor Services	28,900	22,200	35,500	16,150	27,200	21,000	
152-541330 Interpreter Services	380	197	960	0	500	700	
TOTAL Professional Services	56,230	61,642	73,960	45,273	65,200	64,000	
<u>Maintenance Services</u>							
152-551400 Minor & Other Equip. Maint.	50	0	0	0	0	0	
152-551800 Other Maintenance Agreements	3,092	1,950	3,000	1,500	2,100	3,000	
TOTAL Maintenance Services	3,142	1,950	3,000	1,500	2,100	3,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	39	0	0	0	0	0	
TOTAL Operating Equipment	39	0	0	0	0	0	
<u>Capital Outlay</u>							
TOTAL MUNICIPAL COURT	342,228	368,540	346,940	298,351	364,028	338,749	

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

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**DEPARTMENT DESCRIPTION**

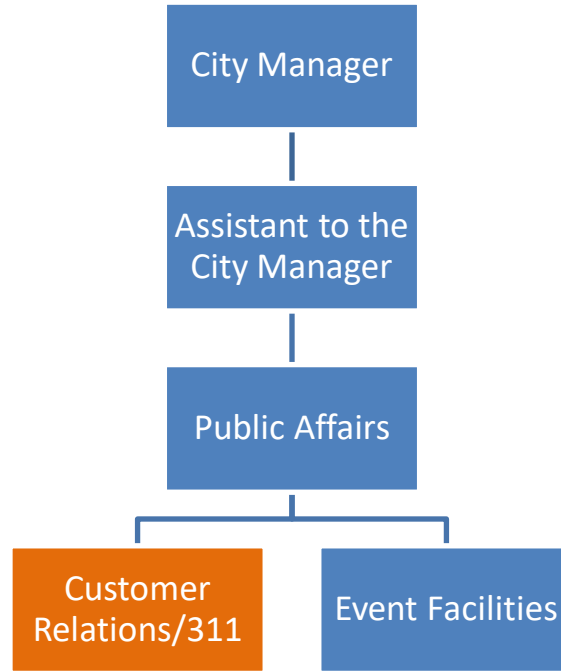
Under the umbrella of Public Affairs, 311 Customer Care connects callers with specially trained customer service representatives ready to assist with City service requests -- potholes, stray animals, street lights out, trash collection, special events and all other City requests. This division is under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

**GOALS AND OBJECTIVES**

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



**ORGANIZATIONAL CHART**



CUSTOMER RELATIONS/311	2017-18	2018-19	2019-20
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

**PERFORMANCE INDICATORS**

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders (initiated for other depts.)	406	600	500
Calls Received	52,200	53,796	53,000
Calls Not Answered	439	490	450
Average Calls Per Day Received	211	224	220

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$120,394	\$124,928	\$106,429
Supplies	89	100	100
Staff Support	103	830	830
Operating Equipment	555	270	0
<b>Total</b>	<b>\$121,141</b>	<b>\$126,128</b>	<b>\$107,359</b>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget decreases 14.9% from the FY 2018-19 year end estimate due to personnel savings.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019			2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>CUSTOMER RELATIONS-311</b>							
=====							
<u>Personnel Services</u>							
153-511110 Regular	85,167	86,753	85,362	71,493	87,678	76,906	_____
153-511120 Overtime	65	22	243	237	300	243	_____
153-511180 LTD	206	222	219	156	272	191	_____
153-511210 Longevity	3,497	3,785	4,073	5,061	5,061	1,774	_____
153-511310 FICA - Employer	6,739	6,882	6,851	5,836	7,100	6,033	_____
153-511350 TMRS-Employer	14,273	14,615	14,468	12,404	14,864	12,603	_____
153-511410 Health-Employer	7,489	8,020	9,648	4,775	9,540	8,579	_____
153-511500 Workers' Compensation	<u>131</u>	<u>97</u>	<u>113</u>	<u>113</u>	<u>113</u>	<u>100</u>	=====
TOTAL Personnel Services	117,567	120,394	120,977	100,074	124,928	106,429	
<u>Supplies</u>							
153-521100 Office Supplies	<u>40</u>	<u>89</u>	<u>150</u>	<u>88</u>	<u>100</u>	<u>100</u>	=====
TOTAL Supplies	40	89	150	88	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	99	103	180	165	180	180	_____
153-535300 Memberships	71	0	0	0	0	0	_____
153-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>350</u>	<u>0</u>	<u>650</u>	<u>650</u>	=====
TOTAL Staff Support	170	103	530	165	830	830	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>0</u>	<u>555</u>	<u>300</u>	<u>270</u>	<u>270</u>	<u>0</u>	=====
TOTAL Operating Equipment	0	555	300	270	270	0	
<hr/>							
TOTAL CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	126,128	107,359	

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

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**DEPARTMENT DESCRIPTION**

The Planning & Zoning Division cultivates orderly growth and development of the community, safeguards the public interest, and promotes social justice by working to expand choice and opportunity for all. The Division provides direction to help citizens, businesses, and developers implement successful projects that will benefit the community. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations; the research and development of long range plans and goals to guide the future of our City; and the creation of development codes to tailor our regulations around citizen needs and city goals. The Division frequently collaborates with other departments within the City, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to shape a suburban environment that prioritizes safety. The Division also provides guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

**GOALS AND OBJECTIVES**

- Successfully and thoughtfully implement new permitting software to provide increased customer service, transparency, and efficiency on all project reviews.
- Continue to move towards electronic submittals for development projects in order to prepare for a smooth transition into our new software, *City View*.
- Review and update the Comprehensive Land Plan for the City, specifically in areas that are currently under delayed annexation development agreements and soon to be annexed, which will shape the future of Schertz to meet the desires and goals of the residents.
- Continue to reevaluate and modify regulations within the Schertz Unified Development Code in order to accommodate the evolving needs of our residents and make the development process more efficient and effective.

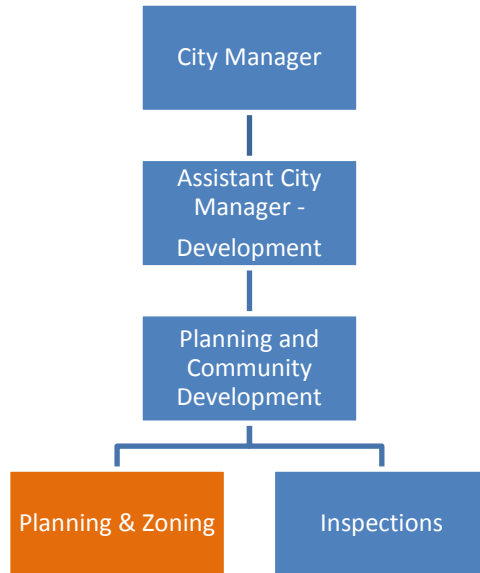
- Continue to implement the Joint Land Use Study Strategies to ensure the compatibility of land uses and development surrounding Randolph AFB.
- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial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

## **ACCOMPLISHMENTS**

- Received the 2018 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Staff for the fifth year in a row.
- Maintained and expanded upon the partnership with Joint Base San Antonio (JBSA).
- Attended various continuing education classes including National APA Conference, Texas APA State Conference, Certified Floodplain Manager training, Deer Oak Supervisor Excellence & Leadership Certificate Series, Deer Oaks training sessions to include Business Etiquette and Professionalism, Maintaining Respect and Civility in the Workplace, and Managing Stress in the Workplace.

- Lead and participated in the Process Improvement Team to improve customer service and operations by creating and revising current development processes, practices and applications.
- Maintained partnerships with developers and land owners to create and update Planned Development Districts that contain a mix of residential and commercial land uses.
- Improved partnerships with local utility providers to include, Guadalupe Valley Electric Coop., Cibolo Creek Municipal Authority, Texas Department of Transportation, by increasing communication.
- Assisted in the Unified Development Code updated for Article 8, Section 21.8.2 in relation to Accessory Structures to provide increased flexibility for residents.
- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.
- Contributed to the Schertz Magazine reoccurring column entitled “From the Development Whiteboard”, in which staff members write articles to provide information and updates to the residents. Including an article in relation to National Community Planning Month, an article in relation to an overview of the Planning & Community Development Department 2018 year, an article in relation to the UDC amendment for Accessory Structures / Shed regulations.
- Implemented a new agenda software to be utilized for the various boards and commissions to increase the ease of agenda and agenda packet creation.

## ORGANIZATIONAL CHART



PLANNING AND ZONING	2017-18	2018-19	2019-20
Senior Planner	1	1	1
Planner I	2	2	2
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Plats	35	36	37
Site Plans and Master Plan	31	32	28
Variances/Waivers	17	13	10
Zone Changes and Specific Use Permits	13	12	12
UDC/ Comp. Plan Revisions	6	4	6
Annexation	1	0	1
All Plats	\$53,000	\$59,500	\$59,000
Site Plan, Master Plan	\$36,000	\$36,000	\$36,000
Variance	\$5,778	\$5,000	\$5,000
Zone Change, Specific Use Permit	\$23,938	\$21,650	\$18,000
Other (Zoning Letters and Additional Admin fees)	\$1,950	\$2,400	\$1,950
<b>Total Revenue</b>			

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$204,100	\$202,885	\$209,784
Supplies	\$1,274	\$2,863	\$2,070
Operations Support	162	174	186
Staff Support	15,060	26,755	39,953
Professional Services	10	100	100
Operating Equipment	155	852	300
<i>Total</i>	<i>\$220,761</i>	<i>\$233,629</i>	<i>\$252,393</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget increases 8.0% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.



101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2018-2019 -----)(----- 2019-2020 -----)

	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>PLANNING &amp; ZONING</u>							
=====							
<u>Personnel Services</u>							
154-511110 Regular	134,420	139,803	143,928	124,245	148,025	145,456	_____
154-511120 Overtime	2,781	3,901	4,171	2,639	4,000	4,850	_____
154-511180 LTD	388	436	446	235	459	451	_____
154-511210 Longevity	510	1,140	1,292	992	992	1,364	_____
154-511230 Certification Allowance	900	900	873	762	900	873	_____
154-511310 FICA - Employer	10,137	10,801	11,492	9,817	11,775	11,666	_____
154-511350 TMRS-Employer	22,260	23,523	24,269	20,780	24,650	24,370	_____
154-511410 Health-Employer	22,314	23,438	23,469	9,911	11,901	20,568	_____
154-511500 Workers' Compensation	204	158	184	183	183	186	_____
TOTAL Personnel Services	193,915	204,100	210,124	169,565	202,885	209,784	_____
<u>Supplies</u>							
154-521000 Operating Supplies	418	916	611	108	1,619	901	_____
154-521100 Office Supplies	979	358	900	381	900	900	_____
154-521600 Equip Maint Supplies	53	0	344	0	344	269	_____
TOTAL Supplies	1,451	1,274	1,855	489	2,863	2,070	_____
<u>City Support Services</u>							
_____							
<u>Utility Services</u>							
_____							
<u>Operations Support</u>							
154-534200 Printing & Binding	70	162	174	7	174	186	_____
TOTAL Operations Support	70	162	174	7	174	186	_____
<u>Staff Support</u>							
154-535100 Uniforms	608	710	650	242	650	650	_____
154-535300 Memberships	855	1,379	1,655	776	1,655	1,685	_____
154-535400 Publications	0	146	750	0	750	750	_____
154-535500 Training/Travel Staff	12,230	7,248	16,700	9,535	16,700	22,868	_____
154-535500.Training/Travel Commission	4,758	5,578	6,000	22	6,000	13,000	_____
154-535510 Meeting Expenses	462	0	1,000	0	1,000	1,000	_____
TOTAL Staff Support	18,913	15,060	26,755	10,575	26,755	39,953	_____
<u>Professional Services</u>							
154-541500 State/County Admin Fees	105	10	100	16	100	100	_____
TOTAL Professional Services	105	10	100	16	100	100	_____

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 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	0	155	1,258	852	852	300	_____
TOTAL Operating Equipment	0	155	1,258	852	852	300	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PLANNING & ZONING	214,454	220,761	240,266	181,504	233,629	252,393	

**DEPARTMENT: 155 LEGAL SERVICES**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Operations Support	\$9,057	\$10,000	\$10,000
Professional Services	120,901	145,000	140,000
<i>Total</i>	<i>\$129,958</i>	<i>\$155,000</i>	<i>\$150,000</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget decreases 3.2% from the FY 2018-19 year end estimate with less planned billable hours for legal services.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>LEGAL SERVICES</u> =====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	12,036	9,057	10,000	2,302	10,000	10,000	
TOTAL Operations Support	12,036	9,057	10,000	2,302	10,000	10,000	
<u>Professional Services</u>							
155-541200 Legal Svcs	138,662	120,901	150,000	75,601	145,000	140,000	
TOTAL Professional Services	138,662	120,901	150,000	75,601	145,000	140,000	
<hr/>							
TOTAL LEGAL SERVICES	150,698	129,958	160,000	77,903	155,000	150,000	

**DEPARTMENT: 164 CITY SECRETARY**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

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

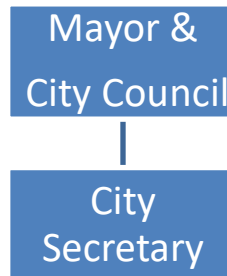
**GOALS AND OBJECTIVES**

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

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

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

**ORGANIZATIONAL CHART**



CITY SECRETARY	2017-18	2018-19	2019-20
City Secretary	1	1	1
Deputy City Secretary	1	1	1
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

**PERFORMANCE INDICATORS**

Workload	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Ordinances Passed and Processed	48	50	50
Resolutions Passed and Processed	172	170	170
Council Meetings Attended	50	50	50
Open Records	325	350	350

Efficiency	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	99%	99%	100%
Documents completed, signed, scanned within 48 hours of council approval	96%	97%	100%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	100%	100%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%

Alcohol permits processed within the month of expiration	70%	75%	75%
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Education Initiatives	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Volunteer Fair	1	1	1
Student Mayor/Councilmember for the Day Program	4	4	4

Budget	2017-18 Actual	2018-19 Estimated	2019-20 Budget
Personnel	\$186,550	\$198,755	\$184,478
Supplies	974	1,150	1,150
City Support Services	9,743	12,000	10,000
Operations Support	60	100	150
Staff Support	3,523	4,153	4,500
<i>Total</i>	<i>\$200,851</i>	<i>\$216,158</i>	<i>\$200,678</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget decreases 7.2% from the FY 2018-19 year end estimate due to personnel turnover.



101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2018-2019 -----)(----- 2019-2020 -----)

	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
164-511110 Regular	131,556	135,370	135,043	124,278	145,155	132,945	
164-511180 LTD	382	427	419	294	450	412	
164-511210 Longevity	1,925	2,189	2,583	2,776	2,776	1,804	
164-511310 FICA - Employer	9,627	10,343	10,522	9,488	11,317	10,304	
164-511350 TMRs-Employer	21,465	22,201	22,221	20,522	23,691	21,524	
164-511410 Health-Employer	15,230	15,872	15,437	12,686	15,193	17,319	
164-511500 Workers' Compensation	202	148	174	173	173	170	
TOTAL Personnel Services	180,387	186,550	186,399	170,218	198,755	184,478	
<u>Supplies</u>							
164-521100 Office Supplies	1,319	974	1,150	1,100	1,150	1,150	
TOTAL Supplies	1,319	974	1,150	1,100	1,150	1,150	
<u>City Support Services</u>							
164-532700 Records Management	4,975	9,743	15,000	3,776	12,000	10,000	
TOTAL City Support Services	4,975	9,743	15,000	3,776	12,000	10,000	
<u>Utility Services</u>							
-----							
<u>Operations Support</u>							
164-534200 Printing & Binding	0	60	100	28	100	150	
TOTAL Operations Support	0	60	100	28	100	150	
<u>Staff Support</u>							
164-535100 Uniforms	0	30	100	0	0	150	
164-535300 Memberships	899	958	1,000	903	903	1,050	
164-535400 Publications	297	228	300	238	250	300	
164-535500 Training/Travel	2,695	2,307	3,000	2,978	3,000	3,000	
TOTAL Staff Support	3,890	3,523	4,400	4,119	4,153	4,500	
<u>Professional Services</u>							
-----							
<u>Maintenance Services</u>							
-----							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	0	0	0	0	0	400	
TOTAL Operating Equipment	0	0	0	0	0	400	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 -----			2019-2020 -----	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Capital Outlay</u>							
TOTAL CITY SECRETARY	190,571	200,851	207,049	179,242	216,158	200,678	

**DEPARTMENT: 167 NON-DEPARTMENTAL**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

Budget	2017-18 Actual	2018-19 Estimated	2019-20 Budget
City Support Services	390,963	\$462,894	\$1,033,000
Operations Support	148,764	178,781	156,000
Staff Support	160	150	200
City Assistance	1,705,944	1,478,272	1,974,583
Professional Services	63,454	48,285	47,235
Fund Charges/Transfers	115,683	58,380	10,750
<i>Total</i>	<b>\$2,424,967</b>	<b>\$2,226,762</b>	<b>\$3,221,768</b>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget increases 44.7% from the FY 2018-19 year end estimate. The City Support services increase is to set a total \$300,000 in a contingency funds and \$275,000 to act on the Classification and Compensation study recommendation. City Assistance will increase \$496,000 in anticipation of paying out all eligible tax reimbursements to applicable businesses. The fund transfer to the Special Events fund has been removed as these events will no be located in the Parks Department and will no longer require a transfer.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2018-2019 -----)(----- 2019-2020 -----)

	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>NONDEPARTMENTAL</u>							
=====							
<u>Supplies</u>							
<u>City Support Services</u>							
167-532200 County Appraisal District	204,082	206,572	228,966	170,843	228,966	230,000	
167-532210 Tax Assessor/Collector-Service	0	0	18,000	0	18,000	18,000	
167-532500 City Insurance-Commercial	170,251	180,505	180,000	208,680	215,000	210,000	
167-532900 Contingencies	3,999	3,886	88,236	928	928	200,000	
167-532901 Contingencies-Personnel	0	0	100,000	0	0	375,000	
TOTAL City Support Services	378,333	390,963	615,202	380,452	462,894	1,033,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
167-534000 Postage	10,517	9,117	11,000	1,929	11,000	11,000	
167-534300 Equipment Maint - Copiers	136,049	129,204	140,000	118,683	140,000	140,000	
167-534500 Memberships - Organizations	7,500	7,500	7,500	7,500	7,500	0	
167-534810 Electronic Filing Services ( 465)		2,717	5,000	143	5,000	5,000	
167-534999 Misc. Expense	0	227	0	15,281	15,281	0	
TOTAL Operations Support	153,601	148,764	163,500	143,536	178,781	156,000	
<u>Staff Support</u>							
167-535500 Training/Travel	166	160	250	73	150	200	
TOTAL Staff Support	166	160	250	73	150	200	
<u>City Assistance</u>							
167-537100 Medical Services-EMS Contract	504,084	556,325	581,537	581,537	581,537	602,583	
167-537200 Main Street Local Program	0	0	35,000	0	35,000	35,000	
167-537450 Tax Reimbursements/Abatements	1,207,245	1,149,619	1,263,193	861,735	861,735	1,337,000	
TOTAL City Assistance	1,711,329	1,705,944	1,879,730	1,443,272	1,478,272	1,974,583	
<u>Professional Services</u>							
167-541300 Other Consl/Prof Services	8,155	2,460	0	0	0	0	
167-541400 Auditor/Accounting Service	18,000	0	0	0	0	0	
167-541500 State/County Admin Fees	35	35	35	0	35	35	
167-541600 Misc Bank Charges	656	699	600	729	750	700	
167-541650 Investment Management Fee	3,395	3,400	0	2,295	0	0	
167-541800 Credit Card Service Fee	41,733	54,126	48,000	31,221	45,000	45,000	
167-541810 Credit Cards Fees - AMEX	0	2,734	2,600	1,839	2,500	1,500	
TOTAL Professional Services	71,974	63,454	51,235	36,084	48,285	47,235	

101--GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fund Charges/Transfers</u>							
167-548106 Transfer Out- Special Events	37,447	65,683	56,500	0	53,130	0	
167-548401 Transfer Out - Bond Fund	0	50,000	0	0	0	0	
167-548615 Transfer Out - Hist. Committe	0	0	10,750	0	5,250	10,750	
TOTAL Fund Charges/Transfers	37,447	115,683	67,250	0	58,380	10,750	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NONDEPARTMENTAL	2,352,849	2,424,967	2,777,167	2,003,417	2,226,762	3,221,768	

**DEPARTMENT: 170 PUBLIC AFFAIRS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Public Affairs Department serves an internal audience of 350 employees, elected and appointed officials, as well as an estimated city population of 40,092.

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

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

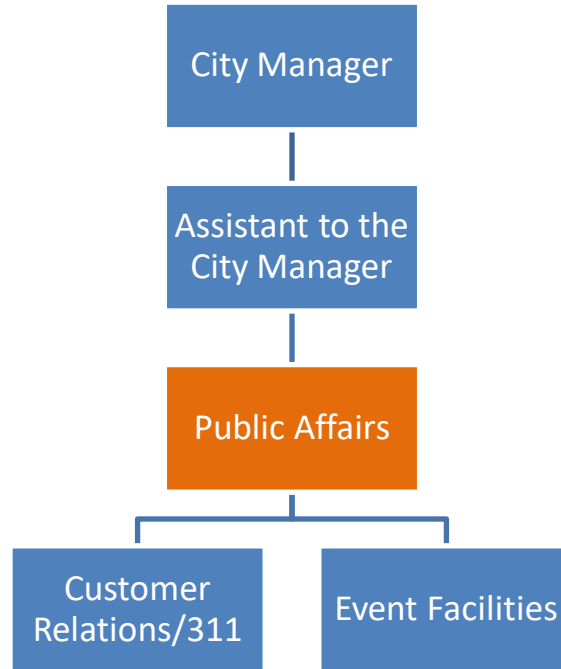
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,000 copies; including 13,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional banks, hospitals and clinics, schools, pharmacies, and restaurants.

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



PUBLIC AFFAIRS	2017-18	2018-19	2019-20
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
Events Specialist	1	0	0
Events Manager	1	0	0
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>4</b>	<b>4</b>

**PERFORMANCE INDICATORS**

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Press Releases	10	32	35
Marketing Materials Produced	389	420	400
Completed website work orders	N/A	39	45
Number of customers served (advertisers)	80	80	75
Number of Magazines Printed	180,000	187,500	186,000

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Total Schertz Magazine Articles/Ads/Photos produced	500	550	550
Percentage of Magazine Contracted	50%	50%	50%
Average cost per Advertising Run outside of the magazine	585	200	200

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Schertz Magazine Ad revenue	153,080	140,850	145,000
City Sponsored/Non-revenue	45,000	26,325	25,000

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$451,537	\$298,028	\$291,844
Supplies	2,216	695	700
City Support Services	0	2,610	1,000
Operations Support	17,911	41,205	47,343
Staff Support	6,496	10,520	10,900
Professional Services	256,613	297,000	250,500
Operating Equipment	28	0	0
<i>Total</i>	<i>\$734,801</i>	<i>\$650,058</i>	<i>\$602,287</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 7.3% from the FY 2018-19 year end estimate due to approving lower cost design and postage contracts for the magazine.



101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PUBLIC AFFAIRS</b>							
=====							
<u>Personnel Services</u>							
170-511110 Regular	201,085	203,058	202,593	179,379	214,394	207,914	_____
170-511120 Overtime	235	311	1,213	422	600	970	_____
170-511180 LTD	586	637	624	396	665	645	_____
170-511210 Longevity	3,944	4,629	3,560	3,828	3,560	4,258	_____
170-511230 Certification Allowance	0	0	0	100	500	0	_____
170-511310 FICA - Employer	15,545	15,791	15,855	13,970	16,719	16,296	_____
170-511350 TMRS-Employer	33,024	33,566	33,483	29,678	35,001	34,040	_____
170-511410 Health-Employer	22,040	18,941	30,873	21,841	26,330	27,453	_____
170-511500 Workers' Compensation	311	234	260	259	259	268	_____
TOTAL Personnel Services	276,771	277,168	288,461	249,873	298,028	291,844	_____
<u>Supplies</u>							
170-521000 Operating Supplies	0	224	100	95	95	0	_____
170-521010 Operating Supplies-Events	655	925	0	0	0	0	_____
170-521100 Office Supplies	640	976	950	472	600	700	_____
TOTAL Supplies	1,296	2,125	1,050	567	695	700	_____
<u>City Support Services</u>							
170-532800 Other Events	0	0	4,000	1,975	2,610	1,000	_____
TOTAL City Support Services	0	0	4,000	1,975	2,610	1,000	_____
<u>Operations Support</u>							
170-534000 Postage	3,224	1,036	14,800	1,111	18,050	18,050	_____
170-534100 Advertising	6,520	10,920	7,250	6,993	7,150	7,750	_____
170-534200 Printing & Binding	4,626	3,770	15,550	6,021	15,350	21,000	_____
170-534500 Memberships - Organizations	229	187	500	255	255	255	_____
170-534550 Business Meetings/Networking	566	328	450	198	400	288	_____
TOTAL Operations Support	15,165	16,241	38,550	14,577	41,205	47,343	_____
<u>Staff Support</u>							
170-535100 Uniforms	126	32	220	0	220	220	_____
170-535300 Memberships	55	20	200	0	0	0	_____
170-535400 Publications	134	0	300	130	300	200	_____
170-535500 Training/Travel	2,356	3,202	9,380	7,441	10,000	10,480	_____
TOTAL Staff Support	2,670	3,253	10,100	7,572	10,520	10,900	_____
<u>Professional Services</u>							
170-541300 Other/Consl/Prof Services	22,900	0	42,300	36,437	40,500	20,000	_____
170-541305 Prof Services-Writers/Photogr	0	0	10,000	5,820	8,000	10,000	_____
170-541350 Magazine-Printing Services	0	0	92,500	76,930	88,000	94,000	_____
170-541355 Design Services	0	3,120	90,480	77,182	89,000	65,000	_____
170-541360 Magazine-Postage	0	0	70,000	55,645	70,000	60,000	_____
170-541365 Delivery Services	0	0	1,500	1,250	1,500	1,500	_____
TOTAL Professional Services	22,900	3,120	306,780	253,265	297,000	250,500	_____

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES			(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	229	28	3,150	0	0	0	0
TOTAL Operating Equipment	229	28	3,150	0	0	0	0
<hr/>							
TOTAL PUBLIC AFFAIRS	319,030	301,935	652,091	527,829	650,058	602,287	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>RECORDS MANAGEMENT</u>							
=====							
<u>Personnel Services</u>							
171-511110 Regular	22,911	30,363	0	0	0	0	
171-511120 Overtime	0	33	0	0	0	0	
171-511180 LTD	74	100	0	0	0	0	
171-511210 Longevity	1,752	1,896	0	0	0	0	
171-511310 FICA - Employer	1,820	2,410	0	0	0	0	
171-511350 TMRS-Employer	4,077	5,214	0	0	0	0	
171-511410 Health-Employer	7,217	7,753	0	0	0	0	
171-511500 Workers' Compensation	57	42	0	0	0	0	
TOTAL Personnel Services	37,908	47,812	0	0	0	0	
<u>Supplies</u>							
171-521000 Operating Supplies	31	0	0	0	0	0	
TOTAL Supplies	31	0	0	0	0	0	
<u>Utility Services</u>							
-----							
<u>Operations Support</u>							
-----							
<u>Staff Support</u>							
171-535100 Uniforms	0	55	0	0	0	0	
171-535500 Training/Travel	0	231	0	0	0	0	
TOTAL Staff Support	0	286	0	0	0	0	
<u>Professional Services</u>							
171-541310 Contractual Services	9,741	14,527	0	0	0	0	
TOTAL Professional Services	9,741	14,527	0	0	0	0	
<u>Operating Equipment</u>							
-----							
TOTAL RECORDS MANAGEMENT	47,680	62,624	0	0	0	0	

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2018-2019 -----)(----- 2019-2020 -----)

	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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SCHERTZ TALES MAGAZINE  
 =====

Personnel Services

172-511110 Regular	90,723	89,232	0	0	0	0	
172-511120 Overtime	365	0	0	0	0	0	
172-511180 LTD	194	156	0	0	0	0	
172-511210 Longevity	1,076	290	0	0	0	0	
172-511240 Allowances	1,154	0	0	0	0	0	
172-511310 FICA - Employer	7,106	6,850	0	0	0	0	
172-511350 TMRS-Employer	15,051	14,449	0	0	0	0	
172-511410 Health-Employer	13,183	15,482	0	0	0	0	
172-511500 Workers' Compensation	145	98	0	0	0	0	
<b>TOTAL Personnel Services</b>	<b>128,997</b>	<b>126,557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Supplies

172-521100 Office Supplies	181	91	0	0	0	0	
<b>TOTAL Supplies</b>	<b>181</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Operations Support

172-534000 Postage	618	231	0	0	0	0	
172-534200 Printing & Binding	367	1,223	0	0	0	0	
172-534550 Business Meetings/Networking	0	216	0	0	0	0	
<b>TOTAL Operations Support</b>	<b>985</b>	<b>1,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Staff Support

172-535100 Uniforms	57	97	0	0	0	0	
172-535300 Memberships	235	170	0	0	0	0	
172-535500 Training/Travel	1,000	2,690	0	0	0	0	
172-535510 Meeting Expenses	209	0	0	0	0	0	
<b>TOTAL Staff Support</b>	<b>1,501</b>	<b>2,957</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Professional Services

172-541305 Prof Services-Writers/Photogr	7,655	5,575	0	( 350)	0	0	
172-541350 Printing Services	73,764	82,560	0	0	0	0	
172-541355 Design Services	85,545	92,614	0	0	0	0	
172-541360 Postage Services	51,072	56,717	0	0	0	0	
172-541365 Delivery Services	125	1,500	0	0	0	0	
<b>TOTAL Professional Services</b>	<b>218,160</b>	<b>238,966</b>	<b>0</b>	<b>( 350)</b>	<b>0</b>	<b>0</b>	

Fund Charges/Transfers

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019			2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
172-571310 Computer Software	126	0	0	0	0	0	
TOTAL Operating Equipment	126	0	0	0	0	0	
TOTAL SCHERTZ TALES MAGAZINE	349,950	370,241	0	( 350)	0	0	

**DEPARTMENT: 173 ENGINEERING**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

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

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

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

## ORGANIZATIONAL CHART



ENGINEERING	2017-18	2018-19	2019-20
City Engineer	1	1	1
Engineer	1	1	2
Senior Graduate Engineer (previously Stormwater Manager)	1	1	1
Graduate Engineer	1	1	1
Project Manager	1	1	1
Engineering Inspector	2	2	2
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>8</b>

## ACCOMPLISHMENTS AND GOALS

### FY 2018-2019 Accomplishments

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
  - Corbett Elevated Storage Tank – in construction
  - Woman Hollering Creek Wastewater Trunk Main - design complete, easement acquisition underway
  - Street Preservation and Maintenance Project (based on PCI) - in construction
  - Trail and Bike Lane Project (technical support for Parks) - in design
- Began Development of Water and Wastewater Master Plans and Capital Improvement Plan and Impact Fee Study Update
- Began Implementation of Roadway Impact Fee Program

- Continued implementation of results of Pavement Condition Analysis Project using Pavement Condition Index values to create and implement Street Preservation and Maintenance (SPAM) program
- Supported Public Works Department with technical and project management support of projects
  - Various Drainage Projects
  - Water Storage Tank Painting
  - FM 1103 Utility Relocation
- Supported strong partnership with TxDOT and acted as liaison to TxDOT projects in Schertz
  - Expansion and improvements on FM 1103
  - Planning for improvements on FM 1518
  - Operational improvements on IH 35 north of FM 1103
- Completed engineering review, development support, and construction inspection of numerous residential and commercial subdivisions and site development projects

**FY 2019-2020 Goals**

- Continue improvement and update of standard construction details, technical specifications, and design guidelines
- Continue development and implementation of comprehensive 10-year Capital Improvement Program including water, wastewater, drainage, and roadway projects
- Complete Water and Wastewater Master Plans and implement updated Impact Fee ordinance
- Provide efficient, clear review of construction plans and other development submittals
- Continue promotion of efficacy of TSAC activities and actions

**PERFORMANCE INDICATORS**

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
--------------------------	-------------------	---------------------	-------------------

Capital Improvement Projects  
(number active)  
Grading and Clearing Permits  
Issued

38                      30                      35



Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)	47	51	48
Grading and Clearing Permits Active (Concurrent Maximum)	50	53	50
Grading and Clearing Permits Issued – acreage	466	275	300
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	91	75	85
Residential Subdivision Construction – number of projects (completed projects)	7	2	3
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$7.9 mil	\$1.6 mil	\$3.5 mil
Commercial Subdivision Construction – number of projects (completed projects)	1	5	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$0.8 mil	\$2.3 mil	\$1.0 mil

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$614,555	\$639,431	\$724,000
Supplies	1,324	2,720	2,650
City Support Services	650	900	448
Utility Services	2,908	4,118	3,839
Operations Support	48	100	100
Staff Support	8,886	12,658	19,464
Professional Services	11,111	71,000	40,000
Operating Equipment	0	3,351	4,559
Capital Outlay	0	30,000	0
<i>Total</i>	<i>\$639,481</i>	<i>\$764,278</i>	<i>\$795,060</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 4.0% from the year end estimate with the addition of a second Engineer position. This increase is partially offset by less expected plan review professional services and less capital outlay.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ENGINEERING</b>							
=====							
<u>Personnel Services</u>							
173-511110 Regular	337,341	441,845	440,465	385,538	456,738	514,677	_____
173-511180 LTD	925	1,396	1,365	980	1,416	1,595	_____
173-511210 Longevity	3,661	4,399	5,840	5,287	5,287	6,811	_____
173-511230 Certification Allowance	2,770	3,000	2,619	2,539	3,000	2,619	_____
173-511310 FICA - Employer	25,892	32,690	34,329	28,576	35,574	40,079	_____
173-511350 TMRS-Employer	53,596	72,507	72,495	63,543	74,474	83,720	_____
173-511410 Health-Employer	37,240	56,689	54,824	46,030	60,515	71,918	_____
173-511500 Workers' Compensation	2,633	2,029	2,436	2,427	2,427	2,581	_____
TOTAL Personnel Services	464,056	614,555	614,373	534,920	639,431	724,000	_____
<u>Supplies</u>							
173-521000 Operating Supplies	684	0	740	501	740	1,200	_____
173-521100 Office Supplies	931	1,192	1,500	476	1,500	1,100	_____
173-521300 Motor Vehicle Supplies	0	132	480	58	480	350	_____
TOTAL Supplies	1,616	1,324	2,720	1,035	2,720	2,650	_____
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	295	650	900	0	900	448	_____
TOTAL City Support Services	295	650	900	0	900	448	_____
<u>Utility Services</u>							
173-533330 Telephone/Internet	0	0	1,618	1,526	1,618	839	_____
173-533500 Vehicle Fuel	1,190	2,908	2,500	2,479	2,500	3,000	_____
TOTAL Utility Services	1,190	2,908	4,118	4,005	4,118	3,839	_____
<u>Operations Support</u>							
173-534000 Postage	0	48	0	0	0	0	_____
173-534200 Printing & Binding	102	0	100	0	100	100	_____
TOTAL Operations Support	102	48	100	0	100	100	_____
<u>Staff Support</u>							
173-535100 Uniforms	1,171	1,735	2,148	404	2,148	3,198	_____
173-535300 Memberships	400	315	1,120	294	1,120	2,420	_____
173-535400 Publications	88	0	500	180	500	500	_____
173-535500 Training/Travel	4,160	6,181	8,000	3,373	8,000	12,156	_____
173-535510 Meeting Expenses	0	76	320	241	320	620	_____
173-535600 Professional Certification	612	578	570	380	570	570	_____
TOTAL Staff Support	6,431	8,886	12,658	4,871	12,658	19,464	_____

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
173-541100 Engineering Services	0	5,399	25,000	2,231	25,000	30,000	
173-541300 Other Professional Services	0	0	10,000	195	10,000	10,000	
173-541310 Prof Svcs-Plan Review	63,579	5,712	36,000	0	36,000	0	
TOTAL Professional Services	63,579	11,111	71,000	2,426	71,000	40,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
173-561100 Rental-Equipment	2,824	0	0	0	0	0	
TOTAL Rental/Leasing	2,824	0	0	0	0	0	
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	359	0	900	110	900	900	
173-571300 Computer & Periphe. < \$5000	0	0	2,451	0	2,451	3,659	
TOTAL Operating Equipment	359	0	3,351	110	3,351	4,559	
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,000	0	0	30,000	28,607	30,000	0	
TOTAL Capital Outlay	0	0	30,000	28,607	30,000	0	
<b>TOTAL ENGINEERING</b>	<b>540,453</b>	<b>639,481</b>	<b>739,220</b>	<b>575,974</b>	<b>764,278</b>	<b>795,060</b>	

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

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**DEPARTMENTAL DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## DEPARTMENTAL DESCRIPTION

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

## ORGANIZATIONAL CHART



GIS	2017-18	2018-19	2019-20
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERFORMANCE INDICATORS

Percentage of Time per Task	2017-18 Actual	2018-19 Estimate	2019-20 Budget
GIS Specific Projects	83.4	54.8	62.8
GIS Customer Assistance	8.1	9.0	8.0
General Training/Conferences	5.6	3.9	4.9
Non-Department Related Projects	1.0	17.3	13.5
Administrative Overhead	1.9	15.0	10.8

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$166,318	\$171,165	\$168,253
Supplies	487	1,200	1,200
Staff Support	3,963	4,600	9,600
Rental/Leasing	2,084	2,085	3,000
<i>Total</i>	<i>\$172,851</i>	<i>\$179,050</i>	<i>\$182,053</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget increases 1.7% from the FY 2018-19 year end estimate for higher personnel and training costs.

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2016-2017		2017-2018		2018-2019		2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
<b>GIS</b>								
===								
<u>Personnel Services</u>								
174-511110 Regular	111,176	118,673	118,660	103,227	122,232	121,024		
174-511180 LTD	324	377	368	267	379	375		
174-511210 Longevity	2,321	2,708	3,108	3,108	3,108	3,396		
174-511310 FICA - Employer	8,543	9,166	9,308	8,069	9,589	9,510		
174-511350 TMRS-Employer	18,222	19,589	19,657	17,177	20,073	19,866		
174-511410 Health-Employer	14,434	15,506	15,437	14,024	15,437	13,726		
174-511500 Workers' Compensation	391	299	348	347	347	356		
TOTAL Personnel Services	155,410	166,318	166,886	146,218	171,165	168,253		
<u>Supplies</u>								
174-521000 Operating Supplies	1,722	405	1,440	0	1,000	1,000		
174-521100 Office Supplies	505	81	300	0	200	200		
TOTAL Supplies	2,226	487	1,740	0	1,200	1,200		
<u>City Support Services</u>								
<u>Staff Support</u>								
174-535500 Training/Travel	4,015	3,963	4,600	3,957	4,600	9,600		
TOTAL Staff Support	4,015	3,963	4,600	3,957	4,600	9,600		
<u>Professional Services</u>								
<u>Rental/Leasing</u>								
174-561200 Lease/Purchase Payments	2,084	2,084	2,085	1,737	2,085	3,000		
TOTAL Rental/Leasing	2,084	2,084	2,085	1,737	2,085	3,000		
<u>Operating Equipment</u>								
TOTAL GIS	163,735	172,851	175,311	151,912	179,050	182,053		
TOTAL GENERAL GOVERNMENT	5,960,607	6,349,363	6,685,482	5,071,868	6,109,571	7,150,473		

# DEPARTMENT: 256 POLICE

## FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

The Schertz Police Department patrols an approximate area of 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, Marshals and Animal Services. Additionally, the police department provides dispatch services for the City of Cibolo Police, Fire Departments and Animal Services, along with Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, Santa Clara, and other county areas. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction and the promotion of public safety. The Investigations Division investigates offenses that occurred within the city, processes crime scenes and follows up through prosecution with the County and District Attorneys of all three counties. The Records Section receives and prepares cases for submission to County and District Attorneys. The School Resource Program provides a visible presence on the campuses within the city; makes educational presentations to the students and staff, along with investigating crimes on campus. The Community Outreach Officer interacts with Home Owner Associations, provides education and crime prevention programs to the community and oversees the Citizens Police Academy and the Citizens on Patrol. Our new Crime Victim Liaison protects the rights and assists in the needs of not only the crime victims in Schertz, but Live Oak and Cibolo as well.

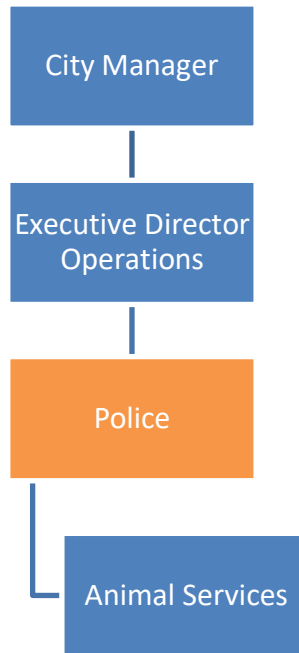
### GOALS AND OBJECTIVES

- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.
- To increase department participation in community programs and increase citizen interest and participation in police department programs which lends to an attractive, safe community and promotes economic prosperity.



- To enhance the recruitment of high quality officers/personnel to serve the citizens of Schertz and to retain those employees in which the City has already invested with an engaged workforce.

## ORGANIZATIONAL CHART



<b>POLICE</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Lieutenants	4	4	4
Sergeants	6	6	6
Corporals	11	11	11
School Resource Sergeant	1	1	1
School Resource Corporal	1	1	1
School Resource Officer	1	2	2
Officers	31	31	32
DEA Task Force Operators	2	2	2
Traffic Corporal	1	1	1
Traffic Officer	1	1	1
Environmental Officer	1	1	1
Code Enforcement Officers	2	2	2
Sanitarian	1	1	1
Senior Administrative Assistant	1	1	1
Administrative Assistant	1	1	1
Records Manager	1	1	1
Records Clerk	2	2	2
Civilian Evidence Technician	1	1	1
Crime Victim Liaison	1	1	1
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
Crossing Guards (Part Time)	16	16	16
<b>TOTAL POSITIONS</b>	<b>105</b>	<b>106</b>	<b>107</b>

<b>LAW ENFORCEMENT COMMISSIONS</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Fire Dept. Law Enforcement Commission	1	1	1
<b>TOTAL COMMISSIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Dispatch-911 Calls	26,713	26,987	27,200
Patrol-Citations/Warnings Issued	9,115	9,045	9,100
Inv-Criminal Cases Filed w/ Prosecutor	914	948	975
Inv-Cases Investigated per Investigator	279	295	310
Inv-Total Cases Cleared	254	282	310
Records-Total Active Alarm Permits	3,084	3,675	3,800
Records-Open Records Requests	2,543	2,900	3,100
Federal Seizures	\$195,344	\$39,000	\$75,000
Crime Victim Liaison-Assigned Cases	236	480	520
Officer - Average Time on Calls	38:10	39:20	39:00

Workload/Output Marshals Division	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<b>Environmental Health</b>			
Citizen Complaints	732	827	875
Food Establishment Inspections	211	290	300
<b>Code Enforcement</b>			
Code Violations Resolved	2,142	3,474	3,500
Bandit Signs Removed	1,347	2,500	2,700
<b>Marshals</b>			
Warrants Issued	1,598	1,806	1,800
Warrants Cleared	2,022	2,100	2,150

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$6,221,395	\$7,249,466	\$7,585,622
Supplies	49,104	58,435	66,685
City Support Services	24,230	26,264	26,000
Utility Services	89,017	109,257	132,729
Operations Support	2,991	11,900	18,086
Staff Support	116,509	148,731	165,637
City Assistance	19,715	18,013	21,100
Professional Services	53,396	64,635	73,993
Maintenance Services	53,578	60,735	66,085
Rental/Leasing	0	0	57,600
Operating Equipment	78,831	236,568	264,690
Capital Outlay	529,428	375,438	582,015
<i>Total</i>	<i>\$7,238,194</i>	<i>\$8,359,442</i>	<i>\$9,060,241</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate. Personnel increases 4.6% with the addition of a new Patrol Officer position, an update to the holiday pay policy, and the citywide annual merit. With a higher staffing rate and fuel costs anticipated, Utility Services shows an increase 21.5%. Every 3 years the City renews 4 leased vehicles for use by the Police Department and it is set to renew in FY 2019-20 for \$57,600. In Capital Outlay, the number of patrol vehicles needing to be purchased and replaced increased from 7 in FY 2018-19 to 9 in FY 2019-20.

101-GENERAL FUND

EXPENDITURES	2018-2019						2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PUBLIC SAFETY</b>							
<b>POLICE</b>							
=====							
<u>Personnel Services</u>							
256-511110 Regular	4,015,928	4,191,212	4,972,573	3,973,256	4,898,455	5,113,076	
256-511120 Overtime	125,591	197,721	98,056	203,718	250,000	179,450	
256-511180 LTD	11,852	13,224	15,139	10,020	15,185	15,615	
256-511210 Longevity	103,404	95,568	102,406	98,572	103,256	108,221	
256-511220 Clothing Allowance	58,256	59,606	70,949	55,923	69,467	72,462	
256-511230 Certification Allowance	40,764	39,577	47,171	33,326	41,421	43,766	
256-511310 FICA - Employer	324,417	340,504	404,773	323,993	410,249	430,031	
256-511350 TMRS-Employer	690,008	725,510	842,113	686,602	858,842	885,752	
256-511410 Health-Employer	503,878	522,959	649,838	460,756	559,765	692,812	
256-511500 Workers' Compensation	47,490	35,514	42,989	42,826	42,826	44,437	
<b>TOTAL Personnel Services</b>	<b>5,921,589</b>	<b>6,221,395</b>	<b>7,246,007</b>	<b>5,888,992</b>	<b>7,249,466</b>	<b>7,585,622</b>	
<u>Supplies</u>							
256-521000 Operating Supplies	28,120	21,116	34,716	25,592	35,271	39,325	
256-521100 Office Supplies	3,293	4,270	6,400	4,682	5,955	6,400	
256-521150 Child Safety Supplies	38,796	10,152	0	0	0	3,450	
256-521300 Motor Veh. Supplies	11,805	13,566	17,510	17,024	17,209	17,510	
<b>TOTAL Supplies</b>	<b>82,015</b>	<b>49,104</b>	<b>58,626</b>	<b>47,298</b>	<b>58,435</b>	<b>66,685</b>	
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	21,294	24,230	26,000	26,264	26,264	26,000	
<b>TOTAL City Support Services</b>	<b>21,294</b>	<b>24,230</b>	<b>26,000</b>	<b>26,264</b>	<b>26,264</b>	<b>26,000</b>	
<u>Utility Services</u>							
256-533310 Telephone/Cell Phone	0	0	165	38	150	0	
256-533330 Telephone/Internet	0	0	5,530	0	0	0	
256-533500 Vehicle Fuel	78,641	89,017	118,279	68,983	109,107	132,729	
<b>TOTAL Utility Services</b>	<b>78,641</b>	<b>89,017</b>	<b>123,974</b>	<b>69,021</b>	<b>109,257</b>	<b>132,729</b>	
<u>Operations Support</u>							
256-534100 Advertising	0	0	0	0	0	7,400	
256-534200 Printing & Binding	2,075	2,991	12,121	4,321	11,900	10,686	
<b>TOTAL Operations Support</b>	<b>2,075</b>	<b>2,991</b>	<b>12,121</b>	<b>4,321</b>	<b>11,900</b>	<b>18,086</b>	
<u>Staff Support</u>							
256-535100 Uniforms	50,614	40,788	41,364	33,599	41,190	43,027	
256-535200 Awards	1,380	1,800	2,500	2,628	3,000	3,000	
256-535210 Employee Recognition-Morale	2,971	2,122	4,300	3,788	4,121	4,300	
256-535300 Memberships	1,544	2,078	3,330	1,526	3,299	3,690	
256-535400 Publications	488	306	490	0	490	490	
256-535500 Training/Travel	59,708	68,656	93,285	61,309	93,131	107,880	
256-535500.T-Class Training	1,773	0	0	0	0	0	
256-535510 Meeting Expenses	1,508	760	3,100	3,220	3,500	3,250	
<b>TOTAL Staff Support</b>	<b>119,987</b>	<b>116,509</b>	<b>148,369</b>	<b>106,069</b>	<b>148,731</b>	<b>165,637</b>	

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
256-537100 Medical Services	11,512	15,108	10,500	8,783	10,319	12,000	
256-537800 Community Outreach	4,747	4,607	7,700	3,816	7,694	9,100	
TOTAL City Assistance	16,259	19,715	18,200	12,599	18,013	21,100	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	48,012	53,396	64,748	58,594	64,635	73,993	
TOTAL Professional Services	48,012	53,396	64,748	58,594	64,635	73,993	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551100 Building Maintenance	1,584	1,000	0	0	0	0	
256-551400 Minor & Other Equip Maint	818	1,753	2,500	1,505	2,485	2,500	
256-551700 Abatement/Lot Cleaning	0	0	9,000	6,650	7,000	5,000	
256-551800 Other Maintenance Agreements	1,697	745	745	795	850	745	
256-551810 Maintenance Agr. - Radios	41,120	50,080	59,400	40,100	50,400	57,840	
TOTAL Maintenance Services	45,220	53,578	71,645	49,050	60,735	66,085	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	44,159	0	0	0	0	57,600	
TOTAL Rental/Leasing	44,159	0	0	0	0	57,600	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	9,281	4,094	5,230	5,248	5,250	6,155	
256-571200 Vehicles & Access. LESS \$5,00	92,105	28,885	151,319	152,108	152,108	153,985	
256-571300 Computer & Periphe. < \$5000	20,483	0	0	0	0	64,575	
256-571600 Donation-Expense	0	545	0	2,380	24,000	0	
256-571800 Equipment under \$5,000	11,845	45,308	55,580	55,210	55,210	39,975	
TOTAL Operating Equipment	133,714	78,831	212,129	214,946	236,568	264,690	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	351,345	504,003	373,990	333,826	346,963	373,635	
256-581800 Equipment Over \$5,000	6,258	25,425	0	0	28,475	208,380	
TOTAL Capital Outlay	357,603	529,428	373,990	333,826	375,438	582,015	
TOTAL POLICE	6,870,567	7,238,194	8,355,808	6,810,981	8,359,442	9,060,241	

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>MARSHAL'S OFFICE</b>							
=====							
<u>Personnel Services</u>							
259-511110 Regular	302,812	237,246	0	0	0	0	_____
259-511120 Overtime	1,865	4,079	0	0	0	0	_____
259-511180 LTD	920	774	0	0	0	0	_____
259-511210 Longevity	13,895	6,526	0	0	0	0	_____
259-511220 Clothing Allowance	3,982	3,120	0	0	0	0	_____
259-511230 Certification Allowance	2,780	2,210	0	0	0	0	_____
259-511310 FICA - Employer	24,181	18,769	0	0	0	0	_____
259-511350 TMRS-Employer	53,703	40,857	0	0	0	0	_____
259-511410 Health-Employer	38,247	31,871	0	0	0	0	_____
259-511500 Worker' Compensation	<u>3,928</u>	<u>2,847</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Personnel Services	446,313	348,298	0	0	0	0	_____
<u>Supplies</u>							
259-521000 Operating Supplies	167	191	0	0	0	0	_____
259-521100 Office Supplies	515	715	0	0	0	0	_____
259-521300 Motor Vehicle Supplies	1,630	1,862	0	0	0	0	_____
259-521600 Equip Maint Supplies	<u>0</u>	<u>76</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Supplies	2,313	2,844	0	0	0	0	_____
<u>Utility Services</u>							
259-533500 Vehicle Fuel	<u>6,173</u>	<u>6,242</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Utility Services	6,173	6,242	0	0	0	0	_____
<u>Operations Support</u>							
259-534200 Printing & Binding	<u>275</u>	<u>106</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Operations Support	275	106	0	0	0	0	_____
<u>Staff Support</u>							
259-535100 Uniforms	1,265	1,091	0	0	0	0	_____
259-535300 Memberships	300	250	0	0	0	0	_____
259-535500 Training/Travel	3,836	4,159	0	0	0	0	_____
259-535510 Meeting Expenses	<u>107</u>	<u>45</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Staff Support	5,508	5,546	0	0	0	0	_____
<u>City Assistance</u>							
_____							
<u>Professional Services</u>							
_____							

101--GENERAL FUND

PUBLIC SAFETY EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
259-551800 Other Maintenance Agreements	1,500	1,656	0	0	0	0	
259-551810 Maintenance Agr. - Radios	<u>2,200</u>	<u>2,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Maintenance Services	3,700	4,256	0	0	0	0	
<u>Operating Equipment</u>							
259-571800 Equipment Less \$5,000	<u>17,699</u>	<u>4,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	17,699	4,756	0	0	0	0	
<u>Capital Outlay</u>							
TOTAL MARSHAL'S OFFICE	481,980	372,049	0	0	0	0	
TOTAL PUBLIC SAFETY	12,240,994	13,339,628	14,526,571	11,908,809	14,678,681	15,496,363	



101-GENERAL FUND

HEALTH

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ENVIRONMENTAL HEALTH</b>							
=====							
<u>Personnel Services</u>							
772-511110 Regular	130,805	91,681	0	0	0	0	
772-511120 Overtime	739	2,508	0	0	0	0	
772-511180 LTD	370	291	0	0	0	0	
772-511210 Longevity	1,742	1,974	0	0	0	0	
772-511220 Clothing Allowance	2,540	1,684	0	0	0	0	
772-511310 FICA - Employer	10,260	6,977	0	0	0	0	
772-511350 TMRS-Employer	21,040	14,210	0	0	0	0	
772-511410 Health-Employer	18,466	15,153	0	0	0	0	
TOTAL Personnel Services	185,963	134,477	0	0	0	0	
<u>Supplies</u>							
772-521000 Operating Supplies	165	428	0	0	0	0	
772-521100 Office Supplies	530	372	0	0	0	0	
TOTAL Supplies	695	800	0	0	0	0	
<u>Utility Services</u>							
-----							
<u>Operations Support</u>							
772-534200 Printing & Binding	703	242	0	0	0	0	
TOTAL Operations Support	703	242	0	0	0	0	
<u>Staff Support</u>							
772-535100 Uniforms	0	467	0	0	0	0	
772-535500 Training/Travel	4,108	3,463	0	0	0	0	
772-535510 Meeting Expenses	132	0	0	0	0	0	
TOTAL Staff Support	4,241	3,930	0	0	0	0	
<u>City Assistance</u>							
772-537800 Community Outreach	901	338	0	0	0	0	
TOTAL City Assistance	901	338	0	0	0	0	
<u>Professional Services</u>							
772-541300 Other Consl/Prof Services	481	19,395	0	0	0	0	
TOTAL Professional Services	481	19,395	0	0	0	0	
<u>Maintenance Services</u>							
772-551700 Abatement/Lot Cleaning	8,225	7,124	0	0	0	0	
TOTAL Maintenance Services	8,225	7,124	0	0	0	0	

101-GENERAL FUND

HEALTH

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019			2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
772-571000 Furniture & Fixtures	0	431	0	0	0	0	
772-571800 Equipment < \$5,000	<u>3,671</u>	<u>1,236</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	3,671	1,667	0	0	0	0	
<u>Capital Outlay</u>							
772-581200 Vehicles & Access. > \$5,000	<u>0</u>	<u>31,807</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Capital Outlay	0	31,807	0	0	0	0	
TOTAL ENVIRONMENTAL HEALTH	204,879	199,779	0	0	0	0	
TOTAL HEALTH	760,540	729,759	500,269	393,407	494,819	688,547	

# DEPARTMENT: 257 FIRE RESCUE

## FUND: 101 GENERAL FUND

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### DEPARTMENTAL DESCRIPTION

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

### GOALS AND OBJECTIVES

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

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

**ORGANIZATIONAL CHART**



FIRE RESCUE	2017-18	2018-19	2019-20
Fire Chief	1	1	1
Assistant Chief	1	1	1
Fire Marshal	1	1	1
Deputy Fire Marshal	0	1	1
Battalion Chief	3	4	4
Training/Safety Officer	1	0	0
Lieutenant	9	9	9
Fire Inspector	1	0	0
Fire Apparatus Operator	9	9	9
Firefighter	18	18	18
Senior Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>45</b>	<b>45</b>	<b>45</b>

## PERFORMANCE INDICATORS

Input	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of Commercial Occupancies	900	955	965
Total staffing	39	45	45
Suppression staffing	33	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	4	4	4
Number of fire stations	2	3	3
Number of full-time engine companies	2	3	3

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of incidents	3,006	3,280	3,450
Unit Responses (# calls for all units responding to all emergencies)	4,403	4,500	4,600
Buildings preplan contacts			
Community Contact (citizen contact)	10,489	9,800	11,000
Fire Inspections Conducted	600	550	600
Plan Reviews Completed	248	200	250
Training Hours Provided	6,477	14,000	14,500

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Average Drive Time (Minutes)	6.10	5.55	5.40
% Drive Time < 4 Minutes	31%	31%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	398/210	325/250	360/230
Training Hours/Employee	205	318	329

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$4,191,703	\$4,626,640	\$4,691,062
Supplies	12,244	20,800	23,855
Utility Services	49,030	62,600	76,600
Operations Support	142	350	1,150
Staff Support	156,958	178,177	195,600
City Assistance	15,183	23,000	24,000
Professional Services	25,875	33,500	68,000
Maintenance Services	58,968	72,996	63,900
Other Costs	15,160	1,594	0
Rental/Leasing	15,916	28,000	10,600
Operating Equipment	143,199	117,644	138,150
Capital Outlay	121,817	179,000	148,000
<i>Total</i>	<i>\$4,806,193</i>	<i>\$5,344,301</i>	<i>\$5,440,917</i>

#### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will increase 1.8% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FIRE RESCUE</b>							
=====							
<u>Personnel Services</u>							
257-511110 Regular	2,299,294	2,567,507	2,848,190	2,482,915	2,917,414	2,891,488	
257-511120 Overtime	300,878	430,940	400,000	319,640	400,000	440,000	
257-511180 LTD	6,910	8,160	8,381	6,341	9,044	8,432	
257-511210 Longevity	63,820	62,328	62,399	60,687	65,244	68,486	
257-511220 Clothing Allowance	11,568	12,720	13,316	11,460	13,548	13,316	
257-511230 Certification Allowance	40,575	41,755	47,588	36,425	42,120	47,336	
257-511310 FICA - Employer	202,138	231,811	256,686	215,017	263,032	263,396	
257-511350 TMRS-Employer	429,195	502,724	542,060	478,897	550,648	550,205	
257-511410 Health-Employer	269,508	313,707	349,183	283,259	341,098	383,476	
257-511500 Workers' Compensation	23,710	20,051	24,585	24,492	24,492	24,927	
<b>TOTAL Personnel Services</b>	<b>3,647,597</b>	<b>4,191,703</b>	<b>4,552,388</b>	<b>3,919,133</b>	<b>4,626,640</b>	<b>4,691,062</b>	
<u>Supplies</u>							
257-521000 Operating Supplies	2,658	4,059	7,500	4,268	5,700	7,500	
257-521100 Office Supplies	1,172	1,976	2,500	1,374	2,500	3,200	
257-521200 Medical/Chem Supplies	706	5,266	10,954	5,806	10,000	10,955	
257-521300 Motor Veh. Supplies	15	37	800	136	800	1,000	
257-521600 Equip Maint Supplies	411	905	1,800	1,433	1,800	1,200	
<b>TOTAL Supplies</b>	<b>4,961</b>	<b>12,244</b>	<b>23,554</b>	<b>13,017</b>	<b>20,800</b>	<b>23,855</b>	
<u>City Support Services</u>							
<u>Utility Services</u>							
257-533100 Gas Utility Service	2,677	3,150	6,000	4,512	6,000	7,000	
257-533200 Electric Utility Service	18,624	9,393	23,000	6,741	15,000	25,000	
257-533320 Telephone/Air Cards	0	0	0	0	3,000	3,000	
257-533330 Telephone/Internet	0	1,023	0	142	0	0	
257-533410 Water Utility Service	2,395	1,821	2,600	1,107	2,600	3,600	
257-533500 Vehicle Fuel	25,383	33,643	30,000	27,617	36,000	38,000	
<b>TOTAL Utility Services</b>	<b>49,079</b>	<b>49,030</b>	<b>61,600</b>	<b>40,120</b>	<b>62,600</b>	<b>76,600</b>	
<u>Operations Support</u>							
257-534100 Advertising	0	0	150	0	0	150	
257-534200 Printing & Binding	0	142	400	323	350	1,000	
<b>TOTAL Operations Support</b>	<b>0</b>	<b>142</b>	<b>550</b>	<b>323</b>	<b>350</b>	<b>1,150</b>	
<u>Staff Support</u>							
257-535100 Uniforms	65,002	82,009	96,577	63,678	96,577	97,600	
257-535210 Employee Recognition-Morale	3,971	4,325	4,500	3,530	4,500	4,700	
257-535300 Memberships	2,238	2,643	3,100	3,058	3,100	3,500	
257-535400 Publications	2,792	1,966	3,500	1,783	3,000	3,500	
257-535500 Training/Travel	52,094	56,503	58,000	50,828	58,000	72,000	
257-535510 Meeting Expenses	3,496	3,499	4,375	2,123	3,000	4,300	
257-535600 Professional Certification	6,823	6,012	11,000	6,069	10,000	10,000	
<b>TOTAL Staff Support</b>	<b>136,416</b>	<b>156,958</b>	<b>181,052</b>	<b>131,069</b>	<b>178,177</b>	<b>195,600</b>	

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	2018-2019						2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
257-537800 Community Outreach	22,490	15,183	23,000	8,293	23,000	24,000	
TOTAL City Assistance	22,490	15,183	23,000	8,293	23,000	24,000	
<u>Professional Services</u>							
257-541300 Other Professional Services	32,696	25,875	33,500	33,465	33,500	68,000	
TOTAL Professional Services	32,696	25,875	33,500	33,465	33,500	68,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	1,723	54	2,500	284	1,000	2,500	
257-551800 Other maintenance agreement	16,544	20,001	30,000	17,097	30,000	31,400	
257-551810 Maintenance Agr. - Radios	10,640	14,040	15,000	9,760	15,000	15,000	
257-551900 Construction	11,496	24,873	26,996	18,540	26,996	15,000	
TOTAL Maintenance Services	40,403	58,968	74,496	45,681	72,996	63,900	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	611	15,160	0	1,594	1,594	0	
TOTAL Other Costs	611	15,160	0	1,594	1,594	0	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	15,916	15,916	33,900	23,333	28,000	10,600	
TOTAL Rental/Leasing	15,916	15,916	33,900	23,333	28,000	10,600	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	6,741	14,582	15,000	12,101	15,000	15,000	
257-571200 Vehicles & Access. LESS \$5,00	15,424	5,544	8,125	5,079	8,125	8,000	
257-571300 Computer & Periphe. < \$5000	5,706	14,545	14,500	13,793	14,500	19,750	
257-571310 Computer Software	1,541	1,278	7,000	3,871	12,500	8,000	
257-571400 Communication Equip LESS \$500	6,643	4,054	19,899	7,444	19,899	35,000	
257-571600 Police/Fire/Medical Equipment	40,330	97,767	42,620	25,884	42,620	43,200	
257-571800 Equipment under \$5,000	12,769	5,429	5,000	3,387	5,000	9,200	
TOTAL Operating Equipment	89,154	143,199	112,144	71,559	117,644	138,150	
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	30,407	89,953	179,000	0	179,000	132,000	
257-581600 Donation-Expense	0	24,864	0	0	0	0	
257-581800 Equipment Over \$5,000	6,800	7,000	0	0	0	16,000	
TOTAL Capital Outlay	37,207	121,817	179,000	0	179,000	148,000	
<b>TOTAL FIRE RESCUE</b>	<b>4,076,531</b>	<b>4,806,193</b>	<b>5,275,184</b>	<b>4,287,586</b>	<b>5,344,301</b>	<b>5,440,917</b>	



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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

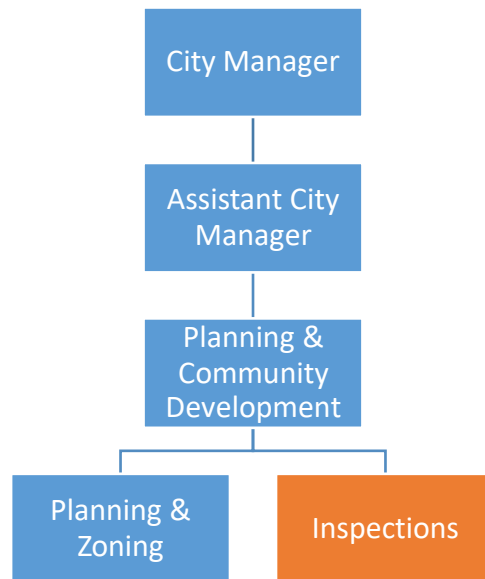
- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month festivities to include additional school presentations, information sessions at local stores, public outreach via social media, and a presentation to the City of Schertz Senior Center to raise awareness on the importance of building safety.
- Review, adopt and implement new Building Codes in order to ensure the health and safety of Schertz residents.
- Contribute to the publication of articles for the Schertz Magazine – From the Development Whiteboard. The articles are published to provide helpful information, transparency, and improved customer service for all residents.

## **ACCOMPLISHMENTS**

- Eight (8) International Code Council (ICC) Certifications were earned by staff members. Two (2) Texas State Board of Plumbing Examiners Inspector Licenses obtained by staff members.
- Attended various continuing education classes including Building Professional Institute training in Houston, Austin, and Irving, the San Antonio Building Codes Academy, the 2018 IBC and IFC Assembly Spaces Training, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, Deer Oaks training sessions to include Business Etiquette and Professionalism and Maintaining Respect and Civility in the Workplace, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.
- Continually improved upon the customer service kiosk in the lobby to assist customers with the permitting process by updating applications and creating fillable forms to improve service by having all permits easily accessible online.
- Expanded the yearly program to raise awareness for Building Safety Month which included a Daycare / Preschool presentation, safety tips on the City social media site, informational sessions at the local home improvement store, an article in the Schertz Magazine, and a presentation at the Schertz Senior Center.
- Transitioned to a digital plan and permit submittal and review process by utilizing SharePoint and WebQA to increase efficiency and customer service.

- Continually reviewed and improved the online inspection request system based on customer input to improve communication with customers and to include the ability to upload attachments for all contractor submittals.
- Improved Permit Technician processes by implementing new workflows, to include immediately scanning permits, to provide increased customer service and ensure proper tracking of all submitted permits.
- Continued the monthly contractor meetings and quarterly meetings with the Greater San Antonio Builders Association (GSABA) to foster partnerships with the building community.
- Continued with weekly department meeting to include all Planning and Community Development staff to foster a team mentality, increase awareness of construction projects and improve communication within the department.
- Increased focus on continued training for staff.

## ORGANIZATIONAL CHART



INSPECTIONS	2017-18	2018-19	2019-20
Dir. of Planning & Comm. Dev.	1	1	1
Executive Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	1
Building Inspector	3	5	5
Permit Technician	2	2	2
Development Specialists*	0	1	1
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>12</b>	<b>12</b>

\*Split with Utility Billing

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
New Residential Construction	422	300	360
New Commercial Construction	26	19	26
Reroof Permits	1709	850	850
Accessory/Temporary Building Permits	35	25	25
Deck/Patio Permits	71	55	60
Sign Permits	137	85	100
Other Permits	2261	3200	3000

Mechanical Permits	978	1000	900
Electric Permits	732	1000	800
Plumbing Permits	1225	1200	1000
Total Permit/License/Fee Revenue	\$3,260,040	\$2,273,768	\$2,197,104

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Median days to complete residential plan review	20	20	20
Median days to complete commercial plan review	60	60	60

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Standard Inspections (i.e. framing)	13,269	17,000	15,000
Re-Inspections	1,638	3,000	3,000

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$629,218	\$809,558	\$836,846
Supplies	2,549	4,115	5,378
Utility Services	4,461	5,000	9,720
Operations Support	1,781	2,219	2,400
Staff Support	19,254	29,961	41,261
Professional Services	260,540	70,000	70,000
Operating Equipment	5,391	1,085	600
Capital Outlay	0	53,000	29,000
<i>Total</i>	<i>\$923,193</i>	<i>\$974,938</i>	<i>\$995,205</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 2.1% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	2018-2019						2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>INSPECTIONS</b>							
=====							
<u>Personnel Services</u>							
258-511110 Regular	401,722	420,670	496,158	471,871	564,488	567,480	
258-511120 Overtime	10,023	27,467	19,400	11,997	18,000	17,460	
258-511180 LTD	1,141	1,300	1,538	1,136	1,750	1,759	
258-511210 Longevity	8,647	7,295	8,911	8,668	8,661	13,952	
258-511230 Certification Allowance	0	0	291	136	182	291	
258-511310 FICA - Employer	31,066	33,516	39,382	36,126	45,237	45,805	
258-511350 TMRS-Employer	67,477	73,523	83,165	79,578	94,702	95,683	
258-511410 Health-Employer	57,542	64,366	79,562	62,228	75,196	92,887	
258-511500 Workers' Compensation	1,248	1,081	1,347	1,342	1,342	1,529	
TOTAL Personnel Services	578,866	629,218	729,754	673,081	809,558	836,846	
<u>Supplies</u>							
258-521000 Operating Supplies	1,118	1,056	1,375	1,047	1,375	1,614	
258-521100 Office Supplies	1,675	1,399	1,627	931	2,000	2,400	
258-521300 Motor Vehicle Supplies	44	72	240	63	240	864	
258-521600 Equip Maint Supplies	0	22	500	73	500	500	
TOTAL Supplies	2,836	2,549	3,742	2,114	4,115	5,378	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	3,747	4,461	5,000	4,518	5,000	9,720	
TOTAL Utility Services	3,747	4,461	5,000	4,518	5,000	9,720	
<u>Operations Support</u>							
258-534200 Printing & Binding	1,845	1,781	2,219	1,190	2,219	2,400	
TOTAL Operations Support	1,845	1,781	2,219	1,190	2,219	2,400	
<u>Staff Support</u>							
258-535100 Uniforms	4,821	4,857	6,250	3,279	6,250	8,690	
258-535300 Memberships	219	259	745	155	745	745	
258-535400 Publications	536	1,589	2,298	768	2,298	2,298	
258-535500 Training/Travel Staff	9,665	9,942	15,300	11,789	15,300	23,341	
258-535510 Meeting Expenses	1,829	666	3,336	377	3,336	2,100	
258-535600 Professional Certification	993	1,941	2,032	1,833	2,032	4,087	
TOTAL Staff Support	18,063	19,254	29,961	18,201	29,961	41,261	
<u>City Assistance</u>							

101--GENERAL FUND

PUBLIC SAFETY EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						ADOPTED BUDGET
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	
<u>Professional Services</u>							
258-541300 Other Consl/Prof Services	206,558	260,540	70,000	57,045	70,000	70,000	
TOTAL Professional Services	206,558	260,540	70,000	57,045	70,000	70,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	0	5,391	903	530	530	600	
258-571200 Vehicles&Access. LESS \$5,000	0	0	0	555	555	0	
TOTAL Operating Equipment	0	5,391	903	1,085	1,085	600	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	0	0	54,000	53,007	53,000	29,000	
TOTAL Capital Outlay	0	0	54,000	53,007	53,000	29,000	
<b>TOTAL INSPECTIONS</b>	<b>811,916</b>	<b>923,193</b>	<b>895,579</b>	<b>810,242</b>	<b>974,938</b>	<b>995,205</b>	

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

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**DEPARTMENT DESCRIPTION**

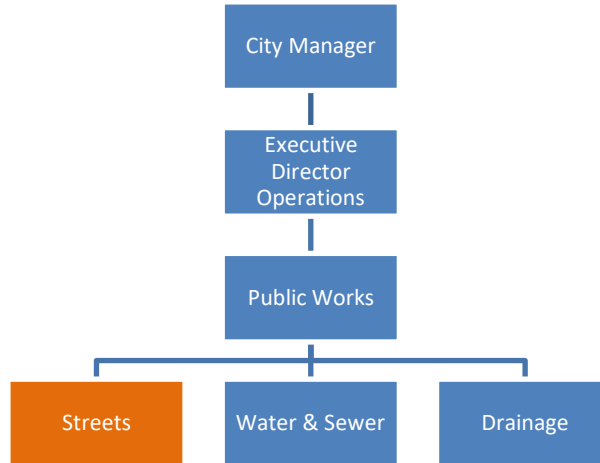
The Street Department provides high quality service in design, construction, and renovation of streets and continues to perform services in a customer service first manner to meet the needs of the citizens. Provides safe and efficient movement of the people and goods through a well-designed, operated,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

**GOALS AND OBJECTIVES**

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



## ORGANIZATIONAL CHART



STREETS	2017-18	2018-19	2019-20
Public Works Manager Streets/Drainage	1	1	1
Street Supervisor	1	1	1
Foreman	1	1	1
Street Worker II	5	5	6
Street Worker I	6	6	8
<b>TOTAL POSITIONS</b>	<b>14</b>	<b>14</b>	<b>17</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Street Sweeping hours	1,300	1,766	1,900
Number of signs produced	443	475	500
Quantity of asphalt purchased (tons)	335	232	250
Special projects (Hours)	993	380	400
Street centerline miles	163	163	164

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Annual cost to operate street sweepers (operators and fuel)	115,000	106,560	108,400
Cost per ton of asphalt	48	55	60
Approved daily budget expenditures for operation	3,370	4,192	4,238

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Hours spent on roadway maintenance	2,900	3,000	3,200
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Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$773,404	\$711,014	\$902,526
Supplies	80,858	113,350	102,450
Utility Services	173,057	161,000	176,000
Staff Support	10,496	18,350	18,620
Professional Services	18,193	15,000	15,000
Maintenance Services	70,181	273,700	285,500
Rental/Leasing	3,201	4,300	6,000
Operating Equipment	6,662	4,850	9,800
Capital Outlay	94,153	228,685	31,00
<i>Total</i>	<i>\$1,230,206</i>	<i>\$1,530,249</i>	<i>\$1,546,896</i>

#### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate. Personnel will increase 26.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES (----- 2018-2019 -----)(----- 2019-2020 -----)

	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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STREETS

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Personnel Services

359-511110 Regular	478,528	507,802	520,366	418,029	476,933	589,660	_____
359-511120 Overtime	6,592	5,124	6,305	5,322	5,649	6,305	_____
359-511180 LTD	1,406	1,601	1,613	1,101	1,478	1,828	_____
359-511210 Longevity	13,796	15,381	16,724	16,729	16,900	17,138	_____
359-511230 Certification Allowance	2,112	2,389	2,037	1,789	2,112	2,910	_____
359-511310 FICA - Employer	38,208	40,314	41,328	33,475	38,356	46,713	_____
359-511350 TMRS-Employer	80,366	85,636	87,783	71,375	80,296	98,236	_____
359-511410 Health-Employer	90,556	101,200	108,056	62,768	73,266	121,184	_____
359-511500 Workers' Compensation	18,844	13,958	16,085	16,024	16,024	18,552	_____
TOTAL Personnel Services	730,408	773,404	800,297	626,612	711,014	902,526	_____

Supplies

359-521000 Operating Supplies	3,444	2,342	3,750	2,515	3,750	3,750	_____
359-521050 Operating Supplies-Street Sig	30,324	19,967	20,000	12,416	20,000	20,000	_____
359-521055 Operating Supplies-StreetMain	56,576	56,259	86,200	51,184	86,200	75,000	_____
359-521100 Office Supplies	233	295	400	224	400	400	_____
359-521200 Medical/Chem Supplies	470	1,000	1,500	386	1,500	1,500	_____
359-521300 Motor Veh. Supplies	1,820	995	1,800	1,232	1,500	1,800	_____
TOTAL Supplies	92,868	80,858	113,650	67,957	113,350	102,450	_____

City Support Services

Utility Services

359-533200 Electric Utility Service	131,119	135,545	140,000	104,617	120,000	140,000	_____
359-533210 Utilities - Poles	0	0	4,500	4,440	4,500	0	_____
359-533410 Water Utility Service	630	559	1,200	403	500	0	_____
359-533500 Vehicle Fuel	35,674	36,954	36,000	30,112	36,000	36,000	_____
TOTAL Utility Services	167,423	173,057	181,700	139,572	161,000	176,000	_____

Operations Support

Staff Support

359-535100 Uniforms	9,474	8,351	13,500	11,919	13,500	12,000	_____
359-535200 Awards	0	0	100	0	100	0	_____
359-535300 Memberships	0	0	150	149	150	0	_____
359-535500 Training/Travel	1,399	1,423	3,500	3,023	3,200	4,000	_____
359-535510 Meeting Expenses	536	495	1,000	696	1,000	1,200	_____
359-535600 Professional Certification	177	227	400	161	400	1,420	_____
TOTAL Staff Support	11,586	10,496	18,650	15,948	18,350	18,620	_____

101--GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	71,705	18,193	15,000	6,345	15,000	15,000	
TOTAL Professional Services	71,705	18,193	15,000	6,345	15,000	15,000	
<u>Maintenance Services</u>							
359-551400 Minor & Other Equip Maint ( 267)		0	500	0	500	500	
359-551600 Outsourced Street Maintenance	40,361	70,181	273,200	646	273,200	285,000	
TOTAL Maintenance Services	40,094	70,181	273,700	646	273,700	285,500	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	2,763	3,201	4,850	4,590	4,000	6,000	
359-561200 Lease/Purchase Payments	0	0	0	0	300	0	
TOTAL Rental/Leasing	2,763	3,201	4,850	4,590	4,300	6,000	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	254	300	300	0	300	300	
359-571200 Vehicles & Access under \$5,00	1,178	1,166	50	0	50	5,000	
359-571750 Street Crossing Minor Imprvmn	9,184	0	0	0	0	0	
359-571800 Equipment under \$5,000	1,516	5,196	4,500	4,268	4,500	4,500	
TOTAL Operating Equipment	12,133	6,662	4,850	4,268	4,850	9,800	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	27,884	7,475	156,698	156,398	156,698	31,000	
359-581750 Street Crossing Improvements	84,034	25,818	0	0	0	0	
359-581800 Equipment Over \$5,000	23,890	60,860	72,587	37,050	71,987	0	
TOTAL Capital Outlay	135,808	94,153	229,285	193,448	228,685	31,000	
TOTAL STREETS	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	
TOTAL PUBLIC ENVIRONMENT	1,264,787	1,230,206	1,641,982	1,059,386	1,530,249	1,546,896	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

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

## ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2017-18	2018-19	2019-20
Director of Parks, Recreation & Community Services	1	1	1
Senior Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Leader	1	1	1
Park Worker I	4	4	5
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Events Manager	0	1	1
Events Specialist	0	1	1
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>12</b>	<b>13</b>

## PERFORMANCE INDICATORS

Workload/Outputs	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Total Acres of Park Land Managed	394.35	401.11	401.11
Total Acres of City Campuses Managed		48.68	48.68
Total Acres of Land Managed Per FTE	78.87	89.96	89.96
Total Miles of Trails Managed		25	25
Routine Park Maintenance Hours	12,694		
Special Events, Programs & Parades		50	50

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Acres of Contractual Mowing	164.97	119.40	119.40
Acres of Athletic Association Maintenance	49	70.02	70.02
Hours of Volunteer Service		800	1,000
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2016-17 Actual	2017-18 Estimate	2018-19 Budget
---------------	-------------------	---------------------	-------------------

Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$19,142	\$24,180	\$12,000
Special Events Attendance		30,000	30,000
Youth Sports Registrations (BVYA & SYSA)		3,800	3,800

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$458,475	\$550,325	\$667,986
Supplies	71,788	76,331	98,850
City Support Services	10,437	18,000	114,500
Utility Services	256,028	234,500	244,500
Operations Support	999	1,847	1,000
Staff Support	8,200	15,290	19,670
Professional Services	115,892	139,500	137,500

Maintenance Services	13,718	65,479	26,500
Rental/Leasing	29,494	5,947	5,000
Operating Equipment	24,067	72,571	65,250
Capital Outlay	70,408	349,901	185,000
<i>Total</i>	<i>\$1,059,50</i>	<i>\$1,529,691</i>	<i>\$1,565,756</i>
	5		

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will increase 2.0% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.



101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PARKS</b>							
=====							
<u>Personnel Services</u>							
460-511110 Regular	328,886	301,260	444,258	320,980	367,860	444,664	
460-511120 Overtime	15,523	16,047	14,793	15,330	16,000	14,793	
460-511180 LTD	955	885	1,341	797	1,140	1,360	
460-511210 Longevity	12,901	6,669	8,514	8,917	8,917	4,022	
460-511230 Certification Allowance	3,208	2,908	14,550	3,139	3,693	6,984	
460-511310 FICA - Employer	25,886	24,030	36,862	25,468	30,238	35,981	
460-511350 TMRS-Employer	56,401	52,016	75,873	55,811	63,301	74,232	
460-511410 Health-Employer	47,722	51,281	73,714	45,997	55,131	81,894	
460-511500 Workers' Compensation	4,965	3,379	4,060	4,045	4,045	4,056	
TOTAL Personnel Services	496,446	458,475	673,965	480,483	550,325	667,986	
<u>Supplies</u>							
460-521000 Operating Supplies	32,785	41,419	30,716	24,115	34,250	34,250	
460-521100 Office Supplies	362	430	1,000	1,250	1,500	1,000	
460-521200 Medical/Chem Supplies	1,717	2,502	2,600	951	2,500	2,600	
460-521300 Motor Vehicle Supplies	0	256	6	6	6	500	
460-521310 Landscaping Supplies-Parks	0	21,397	13,500	13,446	13,500	25,500	
460-521315 Landscaping Supplies-Campus	0	943	19,500	15,069	20,000	30,500	
460-521400 Plumbing Supplies	4,070	4,221	4,000	2,120	4,000	4,000	
460-521610 Building Maintenance Supplies	0	619	575	575	575	500	
TOTAL Supplies	38,934	71,788	71,897	57,531	76,331	98,850	
<u>City Support Services</u>							
460-532601 Holidazzle	0	0	0	0	0	16,500	
460-532604 4th of July Jubilee	0	0	0	0	0	26,000	
460-532607 National Night Out	0	0	0	0	0	500	
460-532619 Schertz Sweetheart	0	0	0	0	0	20,000	
460-532620 Sweetheart Scholarships	0	0	0	0	0	4,000	
460-532626 Other Events	0	0	0	0	0	37,500	
460-532800 Special Events	12,005	10,437	10,000	16,237	18,000	10,000	
TOTAL City Support Services	12,005	10,437	10,000	16,237	18,000	114,500	
<u>Utility Services</u>							
460-533100 Gas Utility Service	692	0	0	0	0	0	
460-533200 Electric Utility Service	80,465	73,034	76,000	47,538	76,000	76,000	
460-533310 Telephone/Cell Phones	75	28	0	0	0	0	
460-533410 Water Utility Service	155,319	171,163	136,000	108,208	150,000	160,000	
460-533500 Vehicle Fuel	10,482	11,804	8,500	7,515	8,500	8,500	
TOTAL Utility Services	247,033	256,028	220,500	163,261	234,500	244,500	

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2018-2019						2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
460-534100 Advertising	1,673	999	1,847	1,847	1,847	1,000	
TOTAL Operations Support	1,673	999	1,847	1,847	1,847	1,000	
<u>Staff Support</u>							
460-535100 Uniforms	5,760	3,853	6,165	6,297	6,500	7,195	
460-535300 Memberships	441	201	1,934	2,015	2,015	1,625	
460-535500 Training/Travel	4,151	3,830	5,800	5,890	5,890	10,000	
460-535510 Meeting Expenses	0	316	996	885	885	850	
TOTAL Staff Support	10,351	8,200	14,895	15,087	15,290	19,670	
<u>City Assistance</u>							
<u>Professional Services</u>							
460-541300 Other Consl/Prof Services	1,420	1,646	6,000	7,896	8,000	6,000	
460-541310 Contract Services	88,810	114,246	131,500	93,794	131,500	131,500	
TOTAL Professional Services	90,230	115,892	137,500	101,690	139,500	137,500	
<u>Maintenance Services</u>							
460-551100 Building Maintenance	250	1,078	479	479	479	2,500	
460-551400 Minor & Other Equip Maint	2,080	5,418	5,000	4,336	5,000	5,000	
460-551600 Street Maintenance Materials	0	0	50,000	0	50,000	10,000	
460-551618 Veteran's Memorial Maint.	189	2,316	17,000	761	5,000	4,000	
460-551710 Landscaping	14,833	4,906	5,000	2,700	5,000	5,000	
TOTAL Maintenance Services	17,352	13,718	77,479	8,275	65,479	26,500	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	1,069	2,321	5,947	5,399	5,947	5,000	
460-561200 Lease Payments - Principal	36,230	27,172	0	0	0	0	
TOTAL Rental/Leasing	37,299	29,494	5,947	5,399	5,947	5,000	
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	0	2,574	2,500	783	2,500	250	
460-571600 Donation-Expense	0	13,970	0	0	0	0	
460-571700 Improvements under \$5,000	0	0	50,000	44,147	50,000	50,000	
460-571800 Equipment under \$5,000	19,024	7,523	19,850	20,071	20,071	15,000	
TOTAL Operating Equipment	19,024	24,067	72,350	65,001	72,571	65,250	
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	0	0	128,000	133,974	133,974	0	
460-581700 Improvements Over \$5,000	0	0	151,150	119,142	171,150	140,000	
460-581800 Equipment Over \$5,000	0	70,408	44,777	10,112	44,777	45,000	
TOTAL Capital Outlay	0	70,408	323,927	263,228	349,901	185,000	
<b>TOTAL PARKS</b>	<b>970,348</b>	<b>1,059,505</b>	<b>1,610,307</b>	<b>1,178,038</b>	<b>1,529,691</b>	<b>1,565,756</b>	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



## PERFORMANCE INDICATORS

Workload/Outputs	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Revenue per year Outdoor Pools	26,073	27,322	29,000
Days open per year Outdoor Pools	62	67	67
In-House Pool Renovation Hours	0	0	0
Daily Admissions Wendy Swan Pool	3,934	4,024	4,424
Daily Attendees Wendy Swan Pool	2,684	2,775	2,775
Daily Admissions Pickrell Pool	21,357	18,753	19,800
Daily Attendees Pickrell Pool	12,419	10,486	11,452
Season Pool Pass Sales	4,480	4,424	4,800
Daily Attendees Schertz Aquatics Center	58,128	78,000	80,000

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Cost per resident for Pool Operations	19.45*	17.30*	14.25*

\*Cost per resident with the new Schertz Aquatics Center

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Supplies	\$20,490	25,500	25,500
Utility Services	27,835	28,000	16,500
Professional Services	0	2,993	0
Maintenance Services	529,217	517,912	527,878
Operating Equipment	1,032	2,125	0
<i>Total</i>	<i>\$578,573</i>	<i>\$576,530</i>	<i>\$569,878</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will decrease 1.2% from the FY 2018-19 year end estimate due to the decrease in utility services, professional services, operating equipment. This decrease was offset by an increase in Contract Maintenance to update the value to actual costs incurred by the YMCA.

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>SWIM POOL</u>							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
463-521000 Operating Supplies	6,827	3,850	4,500	2,163	4,500	4,500	
463-521200 Chem/Med/Lab Supplies	18,553	16,070	18,000	8,608	18,000	18,000	
463-521600 Equip Maint Supplies	434	570	3,000	40	3,000	3,000	
TOTAL Supplies	25,814	20,490	25,500	10,811	25,500	25,500	
<u>City Support Services</u>							
<u>Utility Services</u>							
463-533200 Electric Utility Service	8,810	11,354	10,000	12,160	16,000	10,000	
463-533410 Water Utility Service	16,090	16,481	6,500	9,773	12,000	6,500	
TOTAL Utility Services	24,900	27,835	16,500	21,933	28,000	16,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
<u>Professional Services</u>							
463-541300 Other Consl/Prof Services	3,633	0	2,993	2,993	2,993	0	
TOTAL Professional Services	3,633	0	2,993	2,993	2,993	0	
<u>Maintenance Services</u>							
463-551400 Minor & Other Equip Maint	9,393	14,143	7,008	10,411	10,411	10,000	
463-551700 Contract Maintenance	539,877	515,073	587,878	305,679	507,501	517,878	
463-551710 Landscaping	25,439	0	0	0	0	0	
TOTAL Maintenance Services	574,709	529,217	594,886	316,090	517,912	527,878	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
463-571000 Furniture & Fixtures	0	1,032	0	2,125	2,125	0	
TOTAL Operating Equipment	0	1,032	0	2,125	2,125	0	
<u>Capital Outlay</u>							
TOTAL SWIM POOL	629,056	578,573	639,878	353,952	576,530	569,878	

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

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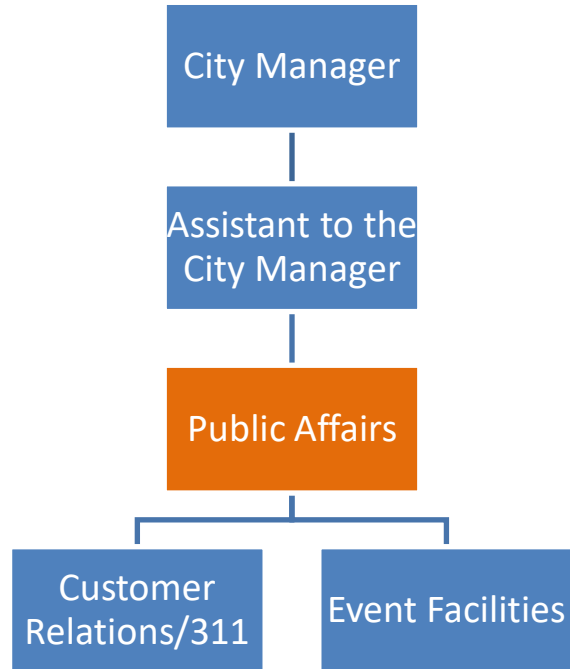
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



EVENT FACILITIES	2017-18	2018-19	2019-20
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	3	2
P/T Event Attendant	1	1	2
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of events booked	1,133	1,100	1,100
Number of events cancelled	75	45	40
Number of facility tours	300	433	400

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Revenue	285,881	292,541	288,000
Comp'd Value	24,776	29,630	27,000



Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
	13	25	19
Tradeshows/conventions			
Customer satisfaction Rating	95%	100%	100%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$48,371	\$252,474	\$277,789
Supplies	3,766	3,659	6,150
Utility Services	44,852	46,650	51,650
Operations Support	15,735	16,500	12,358
Staff Support	542	4,935	5,325
Maintenance Services	0	0	8,000
Operating Equipment	12,172	29,500	32,500
<i>Total</i>	<i>\$125,438</i>	<i>\$353,718</i>	<i>\$393,772</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 11.3% from the FY 2018-19 year end estimate due to the Cleaning contract for the Civic Center not being executed in the 2018-19 fiscal year. Also included in the increase is the purchase of replacement office equipment.

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>EVENT FACILITIES</b>							
=====							
<u>Personnel Services</u>							
464-511110 Regular	37,444	33,609	197,507	146,291	181,948	193,177	_____
464-511120 Overtime	353	76	9,600	2,764	5,000	5,000	_____
464-511180 LTD	113	94	557	327	564	478	_____
464-511210 Longevity	313	10	3,361	2,805	2,805	3,668	_____
464-511310 FICA - Employer	2,901	2,578	15,945	11,423	14,516	15,430	_____
464-511350 TMRS-Employer	6,135	5,433	33,955	24,531	30,389	32,231	_____
464-511410 Health-Employer	5,531	6,523	38,591	13,537	16,999	27,558	_____
464-511500 Workers' Compensation	65	47	254	253	253	247	_____
TOTAL Personnel Services	52,855	48,371	299,770	201,931	252,474	277,789	_____
<u>Supplies</u>							
464-521000 Operating Supplies	851	3,351	4,700	1,624	2,500	5,000	_____
464-521050 Ancillary Products	2,300	65	450	0	450	450	_____
464-521100 Office Supplies	201	351	700	446	709	700	_____
TOTAL Supplies	3,352	3,766	5,850	2,069	3,659	6,150	_____
<u>Utility Services</u>							
464-533100 Gas Utility Service	789	804	850	516	850	850	_____
464-533200 Electric Utility Service	39,010	36,939	45,000	23,081	40,000	45,000	_____
464-533330 Telephone/Internet	2,329	1,302	0	0	0	0	_____
464-533410 Water Utility Service	4,988	5,807	5,500	4,656	5,800	5,800	_____
TOTAL Utility Services	47,116	44,852	51,350	28,253	46,650	51,650	_____
<u>Operations Support</u>							
464-534100 Advertising	4,752	4,320	2,180	1,908	3,000	5,100	_____
464-534200 Printing & Binding	198	29	3,000	968	3,000	2,150	_____
464-534550 Business Meetings/Networking	0	15	500	431	500	108	_____
464-534800 Temporary Empl. Services	0	11,371	10,000	6,634	10,000	5,000	_____
TOTAL Operations Support	4,949	15,735	15,680	9,941	16,500	12,358	_____
<u>Staff Support</u>							
464-535100 Uniforms	0	45	1,910	776	1,910	2,000	_____
464-535300 Memberships	297	190	275	201	275	275	_____
464-535500 Training/Travel	982	307	2,750	1,558	2,750	3,050	_____
464-535510 Meeting Expenses	72	0	200	0	0	0	_____
TOTAL Staff Support	1,351	542	5,135	2,535	4,935	5,325	_____
<u>Professional Services</u>							
_____	_____	_____	_____	_____	_____	_____	_____

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	0	0	10,000	0	0	8,000	
TOTAL Maintenance Services	0	0	10,000	0	0	8,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	5,544	941	6,820	4,221	5,000	2,500	
464-571500 Operating Equipment <\$5,000	2,121	10,199	21,000	13,932	17,000	20,000	
464-571550 Capital Recovery Equipment	0	1,032	10,000	0	7,500	10,000	
TOTAL Operating Equipment	7,665	12,172	37,820	18,153	29,500	32,500	
<u>Capital Outlay</u>							
TOTAL EVENT FACILITIES	117,289	125,438	425,605	262,883	353,718	393,772	

# DEPARTMENT: 665 LIBRARY

## FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

The Schertz Public Library:

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

### 2019-20 GOALS

- Continue improving the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., Bestsellers, DVDs, graphic novels, beginning readers, etc.
- Continue systematic review and update of policies and procedures relating to circulation and collection development with an eye toward improving our

customers' ability to do business with us and to ensure we provide excellent customer-focused service.

- Complete adult fiction collection weeding; continue other weeding projects according to schedule.
- Add scheduled quarterly staff development days to the Library's training program.
- Participate in more outreach events in community including large City events such as Holidazzle.
- Develop an ESL program (need for this type of program has been identified through the ESL series presented in FY 19)
- Identify and recruit more community members to present programs on specialty topics.

## **2018-19 HIGHLIGHTS AND ACCOMPLISHMENTS**

Received Texas Municipal Library Directors 2018 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Schertz Public Library was one of only 51 public libraries in Texas to receive this award.

### Operations and Collections

- Added approximately 8,000 new and replacement items to library's physical collections and withdrew more than 5,000 dated, worn, lost and damaged items from library's physical collections.
- Completed transition to new web page platform and re-designed library web page.
- Implemented Kanopy streaming film service.
- Completed implementation of credit card payment option for customers at library printer and on web page.
- Completed scheduled 2019 equipment upgrades; installed large format video monitor to display information on library events and programming.

### Programming

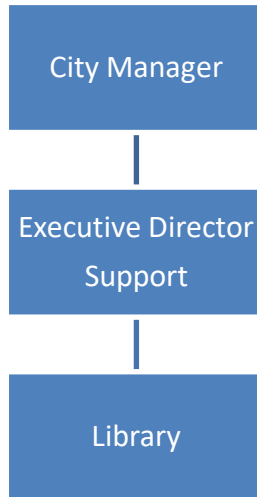
- Youth Services implemented new monthly Free Play and Art Exploration programs for younger children, a weekly Discovery program for students, and a monthly Teen Advisory Board program
- Virtual Services implemented new adult "Podcast Brunch Club" program.
- Adult Services implemented new adult "Bring Your Own Craft" program.

### Outreach and Partnerships

- Continue to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.

- Worked closely with the Schertz Library Foundation to plan and offer the 4<sup>th</sup> annual mini golf fundraising event.
- Partnered with SCUC school librarians to offer SCUC Day at the Library events and author visit by Tim Tingle during summer reading program.
- Youth Services Librarian presented session on youth graphic novels as a member of the Maverick Committee at Texas Library Association annual conference.
- Partnered with Schertz and Cibolo businesses during library's winter reading club "Reading Safari" program to encourage reading in non-traditional places.
- Partnered with SCORE to present business skills workshops.
- Youth Services—monthly visits to 1<sup>st</sup> Baptist Preschool; 10-12 visits to various SCUCISD campuses for literacy events; partnered with YMCA to provide monthly "Story & Swim" program and fall "Dunkin Pumpkin" event at the Natatorium; hosted several field trips to library by SCUCISD classes and 1<sup>st</sup> Baptist Preschool; participated in Read Across America event at Primrose School of Schertz.
- Adult Services/Virtual Services--monthly technology help sessions at Schertz Senior Center; presented a Work Skills Readiness workshop at ESC 20 Work Fair; partnered with Wellmed for a series of health and life planning programs for seniors; Summer Reading program for Senior Center; several outreach programs on electronic resources to counselors and teachers at SCUCISD schools; placed a rotating children's book collection at the Legacy at Forest Ridge Retirement Community for the use by the residents in the memory care unit; participated in City's "Moving on Main" event.
- Developed a marketing plan with the City's Public Affairs department to more effectively market library resources and programs to the community.

## ORGANIZATION CHART



LIBRARY	2017-18	2018-19	2019-20
Library Director	1	1	1
Adult Services Librarian	1	1	1
Youth Services Librarian	1	1	1
Virtual Services Librarian	1	1	1
Library Assistant	2	2	2
Library Clerk II	3	3	3
Part-time Circulation Clerk (20 hours)	6	6	6
Part-time Circulation Clerk (10 hours)	2	2	2
Part-time Processing Clerk (20 hours)	1	1	1
Part-time Children's Programming Clerk (20 hours)	1	1	1
Part-time Library Page (10 hours)	2	2	2
Part-time Shelving Clerk (20 hours)	0	0	0
Temp Part-time Library Clerk (Unfunded)	1	1	1
<b>TOTAL POSITIONS</b>	<b>22</b>	<b>22</b>	<b>22</b>

## PERFORMANCE INDICATORS

	2017-18	2018-19	2019-20
Input	Actual	Estimate	Budget
Service population*	102,379	105,629	109,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	8.5	8.5	8.5
Total Operating Budget	945,948	993,274	973,000
Total Materials Collection	110,266	114,000	117,000
Registered Borrowers	30,806	32,000	32,000
Materials Budget	104,667	125,000	109,000

\*determined by Texas State Library

	2017-18	2018-19	2019-20
Workload/Output	Actual	Estimate	Budget
Circulation per Capita	4.05	3.93	3.81
Library Visits per Capita	2.53	2.41	2.34
Program Attendance per Capita	.17	.15	.15
Collection Turnover Rate	3.76	3.64	3.55
Total Circulation	414,790	415,000	415,000
Total Library Visits	258,695	255,000	255,000
Total Program Attendance	16,945	16,000	16,000

	2017-18	2018-19	2019-20
Efficiency	Actual	Estimate	Budget
Cost per Person Served	9.24	9.40	8.93
Cost per Circulation	2.28	2.39	2.34
Circulation per Circulation FTE	48,799	48,824	48,824

	2016-17	2017-18	2019-20
Effectiveness	Actual	Estimate	Budget
Percentage of Service Population With Library Cards	30.09%	30.29%	29.36%
Materials Expenditures per Capita	\$1.02	\$1.18	\$1.00
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	11.06%	12.58%	11.20%
Items per Capita (striving to meet 1.53 items per capita standard)	1.08	1.08	1.07

	2017-18	2018-19	2019-20	
Budget	Actual	Estimate	Budget	
Personnel Services	4,742	\$748,527	\$778,130	\$779,217
Supplies		13,842	15,500	15,000
Utility Services		60,938	56,000	57,500
Operations Support		4,062	3,650	5,350
Staff Support		4,742	5,697	12,520
Professional Services		2,318	2,364	2,411
Maintenance Services		0	0	0
Operating Equipment		111,519	132,500	120,000
<i>Total</i>		<b>\$945,948</b>	<b>\$993,841</b>	<b>\$991,998</b>



## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 budget will decrease .2% from the FY 2018-19 year end estimate. The increase in general operating costs will be offset by the 2018-19 one time increase of \$20,000 for library materials that is not included in the 2019-20 budget.

101-GENERAL FUND

CULTURAL

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>LIBRARY</b>							
=====							
<u>Personnel Services</u>							
665-511110 Regular	524,468	536,336	536,238	474,023	551,876	548,668	
665-511120 Overtime	832	886	1,067	617	1,067	1,067	
665-511180 LTD	1,151	1,280	1,234	896	1,711	1,266	
665-511210 Longevity	9,997	10,024	13,483	11,410	11,410	15,036	
665-511230 Certification Allowance	1,200	1,200	582	1,016	1,200	582	
665-511310 FICA - Employer	39,457	40,410	42,149	35,465	43,221	43,215	
665-511350 TMRS-Employer	81,894	84,199	84,601	74,751	90,483	85,965	
665-511410 Health-Employer	68,436	73,611	70,229	63,256	76,494	82,730	
665-511500 Workers' Compensation	760	582	671	668	668	688	
TOTAL Personnel Services	728,195	748,527	750,254	662,103	778,130	779,217	
<u>Supplies</u>							
665-521000 Operating Supplies	10,781	11,158	12,000	8,858	12,000	12,000	
665-521100 Office Supplies	2,460	2,684	3,500	1,834	3,500	3,000	
TOTAL Supplies	13,241	13,842	15,500	10,692	15,500	15,000	
<u>City Support Services</u>							
<u>Utility Services</u>							
665-533100 Gas Utility Service	1,167	2,148	2,500	2,241	3,000	2,500	
665-533200 Electric Utility Service	37,819	46,147	45,000	28,901	45,000	45,000	
665-533410 Water Utility Service	7,991	12,644	8,000	6,254	8,000	10,000	
TOTAL Utility Services	46,977	60,938	55,500	37,396	56,000	57,500	
<u>Operations Support</u>							
665-534000 Postage	1,500	2,392	3,000	1,866	3,000	3,000	
665-534200 Printing & Binding	0	1,670	650	0	650	2,350	
TOTAL Operations Support	1,500	4,062	3,650	1,866	3,650	5,350	
<u>Staff Support</u>							
665-535100 Uniforms	286	28	400	353	400	400	
665-535200 Awards	96	171	253	138	250	300	
665-535300 Memberships	1,444	1,202	1,247	1,247	1,247	1,520	
665-535500 Training/Travel	3,482	3,250	3,500	2,230	3,500	10,000	
665-535510 Meeting Expenses	211	91	300	132	300	300	
TOTAL Staff Support	5,520	4,742	5,700	4,100	5,697	12,520	
<u>Professional Services</u>							
665-541365 Courier/Delivery Services	2,252	2,318	2,300	2,364	2,364	2,411	
TOTAL Professional Services	2,252	2,318	2,300	2,364	2,364	2,411	

101-GENERAL FUND

CULTURAL

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
665-571000 Furniture & Fixtures < \$5,000	0	0	0	0	0	1,000	
665-571400 Library Materials	104,308	104,667	125,000	101,060	125,000	109,000	
665-571600 Donation-Expense	2,493	6,853	10,000	6,778	7,500	10,000	
TOTAL Operating Equipment	106,800	111,519	135,000	107,839	132,500	120,000	
<u>Capital Outlay</u>							
<b>TOTAL LIBRARY</b>	<b>904,485</b>	<b>945,948</b>	<b>967,904</b>	<b>826,360</b>	<b>993,841</b>	<b>991,998</b>	
<b>TOTAL CULTURAL</b>	<b>904,485</b>	<b>945,948</b>	<b>967,904</b>	<b>826,360</b>	<b>993,841</b>	<b>991,998</b>	

DEPARTMENT: POLICE  
DIVISION: 762 ANIMAL SERVICES  
FUND: 101 GENERAL FUND

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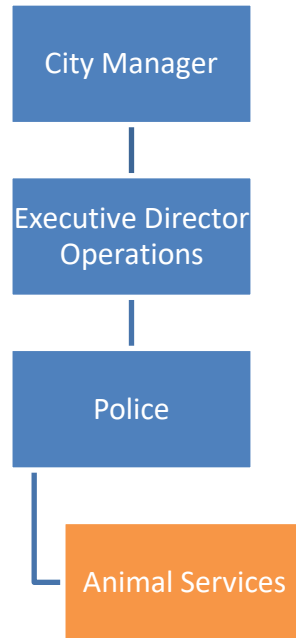
**DEPARTMENT DESCRIPTION**

Animal Services Officers respond to calls for service in an area of approximately 32 square miles. They are responsible for the enforcement of State laws and City ordinances regarding care and treatment of animals, along with ensuring public health and safety through disease and population control. Schertz Animal Services also provides daily care for animals housed at the Schertz Animal Adoption Center, which includes the daily cleaning and disinfecting of all animal cages and kennels, feeding and providing medications and / or treatment.

**GOALS AND OBJECTIVES**

- To **educate** the community in public safety and humane issues regarding animals.
- To **enforce** the City ordinances and State laws pertaining to animal care and treatment.
- To **assist** the public in resolving animal issues.
- To **protect** the safety, health and welfare of the citizens and animals of this community.
- To **prevent** the spread of animal illnesses and zoonotic diseases.
- To **improve** the co-existence of animals and humans.
- To **strengthen** the relationship with volunteers.
- To **provide** a Texas Department of State Health Services approved quarantine facility for control and eradication of rabies.

## ORGANIZATIONAL CHART



ANIMAL SERVICES	2017-18	2018-19	2019-20
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Shelter Technician	1	1	3
Part-time Animal Kennel Technician	2	2	2
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>10</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Animal Services Intake	926	1,111	1,200
Animals Returned to Owner	220	221	225
Animal Adoptions	310	354	375
Animals Transferred Out	277	188	200
Wildlife Release	2	113	115

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$284,728	\$331,701	\$426,124
Supplies	36,941	35,988	40,020
City Support Services	792	2,250	3,500
Utility Services	53,198	64,221	56,217
Operations Support	442	730	1,000
Staff Support	6,344	11,932	15,561
City Assistance	19,118	14,994	36,000
Professional Services	20,871	27,269	5,090
Maintenance Services	16,696	2,006	7,900
Operating Equipment	24,327	3,728	3,156
Capital Outlay	64,912	0	93,980
<i>Total</i>	<i>\$528,277</i>	<i>\$494,819</i>	<i>\$688,547</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 39.2% from the FY 2018-19 year end estimates due to the increase in personnel costs from the addition of 2 full time Animal Shelter Technicians.

101-GENERAL FUND

HEALTH

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ANIMAL SERVICES</b>							
=====							
<u>Personnel Services</u>							
762-511110 Regular	199,973	187,676	215,458	163,488	200,783	256,581	_____
762-511120 Overtime	9,664	7,560	9,700	26,422	36,000	38,800	_____
762-511180 LTD	523	493	599	389	622	730	_____
762-511210 Longevity	4,136	2,514	1,010	1,435	1,500	1,264	_____
762-511220 Clothing Allowance	3,392	1,703	0	0	0	0	_____
762-511230 Certification Allowance	1,850	1,500	3,153	1,325	1,375	3,089	_____
762-511310 FICA - Employer	16,244	14,733	17,541	14,343	18,299	22,867	_____
762-511350 TMRS-Employer	34,582	32,164	37,042	31,356	38,309	47,768	_____
762-511410 Health-Employer	31,217	35,695	40,821	30,533	32,308	51,972	_____
762-511500 Workers' Compensation	3,224	2,392	2,515	2,505	2,505	3,053	_____
TOTAL Personnel Services	304,804	286,430	327,839	271,796	331,701	426,124	_____
<u>Supplies</u>							
762-521000 Operating Supplies	18,187	15,440	17,794	15,966	16,954	17,910	_____
762-521100 Office Supplies	1,565	426	206	79	1,014	2,000	_____
762-521200 Medical/Chem Supplies	15,256	21,076	18,000	13,795	17,735	18,725	_____
762-521300 Motor Veh. Supplies	9	0	380	93	285	1,385	_____
TOTAL Supplies	35,016	36,941	36,380	29,933	35,988	40,020	_____
<u>City Support Services</u>							
762-532800 Promotional Events	2,112	792	3,500	864	2,250	3,500	_____
TOTAL City Support Services	2,112	792	3,500	864	2,250	3,500	_____
<u>Utility Services</u>							
762-533200 Electric Utility Service	19,624	21,091	22,000	13,799	21,826	21,996	_____
762-533410 Water Utility Service	33,940	21,690	14,000	25,887	34,481	25,008	_____
762-533500 Vehicle Fuel	6,653	10,417	8,000	5,545	7,914	9,213	_____
TOTAL Utility Services	60,217	53,198	44,000	45,231	64,221	56,217	_____
<u>Operations Support</u>							
762-534200 Printing & Binding	712	442	1,000	230	730	1,000	_____
TOTAL Operations Support	712	442	1,000	230	730	1,000	_____
<u>Staff Support</u>							
762-535100 Uniforms	2,151	3,361	7,000	3,931	6,692	7,611	_____
762-535200 Awards	0	0	0	0	0	250	_____
762-535210 Employee Recognition-Morale	0	0	0	0	0	1,200	_____
762-535300 Memberships	0	0	250	0	0	0	_____
762-535500 Training/Travel	4,608	2,757	6,000	2,578	4,990	6,000	_____
762-535510 Meeting Expenses	106	226	500	29	250	500	_____
TOTAL Staff Support	6,864	6,344	13,750	6,537	11,932	15,561	_____

101-GENERAL FUND

HEALTH

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
762-537100 Medical Services	15,538	18,863	15,000	13,280	14,994	36,000	
762-537105 TNR Program	100	255	0	0	0	0	
TOTAL City Assistance	15,638	19,118	15,000	13,280	14,994	36,000	
<u>Professional Services</u>							
762-541300 Other Consl/Prof Services	0	0	1,920	960	1,920	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	515	637	1,197	1,197	1,197	800	
762-541700 Microchip Service	2,060	2,036	5,000	4,951	5,000	4,290	
762-541702 Spay & Neuter	19,031	18,107	20,000	15,060	19,152	0	
TOTAL Professional Services	21,606	20,781	28,117	22,168	27,269	5,090	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
762-551100 Building Maintenance	10,404	14,286	172	85	86	0	
762-551400 Minor & Other Equip Maint	0	0	500	0	0	500	
762-551700 Abatement	0	330	5,000	0	0	5,000	
762-551810 Maintenance Agr. - Radios	1,760	2,080	2,000	1,440	1,920	2,400	
TOTAL Maintenance Services	12,164	16,696	7,672	1,525	2,006	7,900	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
762-571000 Furniture & Fixtures	1,930	0	0	0	0	1,000	
762-571200 Vehicles & Access. Less \$5,00	0	250	0	0	0	500	
762-571500 Equipment	3,892	1,505	5,000	1,333	3,728	1,656	
762-571600 Donation-Expense	3,100	20,889	17,500	0	0	0	
762-571700 Improvements under \$5,000	0	174	511	510	0	0	
762-571800 Equipment Under \$5,000	0	1,509	0	0	0	0	
TOTAL Operating Equipment	8,922	24,327	23,011	1,844	3,728	3,156	
<u>Capital Outlay</u>							
762-581200 Vehicles & Access. Over \$5,00	59,735	64,912	0	0	0	68,000	
762-581800 Equipment Over \$5,000	27,870	0	0	0	0	25,980	
TOTAL Capital Outlay	87,605	64,912	0	0	0	93,980	
<b>TOTAL ANIMAL SERVICES</b>	<b>555,661</b>	<b>529,980</b>	<b>500,269</b>	<b>393,407</b>	<b>494,819</b>	<b>688,547</b>	



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

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**DEPARTMENT DESCRIPTION**

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

**ORGANIZATIONAL CHART**



INFORMATION TECHNOLOGY	2017-18	2018-19	2019-20
Director	1	1	1
Administrative Assistant	1	1	1
Senior Systems Administrator	1	1	1
Senior Computer Support Engineer	1	1	1
Customer Services Technician II	1	1	1
Customer Services Technician I	1	1	1
Help Desk Technician	1	1	1
Public Safety Administrator	0	1	1
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>8</b>	<b>8</b>

Workload	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Average Monthly Work Orders Completed	267	294	299
Average Monthly Hours to Complete Work Orders	455	437	465
Total Projects	45	42	38
Average Monthly Project Hours	100	351	320
Total Emails Received	1,189,652	1,346,375	1,500,000
Total Sent Good Email	438,907	466,180	500,000
Number of Devices Managed	2,528	2,604	2,700
Number of Communication Equipment Managed	818	853	860
Number of Servers Managed	56	66	66

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
% Work Orders Completed 0-1 Day	69%	66%	67%
% Work Orders Completed 2-3 Days	10%	11%	10%
% Work Orders Completed 4-6 Days	7%	9%	8%
% Work Orders Completed 7-10 Days	5%	5%	5%
% Work Orders Completed >11 Days	10%	9%	9%
Average Number of Days to Work Orders	4	3	3

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$553,840	\$667,266	\$644,310
Supplies	7,173	6,340	6,300
City Support Services	683,465	859,014	936,861
Utility Services	199,530	228,066	267,846
Staff Support	32,834	43,400	53,070
Professional Services	7,065	246,102	190,424
Maintenance Services	12,028	14,500	15,500
Rental/Leasing	0	0	0
Operating Equipment	262,589	530,535	282,707
Capital Outlay	80,384	30,797	55,570
<i>Total</i>	<i>\$1,838,909</i>	<i>\$2,626,020</i>	<i>\$2,452,588</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2019-20 Budget decrease 6.6% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>INFORMATION TECHNOLOGY</b>							
=====							
<b>Personnel Services</b>							
853-511110 Regular	322,319	362,580	424,428	380,395	453,890	437,979	
853-511120 Overtime	36,460	43,509	31,189	30,469	35,000	31,189	
853-511180 LTD	609	918	1,316	858	1,407	1,358	
853-511210 Longevity	2,470	3,352	3,618	4,373	4,500	4,800	
853-511310 FICA - Employer	27,000	30,421	35,123	30,409	37,434	36,261	
853-511350 TMRS-Employer	57,809	66,095	74,172	66,977	78,366	75,744	
853-511410 Health-Employer	36,036	46,554	56,257	46,484	56,131	56,420	
853-511500 Workers' Compensation	524	411	540	538	538	559	
TOTAL Personnel Services	483,227	553,840	626,643	560,502	667,266	644,310	
<b>Supplies</b>							
853-521100 Office Supplies	1,183	1,564	2,000	1,410	2,000	2,000	
853-521300 Motor Vehicle Supplies	0	9	840	0	840	800	
853-521600 Equip Maint Supplies	5,499	5,600	6,300	2,961	3,500	3,500	
TOTAL Supplies	6,681	7,173	9,140	4,371	6,340	6,300	
<b>City Support Services</b>							
853-532300 Computer Consulting	11,546	30,132	4,400	920	4,400	15,000	
853-532355 Software Maint-City Wide	217,353	285,385	364,396	241,821	364,996	413,006	
853-532360 Software Maint-Dept Specific	310,568	350,282	534,668	218,401	473,168	438,840	
853-532400 Computer Fees & Licenses	16,142	17,667	16,565	9,152	16,450	70,015	
TOTAL City Support Services	555,609	683,465	920,029	470,293	859,014	936,861	
<b>Utility Services</b>							
853-533300 Telephone/Land Line	48,987	40,865	52,375	29,575	45,000	56,975	
853-533310 Telephone/Cell Phones	51,124	47,437	54,740	31,266	54,000	57,834	
853-533320 Telephone/Air Cards	38,904	39,867	48,716	29,916	48,716	56,700	
853-533330 Telephone/Internet	60,340	70,511	78,437	51,454	79,500	94,837	
853-533500 Vehicle Fuel	534	851	1,500	516	850	1,500	
TOTAL Utility Services	199,889	199,530	235,768	142,726	228,066	267,846	
<b>Operations Support</b>							
<b>Staff Support</b>							
853-535100 Uniforms	716	750	1,200	841	1,000	1,200	
853-535300 Memberships	815	865	1,250	839	1,250	1,250	
853-535500 Training/Travel	28,301	31,219	41,150	33,555	41,150	50,620	
TOTAL Staff Support	29,832	32,834	43,600	35,235	43,400	53,070	

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2016-2017		2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other Consl/Prof Services	0	1,320	464,954	203,664	233,137	190,424	
853-541800 IT Services-Web Design/Maint	0	5,745	12,965	3,500	12,965	0	
TOTAL Professional Services	0	7,065	477,919	207,164	246,102	190,424	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	14,412	12,028	14,500	8,361	14,500	15,500	
853-551800 Other Maintenance Agreements	1,902	0	0	0	0	0	
TOTAL Maintenance Services	16,314	12,028	14,500	8,361	14,500	15,500	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	33,457	0	0	0	0	0	
TOTAL Rental/Leasing	33,457	0	0	0	0	0	
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	570	2,499	400	0	400	500	
853-571300 Computer & Periphe. < \$5000	174,536	248,918	241,260	178,822	241,260	237,042	
853-571401 Communication Equip LESS \$500	43,267	11,172	188,000	88,188	288,875	45,165	
853-571800 Equipment under \$5,000	1,361	0	0	0	0	0	
TOTAL Operating Equipment	219,734	262,589	429,660	267,010	530,535	282,707	
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	0	0	28,000	25,460	25,430	0	
853-581300 Computer & Periphe. > \$5000	0	80,384	5,500	5,367	5,367	28,070	
853-581800 Equipment Over \$5,000	0	0	0	0	0	27,500	
TOTAL Capital Outlay	0	80,384	33,500	30,827	30,797	55,570	
TOTAL INFORMATION TECHNOLOGY	1,544,743	1,838,909	2,790,759	1,726,492	2,626,020	2,452,588	

# DEPARTMENT: 866 HUMAN RESOURCES

## FUND: 101 GENERAL FUND

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### **DEPARTMENT DESCRIPTION**

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

### **GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



HUMAN RESOURCES	2017-18	2018-19	2019-20
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PERFORMANCE INDICATORS**

Workload/Output Measures	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Total No. of Employees (Avg.)	385	400	400
# Full Time Employees (Avg.)	350	375	375
Job Announcements Posted	99	102	115
# Applications received	2,600	2,800	2900
# Full Time Positions Filled	104	110	110
# Part Time Positions Filled	32	35	35
# Total Turnover	118	105	105
# Full Time Turnover	93	80	80
# Part Time Turnover	25	25	25
# Retirements	14	12	12
# FMLA Claims	75	75	75
# General Training Courses	14	15	18
# of tuition reimbursements	13	15	15

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$403,949	\$408,837	\$435,030
Supplies	823	700	700
Human Services	61,427	64,600	79,000
City Support Services	204	0	0
Utility Services	494	0	0
Operations Support	8,339	5,560	9,000
Staff Support	11,073	32,142	38,150
City Assistance	10,775	14,100	10,000
Professional Services	9,162	54,600	12,600
Operating Equipment	613	1,927	350
<i>Total</i>	<i>\$506,860</i>	<i>\$582,466</i>	<i>\$584,830</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will increase .4% from the FY 2018-19 year end estimate due to the lower than expected unemployment claims in FY 2018-19. This increase is offset by the removal of the Class & Comp Study that was funded in FY 2018-19 but not in FY 2019-20.



101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>HUMAN RESOURCES</b>							
=====							
<u>Personnel Services</u>							
866-511110 Regular	225,228	282,257	288,386	253,505	298,511	297,821	_____
866-511120 Overtime	39	1,584	340	1,752	0	340	_____
866-511180 LTD	616	892	894	641	925	923	_____
866-511210 Longevity	4,746	3,959	5,558	4,607	4,607	6,218	_____
866-511310 FICA - Employer	16,116	21,295	22,500	19,446	23,189	23,271	_____
866-511350 TMRS-Employer	34,881	46,331	47,515	42,078	48,544	48,610	_____
866-511410 Health-Employer	27,890	34,301	38,906	22,473	29,255	37,464	_____
866-511500 Workers' Compensation	524	378	536	534	534	383	_____
866-511600 Unemployment Compensation	22,624	12,951	20,000	( 1,696)	3,272	20,000	_____
TOTAL Personnel Services	332,663	403,949	424,635	343,340	408,837	435,030	_____
<u>Supplies</u>							
866-521100 Office Supplies	926	823	700	606	700	700	_____
TOTAL Supplies	926	823	700	606	700	700	_____
<u>Human Services</u>							
866-531100 Pre-employment Check	4,037	5,071	4,000	3,418	4,500	4,000	_____
866-531150 Interview Expenses	2,432	2,569	3,000	0	500	3,000	_____
866-531160 COBRA FSA/HSA Adm Services	0	0	0	2,098	3,100	4,500	_____
866-531200 Medical Co-pay	2,625	1,950	3,000	761	2,000	3,000	_____
866-531300 Employee Assistance	21,533	19,915	23,000	20,049	23,000	23,000	_____
866-531400 Tuition Reimbursement	6,067	9,217	15,000	13,341	15,000	15,000	_____
866-531500 Employee Wellness Program	4,713	5,450	7,000	5,993	7,000	7,000	_____
866-531600 Training Classes	11,418	17,255	19,500	7,290	9,500	19,500	_____
TOTAL Human Services	52,825	61,427	74,500	52,949	64,600	79,000	_____
<u>City Support Services</u>							
866-532400 Computer Fees & Licenses	311	204	0	0	0	0	_____
TOTAL City Support Services	311	204	0	0	0	0	_____
<u>Utility Services</u>							
866-533320 Telepohne/Air Card	0	494	0	0	0	0	_____
TOTAL Utility Services	0	494	0	0	0	0	_____
<u>Operations Support</u>							
866-534000 Postage	60	0	0	59	60	0	_____
866-534100 Advertising	5,642	2,964	3,700	1,804	3,500	6,000	_____
866-534200 Printing & Binding	1,239	1,261	3,000	1,393	2,000	3,000	_____
866-534800 Temporary Empl. Services	0	4,114	0	0	0	0	_____
TOTAL Operations Support	6,941	8,339	6,700	3,255	5,560	9,000	_____

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
866-535100 Uniforms	249	312	500	326	500	500	
866-535210 Employee Recognition-Morale	5,679	5,961	26,500	16,161	22,642	28,150	
866-535300 Memberships	1,265	2,292	2,500	1,863	2,500	2,500	
866-535400 Publications	1,412	450	2,000	0	1,500	2,000	
866-535500 Training/Travel	6,068	2,057	5,000	3,536	5,000	5,000	
TOTAL Staff Support	14,672	11,073	36,500	21,887	32,142	38,150	
<u>City Assistance</u>							
866-537100 Medical Services	9,730	10,775	10,000	9,975	14,100	10,000	
TOTAL City Assistance	9,730	10,775	10,000	9,975	14,100	10,000	
<u>Professional Services</u>							
866-541300 Other Consl/Prof Services	9,437	9,162	132,350	5,492	54,600	12,600	
TOTAL Professional Services	9,437	9,162	132,350	5,492	54,600	12,600	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	1,198	613	353	280	280	350	
866-571300 Computer & Periphe. < \$5000	37	0	1,647	0	1,647	0	
TOTAL Operating Equipment	1,235	613	2,000	280	1,927	350	
TOTAL HUMAN RESOURCES	428,739	506,860	687,385	437,785	582,466	584,830	

**DEPARTMENT: 868 FINANCE**  
**FUND: 101 GENERAL FUND**

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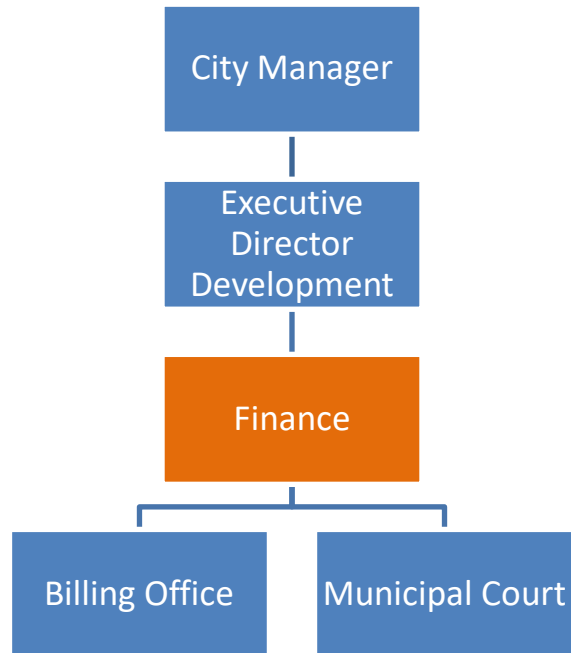
**DEPARTMENT DESCRIPTION**

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, post vendor payable check registers online, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees and prepare W2s. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

**GOALS AND OBJECTIVES**

- Hire, train, and retain competent and caring employees.
- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive the Government Finance Officers Association Distinguished Budget Award for the first time.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 31<sup>st</sup> consecutive year.
- Receive a Platinum Scorecard from the State Comptroller's Office for leadership in financial transparency.
- Improve the 5 year budgeting and forecasting plan.
- Update long term debt service plan.

## ORGANIZATIONAL CHART



ACCOUNTING	2017-18	2018-19	2019-20
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior Payroll Specialist	1	0	0
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>7</b>	<b>7</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Accounts payable checks	5,877	5,066	5,900
Number of Purchase Orders Processed	8,111	8,200	8,300
Payroll checks	9,490	9,675	9,865

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative Quarterly Financials completed within 30 days	33	34	35
	2	2	4

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$523,522	\$553,788	\$557,342
Supplies	3,622	3,700	3,700
City Support Services	138	0	0
Operations Support	1,200	0	0
Staff Support	7,939	9,455	9,455
Professional Services	29,255	34,500	34,500
Operating Equipment	0	1,280	1,280
<i>Total</i>	<i>\$565,676</i>	<i>\$602,723</i>	<i>\$606,277</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 0.6% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FINANCE</b>							
=====							
<u>Personnel Services</u>							
868-511110 Regular	400,942	369,450	392,793	332,408	393,877	391,824	
868-511120 Overtime	1,852	909	2,134	2,519	2,597	1,067	
868-511180 LTD	1,176	1,181	1,363	845	1,221	1,215	
868-511210 Longevity	12,418	10,314	11,332	11,310	11,310	9,457	
868-511230 Certification Allowance	1,827	2,200	873	489	535	291	
868-511310 FICA - Employer	30,843	28,446	34,715	25,715	31,236	30,780	
868-511350 TMRS-Employer	67,152	61,740	73,310	56,025	65,392	64,296	
868-511410 Health-Employer	48,074	48,803	56,272	38,943	47,052	57,906	
868-511500 Workers' Compensation	670	480	570	568	568	506	
TOTAL Personnel Services	564,955	523,522	573,362	468,821	553,788	557,342	
<u>Supplies</u>							
868-521000 Operating Supplies	2,782	2,365	3,575	1,356	2,700	2,700	
868-521100 Office Supplies	2,112	1,257	1,000	1,956	1,000	1,000	
TOTAL Supplies	4,894	3,622	4,575	3,311	3,700	3,700	
<u>City Support Services</u>							
868-532350 Software Maintenance	0	138	0	0	0	0	
TOTAL City Support Services	0	138	0	0	0	0	
<u>Utility Services</u>							
-----							
<u>Operations Support</u>							
868-534200 Printing & Binding	1,917	1,200	2,155	0	0	0	
TOTAL Operations Support	1,917	1,200	2,155	0	0	0	
<u>Staff Support</u>							
868-535100 Uniforms	256	242	320	252	320	320	
868-535300 Memberships	1,224	994	1,435	695	1,435	1,435	
868-535500 Training/Travel	3,914	6,703	7,740	2,729	7,700	7,700	
868-535600 Professional Certification	75	0	0	0	0	0	
TOTAL Staff Support	5,469	7,939	9,495	3,676	9,455	9,455	
<u>Professional Services</u>							
868-541300 Other Consl/Prof Services	24,255	13,755	15,000	6,780	15,000	15,000	
868-541400 Auditor/Accounting Service	0	15,500	16,000	15,752	16,000	16,000	
868-541650 Investment Management Fee	0	0	3,500	0	3,500	3,500	
TOTAL Professional Services	24,255	29,255	34,500	22,532	34,500	34,500	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	2,857	0	395	395	395	395	_____
868-571200 Office Equipment	<u>112</u>	<u>0</u>	<u>1,000</u>	<u>165</u>	<u>885</u>	<u>885</u>	<u>_____</u>
TOTAL Operating Equipment	2,970	0	1,395	560	1,280	1,280	_____
TOTAL FINANCE	604,458	565,676	625,482	498,900	602,723	606,277	

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

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**DEPARTMENT DESCRIPTION**

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

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

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

**GOALS AND OBJECTIVES**

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



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

**ORGANIZATIONAL CHART**



PURCHASING & ASSET MGMT.	2017-18	2018-19	2019-20
Purchasing Manager	1	1	1
Senior Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Bids and Proposals Drafted	19	24	24
Bids and Proposals Responses	70	85	85
Contracts Reviewed	105	120	120
Meetings with Vendors	40	40	50
Research Requests	100	100	100
Active Works Comp Claims	40	40	35
Accident and Injuries Investigated	95	95	75
Training Classes Held	35	15	30
Vehicles Processed (Titles, Gas Cards, Plates)	245	220	220
Fixed Asset Modifications	35	165	30
Certificates of Insurance Processed	115	115	115
		Not	Not
MSDS/SDS Added	99	Tracked	Tracked
GovDeals Items Processed	30	250	50

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$196,032	\$212,869	\$213,738
Supplies	571	1,450	700
Utility Services	253	0	0
Operations Support	1,102	6,400	7,650
Staff Support	3,229	6,475	6,800
City Assistance	749	2,458	3,000
Operating Equipment	546	350	600
Capital Outlay	28,058	0	0
<i>Total</i>	<i>\$230,539</i>	<i>\$230,002</i>	<i>\$232,488</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.1% from the FY 2018-19 year end estimate due to general operating cost increases.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PURCHASING &amp; ASSET MGT</b>							
<b>Personnel Services</b>							
872-511110 Regular	134,753	143,307	152,242	133,669	158,400	156,297	
872-511180 LTD	372	454	472	342	491	485	
872-511210 Longevity	2,354	2,778	3,194	3,194	3,194	3,602	
872-511310 FICA - Employer	9,794	10,766	11,884	10,422	12,362	12,224	
872-511350 TMRS-Employer	21,627	23,573	25,095	22,108	25,879	25,535	
872-511410 Health-Employer	12,360	14,981	17,366	10,414	12,348	15,393	
872-511500 Workers' Compensation	219	173	196	195	195	202	
<b>TOTAL Personnel Services</b>	<b>181,479</b>	<b>196,032</b>	<b>210,449</b>	<b>180,345</b>	<b>212,869</b>	<b>213,738</b>	
<b>Supplies</b>							
872-521000 Operating Supplies	346	397	1,100	1,059	1,100	350	
872-521100 Office Supplies	3,711	174	350	248	350	350	
872-521300 Motor Veh. Supplies	398	0	0	0	0	0	
<b>TOTAL Supplies</b>	<b>4,455</b>	<b>571</b>	<b>1,450</b>	<b>1,307</b>	<b>1,450</b>	<b>700</b>	
<b>City Support Services</b>							
<b>Utility Services</b>							
872-533500 Vehicle Fuel	223	253	0	0	0	0	
<b>TOTAL Utility Services</b>	<b>223</b>	<b>253</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operations Support</b>							
872-534000 Postage	( 10)	24	50	0	50	50	
872-534100 Advertising	0	1,049	7,300	5,066	6,300	6,000	
872-534200 Printing & Binding	36	29	100	0	50	50	
872-534740 Business Memberships	0	0	0	0	0	1,550	
<b>TOTAL Operations Support</b>	<b>26</b>	<b>1,102</b>	<b>7,450</b>	<b>5,066</b>	<b>6,400</b>	<b>7,650</b>	
<b>Staff Support</b>							
872-535100 Uniforms	176	118	250	62	250	250	
872-535300 Memberships	1,499	1,144	1,375	1,335	1,375	1,200	
872-535500 Training/Travel	1,615	1,719	4,725	2,429	4,500	5,000	
872-535510 Meeting Expenses	224	248	350	183	350	350	
<b>TOTAL Staff Support</b>	<b>3,513</b>	<b>3,229</b>	<b>6,700</b>	<b>4,008</b>	<b>6,475</b>	<b>6,800</b>	
<b>City Assistance</b>							
872-537100 Medical Services	1,711	749	3,000	1,844	2,458	3,000	
<b>TOTAL City Assistance</b>	<b>1,711</b>	<b>749</b>	<b>3,000</b>	<b>1,844</b>	<b>2,458</b>	<b>3,000</b>	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019			2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
872-571000 Furniture & Fixtures	451	546	350	0	350	600	
TOTAL Operating Equipment	451	546	350	0	350	600	
<u>Capital Outlay</u>							
872-581200 Vehicles & Access. > \$5,000	0	28,058	0	0	0	0	
TOTAL Capital Outlay	0	28,058	0	0	0	0	
<b>TOTAL PURCHASING &amp; ASSET MGT</b>	<b>191,858</b>	<b>230,539</b>	<b>229,399</b>	<b>192,569</b>	<b>230,002</b>	<b>232,488</b>	

**DEPARTMENT: FLEET & FACILITY SERVICES**  
**DIVISION: 877 FLEET SERVICES**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



FLEET MAINTENANCE	2016-17	2017-18	2018-19
Director of Fleet & Facility Services	1	1	1
Administrative Assistant	0	1	1
Fleet Manager	0	0	1
Fleet Foreman	1	1	1
Mechanic I	4	4	4
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>7</b>	<b>8</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Work Orders:			
-Police Department vehicles and equipment	528	570	705
-EMS vehicles and equipment	378	378	465
-Streets vehicles and equipment	248	170	265
-Administration vehicles	13	13	16
-Animal Control vehicles	31	39	47
-Facilities Services vehicles	76	83	102
-Fire vehicles and equipment	222	180	221
-Fleet Service vehicles	132	65	80
-I.T	6	12	15
-Inspection vehicles	32	35	43
-Marshal Service vehicles	36	0	0
-Parks vehicles and equipment	180	89	109
-Water & Sewer vehicles and equipment	343	198	243
-Utility Billing vehicles	24	37	45
-Drainage vehicles and equipment	288	141	194
-Economic Development vehicles	3	3	4
Engineering vehicles	15	18	22
-Purchasing vehicles	3	1	0
-Operations (non-asset specific)	0	17	21
-Motor Pool vehicles	95	138	170
Work Orders(in-house)	2511	2012	2616
Work Orders(outside vendors)	142	175	151
<i>Total Work Orders Issued</i>	<i>2653</i>	<i>2187</i>	<i>2767</i>

Efficiency	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Hours Worked			
Public Safety	2894	2711	3649
Public Works	2375	1566	2002
Administration Vehicles	34	24	44
Facilities Services Vehicles	169	174	222
Fleet Service Vehicles	354	102	130
I.T	8	19	24
Inspections vehicles	68	35	87
Parks vehicles and equipment	506	206	264
Economic Development vehicles	6	13	17
Engineering vehicles	20	50	64
Purchasing vehicles	11	2	2
Motor Pool vehicles	11	2	2
Fleet Operations	986	190	243
<i>Total Hours Worked</i>	7615	5215	6725

Effectiveness	2016-17 Actual	2017-18 Estimate	2018-19 Budget
% of all vehicles and equipment issues resolved without recall	97	94	96

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel		\$279,42	
	\$300,519	4	\$478,550
Supplies	198,319	177,290	205,700
City Support Services	13,118	17,500	11,500
Utility Services	10,578	8,000	11,500
Operations Support	0	0	0
Staff Support	8,674	20,501	20,682
Maintenance Services	183,375	206,155	204,000
Operating Equipment	8,790	8,200	9,800
Capital Outlay	26,641	105,000	122,000
<i>Total</i>		\$822,07	\$1,063,73
	\$750,015	0	2

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will increase 29.4% from the FY 2018-19 year end estimate due the additional personnel costs of the new Fleet Manager position as well as the transfer of a facilities services technician position that was converted into a Fleet Administrative Assistant.



101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FLEET SERVICE</b>							
=====							
<u>Personnel Services</u>							
877-511110 Regular	237,656	206,834	218,412	153,632	191,101	333,380	
877-511120 Overtime	3,911	5,214	4,850	9,780	12,000	6,790	
877-511180 LTD	684	647	755	386	592	1,033	
877-511210 Longevity	1,424	2,693	2,796	1,598	1,598	2,834	
877-511310 FICA - Employer	18,550	16,368	19,200	12,557	15,315	26,233	
877-511350 TMRS-Employer	39,100	34,638	40,545	26,656	32,062	54,798	
877-511410 Health-Employer	35,409	31,767	40,521	20,925	23,965	49,655	
877-511500 Workers' Compensation	<u>3,396</u>	<u>2,359</u>	<u>2,802</u>	<u>2,791</u>	<u>2,791</u>	<u>3,827</u>	
TOTAL Personnel Services	340,129	300,519	329,881	228,326	279,424	478,550	
<u>Supplies</u>							
877-521000 Operating Supplies	3,993	3,690	5,250	3,239	5,250	12,000	
877-521005 Supplies - Inspection Sticker	2,102	2,219	2,800	2,151	2,600	2,900	
877-521100 Office Supplies	300	631	800	799	800	800	
877-521200 Oil Lube Suppl, Chem Supplies	15,098	17,938	17,440	14,190	17,440	18,500	
877-521300 Motor Veh. Supplies	143,187	172,565	164,740	136,664	150,000	170,000	
877-521600 Equip Maint Supplies	<u>1,029</u>	<u>1,276</u>	<u>1,500</u>	<u>190</u>	<u>1,200</u>	<u>1,500</u>	
TOTAL Supplies	165,709	198,319	192,530	157,234	177,290	205,700	
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	<u>3,649</u>	<u>13,118</u>	<u>16,500</u>	<u>15,887</u>	<u>17,500</u>	<u>11,500</u>	
TOTAL City Support Services	3,649	13,118	16,500	15,887	17,500	11,500	
<u>Utility Services</u>							
877-533500 Vehicle Fuel	<u>8,393</u>	<u>10,578</u>	<u>8,000</u>	<u>7,057</u>	<u>8,000</u>	<u>11,500</u>	
TOTAL Utility Services	8,393	10,578	8,000	7,057	8,000	11,500	
<u>Operations Support</u>							
877-534200 Printing & Binding	<u>60</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	60	0	0	0	0	0	
<u>Staff Support</u>							
877-535100 Uniforms	4,681	5,406	7,500	6,087	7,500	7,500	
877-535200 Awards	0	0	100	51	51	100	
877-535500 Training/Travel	4,469	2,772	12,332	8,676	12,200	12,332	
877-535510 Meeting Expenses	<u>196</u>	<u>497</u>	<u>750</u>	<u>170</u>	<u>750</u>	<u>750</u>	
TOTAL Staff Support	9,347	8,674	20,682	14,983	20,501	20,682	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	148,962	125,203	162,405	116,411	162,405	145,000	
877-551050 Outside Collision Repair	0	43,130	7,595	8,752	12,000	35,000	
877-551100 Building Maintenance	1,210	650	750	415	750	0	
877-551400 Minor & Other Equip Maint	4,927	3,146	5,000	1,128	5,000	0	
877-551800 Other Maintenance Agreements	5,808	11,246	24,000	4,977	26,000	24,000	
TOTAL Maintenance Services	160,906	183,375	199,750	131,684	206,155	204,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571500 Operating Equipment	7,758	8,790	8,200	6,657	8,200	9,800	
TOTAL Operating Equipment	7,758	8,790	8,200	6,657	8,200	9,800	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	0	26,641	34,730	28,697	34,730	122,000	
877-581500 Equipment Over \$5,000	0	0	70,270	70,213	70,270	0	
TOTAL Capital Outlay	0	26,641	105,000	98,910	105,000	122,000	
<b>TOTAL FLEET SERVICE</b>	<b>695,951</b>	<b>750,015</b>	<b>880,543</b>	<b>660,737</b>	<b>822,070</b>	<b>1,063,732</b>	

**DEPARTMENT: FLEET & FACILITY SERVICES**  
**DIVISION: 878 Facility Services**  
**FUND: 101 GENERAL FUND**

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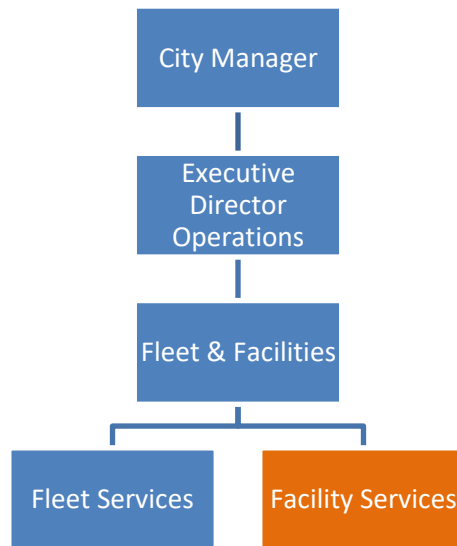
**DEPARTMENT DESCRIPTION**

Facility Services supports and maintains 25 facilities totaling 279,578 square feet with a value of \$33,377,765.00 consisting of carpet, tile floors, other flooring, offices, storage areas, rest rooms, cells, meeting/training rooms. Provide function set up for events such as City Council, Planning and Zoning, Board of Adjustment, Library Board, Department meetings, Municipal Court, training seminars, exercise classes, elections, Buffalo Valley Youth Association (BVYA) basketball, ground breaking ceremonies and other special events. Provides custodial services, and basic maintenance and upkeep of all City buildings including; City Hall, Administration Building, Police, Fire, EMS, Community Center Central, Community Center North, City Council Chambers, Civic Center, Public Library, Visitor Center (Kramer House), YMCA, Senior Center, Purchasing building, Public Works facility, Animal Control, Aquatic Center, Fire/EMS station on I.H.35, Marion EMS station, Records, Fire Station #3, and Facility Services building, Employee ID badges and building access. In mid-year for FY 2015-16 the General Services and Building Maintenance divisions were reunited and moved under the Fleet and Facility Services Department.

**GOALS AND OBJECTIVES**

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

**ORGANIZATION CHART**



FACILITY SERVICES	2017-18	2018-19	2019-20
Facility Services Manager	1	1	1
Facility Services Supervisor	1	1	1
Facility Services Administrative Assistant	1	1	1
Facilities Technician	6	3	3
HVAC Technician	0	1	1
Facilities Maint Foreman	1	1	1
Facilities Maint Worker I	2	2	2
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>10</b>	<b>10</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Square footage maintained	250,202	267,578	279,586
Events set up	1,506	N/A	N/A
City Buildings Maintained	22	24	25
Completed work orders	647	864	950
I.D. Badges made (City/Strac/YMCA ect)	224	240	250
Internal Pest Control Services	92	102	120
Annual Hours worked @ Event Centers	9,823	N/A	N/A

Workload/Output	2016-17 Actual	2017-18 Estimate	2018-19 Budget
Electrical Repairs	71	76	83
Plumbing Repairs	45	43	47
HVAC Repairs	106	121	134
Carpentry	38	87	95
Misc. / other	387	537	591

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$763,096	676,467	650,412
Supplies	106,145	105,560	145,900
City Support Services	0	0	5,000
Utility Services	187,316	172,000	171,000
Operations Support	30,671	0	0
Staff Support	8,747	14,800	12,800
Professional Services	46,333	85,500	85,746
Maintenance Services	214,636	430,036	373,536
Rental Equipment	4,718	1,000	500
Operating Equipment	21,272	14,240	16,500
Capital Outlay	59,316	36,426	30,000
<i>Total</i>	<i>\$1,442,251</i>	<i>\$1,536,029</i>	<i>\$1,491,394</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 2.9% from the FY 2018-19 year end estimates due to the transfer of 1 facilities services technician position to the fleet department to be converted to Administrative assistant. In addition, the decrease is also due to lower costs for building maintenance.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>BUILDING MAINTENANCE</b>							
=====							
<u>Personnel Services</u>							
878-511110 Regular	514,838	490,969	450,870	364,596	444,729	420,105	_____
878-511120 Overtime	35,094	21,522	19,012	16,055	18,000	19,012	_____
878-511180 LTD	1,267	1,561	1,387	948	1,379	1,292	_____
878-511210 Lonegevity	12,623	13,366	11,852	11,592	11,592	12,741	_____
878-511230 Certification Allowance	1,800	1,708	1,329	1,016	1,200	1,302	_____
878-511310 FICA-Employer	35,375	38,290	37,224	28,427	36,377	34,880	_____
878-511350 TMRS-Employer	77,549	85,148	78,608	63,525	76,155	72,861	_____
878-511410 Health-Employer	90,152	104,224	85,606	65,896	81,176	82,657	_____
878-511500 Workman's Compensation	8,598	6,309	5,881	5,859	5,859	5,562	_____
TOTAL Personnel Services	777,294	763,096	691,769	557,912	676,467	650,412	_____
<u>Supplies</u>							
878-521000 Operating Supplies	99,947	89,414	86,760	67,803	86,760	128,000	_____
878-521100 Office Supplies	712	1,277	2,300	1,700	2,300	2,000	_____
878-521200 Medical/Chem Supplies	0	12,336	13,000	8,981	13,000	13,000	_____
878-521300 Motor Vehicle Supplies	903	1,150	1,000	682	1,000	1,400	_____
878-521600 Equip Maint Supplies	2,175	1,969	2,500	1,300	2,500	1,500	_____
TOTAL Supplies	103,737	106,145	105,560	80,466	105,560	145,900	_____
<u>City Support Services</u>							
878-532400 Computer Fees & Licenses	0	0	0	0	0	5,000	_____
TOTAL City Support Services	0	0	0	0	0	5,000	_____
<u>Utility Services</u>							
878-533100 Gas Utility Service	2,288	3,705	4,500	5,226	6,000	5,000	_____
878-533200 Electric Utility Service	102,601	119,391	118,000	80,511	118,000	118,000	_____
878-533410 Water Utility Service	36,549	55,667	40,000	29,653	40,000	40,000	_____
878-533500 Vehicle Fuel	7,858	8,553	8,000	5,548	8,000	8,000	_____
TOTAL Utility Services	149,296	187,316	170,500	120,938	172,000	171,000	_____
<u>Operations Support</u>							
878-534800 Temporary Empl. Services	0	30,671	0	0	0	0	_____
TOTAL Operations Support	0	30,671	0	0	0	0	_____
<u>Staff Support</u>							
878-535100 Uniforms	7,302	6,161	7,500	2,913	6,500	5,000	_____
878-535200 Awards	102	0	500	255	500	300	_____
878-535300 Memberships	234	321	800	195	800	500	_____
878-535500 Training/Travel	1,993	1,388	5,500	833	5,500	5,500	_____
878-535510 Meeting Expense	751	876	1,500	600	1,500	1,500	_____
TOTAL Staff Support	10,381	8,747	15,800	4,795	14,800	12,800	_____

101--GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
878-541310 Contractual Services	0	46,333	85,550	67,552	85,500	85,746	
TOTAL Professional Services	0	46,333	85,550	67,552	85,500	85,746	
<u>Maintenance Services</u>							
878-551100 Building Maintenance	296,295	176,366	391,500	284,500	391,500	340,000	
878-551400 Minor & Other Equip Maint	4,432	6,318	5,000	3,883	5,000	0	
878-551800 Other Maintenance Agreements	33,223	31,951	25,036	14,113	33,536	33,536	
TOTAL Maintenance Services	333,949	214,636	421,536	302,496	430,036	373,536	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	2,211	4,718	1,000	400	1,000	500	
TOTAL Rental/Leasing	2,211	4,718	1,000	400	1,000	500	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	47	0	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	0	14,520	8,500	3,988	8,500	16,500	
878-571700 Improvement Under \$5,000	0	1,760	4,500	0	4,500	0	
878-571800 Equipment Less \$5,000	2,416	4,992	1,240	1,000	1,240	0	
TOTAL Operating Equipment	2,463	21,272	14,240	4,988	14,240	16,500	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	25,826	59,316	26,000	26,012	26,000	30,000	
878-581800 Equipment Over \$5,000	0	0	10,464	10,426	10,426	0	
TOTAL Capital Outlay	25,826	59,316	36,464	36,438	36,426	30,000	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,175,985	1,536,029	1,491,394	
<hr/>							
TOTAL INTERNAL SERVICE	4,870,908	5,334,250	6,755,987	4,692,467	6,399,310	6,431,309	

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
900-548404 Transfer Out - Capital Projec	0	0	0	0	0	4,000,000	
TOTAL Fund Charges/Transfers	0	0	0	0	0	4,000,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
TOTAL PROJECTS	0	0	0	0	0	4,000,000	



**DEPARTMENT: 901 CITY ASSISTANCE**  
**FUND: 101 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

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

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

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

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

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
City Assistance	\$303,623	\$317,666	\$320,000
Operating Equipment	8,467	15,000	10,000
<i>Total</i>	<i>\$312,091</i>	<i>\$332,666</i>	<i>\$330,000</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2019-20 Budget will decrease .8% from the FY 2018-19 year end estimate due to a decrease in the donation expense for the senior center to match revenue

projections. This decrease is offset by an increase in the transportation assistance program to match growth.

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY'S ASSISTANCE</u>							
=====							
<u>Utility Services</u>							
-----							
<u>City Assistance</u>							
901-537300 Patient Assistance	0	5,000	5,000	5,000	5,000	5,000	-----
901-537400 Transportation Assistance	28,872	28,872	42,666	42,666	42,666	45,000	-----
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	0	5,000	5,000	-----
901-537600 Schertz Housing Authority	5,000	5,000	5,000	5,000	5,000	5,000	-----
901-537700 Senior Citizens Program	259,292	259,751	260,000	174,422	260,000	260,000	=====
TOTAL City Assistance	298,164	303,623	317,666	227,088	317,666	320,000	-----
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	0	8,467	15,000	11,316	15,000	10,000	=====
TOTAL Operating Equipment	0	8,467	15,000	11,316	15,000	10,000	-----
TOTAL CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	

**DEPARTMENT: 910 COURT RESTRICTED FUNDS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Operating Equipment	\$6,500	\$22,433	\$22,992
<i>Total</i>			

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2019-20 Budget will increase \$559.00 from the FY 2018-19 to match the increase in court technology fee projections.

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES			(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	357	6,500	45,000	0	22,433	22,992	
TOTAL Operating Equipment	357	6,500	45,000	0	22,433	22,992	
<hr/>							
TOTAL COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019			2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LIBRARY CAMPAIGN PROJECT =====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL MISC &amp; PROJECTS</b>	<b>298,521</b>	<b>318,591</b>	<b>377,666</b>	<b>238,403</b>	<b>355,099</b>	<b>4,352,992</b>	
<b>TOTAL EXPENDITURES</b>	<b>28,017,534</b> =====	<b>30,011,261</b> =====	<b>34,131,651</b> =====	<b>25,985,572</b> =====	<b>33,021,509</b> =====	<b>39,187,985</b> =====	=====

# FUND: 505 INTEREST & SINKING FUND

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$6,148,041	\$6,384,000	\$6,733,000
Fund Transfers	0	0	144,003
Miscellaneous	6,557,697	152,500	150,000
<i>Total</i>	<i>\$12,705,739</i>	<i>\$6,536,500</i>	<i>\$7,027,033</i>
<i>Expenses</i>			
Professional Service	\$80,206	\$49,530	\$5,000
Debt Service	6,816,134	6,678,980	7,022,003
Payment to Refund Debt	6,159,623	0	0
<i>Total</i>	<i>\$13,055,963</i>	<i>\$6,728,510</i>	<i>\$7,027,003</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenues for FY 2019-20 increase 7.5% from the FY 2018-19 estimate with a \$144,003 transferred from reserves for the year. This withdraw is a planned transfer of excess reserves to reduce the tax rate.

**Expenses:** The FY 2019-20 Budget will increase 4.4% from the FY 2018-19 year end estimate with the issuance of Certificates of Obligation, Series 2019.

505-TAX I & S

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000	_____
Fund Transfers	0	0	113,723	0	0	144,003	_____
Miscellaneous	<u>508,777</u>	<u>6,557,697</u>	<u>156,000</u>	<u>155,417</u>	<u>152,500</u>	<u>150,000</u>	=====
TOTAL REVENUES	6,658,621	12,705,739	6,653,723	6,535,950	6,536,500	7,027,003	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>6,520,116</u>	<u>13,055,963</u>	<u>6,653,723</u>	<u>6,727,658</u>	<u>6,728,510</u>	<u>7,027,003</u>	=====
TOTAL GENERAL GOVERNMENT	<u>6,520,116</u>	<u>13,055,963</u>	<u>6,653,723</u>	<u>6,727,658</u>	<u>6,728,510</u>	<u>7,027,003</u>	=====
TOTAL EXPENDITURES	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
REVENUE OVER/(UNDER) EXPENDITURES	138,505	( 350,224)	( 0)	( 191,708)	( 192,010)	( 0)	=====



505-TAX I & S

REVENUES

	2016-2017	2017-2018	2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411900 Property Tax Revenue	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000	
TOTAL Taxes	6,149,844	6,148,041	6,384,000	6,380,532	6,384,000	6,733,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	113,723	0	0	144,003	
TOTAL Fund Transfers	0	0	113,723	0	0	144,003	
<u>Miscellaneous</u>							
000-491000 Interest Earned	208	4,352	6,000	6,673	7,500	6,000	
000-491200 Investment Income	47,550	57,576	50,000	29,303	45,000	44,000	
000-495015 Contribution from SED	361,019	360,769	0	0	0	0	
000-495020 Contribution From YMCA	100,000	100,000	100,000	100,000	100,000	100,000	
000-497000 Misc Income	0	0	0	0	0	0	
000-498000 Proceeds From Refunding Debt	0	6,035,000	0	19,442	0	0	
TOTAL Miscellaneous	508,777	6,557,697	156,000	155,417	152,500	150,000	
TOTAL REVENUES	6,658,621	12,705,739	6,653,723	6,535,950	6,536,500	7,027,003	

505-TAX I & S

GENERAL GOVERNMENT

EXPENDITURES	2018-2019					2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

NON DEPARTMENTAL

=====

Professional Services

101-541500 Paying Agent	2,950	4,150	5,000	4,150	5,000	5,000	
101-541502 Cost of Bond Issuance	0	76,056	0	44,530	44,530	0	
<b>TOTAL Professional Services</b>	<b>2,950</b>	<b>80,206</b>	<b>5,000</b>	<b>48,680</b>	<b>49,530</b>	<b>5,000</b>	

Debt Service

101-555612 Bond-GO Refunding 2010-Princi	285,000	285,000	300,000	300,000	300,000	0	
101-555612.Bond-GO Refundin 2010-Interes	47,025	38,475	29,700	4,500	4,500	0	
101-555629 Bond-GO 2007 Principal	280,000	290,000	300,000	300,000	300,000	315,000	
101-555629.Bond-GO 2007 Interest	147,691	136,312	124,339	124,305	124,305	111,823	
101-555630 Bond-GO SR2008 Principal	460,000	475,000	0	0	0	0	
101-555630.Bond-GO SR2008 Interest	278,362	9,809	0	0	0	0	
101-555631 Bond-GO SR2009 Principal	550,000	550,000	210,000	93,575	93,575	0	
101-555631.Bond-GO SR2009 Interest	266,325	249,138	236,525	120,100	120,100	0	
101-555633 Bond-GO SR2011 Principal	235,000	240,000	250,000	250,000	250,000	260,000	
101-555633.Bond-GO SR2011 Interest	334,763	327,038	318,463	318,463	318,463	308,888	
101-555634 Bond-GO 2011A Refund-Principa	620,000	635,000	485,000	485,000	485,000	475,000	
101-555634.Bond-GO 2011A Refund-Interest	101,962	87,701	74,735	74,515	74,515	63,551	
101-555635 Bond-GO 2012 - Principal	320,000	335,000	345,000	345,000	345,000	355,000	
101-555635.Bond-GO 2012 - Interest	181,755	168,095	157,945	157,945	157,945	149,170	
101-555636 Tax Note - SR2013 - Principal	170,000	170,000	0	0	0	0	
101-555636.Tax Note - SR2013 - Interest	3,995	1,445	0	0	0	0	
101-555637 Tax Note - SR2013A - Principa	160,000	165,000	0	0	0	0	
101-555637.Tax Note - SR2013A - Interest	3,185	1,072	0	0	0	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	100,000	
101-555638.Bond-GO 2014 Refund-Interest	292,275	289,775	286,775	286,775	286,775	283,775	
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	35,000	35,000	35,000	35,000	
101-555639.Tax Note - SR2015 - Interest	3,139	2,532	1,925	1,923	1,923	1,313	
101-555640 Bond-Ref 2015 Bond-Principal	450,000	490,000	150,000	660,000	660,000	675,000	
101-555640.Bond-GO Ref 2015-Interest	102,125	92,725	9,317	81,225	81,225	66,188	
101-555641 Tax Note - SR2015A-Principal	145,000	145,000	660,000	150,000	150,000	150,000	
101-555641.Tax Note - SR2015A - Interest	13,751	11,507	81,225	9,267	9,268	7,007	
101-555642 Bond-GO SR2016-Principal	405,000	205,000	215,000	215,000	215,000	225,000	
101-555642.Bond-GO SR2016-Interest	175,756	167,606	159,206	159,206	159,207	150,406	
101-555643 Bond-Taxable CO SR2016-Princi	55,000	55,000	175,000	55,000	55,000	60,000	
101-555643.Bond-Taxable CO SR2016-Intere	48,888	47,238	62,669	45,588	45,588	43,863	
101-555644 Bond-NonTax CO SR2016-Princip	170,000	165,000	55,000	175,000	175,000	180,000	
101-555644.Bond-NonTax CO SR2016-Interes	76,169	69,469	45,588	62,669	62,669	55,569	
101-555645 Bond-CO SR2017-Principal	0	245,000	280,000	280,000	280,000	357,413	
101-555645.Bond-CO SR2017 - Interest	0	178,688	139,025	139,025	139,025	63,063	
101-555646 Bond-GO SR2017 - Principal	0	135,000	150,000	150,000	150,000	155,000	
101-555646.Bond-GO SR2017 - Interest	0	143,944	114,225	114,225	114,225	109,650	
101-555647 Bond-GO 2018 Refund- Principa	0	0	550,000	550,000	550,000	560,000	
101-555647.Bond-GO 2018 Refund - Interes	0	73,567	122,112	122,112	122,112	110,346	
101-555648 Bond-CO SR2018 - Principal	0	0	0	210,000	210,000	220,000	
101-555648.Bond-CO 2018 - Interest	0	0	0	214,951	214,951	187,263	
101-555649 Bond-GO 2018 Ref - Principal	0	0	0	95,000	95,000	580,000	

505-TAX I & S

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
101-555649.Bond-GO 2018 Ref - Interest	0	0	0	193,609	193,609	227,444	_____
101-555650 Bond-CO 2019-Principal	0	0	0	0	0	250,000	_____
101-555650.Bond-CO 2019-Interest	0	0	0	0	0	130,275	_____
101-555900 Debt Service	<u>0</u>	<u>0</u>	<u>424,951</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL Debt Service	6,517,166	6,816,134	6,648,723	6,678,977	6,678,980	7,022,003	=====
<u>Other Financing Sources</u>							
101-556300 Payment To Refund Debt	<u>0</u>	<u>6,159,623</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL Other Financing Sources	0	6,159,623	0	0	0	0	=====
<hr/>							
TOTAL NON DEPARTMENTAL	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
<hr/>							
TOTAL GENERAL GOVERNMENT	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	
<hr/>							
TOTAL EXPENDITURES	6,520,116	13,055,963	6,653,723	6,727,658	6,728,510	7,027,003	=====

# FUND: 202 WATER & SEWER

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>			
Franchises	\$263,469	\$263,517	\$227,380
Fees	23,293,054	23,758,204	24,575,500
Fund Transfers	141,510	141,000	2,614,428
Miscellaneous	3,495,149	493,300	465,218
<i>Total</i>	<i>\$27,193,182</i>	<i>\$24,656,021</i>	<i>\$27,882,526</i>
<i>Expenses</i>			
Business Office	\$822,393	\$862,009	\$936,208
W&S Administration	21,796,470	23,836,457	23,696,318
Projects	5,877,000	501,285	3,250,000
<i>Total</i>	<i>\$28,495,863</i>	<i>\$25,199,751</i>	<i>\$27,882,526</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2019-20 are expected to increase 13.1% from the FY 2017-18 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

**Expenses:** The FY 2019-20 Budget increases 10.6% from the FY 2018-19 year end estimates to fund a new water main, utility relocations, waterline replacements, and water tank painting.

202-WATER & SEWER

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
Permits	49,564	0	0	0	0	0	
Fees	21,617,933	23,293,054	24,439,057	18,450,393	23,758,204	24,575,500	
Fund Transfers	136,920	141,510	685,836	105,750	141,000	2,614,428	
Miscellaneous	<u>6,606,455</u>	<u>3,495,149</u>	<u>347,111</u>	<u>396,056</u>	<u>493,300</u>	<u>465,218</u>	
TOTAL REVENUES	28,643,624	27,193,182	25,735,522	19,173,751	24,656,021	27,882,526	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	0	5,877,000	125,000	125,000	125,000	3,250,000	
BUSINESS OFFICE	<u>690,817</u>	<u>822,393</u>	<u>936,110</u>	<u>634,847</u>	<u>862,009</u>	<u>936,208</u>	
TOTAL GENERAL GOVERNMENT	690,817	6,699,393	1,061,110	759,847	987,009	4,186,208	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>19,763,436</u>	<u>21,796,470</u>	<u>23,918,914</u>	<u>17,255,040</u>	<u>23,836,457</u>	<u>23,696,318</u>	
TOTAL PUBLIC WORKS	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>277,716</u>	<u>376,285</u>	<u>0</u>	
TOTAL MISC & PROJECTS	0	0	0	277,716	376,285	0	
TOTAL EXPENDITURES	20,454,252	28,495,863	24,980,024	18,292,603	25,199,751	27,882,526	
REVENUE OVER/(UNDER) EXPENDITURES	<u>8,189,372</u>	<u>( 1,302,682)</u>	<u>755,498</u>	<u>881,149</u>	<u>( 543,730)</u>	<u>0</u>	

202-WATER & SEWER

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Franchises</b>							
000-421490 Cell Tower Leasing	232,754	263,469	263,517	221,553	263,517	227,380	
TOTAL Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
<b>Permits</b>							
000-432400 Development Permit	49,564	0	0	0	0	0	
TOTAL Permits	49,564	0	0	0	0	0	
<b>Fees</b>							
000-455200 Garbage Collection Fee	4,617,936	4,960,183	5,217,962	4,139,595	5,177,600	5,280,000	
000-455500 Water & Sewer Transfer Fee	0	( 10)	0	10	0	0	
000-455600 Fire Line Fees	29,540	29,015	31,000	33,160	33,160	33,000	
000-455700 Recycle Fee Revenue	295,773	305,469	315,500	264,229	330,800	336,000	
000-455800 W&S Line Constructn Reimbur	35,302	36,474	20,000	17,236	25,000	20,000	
000-457100 Sale of Water	9,741,286	10,666,527	10,790,831	8,032,959	10,700,000	10,914,000	
000-457110 Edwards Water Lease	125,531	54,872	40,000	34,244	34,244	40,000	
000-457120 Water Transfer Charge-Selma	24,641	26,420	6,233	28,809	40,000	30,000	
000-457200 Sale of Meters	111,839	143,916	160,000	71,886	90,000	120,000	
000-457400 Sewer Charges	6,385,094	6,816,996	7,578,031	5,820,506	7,300,000	7,550,000	
000-457500 Water Penalties	248,540	250,316	277,000	5,509	25,000	250,000	
000-459200 NSF Check Fee-Water&Sewer	2,450	2,875	2,500	2,250	2,400	2,500	
TOTAL Fees	21,617,933	23,293,054	24,439,057	18,450,393	23,758,204	24,575,500	
<b>Fund Transfers</b>							
000-486000 Transfer In - Reserves	0	0	544,836	0	0	2,468,028	
000-486204 Interfnd Chrg-Drainage Billin	136,920	141,510	141,000	105,750	141,000	146,400	
TOTAL Fund Transfers	136,920	141,510	685,836	105,750	141,000	2,614,428	
<b>Miscellaneous</b>							
000-490000 Misc Charges	282,282	10,989	1,000	8,683	10,000	5,000	
000-491000 Interest Earned	3,666	44,859	25,000	51,161	69,300	75,000	
000-491200 Investment Income	58,376	158,054	180,000	178,982	230,000	240,000	
000-495013 Capital Contribution-W&S	6,111,474	3,132,348	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	1	0	0	0	0	
000-497000 Misc Income-W&S	28,284	17,267	15,000	54,651	60,000	20,000	
000-498110 Salary Reimb-SSLGC	122,373	131,630	126,111	102,579	124,000	125,218	
000-498200 Reimbursmnt-W&S Project	0	1	0	0	0	0	
TOTAL Miscellaneous	6,606,455	3,495,149	347,111	396,056	493,300	465,218	
TOTAL REVENUES	28,643,624	27,193,182	25,735,522	19,173,751	24,656,021	27,882,526	

202-WATER & SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>NON DEPARTMENTAL</b>							
=====							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>							
101-548406 Transfer To Public Improvemen	0	5,825,000	125,000	125,000	125,000	3,250,000	=====
TOTAL Fund Charges/Transfers	0	5,825,000	125,000	125,000	125,000	3,250,000	=====
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Other Financing Sources</u>							
101-556000 Issuance Costs	0	52,000	0	0	0	0	=====
TOTAL Other Financing Sources	0	52,000	0	0	0	0	=====
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL NON DEPARTMENTAL</b>	0	5,877,000	125,000	125,000	125,000	3,250,000	

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

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**DEPARTMENT DESCRIPTION**

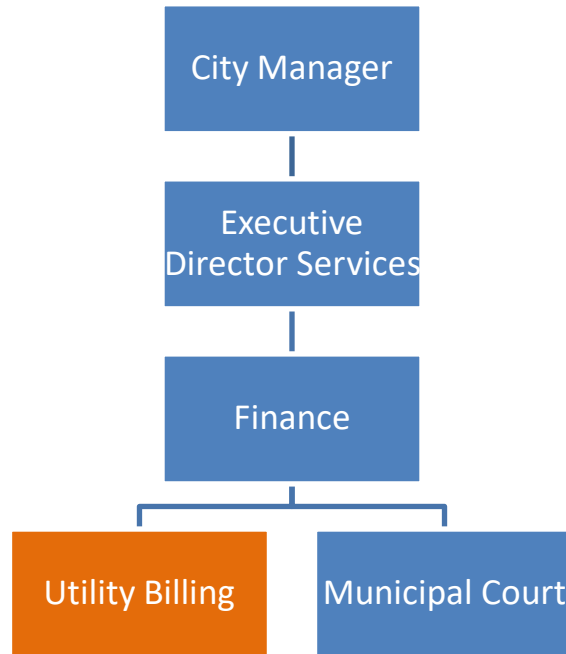
Read meters for calculating usage. Prepare all utility bills for mailing. Collect utility payments and post to customer's account. Set up new customer accounts. Conduct sewer averaging annually. Collect payments for other departments. Collect debt for various departments. Solve complaints in timely and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

**GOALS AND OBJECTIVES**

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



## ORGANIZATIONAL CHART



UTILITY BILLING	2017-18	2018-19	2019-20
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	2	2
Utility Billing Clerk I	2	2	2
Meter Tech I	2	2	2
Meter Tech II	1	1	1
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$453,201	\$445,164	\$469,663
Supplies	2,916	4,800	3,800
City Support Services	1	5,655	5,655
Utility Services	1,026	10,500	10,700
Operations Support	141,417	129,000	158,500
Staff Support	3,755	6,250	6,250
Professional Services	210,300	252,000	243,000
Maintenance Services	6,120	8,040	8,040
Operating Equipment	3,657	600	600
Capital Outlay	0	0	30,000
<i>Total</i>	<i>\$822,393</i>	<i>\$862,009</i>	<i>\$936,208</i>

#### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget increases 8.6% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES	2018-2019							2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
<b>BUSINESS OFFICE</b>								
=====								
<u>Personnel Services</u>								
176-511110 Regular	269,610	293,782	330,487	251,751	301,960	317,221		
176-511120 Overtime	9,665	6,797	3,200	4,344	5,000	3,200		
176-511180 LTD	807	891	1,017	591	936	983		
176-511210 Longevity	9,665	5,611	6,754	4,646	4,488	5,546		
176-511230 Certification Allowance	115	0	300	0	0	0		
176-511310 FICA - Employer	21,736	22,643	25,891	19,281	23,826	24,936		
176-511350 TMRS-Employer	46,412	54,856	54,675	42,108	49,878	52,676		
176-511410 Health-Employer	56,042	67,161	75,916	46,787	57,422	63,475		
176-511500 Workers' Compensation	1,945	1,461	1,660	1,654	1,654	1,626		
TOTAL Personnel Services	415,998	453,201	499,900	371,162	445,164	469,663		
<u>Supplies</u>								
176-521000 Operating Supplies	717	1,164	1,700	645	2,700	1,700		
176-521100 Office Supplies	963	1,752	2,100	1,112	2,100	2,100		
TOTAL Supplies	1,680	2,916	3,800	1,757	4,800	3,800		
<u>Human Services</u>								
176-531100 Pre-employment Check	203	0	0	0	0	0		
TOTAL Human Services	203	0	0	0	0	0		
<u>City Support Services</u>								
176-532355 Software Maintenance	28	0	0	0	0	0		
176-532900 Contingencies	0	1	5,349	250	5,655	5,655		
TOTAL City Support Services	28	1	5,349	250	5,655	5,655		
<u>Utility Services</u>								
176-533310 Telephone/Cell Phone	752	1,026	1,671	1,024	1,500	1,700		
176-533500 Vehicle Fuel	0	0	9,000	2,464	9,000	9,000		
TOTAL Utility Services	752	1,026	10,671	3,488	10,500	10,700		
<u>Operations Support</u>								
176-534000 Postage	73,088	72,670	93,000	62,565	75,000	93,000		
176-534200 Printing & Binding	43,686	43,682	56,000	30,976	45,000	56,000		
176-534300 Equipment Maintenance - Copie	9,028	9,028	9,500	4,614	9,000	9,500		
176-534800 Temporary Empl. Services	0	16,037	0	0	0	0		
TOTAL Operations Support	125,802	141,417	158,500	98,155	129,000	158,500		
<u>Staff Support</u>								
176-535100 Uniforms	2,058	2,715	2,200	1,396	2,200	2,200		
176-535200 Awards	0	30	200	193	200	200		
176-535300 Memberships	0	30	100	30	100	100		
176-535500 Training/Travel	982	802	3,500	1,720	3,500	3,500		
176-535510 Meeting Expenses	0	179	250	133	250	250		
TOTAL Staff Support	3,040	3,755	6,250	3,471	6,250	6,250		

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES	(----- 2018-2019 -----)(----- 2019-2020 -----)						
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	137,194	208,802	240,000	148,672	250,000	240,000	
176-541810 Credit Cards Fees - AMEX	<u>0</u>	<u>1,498</u>	<u>3,000</u>	<u>1,831</u>	<u>2,000</u>	<u>3,000</u>	
TOTAL Professional Services	137,194	210,300	243,000	150,503	252,000	243,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>6,120</u>	<u>6,120</u>	<u>8,040</u>	<u>5,700</u>	<u>8,040</u>	<u>8,040</u>	
TOTAL Maintenance Services	6,120	6,120	8,040	5,700	8,040	8,040	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	0	3,147	600	360	600	600	
176-571400 Communication Equip LESS \$500	<u>0</u>	<u>510</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	3,657	600	360	600	600	
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	
TOTAL Capital Outlay	0	0	0	0	0	30,000	
TOTAL BUSINESS OFFICE	690,817	822,393	936,110	634,847	862,009	936,208	
TOTAL GENERAL GOVERNMENT	690,817	6,699,393	1,061,110	759,847	987,009	4,186,208	

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

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**DEPARTMENT DESCRIPTION**

Provide water and wastewater services to all citizens. Conduct maintenance, repair, and expansion of water and wastewater services. Provide excellent customer service. Assist other departments as needed. Provide administrative support to water and wastewater departments. Provide a weekly chipping service. Inspect new infrastructure. Review plat and subdivision plans. Review water and wastewater construction plans. Manage department improvement projects. Oversee drought, conservation plan, and rules. Maintain bookkeeping & records management. Provide letters of availability and Certificate of Convenience and Necessity. Meet with developers and utility providers. Conduct department training, education, and planning.

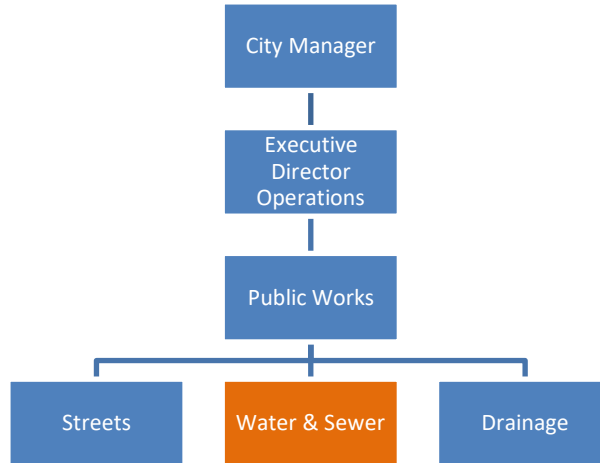
**GOALS AND OBJECTIVES**

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

WATER AND SEWER ADMINISTRATION

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**ORGANIZATION CHART**



WATER & SEWER ADMINISTRATION	2016-17	2017-18	2018-19
Director	1	1	1
Assistant Director(Water/Wastewater Manager)	1	1	1
Senior Administrative Assistant	1	1	1
Clerk/Dispatcher	1	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Water & Sewer Supervisor (Superintendent)	1	1	1
Water & Sewer Foreman	1	1	1
Serviceman III	1	1	1
Serviceman II	4	5	5
Serviceman I	8	10	10
<b>TOTAL POSITIONS</b>	<b>20</b>	<b>23</b>	<b>23</b>

WATER AND SEWER ADMINISTRATION

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**PERFORMANCE INDICATORS**

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Water Accounts	16,022	16,650	17,000
Miles of Water Main	224	226	228
Miles of Sewer Main	113	114	115

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Gallons Pumped (Edwards), acre feet	84.27	60	60
Gallons Received (SSLGC), acre feet	5,827	5,900	6,000
Gallons Distributed, acre feet	5,232	5,250	5,300

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
New Meter Installed	406	350	350
New Service Taps	2	6	10
Water Service Calls	1,002	1,000	1,000
Water Main Break, Service Repair Calls	104	200	200
Sewer Backup and Repair Calls	665	650	650

WATER AND SEWER ADMINISTRATION

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Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	\$1,259,856	\$1,343,734	\$1,458,353
Supplies	178,336	225,493	187,500
Human Services	0	700	0
City Support Services	59,829	52,568	159,603
Utility Services	3,528,081	3,559,100	3,575,800
Operations Support	6,419	10,902	11,300
Staff Support	25,583	34,500	38,000
City Assistance	333	205	1,500
Professional Services	403,181	375,434	406,179
Fund Charges/Transfers	7,315,927	6,188,960	6,355,471
Maintenance Services	8,538,899	9,022,440	9,200,490
Other Costs	36,615	38,436	40,000
Debt Service	382,603	2,128,131	2,100,622
Rental/Leasing	56,783	124,500	4,500
Operating Equipment	4,025	5,500	8,000
Capital Outlay	0	725,854	149,000
<i>Total</i>	<i>\$21,796,470</i>	<i>\$23,836,457</i>	<i>\$23,696,318</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2019-20 Budget will decrease 0.5% from the FY 2018-19 year end estimate. Increases in personnel costs for the annual merit program, in Fund Charges/Transfers for additional contributions to Schertz Seguin Local Government Corporation (SSLGC) and the Cibolo Creek Municipal Authority (CCMA) for the water pipeline project and south wastewater treatment plant construction, in Maintenance Services for the increase in CCMA's treatment fee, and setting a contingency account for \$100,000 in City Support Services for general use, are all offset in FY 2019-20 by fewer large equipment and vehicle purchases in Capital Outlay.



202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES (----- 2018-2019 -----)(----- 2019-2020 -----)

	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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W & S ADMINISTRATION  
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Personnel Services

575-511110 Regular	735,381	814,575	953,832	731,422	871,048	949,873	
575-511120 Overtime	36,102	35,780	17,945	30,190	36,000	17,945	
575-511180 LTD	2,004	2,577	2,957	1,879	2,700	3,005	
575-511210 Longevity	19,192	22,187	21,337	20,146	20,246	27,542	
575-511230 Certification Allowance	12,590	13,606	13,201	13,306	15,752	13,201	
575-511310 FICA - Employer	54,091	63,139	76,904	56,922	71,670	76,758	
575-511350 TMRS-Employer	120,806	150,648	162,403	128,432	150,039	160,789	
575-511410 Health-Employer	117,531	149,132	174,605	142,245	166,776	199,457	
575-511500 Workers' Compensation	9,734	8,212	9,539	9,503	9,503	9,783	
<b>TOTAL Personnel Services</b>	<b>1,107,431</b>	<b>1,259,856</b>	<b>1,432,723</b>	<b>1,134,043</b>	<b>1,343,734</b>	<b>1,458,353</b>	

Supplies

575-521000 Operating Supplies	8,781	8,247	11,993	10,155	11,993	9,000	
575-521100 Office Supplies	853	1,004	1,500	1,197	1,500	1,500	
575-521200 Medical/Chem Supplies	1,461	1,023	1,224	786	1,500	1,500	
575-521400 Plumbing Supplies	58,433	17,818	50,000	57,311	60,000	50,000	
575-521405 Water Meters-New	127,155	150,235	125,000	126,798	150,000	125,000	
575-521600 Equip Maint Supplies	0	9	500	208	500	500	
<b>TOTAL Supplies</b>	<b>196,683</b>	<b>178,336</b>	<b>190,217</b>	<b>196,456</b>	<b>225,493</b>	<b>187,500</b>	

Human Services

575-531100 Pre-employment Check	539	0	700	0	700	0	
<b>TOTAL Human Services</b>	<b>539</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>0</b>	

City Support Services

575-532500 City Insurance-Commercial	42,626	45,441	48,000	50,068	50,068	50,068	
575-532800 Employee Appreciation Events	1,343	1,953	2,500	1,680	2,500	2,500	
575-532900 Contingencies	20,735	12,435	99,535	0	0	107,035	
<b>TOTAL City Support Services</b>	<b>64,704</b>	<b>59,829</b>	<b>150,035</b>	<b>51,748</b>	<b>52,568</b>	<b>159,603</b>	

Utility Services

575-533100 Gas Utility Service	921	1,178	1,500	1,251	1,500	1,500	
575-533200 Electric Utility Service	269,159	295,137	280,000	204,193	315,000	320,000	
575-533310 Telephone/Cell Phones	2,137	2,729	3,500	1,559	2,400	3,500	
575-533320 Telephone/Air Cards	286	218	800	119	200	800	
575-533400 Water Purchase	2,918,214	3,175,122	3,200,000	2,115,108	3,200,000	3,200,000	
575-533410 Water Utility Service	9,699	9,456	10,000	1,310	2,000	10,000	
575-533500 Vehicle Fuel	37,526	44,240	31,000	30,288	38,000	40,000	
<b>TOTAL Utility Services</b>	<b>3,237,942</b>	<b>3,528,081</b>	<b>3,526,800</b>	<b>2,353,828</b>	<b>3,559,100</b>	<b>3,575,800</b>	

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Operations Support</b>							
575-534000 Postage	145	207	300	147	200	300	
575-534100 Advertising	2,881	971	5,000	2,950	5,000	5,000	
575-534200 Printing & Binding	0	38	500	105	500	500	
575-534300 Equipment Maintenance - Copie	5,202	5,202	5,500	4,716	5,202	5,500	
<b>TOTAL Operations Support</b>	<b>8,228</b>	<b>6,419</b>	<b>11,300</b>	<b>7,917</b>	<b>10,902</b>	<b>11,300</b>	
<b>Staff Support</b>							
575-535100 Uniforms	8,228	8,982	16,500	15,211	16,500	15,000	
575-535300 Memberships	5,375	5,758	6,000	5,246	6,000	6,000	
575-535500 Training/Travel	6,696	8,973	15,000	4,063	10,000	15,000	
575-535510 Meeting Expenses	1,817	1,648	2,000	1,015	2,000	2,000	
575-535600 Professional Certification	249	222	0	0	0	0	
<b>TOTAL Staff Support</b>	<b>22,364</b>	<b>25,583</b>	<b>39,500</b>	<b>25,534</b>	<b>34,500</b>	<b>38,000</b>	
<b>City Assistance</b>							
575-537100 Medical Services	1,638	333	1,500	205	205	1,500	
<b>TOTAL City Assistance</b>	<b>1,638</b>	<b>333</b>	<b>1,500</b>	<b>205</b>	<b>205</b>	<b>1,500</b>	
<b>Professional Services</b>							
575-541200 Legal Svcs	220,694	211,625	197,516	155,572	200,000	200,000	
575-541300 Other Consl/Prof Services	37,652	102,431	112,965	59,972	70,000	112,965	
575-541305 Cell Tower Management Fees	73,426	64,122	78,500	80,634	80,634	68,214	
575-541310 Contractual Services	2,880	0	0	0	0	0	
575-541400 Auditor/Accounting Service	23,430	24,000	24,000	20,644	24,000	24,000	
575-541500 Paying Agent	800	800	1,000	600	800	1,000	
575-541650 Misc Expenses	0	203	0	0	0	0	
<b>TOTAL Professional Services</b>	<b>358,883</b>	<b>403,181</b>	<b>413,981</b>	<b>317,423</b>	<b>375,434</b>	<b>406,179</b>	
<b>Fund Charges/Transfers</b>							
575-548040 Contribution To CVLGC	300,000	300,000	500,000	480,000	480,000	100,000	
575-548050 Contribution to SSLG	2,242,314	2,906,068	3,786,424	3,393,413	3,786,424	4,006,734	
575-548060 Contribution to CCMA	413,650	410,650	412,250	577,775	412,250	726,800	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548106 Transfer Out- Special Events	2,494	3,640	0	0	0	0	
575-548600 Inter-fund Charges-Admin	1,186,812	1,344,140	1,365,998	1,024,498	1,365,998	1,385,000	
575-548610 Interfund Charge-Fleet	148,276	129,890	140,288	105,216	140,288	132,937	
575-548700 Bad Debt Expense	0	70,807	0	0	0	0	
575-548800 Depreciation Expense	2,116,417	2,150,733	0	0	0	0	
575-548900 Amortization Expense	11,381	0	0	0	0	0	
<b>TOTAL Fund Charges/Transfers</b>	<b>6,421,344</b>	<b>7,315,927</b>	<b>6,208,960</b>	<b>5,580,903</b>	<b>6,188,960</b>	<b>6,355,471</b>	

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
575-551100 Building Maintenance	137	1,572	5,000	6	5,000	5,000	
575-551300 Computer Maintenance	17,754	6,218	17,500	0	5,600	17,500	
575-551400 Minor & Other Equip Maint	1,286	25	2,500	96	2,500	2,500	
575-551500 Water Maintenance	77,774	138,060	155,000	40,180	155,000	155,000	
575-551510 Waste Contractor Expense	4,342,077	4,687,548	4,565,218	3,486,008	4,540,000	4,540,000	
575-551520 Sewer Treatment-CCMA/MUD	3,349,837	3,655,649	4,150,000	2,793,966	4,150,000	4,316,000	
575-551530 Sewer Maintenance	117,701	28,650	84,000	26,816	84,000	84,000	
575-551540 I&I Maintenance	3,850	0	129,500	0	60,000	60,000	
575-551600 Street Maintenance Materials	12,052	20,867	19,767	12,226	20,000	20,000	
575-551720 Low Flow Rebate Program	0	50	250	50	100	250	
575-551800 Other Maintenance Agreements	220	260	240	180	240	240	
TOTAL Maintenance Services	7,922,689	8,538,899	9,128,974	6,359,528	9,022,440	9,200,490	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	36,605	36,615	40,000	38,436	38,436	40,000	
TOTAL Other Costs	36,605	36,615	40,000	38,436	38,436	40,000	
<u>Debt Service</u>							
575-555900 Debt Service	0	0	1,605,000	0	1,605,000	1,500,000	
575-555900. Interest Expense	357,795	382,603	299,245	523,131	523,131	600,622	
TOTAL Debt Service	357,795	382,603	1,904,245	523,131	2,128,131	2,100,622	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,702	2,783	3,500	2,866	3,500	3,500	
575-561100 Rental-Equipment	0	0	1,000	0	1,000	1,000	
575-561200 Lease/Purchase Payments	20,800	54,000	120,000	(33,173)	120,000	0	
TOTAL Rental/Leasing	23,502	56,783	124,500	(30,307)	124,500	4,500	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	0	1,072	6,000	3,054	2,500	5,000	
575-571200 Vehicles & Access. LESS \$5,00	0	0	2,500	0	0	0	
575-571300 Computer & Periphe. < \$5000	515	0	0	0	0	0	
575-571500 Minor Equipment	2,575	2,954	3,000	0	3,000	3,000	
575-571800 Equipment Under \$5,000	0	0	18,000	0	0	0	
TOTAL Operating Equipment	3,090	4,025	29,500	3,054	5,500	8,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	517,978	511,943	511,943	60,000	
575-581800 Equipment Over \$5,000	0	0	198,000	181,199	213,911	89,000	
TOTAL Capital Outlay	0	0	715,978	693,142	725,854	149,000	

202-WATER & SEWER

PUBLIC WORKS EXPENDITURES			(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Water Line Relocation</u>	_____	_____	_____	_____	_____	_____	_____
<u>Aviation Heights</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL W & S ADMINISTRATION	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	
TOTAL PUBLIC WORKS	19,763,436	21,796,470	23,918,914	17,255,040	23,836,457	23,696,318	

202-WATER & SEWER

MISC & PROJECTS

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>							
900-541100 ENGINEERING	0	0	0	16,805	35,992	0	=====
TOTAL Professional Services	0	0	0	16,805	35,992	0	=====
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>							
900-551900 CONSTRUCTION	0	0	0	260,911	340,293	0	=====
TOTAL Maintenance Services	0	0	0	260,911	340,293	0	=====
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	0	0	277,716	376,285	0	

202-WATER & SEWER

MISC & PROJECTS  
EXPENDITURES

			(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FM3009 RD&BRIDGE EXPNSN =====							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL MISC & PROJECTS	0	0	0	277,716	376,285	0	
TOTAL EXPENDITURES	20,454,252 =====	28,495,863 =====	24,980,024 =====	18,292,603 =====	25,199,751 =====	27,882,526 =====	=====

# FUND: 411 CAPITAL RECOVERY FUND

## WATER

(Water & Sewer)

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### **DESCRIPTION**

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

### **GOALS AND OBJECTIVES**

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

## PERFORMANCE INDICATORS

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$1,544,962	\$975,000	\$1,100,000
Miscellaneous	102,749	169,000	180,000
<i>Total</i>	<i>\$1,647,711</i>	<i>\$1,144,000</i>	<i>\$1,280,000</i>
<i>Expenses</i>			
Non Departmental	\$1,000	\$1,378,484	\$256,000
<i>Total</i>	<i>\$1,000</i>	<i>\$1,378,484</i>	<i>\$256,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19.



411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000	
Fund Transfers	0	0	1,375,000	0	0	0	
Miscellaneous	38,537	102,749	82,000	126,286	169,000	180,000	
TOTAL REVENUES	1,471,847	1,647,711	2,557,000	916,564	1,144,000	1,280,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
TOTAL GENERAL GOVERNMENT	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	1,000	1,000	1,631,000	1,375,984	1,378,484	256,000	
REVENUE OVER/(UNDER) EXPENDITURES	1,470,847	1,646,711	926,000	( 459,420)	( 234,484)	1,024,000	

411-CAPITAL RECOVERY - WATER

REVENUES

	2016-2017	2017-2018	2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455900 Cap Rcvry-Water	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000	
TOTAL Fees	1,433,309	1,544,962	1,100,000	790,277	975,000	1,100,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	1,375,000	0	0	0	
TOTAL Fund Transfers	0	0	1,375,000	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	863	5,527	7,000	2,884	4,000	5,000	
000-491200 Investment Income	37,675	97,222	75,000	123,403	165,000	175,000	
TOTAL Miscellaneous	38,537	102,749	82,000	126,286	169,000	180,000	
TOTAL REVENUES	1,471,847	1,647,711	2,557,000	916,564	1,144,000	1,280,000	

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<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	0	0	250,000	_____
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	984	984	1,000	=====
TOTAL Professional Services	1,000	1,000	256,000	984	3,484	256,000	=====
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Proj	0	0	1,375,000	1,375,000	1,375,000	0	=====
TOTAL Fund Charges/Transfers	0	0	1,375,000	1,375,000	1,375,000	0	=====
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Debt Service</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL NON DEPARTMENTAL</b>	<b>1,000</b>	<b>1,000</b>	<b>1,631,000</b>	<b>1,375,984</b>	<b>1,378,484</b>	<b>256,000</b>	

# FUND: 421 CAPITAL RECOVERY FUND

## SEWER

(Water & Sewer)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

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

## PERFORMANCE INDICATORS

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$821,969	\$489,200	\$600,000
Miscellaneous	85,591	123,500	103,000
<i>Total</i>	<i>\$907,560</i>	<i>\$612,700</i>	<i>\$703,000</i>
<i>Expenses</i>			
Non Departmental	493,208	7,984	260,500
<i>Total</i>			

## PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2019-20 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	744,574	821,969	600,000	421,529	489,200	600,000	
Miscellaneous	<u>36,518</u>	<u>85,591</u>	<u>44,000</u>	<u>121,296</u>	<u>123,500</u>	<u>103,000</u>	
TOTAL REVENUES	781,092	907,560	644,000	542,825	612,700	703,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,356</u>	<u>493,208</u>	<u>260,500</u>	<u>3,927</u>	<u>7,984</u>	<u>260,500</u>	
TOTAL GENERAL GOVERNMENT	5,356	493,208	260,500	3,927	7,984	260,500	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	5,356	493,208	260,500	3,927	7,984	260,500	
REVENUE OVER/(UNDER) EXPENDITURES	<u>775,736</u>	<u>414,352</u>	<u>383,500</u>	<u>538,898</u>	<u>604,716</u>	<u>442,500</u>	

421-CAPITAL RECOVERY - SEWER

REVENUES

	2016-2017	2017-2018	2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Fees</b>							
000-455910 Cap Rcvry-Waste Water	717,574	794,969	600,000	432,329	500,000	600,000	
000-455913 Cap Rcvry-North Sewer Treat	27,000	27,000	0	(10,800)	(10,800)	0	
<b>TOTAL Fees</b>	<b>744,574</b>	<b>821,969</b>	<b>600,000</b>	<b>421,529</b>	<b>489,200</b>	<b>600,000</b>	
<b>Fund Transfers</b>							
<b>Miscellaneous</b>							
000-491000 Interest Earned	730	3,799	4,000	2,805	3,500	3,000	
000-491200 Investment Income	63,424	104,840	40,000	101,613	120,000	100,000	
000-491800 Gain/Loss Capital One Sewer (	13,176)	(11,126)	0	(8,567)	0	0	
000-491900 Unrealize Gain/Loss-Captl On(	14,460)	(11,922)	0	25,444	0	0	
<b>TOTAL Miscellaneous</b>	<b>36,518</b>	<b>85,591</b>	<b>44,000</b>	<b>121,296</b>	<b>123,500</b>	<b>103,000</b>	
<b>TOTAL REVENUES</b>	<b>781,092</b>	<b>907,560</b>	<b>644,000</b>	<b>542,825</b>	<b>612,700</b>	<b>703,000</b>	

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>							
101-541200 Legal Services-Sewer	0	0	5,000	0	2,500	5,000	_____
101-541300 Professional Services-Cap Pla	0	0	250,000	0	0	250,000	_____
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	984	984	1,000	_____
101-541650 Investment Mgt Fee-Sewer	4,356	4,360	4,500	2,943	4,500	4,500	_____
TOTAL Professional Services	5,356	5,360	260,500	3,927	7,984	260,500	_____
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Prjc	0	487,848	0	0	0	0	_____
TOTAL Fund Charges/Transfers	0	487,848	0	0	0	0	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL NON DEPARTMENTAL</b>	<b>5,356</b>	<b>493,208</b>	<b>260,500</b>	<b>3,927</b>	<b>7,984</b>	<b>260,500</b>	_____
<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,356</b>	<b>493,208</b>	<b>260,500</b>	<b>3,927</b>	<b>7,984</b>	<b>260,500</b>	_____



# FUND: 204 DRAINAGE FUND

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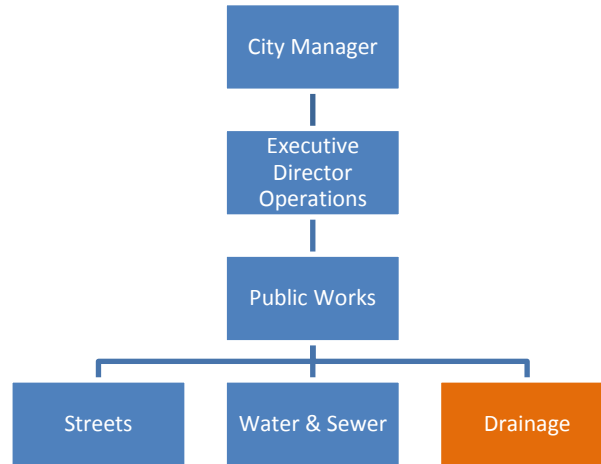
## DEPARTMENT DESCRIPTION

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

## GOALS AND OBJECTIVES

- Protect lives and property.
- Improve quality of the storm water system by adding a Storm Water Manager to implement & manage Phase II Storm Water Program to keep in compliance with local, state and federal regulations. Ensure compliance with program requirements associated with the National Pollutant Discharge Elimination System permit.
- Institute best management practices in the maintenance of our natural creek ways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support.
- Review storm water infrastructure plans
- Maintain storm water data collection.
- Continue to evaluate, consider, and pursue all available resources for improving management of the local storm water infrastructure.
- Provide Storm water pollution and floodplain awareness to the community and city personnel.

## ORGANIZATIONAL CHART



DRAINAGE	2017-18	2018-19	2019-20
Drainage Foreman	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	118.07	118.07	118.07
Acres of Drainage Ditches Mowed	157.75	157.75	157.75

Efficiency	2017-18 Actual	2017-19 Estimate	2019-20 Budget
Monthly Operating Expenditures	93,564	98,879	105,475

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
ROW Maintenance & Mowing, Hours	2,900	3,200	3,300
Drainage Mowing, Hours	600	700	800
Drainage Structure Maintenance, Hours	1,350	1,450	1,450

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Permits	\$3,960	\$4,000	\$4,000
Fees	1,159,910	1,200,150	1,230,000
Miscellaneous	194,255	59,732	33,000
<i>Total</i>	<i>\$1,358,125</i>	<i>\$1,263,882</i>	<i>\$1,267,000</i>
<i>Expenses</i>			
Personnel	\$339,603	\$325,045	\$400,200
Supplies	4,773	5,700	6,000
City Support Services	6,874	3,266	34,000
Utility Services	14,017	13,000	13,200
Operations Support	0	0	1,050
Staff Support	5,758	11,779	13,700
City Assistance	98	100	500
Professional Services	8,918	37,000	41,500
Fund Charges/Transfers	617,182	532,162	479,659
Maintenance Services	1,090	30,000	42,000
Other Costs	100	100	200
Debt Services	8,206	121,213	124,200
Rental/Leasing	0	500	500
Operating Equipment	6,812	0	2,000
Capital Outlay	0	74,348	107,000
Projects	0	940,257	0
<i>Total</i>	<i>\$1,013,430</i>	<i>\$2,094,470</i>	<i>\$1,265,709</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The FY 2019-20 revenue from drainage fees is expected to increase 2.5% with new commercial and residential development occurring in the City. Overall revenue will increase 0.2% from the prior year which saw the remainder or a one time contribution from Cibolo for the Cibolo Creek Bridge reconstruction.

**Expenses:** The FY 2019-20 Budget will increase 9.7% from the FY 2018-19 year end estimate for the operating accounts not including projects. The increase is due to higher personnel costs related to the annual merit program, setting a contingency at \$30,000, additional Maintenance Services for a new outsourced mowing contract to improve services, and additional large equipment and vehicle purchases.

204--DRAINAGE

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Permits	2,960	3,960	3,000	3,100	4,000	4,000	
Fees	1,146,946	1,159,910	1,208,500	976,548	1,200,150	1,230,000	
Fund Transfers	0	0	1,027,062	0	0	0	
Miscellaneous	16,663	194,255	26,800	51,006	59,732	33,000	
<b>TOTAL REVENUES</b>	<b>1,166,568</b>	<b>1,358,125</b>	<b>2,265,362</b>	<b>1,030,653</b>	<b>1,263,882</b>	<b>1,267,000</b>	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	
<b>TOTAL PUBLIC WORKS</b>	<b>1,066,235</b>	<b>1,013,430</b>	<b>1,236,907</b>	<b>775,209</b>	<b>1,154,213</b>	<b>1,265,709</b>	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	0	0	1,013,664	716,926	940,257	0	
<b>TOTAL MISC &amp; PROJECTS</b>	<b>0</b>	<b>0</b>	<b>1,013,664</b>	<b>716,926</b>	<b>940,257</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,066,235</b>	<b>1,013,430</b>	<b>2,250,571</b>	<b>1,492,135</b>	<b>2,094,470</b>	<b>1,265,709</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>100,333</b>	<b>344,696</b>	<b>14,792</b>	<b>( 461,482)</b>	<b>( 830,588)</b>	<b>1,291</b>	
	=====	=====	=====	=====	=====	=====	=====

204--DRAINAGE

REVENUES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Permits</b>							
000-432400 Floodplain Permit	2,960	3,960	3,000	3,100	4,000	4,000	
TOTAL Permits	2,960	3,960	3,000	3,100	4,000	4,000	
<b>Fees</b>							
000-457500 Drainage Penalties	10,016	10,537	10,000	32	150	10,000	
000-457600 Drainage Fee	1,136,930	1,149,373	1,198,500	976,516	1,200,000	1,220,000	
TOTAL Fees	1,146,946	1,159,910	1,208,500	976,548	1,200,150	1,230,000	
<b>Fund Transfers</b>							
000-481000 Transfer In - Reserves	0	0	1,027,062	0	0	0	
TOTAL Fund Transfers	0	0	1,027,062	0	0	0	
<b>Miscellaneous</b>							
000-491000 Interest Earned	295	3,481	1,800	2,876	3,600	3,000	
000-491200 Investment Income	15,500	26,509	25,000	24,113	32,000	30,000	
000-497000 Misc Income-Drainage	867	164,265	0	24,017	24,132	0	
TOTAL Miscellaneous	16,663	194,255	26,800	51,006	59,732	33,000	
<b>TOTAL REVENUES</b>	<b>1,166,568</b>	<b>1,358,125</b>	<b>2,265,362</b>	<b>1,030,653</b>	<b>1,263,882</b>	<b>1,267,000</b>	

204-DRAINAGE

PUBLIC WORKS

EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>DRAINAGE</b>							
=====							
<u>Personnel Services</u>							
579-511110 Regular	172,346	217,842	250,415	170,808	209,395	254,260	_____
579-511120 Overtime	500	7,897	5,500	3,823	6,000	5,500	_____
579-511180 LTD	733	669	776	450	649	788	_____
579-511210 Longevity	7,191	7,891	8,338	8,318	8,338	9,166	_____
579-511230 Certification Allowance	2,550	2,400	4,800	1,985	2,400	4,800	_____
579-511310 FICA - Employer	17,875	16,826	20,269	13,839	17,287	20,940	_____
579-511350 TMRS-Employer	39,105	36,687	42,803	29,860	36,190	44,234	_____
579-511410 Health-Employer	49,432	46,245	64,120	30,906	41,236	56,886	_____
579-511500 Workers' Compensation	3,455	3,146	3,563	3,550	3,550	3,626	_____
TOTAL Personnel Services	293,187	339,603	400,584	263,539	325,045	400,200	_____
<u>Supplies</u>							
579-521000 Operating Supplies	1,964	2,972	3,300	1,780	3,300	3,300	_____
579-521100 Office Supplies	185	198	200	174	200	500	_____
579-521200 Medical/Chem Supplies	1,574	1,603	2,000	1,557	2,000	2,000	_____
579-521300 Motor Vehicle Supplies	0	0	200	0	200	200	_____
TOTAL Supplies	3,723	4,773	5,700	3,510	5,700	6,000	_____
<u>Human Services</u>							
_____							
<u>City Support Services</u>							
579-532400 Computer Fees & Licenses	0	0	1,000	0	0	0	_____
579-532500 City Insurance-Commercial	4,166	5,409	0	3,266	3,266	4,000	_____
579-532900 Contingencies	410	1,465	0	0	0	30,000	_____
TOTAL City Support Services	4,576	6,874	1,000	3,266	3,266	34,000	_____
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	1,072	1,048	1,200	643	1,000	1,200	_____
579-533500 Vehicle Fuel	15,227	12,969	12,000	11,054	12,000	12,000	_____
TOTAL Utility Services	16,299	14,017	13,200	11,698	13,000	13,200	_____
<u>Operations Support</u>							
579-534000 Postage	0	0	0	0	0	50	_____
579-534200 Printing & Binding	0	0	1,000	0	0	1,000	_____
TOTAL Operations Support	0	0	1,000	0	0	1,050	_____
<u>Staff Support</u>							
579-535100 Uniforms	3,385	3,340	6,450	5,591	6,450	6,000	_____
579-535300 Memberships	0	0	0	129	129	500	_____
579-535500 Training/Travel	1,791	1,998	4,000	1,681	4,000	5,000	_____
579-535510 Meeting Expenses	260	228	600	191	600	1,200	_____
579-535600 Professional Certification	569	192	600	150	600	1,000	_____
TOTAL Staff Support	6,004	5,758	11,650	7,742	11,779	13,700	_____

204-DRAINAGE

PUBLIC WORKS

EXPENDITURES

	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	287	98	500	63	100	500	
TOTAL City Assistance	287	98	500	63	100	500	
<u>Professional Services</u>							
579-541200 Legal Svcs	273	78	5,000	0	500	5,000	
579-541310 Contractual Services	44,960	7,340	22,850	0	35,000	35,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,475	1,500	1,500	
TOTAL Professional Services	46,733	8,918	29,350	1,475	37,000	41,500	
<u>Fund Charges/Transfers</u>							
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	1,000	
579-548106 Transfer Out- Special Events	624	1,213	0	0	0	0	
579-548500 Interfund Charges-Admin	184,425	271,430	295,157	221,368	295,157	243,114	
579-548600 Interfund Charges-Water	136,920	141,510	141,000	105,750	141,000	146,400	
579-548610 Interfund Charge-Fleet	105,789	83,355	95,005	71,254	95,005	89,145	
579-548700 Bad Debt Expense	0	3,965	0	0	0	0	
579-548800 Depreciation Expense	128,314	115,709	0	0	0	0	
TOTAL Fund Charges/Transfers	556,071	617,182	532,162	398,372	532,162	479,659	
<u>Maintenance Services</u>							
579-551610 Drainage Channel Maintenance	13,721	1,090	40,500	5,134	30,000	42,000	
TOTAL Maintenance Services	13,721	1,090	40,500	5,134	30,000	42,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	100	200	100	100	200	
TOTAL Other Costs	100	100	200	100	100	200	
<u>Debt Service</u>							
579-555900 Debt Service	110,000	0	115,000	0	115,000	120,000	
579-555900. Interest Expense	9,795	8,206	6,213	6,206	6,213	4,200	
TOTAL Debt Service	119,795	8,206	121,213	6,206	121,213	124,200	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	0	0	500	55	500	500	
579-561200 Lease/Purchase Payments	0	0	5,000	0	0	0	
TOTAL Rental/Leasing	0	0	5,500	55	500	500	
<u>Operating Equipment</u>							
579-571500 Equipment Under \$5,000	5,739	6,812	0	0	0	2,000	
TOTAL Operating Equipment	5,739	6,812	0	0	0	2,000	

204-DRAINAGE

PUBLIC WORKS  
 EXPENDITURES

			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	74,348	74,050	74,348	32,000	
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>75,000</u>	
TOTAL Capital Outlay	0	0	74,348	74,050	74,348	107,000	
<hr/>							
TOTAL DRAINAGE	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	
<hr/>							
TOTAL PUBLIC WORKS	1,066,235	1,013,430	1,236,907	775,209	1,154,213	1,265,709	



204-DRAINAGE

MISC & PROJECTS

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PROJECTS</b>							
=====							
<u>City Support Services</u>							
900-532900 Contingency	0	0	8,839	30	30	0	
TOTAL City Support Services	0	0	8,839	30	30	0	
<u>Operations Support</u>							
900-534100 Advertising	0	0	1,229	567	653	0	
TOTAL Operations Support	0	0	1,229	567	653	0	
<u>Professional Services</u>							
900-541100 Engineering	0	0	53,789	20,752	29,749	0	
TOTAL Professional Services	0	0	53,789	20,752	29,749	0	
<u>Maintenance Services</u>							
900-551900 Construction	0	0	909,825	695,577	909,825	0	
900-551910 Construction - Contingencies	0	0	39,982	0	0	0	
TOTAL Maintenance Services	0	0	949,807	695,577	909,825	0	
<u>Capital Outlay</u>							
TOTAL PROJECTS	0	0	1,013,664	716,926	940,257	0	
TOTAL MISC & PROJECTS	0	0	1,013,664	716,926	940,257	0	
TOTAL EXPENDITURES	1,066,235	1,013,430	2,250,571	1,492,135	2,094,470	1,265,709	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

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## **DEPARTMENTAL DESCRIPTION**

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

## **GOALS AND OBJECTIVES**

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

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

## ORGANIZATIONAL CHART



EMS	2017-18	2018-19	2019-20
Director	1	1	1
Operations Manager	1	1	1
Clinical Manager	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Senior Administrative Asst.	1	1	1
Billing Specialist	2	2	3
Billing Clerk	1	1	0
EMS Supervisor	3	3	3
Field Training Officer	3	3	3
MIH Paramedic	1	1	1
Paramedic	24	25	25
EMT	3	3	3
Paramedic/EMT	0	0	0
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Paramedic/EMT	0	0	0
P/T Supply Coordinator	0	0	1
<b>TOTAL POSITIONS</b>	<b>64</b>	<b>65</b>	<b>66</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Requests for EMS Service	10,059	10,506	11,233
Transports to Hospitals	6,165	6,494	6,869
Hospital to Hospital Transports	791	1,000	850
Collections per Transport	493.39	450.00	475.00
Students Enrolled in EMT Certification Classes	90	90	90
Trips billed for Alamo Heights	684	700	700
Members of EMS Passport	374	550	500

Efficiency	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Response Time 90% Reliability	13:50	14:00	13:00
Total Time on Task (Minutes)	56:25	58:00	57:00
Transport Percentage	61%	64%	62%
Days Sales Outstanding	49	45	47
Mutual Aid Requested	38	40	35
Students Graduated from EMT Certification Classes	53	55	56

Effectiveness	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Critical Failures / 100,000 miles	5.1	4	4
Fleet Accidents / 100,000 miles	4.2	4	4
Cardiac Arrest Save %	8%	10%	10%
Correct recognition of STEMI	72%	75%	75%
EMT Class Certification Pass Rate	91%	90%	92%

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$4,754,620	\$6,308,735	\$6,492,050
Inter-Jurisdictional	2,861,992	3,157,710	2,991,594
Fund Transfers	0	0	0
Miscellaneous	135,601	117,375	115,500
<i>Total</i>	<i>\$7,752,214</i>	<i>\$9,583,820</i>	<i>9,599,144</i>
<i>Expenses</i>			
Personnel	\$4,043,032	\$4,196,415	\$4,404,732
Supplies	346,144	372,000	376,100
Human Services	0	0	0
City Support Services	49,081	79,000	138,000
Utility Services	120,333	135,200	136,000
Operations Support	57,172	76,182	63,450
Staff Support	44,955	64,489	83,650
City Assistance	561,123	559,867	562,367
Professional Services	141,903	154,000	158,000
Fund Charges/Transfers	2,250,108	2,683,492	2,854,205
Maintenance Services	12,480	13,000	30,000
Other Costs	0	0	0
Debt Service	28,409	288,895	281,008
Rental/Leasing	1,567	141,000	67,000
Operating Equipment	46,167	62,500	73,300
Capital Outlay	0	6,500	371,000
<i>Total</i>	<i>\$7,702,476</i>	<i>\$8,832,540</i>	<i>\$9,598,811</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2019-20 are expected to increase .2% from FY 2018-19 year end estimates. The additional transports increasing revenue is offset by a 5.6% decrease in the Inter-Jurisdictional revenues to provide coverage for each community serviced by the City's EMS.

**Expenses:** The FY 2019-20 Budget will increase 8.7% from the FY 2018-19 year end estimate. Included in the FY 2019-20 budget is the converting a billing clerk to a billing specialist, an upgrade to Rescue Net billing software, hiring a new part-time supply coordinator, and Paramedic school program for EMTs. In addition to these programs, capital outlay has increased \$364,500 for a replacement ambulance and 2 replacement vehicles.

203-EMS

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	5,955,626	4,754,620	6,194,080	4,563,049	6,308,735	6,492,050	
Inter-Jurisdictional	2,412,953	2,861,992	3,025,485	3,161,147	3,157,710	2,991,594	
Fund Transfers	550,000	0	0	0	0	0	
Miscellaneous	<u>223,834</u>	<u>135,601</u>	<u>125,750</u>	<u>90,614</u>	<u>117,375</u>	<u>115,500</u>	
TOTAL REVENUES	9,142,413	7,752,214	9,345,315	7,814,810	9,583,820	9,599,144	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>8,068,478</u>	<u>7,702,476</u>	<u>9,235,636</u>	<u>6,850,196</u>	<u>8,832,540</u>	<u>9,598,811</u>	
TOTAL PUBLIC SAFETY	8,068,478	7,702,476	9,235,636	6,850,196	8,832,540	9,598,811	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	<u>8,068,478</u>	<u>7,702,476</u>	<u>9,235,636</u>	<u>6,850,196</u>	<u>8,832,540</u>	<u>9,598,811</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,073,935</u>	<u>49,738</u>	<u>109,679</u>	<u>964,614</u>	<u>751,280</u>	<u>333</u>	

203-EMS

REVENUES

	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Fees</b>							
000-456100 Ambulance/Mileage Transprt Fe	5,666,326	4,517,954	5,894,480	4,320,611	6,024,685	6,210,950	
000-456110 Passport Membership Fees	25,115	25,275	28,000	23,600	25,000	28,000	
000-456120 EMT Class - Fees	94,873	98,770	96,000	81,254	96,000	99,000	
000-456122 CE Class - Fees	16,975	23,458	21,500	22,222	23,500	27,000	
000-456130 Immunization Fees	9,138	3,008	7,000	2,284	2,500	2,000	
000-456140 Billing Fees-External	18,153	23,016	25,000	19,039	25,000	25,000	
000-456150 Standby Fees	24,484	38,518	27,000	19,510	27,000	30,000	
000-456155 Community Services Support	100,488	72,888	75,000	45,063	50,000	50,000	
000-456160 MIH Services	0	13,960	20,000	24,842	30,000	20,000	
000-458110 Sale of Merchandise - GovDeal	0	( 62,327)	0	4,574	5,000	0	
000-459200 NSF Check Fee	75	100	100	50	50	100	
<b>TOTAL Fees</b>	<b>5,955,626</b>	<b>4,754,620</b>	<b>6,194,080</b>	<b>4,563,049</b>	<b>6,308,735</b>	<b>6,492,050</b>	
<b>Inter-Jurisdictional</b>							
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	843,578	843,577	843,577	
000-474300 Cibolo Support	319,098	346,468	410,583	410,583	410,583	439,612	
000-475100 Comal Co ESD #6	106,012	116,813	121,723	125,159	121,723	133,064	
000-475200 Live Oak Support	206,957	213,152	232,140	232,140	232,140	237,775	
000-475300 Universal City Support	262,361	281,284	300,092	300,092	300,092	305,996	
000-475400 Selma Support	106,656	111,886	148,697	148,697	148,697	161,001	
000-475500 Schertz Support	504,084	556,325	581,537	581,537	581,537	602,583	
000-475600 Santa Clara Support	10,354	10,447	10,790	10,790	10,790	11,137	
000-475800 Marion Support	14,956	15,187	16,347	16,347	16,347	16,849	
000-475910 TASPP Program	38,897	366,853	360,000	492,224	492,224	240,000	
<b>TOTAL Inter-Jurisdictional</b>	<b>2,412,953</b>	<b>2,861,992</b>	<b>3,025,485</b>	<b>3,161,147</b>	<b>3,157,710</b>	<b>2,991,594</b>	
<b>Fund Transfers</b>							
000-486100 Transfer In	550,000	0	0	0	0	0	
<b>TOTAL Fund Transfers</b>	<b>550,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Miscellaneous</b>							
000-491000 Interest Earned	899	4,403	3,000	4,469	5,000	4,000	
000-491200 Investment Income	2,750	6,237	750	6,681	8,000	9,500	
000-493203 Donations-EMS	351	913	2,000	625	( 625)	2,000	
000-493205 Donations-Golf Tournament	10,060	18,595	10,000	( 2,160)	0	0	
000-495100 MIH Contracts	99,579	0	0	0	0	0	
000-497000 Misc Income	48,903	49,966	50,000	48,156	50,000	50,000	
000-497100 Recovery of Bad Debt	61,292	55,488	60,000	2,552	5,000	50,000	
000-497110 Collection Agency-Bad Debt	0	0	0	30,291	50,000	0	
<b>TOTAL Miscellaneous</b>	<b>223,834</b>	<b>135,601</b>	<b>125,750</b>	<b>90,614</b>	<b>117,375</b>	<b>115,500</b>	
<b>TOTAL REVENUES</b>	<b>9,142,413</b>	<b>7,752,214</b>	<b>9,345,315</b>	<b>7,814,810</b>	<b>9,583,820</b>	<b>9,599,144</b>	

203-EMS

EXPENDITURES	2016-2017		2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>SCHERTZ EMS</b>							
=====							
<u>Personnel Services</u>							
280-511110 Regular	2,058,622	2,167,653	2,491,726	1,950,920	2,250,000	2,474,883	
280-511120 Overtime	735,899	710,157	730,979	614,343	740,000	734,285	
280-511180 LTD	5,484	6,389	6,670	4,572	6,600	6,494	
280-511210 Longevity	41,594	45,125	47,147	43,025	45,000	44,585	
280-511220 Clothing Allowance	10,452	10,980	11,857	9,756	12,500	12,168	
280-511230 Certification Allowance	18,845	18,805	15,100	20,020	20,000	23,400	
280-511310 FICA - Employer	209,138	217,875	252,748	194,456	250,000	246,355	
280-511350 TMRS-Employer	427,421	478,819	495,946	394,236	480,000	484,783	
280-511410 Health-Employer	285,275	350,227	351,825	260,690	350,000	311,434	
280-511500 Workers' Compensation	44,476	37,002	42,476	42,315	42,315	66,345	
<b>TOTAL Personnel Services</b>	<b>3,837,205</b>	<b>4,043,032</b>	<b>4,446,474</b>	<b>3,534,333</b>	<b>4,196,415</b>	<b>4,404,732</b>	
<u>Supplies</u>							
280-521000 Operating Supplies	1,539	657	2,000	316	1,000	2,000	
280-521010 Operating Supplies-EMT Class	24,099	21,940	30,000	14,480	25,000	26,000	
280-521020 Operating Supplies-CE Class	13,757	7,740	16,450	4,389	8,000	16,000	
280-521025 Community Support Supplies	74,824	53,272	70,000	23,238	30,000	40,000	
280-521030 Operating Supplies- MIH	385	77	1,000	0	0	1,000	
280-521100 Office Supplies	1,604	3,200	3,000	2,791	3,000	3,500	
280-521200 Medical/Chem Supplies	247,439	250,857	285,000	250,705	285,000	265,000	
280-521250 Immunization Supplies	11,526	2,922	14,600	9,425	14,000	14,600	
280-521300 Motor Veh. Supplies	277	1,335	4,000	1,408	3,500	4,000	
280-521600 Equip Maint Supplies	3,234	4,145	5,000	905	2,500	4,000	
<b>TOTAL Supplies</b>	<b>378,684</b>	<b>346,144</b>	<b>431,050</b>	<b>307,657</b>	<b>372,000</b>	<b>376,100</b>	
<u>Human Services</u>							
280-531100 Pre-employment Check	1,299	0	0	0	0	0	
<b>TOTAL Human Services</b>	<b>1,299</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<u>City Support Services</u>							
280-532350 Software Maintenance	34,948	26,390	46,000	37,843	46,000	62,000	
280-532500 City Insurance-Commercial	22,108	22,691	25,000	26,363	26,500	26,000	
280-532840 Golf Tournament-Dilworth	100	0	0	( 100)	0	0	
280-532900 Contingencies	0	0	23,000	0	6,500	50,000	
<b>TOTAL City Support Services</b>	<b>57,156</b>	<b>49,081</b>	<b>94,000</b>	<b>64,105</b>	<b>79,000</b>	<b>138,000</b>	
<u>Utility Services</u>							
280-533100 Gas Utility Service	4,099	4,703	6,000	6,311	7,200	6,000	
280-533200 Electric Utility Service	22,113	14,817	25,000	7,513	16,000	15,000	
280-533300 Telephone/Land Line	2,843	2,865	3,500	2,127	3,000	3,000	
280-533310 Telephone/Cell Phones	7,632	7,097	8,500	4,386	8,000	10,000	
280-533320 Telephone/Air Cards	11,800	11,986	13,000	7,820	12,500	13,000	
280-533330 Telephone/Internet	3,200	3,719	4,500	2,570	4,000	4,500	
280-533350 Pager Service	833	0	0	0	0	0	
280-533410 Water Utility Service	2,333	1,821	7,000	5,032	6,500	4,500	
280-533500 Vehicle Fuel	59,625	73,325	65,000	61,213	78,000	80,000	
<b>TOTAL Utility Services</b>	<b>114,478</b>	<b>120,333</b>	<b>132,500</b>	<b>96,971</b>	<b>135,200</b>	<b>136,000</b>	



203-EMS

PUBLIC SAFETY

EXPENDITURES	2016-2017		2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
280-534000 Postage	10,515	10,653	12,500	7,748	12,000	12,500	
280-534100 Advertising	566	0	1,000	0	0	1,000	
280-534200 Printing & Binding	7,473	7,760	8,000	4,361	8,000	8,000	
280-534300 Equipment Maintenance - Copie	13,408	13,408	15,000	8,887	15,000	13,500	
280-534400 EMT Class Instructors	18,960	16,080	20,000	12,320	17,000	16,800	
280-534410 CE Class Instructors	2,560	2,720	8,000	960	3,000	3,000	
280-534420 Community Support-Instructors	5,530	3,132	5,600	1,600	2,500	5,000	
280-534500 Memberships - Organizations	2,520	3,420	3,600	3,502	3,600	3,650	
280-534800 Temporary Empl. Services	0	0	15,082	15,082	15,082	0	
TOTAL Operations Support	61,531	57,172	88,782	54,459	76,182	63,450	
<u>Staff Support</u>							
280-535100 Uniforms	16,458	16,073	25,000	21,237	25,000	25,000	
280-535210 Employee Recognition-Morale	3,787	6,490	8,000	4,885	8,000	6,000	
280-535300 Memberships	22	20	250	0	0	0	
280-535400 Publications	0	281	1,000	489	489	650	
280-535500 Training/Travel	26,730	17,914	38,000	20,281	26,000	45,500	
280-535510 Meeting Expenses	2,789	2,893	3,500	2,141	3,000	3,000	
280-535600 Professional Certification	3,072	1,285	3,500	1,431	2,000	3,500	
TOTAL Staff Support	52,859	44,955	79,250	50,464	64,489	83,650	
<u>City Assistance</u>							
280-537100 Medical Services	4,694	2,381	9,000	2,980	6,000	9,000	
280-537110 EMS Outsourcing	515,761	548,867	548,867	457,389	548,867	548,867	
280-537800 Community Outreach	6,567	9,875	11,000	4,240	5,000	4,500	
TOTAL City Assistance	527,022	561,123	568,867	464,609	559,867	562,367	
<u>Professional Services</u>							
280-541200 Legal Svcs	1,131	3,502	10,000	2,028	5,000	10,000	
280-541300 Other Consl/Prof Services	109,313	125,690	134,140	67,045	134,000	130,000	
280-541400 Auditor/Accounting Service	4,000	3,000	3,000	2,951	3,000	3,000	
280-541501 Bond Issuance Costs/Paying Ag	0	200	0	0	0	0	
280-541800 Credit Card Fees	11,823	9,512	15,000	7,912	12,000	15,000	
TOTAL Professional Services	126,267	141,903	162,140	79,936	154,000	158,000	
<u>Fund Charges/Transfers</u>							
280-548101 Tranfer Out - General Fund	0	0	4,000	0	4,000	4,000	
280-548106 Transfer Out- Special Events	2,494	3,640	0	0	0	0	
280-548600 Interfund Charges-G/F Admin	150,087	170,087	175,587	131,690	145,000	179,100	
280-548610 Interfund Charges-Admin Fleet	142,902	130,000	134,492	100,869	134,492	138,585	
280-548650 Interest Expense	0	2,134	0	0	0	0	
280-548700 Bad Debt Expense	2,101,264	1,572,421	2,380,550	1,683,830	2,400,000	2,532,520	
280-548800 Depreciation Expense	339,171	371,827	0	0	0	0	
TOTAL Fund Charges/Transfers	2,735,918	2,250,108	2,694,628	1,916,389	2,683,492	2,854,205	

203-EMS

EXPENDITURES	2016-2017		2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Maintenance Services</b>							
280-551800 Other Maintenance Agreements	10,850	0	0	0	0	17,000	
280-551810 Maintenance Agr. - Radios	9,760	12,480	12,000	8,939	13,000	13,000	
<b>TOTAL Maintenance Services</b>	<b>20,610</b>	<b>12,480</b>	<b>12,000</b>	<b>8,939</b>	<b>13,000</b>	<b>30,000</b>	
<b>Other Costs</b>							
280-554100 Deployment-Reimb-STRAC	1,130	0	0	0	0	0	
<b>TOTAL Other Costs</b>	<b>1,130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Debt Service</b>							
280-555639 Tax Notes SR2015 - Principal	0	0	165,000	0	165,000	160,000	
280-555639.Tax Notes SR2015 - Interest	10,870	10,289	5,775	5,769	5,775	2,888	
280-555900 Debt Service	0	18,120	118,120	116,625	118,120	118,120	
<b>TOTAL Debt Service</b>	<b>10,870</b>	<b>28,409</b>	<b>288,895</b>	<b>122,394</b>	<b>288,895</b>	<b>281,008</b>	
<b>Rental/Leasing</b>							
280-561200 Lease/Purchase Payments	70,120	1,567	141,000	100,780	141,000	67,000	
<b>TOTAL Rental/Leasing</b>	<b>70,120</b>	<b>1,567</b>	<b>141,000</b>	<b>100,780</b>	<b>141,000</b>	<b>67,000</b>	
<b>Operating Equipment</b>							
280-571000 Furniture & Fixtures	1,961	3,902	5,000	2,246	4,500	5,000	
280-571200 Vehicles&Access. < \$5,000	8,365	4,642	5,000	200	1,000	4,000	
280-571300 Computer&Periphe. < \$5000	14,073	19,864	28,500	9,992	17,000	19,000	
280-571400 Communication Equip < \$5000	1,455	11,623	20,050	6,481	10,000	10,300	
280-571800 Equipment Under \$5,000	12,965	6,136	31,000	23,740	30,000	35,000	
<b>TOTAL Operating Equipment</b>	<b>38,819</b>	<b>46,167</b>	<b>89,550</b>	<b>42,659</b>	<b>62,500</b>	<b>73,300</b>	
<b>Capital Outlay</b>							
280-581200 Vehicles & Access. Over \$5,00	34,510	0	6,500	6,500	6,500	350,000	
280-581800 Equipment Over \$5,000	0	0	0	0	0	21,000	
<b>TOTAL Capital Outlay</b>	<b>34,510</b>	<b>0</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>371,000</b>	
<b>TOTAL SCHERTZ EMS</b>	<b>8,068,478</b>	<b>7,702,476</b>	<b>9,235,636</b>	<b>6,850,196</b>	<b>8,832,540</b>	<b>9,598,811</b>	
<b>TOTAL PUBLIC SAFETY</b>	<b>8,068,478</b>	<b>7,702,476</b>	<b>9,235,636</b>	<b>6,850,196</b>	<b>8,832,540</b>	<b>9,598,811</b>	

203-EMS

MISC & PROJECTS  
EXPENDITURES

			(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
DONATIONS =====							
<u>City Support Services</u>							
TOTAL EXPENDITURES	8,068,478 =====	7,702,476 =====	9,235,636 =====	6,850,196 =====	8,832,540 =====	9,598,811 =====	=====

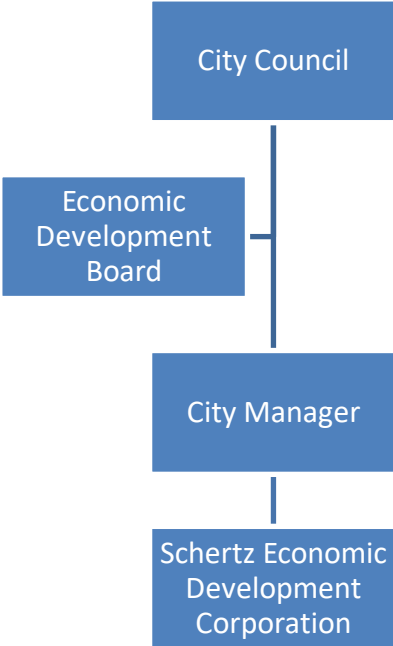
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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## MISSION STATEMENT

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

## ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2017-18	2018-19	2019-20
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Number of inquiries	122	148	160
Number of Schertz BRE visits	36	48	48
Number of recruitment events	15	15	12
Number of new prospects	38	45	55
Number of active performance agreements	13	14	11

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$4,227,973	\$4,242,580	\$4,412,283
Fund Transfers	0	0	3,110,648
Miscellaneous	264,687	654,003	430,000
<i>Total</i>	<i>\$4,492,659</i>	<i>\$4,896,583</i>	<i>\$7,952,931</i>
<i>Expenses</i>			
Supplies	513	510	500
Human Services	0	0	0
City Support Services	6,390	11,300	21,650
Utility Services	2,295	3,195	3,195
Operations Support	92,620	122,500	111,000
Staff Support	11,510	21,200	22,450
City Assistance	537,946	102,500	102,500
Professional Services	24,583	56,300	61,300

Fund Charges/Transfers	1,067,945	457,574	461,636
Maintenance Services	455	500	500
Operating Equipment	936	1,576	4,000
<i>Total Economic Development</i>	<i>\$1,745,192</i>	<i>\$777,155</i>	<i>\$788,731</i>
<i>Annual and Infrastructure Grants</i>	<i>0</i>	<i>1,000,000</i>	<i>7,164,200</i>
<i>Total Schertz Economic Development</i>	<i>\$1,745,192</i>	<i>\$1,777,155</i>	<i>\$7,952,931</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2019-20 is projected to increase by 34.3% from the FY 2018-19 year-end estimate. The increase reflects a 4% increase in sales tax revenue, and transfer from reserves of \$3,110,648 for Performance Agreements.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2019-20 are projected to increase by 592.9% or \$6,175,000

**Project Expenses:** Each year, the SEDC allocates funding equal to the estimated annual disbursement of each approved SEDC project. For Proposed Budget, the SEDC has allocated funds associated with the Ace Mart Restaurant Supply Co., Schertz 312 LLC Phase 1 & 2, and WR1 LLC performance agreements. The SEDC has also allocated \$500,000 for Main Street infrastructure improvements that was authorized by SEDC Resolution 2019-7.

**Operational Expenses:** It is proposed to keep the operational expenses in the Proposed Budget flat from the previous year-end estimate. Major decreases include the elimination of a promotional video that will be completed during the FY 2018-19 budget and expenses related to software. Notable increases include a minor increase to the Business Retention and Expansion line item; increases to our organizational memberships and associated participation expenses; and a 1.1% increase to the service agreement which pays for personnel, office space, and the City's shared services.

620-SED CORPORATION

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
Fund Transfers	0	0	1,249,164	0	0	3,110,648	
Miscellaneous	125,682	264,687	258,000	541,392	654,003	430,000	
<b>TOTAL REVENUES</b>	<b>3,746,612</b>	<b>4,492,659</b>	<b>5,749,744</b>	<b>3,820,597</b>	<b>4,896,583</b>	<b>7,952,931</b>	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	0	0	4,800,000	0	1,000,000	7,164,200	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>0</b>	<b>0</b>	<b>4,800,000</b>	<b>0</b>	<b>1,000,000</b>	<b>7,164,200</b>	
<u>MISC &amp; PROJECTS</u>							
ECONOMIC DEVELOPMENT	904,371	1,745,192	949,744	552,458	777,155	788,731	
<b>TOTAL MISC &amp; PROJECTS</b>	<b>904,371</b>	<b>1,745,192</b>	<b>949,744</b>	<b>552,458</b>	<b>777,155</b>	<b>788,731</b>	
<b>TOTAL EXPENDITURES</b>	<b>904,371</b>	<b>1,745,192</b>	<b>5,749,744</b>	<b>552,458</b>	<b>1,777,155</b>	<b>7,952,931</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>2,842,240</b>	<b>2,747,467</b>	<b>0</b>	<b>3,268,139</b>	<b>3,119,428</b>	<b>0</b>	
	=====	=====	=====	=====	=====	=====	=====

620--SED CORPORATION

REVENUES

	2016-2017	2017-2018	2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
TOTAL Taxes	3,620,930	4,227,973	4,242,580	3,279,205	4,242,580	4,412,283	
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	0	0	1,249,164	0	0	3,110,648	
TOTAL Fund Transfers	0	0	1,249,164	0	0	3,110,648	
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	960	6,310	8,000	6,637	8,000	10,000	
000-491200 Investment Income	124,722	258,680	250,000	338,752	450,000	420,000	
000-497000 Misc Income	(0)	(303)	0	196,003	196,003	0	
TOTAL Miscellaneous	125,682	264,687	258,000	541,392	654,003	430,000	
TOTAL REVENUES	3,746,612	4,492,659	5,749,744	3,820,597	4,896,583	7,952,931	



620--SED CORPORATION

GENERAL GOVERNMENT  
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020		ADOPTED BUDGET
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	
NON DEPARTMENTAL							
=====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>City Assistance</u>							
101-537600 Development Incentive Fund	0	0	4,800,000	0	1,000,000	6,664,200	=====
TOTAL City Assistance	0	0	4,800,000	0	1,000,000	6,664,200	=====
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	0	0	0	0	0	500,000	=====
TOTAL Fund Charges/Transfers	0	0	0	0	0	500,000	=====
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Debt Service</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL NON DEPARTMENTAL</b>	<b>0</b>	<b>0</b>	<b>4,800,000</b>	<b>0</b>	<b>1,000,000</b>	<b>7,164,200</b>	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ECONOMIC DEVELOPMENT</b>							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
966-521100 Office Supplies	415	504	750	320	500	500	
966-521300 Motor Veh. Supplies	0	9	0	10	10	0	
TOTAL Supplies	415	513	750	330	510	500	
<u>Human Services</u>							
966-531100 Pre-employment Check	390	0	0	0	0	0	
TOTAL Human Services	390	0	0	0	0	0	
<u>City Support Services</u>							
966-532500 City Insurance-Commercial	1,653	1,418	1,700	1,425	1,700	1,700	
966-532800 Promotional Events	4,001	4,972	9,600	3,776	9,600	9,950	
966-532900 Contingencies	0	0	10,000	0	0	10,000	
TOTAL City Support Services	5,654	6,390	21,300	5,201	11,300	21,650	
<u>Utility Services</u>							
966-533300 Telephone/Land Line	425	427	720	315	720	720	
966-533310 Telephone/Cell Phones	1,237	1,217	1,500	655	1,500	1,500	
966-533410 Water Utility Service	124	0	0	0	0	0	
966-533500 Vehicle Fuel	453	536	1,000	348	750	750	
966-533550 Vehicle Maintenance	148	115	500	62	225	225	
TOTAL Utility Services	2,387	2,295	3,720	1,380	3,195	3,195	
<u>Operations Support</u>							
966-534000 Postage	43	45	500	61	500	250	
966-534100 Advertising	18,411	40,594	50,000	27,485	50,000	35,000	
966-534105 Goodwill	690	1,323	1,500	579	1,500	1,750	
966-534190 Recruitment Events	27,977	27,591	35,000	14,387	35,000	35,000	
966-534200 Printing & Binding	72	500	1,500	322	1,500	1,500	
966-534300 Equipment Maintenance-Copier	5,202	5,202	5,000	3,864	5,000	5,500	
966-534400 Computer Licenses-Software	4,576	9,115	21,000	8,829	21,000	15,000	
966-534500 Memberships-Organization	6,885	8,250	8,000	5,135	8,000	17,000	
TOTAL Operations Support	63,855	92,620	122,500	60,662	122,500	111,000	
<u>Staff Support</u>							
966-535100 Uniforms	576	589	800	0	600	600	
966-535210 Employee Recognition-Morale	99	72	300	231	300	300	
966-535300 Memberships-Staff Support	650	1,126	1,500	920	1,500	2,250	
966-535400 Publications	547	331	800	169	800	800	
966-535500 Training/Travel	10,779	7,568	15,000	8,217	15,000	15,000	
966-535510 Meeting Expenses-EDC Board	2,195	1,824	3,000	1,674	3,000	3,500	
TOTAL Staff Support	14,846	11,510	21,400	11,210	21,200	22,450	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	2018-2019						2019-2020
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
966-537600 Development Incentive Fund	0	537,500	0	0	0	0	
966-537615 Small Business Grant Fund	0	0	250,000	0	100,000	100,000	
966-537650 Prospect Services	1,051	446	2,500	231	2,500	2,500	
TOTAL City Assistance	1,051	537,946	252,500	231	102,500	102,500	
<u>Professional Services</u>							
966-541200 Legal Svcs	6,642	9,395	25,000	3,061	15,000	15,000	
966-541300 Professional Services	10,712	0	0	0	0	0	
966-541400 Auditor/Accounting Service	3,000	6,300	6,300	6,000	6,300	6,300	
966-541450 Consulting Services	0	8,889	35,000	6,355	35,000	40,000	
TOTAL Professional Services	20,354	24,583	66,300	15,416	56,300	61,300	
<u>Fund Charges/Transfers</u>							
966-548101 Contributions to General Fund	0	265,000	0	0	0	0	
966-548505 Contribution to I & S	361,019	360,769	0	0	0	0	
966-548600 Interfund Charges-Admin	430,445	441,395	456,630	456,630	456,630	461,636	
966-548610 Interfund Charge-Fleet	614	781	944	944	944	0	
TOTAL Fund Charges/Transfers	792,078	1,067,945	457,574	457,574	457,574	461,636	
<u>Fund Replenish</u>							
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	0	455	1,000	80	500	500	
TOTAL Maintenance Services	0	455	1,000	80	500	500	
<u>Debt Service</u>							
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	391	678	1,200	376	376	1,000	
966-571300 Computer & Periphe < \$5000	2,950	258	1,500	0	1,200	3,000	
TOTAL Operating Equipment	3,341	936	2,700	376	1,576	4,000	
<u>Capital Outlay</u>							
TOTAL ECONOMIC DEVELOPMENT	904,371	1,745,192	949,744	552,458	777,155	788,731	

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES			(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SCHWAB RD PROJECT =====							
<u>Maintenance Services</u>							
TOTAL MISC & PROJECTS	904,371	1,745,192	949,744	552,458	777,155	788,731	
TOTAL EXPENDITURES	904,371 =====	1,745,192 =====	5,749,744 =====	552,458 =====	1,777,155 =====	7,952,931 =====	=====

# FUND: 106 SPECIAL EVENTS

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>			
Fund Transfers	\$74,176	\$53,130	\$0
Miscellaneous	110,497	83,459	24,510
<i>Total</i>	<i>\$184,673</i>	<i>\$136,589</i>	<i>\$24,510</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$0
Festival of Angels	10,566	17,332	0
Employee Appreciation	12,133	0	0
Jubilee	26,075	33,289	0
National Night Out	0	500	0
Walk for Life	10,594	9,366	9,000
SchertzQ/Fest	24,584	636	0
Sweetheart Court Program	17,663	24,000	0
Hal Baldwin Scholarship	13,545	16,966	15,510
Other Events	16,804	31,751	0
<i>Total</i>	<i>\$136,770</i>	<i>\$136,589</i>	<i>\$24,510</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2019-20 is expected to decrease 82.1% from FY 2018-19 year end estimates due to all events with the exception of Walk for Life and Hal Baldwin Scholarship being moved to the General Fund to be tracked in the parks department.

**Expenses:** The Special Events Fund FY 2019-20 Budget decreased 82.1% from the FY 2019-20 year end estimates. This decrease is caused by moving multiple events to the general fund to be assigned to the parks department.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	43,058	74,176	56,500	0	53,130	0	
Miscellaneous	<u>104,961</u>	<u>110,497</u>	<u>100,260</u>	<u>89,988</u>	<u>83,459</u>	<u>24,510</u>	
TOTAL REVENUES	148,019	184,673	156,760	89,988	136,589	24,510	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>2,909</u>	<u>4,806</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	2,909	4,806	0	0	0	0	
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
FESTIVAL OF ANGELS	10,913	10,566	17,361	17,361	17,332	0	
EMPLOYEE APPRECIATION EV	11,621	12,133	0	0	0	0	
4th OF JULY JUBILEE	23,533	26,075	33,000	33,289	33,289	0	
NATIONAL NIGHT OUT	270	0	500	0	500	0	
WALK FOR LIFE	12,620	10,594	15,000	9,366	9,366	9,000	
SCHERTZ FEST	23,779	24,584	34,837	636	636	0	
SWEETHEART EVENT	23,207	17,663	24,000	13,222	24,000	0	
HAL BALDWIN SCHOLARSHIP	14,055	13,545	15,510	11,456	16,966	15,510	
OTHER EVENTS	<u>10,377</u>	<u>16,804</u>	<u>37,500</u>	<u>31,751</u>	<u>34,500</u>	<u>0</u>	
TOTAL CULTURAL	<u>130,375</u>	<u>131,964</u>	<u>177,708</u>	<u>117,080</u>	<u>136,589</u>	<u>24,510</u>	
TOTAL EXPENDITURES	133,284	136,770	177,708	117,080	136,589	24,510	
REVENUE OVER/(UNDER) EXPENDITURES	<u>14,735</u>	<u>47,903</u>	<u>( 20,948)</u>	<u>( 27,093)</u>	<u>0</u>	<u>0</u>	

106-SPECIAL EVENTS FUND

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Fees</b>							
<b>Fund Transfers</b>							
000-486100 Transfer In	5,612	12,133	0	0	0	0	
000-486101 Transfer In-General Fund	37,447	62,043	56,500	0	53,130	0	
<b>TOTAL Fund Transfers</b>	<b>43,058</b>	<b>74,176</b>	<b>56,500</b>	<b>0</b>	<b>53,130</b>	<b>0</b>	
<b>Miscellaneous</b>							
000-491200 Investment Income	175	313	250	332	450	0	
000-492200 Wilenchik Walk for Life	12,620	10,594	15,000	9,306	8,971	9,000	
000-493000 July 4th Activities	27,386	25,628	26,000	34,023	26,000	0	
000-493150 SchertzQ	26,994	6,150	30,000	( 1,250)	0	0	
000-493256 Donations - Police Events	0	0	3,000	0	0	0	
000-493455 Proceeds-Festival of Angels	5,615	1,305	1,500	4,170	4,170	0	
000-493460 Schertz Sweetheart	1,705	( 21)	0	488	488	0	
000-493470 Moving on Main	0	680	3,000	4,560	4,560	0	
000-493621 Hal Baldwin Scholarship	28,465	20,105	15,510	28,820	28,820	15,510	
000-497000 Misc Income - Special Events	2,000	45,743	6,000	9,539	10,000	0	
<b>TOTAL Miscellaneous</b>	<b>104,961</b>	<b>110,497</b>	<b>100,260</b>	<b>89,988</b>	<b>83,459</b>	<b>24,510</b>	
<b>TOTAL REVENUES</b>	<b>148,019</b>	<b>184,673</b>	<b>156,760</b>	<b>89,988</b>	<b>136,589</b>	<b>24,510</b>	

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

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## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenues</i>	\$84,847	\$86,168	\$118,000
<i>Expenses</i>			
Projects	0	3,259	118,000
<i>Total</i>	\$0	\$3,259	\$118,000

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2019-20 are expected to increase 36.9% from the FY 2018-19 year end estimates with a \$28,000 transfer from reserves to continue the communication master plan.

**Expenses:** The PEG Fund FY 2019-20 Budget increased \$114,741 from the FY 2018-19 year end estimates with the continued implementation of the communication master plan.



110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	88,045	84,847	78,991	65,068	86,168	90,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>116,009</u>	<u>0</u>	<u>0</u>	<u>28,000</u>	
TOTAL REVENUES	88,045	84,847	195,000	65,068	86,168	118,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>27,129</u>	<u>0</u>	<u>195,000</u>	<u>3,259</u>	<u>3,259</u>	<u>118,000</u>	
TOTAL MISC & PROJECTS	<u>27,129</u>	<u>0</u>	<u>195,000</u>	<u>3,259</u>	<u>3,259</u>	<u>118,000</u>	
TOTAL EXPENDITURES	27,129	0	195,000	3,259	3,259	118,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>60,916</u>	<u>84,847</u>	<u>0</u>	<u>61,809</u>	<u>82,909</u>	<u>0</u>	

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Franchises</u>							
000-421350 Time Warner-PEG Fee	54,612	57,299	60,168	45,953	60,168	60,000	
000-421465 AT&T PEG Fee	33,433	27,548	18,823	19,115	26,000	30,000	
TOTAL Franchises	88,045	84,847	78,991	65,068	86,168	90,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	116,009	0	0	28,000	
TOTAL Fund Transfers	0	0	116,009	0	0	28,000	
<u>Miscellaneous</u>							
TOTAL REVENUES	88,045	84,847	195,000	65,068	86,168	118,000	

110-PUBLIC, EDU, GOVMNT FEE

MISC & PROJECTS

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>							
900-541110 COMMUNICATION PLAN	0	0	195,000	0	0	75,000	=====
TOTAL Professional Services	0	0	195,000	0	0	75,000	=====
<u>Operating Equipment</u>							
900-571400 Communications Equipmnt-Minor	8,529	0	0	0	0	0	=====
TOTAL Operating Equipment	8,529	0	0	0	0	0	=====
<u>Capital Outlay</u>							
900-581400 Communication Equipment	18,600	0	0	3,259	3,259	43,000	=====
TOTAL Capital Outlay	18,600	0	0	3,259	3,259	43,000	=====
TOTAL PROJECTS	27,129	0	195,000	3,259	3,259	118,000	
TOTAL MISC & PROJECTS	27,129	0	195,000	3,259	3,259	118,000	
TOTAL EXPENDITURES	27,129	0	195,000	3,259	3,259	118,000	=====

# FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Taxes	\$520,424	\$520,000	\$500,000
Miscellaneous	28,838	47,700	53,000
<i>Total</i>	<i>\$549,261</i>	<i>\$567,700</i>	<i>\$553,000</i>
<i>Expenses</i>			
City Support Services	\$85,797	\$95,650	\$112,446
Operations Support	32,375	14,000	46,000
Professional Services	4,276	27,537	3,000
Fund Charges/Transfers	67,605	67,582	74,428
Building Maintenance	7,879	0	20,000
Capital Outlay	8,255	0	250,000
<i>Total</i>	<i>\$206,188</i>	<i>\$204,769</i>	<i>\$505,894</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenue for FY 2019-20 is expected to decrease 2.6% from the FY 2018-19 year end estimates due to recent events that may effect capacity.

**Expenses:** The Hotel Motel Tax Fund FY 2019-20 Budget increased 59.5% from FY 2018-19 year end estimates. FY 2017-18 included \$250,000 of AV upgrades to the Civic Center which increased the budget higher than it is normally.

314-HOTEL TAX

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	499,466	520,424	500,000	425,490	520,000	500,000	
Miscellaneous	<u>12,295</u>	<u>28,838</u>	<u>28,000</u>	<u>35,825</u>	<u>47,700</u>	<u>53,000</u>	
TOTAL REVENUES	511,761	549,261	528,000	461,315	567,700	553,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>193,950</u>	<u>206,188</u>	<u>256,732</u>	<u>158,300</u>	<u>204,769</u>	<u>505,894</u>	
TOTAL GENERAL GOVERNMENT	<u>193,950</u>	<u>206,188</u>	<u>256,732</u>	<u>158,300</u>	<u>204,769</u>	<u>505,894</u>	
TOTAL EXPENDITURES	193,950	206,188	256,732	158,300	204,769	505,894	
REVENUE OVER/(UNDER) EXPENDITURES	317,811	343,073	271,268	303,015	362,931	47,106	
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

REVENUES

	2016-2017	2017-2018	(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	<u>499,466</u>	<u>520,424</u>	<u>500,000</u>	<u>425,490</u>	<u>520,000</u>	<u>500,000</u>	<u>          </u>
TOTAL Taxes	<u>499,466</u>	<u>520,424</u>	<u>500,000</u>	<u>425,490</u>	<u>520,000</u>	<u>500,000</u>	<u>          </u>
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	547	2,668	3,000	1,921	2,700	3,000	<u>          </u>
000-491200 Investment Income	<u>11,748</u>	<u>26,170</u>	<u>25,000</u>	<u>33,904</u>	<u>45,000</u>	<u>50,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>12,295</u>	<u>28,838</u>	<u>28,000</u>	<u>35,825</u>	<u>47,700</u>	<u>53,000</u>	<u>          </u>
TOTAL REVENUES	<u>511,761</u>	<u>549,261</u>	<u>528,000</u>	<u>461,315</u>	<u>567,700</u>	<u>553,000</u>	<u>          </u>

314-HOTEL TAX

GENERAL GOVERNMENT

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
101-532800 Special Events	54,505	54,430	60,650	40,444	60,650	62,466	
101-532820 Community Programs	30,100	31,368	50,000	27,764	35,000	50,000	
TOTAL City Support Services	84,605	85,797	110,650	68,209	95,650	112,466	
<u>Operations Support</u>							
101-534100 Advertising	21,726	18,845	49,500	0	0	30,000	
101-534120 Advertising-Billboards	14,702	13,530	16,000	11,868	14,000	16,000	
TOTAL Operations Support	36,428	32,375	65,500	11,868	14,000	46,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	0	1,276	0	27,537	27,537	0	
101-541400 Auditor/Accounting Service	3,000	3,000	3,000	0	0	3,000	
TOTAL Professional Services	3,000	4,276	3,000	27,537	27,537	3,000	
<u>Fund Charges/Transfers</u>							
101-548000 Transfer Out	0	0	67,582	0	0	0	
101-548100 Interfund Transfer Out	66,405	67,605	0	50,687	67,582	74,428	
TOTAL Fund Charges/Transfers	66,405	67,605	67,582	50,687	67,582	74,428	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	3,512	7,879	10,000	0	0	20,000	
TOTAL Maintenance Services	3,512	7,879	10,000	0	0	20,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	0	8,255	0	0	0	250,000	
TOTAL Capital Outlay	0	8,255	0	0	0	250,000	
TOTAL NON DEPARTMENTAL	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL GENERAL GOVERNMENT	193,950	206,188	256,732	158,300	204,769	505,894	
TOTAL EXPENDITURES	193,950	206,188	256,732	158,300	204,769	505,894	=====

# FUND: 317 PARK FUND

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$139,000	\$30,000	\$70,000
Fund Transfers	0	0	99,000
Miscellaneous	6,848	8,000	8,000
<i>Total</i>	<i>\$145,848</i>	<i>\$38,000</i>	<i>\$177,000</i>
<i>Expenses</i>			
Professional Services	\$16,139	\$10,000	\$0
Operating Equipment	1,426	15,204	0
Capital Outlay	121,934	151,308	177,000
<i>Total</i>	<i>\$139,499</i>	<i>\$176,512</i>	<i>\$177,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2019-20 is expected to increase \$40,000 from the FY 2018-19 year end estimates from new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects. In FY 2019-20 an additional \$99,000 is budgeted to be used from reserves.

**Expenses:** The FY 2019-20 Budget increases 0.2% from the FY 2018-19 year end estimate. Park development for FY 2019-20 for two new pavilions at the Community Playscape and Crescent Bend Park and replacing a woodchip path with decomposed granite at Heritage Oaks Park.



317-PARK FUND

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	98,000	139,000	70,000	11,000	30,000	70,000	_____
Fund Transfers	0	0	76,512	0	0	99,000	_____
Miscellaneous	<u>3,716</u>	<u>6,848</u>	<u>30,000</u>	<u>14,899</u>	<u>8,000</u>	<u>8,000</u>	<u>_____</u>
TOTAL REVENUES	101,716	145,848	176,512	25,899	38,000	177,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>78,626</u>	<u>139,499</u>	<u>176,512</u>	<u>101,192</u>	<u>176,512</u>	<u>177,000</u>	<u>_____</u>
TOTAL PUBLIC ENVIRONMENT	<u>78,626</u>	<u>139,499</u>	<u>176,512</u>	<u>101,192</u>	<u>176,512</u>	<u>177,000</u>	<u>_____</u>
TOTAL EXPENDITURES	78,626	139,499	176,512	101,192	176,512	177,000	
REVENUE OVER/(UNDER) EXPENDITURES	23,090	6,349	0	( 75,293)	( 138,512)	0	=====

317-PARK FUND

REVENUES

	2016-2017	2017-2018	2018-2019			2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458800 Parkland Dedication	98,000	139,000	70,000	11,000	30,000	70,000	
TOTAL Fees	98,000	139,000	70,000	11,000	30,000	70,000	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	0	0	76,512	0	0	99,000	
TOTAL Fund Transfers	0	0	76,512	0	0	99,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	323	795	750	826	1,000	1,000	
000-491200 Investment Income	3,393	6,054	7,000	5,103	7,000	7,000	
000-493700 Donations	0	0	0	8,557	0	0	
000-497000 Misc Income	0	0	0	414	0	0	
000-499100 Transfer From Parks Reserves	0	0	22,250	0	0	0	
TOTAL Miscellaneous	3,716	6,848	30,000	14,899	8,000	8,000	
TOTAL REVENUES	101,716	145,848	176,512	25,899	38,000	177,000	

317-PARK FUND

PUBLIC ENVIRONMENT  
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019			2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
PARKLAND DEDICATION							
=====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>							
301-541300 Other Consl/prof Services	0	16,139	10,000	4,840	10,000	0	=====
TOTAL Professional Services	0	16,139	10,000	4,840	10,000	0	=====
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
301-571000 Sign/Fixtures	19,487	1,426	5,000	470	5,000	0	=====
301-571700 Improvements Under \$5,000	0	0	10,204	9,041	10,204	0	=====
TOTAL Operating Equipment	19,487	1,426	15,204	9,511	15,204	0	=====
<u>Capital Outlay</u>							
301-581700 Improvements Over \$5,000	59,139	121,934	151,308	86,841	151,308	177,000	=====
TOTAL Capital Outlay	59,139	121,934	151,308	86,841	151,308	177,000	=====
<hr/>							
TOTAL PARKLAND DEDICATION	78,626	139,499	176,512	101,192	176,512	177,000	

# FUND: 319 TREE MITIGATION

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$100,522	\$10,000	\$70,000
Miscellaneous	6,888	8,750	8,750
<i>Total</i>	<i>\$107,410</i>	<i>\$18,750</i>	<i>\$78,750</i>
<i>Expenses</i>			
Maintenance Services	\$7,518	\$25,000	\$75,000
<i>Total</i>	<i>\$7,518</i>	<i>\$25,000</i>	<i>\$75,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2019-20 is expected to increase by \$60,000 from 2018-19 year end estimate with an expected additional new development. As a project based fund, revenues are built up and collected in reserves then spent once they have reached a level to fund new projects.

**Expenses:** The FY 2019-20 Budget will increase by \$50,000 from the FY 2018-19 year end estimate for additional tree trimming and planting shade trees throughout the city.

319-TREE MITIGATION

FINANCIAL SUMMARY

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	74,116	100,522	72,500	( 2,653)	10,000	70,000	
Miscellaneous	<u>3,311</u>	<u>6,888</u>	<u>7,750</u>	<u>7,865</u>	<u>8,750</u>	<u>8,750</u>	
TOTAL REVENUES	77,427	107,410	80,250	5,213	18,750	78,750	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>85,901</u>	<u>7,518</u>	<u>75,000</u>	<u>11,500</u>	<u>25,000</u>	<u>75,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>85,901</u>	<u>7,518</u>	<u>75,000</u>	<u>11,500</u>	<u>25,000</u>	<u>75,000</u>	
TOTAL EXPENDITURES	85,901	7,518	75,000	11,500	25,000	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	( 8,474)	99,892	5,250	( 6,287)	( 6,250)	3,750	
	=====	=====	=====	=====	=====	=====	=====

319-TREE MITIGATION

REVENUES

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458900 Tree Mitigation	<u>74,116</u>	<u>100,522</u>	<u>72,500</u>	( <u>2,653</u> )	<u>10,000</u>	<u>70,000</u>	<u>          </u>
TOTAL Fees	<u>74,116</u>	<u>100,522</u>	<u>72,500</u>	( <u>2,653</u> )	<u>10,000</u>	<u>70,000</u>	<u>          </u>
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	58	1,153	750	640	750	750	<u>          </u>
000-491200 Investment Income	<u>3,253</u>	<u>5,736</u>	<u>7,000</u>	<u>7,226</u>	<u>8,000</u>	<u>8,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>3,311</u>	<u>6,888</u>	<u>7,750</u>	<u>7,865</u>	<u>8,750</u>	<u>8,750</u>	<u>          </u>
TOTAL REVENUES	<u>77,427</u>	<u>107,410</u>	<u>80,250</u>	<u>5,213</u>	<u>18,750</u>	<u>78,750</u>	<u>          </u>

319--TREE MITIGATION

PUBLIC ENVIRONMENT  
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020		
			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	51,843	7,518	75,000	11,500	25,000	0	_____
302-551710 Landscaping	<u>34,059</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>75,000</u>	=====
TOTAL Maintenance Services	85,901	7,518	75,000	11,500	25,000	75,000	=====
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL TREE MITIGATION	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL PUBLIC ENVIRONMENT	85,901	7,518	75,000	11,500	25,000	75,000	
TOTAL EXPENDITURES	<u>85,901</u>	<u>7,518</u>	<u>75,000</u>	<u>11,500</u>	<u>25,000</u>	<u>75,000</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	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$18,863	\$21,000	\$20,000
Miscellaneous	1,208	1,558	1,750
<i>Total</i>	<i>\$20,071</i>	<i>\$22,558</i>	<i>\$21,750</i>
<i>Expenses</i>			
Supplies	\$234	\$150	\$200
City Support Services	5,830	12,000	12,000
Operating Equipment	9,994	19,500	9,000
<i>Total</i>	<i>\$16,058</i>	<i>\$31,650</i>	<i>\$21,200</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2019-20 is expected to decrease 3.6% from the FY 2018-19 year end estimate due to fewer estimated book sales.

**Expenses:** The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.



609--LIBRARY BOARD

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	23,381	18,863	22,000	16,995	21,000	20,000	
Fund Transfers	0	0	9,500	0	0	0	
Miscellaneous	624	1,208	900	1,407	1,558	1,750	
TOTAL REVENUES	24,005	20,071	32,400	18,402	22,558	21,750	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL GENERAL GOVERNMENT	19,878	16,058	32,400	8,330	31,650	21,200	
TOTAL EXPENDITURES	19,878	16,058	32,400	8,330	31,650	21,200	
REVENUE OVER/(UNDER) EXPENDITURES	4,127	4,013	0	10,071	( 9,092)	550	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

REVENUES

	2016-2017	2017-2018	2018-2019		2019-2020		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Fees</b>							
000-458100 Sale of Merchandise	23,381	18,800	22,000	16,995	21,000	20,000	
000-458200 Sale of Recycling Material	0	63	0	0	0	0	
<b>TOTAL Fees</b>	<b>23,381</b>	<b>18,863</b>	<b>22,000</b>	<b>16,995</b>	<b>21,000</b>	<b>20,000</b>	
<b>Fund Transfers</b>							
000-481000 Transfer In - Reserves	0	0	9,500	0	0	0	
<b>TOTAL Fund Transfers</b>	<b>0</b>	<b>0</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Miscellaneous</b>							
000-491000 Interest Earned	48	372	100	513	550	550	
000-491200 Investment Income	468	836	300	887	1,000	1,000	
000-493000 Donations	100	0	500	0	0	200	
000-497000 Misc. Income - Library	8	1	0	6	8	0	
<b>TOTAL Miscellaneous</b>	<b>624</b>	<b>1,208</b>	<b>900</b>	<b>1,407</b>	<b>1,558</b>	<b>1,750</b>	
<b>TOTAL REVENUES</b>	<b>24,005</b>	<b>20,071</b>	<b>32,400</b>	<b>18,402</b>	<b>22,558</b>	<b>21,750</b>	

609-LIBRARY BOARD

GENERAL GOVERNMENT

EXPENDITURES	2018-2019				2019-2020		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	157	234	400	0	150	200	
TOTAL Supplies	157	234	400	0	150	200	
<u>City Support Services</u>							
101-532800 Special Events	8,728	5,830	12,000	8,330	12,000	12,000	
TOTAL City Support Services	8,728	5,830	12,000	8,330	12,000	12,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
101-571400 Library Materials	8,594	9,994	20,000	0	19,500	9,000	
101-571500 Improvement Under \$5,000	2,400	0	0	0	0	0	
TOTAL Operating Equipment	10,994	9,994	20,000	0	19,500	9,000	
<u>Capital Outlay</u>							
<hr/>							
TOTAL NON DEPARTMENTAL	19,878	16,058	32,400	8,330	31,650	21,200	
<hr/>							
TOTAL GENERAL GOVERNMENT	19,878	16,058	32,400	8,330	31,650	21,200	
<hr/>							
TOTAL EXPENDITURES	19,878	16,058	32,400	8,330	31,650	21,200	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 615 HISTORICAL COMMITTEE

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## MISSION STATEMENT

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

## DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
<i>Revenue</i>			
Fees	\$759	\$1,000	\$1,000
Fund Transfers	4,806	5,250	10,750
<i>Total</i>	<i>\$5,565</i>	<i>\$6,250</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	704	900	1,500
Operations Support	0	0	500
Staff Support	0	2,250	5,150
Professional Services	1,456	1,600	1,600
Operating Equipment	-263	1,500	3,000
<i>Total</i>	<i>\$1,897</i>	<i>\$6,250</i>	<i>\$11,750</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2019-20 will remain at the same funding allocation as FY 2018-19.

**Expenses:** The Historical Committee's FY 2019-20 Budget will remain the as the FY 2018-19 Budget.

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	499	756	1,000	776	1,000	1,000	_____
Fund Transfers	2,909	4,806	10,750	0	5,250	10,750	_____
Miscellaneous	0	3	0	0	0	0	=====
TOTAL REVENUES	3,408	5,565	11,750	776	6,250	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	2,909	1,897	11,750	2,346	6,250	11,750	=====
TOTAL CULTURAL	2,909	1,897	11,750	2,346	6,250	11,750	=====
TOTAL EXPENDITURES	2,909	1,897	11,750	2,346	6,250	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	499	3,668	0	( 1,570)	0	0	=====

615-HISTORICAL COMMITTEE

REVENUES

	2016-2017	2017-2018	(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	499	756	1,000	776	1,000	1,000	
TOTAL Fees	499	756	1,000	776	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	2,909	4,806	0	0	0	0	
TOTAL Fund Transfers	2,909	4,806	10,750	0	5,250	10,750	
<u>Miscellaneous</u>							
000-497000 Misc. Income	0	3	0	0	0	0	
TOTAL Miscellaneous	0	3	0	0	0	0	
TOTAL REVENUES	3,408	5,565	11,750	776	6,250	11,750	

615-HISTORICAL COMMITTEE

CULTURAL

EXPENDITURES			2018-2019			2019-2020	
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>HISTORICAL COMMITTEE</b>							
=====							
<u>Supplies</u>							
609-521000 Operating Supplies	771	704	1,500	746	900	1,500	
TOTAL Supplies	771	704	1,500	746	900	1,500	
<u>Operations Support</u>							
609-534200 Printing & Binding	0	0	500	0	0	500	
TOTAL Operations Support	0	0	500	0	0	500	
<u>Staff Support</u>							
609-535200 Awards	140	0	1,000	131	250	1,000	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	4,000	0	2,000	4,000	
TOTAL Staff Support	140	0	5,150	131	2,250	5,150	
<u>Professional Services</u>							
609-541300 Other Consl/Prof Services	1,500	1,456	1,600	1,469	1,600	1,600	
TOTAL Professional Services	1,500	1,456	1,600	1,469	1,600	1,600	
<u>Operating Equipment</u>							
609-571810 Event Banners	498	( 263)	3,000	0	1,500	3,000	
TOTAL Operating Equipment	498	( 263)	3,000	0	1,500	3,000	
<hr/>							
TOTAL HISTORICAL COMMITTEE	2,909	1,897	11,750	2,346	6,250	11,750	
<hr/>							
TOTAL CULTURAL	2,909	1,897	11,750	2,346	6,250	11,750	
<hr/>							
TOTAL EXPENDITURES	2,909	1,897	11,750	2,346	6,250	11,750	
=====							

## Glossary

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



## Glossary

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

## Glossary

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

## Glossary

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

## Glossary

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

## **Glossary**

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

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Finance  
**Subject:** Public Hearing on the Proposed Tax Rate - Conduct a public hearing regarding the adoption of the FY 2019-20 Tax Rate. (*First required public hearing*) (M. Browne/B. James/J. Walters)

**BACKGROUND**

At the August 13, 2019 regular session the City Council, by record vote, established a proposed preliminary maximum tax rate of \$0.5146, per \$100 of value, with the M&O rate at \$0.3496 and the I&S portion of \$0.1650. The proposed rate is not subject to rollback.

In accordance with Chapter 26.05(d) of the State’s Property Tax Code, a governing body must hold 2 public hearings on the tax rate if the proposed tax rate exceeds the lower of the Effective or Rollback Tax Rate. In this case the hearings are required as the proposed rate exceeds the lower effective rate of \$0.5057. The increase is to provide additional funding for strategic staffing level decisions.

The first public hearing is tonight, August 27, 2019. The second public hearing will be conducted at the September 3, 2019 regular session. During the final tax rate adoption process Council can approve a lower rate at that time, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 13, 2019 without calling special meetings.

Property Tax Rate	\$0.5146/100	\$0.5146/100
Maintenance & Operations Rate	\$0.3496/100	\$0.3497/100
Effective Rate	\$0.5057/100	\$0.4892/100
Effective Maintenance & Operations Rate	\$0.3436/100	\$0.3238/100
Rollback Rate	\$0.5360/100	\$0.5146/100
Debt Rate	\$0.1650/100	\$0.1649/100

CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 27, 2019  
**Department:** Planning & Community Development  
**Subject:** Ordinance No. 19-A-21- Conduct a public hearing, consideration and/or action for an Ordinance on a request for voluntary annexation of approximately 58 acres of land located approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) *First Reading*

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**BACKGROUND**

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

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

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

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

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

**GOAL**

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

### **COMMUNITY BENEFIT**

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

### **SUMMARY OF RECOMMENDED ACTION**

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

### **FISCAL IMPACT**

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

### **RECOMMENDATION**

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

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#### **Attachments**

Ord. No. 19-A-21

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

Annexation Service Plan: Exhibit B

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**ORDINANCE NO. 19-A-21**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved on first reading the 27<sup>th</sup> of August, 2019.

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

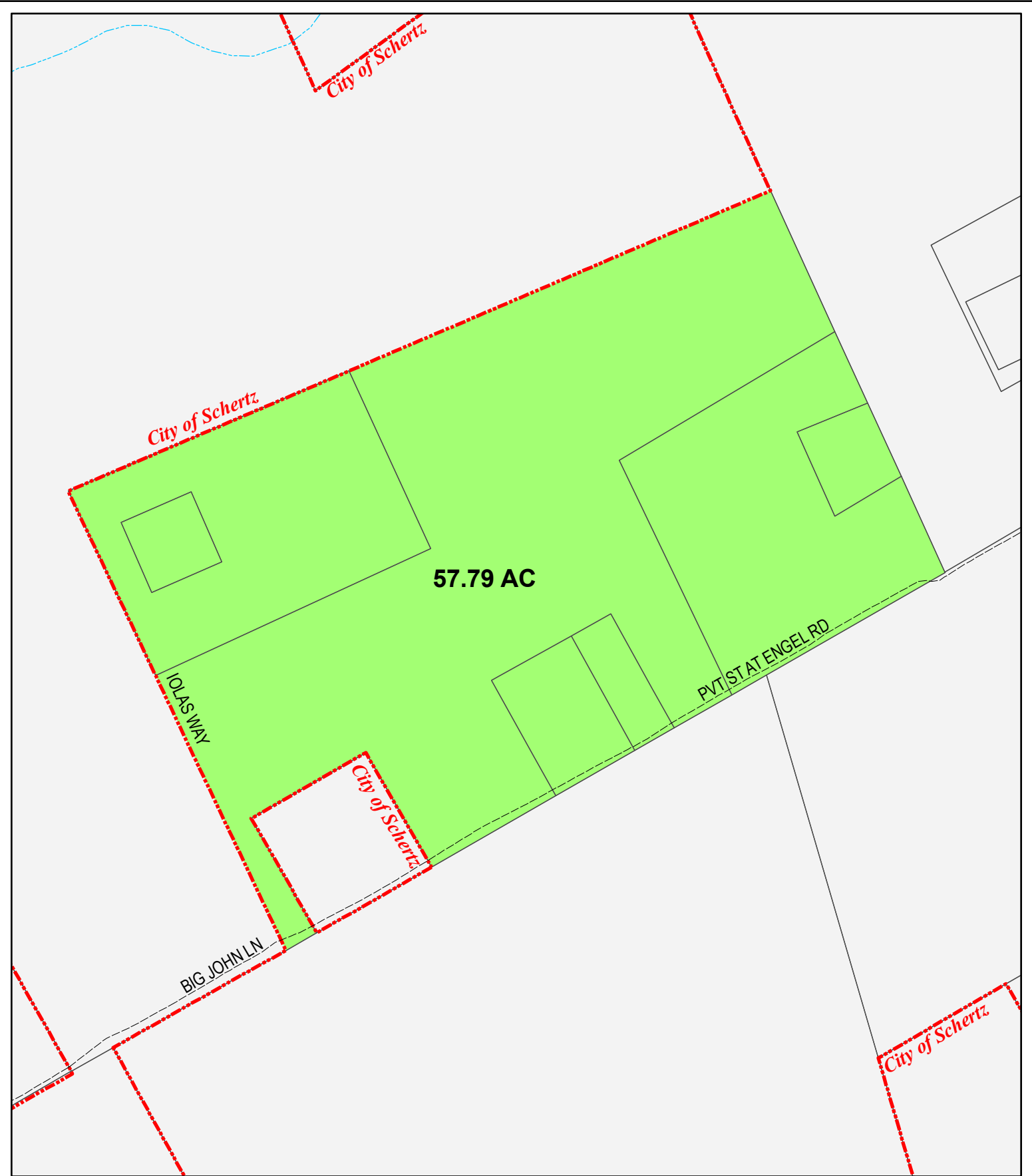
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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary  
(SEAL OF THE CITY)



# CITY OF SCHERTZ, TEXAS

## ANNEXATION SERVICE PLAN

### **AREA ANNEXED**

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

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

### **INTRODUCTION**

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

### **POLICE PROTECTION**

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

### **FIRE PROTECTION AND FIRE PREVENTION**

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

### **EMERGENCY MEDICAL SERVICES**

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

### **SOLID WASTE COLLECTION AND DISPOSAL**

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

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

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

**OPERATION AND MAINTENANCE OF ROADS AND STREETS**

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

**STREET LIGHTING**

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

**OPERATION AND MAINTENANCE OF PUBLIC PARKS AND OTHER PUBLICLY OWNED FACILITIES**

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

**OTHER SERVICES**

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

**CAPITAL IMPROVEMENTS**

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

**UNIFORM LEVEL OF SERVICES MAY NOT BE REQUIRED**

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

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

**TERM**

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

**AMENDMENTS**

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

## Exhibit A

### Metes and Bounds Description

#### 57.80 ACRES

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

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

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

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

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

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

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



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

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

CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 27, 2019  
**Department:** Planning & Community Development  
**Subject:** Ordinance No. 19-S-20 - Conduct a public hearing, consideration and/or action for an Ordinance on a request to rezone approximately 64 acres of land to Planned Development District (PDD). The subject property is contiguous to the existing Parklands Planned Development, and approximately 1000 feet west of the intersection of Engel Road and private street, Big John Lane, Guadalupe County, Texas. (B. James, L. Wood, E. Delgado) *First Reading*

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**BACKGROUND**

Update from the August 13, 2019 City Council Meeting:

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

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

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

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

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

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

will be required to meet these mean and median dimensions.

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

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

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

## **GOAL**

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

## **COMMUNITY BENEFIT**

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

## **SUMMARY OF RECOMMENDED ACTION**

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

The rezoning request appears to have a minimal impact on the public infrastructure, facilities or

services and the plan has incorporated curvilinear streets, fencing and screening and increased park area and open space.

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

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

## **FISCAL IMPACT**

None.

## **RECOMMENDATION**

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

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

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

- August 13, 2019: Resolution accepting the petition for voluntary annexation (Resolution Approved at meeting)
- August 27, 2019: Parklands II Annexation 1st reading & Parklands II Zone Change 1st reading
- September 3, 2019: Parklands II Annexation 2nd reading & Parklands II Zone Change 2nd reading

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

change request as presented.

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**Attachments**

19-S-20

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

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

Aerial Exhibit

200' Buffer Notice Map

Parklands II PDD Design Standards and Exhibits

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## **ORDINANCE NO. 19-S-20**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved on first reading the 27<sup>th</sup> day of August, 2019.

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

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Michael R. Carpenter, Mayor

ATTEST:

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Brenda Dennis, City Secretary  
(SEAL OF THE CITY)



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

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

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

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

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

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



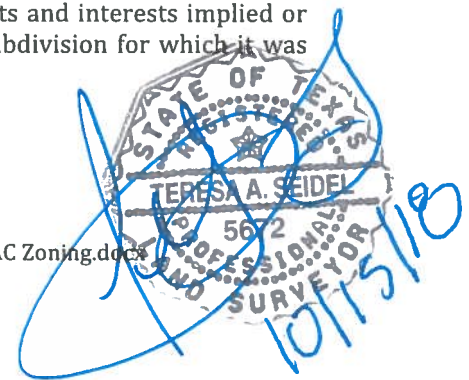
11. with a non-tangent curve to the **left** having an arc of **207.84 feet**, a radius of **2083.00 feet**, a delta of **05°43'01"** and a chord bears **N 38°35'14"E**, a distance of **207.75 feet** to a point, for a northerly corner of the tract described herein, and

12. **S 54°16'16" E**, a distance of **6.76 feet** to a found ½" iron rod, for an interior corner of the 194.56 acre tract, the northwest corner of the 60.80 acre tract and the northeast corner of the tract described herein;

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

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

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





**FIELD NOTES  
FOR  
A 60.80 ACRE TRACT**

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

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

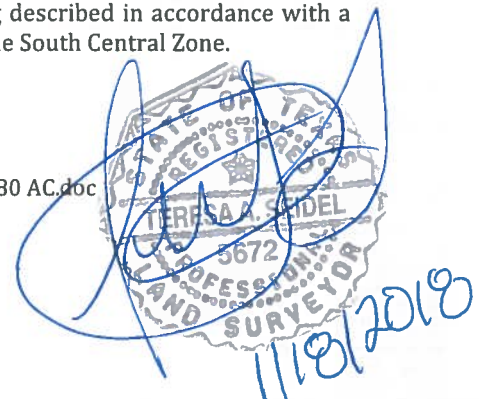
**THENCE:** Along and with the common lines of the 194.56 acre tract, the remaining portion of the 50.800 acre tract and the 10.01 acre tract, the following two (2) courses:

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

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

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

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





**THE PARKLANDS II SUBDIVISION  
PLANNED DEVELOPMENT DISTRICT  
ZONING EXHIBIT**

SCHERTZ, TEXAS  
GUADALUPE COUNTY

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

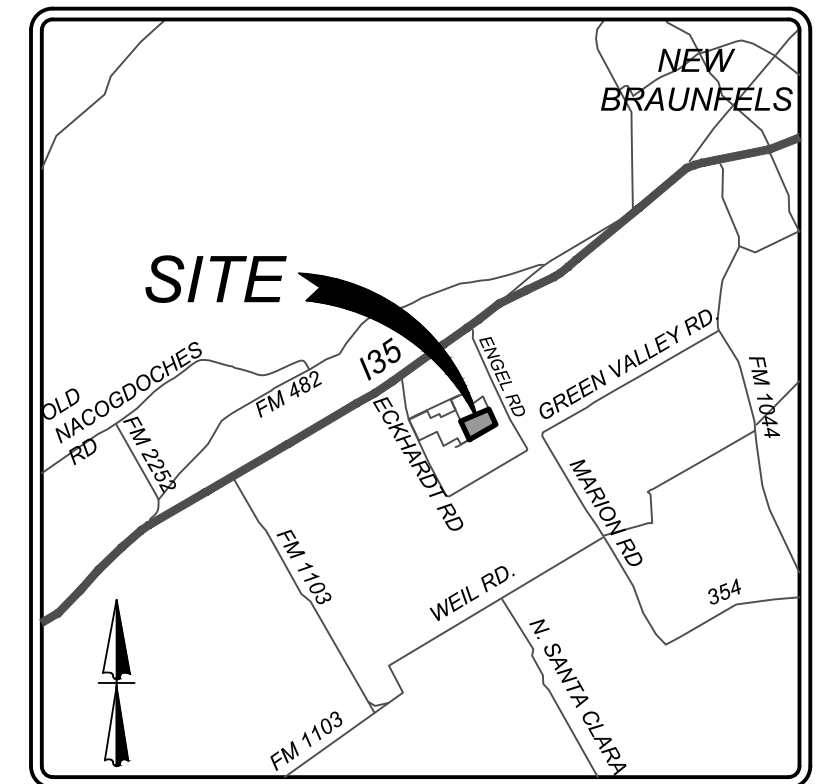
NOTE: THE PROPOSED ZONING BOUNDARY ENCOMPASSES THE ENTIRE 60.8 ACRE PROPERTY AND A 2.67 PORTION OF THE PARKLANDS SUBDIVISION

OCL=OUTSIDE CITY LIMITS

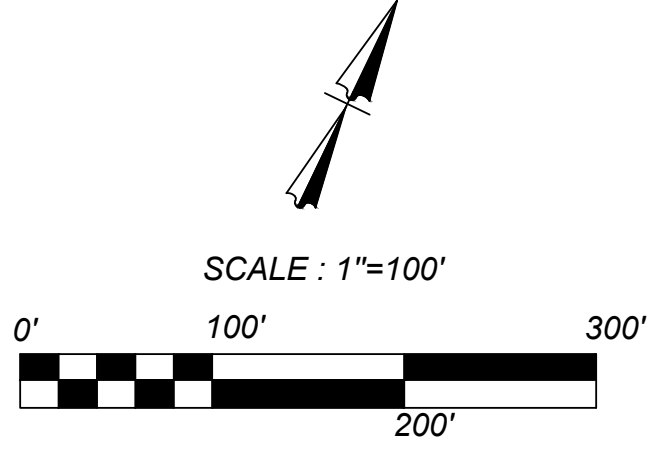
CURVE TABLE					
CURVE	LENGTH	RADIUS	TANGENT	DELTA	CHORD BEARING
C1	207.44'	2083.00'	104.00'	5°43'01"	207.75' N08°31'41"E
C2	32.27'	60.00'	16.72'	30°58'42"	31.71' S43°16'29"W
C3	10.47'	15.00'	5.44'	39°51'08"	10.22' S44°42'47"W
C4	104.09'	135.00'	54.78'	44°10'33"	101.53' N0°15'17"W

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

A 2.67 ACRE TRACT OF LAND BEING OUT OF A 194.56 ACRE TRACT CONVEYED TO ROLLING HILLS RANCH DEVELOPMENT, LTD. IN VOL. 2260, PG. 355 O.P.R.  
PROPOSED ZONING FOR ALL PROPERTY WITHIN THE LIMITS OF THIS MASTER DEVELOPMENT IS PLANNED DEVELOPMENT DISTRICT (PDD).



LOCATION MAP  
N.T.S.



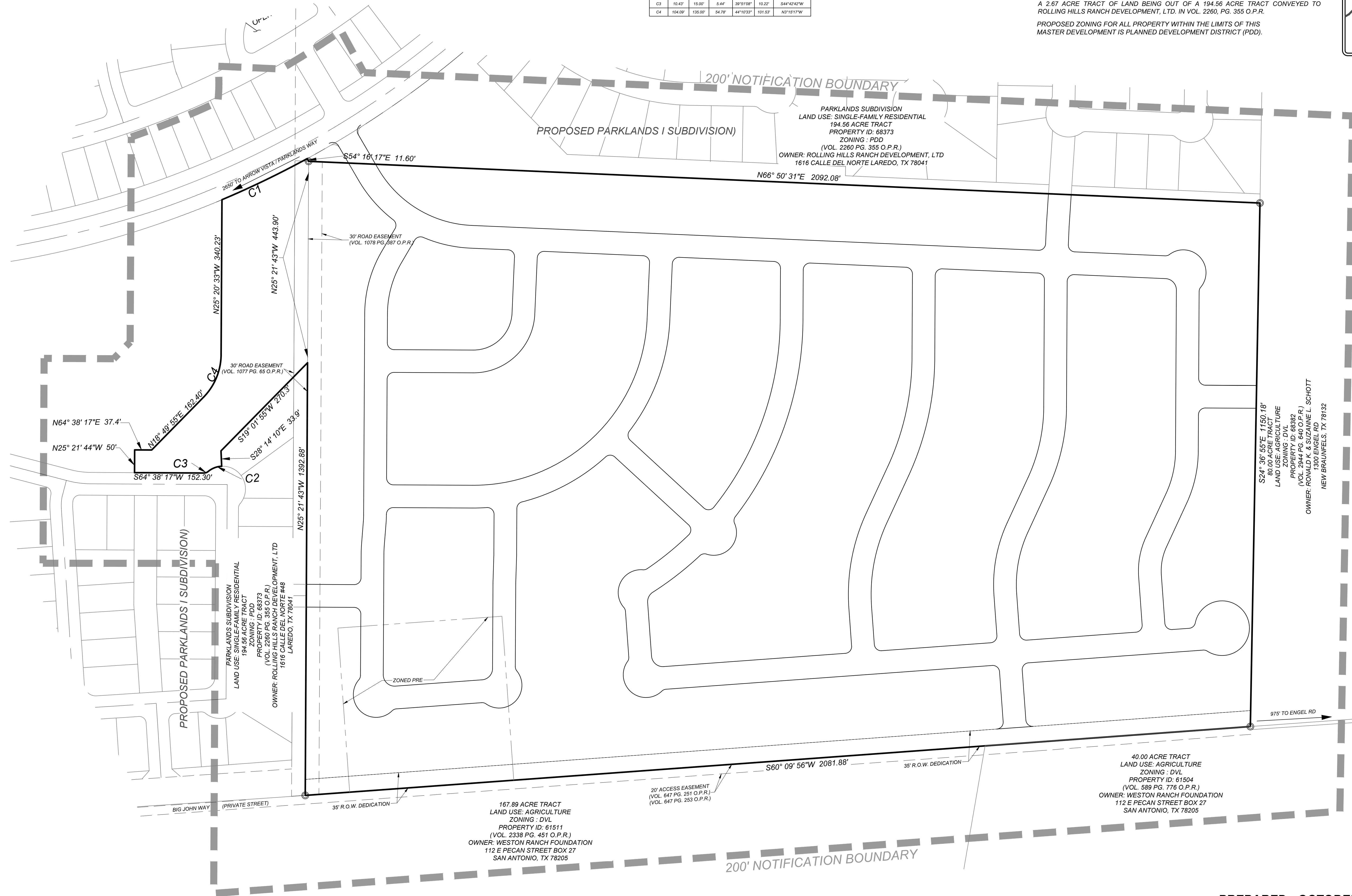
APPLICANT/OWNER:  
SCRAPPY DEVELOPMENT, LLC.  
1202 W. BITTERS RD BLDG. 1 STE. 1200  
SAN ANTONIO, TX 78216  
PHONE: (210) 493-2811

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

S24° 36' 55"E 1150.18'  
80.00 ACRE TRACT  
LAND USE: AGRICULTURE  
ZONING: DVL  
PROPERTY ID: 68382  
(VOL. 2944 PG. 640 O.P.R.)  
OWNER: RONALD K. & SUZANNE L. SCHOTT  
800 W. ENGEL RD  
NEW BRAUNFELS, TX 78132

40.00 ACRE TRACT  
LAND USE: AGRICULTURE  
ZONING: DVL  
PROPERTY ID: 61504  
(VOL. 589 PG. 776 O.P.R.)  
OWNER: WESTON RANCH FOUNDATION  
112 E PECAN STREET BOX 27  
SAN ANTONIO, TX 78205

167.89 ACRE TRACT  
LAND USE: AGRICULTURE  
ZONING: DVL  
PROPERTY ID: 61511  
(VOL. 2338 PG. 451 O.P.R.)  
OWNER: WESTON RANCH FOUNDATION  
112 E PECAN STREET BOX 27  
SAN ANTONIO, TX 78205



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

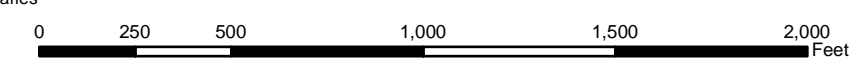
KFW SURVEYING  
 162 WEST HILL ST.  
 NEW BRAUNFELS, TX 78130  
 PHONE: (830) 226-6042  
 FAX: (830) 627-9097



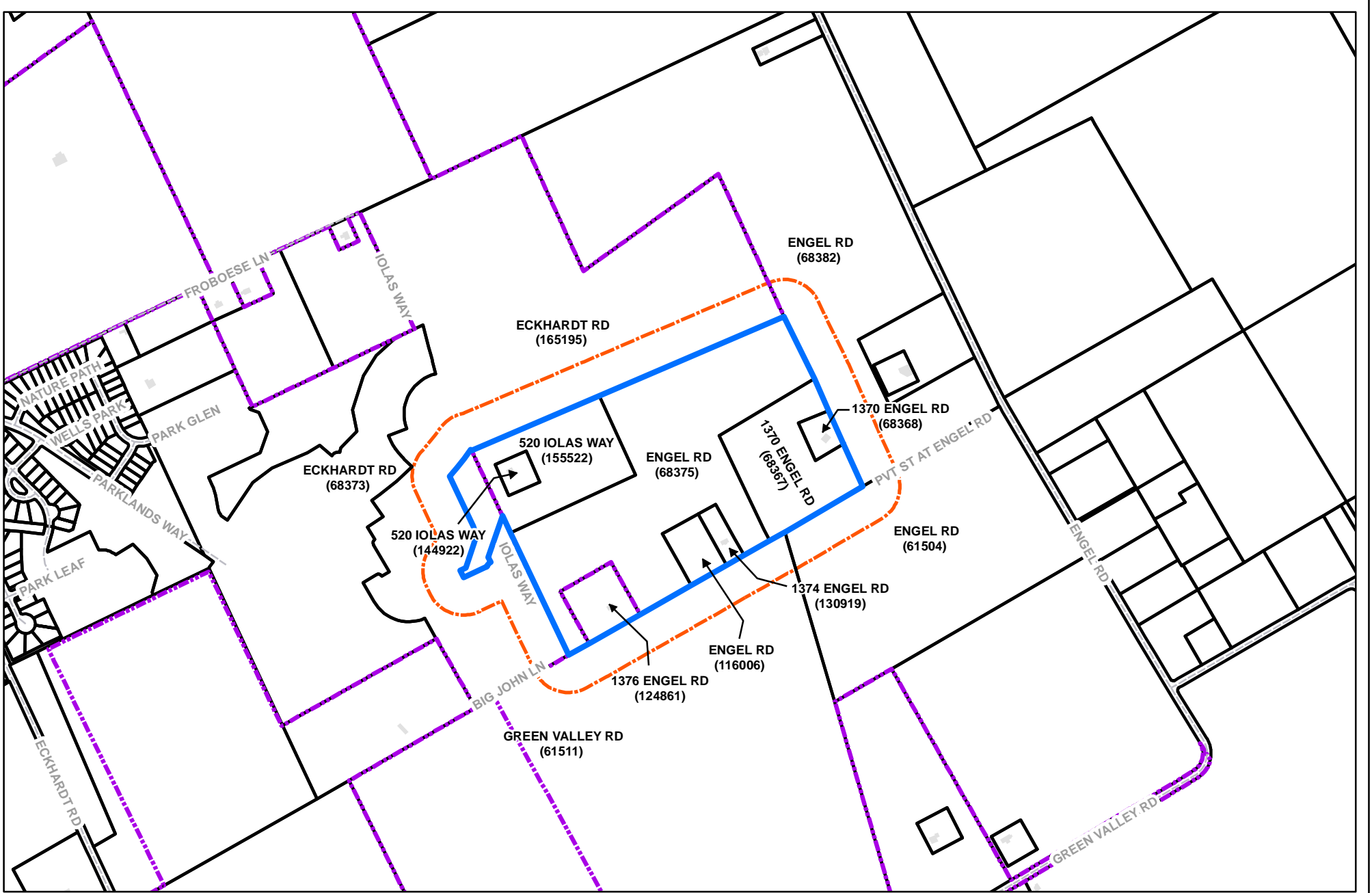


**THE PARKLANDS II  
PROPERTY REZONE**

<all other values>	60' Expansion	86' Extension	120' Proposed	1" 1 1/2"	8"	20"	Unknown	Schertz Gravity	Hydrant	200' Buffer
Highways	60' Proposed	86' Proposed	Abandoned	2", 2 1/2"	10"	24"	Schertz Pressure	Manholes	Schertz Municipal Boundary	
Major Roads	60' Extension	120' Expansion	Future TxDOT	3"	12"	30"	Neighboring Main	Neighboring Gravity	County Boundaries	
Minor Roads	86' Expansion	120' Extension	Highway	4"	16"	36"	Private Main	Private Pressure		
Other Cities			6"	18"						









**SCHIERTZ**  
 COMMUNITY • SERVICE • OPPORTUNITY


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

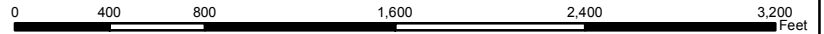
\*The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special,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

# City of Schertz

## THE PARKLANDS II PROPERTY REZONE

 Parcel Boundaries  
 200' Buffer

 Schertz City Boundary



## **Parklands II Planned Development District**

### **Overview:**

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

### **The Property:**

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

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

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

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

### **Dimensional & Development Standards (Section 21.5.7):**

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

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

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

### **Fencing and Screening (Section 21.9.8):**

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

### **Landscaping (Section 21.9.7):**

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

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

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

**Pedestrian Improvements:**

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

**Private Park Improvements:**

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

**Amendments to the Planned Development District (PDD):**

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

**Attachments Included on Following Pages:**

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



**NOTES:**

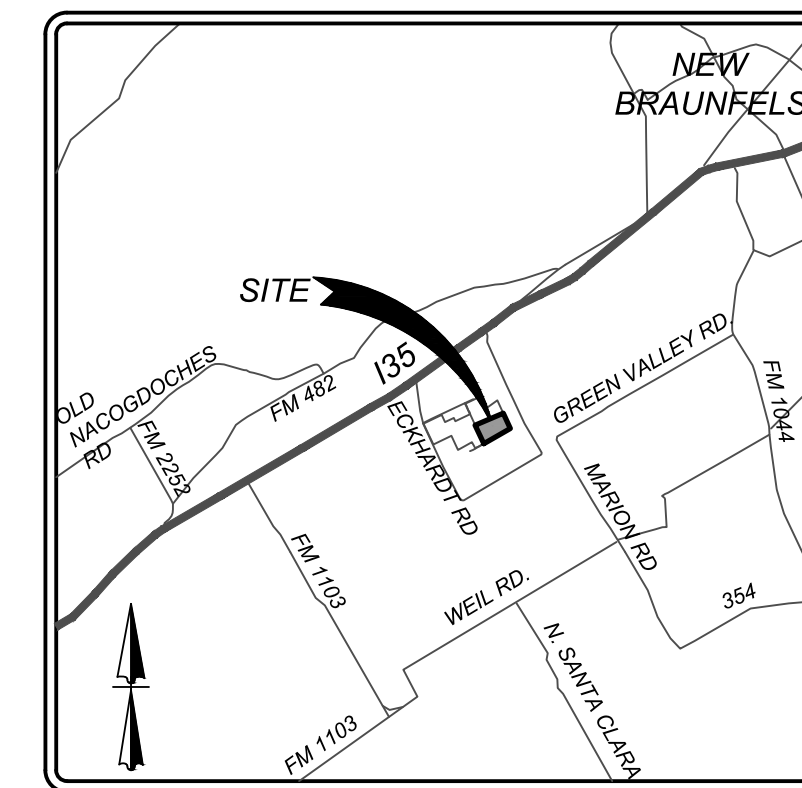
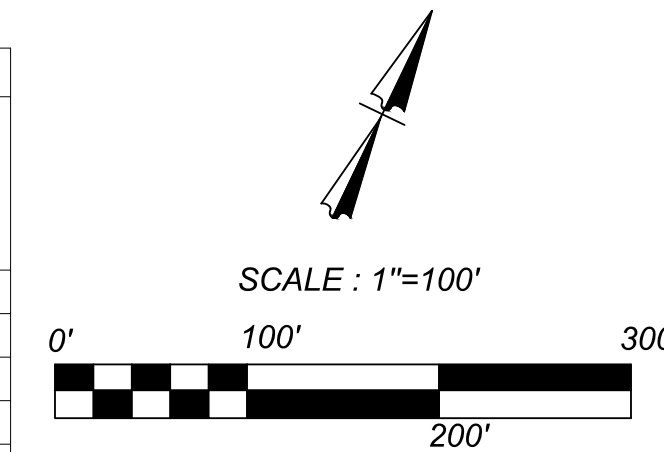
- ALL INTERNAL STREETS WITHIN THE M.D.P. LIMITS ARE LOCAL "A" WITH A 50' R.O.W., 30' PAVEMENT AND 10' PARKWAYS UNLESS OTHERWISE NOTED.
- THIS PROPERTY IS NOT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.
- UTILITY SERVICE PROVIDED BY THE FOLLOWING ENTITIES:  
 WATER SERVICE CITY OF SCHERTZ  
 SEWER SERVICE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

LAND USE DENSITY TABLE												
UNIT	TOTAL ACREAGE	DRAINAGE/ OPEN SPACE	R.O.W. DEDICATION	RESIDENTIAL ACREAGE	SF 7200	SF 8200	SF 9000	TYPICAL LOT DIMENSIONS	DWELLING UNITS	DENSITY (DWELLING UNITS/ACRES)	EXISTING ZONING	APPROXIMATE UNIT SCHEDULE
1	22.28	2.94	0.49	18.85	34	15	23	60' x 120'	72	3.23	OCL	2019
2	9.74	0.32	0.14	9.28	20	5	8	60' x 120'	33	3.39	PRE/OCL	2020
3	12.00	0.44	0.48	11.08	28	14	4	60' x 120'	46	3.83	OCL	2021
4	16.78	0.62	0.57	15.59	40	13	10	60' x 120'	63	3.75	OCL	2022
<b>TOTAL</b>	<b>60.80</b>	<b>4.32</b>	<b>1.68</b>	<b>54.80</b>	<b>122</b>	<b>47</b>	<b>45</b>		<b>214</b>	<b>3.52</b>		

\* PARK REQUIREMENTS = 1 ACRE/100 RESIDENTIAL LOTS  
 PARK REQUIREMENTS = 228 LOTS X 1 ACRE/100 LOTS = 2.28 ACRES  
 OCL = OUTSIDE CITY LIMITS

**UTILITY AND STORM WATER NOTES:**

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



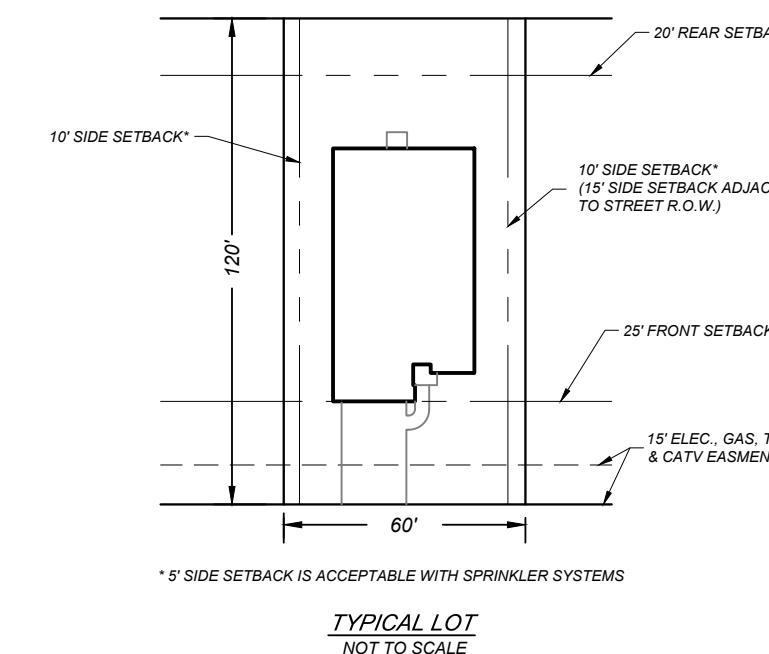
**LOCATION MAP**  
N.T.S.

**LEGEND**

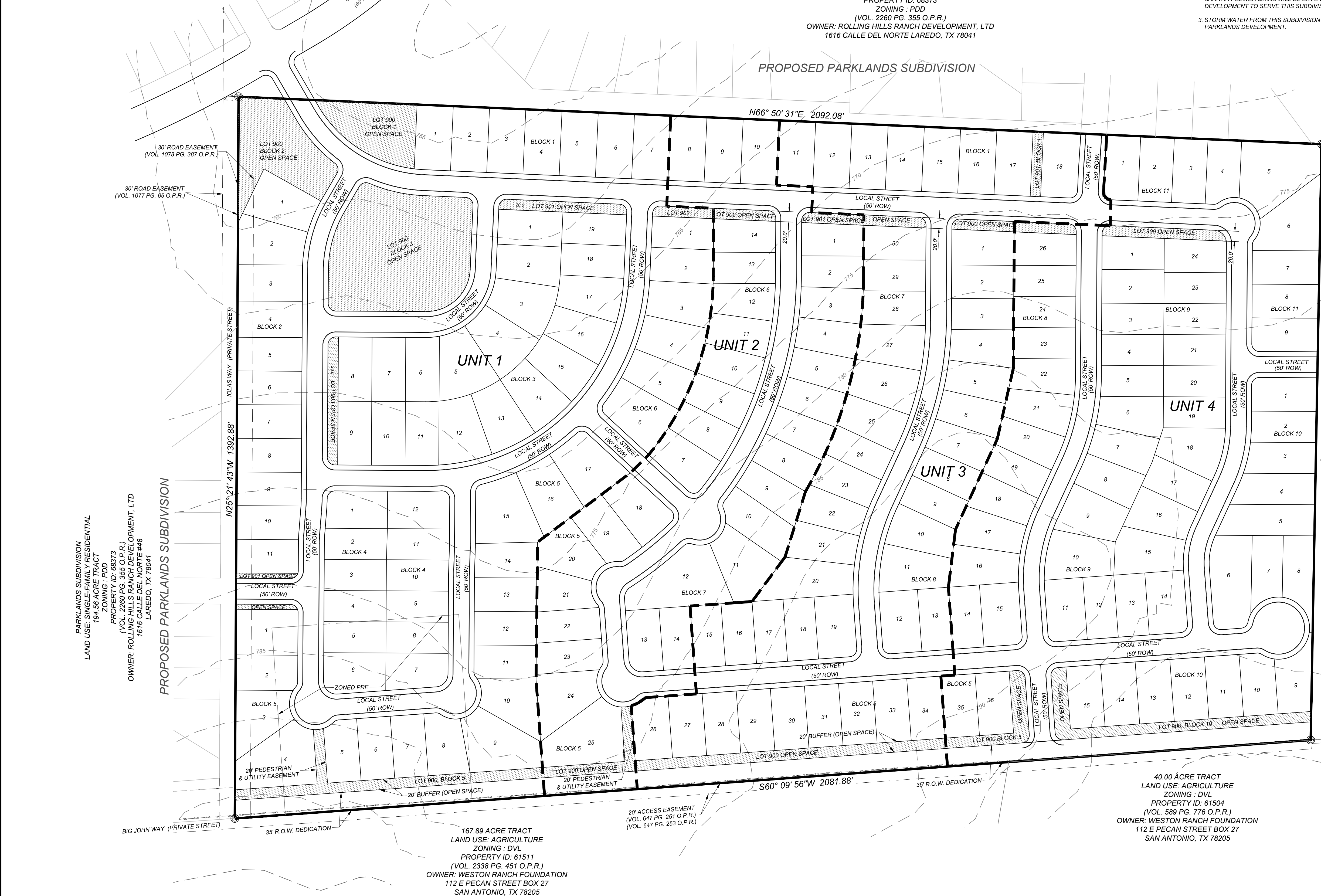
- = BOUNDARY
- = RIGHT-OF-WAY
- = PHASING LIMITS
- = 5' CONTOURS
- = OVERHEAD ELECTRIC TRANSMISSION LINES
- = OPEN SPACE / DRAINAGE EASEMENT

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

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



80.00 ACRE TRACT OF AGRICULTURE LAND ZONING: DVL  
 PROPERTY ID: 66382  
 (VOL. 2944 PG. 640 O.P.R.)  
 OWNER: RONALD K. & SUZANNE L. SCHOTT  
 1300 ENGEL RD  
 NEW BRAUNFELS, TX 78132



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

**PROPOSED PARKLANDS SUBDIVISION**

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

**PROPOSED PARKLANDS SUBDIVISION**

167.89 ACRE TRACT  
 LAND USE: AGRICULTURE  
 ZONING: DVL  
 PROPERTY ID: 61511  
 (VOL. 2338 PG. 451 O.P.R.)  
 OWNER: WESTON RANCH FOUNDATION  
 112 E PECAN STREET BOX 27  
 SAN ANTONIO, TX 78205

40.00 ACRE TRACT  
 LAND USE: AGRICULTURE  
 ZONING: DVL  
 PROPERTY ID: 61504  
 (VOL. 589 PG. 776 O.P.R.)  
 OWNER: WESTON RANCH FOUNDATION  
 112 E PECAN STREET BOX 27  
 SAN ANTONIO, TX 78205

**THE PARKLANDS II SUBDIVISION  
 MASTER DEVELOPMENT PLAN**

SCHERTZ, TEXAS  
 GUADALUPE COUNTY

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

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



PREPARED : JUNE 07, 2019

**EXHIBIT A**

**NOTES:**

1. ALL INTERNAL STREETS WITHIN THE M.D.P. LIMITS ARE LOCAL "A" WITH A 50' R.O.W., 30' PAVEMENT AND 10' PARKWAYS UNLESS OTHERWISE NOTED
2. BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (N.A.D.) OF 1983.
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4. REFERENCED PROPERTY IS IN ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SCALED FROM FEMA FLOOD MAP 90 & 95 OF 480, COMMUNITY PANEL NO. 48187C0090F & 48187C0095F, DATED NOVEMBER 02, 2007.

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

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

OCL=OUTSIDE CITY LIMITS

# THE PARKLANDS II SUBDIVISION PLANNED DEVELOPMENT DISTRICT ZONING EXHIBIT

SCHERTZ, TEXAS  
GUADALUPE COUNTY

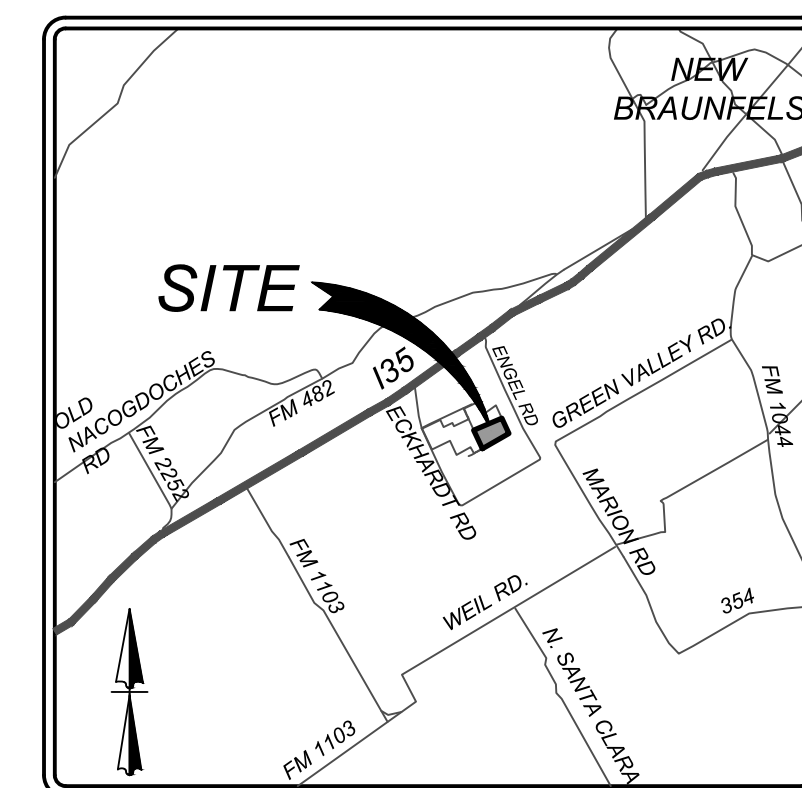
CURVE TABLE						
CURVE	LENGTH	RADIUS	TANGENT	DELTA	CHORD	CHORD BEARING
C1	207.44'	2083.00'	104.00'	5°43'01"	207.75'	N28°31'41"E
C2	32.27'	60.00'	16.72'	30°58'42"	31.71'	S43°16'29"W
C3	10.47'	15.00'	5.44'	39°51'08"	10.22'	S44°42'47"W
C4	104.09'	135.00'	54.78'	44°10'33"	101.53'	N2°10'17"W

**LEGAL DESCRIPTION:**

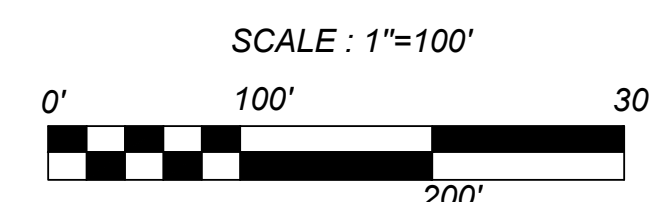
A 60.80 ACRE TRACT OF LAND, BEING ALL OF A 10.0 ACRE TRACT, CALLED TRACT 1, THE REMAINING PORTION OF A 50.800 ACRE TRACT, CALLED TRACT 2 CONVEYED TO NANCY PINDER OF RECORD IN VOLUME 1306 PAGE 477 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS. A 10.01 ACRE TRACT CONVEYED TO THOMAS JORDAN OF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

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

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



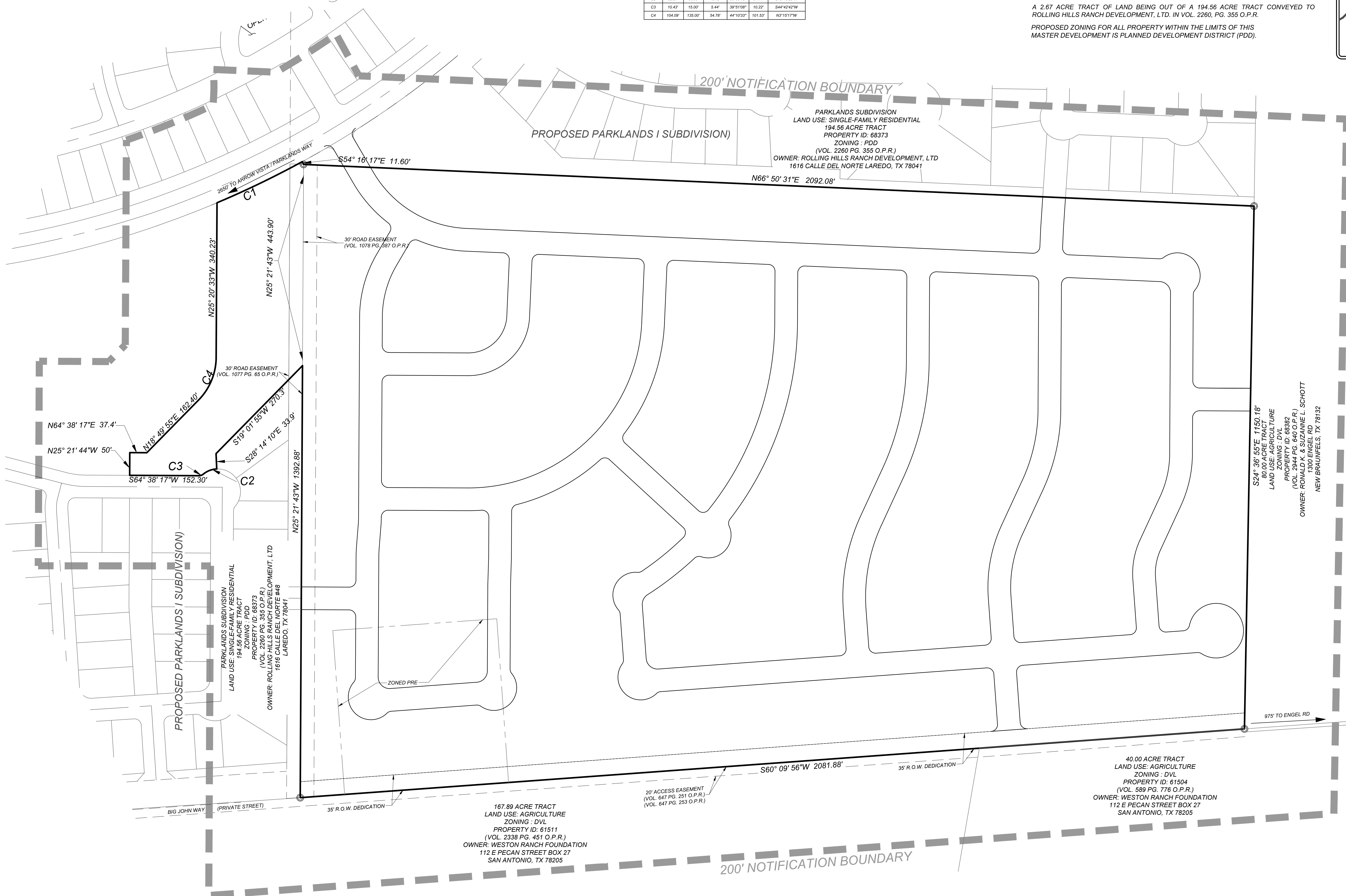
LOCATION MAP  
N.T.S.



- LEGEND**
- BOUNDARY
  - - - RIGHT-OF-WAY
  - - - - 5' CONTOURS
  - - - - 200' NOTIFICATION BOUNDARY

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

SURVEYOR:  
**KFW SURVEYING**  
3421 PAESANOS PKWY, SUITE 101  
SAN ANTONIO, TX 78231  
PHONE: (210) 979-8444  
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OWNER: WESTON RANCH FOUNDATION  
112 E PECAN STREET BOX 27  
SAN ANTONIO, TX 78205

S24° 36' 55"E 1150.18'  
80.00 ACRE TRACT  
LAND USE: AGRICULTURE  
ZONING : DVL  
PROPERTY ID: 66382  
(VOL. 2944 PG. 640 O.P.R.)  
OWNER: RONALD K. & SUZANNE L. SCHOTT  
800 TIRRELL RD  
NEW BRAUNFELS, TX 78132

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

PROPOSED PARKLANDS I (SUBDIVISION)

PARKLANDS SUBDIVISION  
LAND USE: SINGLE-FAMILY RESIDENTIAL  
ZONING : PDD










200' NOTIFICATION BOUNDARY



# Bitterblue, Inc.



## LEGEND

-  Open Space Buffers & Greenbelts
-  Multi-Purpose Recreational Open Space
-  PARK
-  Bench/Picnic Table
-  Private Recreational Facility with Pool
-  Musical Instruments
-  Pickleball Court
-  Double Playground/ playscape for two age groups (2 to 5 yrs & 5 to 12 yrs)
-  Baseball Diamond

## PARKLAND RECREATION CONCEPT PLAN

EXHIBIT C-1





# Bitterblue, Inc.



17 16 15 14

12 13 14 15 16 17 18 19 20 21 22 23

24 25 26

LOCAL STREET  
(50' ROW)

COLLECTOR  
(60' ROW)

LOCAL STREET  
(50' ROW)

IOLAS WAY (PRIVATE STREET)

DRAINAGE ESMT

BASKETBALL COURT

SCHOOL

SOCCER FIELD

PARK

BASEBALL FIELD

(2.83 AC.)

PICKLEBALL COURT

PARKLANDS II  
LAND DEDICATION

PICNIC TABLE

PLAYGROUND

MUSICAL INSTRUMENTS

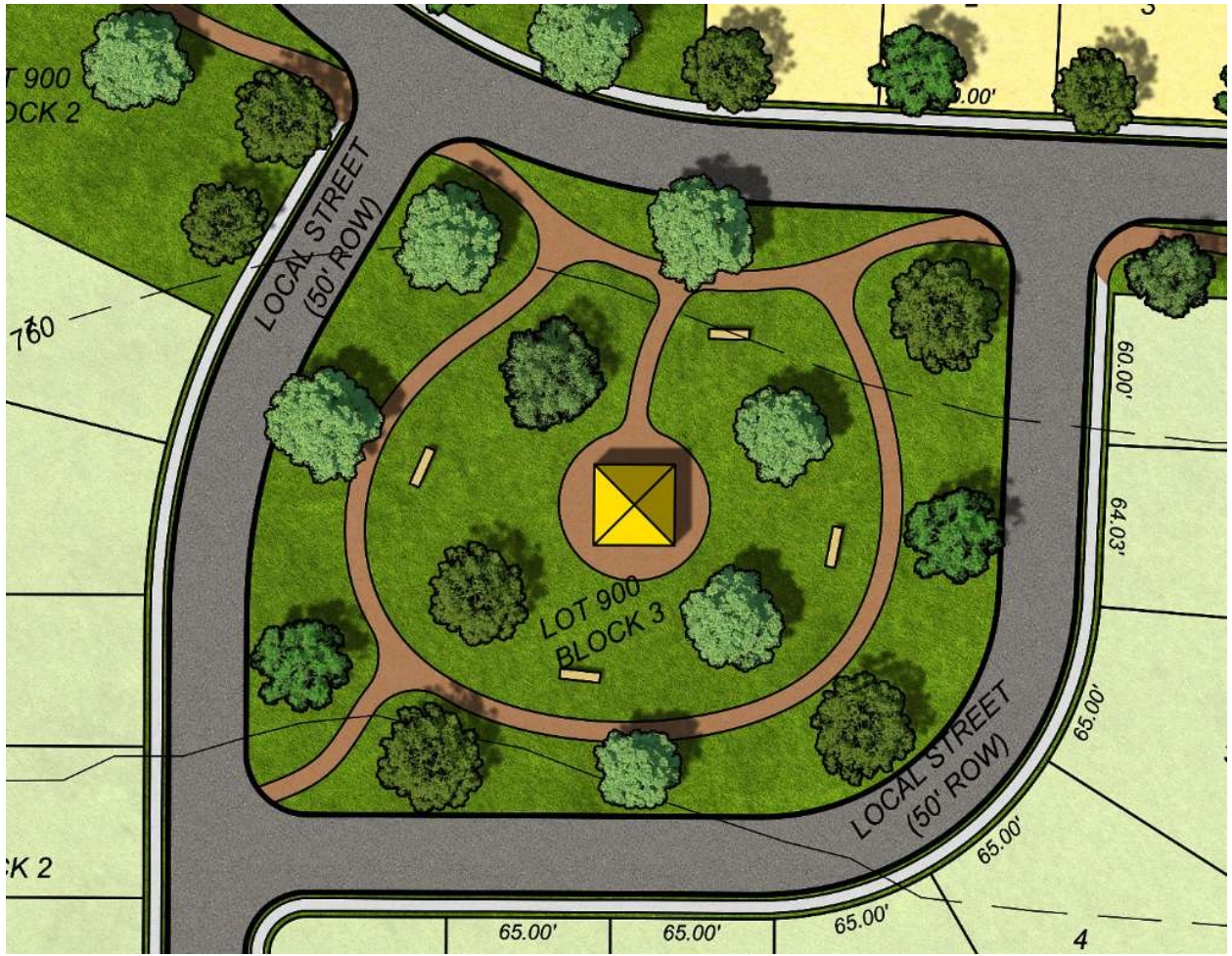
PARKLAND RECREATION  
PARK PLAN

EXHIBIT C-2

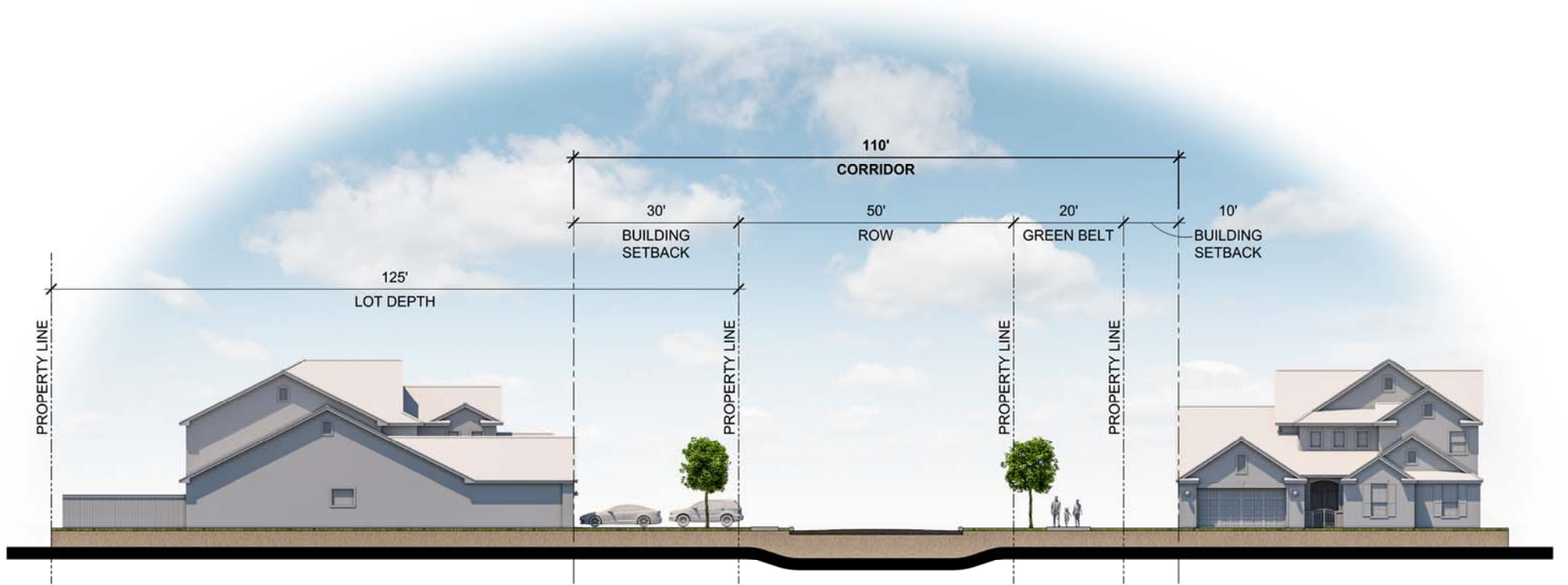


SCALE: 1"=80'-0"





**EXHIBIT D**



**EXHIBIT E**

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Public Affairs  
**Subject:** 2019 Citizen Satisfaction Survey Results - Workshop presentation and discussion regarding the 2019 Citizen Satisfaction Survey Results. (S. Gonzalez/L. Klepper)

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**BACKGROUND**

In June 2019 the City of Schertz conducted its second Citizen Satisfaction Survey with the ETC Institute. Results of the survey will be presented to council on August 27, 2019 and are available on Schertz.com

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**Attachments**

2019 Presentation on Survey Results  
2019 Citizen Satisfaction Survey Report

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# 2019 Schertz Community Survey

*...helping organizations make better decisions since 1982*

Findings  
Report

**Submitted to the City of Schertz, Texas:**

ETC Institute  
725 W. Frontier Lane,  
Olathe, Kansas  
66061

**July 2019**







# Contents

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Section 2: Benchmarking Analysis .....	57
Section 3: Importance-Satisfaction Analysis.....	68
Section 4: Tabular Data.....	75
Section 5: Survey Instrument.....	117

# City of Schertz 2019 Community Survey Executive Summary Report

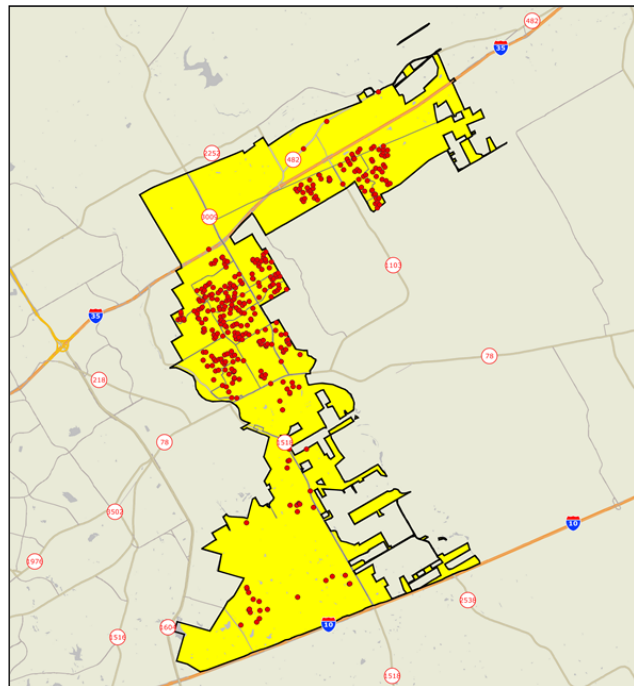
## Overview and Methodology

ETC Institute administered a community survey for the City of Schertz during June and July of 2019. The survey was designed to gather resident input and produce feedback on City programs and services. The City wanted to provide residents the opportunity to give City leaders valuable feedback regarding city services and overall satisfaction with service delivery. The information collected will be used help shape future decisions and ensure they are aligned with the needs of residents.

A seven-page survey was mailed to a random sample of households throughout the City of Schertz. The mailed survey included a postage paid return envelope and a cover letter. The cover letter explained the purpose of the survey, encouraged residents to return their surveys in the mail.

Ten days after the surveys were mailed, ETC Institute sent emails and placed phone calls to the households that received the survey to encourage participation. The emails contained a link to the on-line version of the survey to make it easy for residents to complete the survey. To prevent people who were not residents of Schertz from participating, everyone who completed the survey on-line was required to enter their home address prior to submitting the survey. ETC Institute then matched the addresses that were entered on-line with the addresses that were originally selected for the random sample. If the address from a survey completed on-line did not match one of the addresses selected for the sample, the on-line survey was not counted.

The goal was to receive at least 400 completed surveys. This goal was met, with a total of 409 households completing a survey. The results for the random sample of 409 households have a 95% level of confidence with a precision of at least +/- 4.8%. In order to understand how well services are being delivered in different areas of the City, ETC Institute geocoded the home address of respondents to the survey. The map to the right shows the location of each survey respondent.



**Interpretation of “Don’t Know” Responses.** The percentage of “don’t know” responses has been excluded from many of the graphs in this report to assess satisfaction with residents who had used City services and to facilitate valid comparisons with other communities in the benchmarking analysis. Since the number of “don’t know” responses often reflects the utilization and awareness of City services, the percentage of “don’t know” responses has been included in the tabular data in Section 4 of this report. When the “don’t know” responses have been excluded, the text of this report will indicate that the responses have been excluded with the phrase “*who had an opinion.*”

**This report contains the following:**

- a summary of the methodology for administering the survey and major findings
- charts showing the overall results of the survey, including comparison to 2016 results (Section 1)
- benchmarking data that shows how the results for The City of Schertz compare to residents in other communities (Section 2)
- importance-satisfaction analysis that identifies priorities for investment (Section 3)
- tabular data showing the overall results for all questions on the survey (Section 4)
- a copy of the cover letter and survey instrument (Section 5)

## Overall Perceptions of the City

Most (86%) of the residents surveyed *who had an opinion* indicated they were “very satisfied” or “satisfied” with the overall quality of services provided by the City. Eighty-six percent (86%) of those surveyed *who had an opinion* indicated they were “very satisfied” or “satisfied” with the overall quality of life in the City of Schertz which is significantly higher than the national average of 75% and the Texas average of 66%.

## Overall Satisfaction with City Services

The major categories of City services that had the highest levels of satisfaction, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: library services (89%), fire services (88%), emergency medical services (86%), and city parks and recreation programs (83%).

## Overall Feelings of Safety

Most residents (93%) *who had an opinion* felt either “very safe” or “somewhat safe” when rating their overall feeling of safety in their neighborhood during the day. Eighty-eight percent (88%) of residents *who had an opinion* indicated they felt “very safe” or “somewhat safe” in the City of Schertz, and 84% of residents *who had an opinion* indicated they felt “very safe” or “somewhat safe” in their neighborhood at night.

## Satisfaction with Specific City Services

- **Parks and Recreation.** The highest levels of satisfaction with parks and recreation services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: the maintenance and appearance of existing City parks (81%), the mowing and trimming of City parks (77%), and the number of City parks (67%).

The three parks and recreation services respondents indicated should receive the most emphasis over the next two years include: walking and biking trails in the City, the maintenance and appearance of City parks, and the availability of adult recreation programs.

- **Code Enforcement.** The highest levels of satisfaction with City code enforcement, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: the enforcement of graffiti regulations (70%) and the enforcement of sign regulations (55%).

The two code enforcement services respondents indicated should receive the most emphasis over the next two years were the enforcement of clean-up junk and debris and the mowing of weeds and grass on private property.

- **Public Works Services.** The highest levels of satisfaction with public works services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: cleanliness of City streets and other public areas (75%), mowing and trimming along City streets (68%), and the condition of sidewalks in the City (63%).

The maintenance of major City streets and major TxDOT roadways were the two public works services that respondents indicated should receive the most emphasis over the next two years.

- **City Communication.** The highest levels of satisfaction with City communication services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: Schertz Magazine (84%), City efforts to keep residents informed (61%), and the usefulness of information available on the City’s web site (58%).
  - Eighty-five percent (85%) of respondents indicated Schertz Magazine is their primary source of information about the City; 54% indicated they primarily use the City website. These two were also respondents’ most preferred sources to get information about the City.

- **Solid Waste and Utility Services.** The highest levels of satisfaction with solid waste and utility services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: residential trash collection services (86%), sewer services (81%), and water services (80%).
- **Strategic Initiatives.** The highest levels of agreement with statements regarding the City’s strategic initiatives, based upon the combined percentage of “strongly agree” and “agree” responses among residents *who had an opinion*, were: the City is ensuring that there is adequate long-term affordable water (72%), the City is doing a good job of beautification within the community (65%), and confidence in the City’s finances (66%).

## Additional Findings

- Respondents were asked to indicate what electronic sources of information they are currently using. Seventy-nine percent (79%) of respondents indicated they use e-mail, 76% use the Internet, 65% use Facebook, and 63% use text messages. Although Schertz Magazine is the primary source of City information for most respondents (85%), more than half (54%) use the City website. Because a majority of respondents use e-mail, the Internet, Facebook, and text messages as electronic sources of information, the City should continue to explore electronic communication methods.
- More than half (52%) of respondents indicated they have contacted the City of Schertz during the past year. When asked to describe the service they received, 74% of respondents indicated the service received was either “excellent” (39%) or “good” (35%). Thirteen percent (13%) of respondents who contacted the City during the past year indicated the service they received was “poor”.
  - The highest levels of satisfaction with City employees, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion and who contacted the City within the past year*, were: how easy they were to contact (81%), the way they were treated (80%), and the accuracy of information and assistance they were given (76%).
- The City of Schertz asked respondents to indicate their expectations for various services provided by the City. Respondents were asked to indicate whether the level services should higher or lower on a 5-point scale. The services respondents believe should see the most increase in the level of service provided, based upon the combined percentage of “should be much higher” and “should be a little higher” responses among residents *who had an opinion*, were: the maintenance of streets and sidewalks (79%), recreation activities (59%), parks and open space (58%).

- Eighty percent (80%) of respondents indicated that traffic will be the biggest issue that the City of Schertz will face within the next five years. Other issues that respondents indicated will be issues the City will face within the next five years include: road repair, maintenance, and expansion (52%) and planning for rapid growth (51%).
  
- When asked to indicate the primary reasons respondents choose to live in Schertz, a majority of respondents indicated it was the location (76%), 56% indicated it was the quality of life, and 49% indicated that the City of Schertz is a safe community.



## How the City of Schertz Compares to Other Communities Nationally

Satisfaction ratings for the City of Schertz **rated above the U.S. average in 42 of the 49 areas** that were assessed. The City rated significantly higher than the U.S. average (difference of 5% or more) in 38 of these areas. Listed below are the comparisons between the City of Schertz and the U.S. average:

Service	Schertz	U.S.	Difference	Category
Overall quality of services provided by the City	86%	50%	36%	Perceptions
Customer service provided by City employees	78%	45%	33%	Overall Services
City communication with the public	72%	48%	24%	Overall Services
City swimming pools	56%	35%	21%	Parks and Recreation
City parks and recreation programs	83%	63%	20%	Overall Services
Management of stormwater runoff & flood prevention	75%	56%	19%	Overall Services
Overall value you receive for City taxes and fees	56%	38%	18%	Perceptions
Accuracy of information & assistance given	76%	58%	18%	Customer Service
City water and sewer services	81%	64%	17%	Overall Services
How well the City is keeping up with growth	64%	47%	17%	Perceptions
How well your issue was handled	68%	51%	17%	Customer Service
Condition of sidewalks in the City	63%	46%	17%	Public Works/Maintenance
Mowing/trimming along City streets	68%	52%	16%	Public Works/Maintenance
How easy they were to contact	81%	65%	16%	Customer Service
Efforts to keep residents informed about issues	61%	45%	16%	Communication
Library services	89%	74%	15%	Overall Services
Animal Services	73%	58%	15%	Overall Services
Overall appearance of the City	78%	63%	15%	Perceptions
Trash, recycling, & yard waste collection services	81%	67%	14%	Overall Services
Cleanliness of City streets and other public areas	75%	61%	14%	Public Works/Maintenance
Police services	82%	70%	12%	Overall Services
Level of public involvement in decision-making	44%	32%	12%	Communication
How quickly staff responded to your request	72%	60%	12%	Customer Service
Maintenance and appearance of existing City parks	81%	70%	11%	Parks and Recreation
The way you were treated	80%	69%	11%	Customer Service
Sewer services	81%	70%	11%	Solid Waste/Utility Services
Water services	80%	69%	11%	Solid Waste/Utility Services
Availability of information about operations	56%	45%	11%	Communication
Overall quality of life in the City	86%	75%	11%	Perceptions
Residential trash collection services	86%	75%	11%	Solid Waste/Utility Services
Maintenance of streets in your neighborhood	58%	48%	10%	Public Works/Maintenance
Enforcement of the clean-up of junk & debris	52%	43%	9%	Code Enforcement
Enforcement of mowing of weeds & grass	48%	39%	9%	Code Enforcement
City's social media pages	62%	55%	7%	Communication
Recycling services	76%	70%	6%	Solid Waste/Utility Services
Bulky item pick up/removal services	59%	53%	6%	Solid Waste/Utility Services
Fire services	88%	83%	5%	Overall Services
Emergency medical services	86%	81%	5%	Overall Services
Enforcement of city codes and ordinances	58%	54%	4%	Overall Services
Enforcement of sign regulations	55%	53%	2%	Code Enforcement
Number of City parks	67%	66%	1%	Parks and Recreation
Maintenance of major City streets	49%	48%	1%	Public Works/Maintenance
Availability of bike lanes	35%	37%	-2%	Public Works/Maintenance
Usefulness of information available on web site	58%	60%	-2%	Communication
Quality of outdoor athletic facilities	62%	67%	-5%	Parks and Recreation
Adequacy of City street lighting	51%	56%	-5%	Public Works/Maintenance
Availability of adult recreation programs	48%	54%	-6%	Parks and Recreation
Availability of youth recreation programs	54%	61%	-7%	Parks and Recreation
Walking and biking trails in the City	52%	59%	-7%	Parks and Recreation



## How the City of Schertz Compares to Other Communities in Texas

Satisfaction ratings for the City of Schertz **rated above the Texas average in 41 of the 49 areas** that were assessed. The City rated significantly higher than the Texas average (difference of 5% or more) in 37 of these areas. Listed below are the comparisons between The City of Schertz and the Texas average:

Service	Schertz	Texas	Difference	Category
Overall quality of services provided by the City	86%	48%	38%	Perceptions
Customer service provided by City employees	78%	42%	36%	Overall Services
Management of stormwater runoff & flood prevention	75%	46%	29%	Overall Services
How easy they were to contact	81%	53%	28%	Customer Service
City water and sewer services	81%	54%	27%	Overall Services
Mowing/trimming along City streets	68%	43%	25%	Public Works/Maintenance
City parks and recreation programs	83%	59%	24%	Overall Services
City communication with the public	72%	48%	24%	Overall Services
Condition of sidewalks in the City	63%	39%	24%	Public Works/Maintenance
Overall value you receive for City taxes and fees	56%	33%	23%	Perceptions
Library services	89%	67%	22%	Overall Services
Trash, recycling, & yard waste collection services	81%	60%	21%	Overall Services
Overall appearance of the City	78%	58%	20%	Perceptions
Availability of information about operations	56%	36%	20%	Communication
Police services	82%	62%	20%	Overall Services
Overall quality of life in the City	86%	66%	20%	Perceptions
Level of public involvement in decision-making	44%	26%	18%	Communication
Sewer services	81%	65%	16%	Solid Waste/Utility Services
Water services	80%	64%	16%	Solid Waste/Utility Services
Efforts to keep residents informed about issues	61%	45%	16%	Communication
How quickly staff responded to your request	72%	56%	16%	Customer Service
Animal Services	73%	58%	15%	Overall Services
How well the City is keeping up with growth	64%	49%	15%	Perceptions
The way you were treated	80%	65%	15%	Customer Service
Emergency medical services	86%	73%	13%	Overall Services
City's social media pages	62%	50%	12%	Communication
Residential trash collection services	86%	74%	12%	Solid Waste/Utility Services
Bulky item pick up/removal services	59%	47%	12%	Solid Waste/Utility Services
City swimming pools	56%	45%	11%	Parks and Recreation
Enforcement of city codes and ordinances	58%	47%	11%	Overall Services
Cleanliness of City streets and other public areas	75%	64%	11%	Public Works/Maintenance
Enforcement of the clean-up of junk & debris	52%	43%	9%	Code Enforcement
Fire services	88%	80%	8%	Overall Services
Enforcement of mowing of weeds & grass	48%	40%	8%	Code Enforcement
Accuracy of information & assistance given	76%	69%	7%	Customer Service
Maintenance and appearance of existing City parks	81%	75%	6%	Parks and Recreation
Maintenance of streets in your neighborhood	58%	53%	5%	Public Works/Maintenance
Recycling services	76%	72%	4%	Solid Waste/Utility Services
Enforcement of sign regulations	55%	53%	2%	Code Enforcement
Availability of bike lanes	35%	33%	2%	Public Works/Maintenance
Usefulness of information available on web site	58%	57%	1%	Communication
Maintenance of major City streets	49%	49%	0%	Public Works/Maintenance
How well your issue was handled	68%	70%	-2%	Customer Service
Availability of youth recreation programs	54%	57%	-3%	Parks and Recreation
Adequacy of City street lighting	51%	57%	-6%	Public Works/Maintenance
Number of City parks	67%	75%	-8%	Parks and Recreation
Availability of adult recreation programs	48%	58%	-10%	Parks and Recreation
Quality of outdoor athletic facilities	62%	75%	-13%	Parks and Recreation
Walking and biking trails in the City	52%	66%	-14%	Parks and Recreation



## Trends

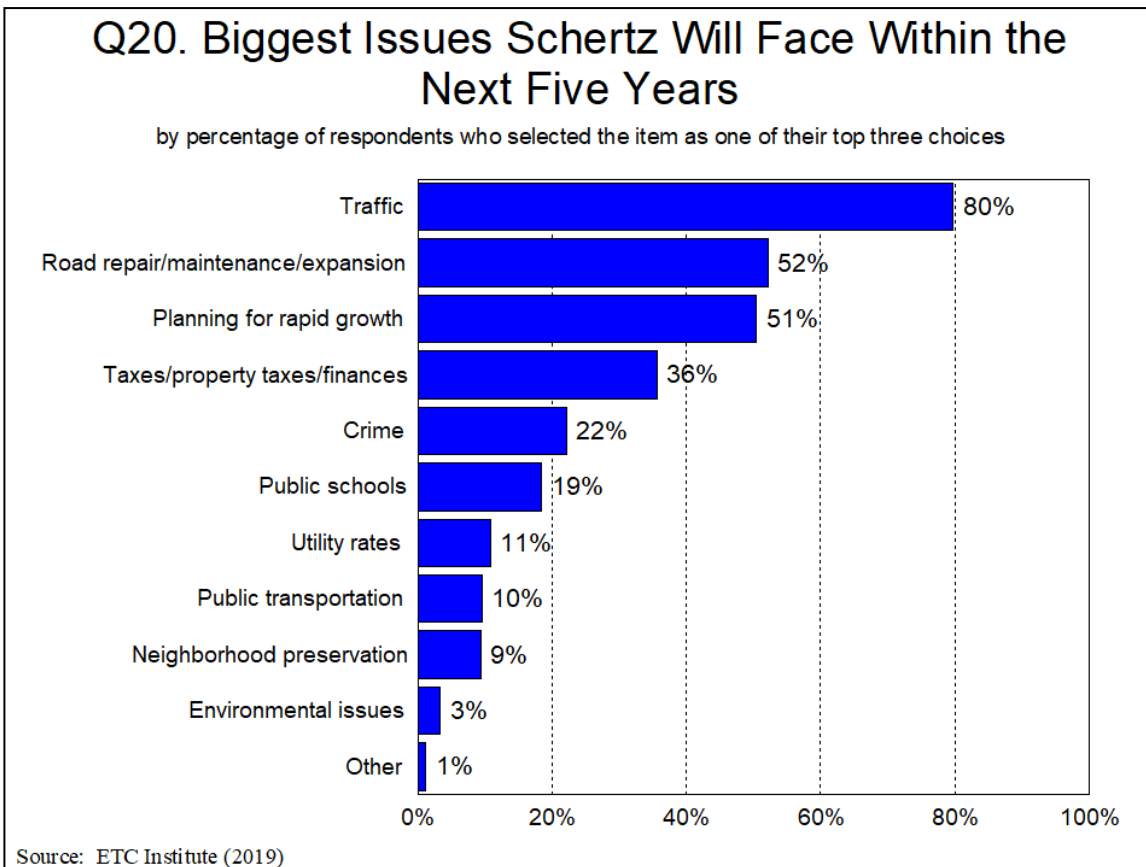
Satisfaction ratings for the City of Schertz **stayed the same or improved in 43 of the 65 areas** that were assessed in 2016 and 2019. The City showed significant increases (difference of 5% or more) in 16 of these areas. Listed below are the comparisons between the 2016 and 2019 results:

Service	2016	2019	Difference	Category
Civic and community centers	71%	81%	10%	Overall Services
City parks and recreation programs	73%	83%	10%	Overall Services
Efforts to keep residents informed about issues	51%	61%	10%	Communication
Availability of information about operations	47%	56%	9%	Communication
City swimming pools	48%	56%	8%	Parks and Recreation
Recreation Center	56%	64%	8%	Parks and Recreation
City communication with the public	65%	72%	7%	Overall Services
Bulky item pick up/removal services	52%	59%	7%	Solid Waste/Utility Services
Management of stormwater runoff & flood prevention	69%	75%	6%	Overall Services
Number of City parks	61%	67%	6%	Parks and Recreation
Usefulness of information available on web site	52%	58%	6%	Communication
Library services	84%	89%	5%	Overall Services
Maintenance and appearance of existing City parks	76%	81%	5%	Parks and Recreation
Cleanliness of City streets and other public areas	70%	75%	5%	Public Works/Maintenance
Mowing/trimming along City streets	63%	68%	5%	Public Works/Maintenance
Availability of adult recreation programs	43%	48%	5%	Parks and Recreation
Customer service provided by City employees	74%	78%	4%	Overall Services
Overall quality of life in the City	82%	86%	4%	Perceptions
Adequacy of City street lighting	47%	51%	4%	Public Works/Maintenance
Level of public involvement in decision-making	40%	44%	4%	Communication
Emergency medical services	83%	86%	3%	Overall Services
How well the City is keeping up with growth	61%	64%	3%	Perceptions
Mowing and trimming of City parks	74%	77%	3%	Parks and Recreation
Quality of outdoor athletic facilities	59%	62%	3%	Parks and Recreation
Level of fiscal transparency	43%	46%	3%	Communication
Recycling services	73%	76%	3%	Solid Waste/Utility Services
Maintenance of major City streets	46%	49%	3%	Public Works/Maintenance
Fire services	86%	88%	2%	Overall Services
Overall quality of services provided by the City	84%	86%	2%	Perceptions
Availability of youth recreation programs	52%	54%	2%	Parks and Recreation
Walking and biking trails in the City	50%	52%	2%	Parks and Recreation
Condition of sidewalks in the City	61%	63%	2%	Public Works/Maintenance
Appearance of residential property in the City	68%	70%	2%	Perceptions
Maintenance of creeks and open channels	56%	58%	2%	Public Works/Maintenance
Trash, recycling, & yard waste collection services	80%	81%	1%	Overall Services
Maintenance of streets in your neighborhood	57%	58%	1%	Public Works/Maintenance
Police services	81%	82%	1%	Overall Services
City water and sewer services	81%	81%	0%	Overall Services
Appearance of commercial property in the City	70%	70%	0%	Perceptions
How well City listens and responds to needs	44%	44%	0%	Communication
How quickly staff responded to your request	72%	72%	0%	Customer Service
Residential trash collection services	86%	86%	0%	Solid Waste/Utility Services
Utility Billing	78%	78%	0%	Solid Waste/Utility Services
In your neighborhood during the day	94%	93%	-1%	Feeling of Safety
Sewer services	82%	81%	-1%	Solid Waste/Utility Services
Animal Services	74%	73%	-1%	Overall Services
Municipal court services	65%	64%	-1%	Overall Services
Overall feeling of safety in Schertz	89%	88%	-1%	Feeling of Safety
In your neighborhood at night	84%	83%	-1%	Feeling of Safety
Overall appearance of the City	79%	78%	-1%	Perceptions
Enforcement of graffiti regulations	71%	70%	-1%	Code Enforcement
Enforcement of mowing of weeds & grass	49%	48%	-1%	Code Enforcement
Schertz Magazine	85%	84%	-1%	Communication
Accuracy of information & assistance given	77%	76%	-1%	Customer Service
How easy they were to contact	83%	81%	-2%	Customer Service
The way you were treated	82%	80%	-2%	Customer Service
How well your issue was handled	70%	68%	-2%	Customer Service
Water services	82%	80%	-2%	Solid Waste/Utility Services
Enforcement of the clean-up of junk & debris	54%	52%	-2%	Code Enforcement
Overall value you receive for City taxes and fees	59%	56%	-3%	Perceptions
Enforcement of sign regulations	59%	55%	-4%	Code Enforcement
Overall quality of new development	60%	55%	-5%	Perceptions
Availability of bike lanes	40%	35%	-5%	Public Works/Maintenance
Maintenance of major TxDOT roadways	57%	49%	-8%	Public Works/Maintenance
Enforcement of city codes and ordinances	67%	58%	-9%	Overall Services

## Investment Priorities

**Recommended Priorities for the Next Two Years.** In order to help the City identify investment priorities for the next two years, ETC Institute analyzed respondent’s responses regarding their expectations for City services and the issues respondents believed would be the biggest concern in Schertz within the next five years.

Based on our analysis, the City should begin planning for future investments in three (3) main areas. When respondents were asked to indicate their expectations for services within the City the (1) *maintenance of streets and sidewalks* received the most “much higher” and “a little higher” responses from all seven items. A large number of respondents then indicated that (2) *traffic* and (3) *road repair, maintenance, and expansion* would be the biggest issues the City will face within the next five years. Because of the rapid growth the City of Schertz is experiencing, City leaders should begin preparing for the future now. Strategic initiatives regarding the management of traffic flow will help the City be better prepared moving forward. The City should begin targeting streets with current surface issues and continue to monitor their quality. Developing a City-wide initiative of monitoring the surface quality of all streets throughout the City will better prepare Schertz for the increased use that is expected over the next five years.

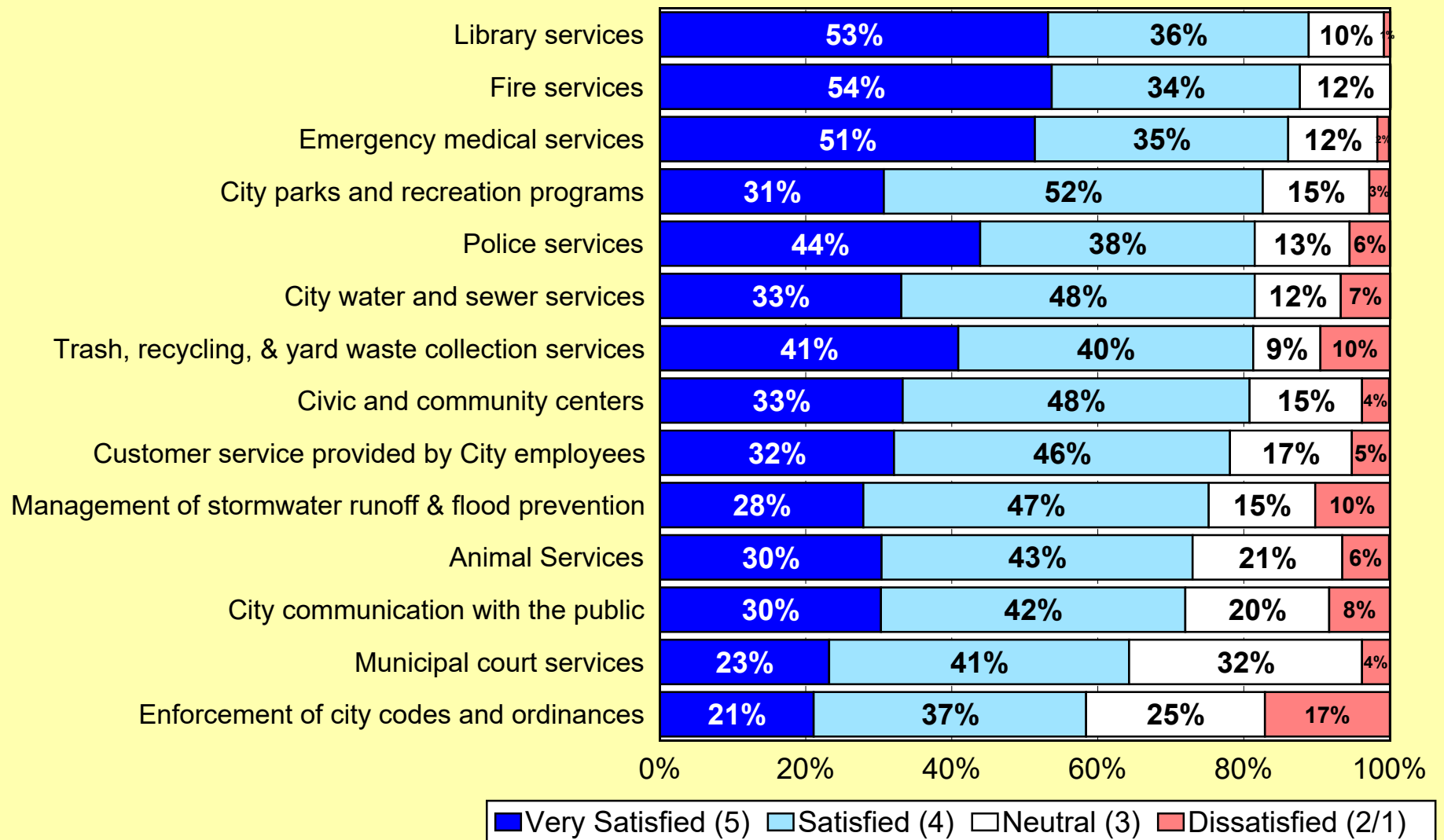


**Section 1:**  
**Charts and Graphs**

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# Q1. Overall Satisfaction with City Services by Major Category

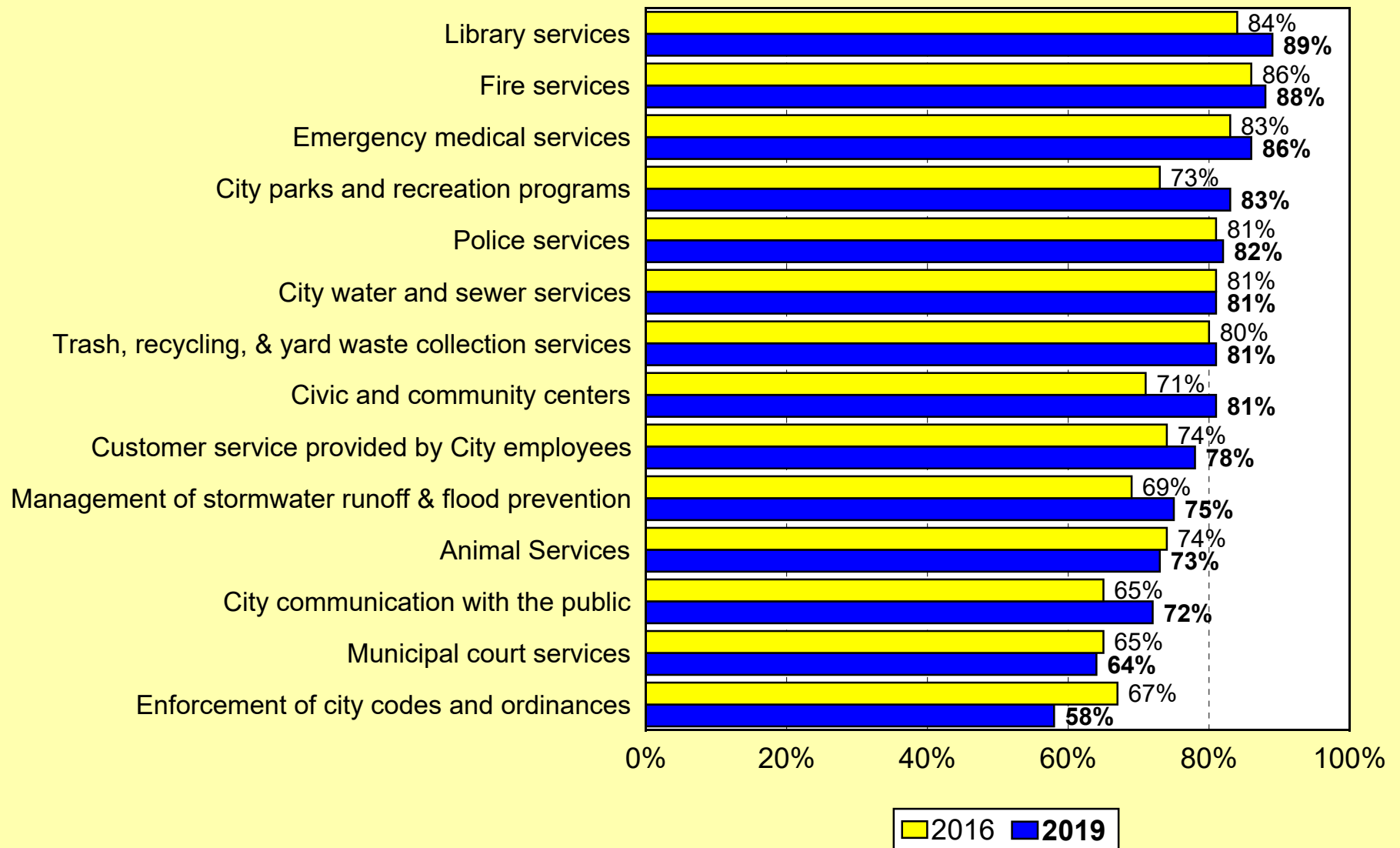
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Overall Satisfaction with City Services by Major Category - 2016 vs. 2019

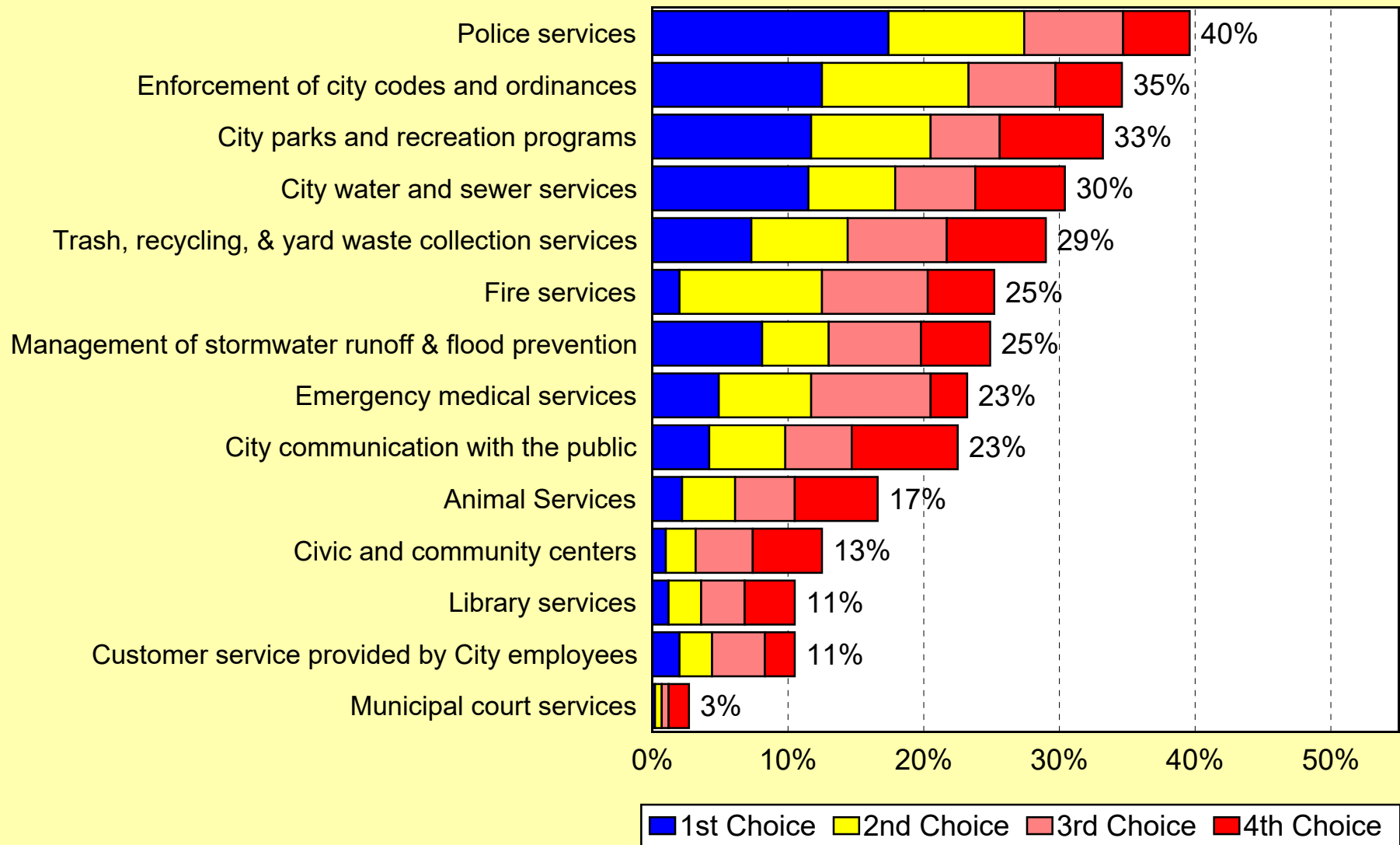
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q2. City Services That Should Receive the Most Emphasis Over the Next Two Years

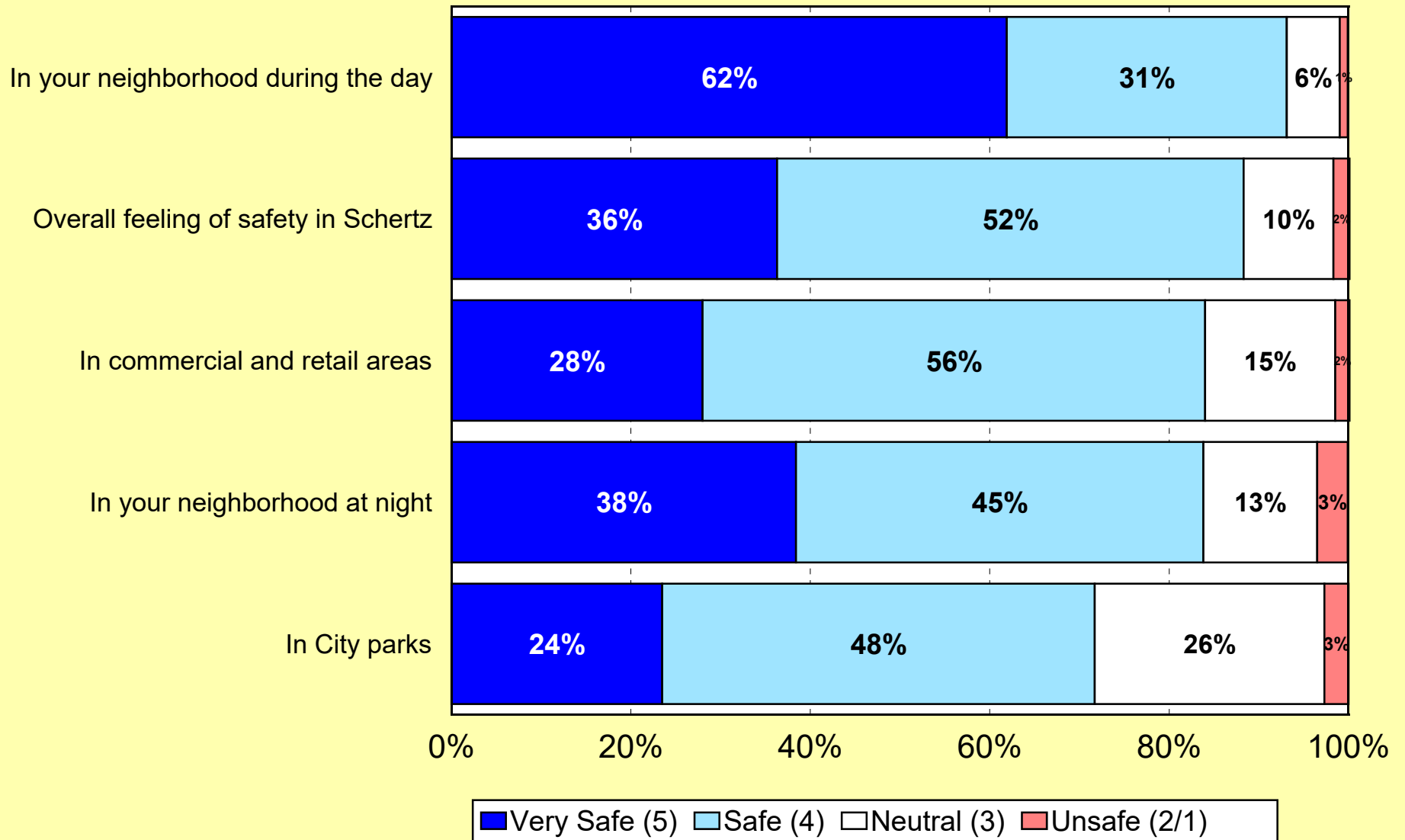
by percentage of respondents who selected the item as one of their top four choices



Source: ETC Institute (2019)

# Q3. Feeling of Safety in Various Situations

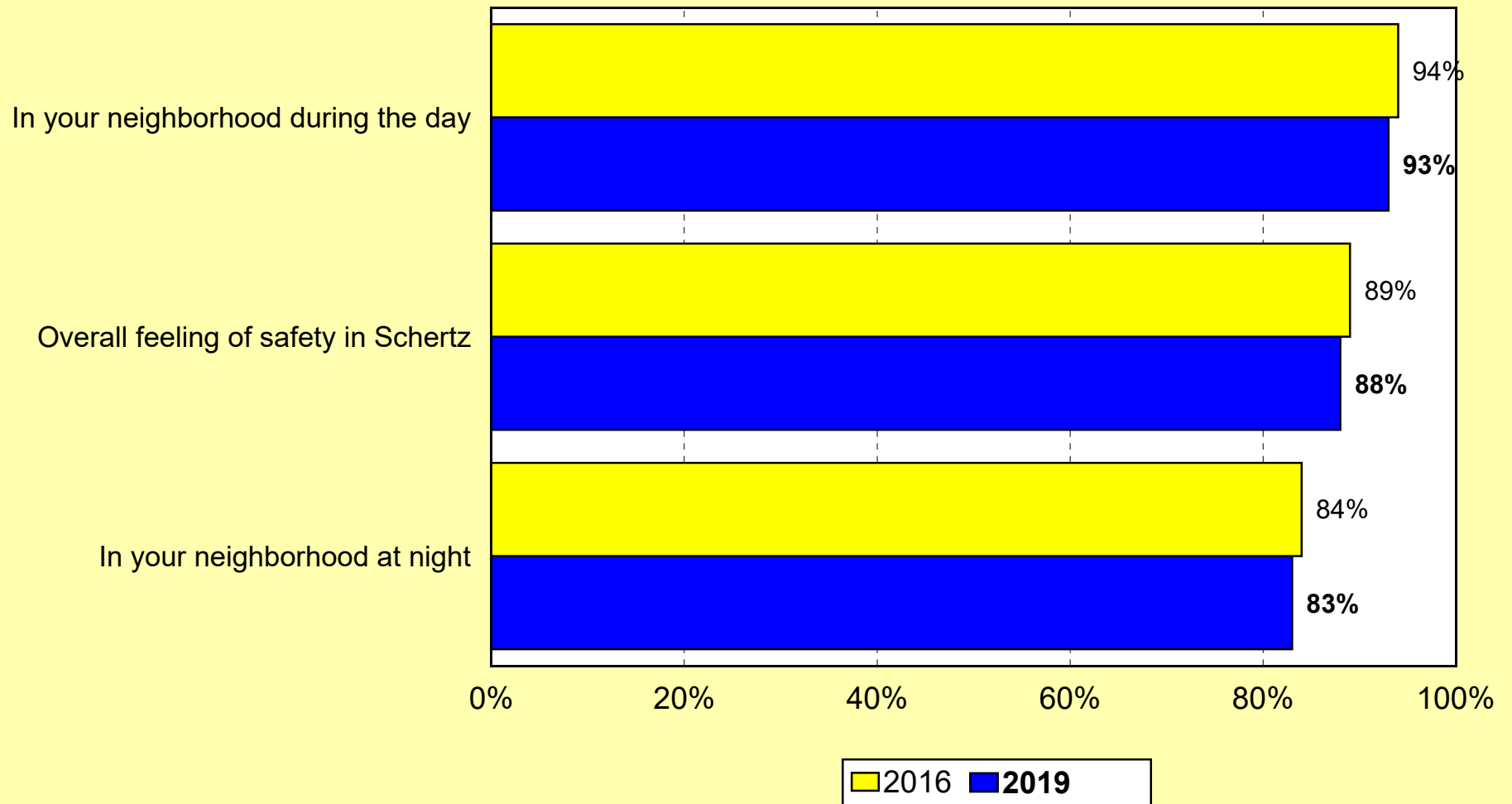
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Feeling of Safety in Various Situations 2016 vs. 2019

by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)

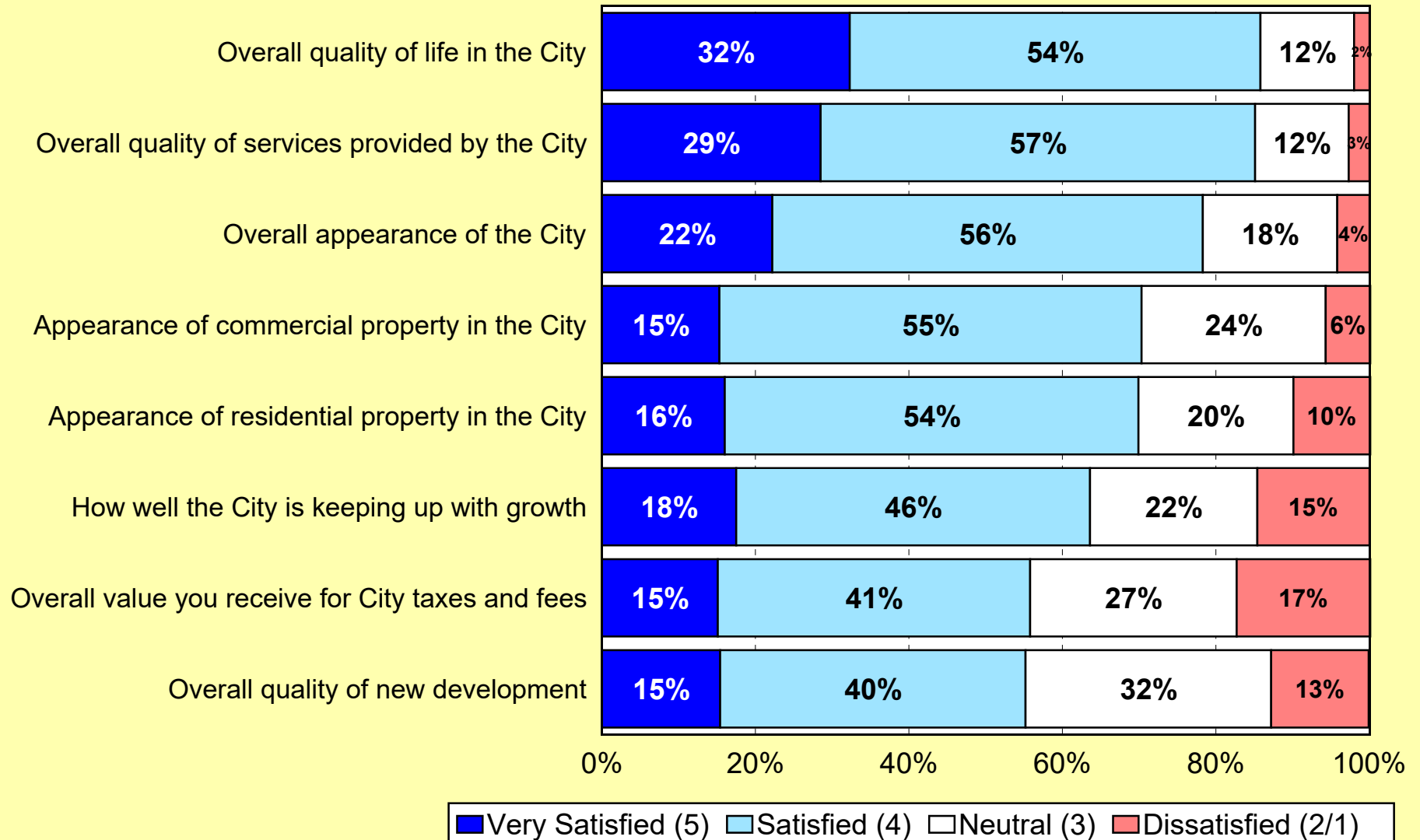


Source: ETC Institute (2019)



# Q4. Satisfaction with Items That Influence Perceptions of the City

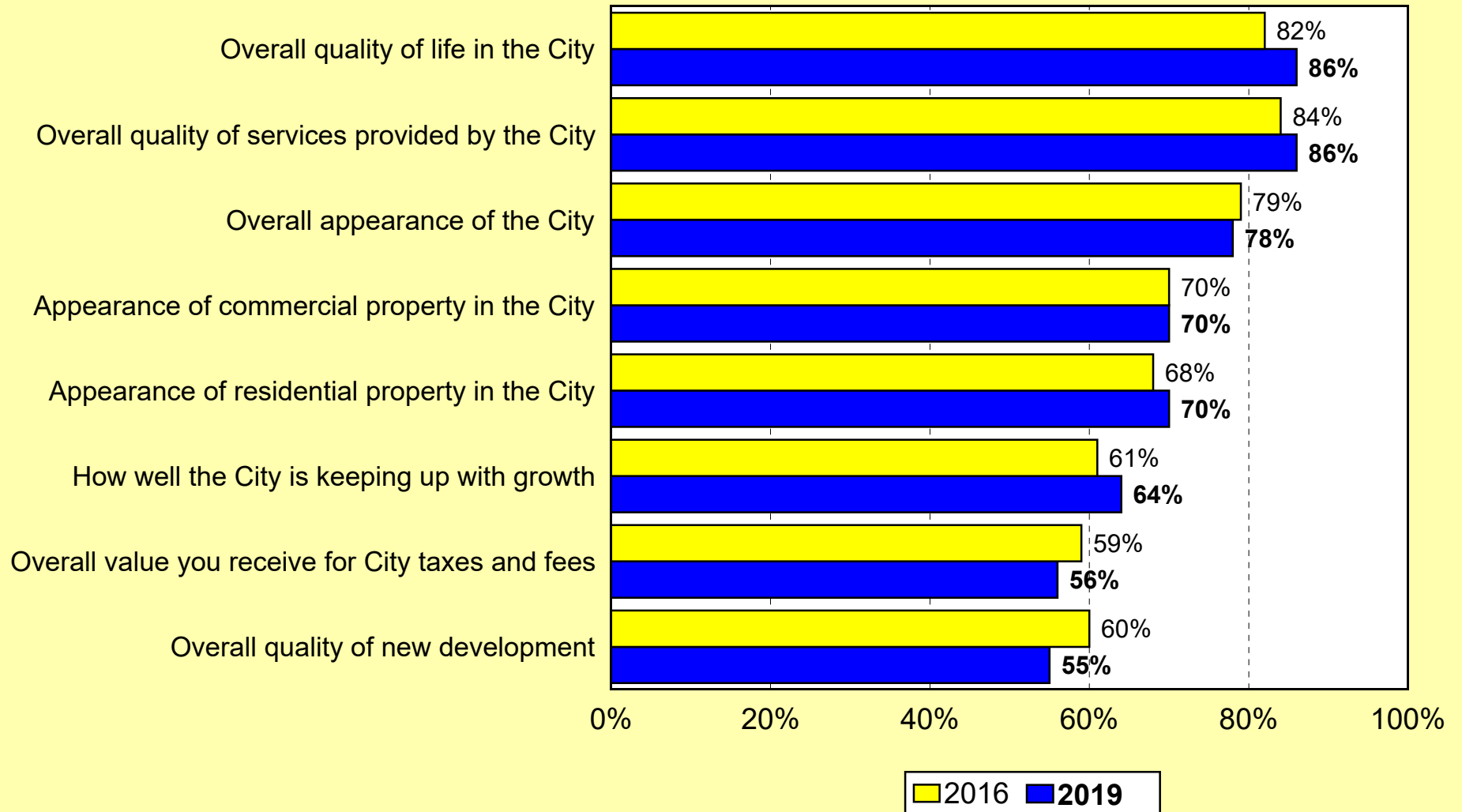
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with Items That Influence Perceptions of the City - 2016 vs. 2019

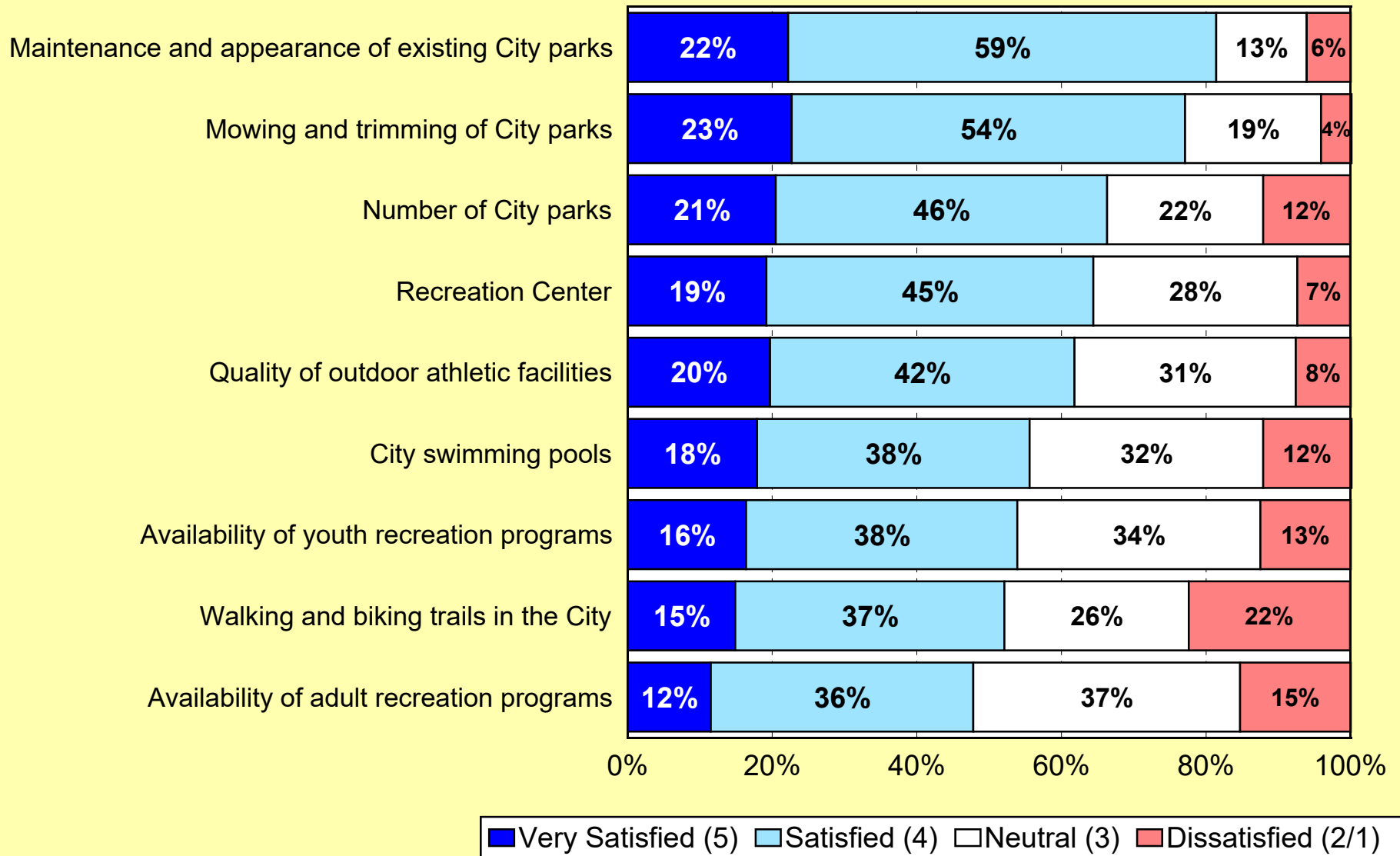
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q5. Satisfaction with Parks and Recreation Services

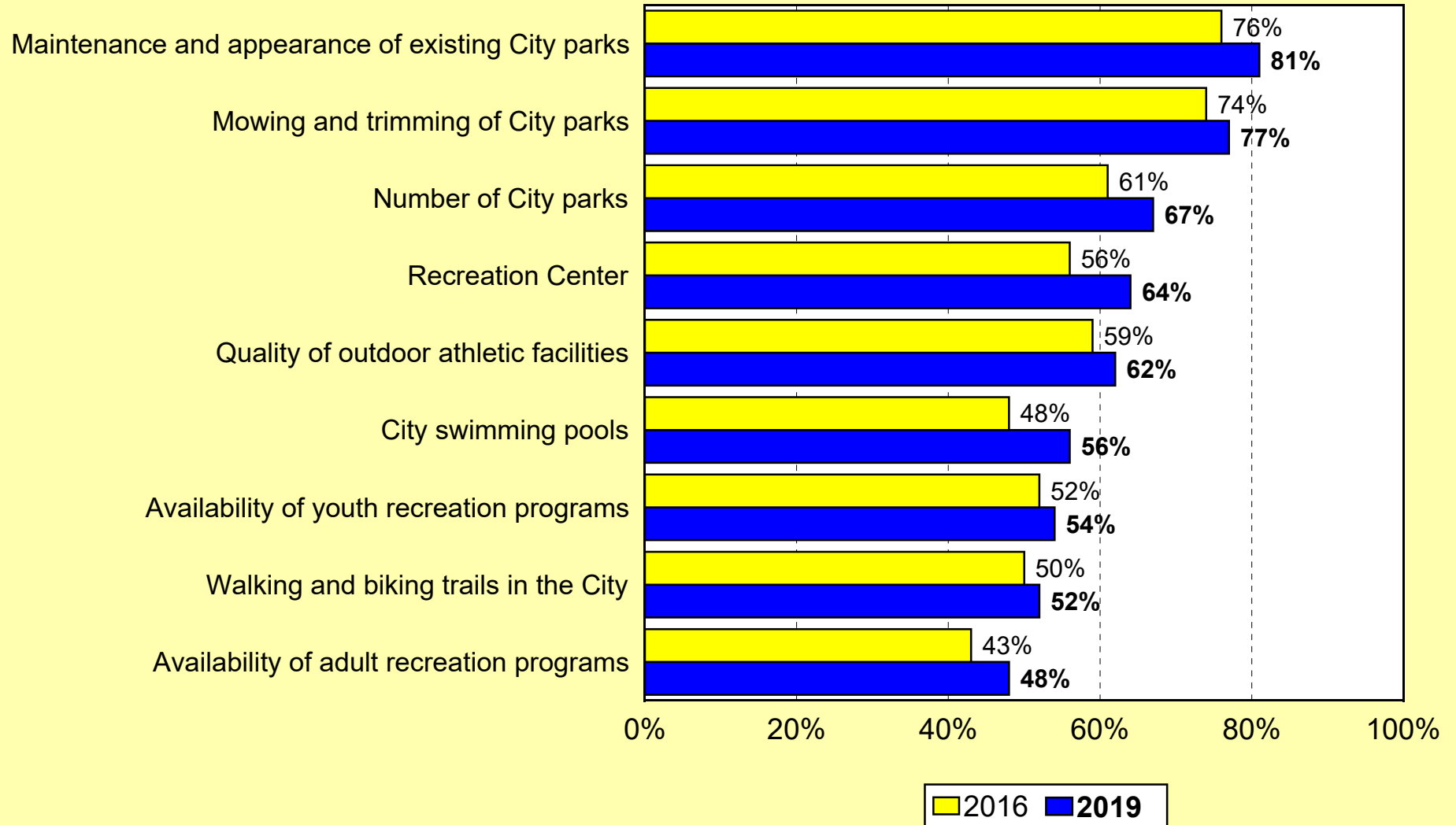
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with Parks and Recreation 2016 vs. 2019

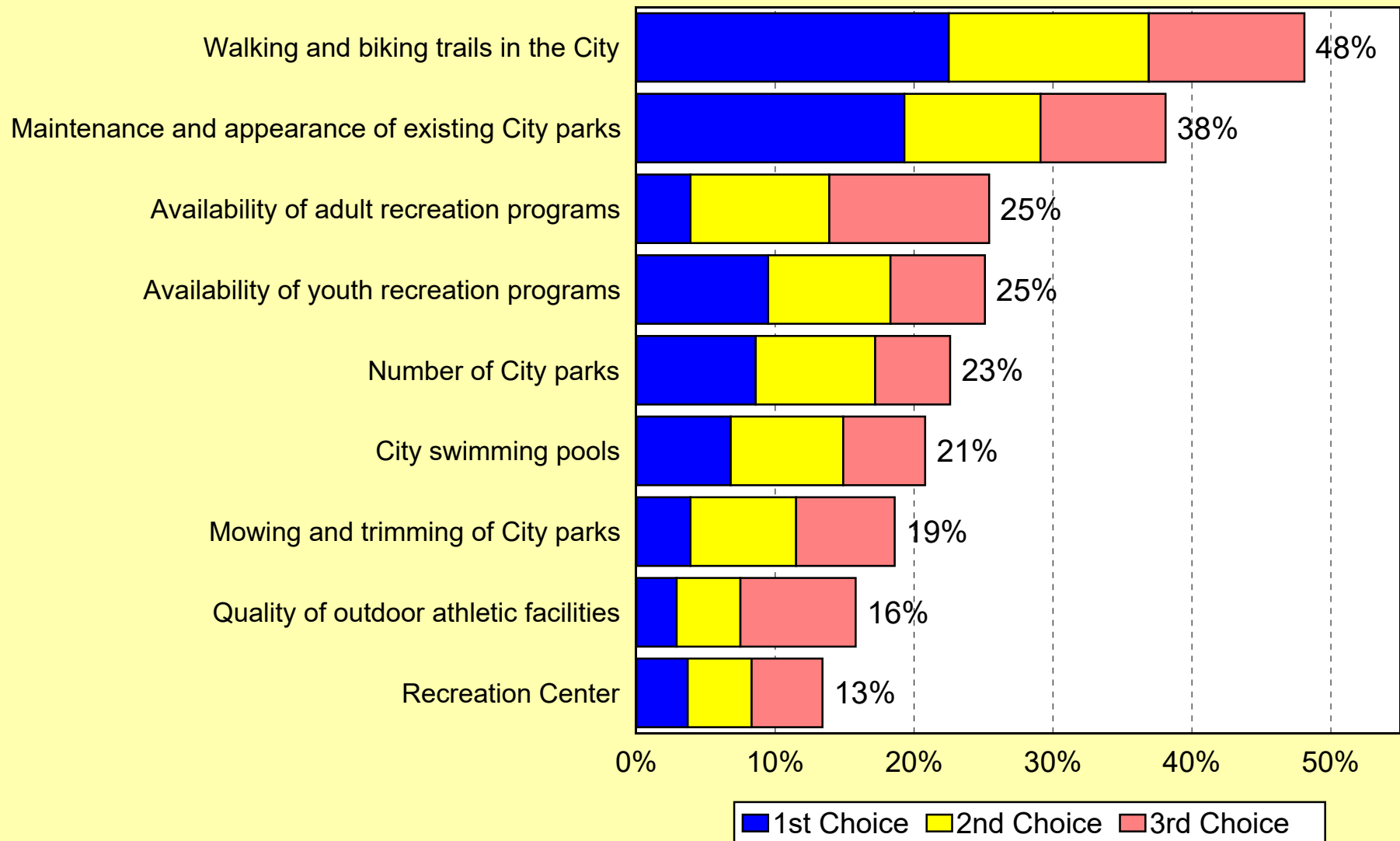
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q6. Parks and Recreation Services That Should Receive the Most Emphasis Over the Next Two Years

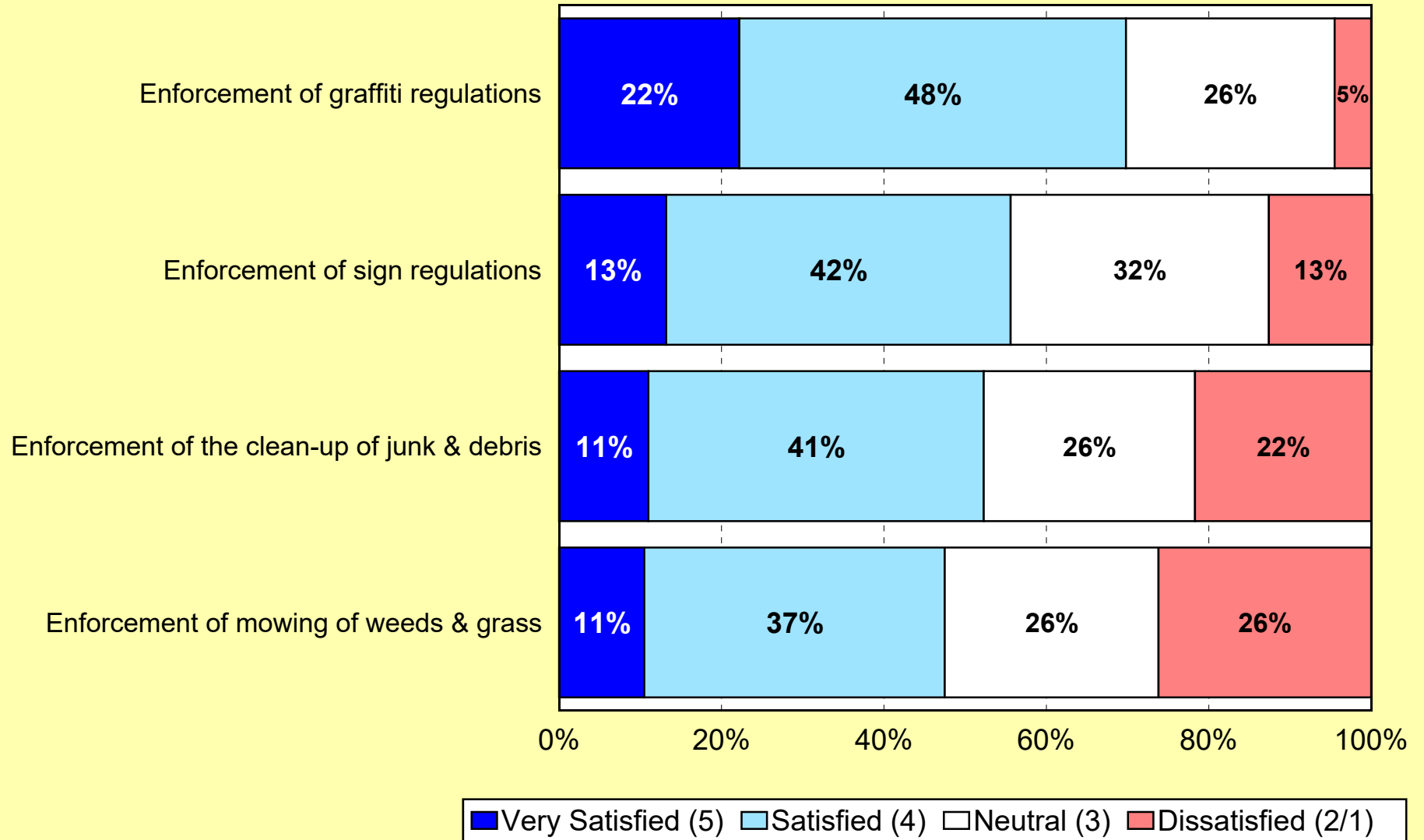
by percentage of respondents who selected the item as one of their top three choices



Source: ETC Institute (2019)

# Q7. Satisfaction with Code Enforcement

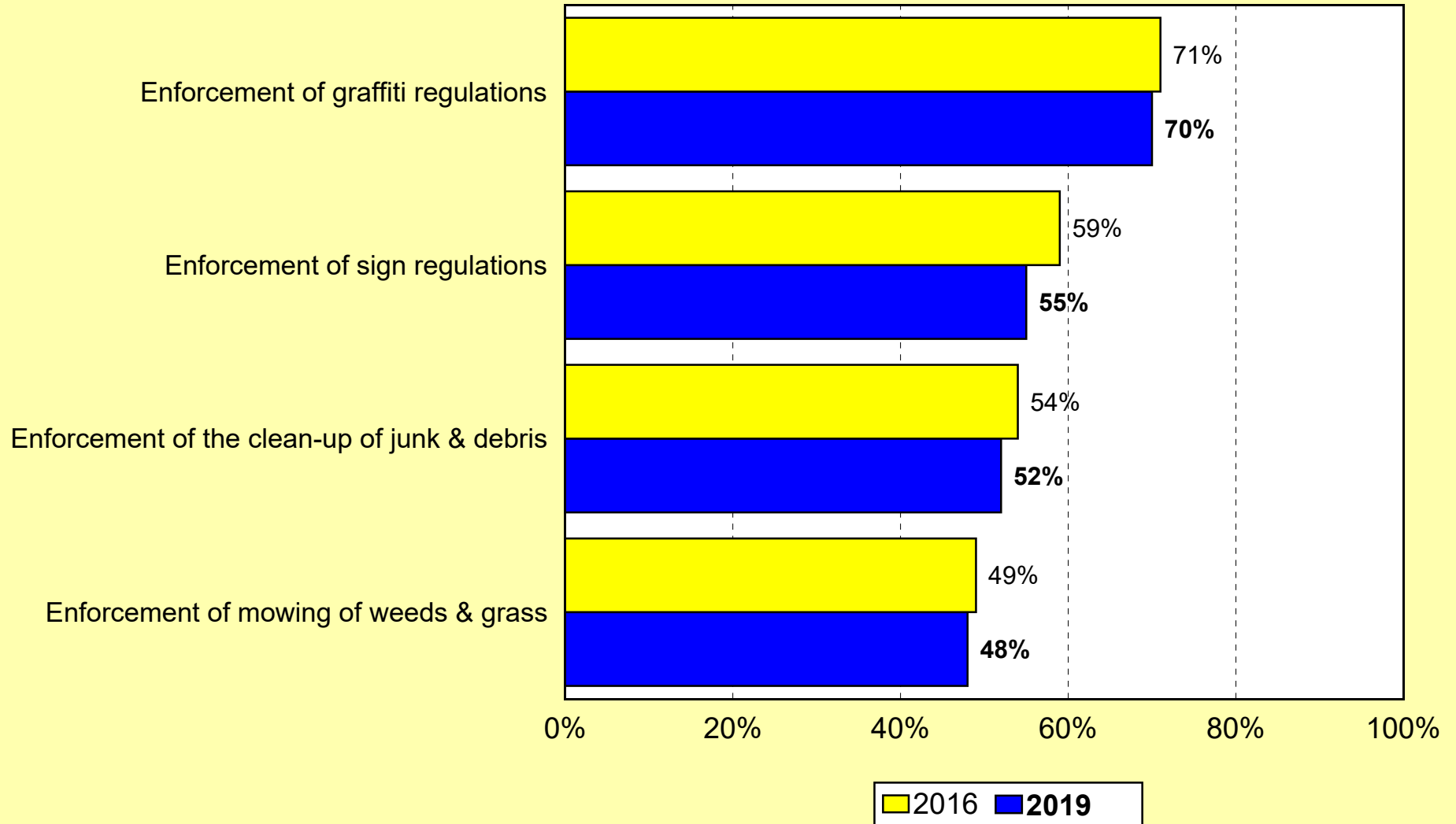
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with Code Enforcement 2016 vs. 2019

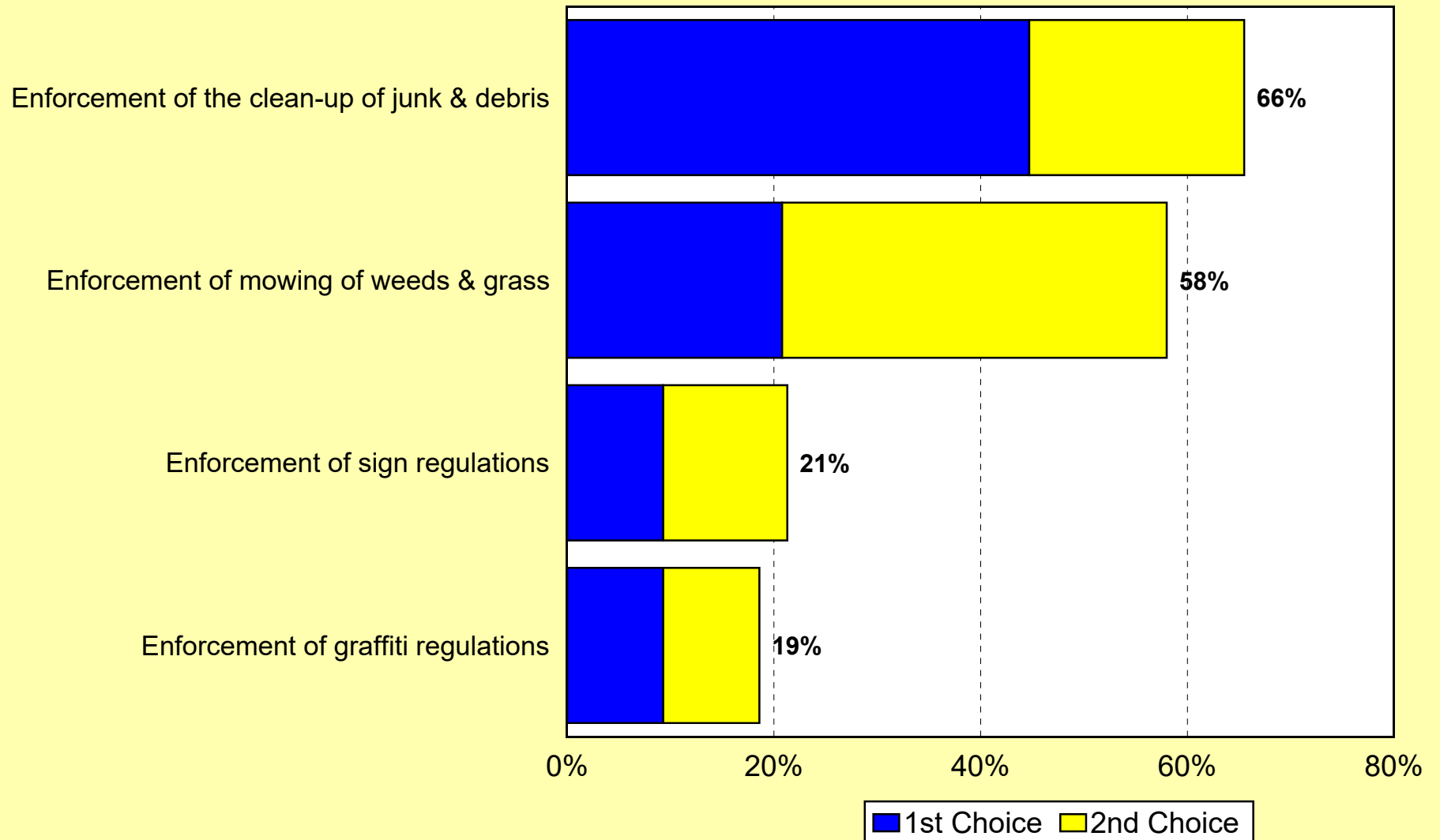
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q8. Code Enforcement Services That Should Receive the Most Emphasis Over the Next Two Years

by percentage of respondents who selected the item as one of their top two choices

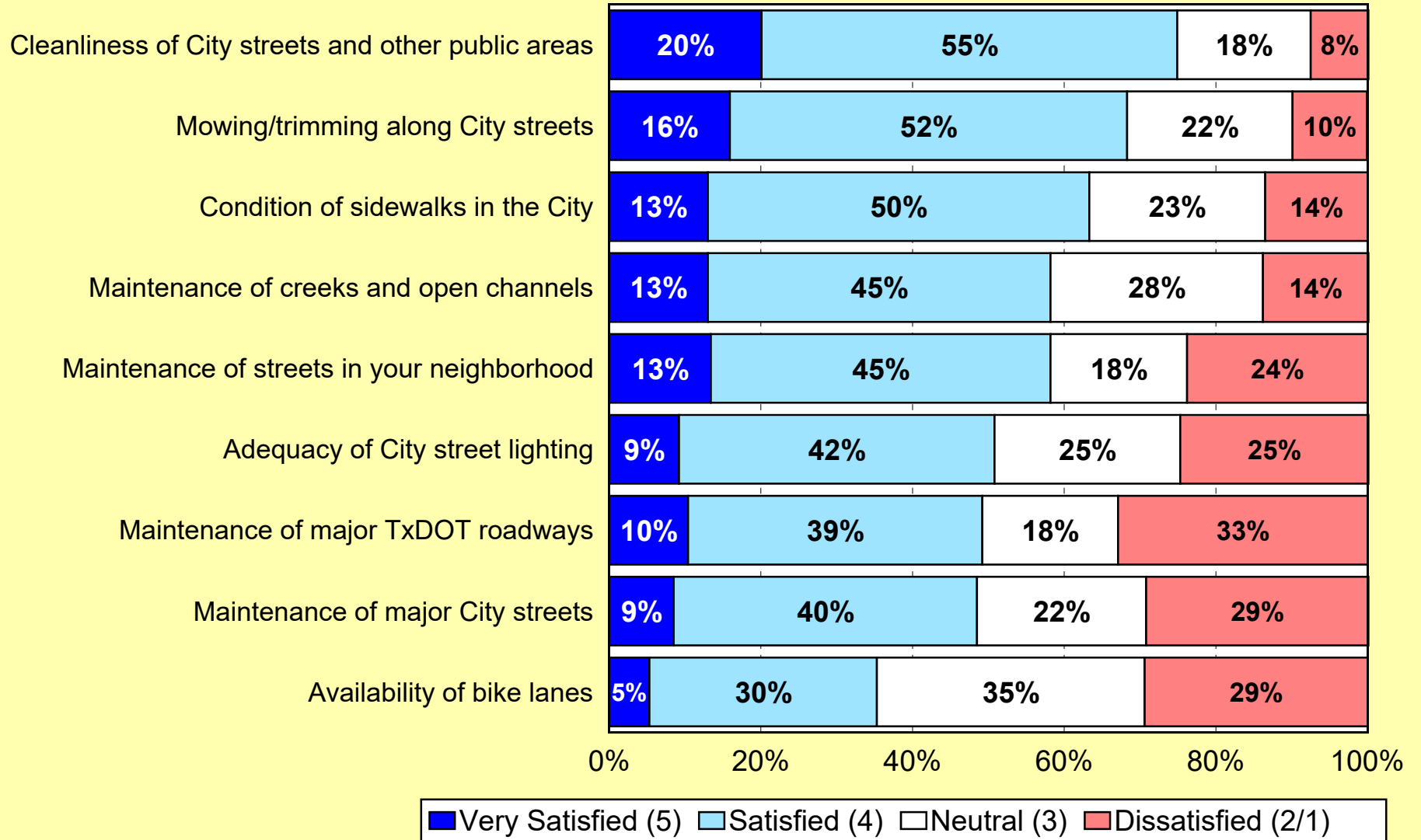


Source: ETC Institute (2019)



# Q9. Satisfaction with Public Works Services

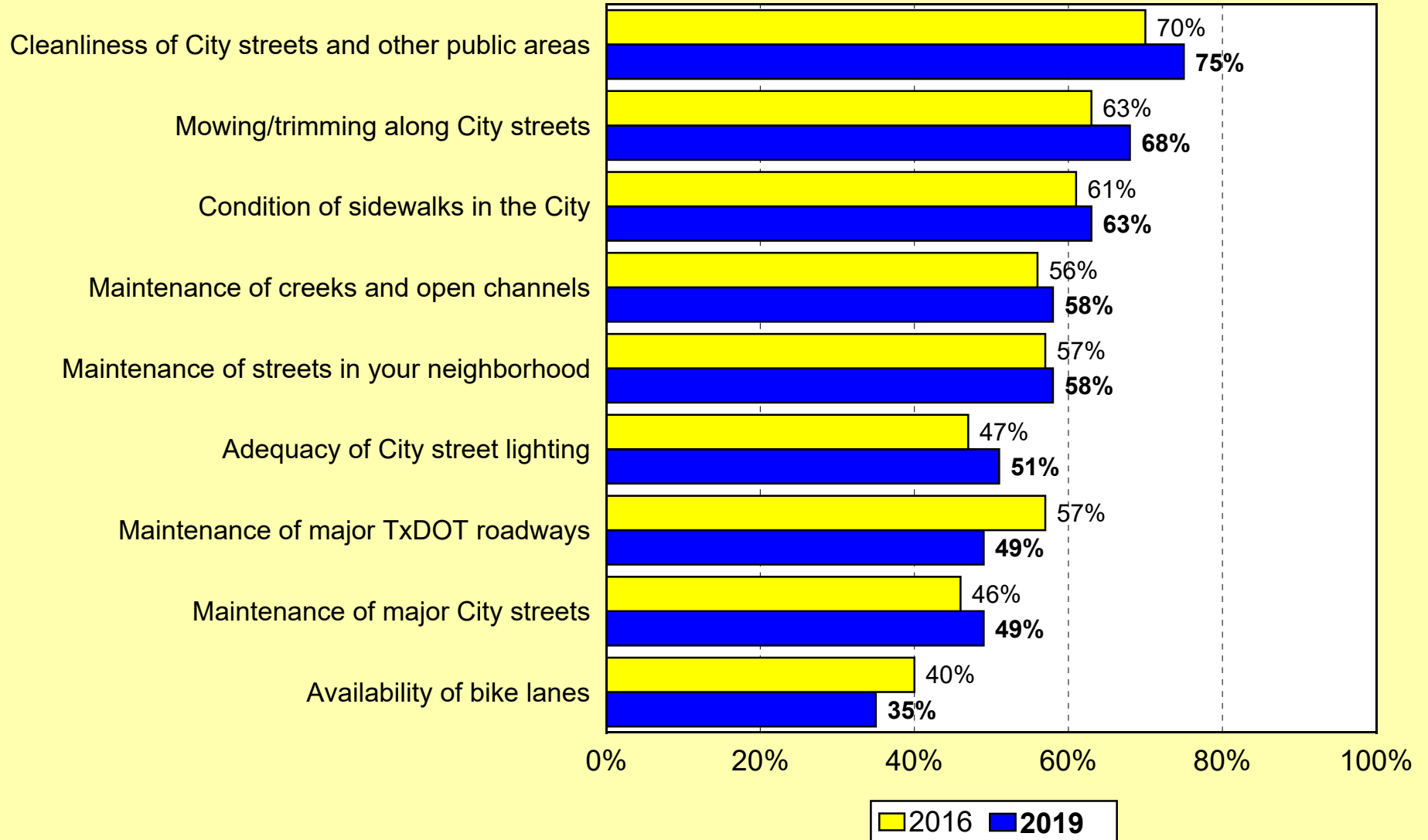
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with Public Works Services 2016 vs. 2019

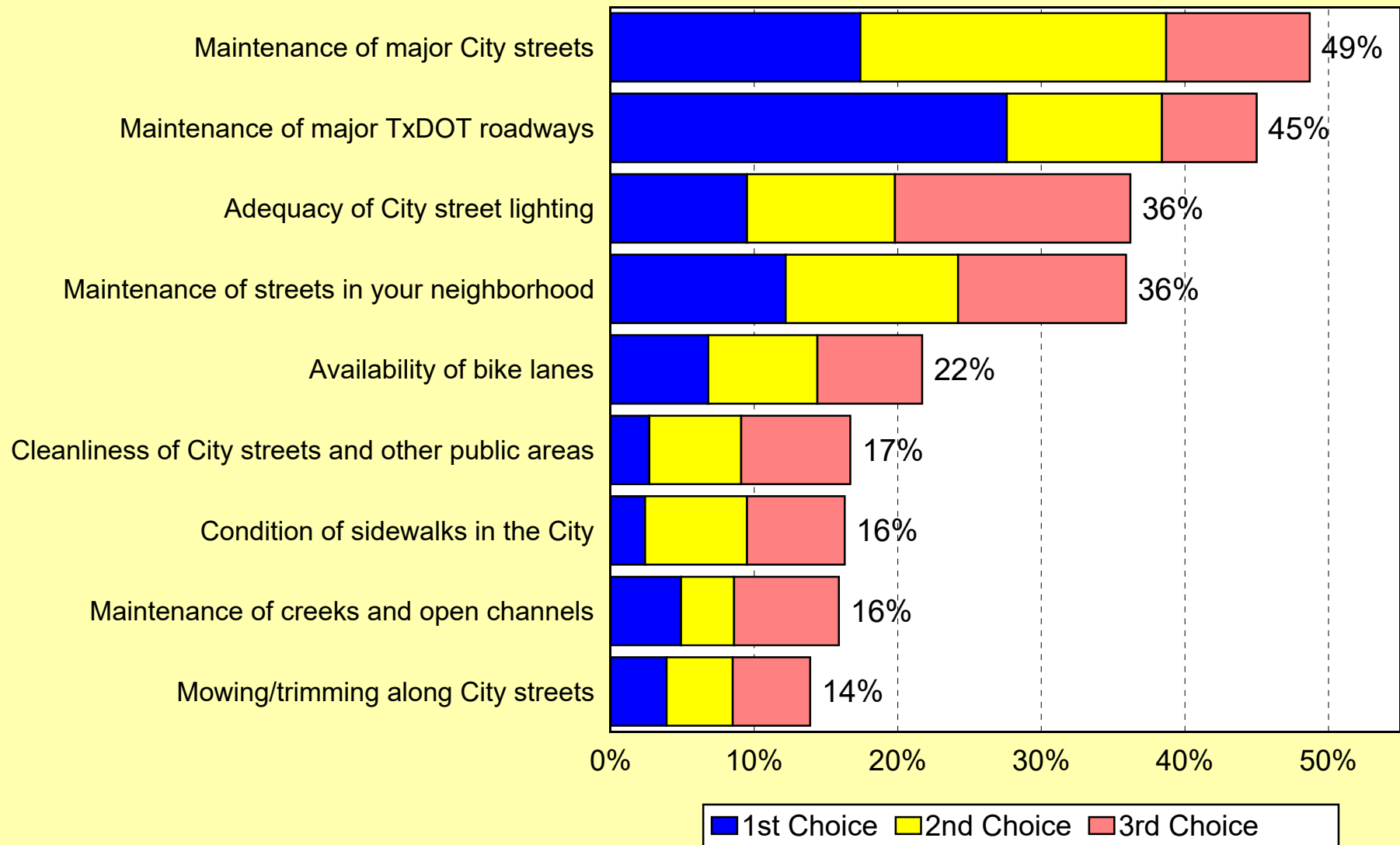
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q10. Public Works Services That Should Receive the Most Emphasis Over the Next Two Years

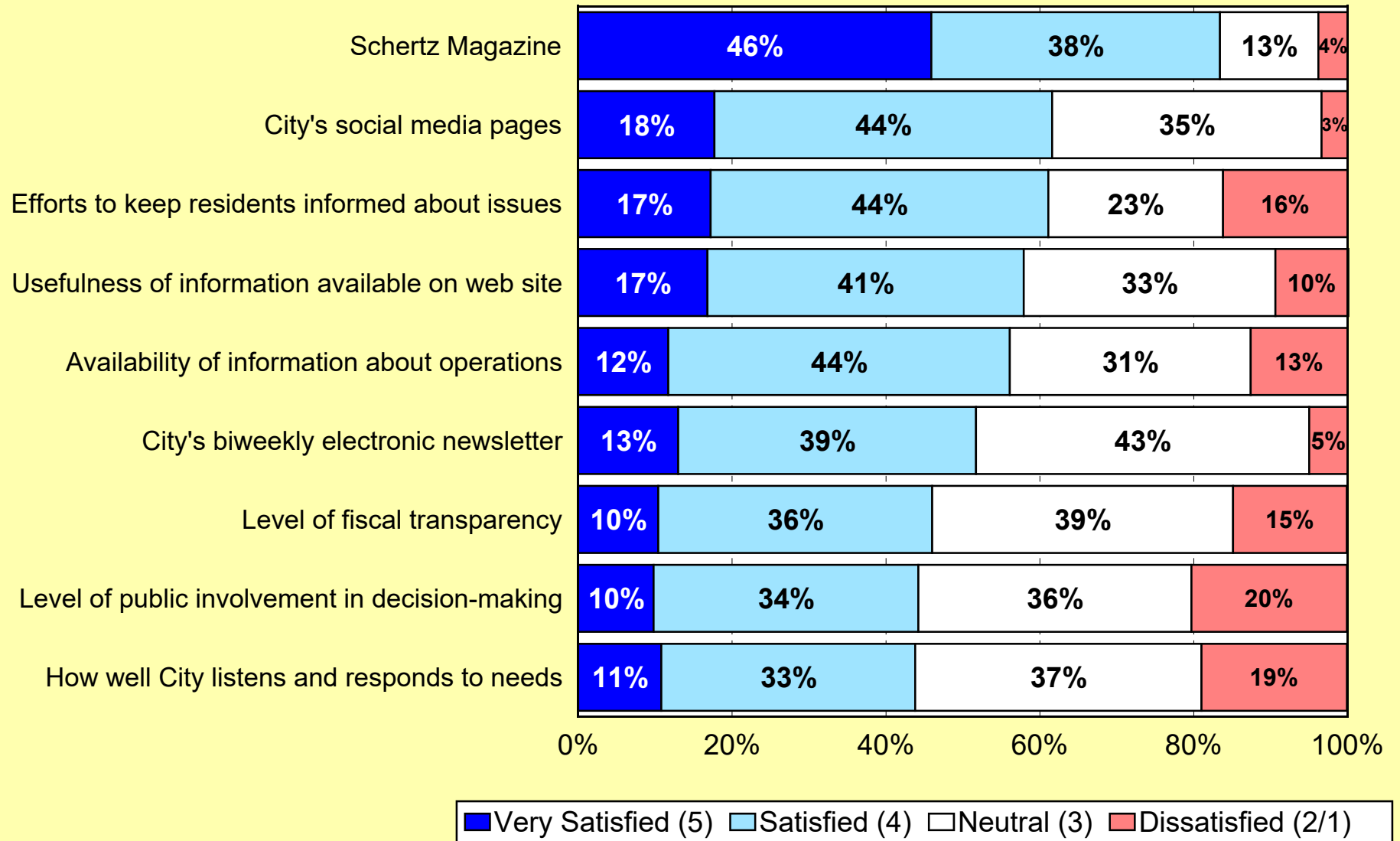
by percentage of respondents who selected the item as one of their top three choices



Source: ETC Institute (2019)

# Q11. Satisfaction with Communication

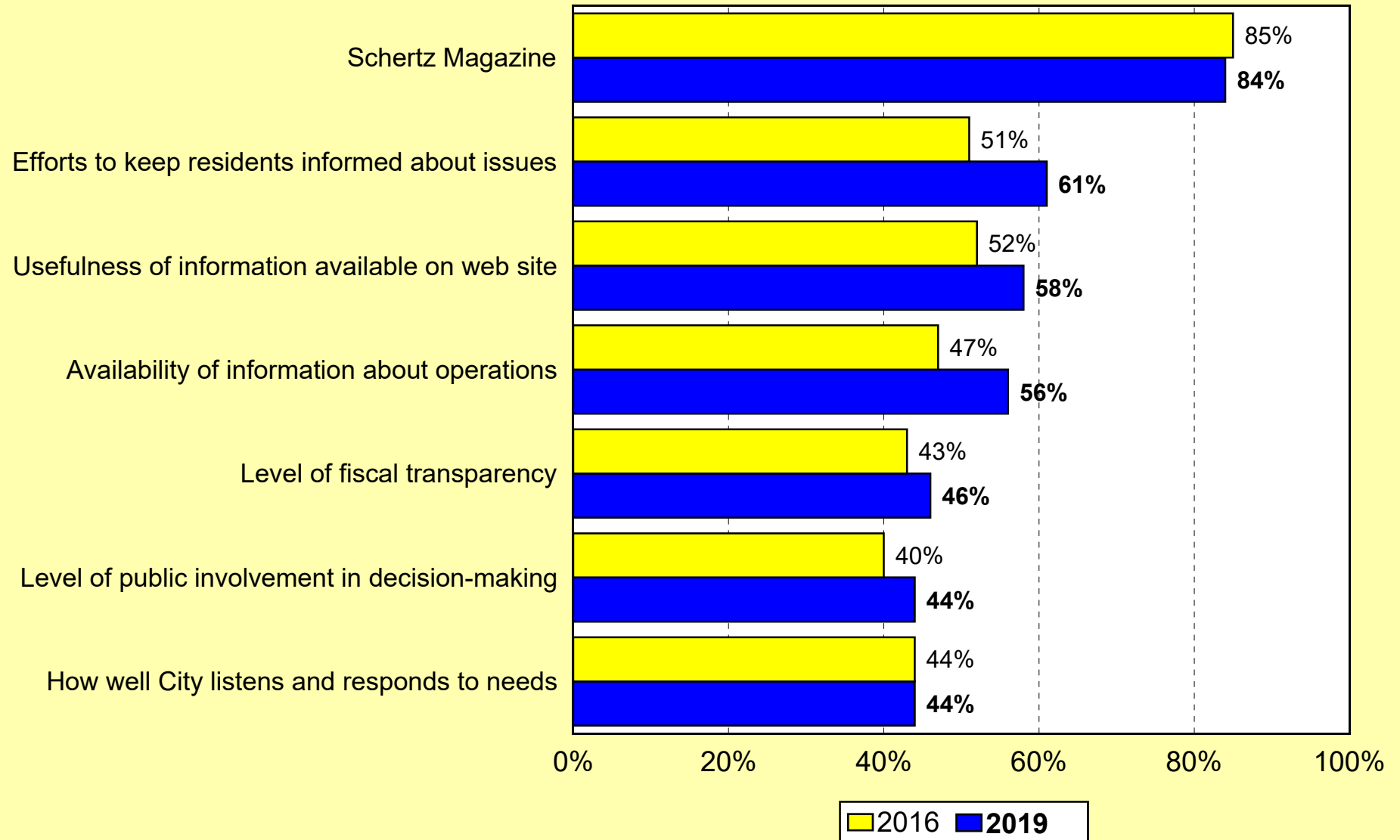
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with Communication 2016 vs. 2019

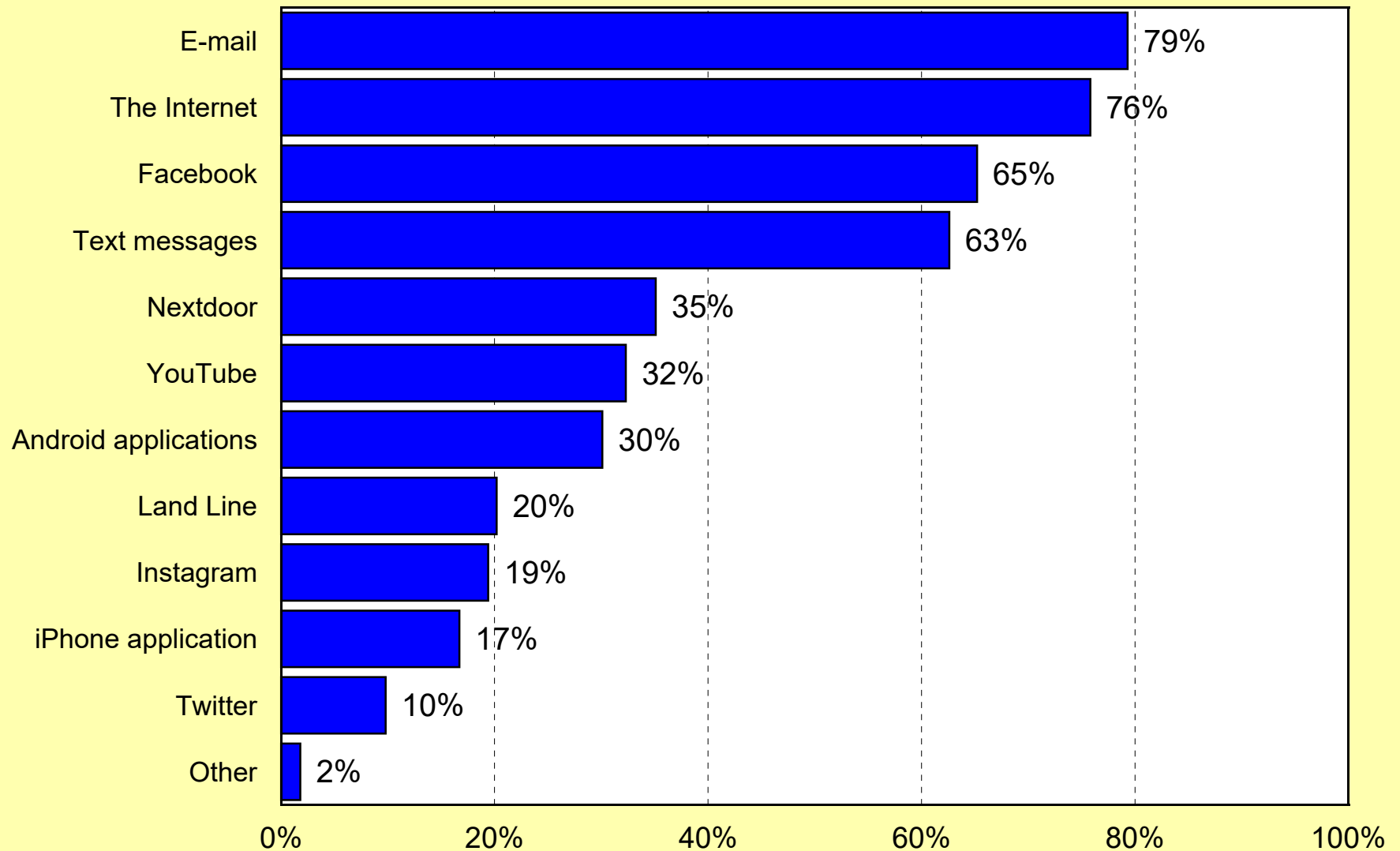
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q12. Which of the following electronic sources of information are you currently using?

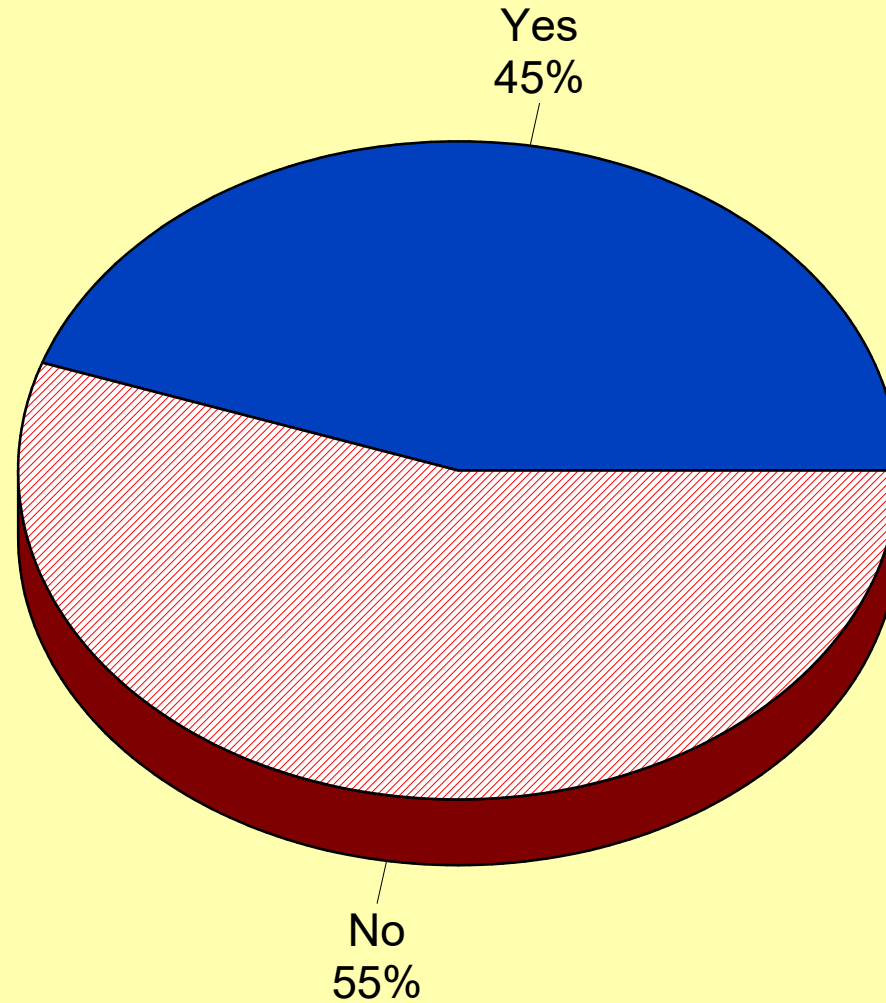
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q12a. Do you follow any of the City's accounts on social media outlets?

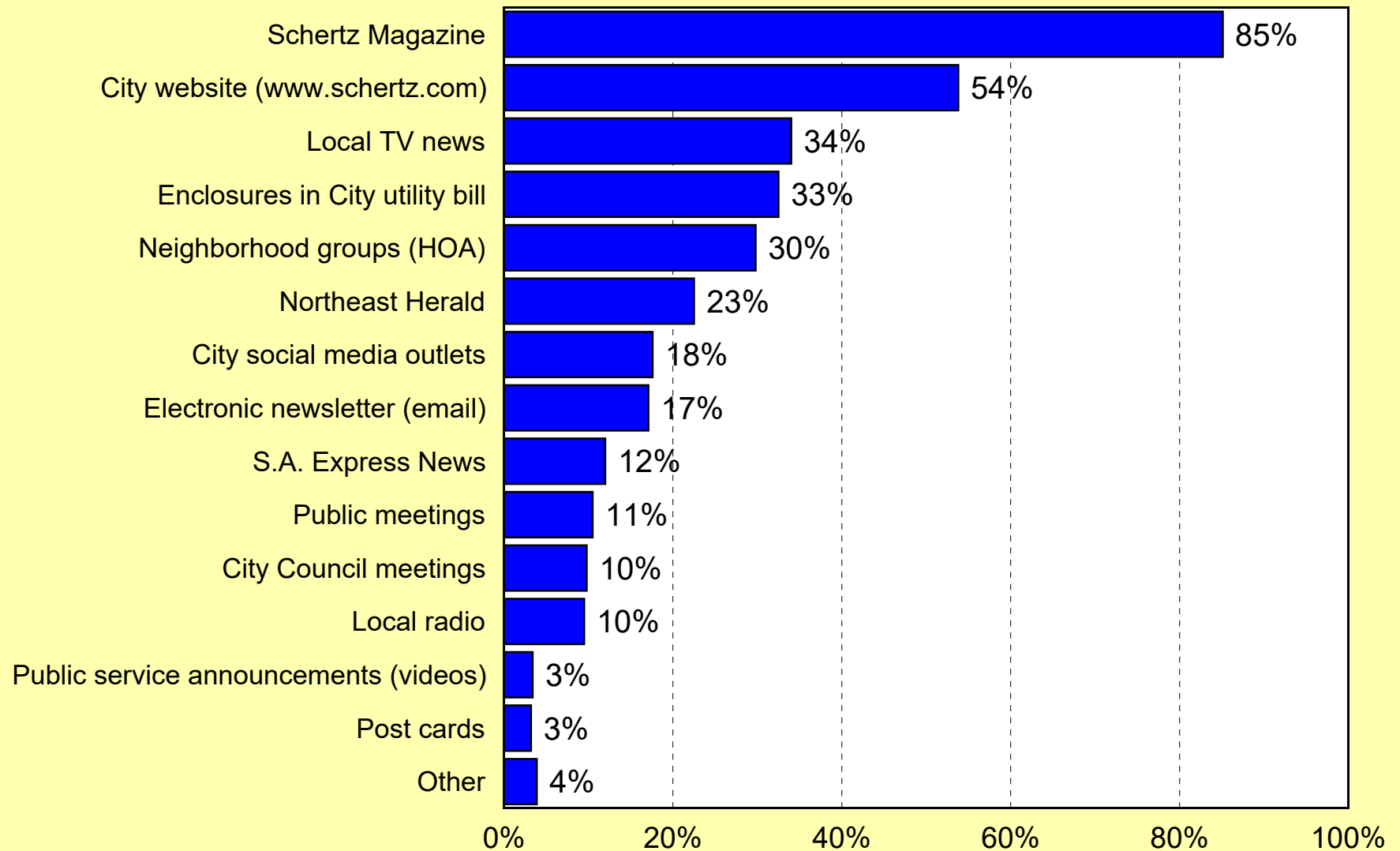
by percentage of respondents who answered "Facebook," "Twitter," "YouTube" or "Instagram" on Question 12  
(excluding "not provided")



Source: ETC Institute (2019)

# Q13. From which of the following sources do you currently get information about the City of Schertz?

by percentage of respondents (multiple choices could be made)

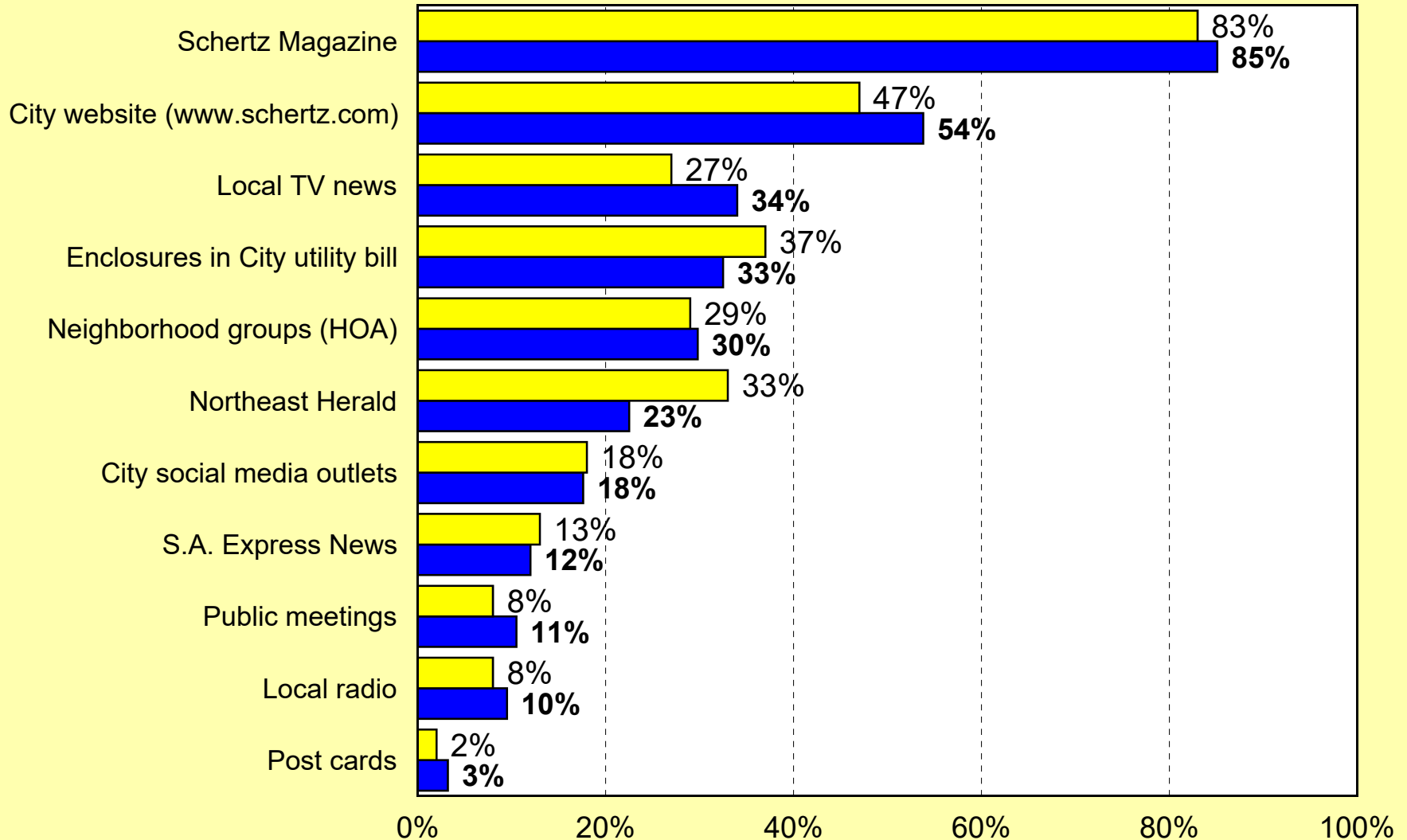


Source: ETC Institute (2019)



# TRENDS: From which of the following sources do you currently get information about the City of Schertz? 2016 vs. 2019

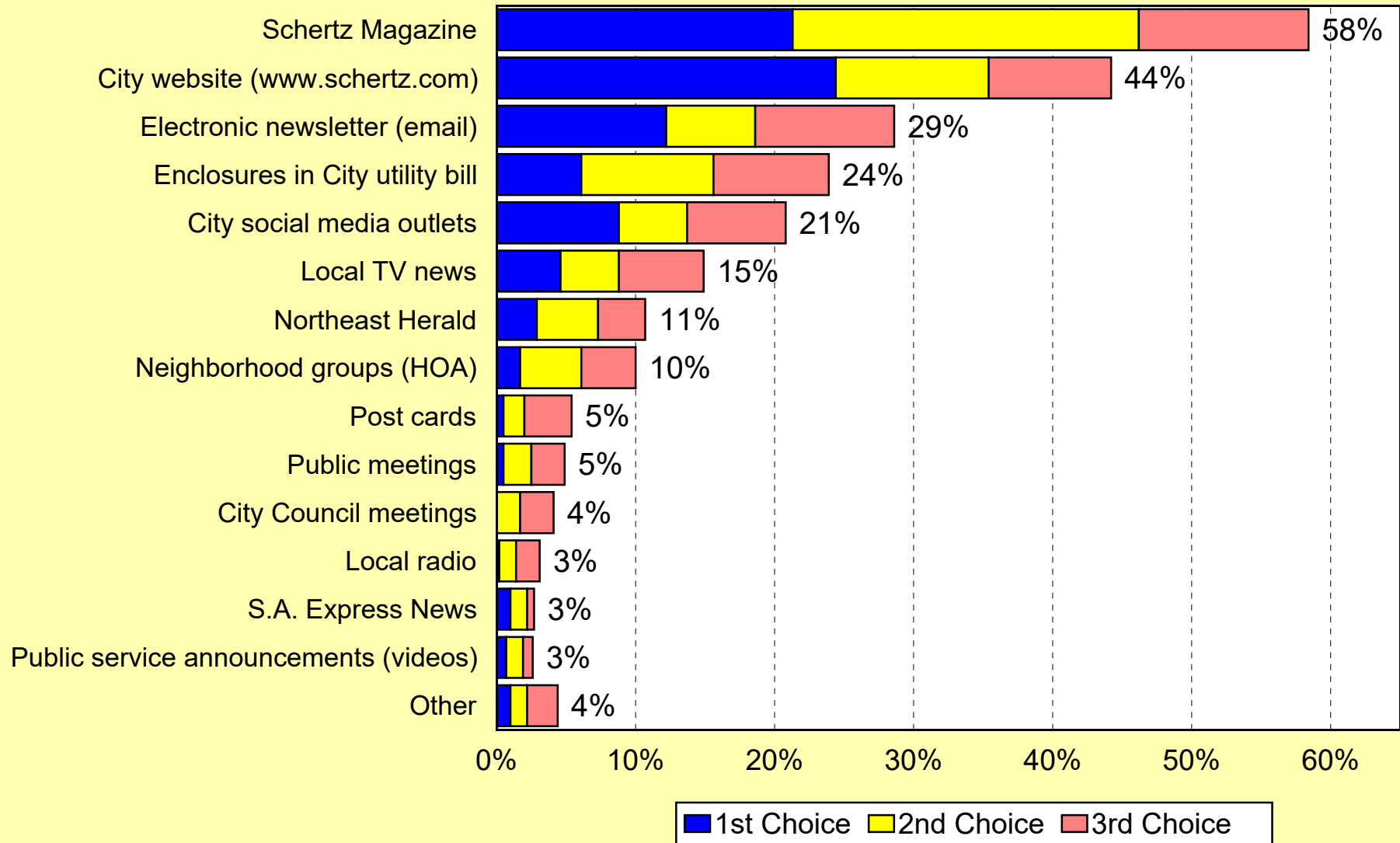
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q14. Sources From Which Residents Would Most Prefer to Get Information About the City

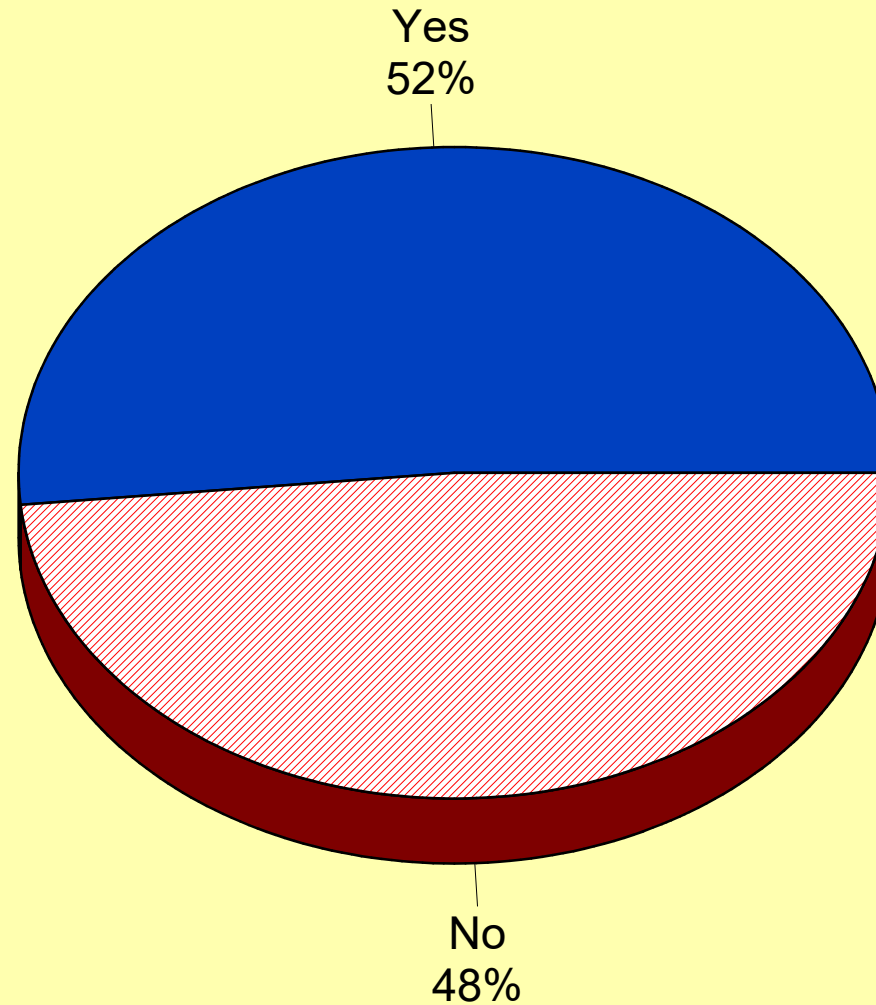
by percentage of respondents who selected the item as one of their top three choices



Source: ETC Institute (2019)

# Q15. Have you contacted the City of Schertz during the past year?

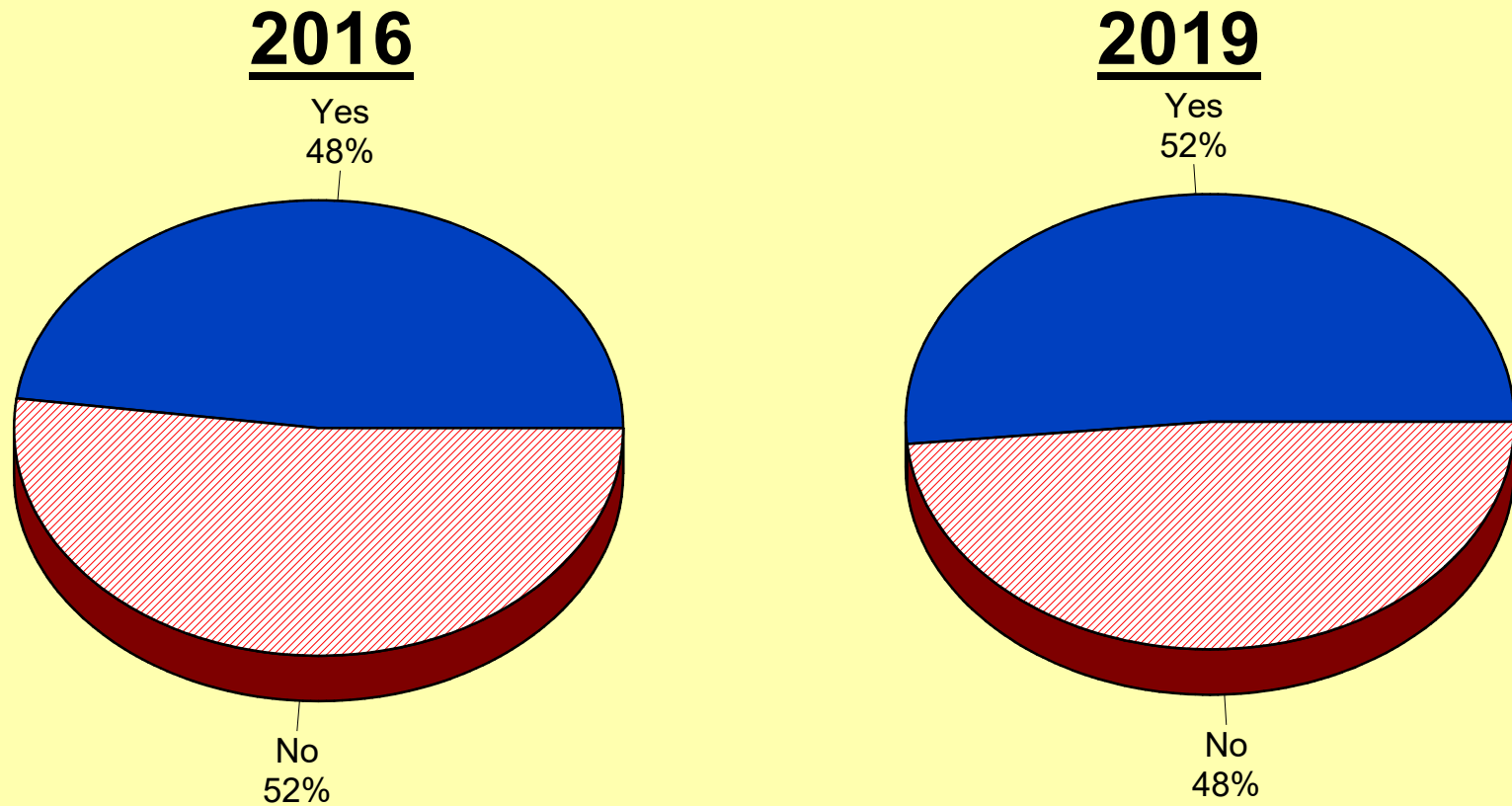
by percentage of respondents (excluding "not provided")



Source: ETC Institute (2019)

# TRENDS: Have you contacted the City of Schertz during the past year? 2016 vs. 2019

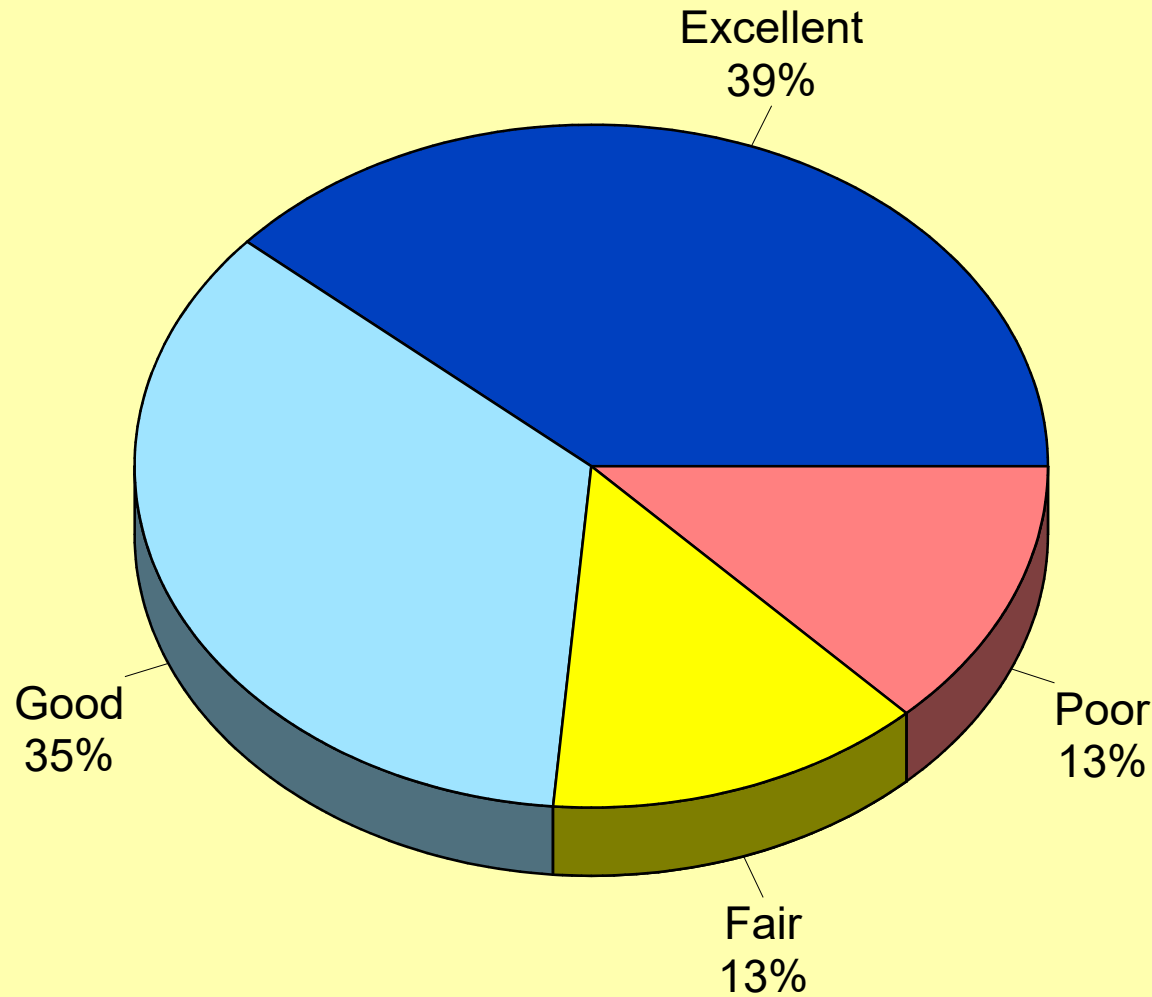
by percentage of respondents (excluding "not provided")



Source: ETC Institute (2019)

# Q15a. How would you describe the service you received?

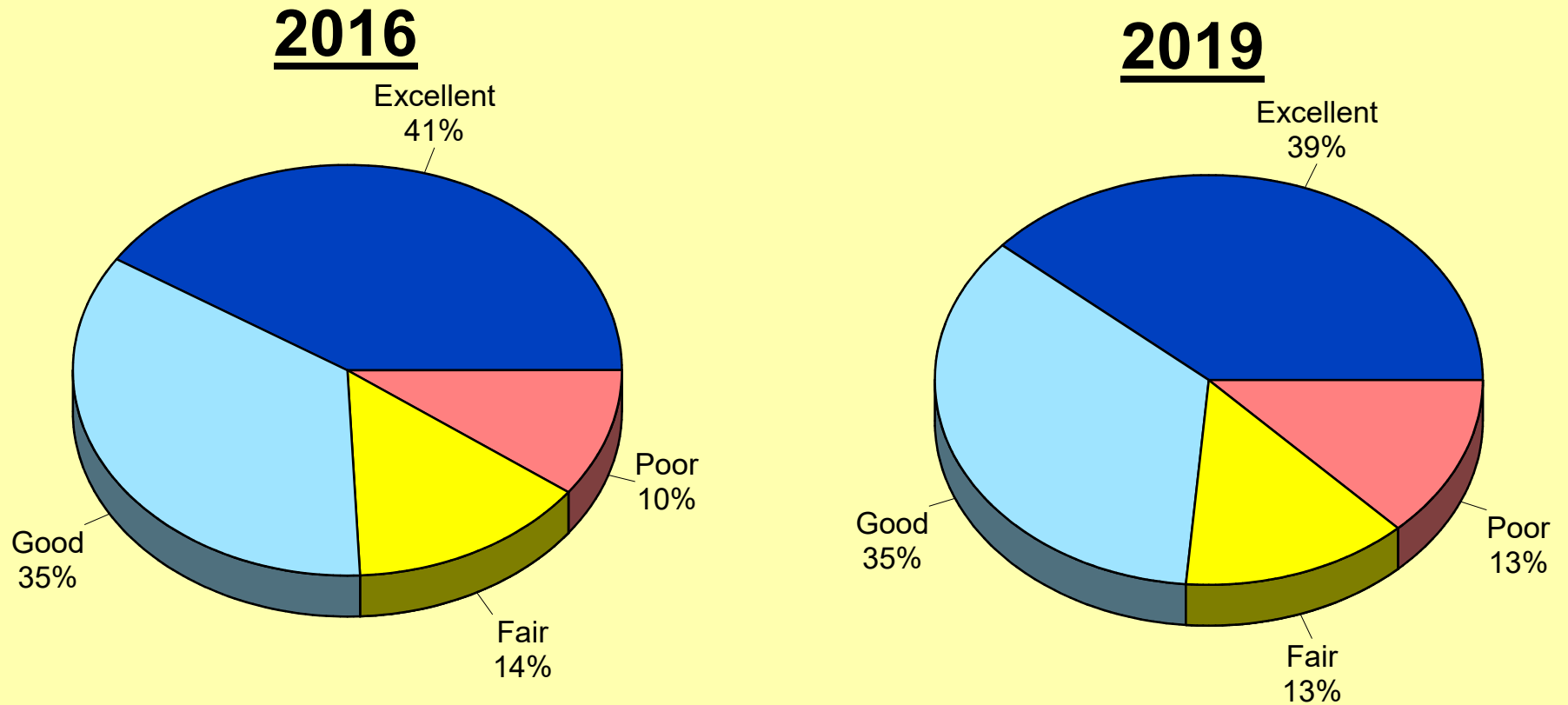
by percentage of respondents who had contacted the City during the past year (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: How would you describe the service you received? 2016 vs. 2019

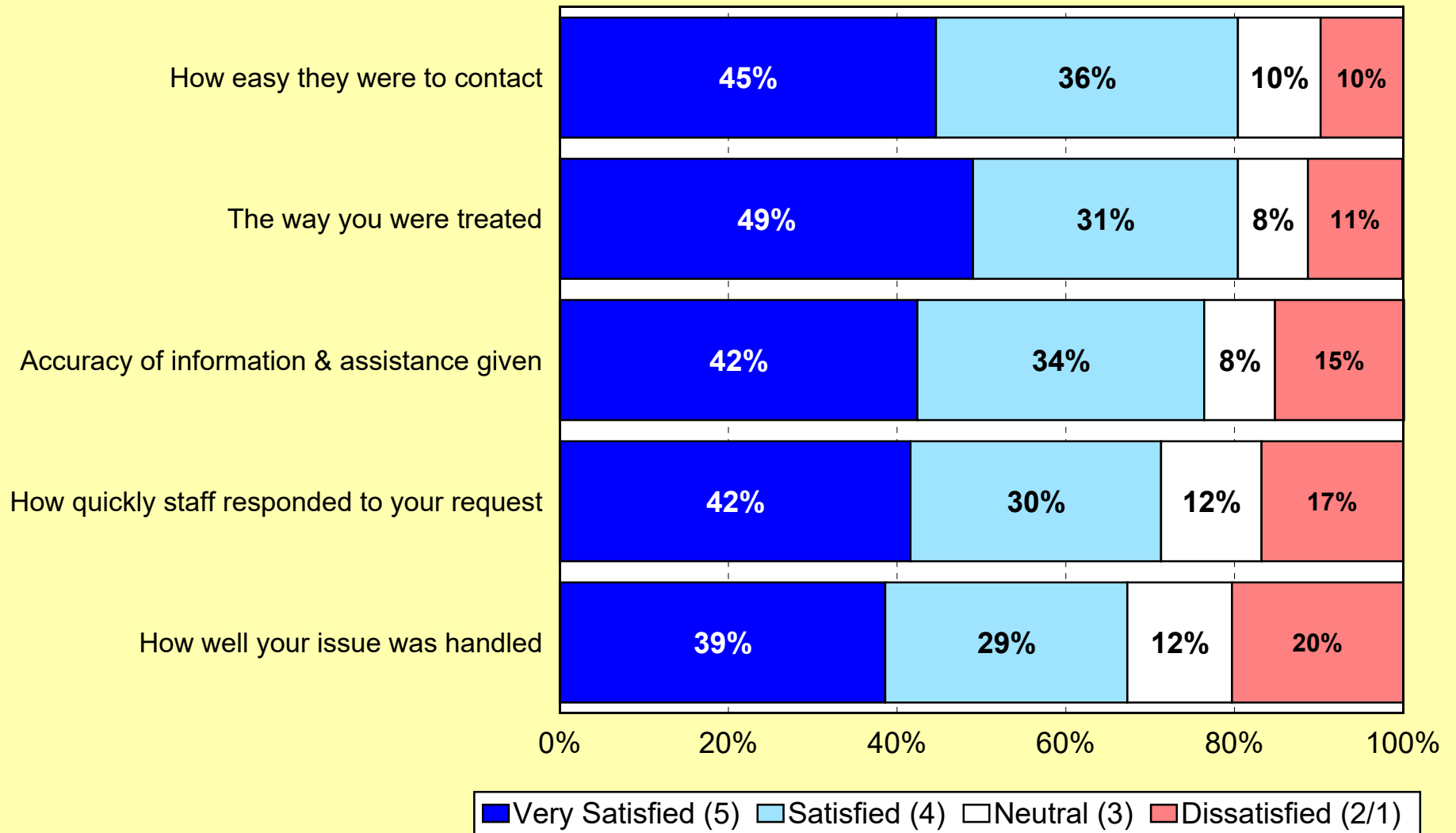
by percentage of respondents who had contacted the City during the past year (excluding don't knows)



Source: ETC Institute (2019)

# Q15b. Satisfaction with City Employees in Department Contacted Most Recently

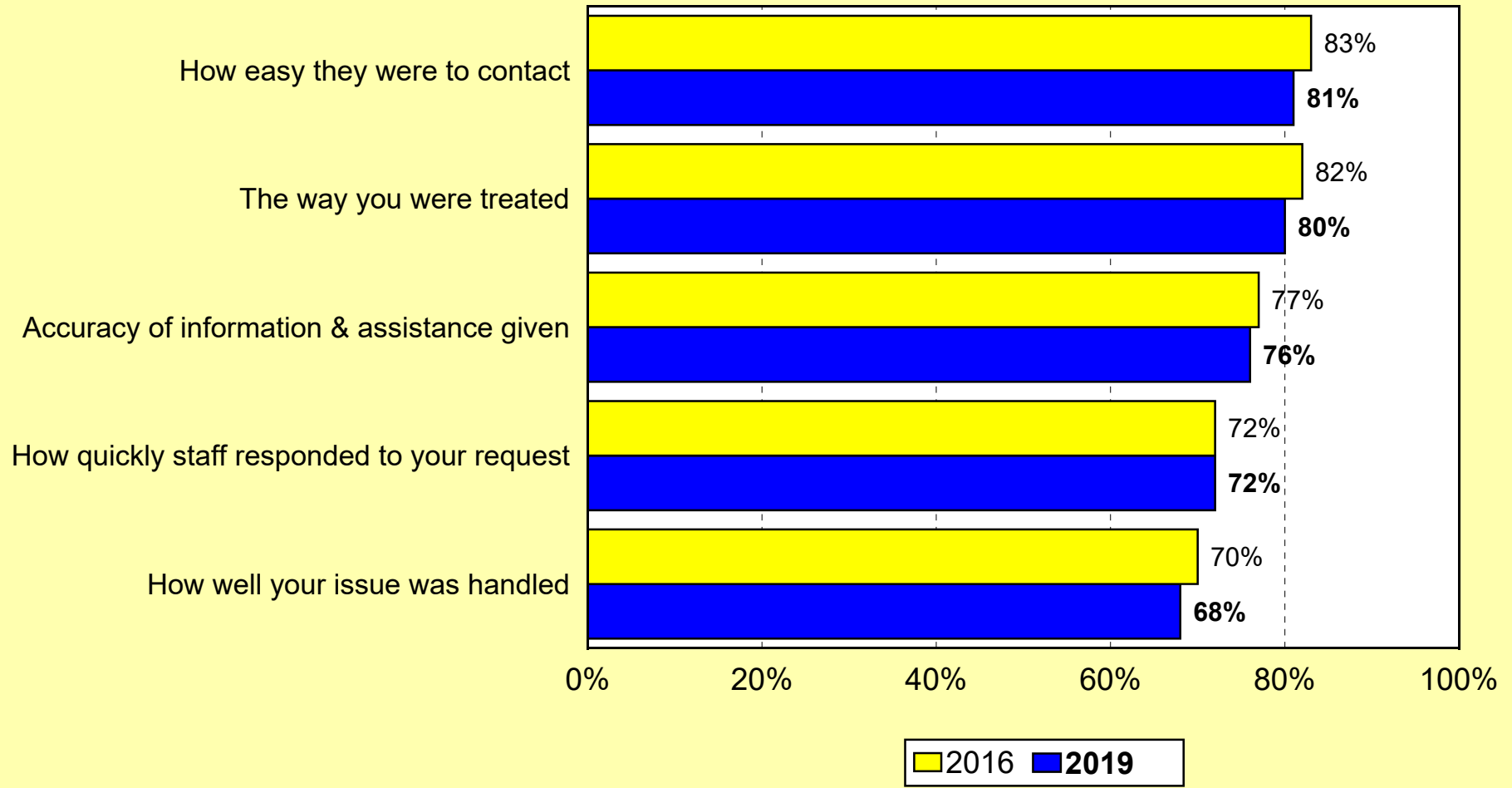
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with City Employees in Department Contacted Most Recently 2016 vs. 2019

by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)

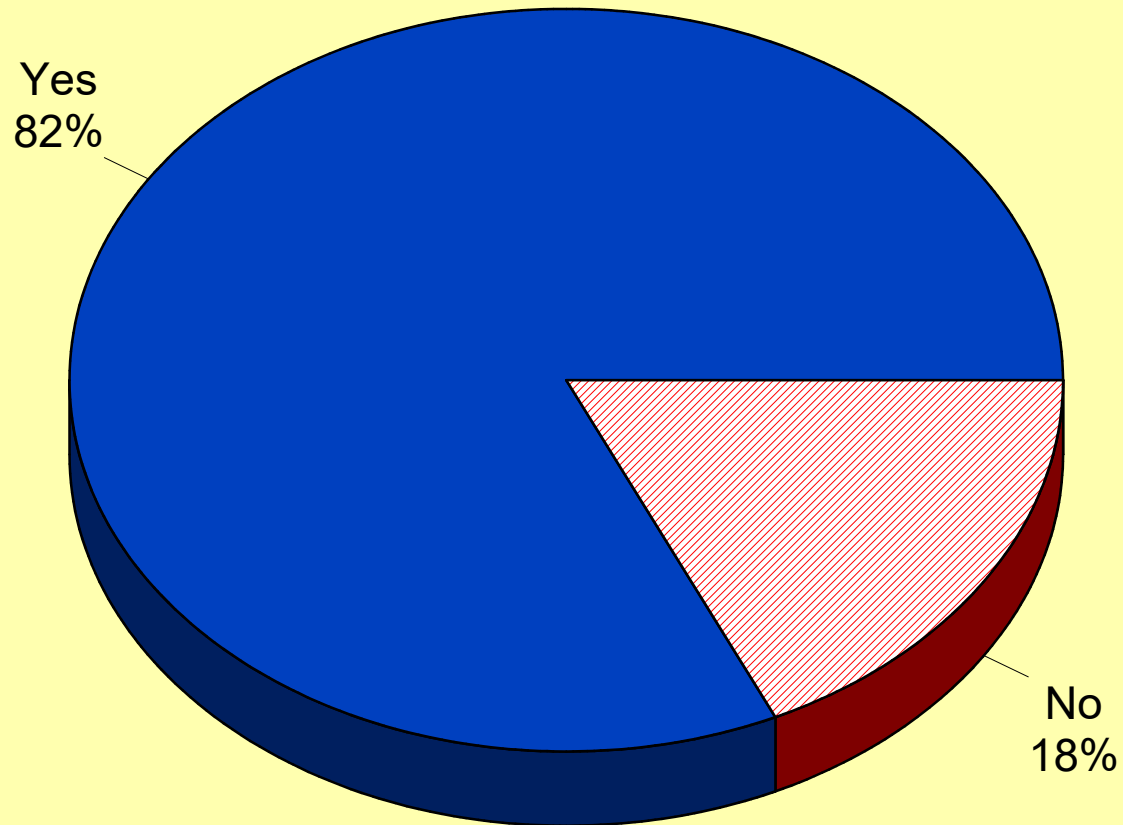


Source: ETC Institute (2019)



# Q16. Do you know the City has an Animal Adoption Center?

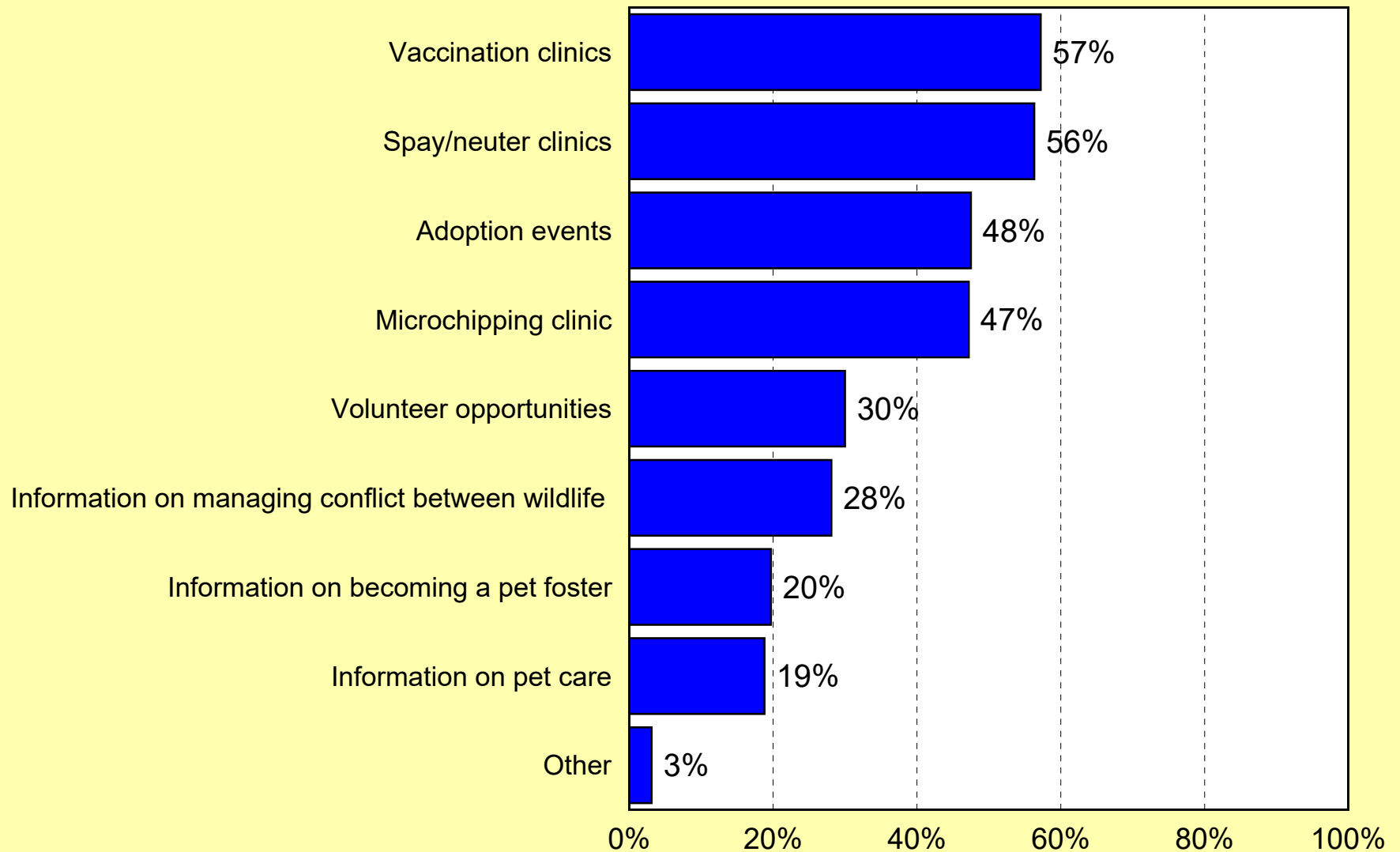
by percentage of respondents (excluding "not provided")



Source: ETC Institute (2019)

# Q17. What services would you like to see the Animal Adoption Center provide/provide more of?

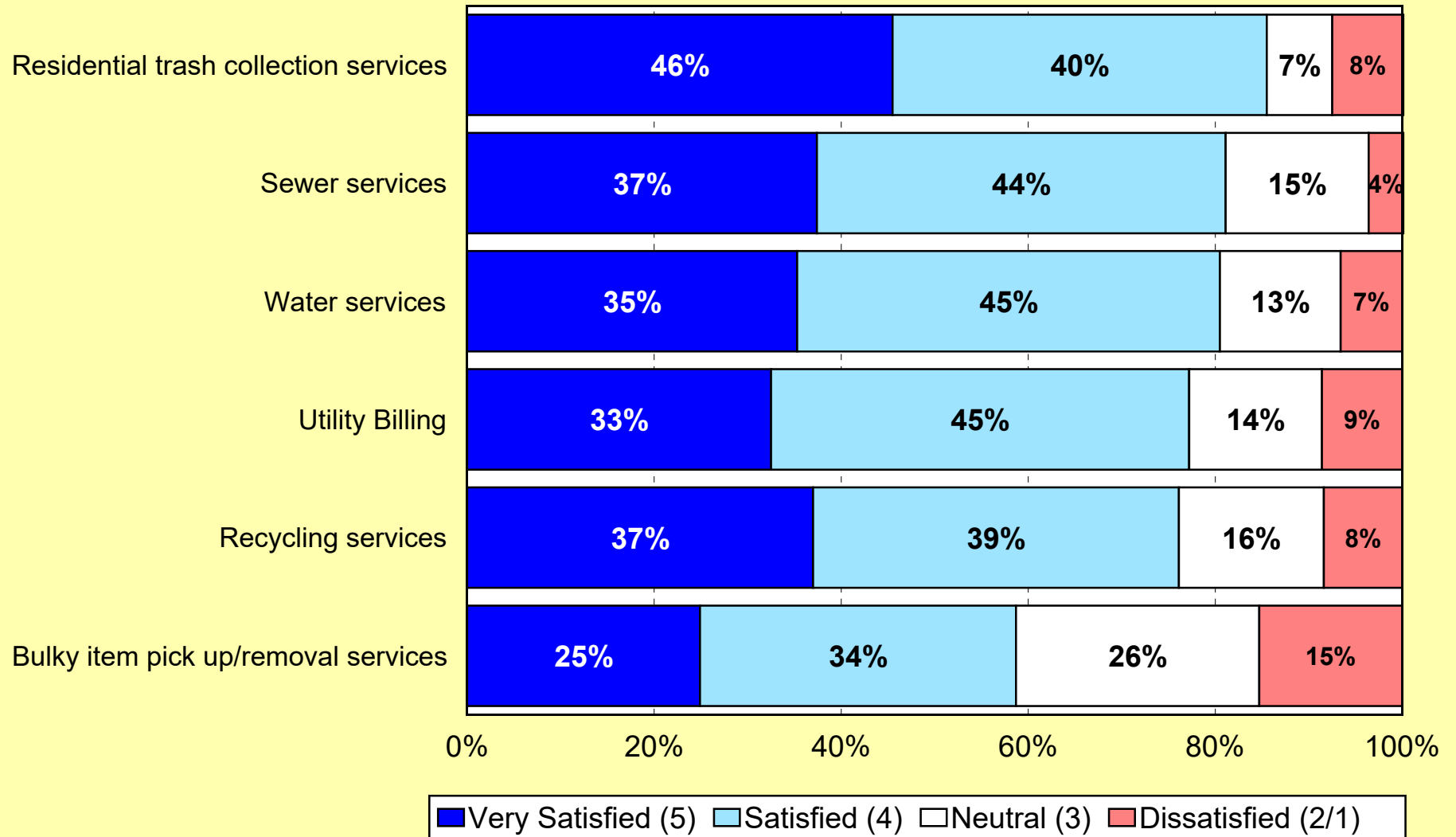
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q18. Satisfaction with Solid Waste/Utility Services

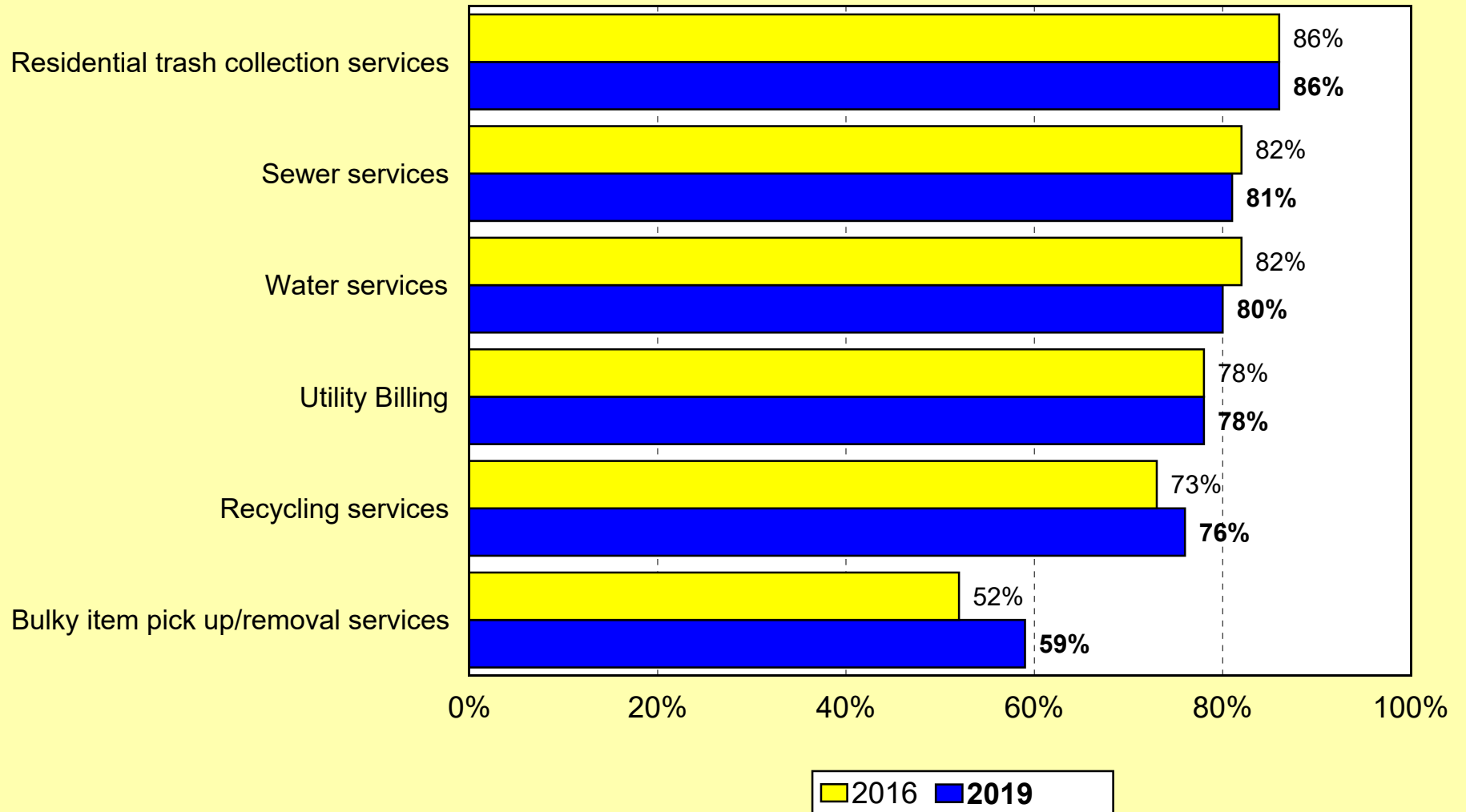
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: Satisfaction with Solid Waste/Utility Services 2016 vs. 2019

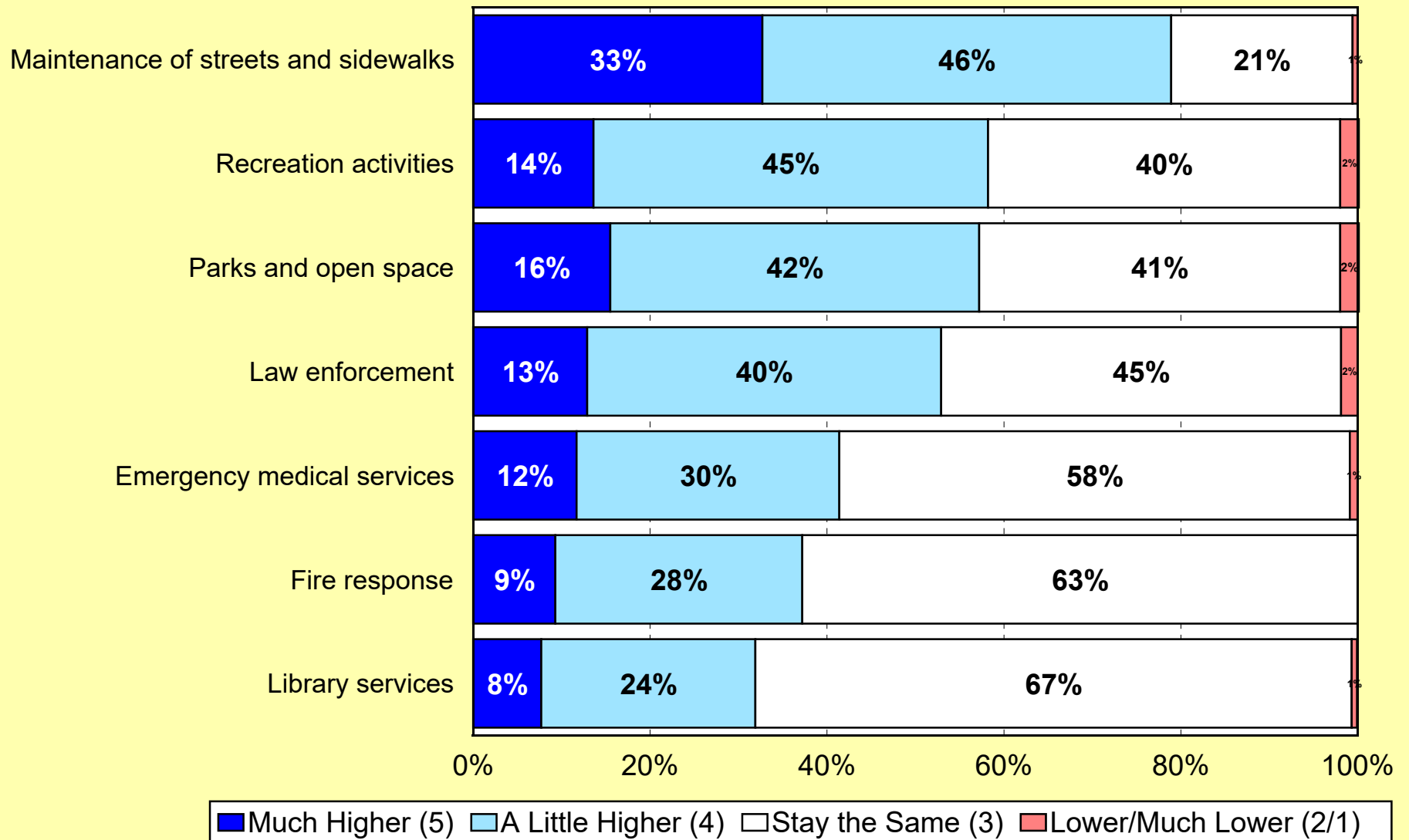
by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q19. How Respondents Feel the Level of Various Services Meet Expectations

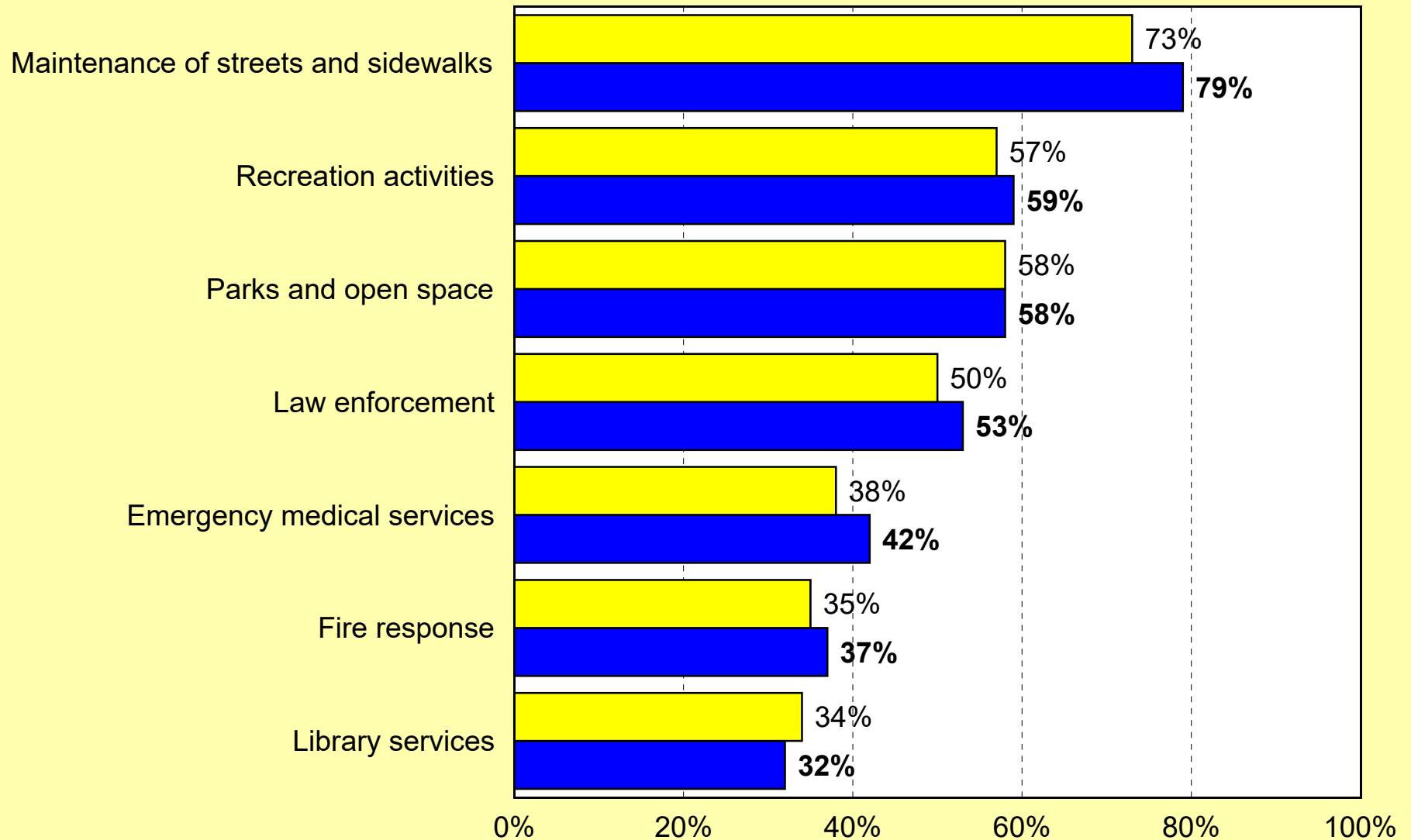
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# TRENDS: How Respondents Feel the Level of Various Services Meet Expectations - 2016 vs. 2019

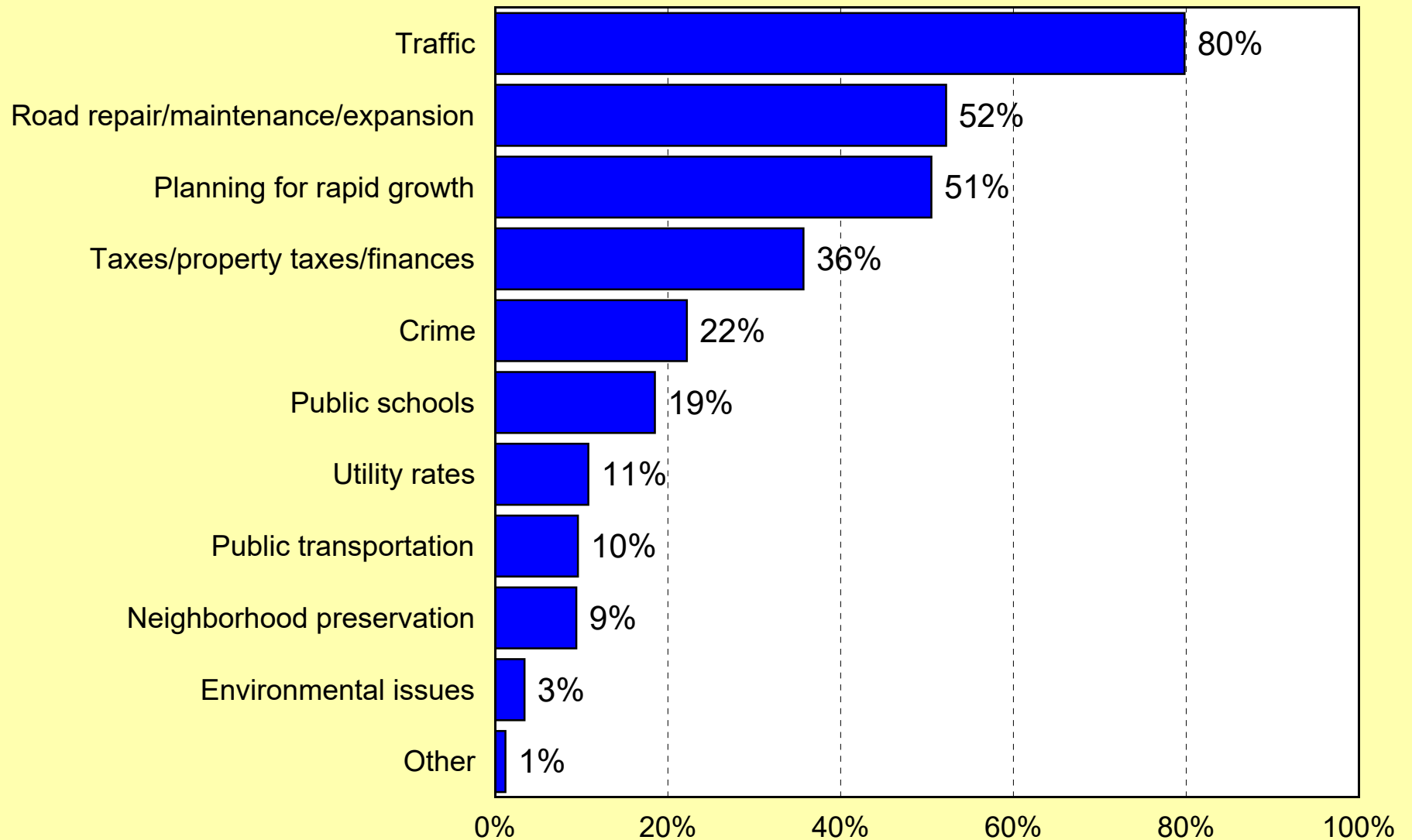
by percentage of respondents who felt the level of service should be “much higher” or “a little higher”



Source: ETC Institute (2019)

# Q20. Biggest Issues Schertz Will Face Within the Next Five Years

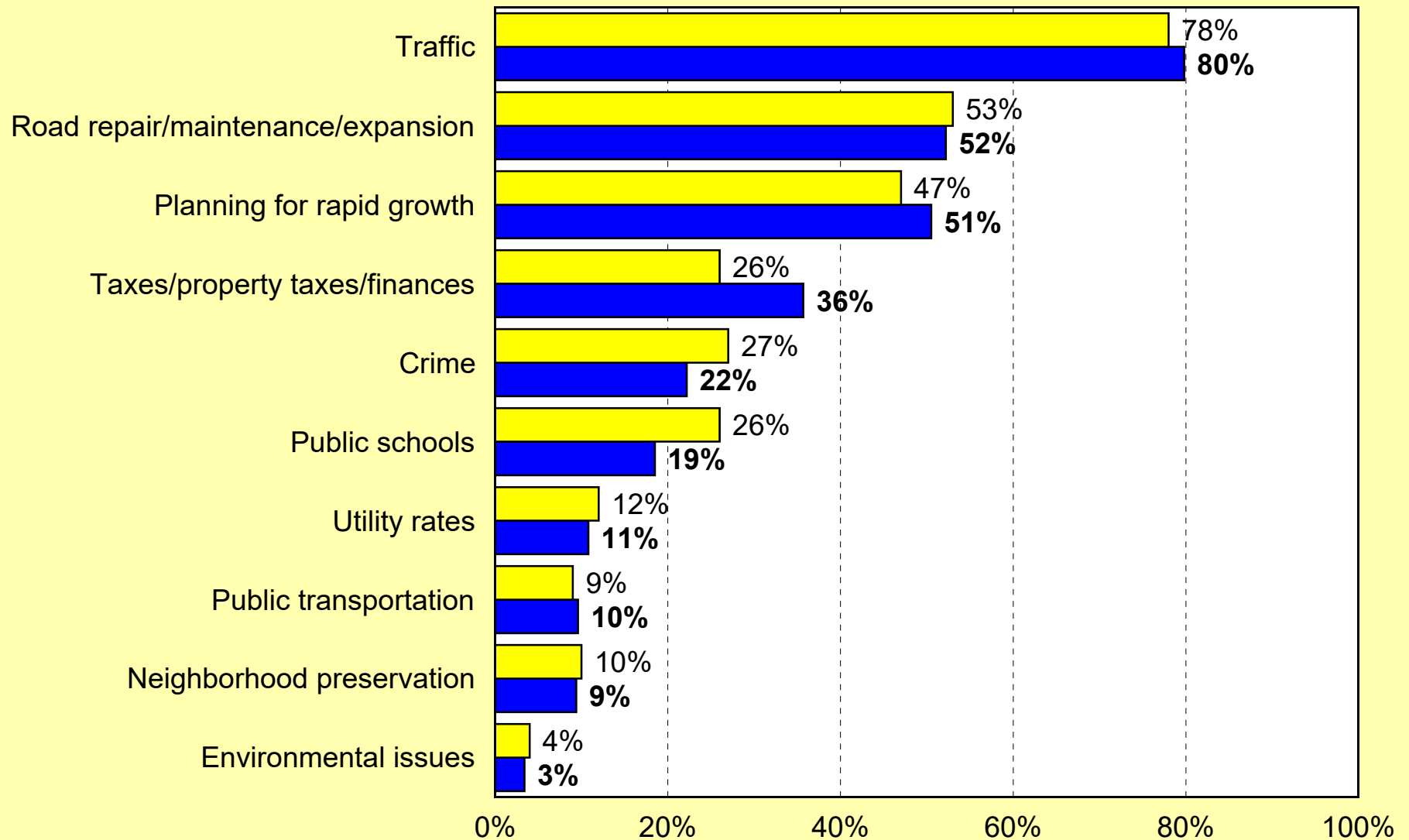
by percentage of respondents who selected the item as one of their top three choices



Source: ETC Institute (2019)

# TRENDS: Biggest Issues Schertz Will Face Within the Next Five Years - 2016 vs. 2019

by percentage of respondents who selected the item as one of their top three choices

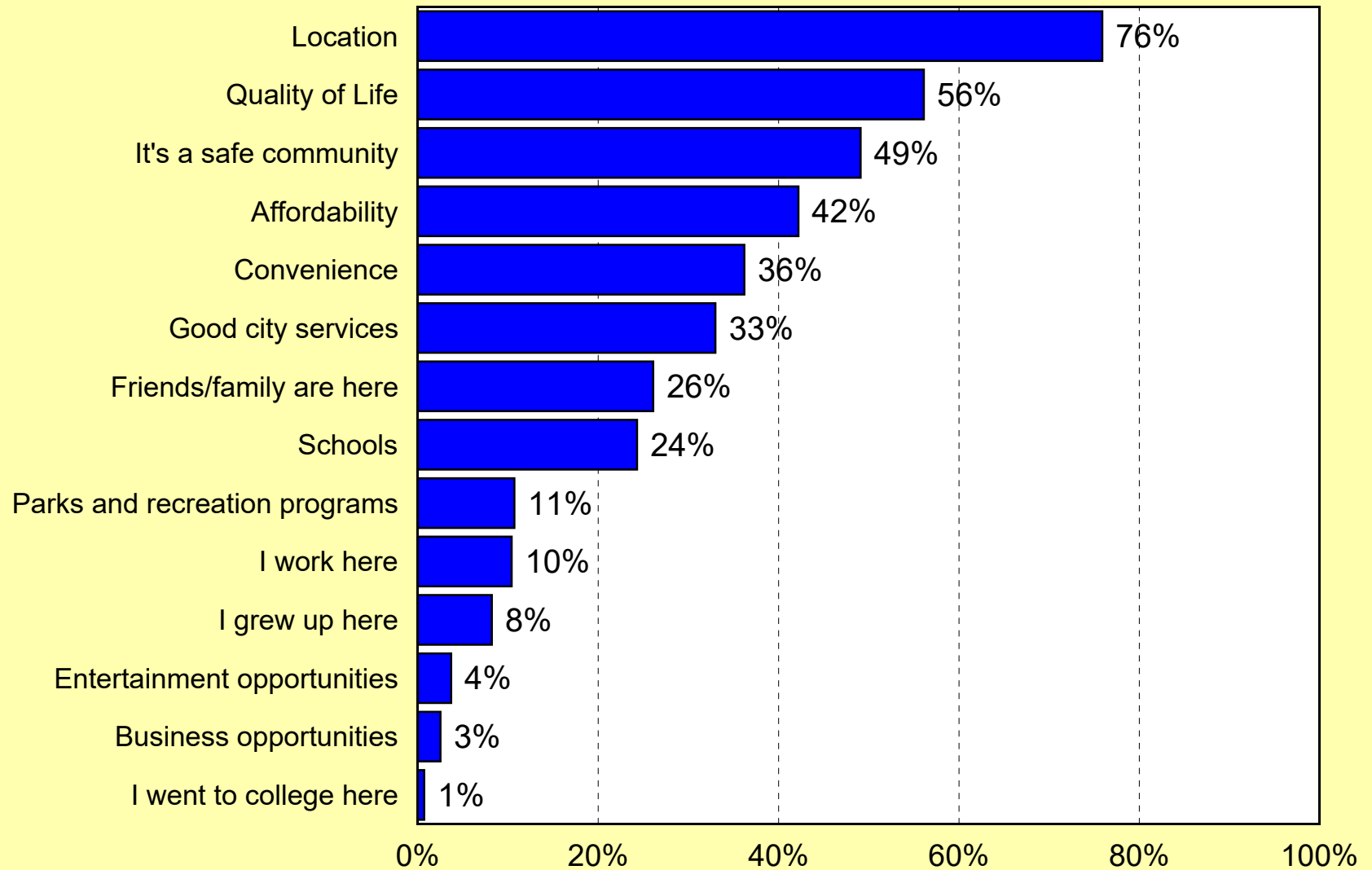


Source: ETC Institute (2019)



# Q21. Primary Reasons Respondents Choose to Live in Schertz

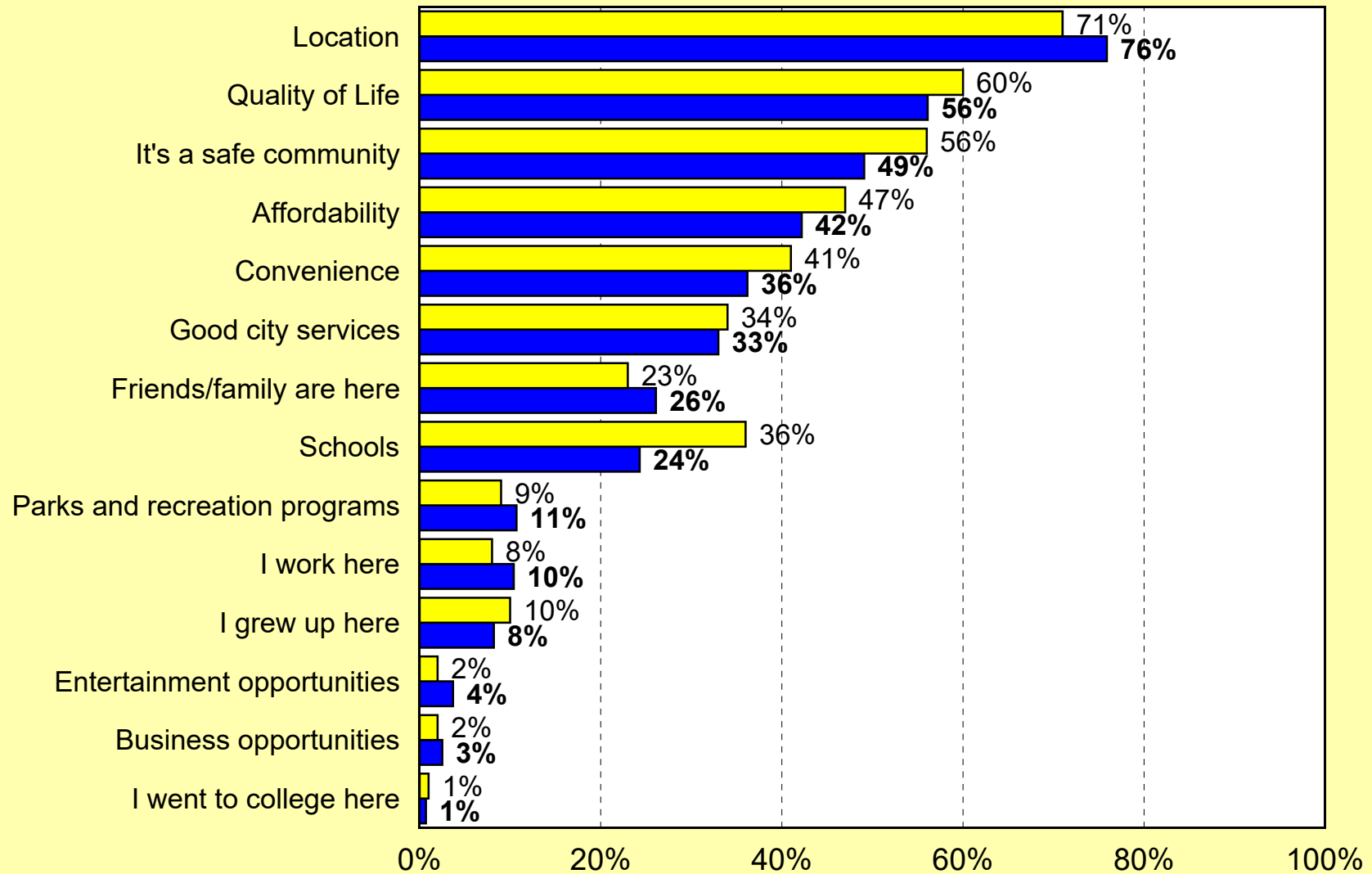
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# TRENDS: Primary Reasons Respondents Choose to Live in Schertz - 2016 vs. 2019

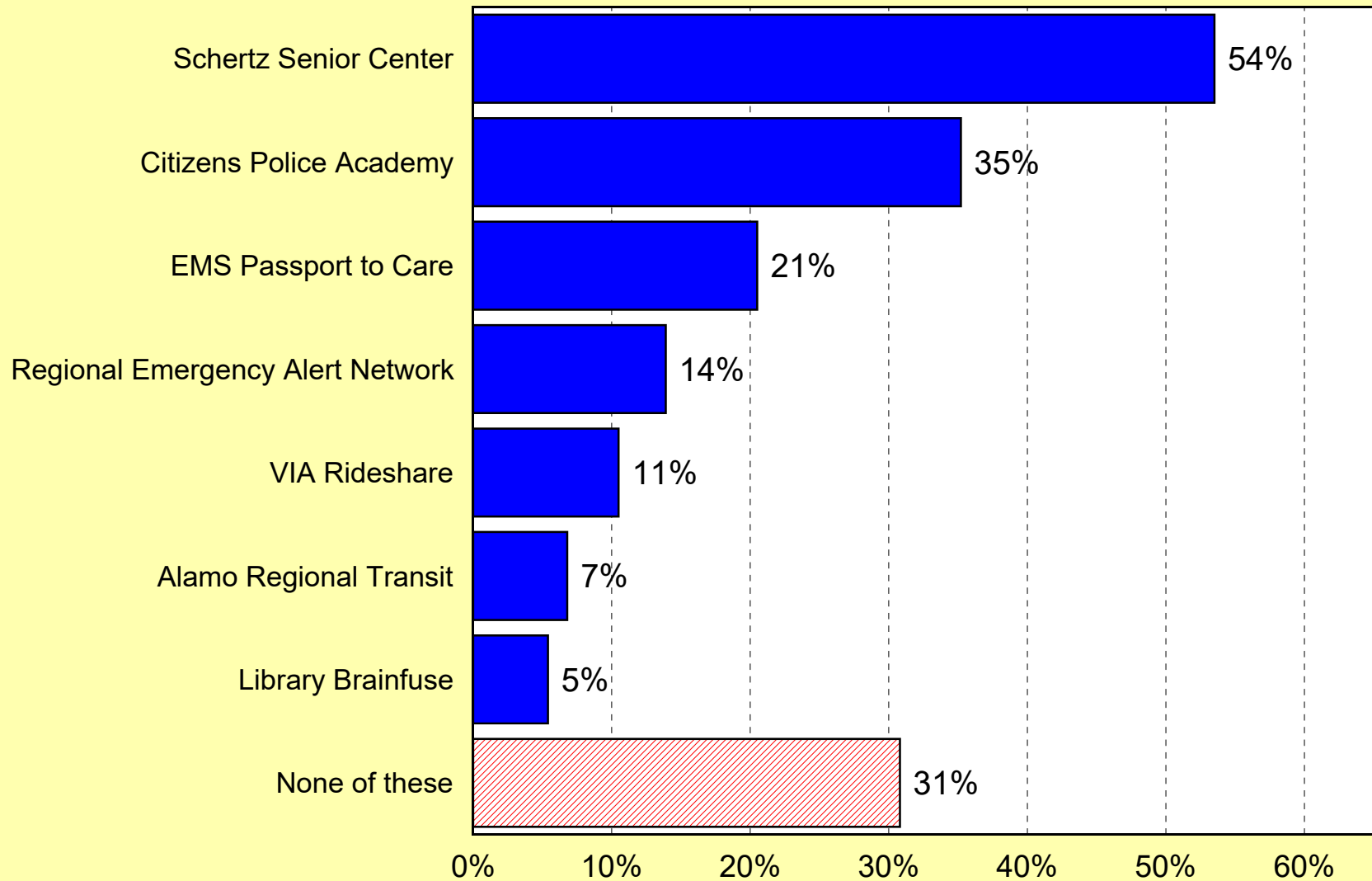
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q22. Familiarity With Various Programs Offered by the City of Schertz

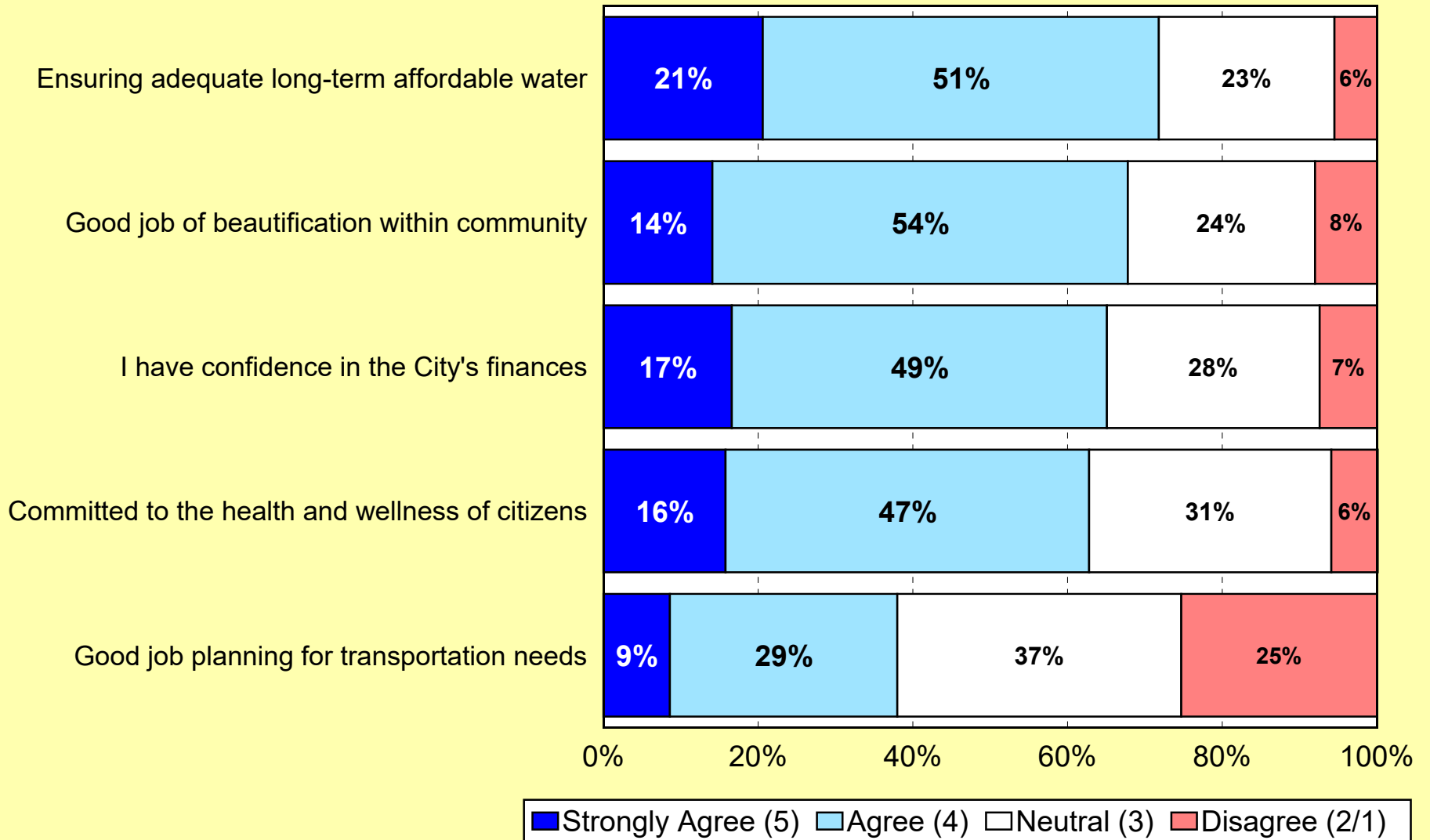
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q23. Agreement With Various Statements Regarding Strategic Initiatives

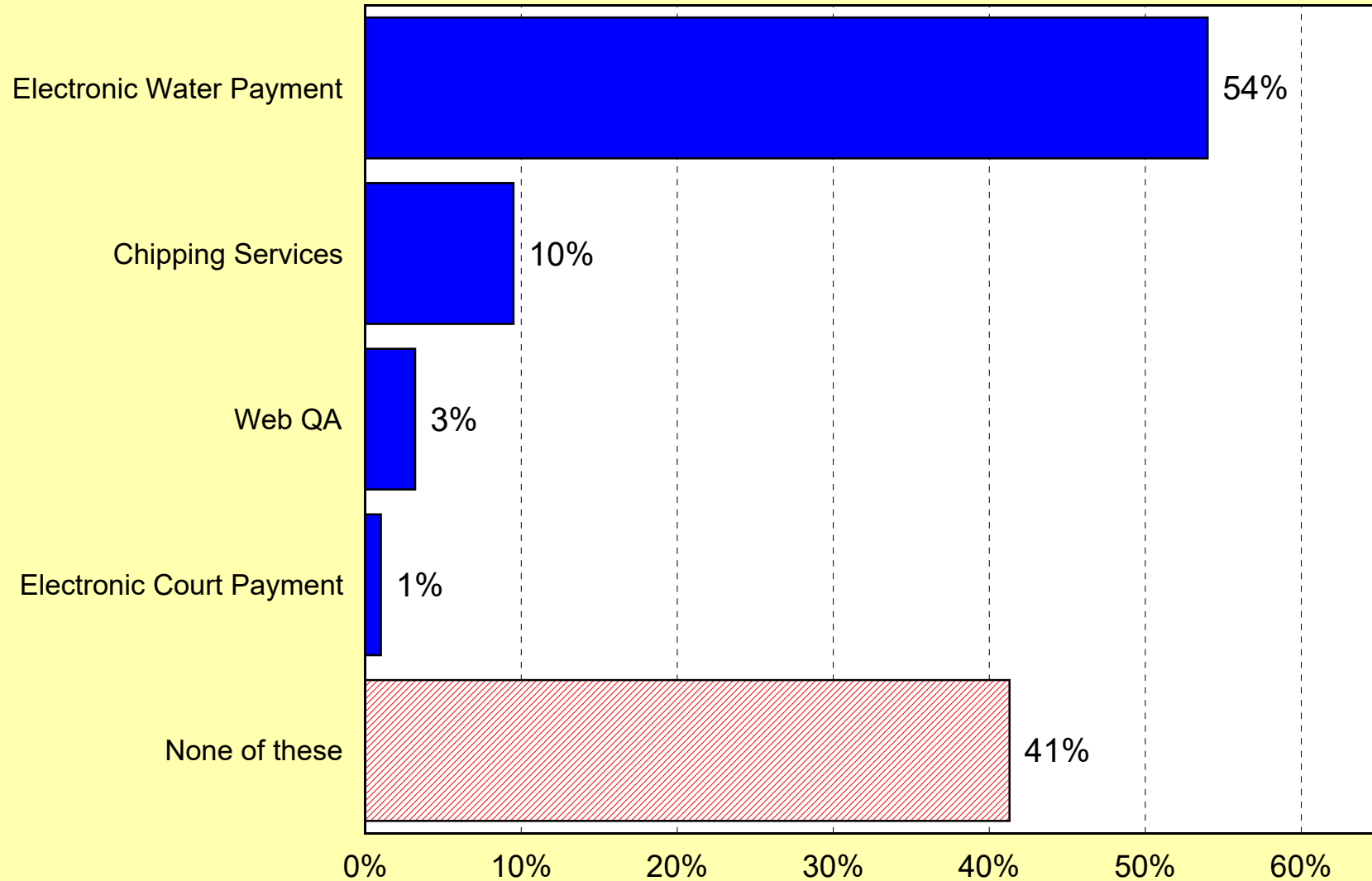
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

# Q24. City E-Services Used During the Past Year

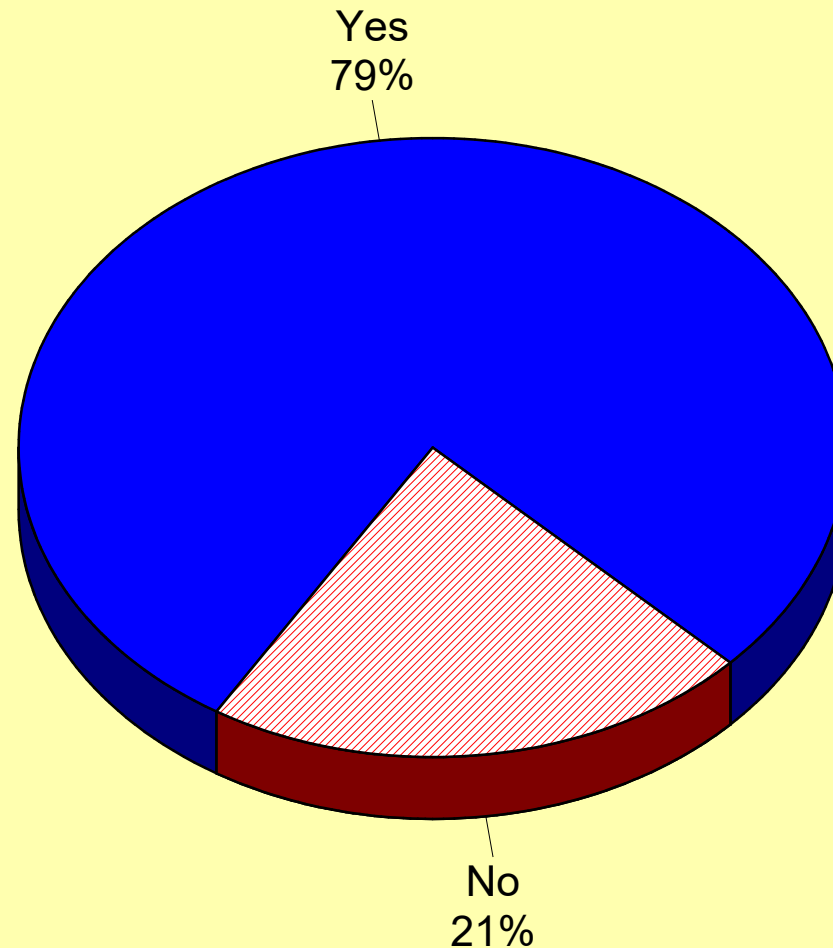
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q25. If the City offered an app that you could download to your mobile device which would allow you to have access to basic online services, would you use it?

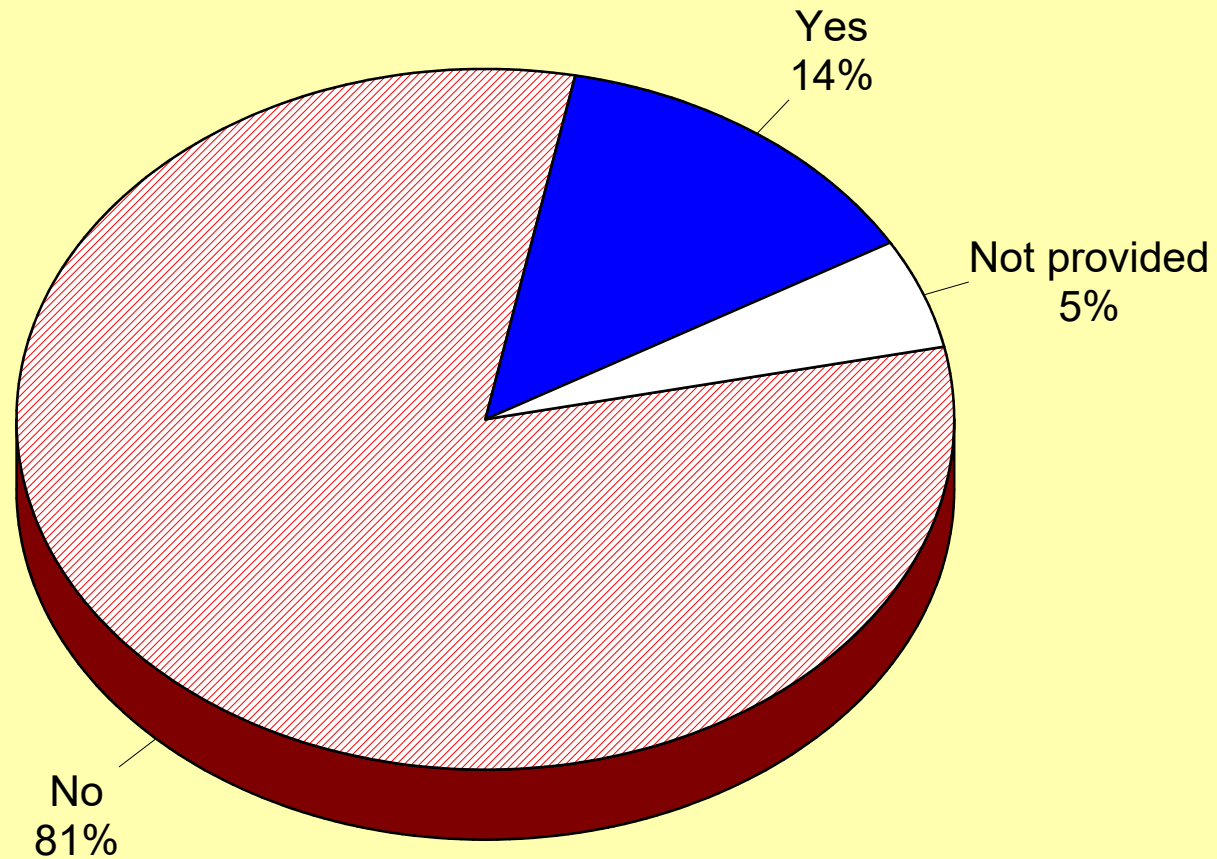
by percentage of respondents (excluding "not provided")



Source: ETC Institute (2019)

## Q26. Do you work in Schertz?

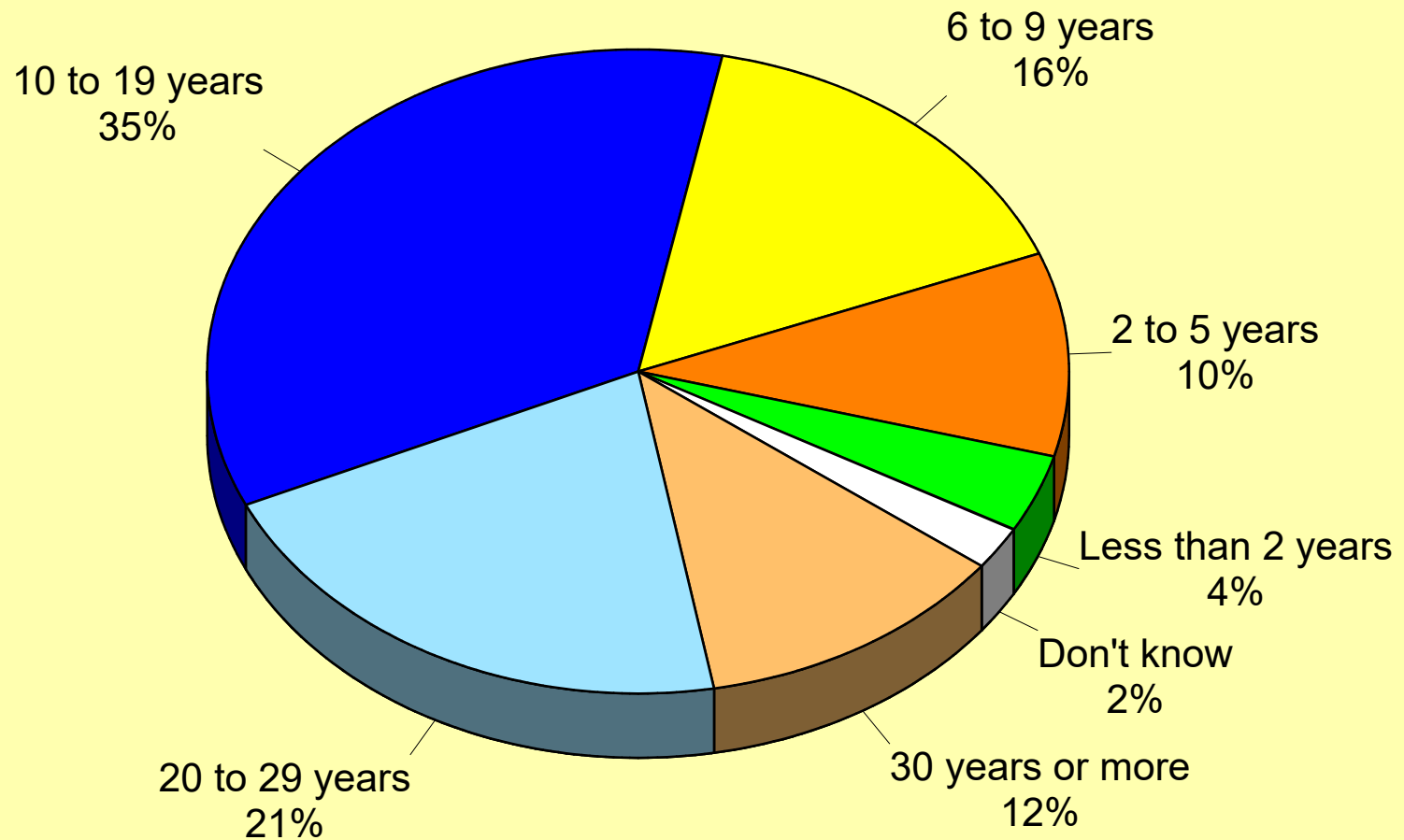
by percentage of respondents



Source: ETC Institute (2019)

# Q27. Approximately how many years have you lived in Schertz?

by percentage of respondents

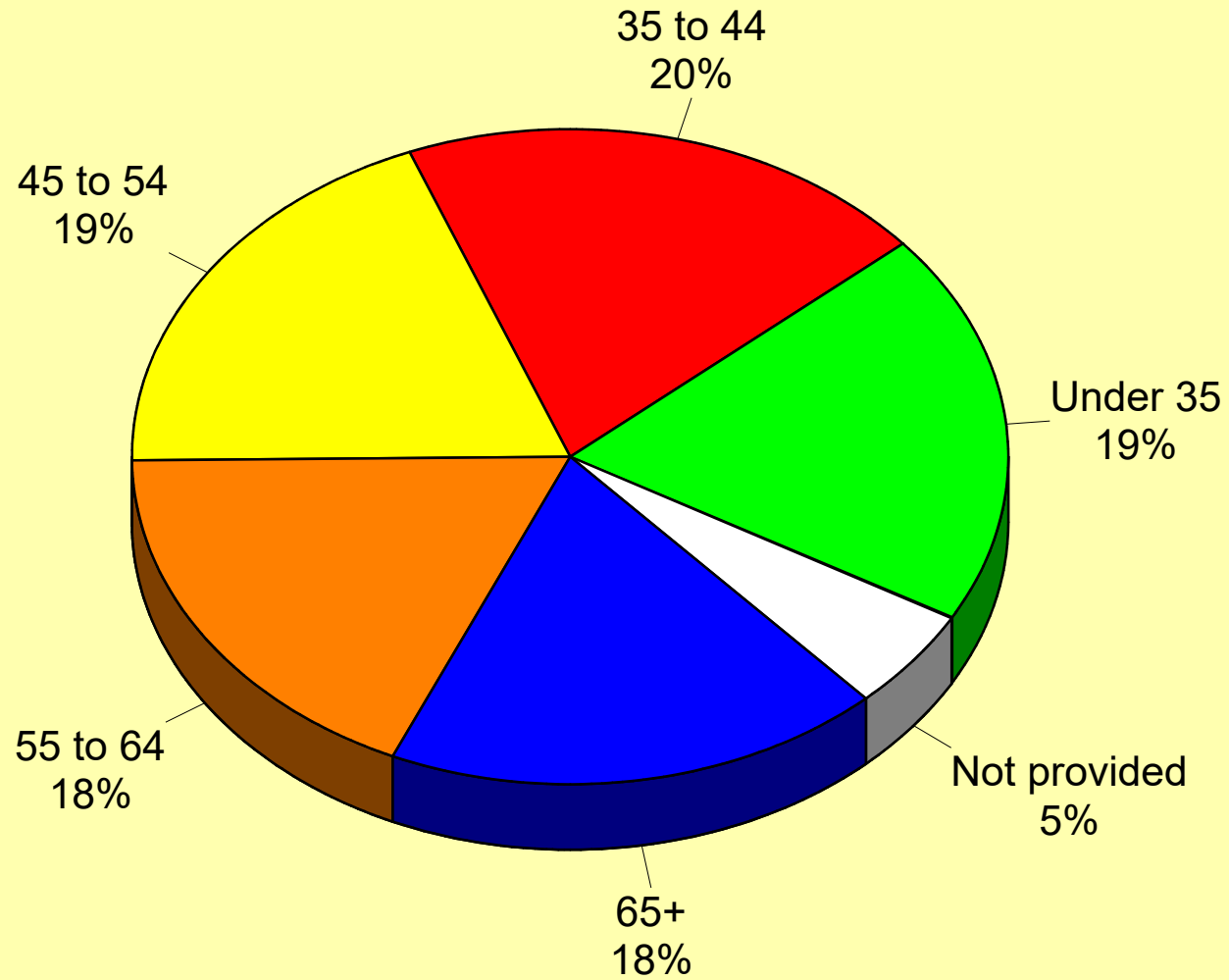


Source: ETC Institute (2019)



# Q28. What is your age?

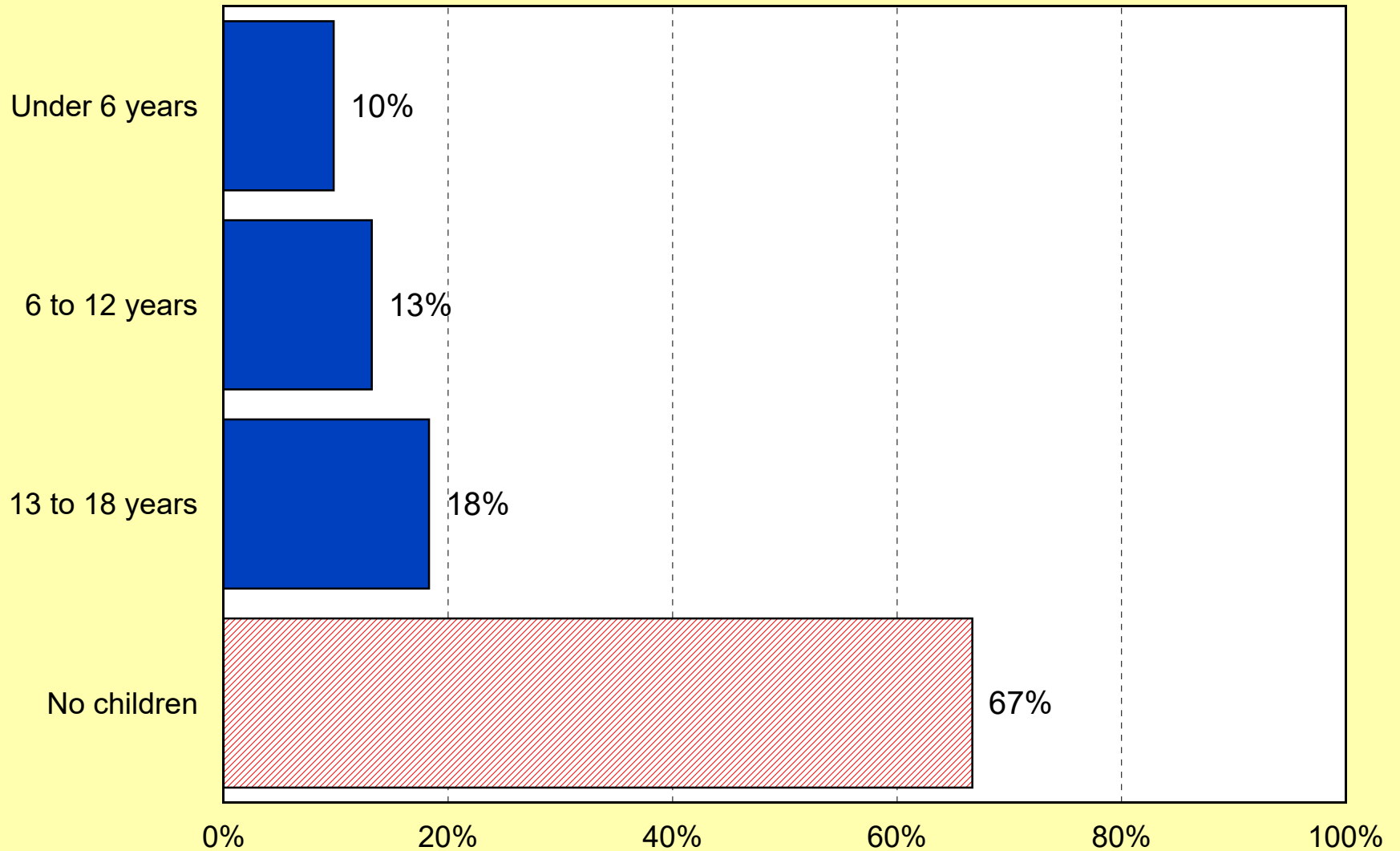
by percentage of respondents



Source: ETC Institute (2019)

# Q29. Do you have children living at home in the following age ranges?

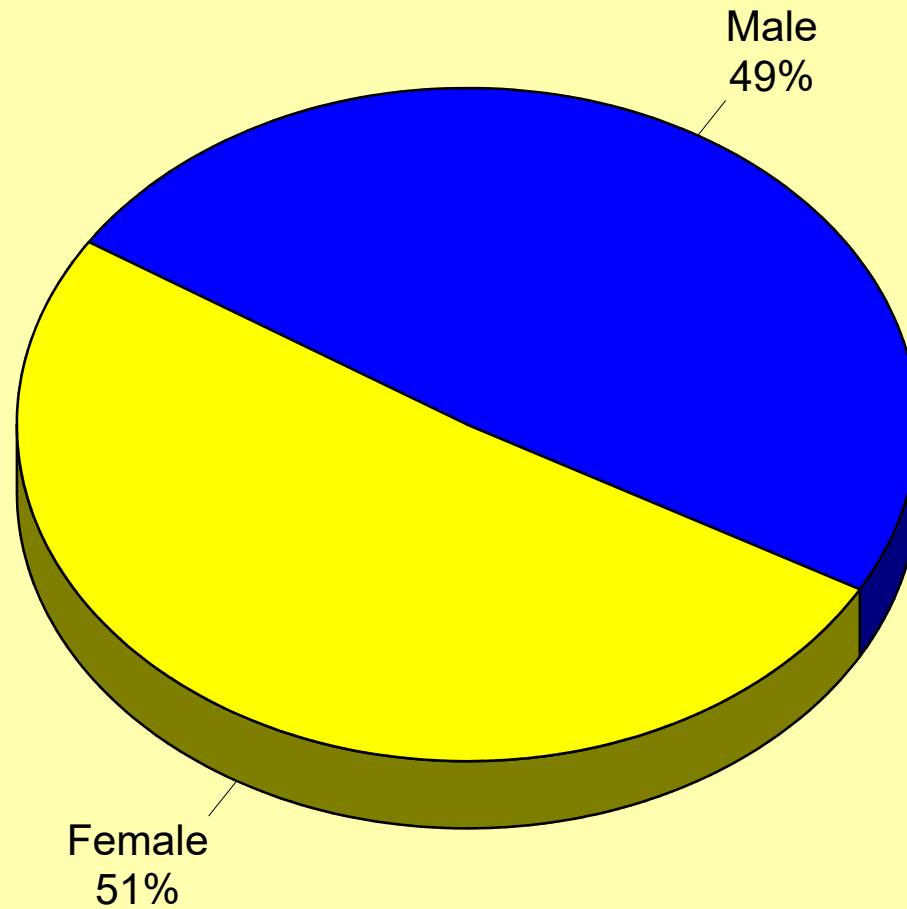
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

## Q30. What is your gender?

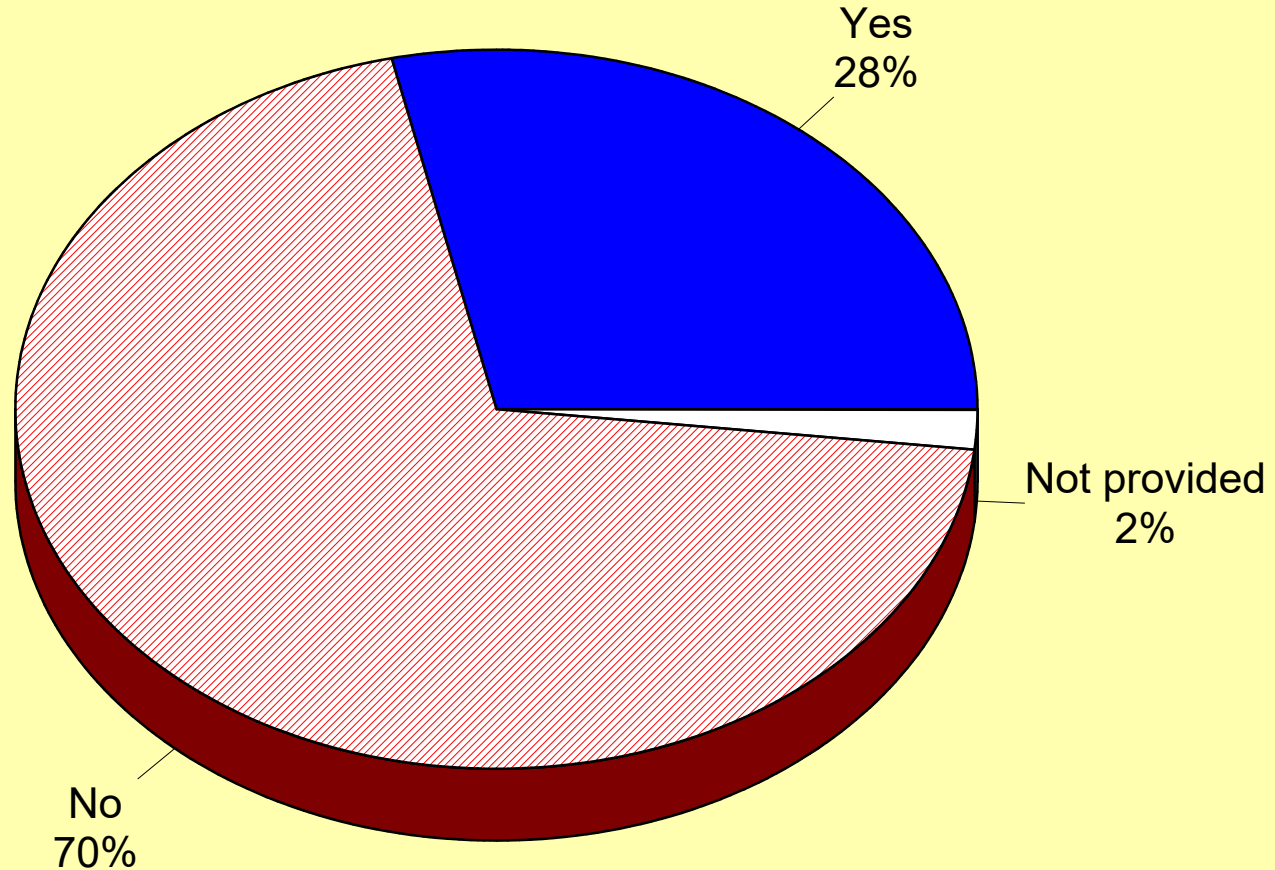
by percentage of respondents



Source: ETC Institute (2019)

# Q31. Are you of Hispanic, Latino or other Spanish origin?

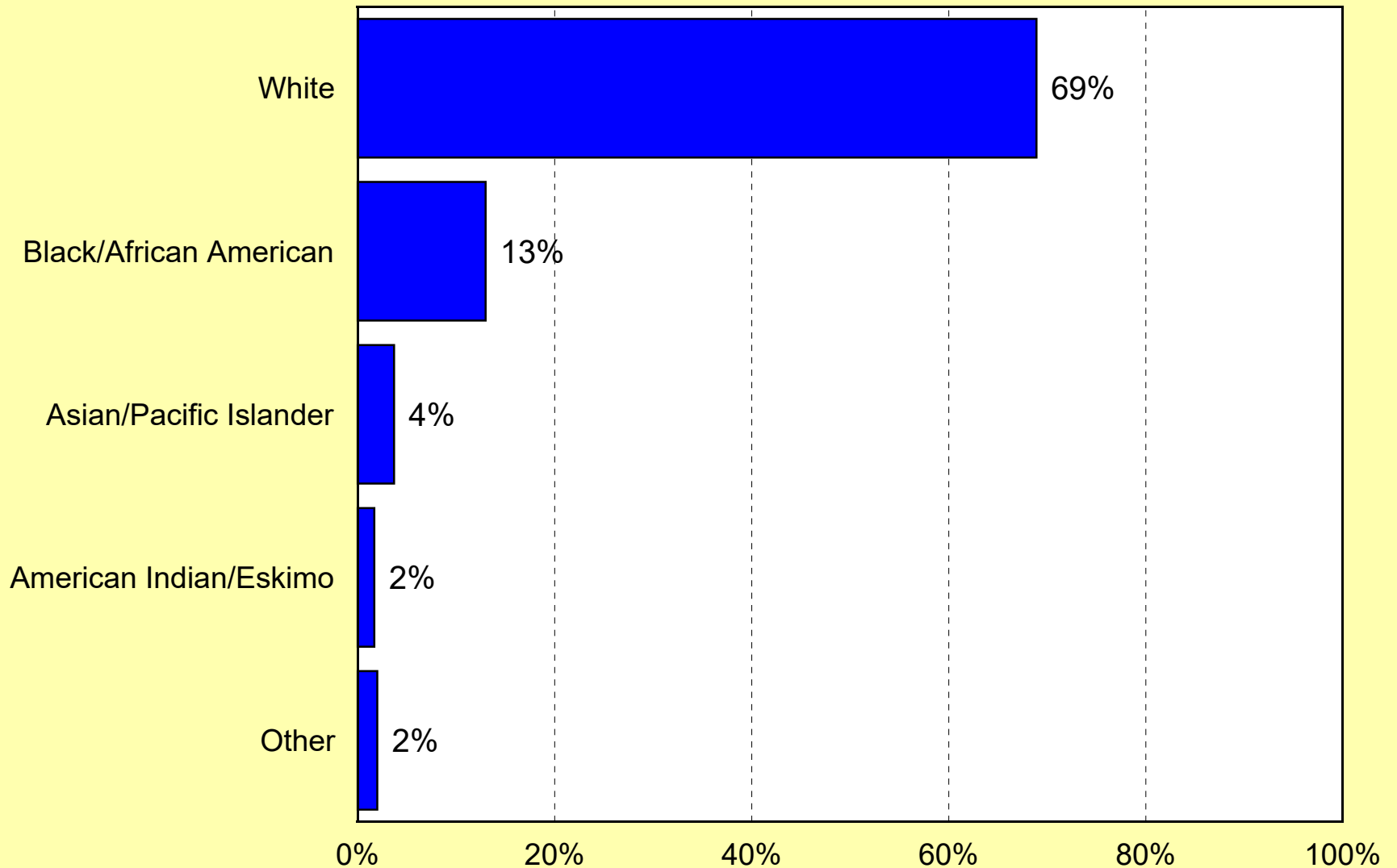
by percentage of respondents



Source: ETC Institute (2019)

# Q32. Which of the following best describes your race?

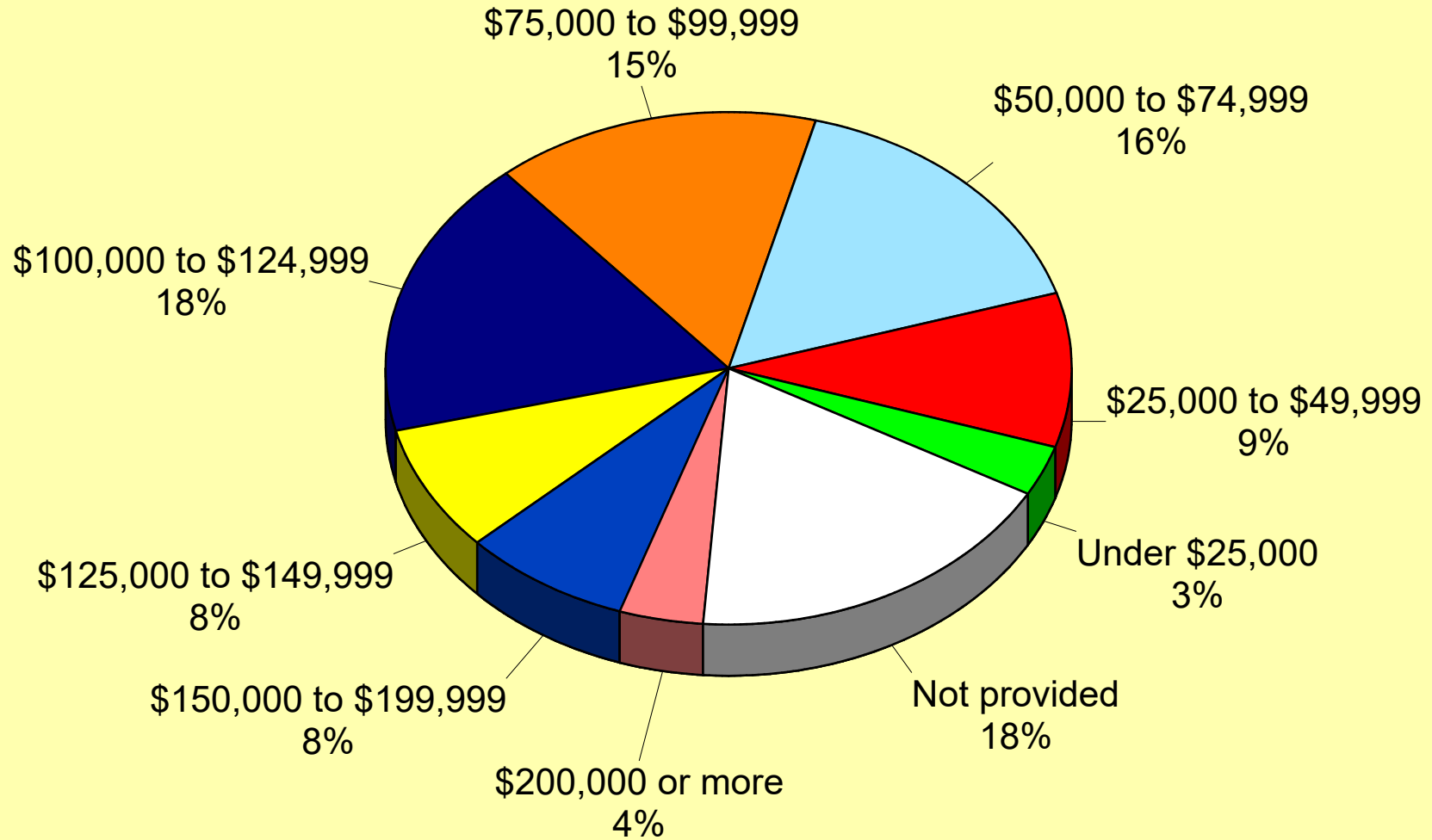
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

# Q33. What is your total annual household income?

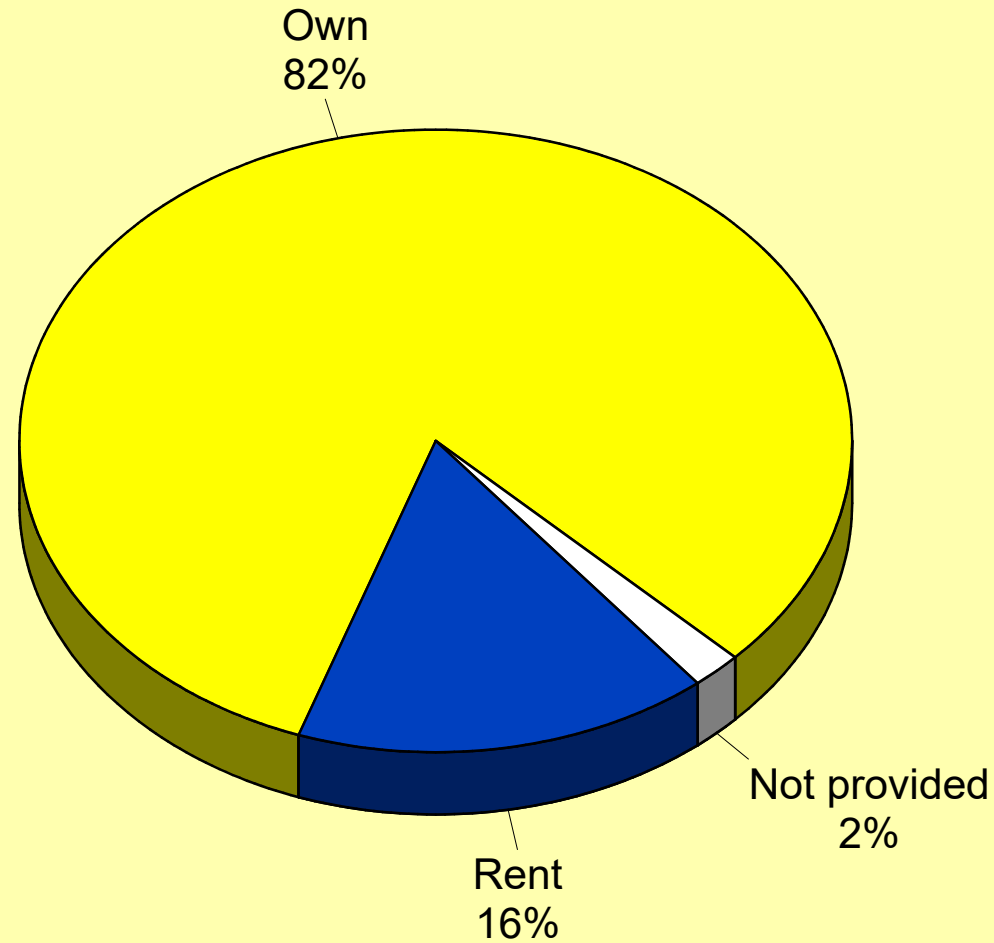
by percentage of respondents



Source: ETC Institute (2019)

# Q34. Do you own or rent your home?

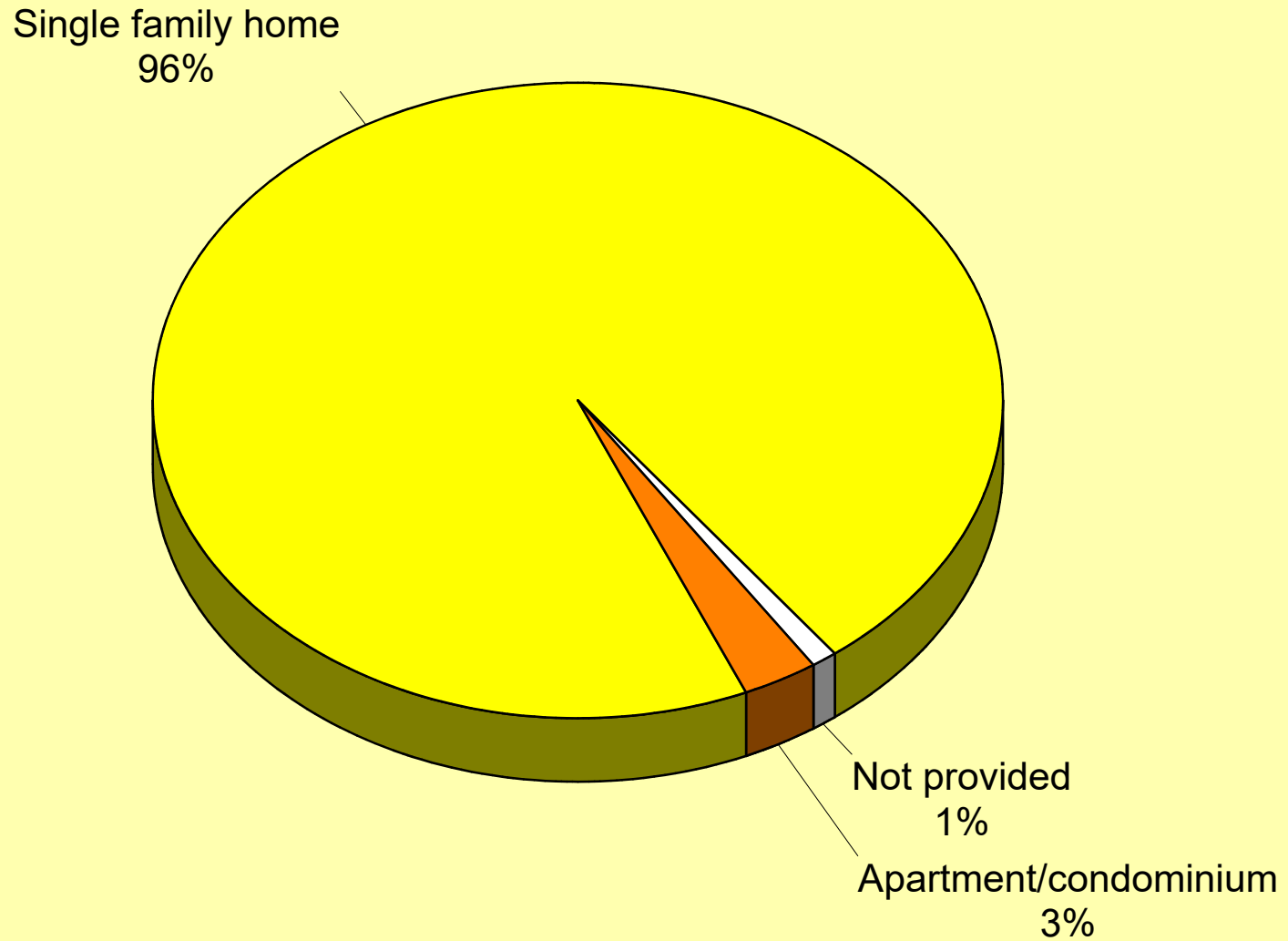
by percentage of respondents



Source: ETC Institute (2019)

# Q35. Do you live in a single family home or an apartment/condominium?

by percentage of respondents

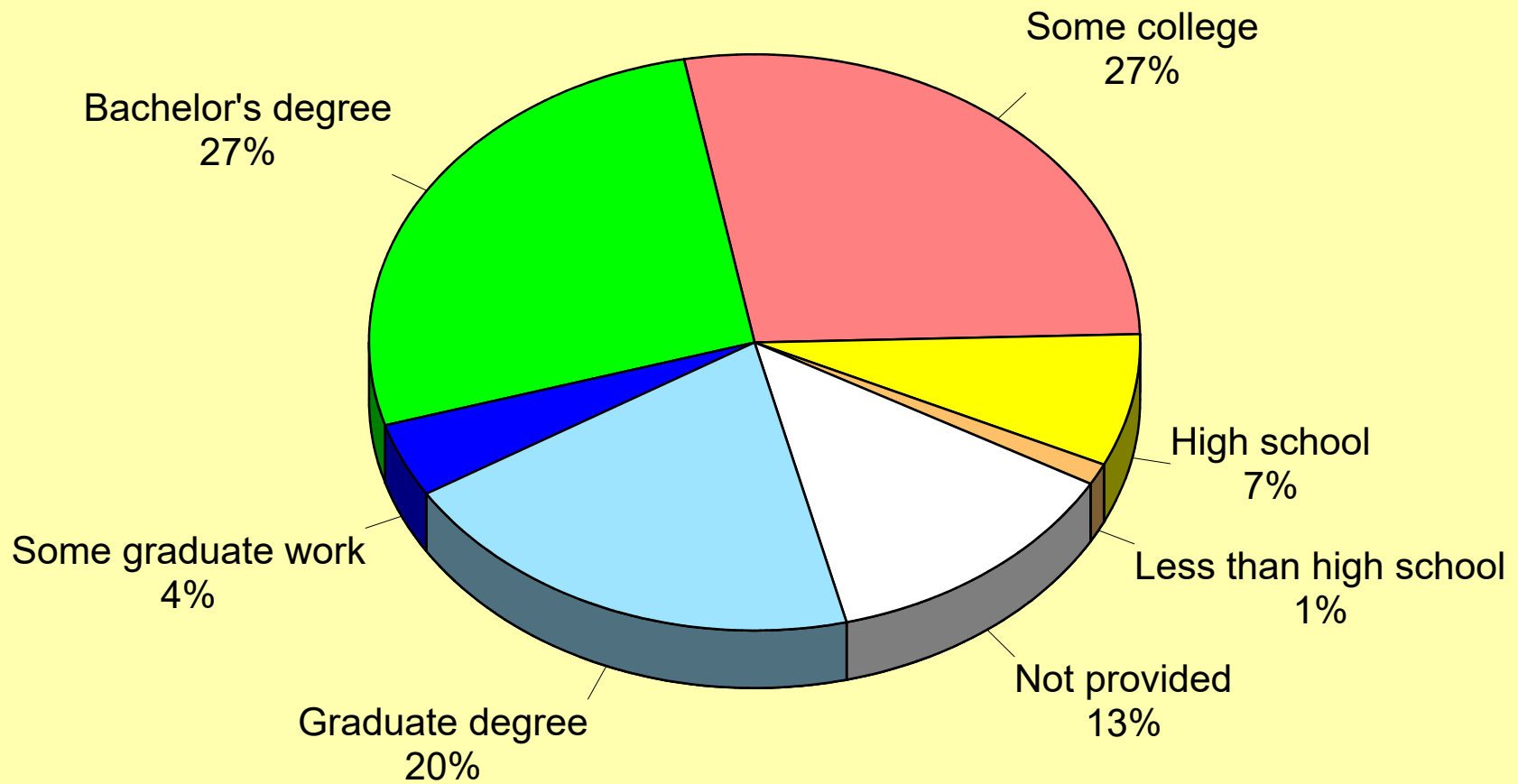


Source: ETC Institute (2019)



# Q36. What is the highest level of formal education you completed?

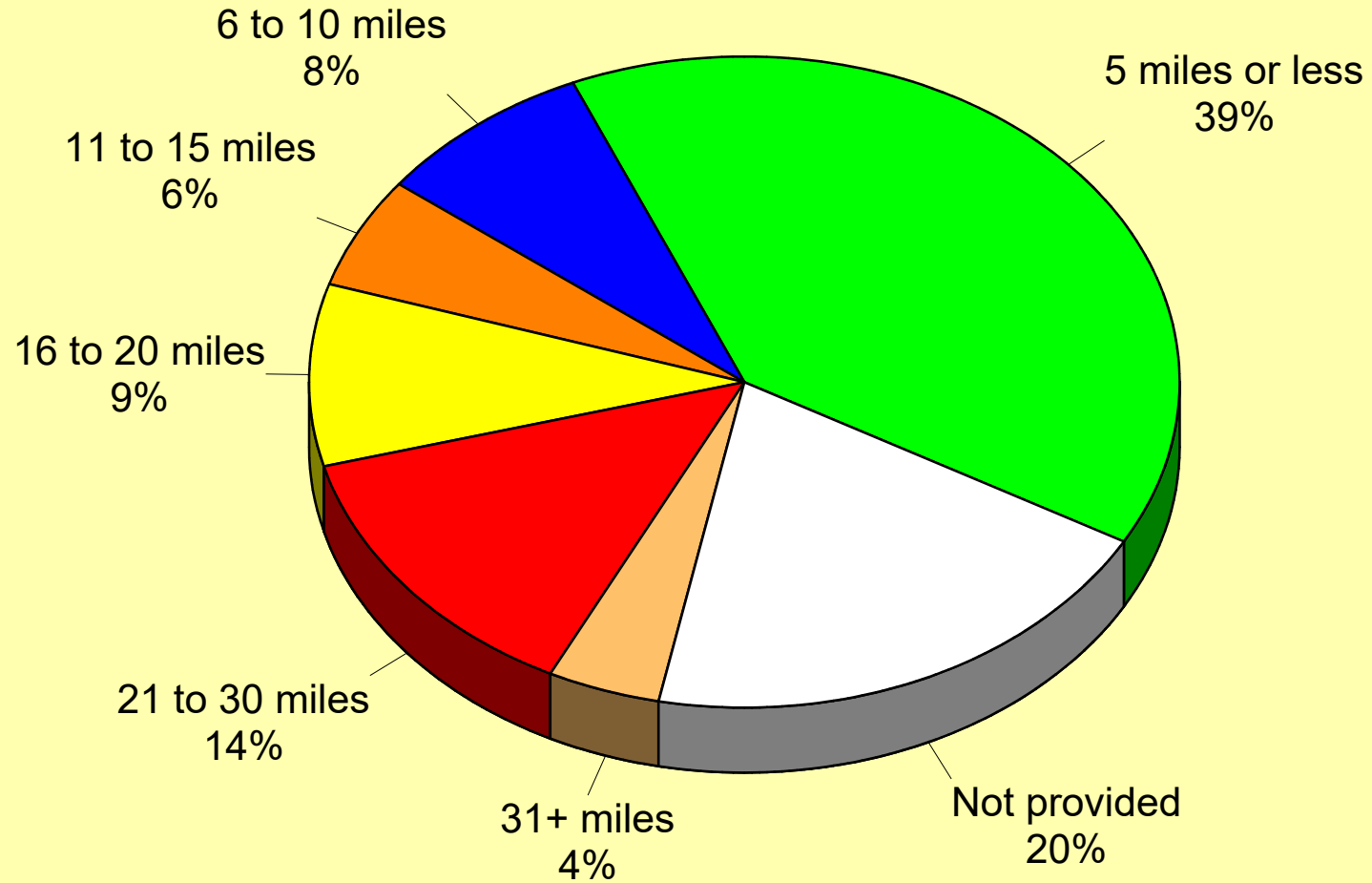
by percentage of respondents



Source: ETC Institute (2019)

# Q37. How far do you commute for work?

by percentage of respondents



Source: ETC Institute (2019)

**Section 2:**  
**Benchmarking Analysis**

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# Benchmarking Summary Report

## City of Schertz, Texas

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### Overview

ETC Institute's *DirectionFinder* program was originally developed in 1999 to help community leaders across the United States use statistically valid community survey data as a tool for making better decisions. Since November of 1999, the survey has been administered in more than 230 cities in 43 states. Most participating cities conduct the survey on an annual or biennial basis.

This report contains benchmarking data from two sources: (1) a national survey that was administered by ETC Institute during the summer of 2018 to a random sample of more than 4,000 residents across the United States, and (2) a regional survey administered to 343 residents living in the state of Texas during the summer of 2018.

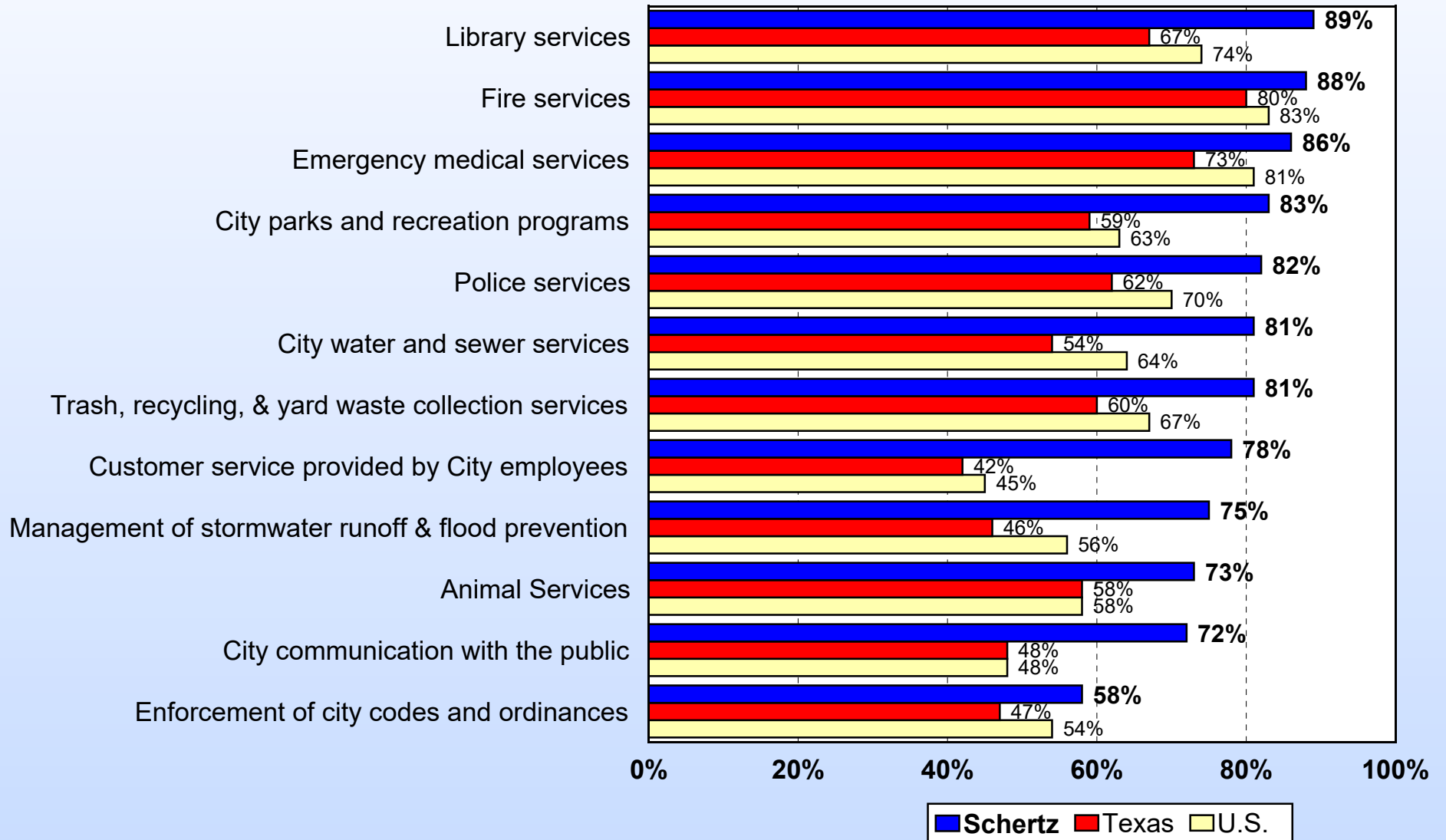
The charts on the following pages show how the overall results for Schertz compare to the United States national and regional averages based on the results of the 2018 survey that was administered by ETC institute to a random sample of over 4,000 residents across the United States, and the regional survey administered to 343 residents living in the state of Texas. Schertz's results are shown in blue, the Texas averages are shown in red, and the National averages are shown in yellow.

# National Benchmarks

**Note: The benchmarking data contained in this report is protected intellectual property. Any reproduction of the benchmarking information in this report by persons or organizations not directly affiliated with Schertz, Texas is not authorized without written consent from ETC Institute.**

# Overall Satisfaction with Major City Services Schertz vs. Texas vs. the U.S.

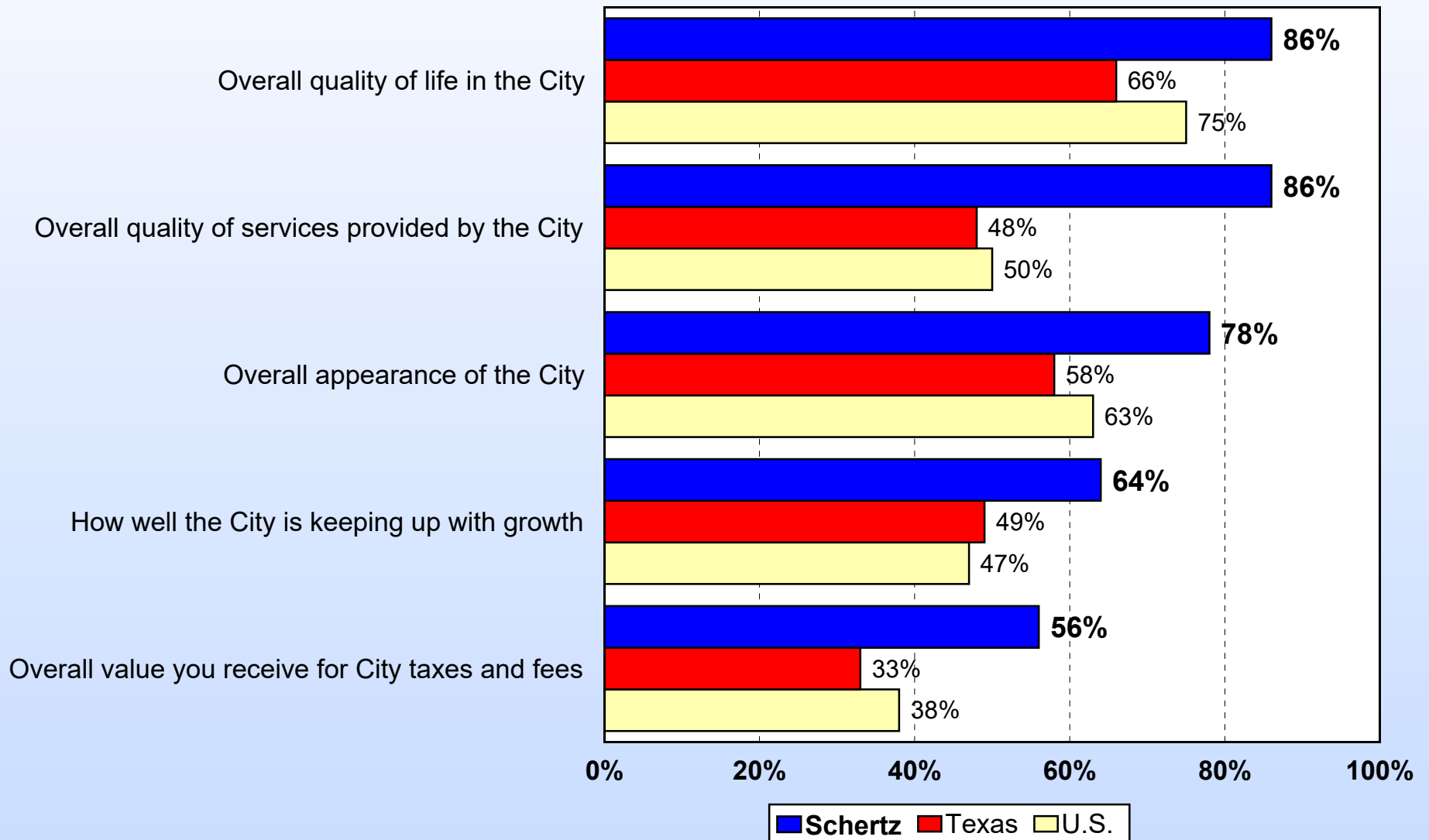
by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")



Source: 2019 ETC Institute

# Satisfaction with Perceptions of the City Schertz vs. Texas vs. the U.S.

by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")

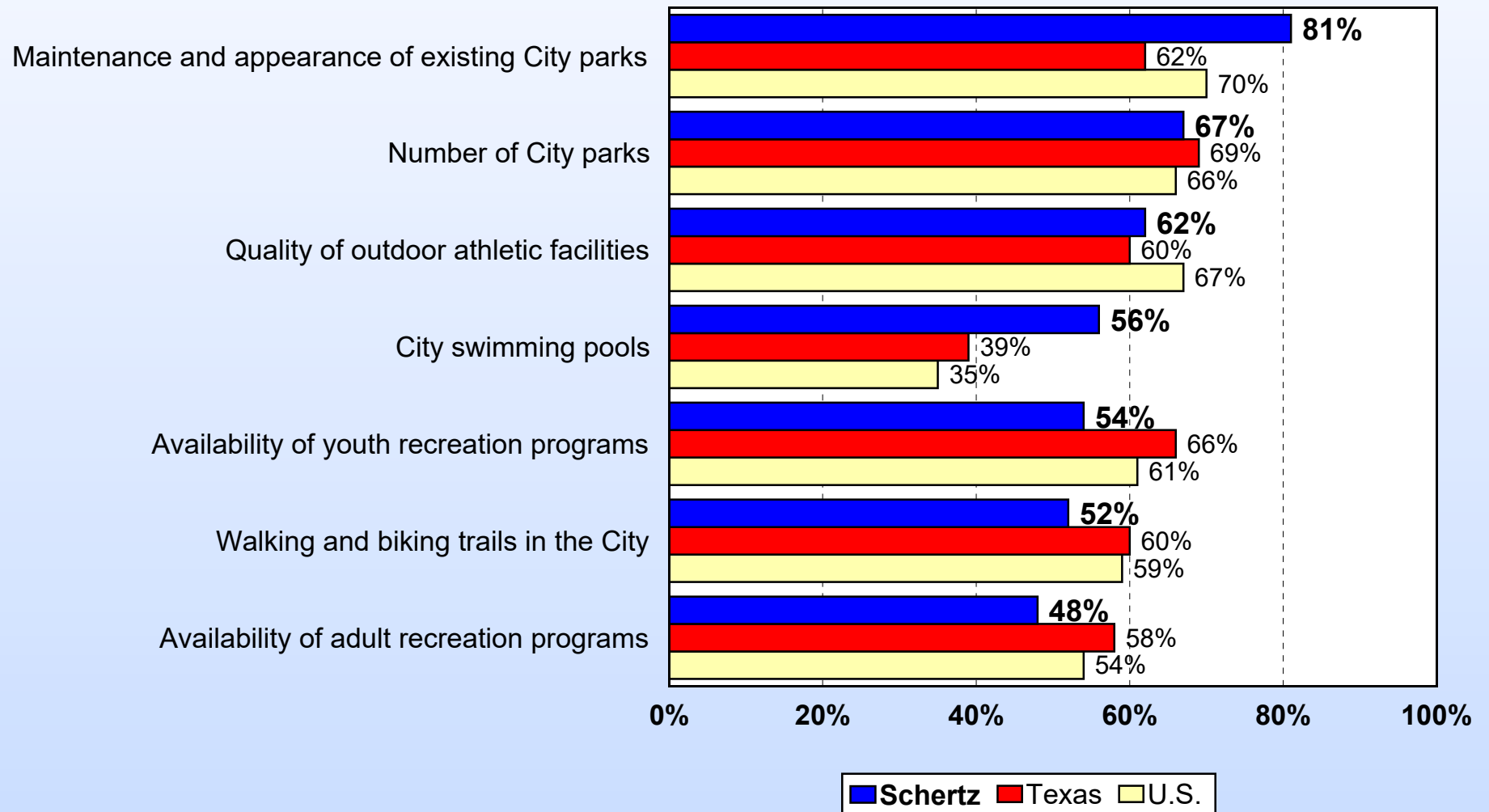


Source: 2019 ETC Institute

# Satisfaction with Parks and Recreation Services

## Schertz vs. Texas vs. the U.S.

by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")

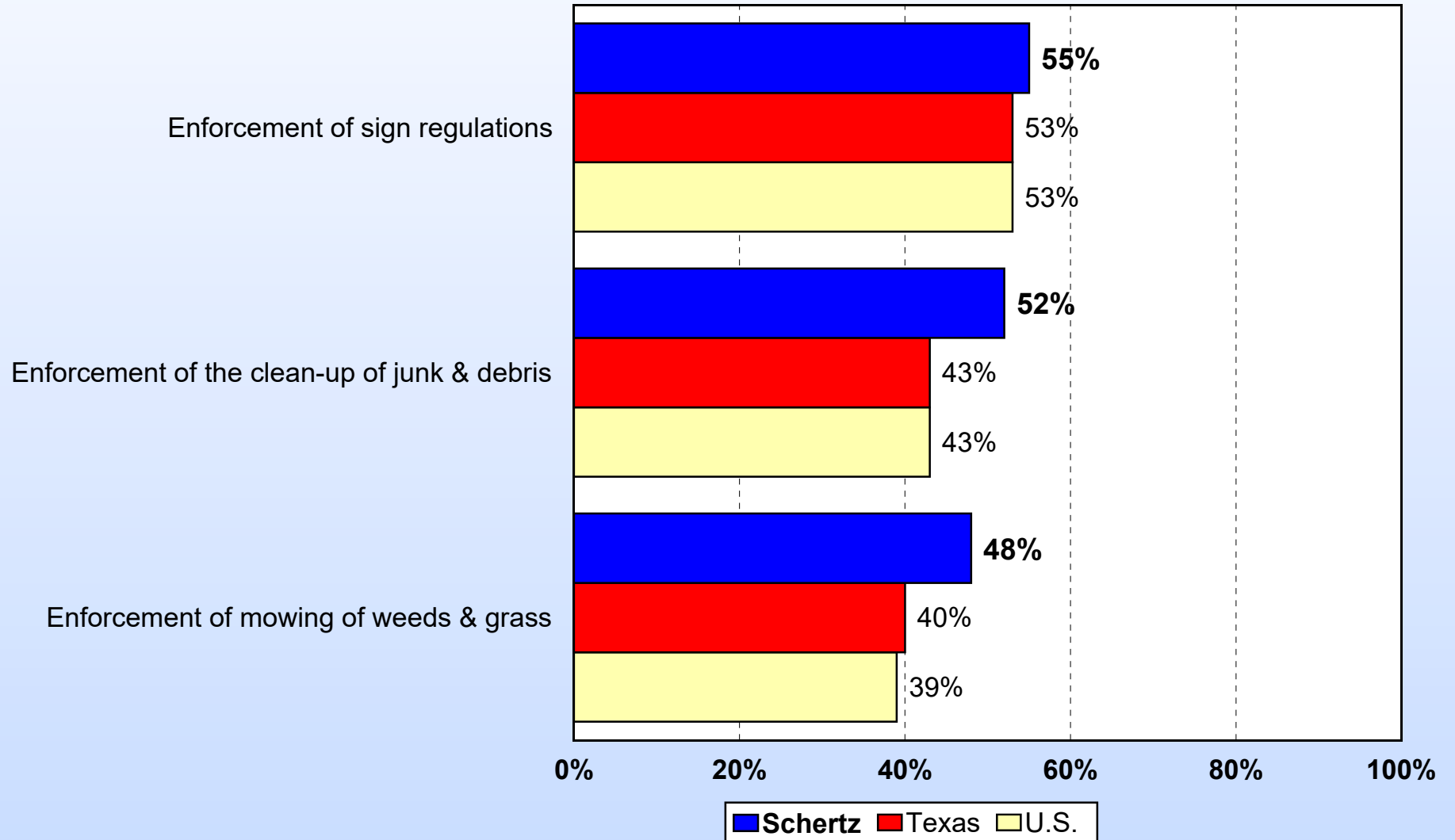


Source: 2019 ETC Institute



# Satisfaction with Code Enforcement Schertz vs. Texas vs. the U.S.

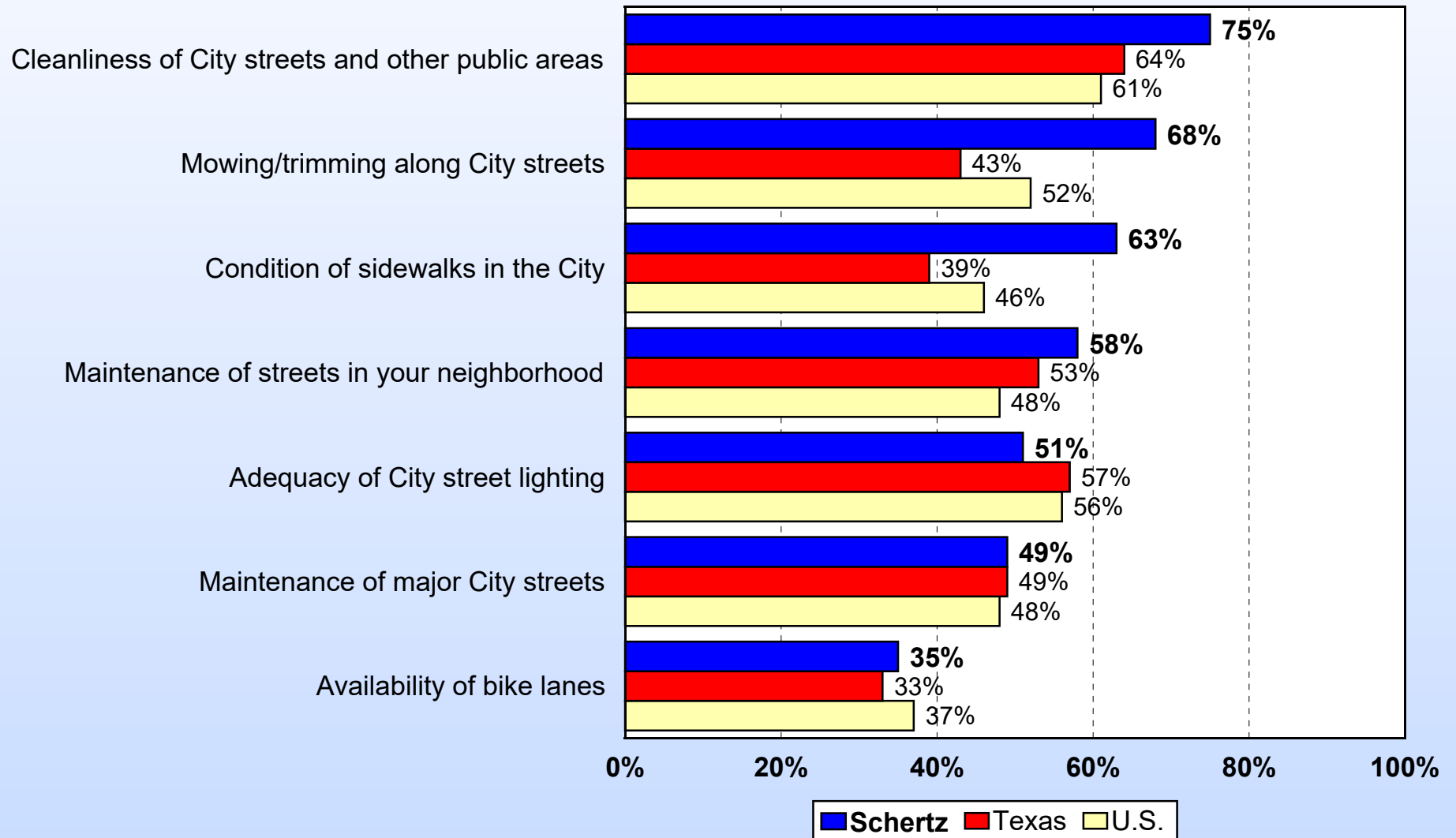
by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (excluding don't knows)



Source: 2019 ETC Institute

# Satisfaction with Public Works/Maintenance Services Schertz vs. Texas vs. the U.S.

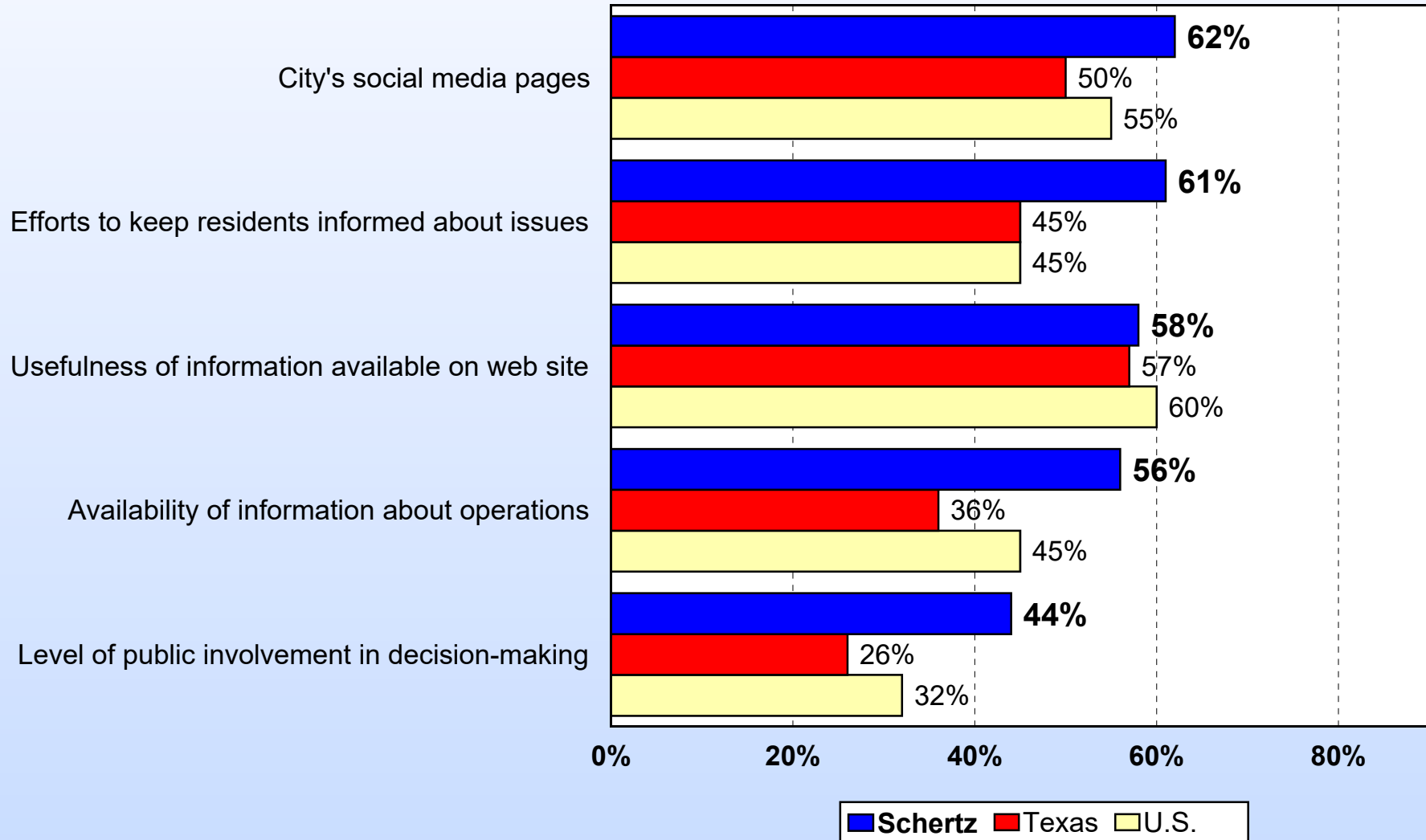
by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")



Source: 2019 ETC Institute

# Overall Satisfaction with Communication Schertz vs. Texas vs. the U.S.

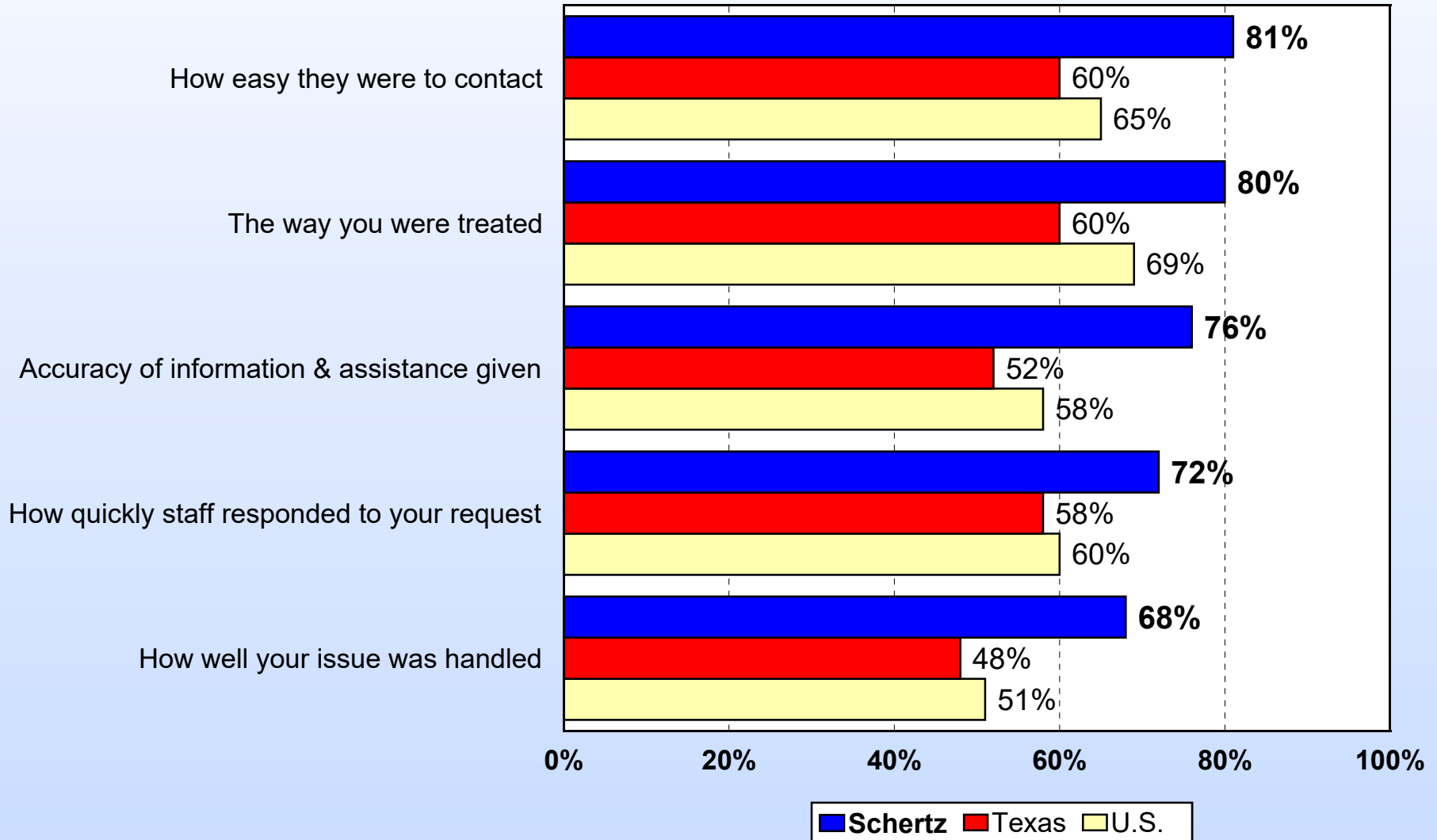
by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")



Source: 2019 ETC Institute

# Overall Satisfaction with Customer Service Schertz vs. Texas vs. the U.S.

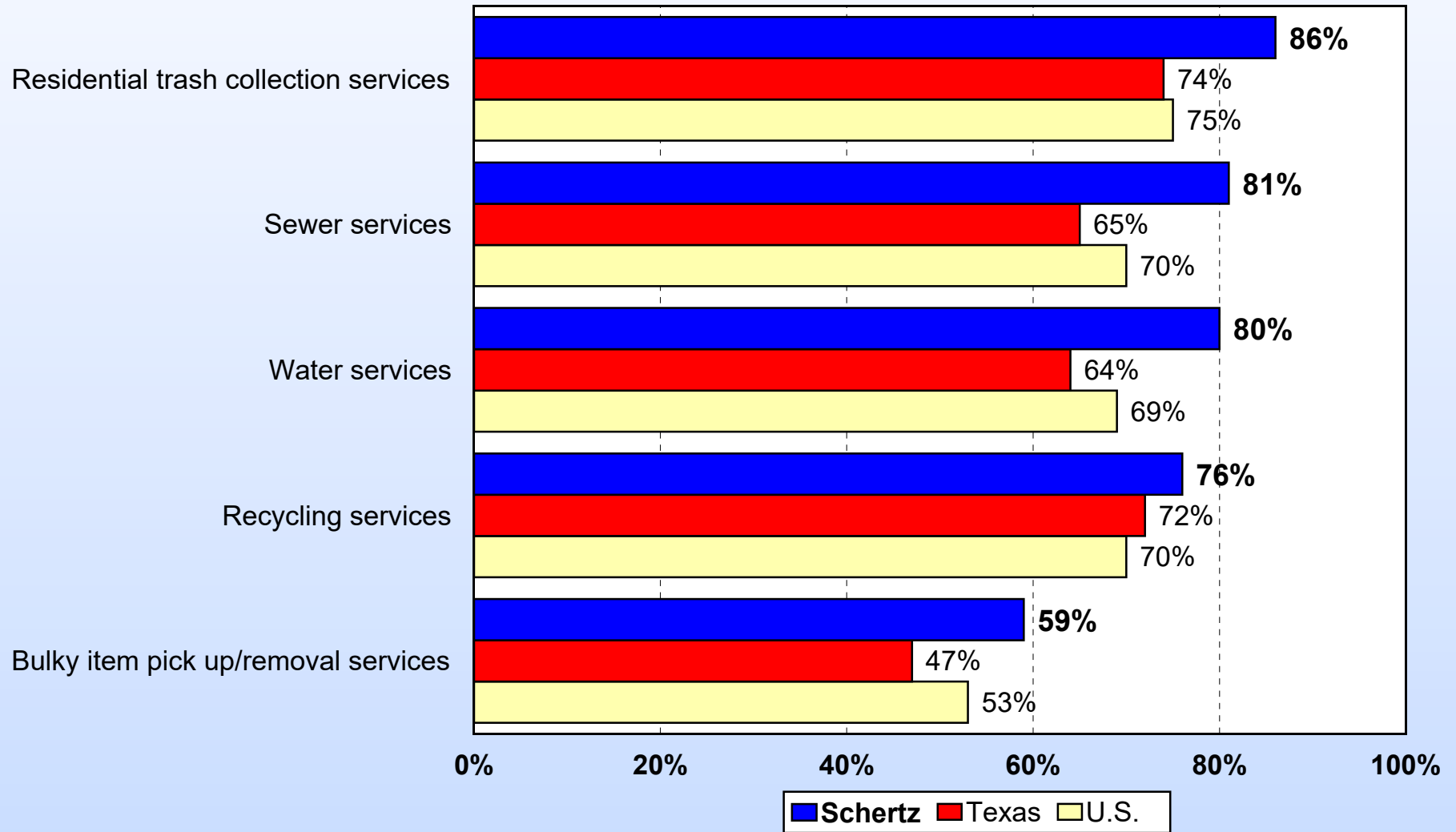
by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")



Source: 2019 ETC Institute

# Satisfaction with Solid Waste/Utility Services Schertz vs. Texas vs. the U.S.

by percentage of respondents who rated the item 4 or 5 on a 5-point scale where 5 was "very satisfied" and 1 was "very dissatisfied" (Excluding "Don't Know")



Source: 2019 ETC Institute

**Section 3:**  
**Importance-Satisfaction**  
**Analysis**

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# Importance-Satisfaction Analysis

## City of Schertz, Texas

### Overview

Today, City officials have limited resources which need to be targeted to activities that are of the most benefit to their citizens. Two of the most important criteria for decision making are (1) to target resources toward services of the highest importance to citizens; and (2) to target resources toward those services where citizens are the least satisfied.

The Importance-Satisfaction (IS) rating is a unique tool that allows public officials to better understand both of these highly important decision making criteria for each of the services they are providing. The Importance-Satisfaction rating is based on the concept that public agencies will maximize overall customer satisfaction by emphasizing improvements in those areas where the level of satisfaction is relatively low and the perceived importance of the service is relatively high.

The rating is calculated by summing the percentage of responses for items selected as the first, second, and third most important services for the City to provide. The sum is then multiplied by 1 minus the percentage of respondents who indicated they were positively satisfied with the City's performance in the related area (the sum of the ratings of 4 and 5 on a 5-point scale excluding "Don't Know" responses). "Don't Know" responses are excluded from the calculation to ensure the satisfaction ratings among service categories are comparable. [IS=Importance x (1-Satisfaction)].

**Example of the Calculation:** Respondents were asked to identify the major categories of city services they thought should receive the most emphasis over the next two years. Approximately thirty-five percent (34.6%) of respondents selected *enforcement of city codes and ordinances* as one of the most important services for the City to provide.

With regard to satisfaction, 58% of respondents surveyed rated the City's overall performance in the *enforcement of city codes and ordinances* as a "4" or "5" on a 5-point scale (where "5" means "Very Satisfied") excluding "don't know" responses. The I-S rating for *enforcement of city codes and ordinances* was calculated by multiplying the sum of the most important percentages by 1 minus the sum of the satisfaction percentages. In this example 34.6% was multiplied by 42% (1-0.58). This calculation yielded an I-S rating of 0.1453 which ranked first out of 14 major service categories.



The maximum rating is 1.00 and would be achieved when 100% of the respondents select an item as one of their top three choices to emphasize over the next two years and 0% indicate they are positively satisfied with the delivery of the service.

The lowest rating is 0.00 and could be achieved under either of the following two situations:

- If 100% of the respondents were positively satisfied with the delivery of the service
- If none (0%) of the respondents selected the service as one for the three most important areas for the City to emphasize over the next two years.

## Interpreting the Ratings

Ratings that are greater than or equal to 0.20 identify areas that should receive significantly more emphasis over the next two years. Ratings from 0.10 to 0.20 identify service areas that should receive increased emphasis. Ratings less than 0.10 should continue to receive the current level of emphasis.

- *Definitely Increase Emphasis* ( $IS \geq 0.20$ )
- *Increase Current Emphasis* ( $0.10 \leq IS < 0.20$ )
- *Maintain Current Emphasis* ( $IS < 0.10$ )

The results for the City of Schertz are provided on the following pages.



## 2019 Importance-Satisfaction Rating City of Schertz Major Categories of City Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<b>High Priority (IS .10-.20)</b>						
Enforcement of city codes and ordinances	35%	2	58%	14	0.1453	1
<b>Medium Priority (IS &lt;.10)</b>						
Police services	40%	1	82%	5	0.0713	2
City communication with the public	23%	9	72%	12	0.0630	3
Management of stormwater runoff & flood prevention	25%	7	75%	10	0.0623	4
City water and sewer services	30%	4	81%	6	0.0578	5
City parks and recreation programs	33%	3	83%	4	0.0564	6
Trash, recycling, & yard waste collection services	29%	5	81%	7	0.0551	7
Animal Services	17%	10	73%	11	0.0448	8
Emergency medical services	23%	8	86%	3	0.0325	9
Fire services	25%	6	88%	2	0.0302	10
Civic and community centers	13%	11	81%	8	0.0238	11
Customer service provided by City employees	11%	13	78%	9	0.0231	12
Library services	11%	12	89%	1	0.0116	13
Municipal court services	3%	14	64%	13	0.0097	14

**Note:** The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

**Most Important %:**

The "Most Important" percentage represents the sum of the first, second, third, and fourth most important responses for each item. Respondents were asked to identify the items they thought should be the City's top priorities.

**Satisfaction %:**

The "Satisfaction" percentage represents the sum of the ratings "5" and "4" excluding 'don't knows.' Respondents ranked their level of satisfaction with each of the items on a scale of 1 to 5 with "5" being Very Satisfied and "1" being Very Dissatisfied.

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## 2019 Importance-Satisfaction Rating City of Schertz Parks and Recreation Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<b><u>Very High Priority (IS &gt;.20)</u></b>						
Walking and biking trails in the City	48%	1	52%	8	0.2309	1
<b><u>High Priority (IS .10-.20)</u></b>						
Availability of adult recreation programs	25%	3	48%	9	0.1321	2
Availability of youth recreation programs	25%	4	54%	7	0.1155	3
<b><u>Medium Priority (IS &lt;.10)</u></b>						
City swimming pools	21%	6	56%	6	0.0915	4
Number of City parks	23%	5	67%	3	0.0746	5
Maintenance and appearance of existing City parks	38%	2	81%	1	0.0724	6
Quality of outdoor athletic facilities	16%	8	62%	5	0.0600	7
Recreation Center	13%	9	64%	4	0.0482	8
Mowing and trimming of City parks	19%	7	77%	2	0.0428	9

**Note:** The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

**Most Important %:**

The "Most Important" percentage represents the sum of the first, second, and third most important responses for each item. Respondents were asked to identify the items they thought should be the City's top priorities.

**Satisfaction %:**

The "Satisfaction" percentage represents the sum of the ratings "5" and "4" excluding 'don't knows.' Respondents ranked their level of satisfaction with each of the items on a scale of 1 to 5 with "5" being Very Satisfied and "1" being Very Dissatisfied.

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## 2019 Importance-Satisfaction Rating City of Schertz Code Enforcement Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<b>Very High Priority (IS &gt;.20)</b>						
Enforcement of the clean-up of junk & debris	66%	1	52%	3	0.3144	1
Enforcement of mowing of weeds & grass	58%	2	48%	4	0.3016	2
<b>High Priority (IS .10-.20)</b>						
None						
<b>Medium Priority (IS &lt;.10)</b>						
Enforcement of sign regulations	21%	3	55%	2	0.0959	3
Enforcement of graffiti regulations	19%	4	70%	1	0.0558	4

**Note:** The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

**Most Important %:**

The "Most Important" percentage represents the sum of the first and second most important responses for each item. Respondents were asked to identify the items they thought should be the City's top priorities.

**Satisfaction %:**

The "Satisfaction" percentage represents the sum of the ratings "5" and "4" excluding 'don't knows.' Respondents ranked their level of satisfaction with each of the items on a scale of 1 to 5 with "5" being Very Satisfied and "1" being Very Dissatisfied.

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## 2019 Importance-Satisfaction Rating City of Schertz Public Works Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<b>Very High Priority (IS &gt; .20)</b>						
Maintenance of major City streets	49%	1	49%	8	0.2484	1
Maintenance of major TxDOT roadways	45%	2	49%	7	0.2295	2
<b>High Priority (IS .10-.20)</b>						
Adequacy of City street lighting	36%	3	51%	6	0.1774	3
Maintenance of streets in your neighborhood	36%	4	58%	5	0.1508	4
Availability of bike lanes	22%	5	35%	9	0.1411	5
<b>Medium Priority (IS &lt; .10)</b>						
Maintenance of creeks and open channels	16%	8	58%	4	0.0668	6
Condition of sidewalks in the City	16%	7	63%	3	0.0603	7
Mowing/trimming along City streets	14%	9	68%	2	0.0445	8
Cleanliness of City streets and other public areas	17%	6	75%	1	0.0418	9

**Note:** The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

**Most Important %:**

The "Most Important" percentage represents the sum of the first, second, third, and fourth most important responses for each item. Respondents were asked to identify the items they thought should be the City's top priorities.

**Satisfaction %:**

The "Satisfaction" percentage represents the sum of the ratings "5" and "4" excluding 'don't knows.' Respondents ranked their level of satisfaction with each of the items on a scale of 1 to 5 with "5" being Very Satisfied and "1" being Very Dissatisfied.

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**Section 4:**  
**Tabular Data**

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**Q1. Overall Quality of City Services: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with the overall quality of the following services provided by the City of Schertz.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q1-1. City parks & recreation programs	27.1%	46.0%	13.0%	1.7%	0.7%	11.5%
Q1-2. City water & sewer services	32.3%	47.2%	11.5%	4.2%	2.4%	2.4%
Q1-3. Emergency medical services	39.1%	26.4%	9.3%	0.7%	0.5%	24.0%
Q1-4. Enforcement of City codes & ordinances	18.1%	32.0%	21.0%	9.0%	5.6%	14.2%
Q1-5. Fire services	41.3%	26.2%	9.5%	0.0%	0.0%	23.0%
Q1-6. Library services	46.7%	31.3%	9.0%	0.5%	0.2%	12.2%
Q1-7. Management of stormwater runoff & flood prevention	24.2%	41.1%	12.7%	6.8%	2.0%	13.2%
Q1-8. Municipal court services	14.9%	26.4%	20.5%	2.0%	0.5%	35.7%
Q1-9. Police services	40.6%	34.7%	12.0%	3.4%	1.7%	7.6%
Q1-10. Trash, recycling, & yard waste collection services	40.3%	39.9%	9.0%	6.4%	2.9%	1.5%
Q1-11. City communication with the public	28.6%	39.4%	18.6%	5.6%	2.2%	5.6%
Q1-12. Customer service provided by City employees	28.6%	41.1%	14.9%	3.4%	1.2%	10.8%
Q1-13. Animal services (animal control, adoption center)	23.2%	32.5%	15.6%	3.4%	1.5%	23.7%
Q1-14. Civic & community centers	25.9%	36.9%	12.0%	2.4%	0.5%	22.2%

**WITHOUT "DON'T KNOW"**

**Q1. Overall Quality of City Services: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with the overall quality of the following services provided by the City of Schertz. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q1-1. City parks & recreation programs	30.7%	51.9%	14.6%	1.9%	0.8%
Q1-2. City water & sewer services	33.1%	48.4%	11.8%	4.3%	2.5%
Q1-3. Emergency medical services	51.4%	34.7%	12.2%	1.0%	0.6%
Q1-4. Enforcement of City codes & ordinances	21.1%	37.3%	24.5%	10.5%	6.6%
Q1-5. Fire services	53.7%	34.0%	12.4%	0.0%	0.0%
Q1-6. Library services	53.2%	35.7%	10.3%	0.6%	0.3%
Q1-7. Management of stormwater runoff & flood prevention	27.9%	47.3%	14.6%	7.9%	2.3%
Q1-8. Municipal court services	23.2%	41.1%	31.9%	3.0%	0.8%
Q1-9. Police services	43.9%	37.6%	13.0%	3.7%	1.9%
Q1-10. Trash, recycling, & yard waste collection services	40.9%	40.4%	9.2%	6.5%	3.0%
Q1-11. City communication with the public	30.3%	41.7%	19.7%	6.0%	2.3%
Q1-12. Customer service provided by City employees	32.1%	46.0%	16.7%	3.8%	1.4%
Q1-13. Animal services (animal control, adoption center)	30.4%	42.6%	20.5%	4.5%	1.9%
Q1-14. Civic & community centers	33.3%	47.5%	15.4%	3.1%	0.6%

**Q2. Which FOUR of the major categories of City services listed in Question 1 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

<u>Q2. Top choice</u>	<u>Number</u>	<u>Percent</u>
City parks & recreation programs	48	11.7 %
City water & sewer services	47	11.5 %
Emergency medical services	20	4.9 %
Enforcement of City codes & ordinances	51	12.5 %
Fire services	8	2.0 %
Library services	5	1.2 %
Management of stormwater runoff & flood prevention	33	8.1 %
Municipal court services	1	0.2 %
Police services	71	17.4 %
Trash, recycling, & yard waste collection services	30	7.3 %
City communication with the public	17	4.2 %
Customer service provided by City employees	8	2.0 %
Animal services (animal control, adoption center)	9	2.2 %
Civic & community centers	4	1.0 %
None chosen	57	13.9 %
Total	409	100.0 %

**Q2. Which FOUR of the major categories of City services listed in Question 1 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

<u>Q2. 2nd choice</u>	<u>Number</u>	<u>Percent</u>
City parks & recreation programs	36	8.8 %
City water & sewer services	26	6.4 %
Emergency medical services	28	6.8 %
Enforcement of City codes & ordinances	44	10.8 %
Fire services	43	10.5 %
Library services	10	2.4 %
Management of stormwater runoff & flood prevention	20	4.9 %
Municipal court services	2	0.5 %
Police services	41	10.0 %
Trash, recycling, & yard waste collection services	29	7.1 %
City communication with the public	23	5.6 %
Customer service provided by City employees	10	2.4 %
Animal services (animal control, adoption center)	16	3.9 %
Civic & community centers	9	2.2 %
None chosen	72	17.6 %
Total	409	100.0 %



**Q2. Which FOUR of the major categories of City services listed in Question 1 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

<u>Q2. 3rd choice</u>	<u>Number</u>	<u>Percent</u>
City parks & recreation programs	21	5.1 %
City water & sewer services	24	5.9 %
Emergency medical services	36	8.8 %
Enforcement of City codes & ordinances	26	6.4 %
Fire services	32	7.8 %
Library services	13	3.2 %
Management of stormwater runoff & flood prevention	28	6.8 %
Municipal court services	2	0.5 %
Police services	30	7.3 %
Trash, recycling, & yard waste collection services	30	7.3 %
City communication with the public	20	4.9 %
Customer service provided by City employees	16	3.9 %
Animal services (animal control, adoption center)	18	4.4 %
Civic & community centers	17	4.2 %
None chosen	96	23.5 %
Total	409	100.0 %

**Q2. Which FOUR of the major categories of City services listed in Question 1 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

<u>Q2. 4th choice</u>	<u>Number</u>	<u>Percent</u>
City parks & recreation programs	31	7.6 %
City water & sewer services	27	6.6 %
Emergency medical services	11	2.7 %
Enforcement of City codes & ordinances	20	4.9 %
Fire services	20	4.9 %
Library services	15	3.7 %
Management of stormwater runoff & flood prevention	21	5.1 %
Municipal court services	6	1.5 %
Police services	20	4.9 %
Trash, recycling, & yard waste collection services	30	7.3 %
City communication with the public	32	7.8 %
Customer service provided by City employees	9	2.2 %
Animal services (animal control, adoption center)	25	6.1 %
Civic & community centers	21	5.1 %
None chosen	121	29.6 %
Total	409	100.0 %

**SUM OF TOP 4 CHOICES****Q2. Which FOUR of the major categories of City services listed in Question 1 do you think should receive the MOST EMPHASIS from City leaders over the next two years? (top 4)**

<u>Q2. Sum of top 4 choices</u>	<u>Number</u>	<u>Percent</u>
City parks & recreation programs	136	33.3 %
City water & sewer services	124	30.3 %
Emergency medical services	95	23.2 %
Enforcement of City codes & ordinances	141	34.5 %
Fire services	103	25.2 %
Library services	43	10.5 %
Management of stormwater runoff & flood prevention	102	24.9 %
Municipal court services	11	2.7 %
Police services	162	39.6 %
Trash, recycling, & yard waste collection services	119	29.1 %
City communication with the public	92	22.5 %
Customer service provided by City employees	43	10.5 %
Animal services (animal control, adoption center)	68	16.6 %
Civic & community centers	51	12.5 %
None chosen	57	13.9 %
Total	1347	

**Q3. Public Safety: Using a scale of 1 to 5, where 5 means "very safe" and 1 means "very unsafe," please indicate how safe you feel in the following situations.**

(N=409)

	Very safe	Safe	Neutral	Unsafe	Very unsafe	Don't know
Q3-1. In your neighborhood during the day	61.1%	30.8%	5.9%	0.7%	0.2%	1.2%
Q3-2. In your neighborhood at night	37.7%	44.5%	12.5%	3.2%	0.2%	2.0%
Q3-3. Overall feeling of safety in Schertz	35.5%	50.9%	9.8%	1.7%	0.0%	2.2%
Q3-4. In City parks	18.8%	38.6%	20.5%	1.7%	0.5%	19.8%
Q3-5. In commercial & retail areas	26.9%	53.8%	13.9%	1.2%	0.2%	3.9%

**WITHOUT "DON'T KNOW"**

**Q3. Public Safety: Using a scale of 1 to 5, where 5 means "very safe" and 1 means "very unsafe," please indicate how safe you feel in the following situations. (without "don't know")**

(N=409)

	Very safe	Safe	Neutral	Unsafe	Very unsafe
Q3-1. In your neighborhood during the day	61.9%	31.2%	5.9%	0.7%	0.2%
Q3-2. In your neighborhood at night	38.4%	45.4%	12.7%	3.2%	0.2%
Q3-3. Overall feeling of safety in Schertz	36.3%	52.0%	10.0%	1.8%	0.0%
Q3-4. In City parks	23.5%	48.2%	25.6%	2.1%	0.6%
Q3-5. In commercial & retail areas	28.0%	56.0%	14.5%	1.3%	0.3%

**Q4. Perceptions of the City: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q4-1. Overall quality of services provided by City	28.1%	55.7%	12.0%	1.7%	1.0%	1.5%
Q4-2. How well City is keeping up with growth	16.9%	44.5%	21.0%	10.8%	3.4%	3.4%
Q4-3. Overall quality of life in City	31.8%	52.6%	12.0%	1.5%	0.5%	1.7%
Q4-4. Overall value you receive for City taxes & fees	14.4%	38.9%	25.7%	13.4%	3.2%	4.4%
Q4-5. Overall quality of new development	14.4%	37.4%	30.1%	9.8%	2.2%	6.1%
Q4-6. Appearance of residential property in City	15.6%	52.8%	19.8%	7.3%	2.4%	2.0%
Q4-7. Appearance of commercial property in City	14.9%	53.8%	23.5%	4.6%	1.0%	2.2%
Q4-8. Overall appearance of City	21.8%	55.0%	17.1%	3.7%	0.5%	2.0%

**WITHOUT "DON'T KNOW"****Q4. Perceptions of the City: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q4-1. Overall quality of services provided by City	28.5%	56.6%	12.2%	1.7%	1.0%
Q4-2. How well City is keeping up with growth	17.5%	46.1%	21.8%	11.1%	3.5%
Q4-3. Overall quality of life in City	32.3%	53.5%	12.2%	1.5%	0.5%
Q4-4. Overall value you receive for City taxes & fees	15.1%	40.7%	26.9%	14.1%	3.3%
Q4-5. Overall quality of new development	15.4%	39.8%	32.0%	10.4%	2.3%
Q4-6. Appearance of residential property in City	16.0%	53.9%	20.2%	7.5%	2.5%
Q4-7. Appearance of commercial property in City	15.3%	55.0%	24.0%	4.8%	1.0%
Q4-8. Overall appearance of City	22.2%	56.1%	17.5%	3.7%	0.5%

**Q5. Parks and Recreation: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q5-1. Maintenance & appearance of existing City parks	19.6%	52.1%	11.0%	5.1%	0.2%	12.0%
Q5-2. Number of City parks	18.3%	40.8%	19.3%	10.0%	0.7%	10.8%
Q5-3. Walking & biking trails in City	12.7%	31.8%	21.8%	13.7%	5.4%	14.7%
Q5-4. Recreation center	14.7%	34.5%	21.5%	4.2%	1.5%	23.7%
Q5-5. City swimming pools	13.7%	28.9%	24.7%	7.3%	2.0%	23.5%
Q5-6. Availability of youth recreation programs	11.2%	25.7%	23.0%	6.8%	1.7%	31.5%
Q5-7. Availability of adult recreation programs	8.3%	26.2%	26.7%	9.3%	1.7%	27.9%
Q5-8. Quality of outdoor athletic facilities (e.g., baseball, soccer)	14.7%	31.3%	22.7%	4.2%	1.5%	25.7%
Q5-9. Mowing & trimming of City parks	20.0%	48.2%	16.6%	2.4%	1.2%	11.5%

**WITHOUT "DON'T KNOW"**

**Q5. Parks and Recreation: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q5-1. Maintenance & appearance of existing City parks	22.2%	59.2%	12.5%	5.8%	0.3%
Q5-2. Number of City parks	20.5%	45.8%	21.6%	11.2%	0.8%
Q5-3. Walking & biking trails in City	14.9%	37.2%	25.5%	16.0%	6.3%
Q5-4. Recreation center	19.2%	45.2%	28.2%	5.4%	1.9%
Q5-5. City swimming pools	17.9%	37.7%	32.3%	9.6%	2.6%
Q5-6. Availability of youth recreation programs	16.4%	37.5%	33.6%	10.0%	2.5%
Q5-7. Availability of adult recreation programs	11.5%	36.3%	36.9%	12.9%	2.4%
Q5-8. Quality of outdoor athletic facilities (e.g. , baseball, soccer)	19.7%	42.1%	30.6%	5.6%	2.0%
Q5-9. Mowing & trimming of City parks	22.7%	54.4%	18.8%	2.8%	1.4%

**Q6. Which THREE of the parks and recreation services listed in Question 5 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

Q6. Top choice	Number	Percent
Maintenance & appearance of existing City parks	79	19.3 %
Number of City parks	35	8.6 %
Walking & biking trails in City	92	22.5 %
Recreation center	15	3.7 %
City swimming pools	28	6.8 %
Availability of youth recreation programs	39	9.5 %
Availability of adult recreation programs	16	3.9 %
Quality of outdoor athletic facilities (e.g., baseball, soccer)	12	2.9 %
Mowing & trimming of City parks	16	3.9 %
None chosen	77	18.8 %
Total	409	100.0 %

**Q6. Which THREE of the parks and recreation services listed in Question 5 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

Q6. 2nd choice	Number	Percent
Maintenance & appearance of existing City parks	40	9.8 %
Number of City parks	35	8.6 %
Walking & biking trails in City	59	14.4 %
Recreation center	19	4.6 %
City swimming pools	33	8.1 %
Availability of youth recreation programs	36	8.8 %
Availability of adult recreation programs	41	10.0 %
Quality of outdoor athletic facilities (e.g., baseball, soccer)	19	4.6 %
Mowing & trimming of City parks	31	7.6 %
None chosen	96	23.5 %
Total	409	100.0 %



**Q6. Which THREE of the parks and recreation services listed in Question 5 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

Q6. 3rd choice	Number	Percent
Maintenance & appearance of existing City parks	37	9.0 %
Number of City parks	22	5.4 %
Walking & biking trails in City	46	11.2 %
Recreation center	21	5.1 %
City swimming pools	24	5.9 %
Availability of youth recreation programs	28	6.8 %
Availability of adult recreation programs	47	11.5 %
Quality of outdoor athletic facilities (e.g., baseball, soccer)	34	8.3 %
Mowing & trimming of City parks	29	7.1 %
None chosen	121	29.6 %
Total	409	100.0 %

**SUM OF TOP 3 CHOICES**

**Q6. Which THREE of the parks and recreation services listed in Question 5 do you think should receive the MOST EMPHASIS from City leaders over the next two years? (top 3)**

Q6. Sum of top 3 choices	Number	Percent
Maintenance & appearance of existing City parks	156	38.1 %
Number of City parks	92	22.5 %
Walking & biking trails in City	197	48.2 %
Recreation center	55	13.4 %
City swimming pools	85	20.8 %
Availability of youth recreation programs	103	25.2 %
Availability of adult recreation programs	104	25.4 %
Quality of outdoor athletic facilities (e.g., baseball, soccer)	65	15.9 %
Mowing & trimming of City parks	76	18.6 %
None chosen	77	18.8 %
Total	1010	

**Q7. Code Enforcement: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following items.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q7-1. Enforcement of clean-up of junk & debris on private property	10.0%	37.7%	23.7%	15.2%	4.6%	8.8%
Q7-2. Enforcement of mowing of weeds & grass on private property	9.5%	33.7%	24.0%	18.8%	5.1%	8.8%
Q7-3. Enforcement of sign regulations	11.2%	36.2%	27.1%	8.1%	2.7%	14.7%
Q7-4. Enforcement of graffiti regulations	18.1%	38.9%	21.0%	3.2%	0.5%	18.3%

**WITHOUT "DON'T KNOW"**

**Q7. Code Enforcement: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following items. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q7-1. Enforcement of clean-up of junk & debris on private property	11.0%	41.3%	26.0%	16.6%	5.1%
Q7-2. Enforcement of mowing of weeds & grass on private property	10.5%	37.0%	26.3%	20.6%	5.6%
Q7-3. Enforcement of sign regulations	13.2%	42.4%	31.8%	9.5%	3.2%
Q7-4. Enforcement of graffiti regulations	22.2%	47.6%	25.7%	3.9%	0.6%

**Q8. Which TWO of the code enforcement services listed in Question 7 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

Q8. Top choice	Number	Percent
Enforcement of clean-up of junk & debris on private property	183	44.7 %
Enforcement of mowing of weeds & grass on private property	85	20.8 %
Enforcement of sign regulations	38	9.3 %
Enforcement of graffiti regulations	38	9.3 %
None chosen	65	15.9 %
Total	409	100.0 %

**Q8. Which TWO of the code enforcement services listed in Question 7 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

Q8. 2nd choice	Number	Percent
Enforcement of clean-up of junk & debris on private property	85	20.8 %
Enforcement of mowing of weeds & grass on private property	152	37.2 %
Enforcement of sign regulations	49	12.0 %
Enforcement of graffiti regulations	38	9.3 %
None chosen	85	20.8 %
Total	409	100.0 %

**SUM OF TOP 2 CHOICES**

**Q8. Which TWO of the code enforcement services listed in Question 7 do you think should receive the MOST EMPHASIS from City leaders over the next two years? (top 2)**

Q8. Sum of top 2 choices	Number	Percent
Enforcement of clean-up of junk & debris on private property	268	65.5 %
Enforcement of mowing of weeds & grass on private property	237	57.9 %
Enforcement of sign regulations	87	21.3 %
Enforcement of graffiti regulations	76	18.6 %
None chosen	65	15.9 %
Total	733	

**Q9. Public Works: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q9-1. Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	10.3%	38.1%	17.6%	24.9%	7.3%	1.7%
Q9-2. Maintenance of major City streets (non-TxDOT roadways)	8.3%	39.1%	21.8%	22.2%	6.4%	2.2%
Q9-3. Maintenance of streets in your neighborhood	13.0%	43.3%	17.4%	15.6%	7.3%	3.4%
Q9-4. Mowing/trimming along City streets	15.4%	50.6%	21.0%	7.6%	2.0%	3.4%
Q9-5. Cleanliness of City streets & other public areas	19.6%	53.3%	17.1%	6.1%	1.2%	2.7%
Q9-6. Maintenance of creeks & open channels	11.0%	38.4%	23.7%	9.0%	2.7%	15.2%
Q9-7. Condition of sidewalks in City	12.2%	47.2%	21.8%	8.6%	4.2%	6.1%
Q9-8. Availability of bike lanes	4.4%	24.9%	29.3%	17.1%	7.3%	16.9%
Q9-9. Adequacy of City street lighting	8.8%	39.9%	23.5%	19.8%	3.9%	4.2%

**WITHOUT "DON'T KNOW"**

**Q9. Public Works: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q9-1. Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	10.4%	38.8%	17.9%	25.4%	7.5%
Q9-2. Maintenance of major City streets (non-TxDOT roadways)	8.5%	40.0%	22.3%	22.8%	6.5%
Q9-3. Maintenance of streets in your neighborhood	13.4%	44.8%	18.0%	16.2%	7.6%
Q9-4. Mowing/trimming along City streets	15.9%	52.4%	21.8%	7.8%	2.0%
Q9-5. Cleanliness of City streets & other public areas	20.1%	54.8%	17.6%	6.3%	1.3%
Q9-6. Maintenance of creeks & open channels	13.0%	45.2%	28.0%	10.7%	3.2%
Q9-7. Condition of sidewalks in City	13.0%	50.3%	23.2%	9.1%	4.4%
Q9-8. Availability of bike lanes	5.3%	30.0%	35.3%	20.6%	8.8%
Q9-9. Adequacy of City street lighting	9.2%	41.6%	24.5%	20.7%	4.1%

**Q10. Which THREE of the public works services listed in Question 9 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

<u>Q10. Top choice</u>	<u>Number</u>	<u>Percent</u>
Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	113	27.6 %
Maintenance of major City streets (non-TxDOT roadways)	71	17.4 %
Maintenance of streets in your neighborhood	50	12.2 %
Mowing/trimming along City streets	16	3.9 %
Cleanliness of City streets & other public areas	11	2.7 %
Maintenance of creeks & open channels	20	4.9 %
Condition of sidewalks in City	10	2.4 %
Availability of bike lanes	28	6.8 %
Adequacy of City street lighting	39	9.5 %
None chosen	51	12.5 %
Total	409	100.0 %

**Q10. Which THREE of the public works services listed in Question 9 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

<u>Q10. 2nd choice</u>	<u>Number</u>	<u>Percent</u>
Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	44	10.8 %
Maintenance of major City streets (non-TxDOT roadways)	87	21.3 %
Maintenance of streets in your neighborhood	49	12.0 %
Mowing/trimming along City streets	19	4.6 %
Cleanliness of City streets & other public areas	26	6.4 %
Maintenance of creeks & open channels	15	3.7 %
Condition of sidewalks in City	29	7.1 %
Availability of bike lanes	31	7.6 %
Adequacy of City street lighting	42	10.3 %
None chosen	67	16.4 %
Total	409	100.0 %

**Q10. Which THREE of the public works services listed in Question 9 do you think should receive the MOST EMPHASIS from City leaders over the next two years?**

Q10. 3rd choice	Number	Percent
Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	27	6.6 %
Maintenance of major City streets (non-TxDOT roadways)	41	10.0 %
Maintenance of streets in your neighborhood	48	11.7 %
Mowing/trimming along City streets	22	5.4 %
Cleanliness of City streets & other public areas	31	7.6 %
Maintenance of creeks & open channels	30	7.3 %
Condition of sidewalks in City	28	6.8 %
Availability of bike lanes	30	7.3 %
Adequacy of City street lighting	67	16.4 %
None chosen	85	20.8 %
Total	409	100.0 %

**SUM OF TOP 3 CHOICES**

**Q10. Which THREE of the public works services listed in Question 9 do you think should receive the MOST EMPHASIS from City leaders over the next two years? (top 3)**

Q10. Sum of top 3 choices	Number	Percent
Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	184	45.0 %
Maintenance of major City streets (non-TxDOT roadways)	199	48.7 %
Maintenance of streets in your neighborhood	147	35.9 %
Mowing/trimming along City streets	57	13.9 %
Cleanliness of City streets & other public areas	68	16.6 %
Maintenance of creeks & open channels	65	15.9 %
Condition of sidewalks in City	67	16.4 %
Availability of bike lanes	89	21.8 %
Adequacy of City street lighting	148	36.2 %
None chosen	51	12.5 %
Total	1075	

**Q11. Communication: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q11-1. Availability of information about government operations	10.5%	39.9%	28.1%	9.3%	2.0%	10.3%
Q11-2. City efforts to keep residents informed about local issues	16.1%	41.1%	21.3%	12.2%	2.9%	6.4%
Q11-3. Level of public involvement in City decision-making	8.3%	29.1%	30.1%	13.4%	3.7%	15.4%
Q11-4. Usefulness of information that is available on City's website	14.7%	35.9%	28.6%	5.9%	2.4%	12.5%
Q11-5. How well City listens & responds to needs of citizens	8.8%	26.9%	30.3%	12.0%	3.4%	18.6%
Q11-6. Level of fiscal transparency	8.1%	27.6%	30.3%	9.5%	2.0%	22.5%
Q11-7. Schertz Magazine	44.0%	35.9%	12.2%	1.7%	2.0%	4.2%
Q11-8. City's social media pages	12.7%	31.5%	25.2%	1.7%	0.7%	28.1%
Q11-9. City's biweekly electronic newsletter	8.3%	24.7%	27.6%	1.7%	1.5%	36.2%



**WITHOUT "DON'T KNOW"**

**Q11. Communication: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with each of the following. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q11-1. Availability of information about government operations	11.7%	44.4%	31.3%	10.4%	2.2%
Q11-2. City efforts to keep residents informed about local issues	17.2%	43.9%	22.7%	13.1%	3.1%
Q11-3. Level of public involvement in City decision-making	9.8%	34.4%	35.5%	15.9%	4.3%
Q11-4. Usefulness of information that is available on City's website	16.8%	41.1%	32.7%	6.7%	2.8%
Q11-5. How well City listens & responds to needs of citizens	10.8%	33.0%	37.2%	14.7%	4.2%
Q11-6. Level of fiscal transparency	10.4%	35.6%	39.1%	12.3%	2.5%
Q11-7. Schertz Magazine	45.9%	37.5%	12.8%	1.8%	2.0%
Q11-8. City's social media pages	17.7%	43.9%	35.0%	2.4%	1.0%
Q11-9. City's biweekly electronic newsletter	13.0%	38.7%	43.3%	2.7%	2.3%

**Q12. Which of the following electronic sources of information are you currently using?**

Q12. What electronic sources of information are you currently using	Number	Percent
Facebook	258	63.1 %
Twitter	39	9.5 %
YouTube	128	31.3 %
Instagram	66	16.1 %
iPhone application	119	29.1 %
Android applications	77	18.8 %
Nextdoor	139	34.0 %
Land line	80	19.6 %
Text messages	248	60.6 %
Internet (general use)	300	73.3 %
Email	314	76.8 %
Other	7	1.7 %
None of above	13	3.2 %
Total	1788	

**WITHOUT "NONE OF ABOVE"****Q12. Which of the following electronic sources of information are you currently using? (without "none of above")**

Q12. What electronic sources of information are you currently using	Number	Percent
Facebook	258	65.2 %
Twitter	39	9.8 %
YouTube	128	32.3 %
Instagram	66	16.7 %
iPhone application	119	30.1 %
Android applications	77	19.4 %
Nextdoor	139	35.1 %
Land line	80	20.2 %
Text messages	248	62.6 %
Internet (general use)	300	75.8 %
Email	314	79.3 %
Other	7	1.8 %
Total	1775	

**Q12-12. Other**

Q12-13. Other	Number	Percent
Schertz Magazine	2	28.6 %
HOA NEWSLETTER/HERALD	1	14.3 %
LOCAL MEETINGS, MAILERS, SIGNS	1	14.3 %
SCHERTZ MAGAZINE AND REGIONAL NEWSPAPER	1	14.3 %
ONLINE BILL PAY	1	14.3 %
Friends, veterans, meetings, rumors	1	14.3 %
Total	7	100.0 %

**Q12a. If you use Facebook, Twitter, YouTube, or Instagram, do you follow any of the City's accounts on these social media outlets?**

Q12a. Do you follow any City's accounts on social media outlets	Number	Percent
Yes	121	43.1 %
No	149	53.0 %
Not provided	11	3.9 %
Total	281	100.0 %

**WITHOUT "NOT PROVIDED"****Q12a. If you use Facebook, Twitter, YouTube, or Instagram, do you follow any of the City's accounts on these social media outlets? (without "not provided")**

Q12a. Do you follow any City's accounts on social media outlets	Number	Percent
Yes	121	44.8 %
No	149	55.2 %
Total	270	100.0 %

**Q13. From which of the following sources do you currently get information about the City of Schertz?**

Q13. From what sources do you currently get City information	Number	Percent
City website (www.schertz.com)	220	53.8 %
Enclosures in City utility bill	133	32.5 %
Local TV news	139	34.0 %
Neighborhood groups (HOA)	122	29.8 %
Northeast Herald	92	22.5 %
S.A. Express News	49	12.0 %
Local radio	39	9.5 %
City social media outlets	72	17.6 %
Public meetings	43	10.5 %
Schertz Magazine	348	85.1 %
Post cards	13	3.2 %
Public service announcements (videos)	14	3.4 %
Electronic newsletter (email)	70	17.1 %
City Council meetings	40	9.8 %
Other	16	3.9 %
Total	1410	

**Q13-15. Other**

<u>Q13-15. Other</u>	<u>Number</u>	<u>Percent</u>
MAIL	2	14.3 %
Police Facebook	1	7.1 %
Citizens	1	7.1 %
GVEC AND LOCAL	1	7.1 %
Banner and electronic sign	1	7.1 %
CIBOLO/SCHERTZ FACEBOOK PAGE	1	7.1 %
COMMUNITY FACEBOOK PAGE	1	7.1 %
Schertz Chatterbox Facebook page	1	7.1 %
Facebook/Twitter	1	7.1 %
WORD OF MOUTH	1	7.1 %
GVEC MAGAZINE	1	7.1 %
City billboard	1	7.1 %
<u>Friends involved in City issues</u>	<u>1</u>	<u>7.1 %</u>
Total	14	100.0 %

**Q14. From which THREE of the sources listed in Question 13 would you most prefer to get information about the City?**

Q14. Top choice	Number	Percent
City website (www.schertz.com)	100	24.4 %
Enclosures in City utility bill	25	6.1 %
Local TV news	19	4.6 %
Neighborhood groups (HOA)	7	1.7 %
Northeast Herald	12	2.9 %
S.A. Express News	4	1.0 %
Local radio	1	0.2 %
City social media outlets	36	8.8 %
Public meetings	2	0.5 %
Schertz Magazine	87	21.3 %
Post cards	2	0.5 %
Public service announcements (videos)	3	0.7 %
Electronic newsletter (email)	50	12.2 %
Other	4	1.0 %
None chosen	57	13.9 %
Total	409	100.0 %

**Q14. From which THREE of the sources listed in Question 13 would you most prefer to get information about the City?**

Q14. 2nd choice	Number	Percent
City website (www.schertz.com)	45	11.0 %
Enclosures in City utility bill	39	9.5 %
Local TV news	17	4.2 %
Neighborhood groups (HOA)	18	4.4 %
Northeast Herald	18	4.4 %
S.A. Express News	5	1.2 %
Local radio	5	1.2 %
City social media outlets	20	4.9 %
Public meetings	8	2.0 %
Schertz Magazine	102	24.9 %
Post cards	6	1.5 %
Public service announcements (videos)	5	1.2 %
Electronic newsletter (email)	26	6.4 %
City Council meetings	7	1.7 %
Other	5	1.2 %
None chosen	83	20.3 %
Total	409	100.0 %

**Q14. From which THREE of the sources listed in Question 13 would you most prefer to get information about the City?**

Q14. 3rd choice	Number	Percent
City website (www.schertz.com)	36	8.8 %
Enclosures in City utility bill	34	8.3 %
Local TV news	25	6.1 %
Neighborhood groups (HOA)	16	3.9 %
Northeast Herald	14	3.4 %
S.A. Express News	2	0.5 %
Local radio	7	1.7 %
City social media outlets	29	7.1 %
Public meetings	10	2.4 %
Schertz Magazine	50	12.2 %
Post cards	14	3.4 %
Public service announcements (videos)	3	0.7 %
Electronic newsletter (email)	41	10.0 %
City Council meetings	10	2.4 %
Other	9	2.2 %
<u>None chosen</u>	<u>109</u>	<u>26.7 %</u>
Total	409	100.0 %

**SUM OF TOP 3 CHOICES****Q14. From which THREE of the sources listed in Question 13 would you most prefer to get information about the City? (top 3)**

Q14. Sum of top 3 choices	Number	Percent
City website (www.schertz.com)	181	44.3 %
Enclosures in City utility bill	98	24.0 %
Local TV news	61	14.9 %
Neighborhood groups (HOA)	41	10.0 %
Northeast Herald	44	10.8 %
S.A. Express News	11	2.7 %
Local radio	13	3.2 %
City social media outlets	85	20.8 %
Public meetings	20	4.9 %
Schertz Magazine	239	58.4 %
Post cards	22	5.4 %
Public service announcements (videos)	11	2.7 %
Electronic newsletter (email)	117	28.6 %
City Council meetings	17	4.2 %
Other	18	4.4 %
<u>None chosen</u>	<u>57</u>	<u>13.9 %</u>
Total	1035	

**Q15. Have you contacted the City of Schertz during the past year?**

Q15. Have you contacted City of Schertz during past year	Number	Percent
Yes	205	50.1 %
No	193	47.2 %
Not provided	11	2.7 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"**

**Q15. Have you contacted the City of Schertz during the past year? (without "not provided")**

Q15. Have you contacted City of Schertz during past year	Number	Percent
Yes	205	51.5 %
No	193	48.5 %
Total	398	100.0 %

**Q15a. (Only if "YES" to Question 15) How would you describe the service you received?**

Q15a. How would you describe the service you received	Number	Percent
Excellent	78	38.0 %
Good	71	34.6 %
Fair	27	13.2 %
Poor	26	12.7 %
Don't know	3	1.5 %
Total	205	100.0 %

**WITHOUT "DON'T KNOW"**

**Q15a. (Only if "YES" to Question 15) How would you describe the service you received? (without "don't know")**

Q15a. How would you describe the service you received	Number	Percent
Excellent	78	38.6 %
Good	71	35.1 %
Fair	27	13.4 %
Poor	26	12.9 %
Total	202	100.0 %

**Q15b. (Only if "YES" to Question 15) Using a 5-point scale, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with the City employees in the Department you contacted most recently with regard to the following.**

(N=205)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q15b-1. How easy they were to contact	44.4%	35.6%	9.8%	5.4%	4.4%	0.5%
Q15b-2. The way you were treated	48.8%	31.2%	8.3%	7.8%	3.4%	0.5%
Q15b-3. Accuracy of information & assistance you were given	42.0%	33.7%	8.3%	9.8%	5.4%	1.0%
Q15b-4. How quickly City staff responded to your request	41.0%	29.3%	11.7%	11.2%	5.4%	1.5%
Q15b-5. How well your issue was handled	38.0%	28.3%	12.2%	11.2%	8.8%	1.5%

**WITHOUT "DON'T KNOW"**

**Q15b. (Only if "YES" to Question 15) Using a 5-point scale, where 5 means "very satisfied" and 1 means "very dissatisfied," please rate your satisfaction with the City employees in the Department you contacted most recently with regard to the following. (without "don't know")**

(N=205)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q15b-1. How easy they were to contact	44.6%	35.8%	9.8%	5.4%	4.4%
Q15b-2. The way you were treated	49.0%	31.4%	8.3%	7.8%	3.4%
Q15b-3. Accuracy of information & assistance you were given	42.4%	34.0%	8.4%	9.9%	5.4%
Q15b-4. How quickly City staff responded to your request	41.6%	29.7%	11.9%	11.4%	5.4%
Q15b-5. How well your issue was handled	38.6%	28.7%	12.4%	11.4%	8.9%



**Q16. Do you know the City has an Animal Adoption Center?**

Q16. Do you know City has an Animal Adoption Center	Number	Percent
Yes	320	78.2 %
No	71	17.4 %
Not provided	18	4.4 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q16. Do you know the City has an Animal Adoption Center? (without "not provided")**

Q16. Do you know City has an Animal Adoption Center	Number	Percent
Yes	320	81.8 %
No	71	18.2 %
Total	391	100.0 %

**Q17. What services would you like to see the Animal Adoption Center provide/provide more of?**

Q17. What services would you like to see Animal Adoption Center provide/provide more of	Number	Percent
Spay/neuter clinics	180	56.3 %
Microchipping clinic	151	47.2 %
Adoption events	152	47.5 %
Vaccination clinics	183	57.2 %
Information on pet care	60	18.8 %
Information on becoming a pet foster	63	19.7 %
Volunteer opportunities	96	30.0 %
Information on managing conflict between wildlife & people/pets	90	28.1 %
Other	10	3.1 %
Total	985	

**Q17-9. Other**

Q17-9. Other	Number	Percent
AVAILABILITY OF SERVICES AT NIGHT	1	11.1 %
RABIES PREVENTION EDUCATION, OPEN ADOPTION CENTER AGAIN	1	11.1 %
PRIVATIZED IT	1	11.1 %
UPDATED/BETTER PICTURES	1	11.1 %
Customer service needs a little work	1	11.1 %
MORE INFORMATION ON CURRENT SERVICES. HELP WITH ERADICATING COYOTES	1	11.1 %
INFO ON QUALITY KENNELING OF PETS WHEN NEEDED	1	11.1 %
WILDLIFE CONTROL IN GENERAL	1	11.1 %
No kill	1	11.1 %
Total	9	100.0 %

**Q18. Solid Waste/Utility Services: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 Means "very dissatisfied," please rate your satisfaction with each of the following.**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied	Don't know
Q18-1. Residential trash (garbage) collection services	44.5%	39.1%	6.8%	5.1%	2.2%	2.2%
Q18-2. Bulky item pick up/removal services (old furniture, appliances)	20.3%	27.6%	21.3%	9.3%	3.2%	18.3%
Q18-3. Recycling services	34.5%	36.4%	14.4%	4.6%	3.2%	6.8%
Q18-4. Water services	34.0%	43.5%	12.5%	3.9%	2.4%	3.7%
Q18-5. Sewer services	34.7%	40.6%	14.2%	2.2%	1.2%	7.1%
Q18-6. Utility billing	31.3%	43.0%	13.7%	5.9%	2.4%	3.7%

**WITHOUT "DON'T KNOW"**

**Q18. Solid Waste/Utility Services: Using a scale of 1 to 5, where 5 means "very satisfied" and 1 Means "very dissatisfied," please rate your satisfaction with each of the following. (without "don't know")**

(N=409)

	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
Q18-1. Residential trash (garbage) collection services	45.5%	40.0%	7.0%	5.3%	2.3%
Q18-2. Bulky item pick up/removal services (old furniture, appliances)	24.9%	33.8%	26.0%	11.4%	3.9%
Q18-3. Recycling services	37.0%	39.1%	15.5%	5.0%	3.4%
Q18-4. Water services	35.3%	45.2%	12.9%	4.1%	2.5%
Q18-5. Sewer services	37.4%	43.7%	15.3%	2.4%	1.3%
Q18-6. Utility billing	32.5%	44.7%	14.2%	6.1%	2.5%

**Q19. Expectations for Services: Using a scale from 1 to 5, where 5 means the level of service provided by the City "should be much higher" than it is now and 1 means it "should be much lower," please indicate how the level of service provided by the City should change in each of the areas listed below.**

(N=409)

	Should be much higher	Should be a little higher	Should stay the same	Should be a little lower	Should be much lower	Don't know
Q19-1. Library services	5.9%	18.3%	51.1%	0.2%	0.2%	24.2%
Q19-2. Law enforcement	11.5%	35.7%	40.3%	1.2%	0.5%	10.8%
Q19-3. Fire response	7.3%	22.0%	49.6%	0.0%	0.0%	21.0%
Q19-4. Emergency medical services	9.5%	24.2%	46.9%	0.5%	0.2%	18.6%
Q19-5. Parks & open space	12.7%	34.2%	33.5%	1.5%	0.2%	17.8%
Q19-6. Recreation activities	11.0%	36.2%	32.3%	0.7%	1.0%	18.8%
Q19-7. Maintenance of streets & sidewalks	30.8%	43.5%	19.3%	0.2%	0.2%	5.9%

**WITHOUT "DON'T KNOW"**

**Q19. Expectations for Services: Using a scale from 1 to 5, where 5 means the level of service provided by the City "should be much higher" than it is now and 1 means it "should be much lower," please indicate how the level of service provided by the City should change in each of the areas listed below. (without "don't know")**

(N=409)

	Should be much higher	Should be a little higher	Should stay the same	Should be a little lower	Should be much lower
Q19-1. Library services	7.7%	24.2%	67.4%	0.3%	0.3%
Q19-2. Law enforcement	12.9%	40.0%	45.2%	1.4%	0.5%
Q19-3. Fire response	9.3%	27.9%	62.8%	0.0%	0.0%
Q19-4. Emergency medical services	11.7%	29.7%	57.7%	0.6%	0.3%
Q19-5. Parks & open space	15.5%	41.7%	40.8%	1.8%	0.3%
Q19-6. Recreation activities	13.6%	44.6%	39.8%	0.9%	1.2%
Q19-7. Maintenance of streets & sidewalks	32.7%	46.2%	20.5%	0.3%	0.3%

**Q20. What do you think are the THREE biggest issues Schertz will face within the next FIVE years?**

Q20. Biggest issues Schertz will face within next five years	Number	Percent
Traffic	324	79.2 %
Planning for rapid growth	205	50.1 %
Public schools	75	18.3 %
Road repair/maintenance/expansion	212	51.8 %
Taxes/property taxes/finances	145	35.5 %
Public transportation	39	9.5 %
Crime	90	22.0 %
Environmental issues	14	3.4 %
Utility rates	44	10.8 %
Neighborhood preservation	38	9.3 %
Other	5	1.2 %
Don't know	3	0.7 %
Total	1194	

**WITHOUT "DON'T KNOW"****Q20. What do you think are the THREE biggest issues Schertz will face within the next FIVE years? (without "don't know")**

Q20. Biggest issues Schertz will face within next five years	Number	Percent
Traffic	324	79.8 %
Planning for rapid growth	205	50.5 %
Public schools	75	18.5 %
Road repair/maintenance/expansion	212	52.2 %
Taxes/property taxes/finances	145	35.7 %
Public transportation	39	9.6 %
Crime	90	22.2 %
Environmental issues	14	3.4 %
Utility rates	44	10.8 %
Neighborhood preservation	38	9.4 %
Other	5	1.2 %
Total	1191	

**Q20-11. Other**

Q20-11. Other	Number	Percent
Cibolo Creek floods	1	20.0 %
Permitting department	1	20.0 %
RE-EVALUATE FEMA FLOOD ZONES	1	20.0 %
SCHOOL BUS TRANSPORTATION	1	20.0 %
1518 EXPANSION	1	20.0 %
Total	5	100.0 %

**Q21. Which of the following are the primary reasons you choose to live in Schertz?**

<u>Q21. Primary reasons you choose to live in Schertz</u>	<u>Number</u>	<u>Percent</u>
Location	307	75.1 %
Convenience	146	35.7 %
Affordability	171	41.8 %
Quality of life	227	55.5 %
I grew up here	33	8.1 %
I went to college here	3	0.7 %
Schools	98	24.0 %
It's a safe community	199	48.7 %
Good City services, such as police & fire	133	32.5 %
Parks & recreation programs	43	10.5 %
Friends/family are here	105	25.7 %
Entertainment opportunities	15	3.7 %
Business opportunities	10	2.4 %
I work here	42	10.3 %
I don't know	6	1.5 %
Total	1538	

**WITHOUT "DON'T KNOW"****Q21. Which of the following are the primary reasons you choose to live in Schertz? (without "I don't know")**

<u>Q21. Primary reasons you choose to live in Schertz</u>	<u>Number</u>	<u>Percent</u>
Location	306	75.9 %
Convenience	146	36.2 %
Affordability	170	42.2 %
Quality of life	226	56.1 %
I grew up here	33	8.2 %
I went to college here	3	0.7 %
Schools	98	24.3 %
It's a safe community	198	49.1 %
Good City services, such as police & fire	133	33.0 %
Parks & recreation programs	43	10.7 %
Friends/family are here	105	26.1 %
Entertainment opportunities	15	3.7 %
Business opportunities	10	2.5 %
I work here	42	10.4 %
Total	1528	

**Q22. Are you familiar with the following programs offered by the City of Schertz?**

<u>Q22. Are you familiar with following City programs</u>	<u>Number</u>	<u>Percent</u>
Citizens Police Academy	144	35.2 %
Schertz Senior Center	219	53.5 %
EMS Passport to Care	84	20.5 %
Regional Emergency Alert Network(REAN)	57	13.9 %
VIA Rideshare	43	10.5 %
Alamo Regional Transit (ART)	28	6.8 %
Library Brainfuse	22	5.4 %
None of these	126	30.8 %
Total	723	

**WITHOUT "NONE OF THESE"****Q22. Are you familiar with the following programs offered by the City of Schertz? (without "none of these")**

<u>Q22. Are you familiar with following City programs</u>	<u>Number</u>	<u>Percent</u>
Citizens Police Academy	144	50.9 %
Schertz Senior Center	219	77.4 %
EMS Passport to Care	84	29.7 %
Regional Emergency Alert Network(REAN)	57	20.1 %
VIA Rideshare	43	15.2 %
Alamo Regional Transit (ART)	28	9.9 %
Library Brainfuse	22	7.8 %
Total	597	

**Q23. Strategic Initiatives: Using a scale from 1 to 5, where 5 means "strongly agree" and 1 means "strongly disagree", please rate your level of agreement with the following statements.**

(N=409)

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know
Q23-1. I have confidence in City's finances	13.7%	40.1%	22.7%	4.6%	1.5%	17.4%
Q23-2. City is ensuring that there is adequate long term affordable water	16.4%	40.8%	18.1%	2.9%	1.5%	20.3%
Q23-3. City is doing a good job of beautification within the community	13.0%	49.4%	22.2%	4.6%	2.7%	8.1%
Q23-4. City is doing a good job planning for current & future transportation & infrastructure needs	6.8%	23.5%	29.3%	14.2%	6.1%	20.0%
Q23-5. City is committed to health & wellness of its citizens	13.0%	38.6%	25.7%	3.7%	1.2%	17.8%

**WITHOUT "DON'T KNOW"**

**Q23. Strategic Initiatives: Using a scale from 1 to 5, where 5 means "strongly agree" and 1 means "strongly disagree", please rate your level of agreement with the following statements. (without "don't know")**

(N=409)

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Q23-1. I have confidence in City's finances	16.6%	48.5%	27.5%	5.6%	1.8%
Q23-2. City is ensuring that there is adequate long term affordable water	20.6%	51.2%	22.7%	3.7%	1.8%
Q23-3. City is doing a good job of beautification within the community	14.1%	53.7%	24.2%	5.1%	2.9%
Q23-4. City is doing a good job planning for current & future transportation & infrastructure needs	8.6%	29.4%	36.7%	17.7%	7.6%
Q23-5. City is committed to health & wellness of its citizens	15.8%	47.0%	31.3%	4.5%	1.5%

**Q24. Have you used any of the following City e-services during the past year?**

Q24. City e-services you have used during past year	Number	Percent
Electronic water payment	221	54.0 %
Electronic court payment	4	1.0 %
Web QA	13	3.2 %
Chipping services	39	9.5 %
None of these	169	41.3 %
Total	446	

**WITHOUT "NONE OF THESE"****Q24. Have you used any of the following City e-services during the past year? (without "none of these")**

Q24. City e-services you have used during past year	Number	Percent
Electronic water payment	221	92.1 %
Electronic court payment	4	1.7 %
Web QA	13	5.4 %
Chipping services	39	16.3 %
Total	277	

**Q25. If the City offered an App that you could download to your mobile device which would allow you to have access to basic online services (report a pothole, pay your water bill, etc.), would you use it?**

Q25. Would you use basic online services	Number	Percent
Yes	305	74.6 %
No	84	20.5 %
Not provided	20	4.9 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q25. If the City offered an App that you could download to your mobile device which would allow you to have access to basic online services (report a pothole, pay your water bill, etc.), would you use it? (without "not provided")**

Q25. Would you use basic online services	Number	Percent
Yes	305	78.4 %
No	84	21.6 %
Total	389	100.0 %



**Q26. Do you work in Schertz?**

Q26. Do you work in Schertz	Number	Percent
Yes	56	13.7 %
No	332	81.2 %
Not provided	21	5.1 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q26. Do you work in Schertz? (without "not provided")**

Q26. Do you work in Schertz	Number	Percent
Yes	56	14.4 %
No	332	85.6 %
Total	388	100.0 %

**Q27. Approximately how many years have you lived in Schertz?**

Q27. How many years have you lived in Schertz	Number	Percent
Less than 2 years	16	3.9 %
2-5 years	41	10.0 %
6-9 years	66	16.1 %
10-19 years	142	34.7 %
20-29 years	86	21.0 %
30+ years	49	12.0 %
Don't know	9	2.2 %
Total	409	100.0 %

**WITHOUT "DON'T KNOW"****Q27. Approximately how many years have you lived in Schertz? (without "don't know")**

Q27. How many years have you lived in Schertz	Number	Percent
Less than 2 years	16	4.0 %
2-5 years	41	10.3 %
6-9 years	66	16.5 %
10-19 years	142	35.5 %
20-29 years	86	21.5 %
30+ years	49	12.3 %
Total	400	100.0 %

**Q28. What is your age?**

Q28. Your age	Number	Percent
18-34	79	19.3 %
35-44	80	19.6 %
45-54	79	19.3 %
55-64	75	18.3 %
65+	75	18.3 %
Not provided	21	5.1 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q28. What is your age? (without "not provided")**

Q28. Your age	Number	Percent
18-34	79	20.4 %
35-44	80	20.6 %
45-54	79	20.4 %
55-64	75	19.3 %
65+	75	19.3 %
Total	388	100.0 %

**Q29. Do you have children living at home in the following age ranges?**

Q29. What age group children do you have living at home	Number	Percent
Under 6 years	40	9.8 %
6 to 12 years	54	13.2 %
13 to 18 years	75	18.3 %
No children	273	66.7 %
Total	442	

**Q30. What is your gender?**

Q30. Your gender	Number	Percent
Male	199	48.7 %
Female	207	50.6 %
Not provided	3	0.7 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q30. What is your gender? (without "not provided")**

Q30. Your gender	Number	Percent
Male	199	49.0 %
Female	207	51.0 %
Total	406	100.0 %

**Q31. Are you of Hispanic, Latino, or other Spanish origin?**

Q31. Are you of Hispanic, Latino, or other Spanish origin	Number	Percent
Yes	116	28.4 %
No	286	69.9 %
Not provided	7	1.7 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q31. Are you of Hispanic, Latino, or other Spanish origin? (without "not provided")**

Q31. Are you of Hispanic, Latino, or other Spanish origin	Number	Percent
Yes	116	28.9 %
No	286	71.1 %
Total	402	100.0 %

**Q32. Which of the following best describes your race?**

Q32. What best describes your race	Number	Percent
Asian/Pacific Islander	15	3.7 %
American Indian/Eskimo	7	1.7 %
Black/African American	53	13.0 %
White	282	68.9 %
Other	8	2.0 %
Total	365	

**Q32-5. Other**

Q32-5. Other	Number	Percent
Mixed race	3	37.5 %
Hispanic	3	37.5 %
ANGLO AMERICAN	1	12.5 %
Half Asian and half White	1	12.5 %
Total	8	100.0 %

**Q33. What is your total annual household income?**

Q33. Your total annual household income	Number	Percent
Under \$25K	13	3.2 %
\$25K to \$49,999	39	9.5 %
\$50K to \$74,999	67	16.4 %
\$75K to \$99,999	62	15.2 %
\$100K to \$124,999	72	17.6 %
\$125K to \$149,999	33	8.1 %
\$150K to \$199,999	33	8.1 %
\$200K+	16	3.9 %
Not provided	74	18.1 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q33. What is your total annual household income? (without "not provided")**

Q33. Your total annual household income	Number	Percent
Under \$25K	13	3.9 %
\$25K to \$49,999	39	11.6 %
\$50K to \$74,999	67	20.0 %
\$75K to \$99,999	62	18.5 %
\$100K to \$124,999	72	21.5 %
\$125K to \$149,999	33	9.9 %
\$150K to \$199,999	33	9.9 %
\$200K+	16	4.8 %
Total	335	100.0 %

**Q34. Do you own or rent your home?**

Q34. Do you own or rent your home	Number	Percent
Own	336	82.2 %
Rent	67	16.4 %
Not provided	6	1.5 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q34. Do you own or rent your home? (without "not provided")**

Q34. Do you own or rent your home	Number	Percent
Own	336	83.4 %
Rent	67	16.6 %
Total	403	100.0 %

**Q35. Do you live in a single family home or an apartment/condominium?**

Q35. What type of home do you live in	Number	Percent
Single family home	392	95.8 %
Apartment/condominium	12	2.9 %
Other	1	0.2 %
Not provided	4	1.0 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q35. Do you live in a single family home or an apartment/condominium? (without "not provided")**

Q35. What type of home do you live in	Number	Percent
Single family home	392	96.8 %
Apartment/condominium	12	3.0 %
Other	1	0.2 %
Total	405	100.0 %

**Q35-3. Other**

Q35-3. Other	Number	Percent
Duplex that I own both sides	1	100.0 %
Total	1	100.0 %

**Q36. What is the highest level of formal education you completed?**

Q36. Highest level of formal education you completed	Number	Percent
Less than high school	5	1.2 %
High school	30	7.3 %
Some college	112	27.4 %
Bachelor's degree (4 years of college)	109	26.7 %
Some graduate work	17	4.2 %
Graduate degree	82	20.0 %
Not provided	54	13.2 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q36. What is the highest level of formal education you completed? (without "not provided")**

Q36. Highest level of formal education you completed	Number	Percent
Less than high school	5	1.4 %
High school	30	8.5 %
Some college	112	31.5 %
Bachelor's degree (4 years of college)	109	30.7 %
Some graduate work	17	4.8 %
Graduate degree	82	23.1 %
Total	355	100.0 %

**Q37. How far do you commute for work?**

<u>Q37. How far do you commute for work</u>	<u>Number</u>	<u>Percent</u>
0-5 miles	161	39.4 %
6-10 miles	34	8.3 %
11-15 miles	23	5.6 %
16-20 miles	36	8.8 %
21-30 miles	56	13.7 %
31-40 miles	11	2.7 %
41+ miles	6	1.5 %
Not provided	82	20.0 %
Total	409	100.0 %

**WITHOUT "NOT PROVIDED"****Q37. How far do you commute for work? (without "not provided")**

<u>Q37. How far do you commute for work</u>	<u>Number</u>	<u>Percent</u>
0-5 miles	161	49.2 %
6-10 miles	34	10.4 %
11-15 miles	23	7.0 %
16-20 miles	36	11.0 %
21-30 miles	56	17.1 %
31-40 miles	11	3.4 %
41+ miles	6	1.8 %
Total	327	100.0 %

**Section 5:**  
**Survey Instrument**

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June 2019

**Dear Schertz City Resident:**

You have been **randomly** selected to participate in the 2019 Schertz Community Survey.

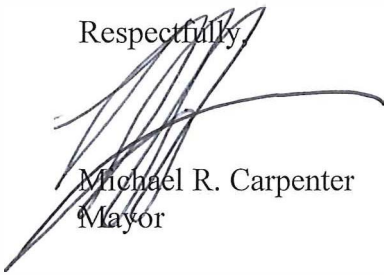
*Your input on the enclosed survey is **extremely important**.* This is an opportunity for you to provide City leaders with valuable feedback regarding city services and your overall satisfaction with service delivery. The information collected from this survey will help shape future decisions as we continue to grow and improve our community. To ensure the City's priorities are aligned with the needs of our residents, we need to hear from you.

*We appreciate your time.* We realize this survey takes some time to complete, but every question is important. The time you invest in this survey will influence many decisions regarding the City's future.

*Please return your survey sometime during the next week to ETC Institute using the enclosed postage-paid envelope.* Your responses will remain completely confidential and will be analyzed in conjunction with other Schertz residents. If you prefer, you can take the survey online at [www.schertzsurvey.org](http://www.schertzsurvey.org).

If you have any questions, please feel free to call my office at 210.619.1000. Thank you again for taking the time to make Schertz a place known for Community, Service and Opportunity.

Respectfully,



Michael R. Carpenter  
Mayor



1. **Overall Quality of City Services: Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with the overall quality of the following services provided by the City of Schertz.**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. City parks and recreation programs	5	4	3	2	1	9
02. City water and sewer services	5	4	3	2	1	9
03. Emergency medical services	5	4	3	2	1	9
04. Enforcement of city codes and ordinances	5	4	3	2	1	9
05. Fire services	5	4	3	2	1	9
06. Library services	5	4	3	2	1	9
07. Management of stormwater runoff and flood prevention	5	4	3	2	1	9
08. Municipal court services	5	4	3	2	1	9
09. Police services	5	4	3	2	1	9
10. Trash, recycling, and yard waste collection services	5	4	3	2	1	9
11. City communication with the public	5	4	3	2	1	9
12. Customer service provided by City employees	5	4	3	2	1	9
13. Animal Services (Animal Control, Adoption Center)	5	4	3	2	1	9
14. Civic and community centers	5	4	3	2	1	9

2. **Which FOUR of the major categories of city services do you think should receive the MOST EMPHASIS from city leaders over the next two years?** *[Write in your answers below using the numbers from the list in Question 1.]*

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_ 4th: \_\_\_\_

3. **Public Safety: Using a scale of 1 to 5, where 5 means "Very Safe" and 1 means "Very Unsafe," please indicate how safe you feel in the following situations.**

How safe do you feel...	Very Safe	Safe	Neutral	Unsafe	Very Unsafe	Don't Know
1. In your neighborhood during the day	5	4	3	2	1	9
2. In your neighborhood at night	5	4	3	2	1	9
3. Overall feeling of safety in Schertz	5	4	3	2	1	9
4. In City parks	5	4	3	2	1	9
5. In commercial and retail areas	5	4	3	2	1	9

**4. Perceptions of the City: Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following.**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Overall quality of services provided by the City	5	4	3	2	1	9
2. How well the City is keeping up with growth	5	4	3	2	1	9
3. Overall quality of life in the City	5	4	3	2	1	9
4. Overall value you receive for City taxes and fees	5	4	3	2	1	9
5. Overall quality of new development	5	4	3	2	1	9
6. Appearance of residential property in the City	5	4	3	2	1	9
7. Appearance of commercial property in the City	5	4	3	2	1	9
8. Overall appearance of the City	5	4	3	2	1	9

**5. Parks and Recreation: Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following.**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Maintenance and appearance of existing City parks	5	4	3	2	1	9
2. Number of City parks	5	4	3	2	1	9
3. Walking and biking trails in the City	5	4	3	2	1	9
4. Recreation Center	5	4	3	2	1	9
5. City swimming pools	5	4	3	2	1	9
6. Availability of youth recreation programs	5	4	3	2	1	9
7. Availability of adult recreation programs	5	4	3	2	1	9
8. Quality of outdoor athletic facilities (e.g., baseball, soccer)	5	4	3	2	1	9
9. Mowing and trimming of City parks	5	4	3	2	1	9

**6. Which THREE of the parks and recreation services do you think should receive the MOST EMPHASIS from city leaders over the next two years? [Write in your answers below using the numbers from the list in Question 5.]**

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

**7. Code Enforcement: Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following items.**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Enforcement of the clean-up of junk and debris on private property	5	4	3	2	1	9
2. Enforcement of mowing of weeds and grass on private property	5	4	3	2	1	9
3. Enforcement of sign regulations	5	4	3	2	1	9
4. Enforcement of graffiti regulations	5	4	3	2	1	9

**8. Which TWO of the code enforcement services do you think should receive the MOST EMPHASIS from city leaders over the next two years? [Write in your answers below using the numbers from the list in Question 7.]**

1st: \_\_\_\_ 2nd: \_\_\_\_

9. **Public Works:** Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following.

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Maintenance of major TxDOT roadways (IH 35, FM78, FM 1518, FM 3009, FM 1103)	5	4	3	2	1	9
2. Maintenance of major City streets (non-TxDOT roadways)	5	4	3	2	1	9
3. Maintenance of streets in your neighborhood	5	4	3	2	1	9
4. Mowing/trimming along City streets	5	4	3	2	1	9
5. Cleanliness of City streets and other public areas	5	4	3	2	1	9
6. Maintenance of creeks and open channels	5	4	3	2	1	9
7. Condition of sidewalks in the City	5	4	3	2	1	9
8. Availability of bike lanes	5	4	3	2	1	9
9. Adequacy of City street lighting	5	4	3	2	1	9

10. Which THREE of the public works services do you think should receive the MOST EMPHASIS from city leaders over the next two years? [Write in your answers below using the numbers from the list in Question 9.]

1st: \_\_\_\_ 2nd: \_\_\_\_ 3rd: \_\_\_\_

11. **Communication:** Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following.

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. The availability of information about government operations	5	4	3	2	1	9
2. City efforts to keep residents informed about local issues	5	4	3	2	1	9
3. The level of public involvement in City decision-making	5	4	3	2	1	9
4. Usefulness of the information that is available on the City's website	5	4	3	2	1	9
5. How well the City listens and responds to the needs of citizens	5	4	3	2	1	9
6. The level of fiscal transparency	5	4	3	2	1	9
7. Schertz Magazine	5	4	3	2	1	9
8. The City's social media pages	5	4	3	2	1	9
9. The City's biweekly electronic newsletter	5	4	3	2	1	9

12. Which of the following electronic sources of information are you currently using? [Check all that apply.]

\_\_\_\_(01) Facebook [Answer Q12a.]

\_\_\_\_(08) Land Line

\_\_\_\_(02) Twitter [Answer Q12a.]

\_\_\_\_(09) Text messages

\_\_\_\_(03) YouTube [Answer Q12a.]

\_\_\_\_(10) The Internet (general use)

\_\_\_\_(04) Instagram [Answer Q12a.]

\_\_\_\_(11) E-mail

\_\_\_\_(05) iPhone application

\_\_\_\_(12) Other: \_\_\_\_\_

\_\_\_\_(06) Android Applications

\_\_\_\_(13) None of the above

\_\_\_\_(07) Nextdoor

- 12a. If you use Facebook, Twitter, YouTube, or Instagram, do you follow any of the City's accounts on these social media outlets?

\_\_\_\_(1) Yes      \_\_\_\_ (2) No

**13. From which of the following sources do you currently get information about the City of Schertz?**  
*[Check all that apply.]*

- (01) City website ([www.schertz.com](http://www.schertz.com))
- (02) Enclosures in City utility bill
- (03) Local TV news
- (04) Neighborhood groups (HOA)
- (05) Northeast Herald
- (06) S.A. Express News
- (07) Local radio
- (08) City social media outlets
- (09) Public meetings
- (10) Schertz Magazine
- (11) Post cards
- (12) Public service announcements (videos)
- (13) Electronic newsletter (e-mail)
- (14) City Council meetings
- (15) Other: \_\_\_\_\_

**14. From which THREE of the sources listed above in Q13 would you most prefer to get information about the City?** *[Write in your answers below using the numbers from the list in Question 13.]*

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

**15. Have you contacted the City of Schertz during the past year?**

- (1) Yes *[Answer Question 15a-b.]*       (2) No *[Skip to Question 16.]*

**15a. [Only if "YES" to Question 15.] How would you describe the service you received?**

- (1) Excellent       (2) Good       (3) Fair       (4) Poor       (9) Don't Know

**15b. [Only if "YES" to Question 15.] Using a 5-point scale, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with the City employees in the Department you contacted most recently with regard to the following.**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. How easy they were to contact	5	4	3	2	1	9
2. The way you were treated	5	4	3	2	1	9
3. The accuracy of the information and the assistance you were given	5	4	3	2	1	9
4. How quickly City staff responded to your request	5	4	3	2	1	9
5. How well your issue was handled	5	4	3	2	1	9

**16. Do you know the City has an Animal Adoption Center?**       (1) Yes       (2) No

**17. What services would you like to see the Animal Adoption Center provide/provide more of?**  
*[Check all that apply.]*

- (1) Spay/neuter clinics
- (2) Microchipping clinic
- (3) Adoption events
- (4) Vaccination clinics
- (5) Information on pet care
- (6) Information on becoming a pet foster
- (7) Volunteer opportunities
- (8) Information on managing conflict between wildlife and people/pets
- (9) Other: \_\_\_\_\_

**18. Solid Waste/Utility Services:** Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 Means "Very Dissatisfied," please rate your satisfaction with each of the following.

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Residential trash (garbage) collection services	5	4	3	2	1	9
2. Bulky item pick up/removal services (old furniture, appliances)	5	4	3	2	1	9
3. Recycling services	5	4	3	2	1	9
4. Water services	5	4	3	2	1	9
5. Sewer services	5	4	3	2	1	9
6. Utility Billing	5	4	3	2	1	9

**19. Expectations for Services:** Using a scale from 1 to 5, where 5 means the level of service provided by the City "Should Be Much Higher" than it is now and 1 means it "Should Be Much Lower", please indicate how the level of service provided by the City should change in each of the areas listed below.

How should the level of service provided by the City in the following areas change:	Should Be Much Higher	Should Be A Little Higher	Should Stay the Same	Should Be A Little Lower	Should Be Much Lower	Don't Know
1. Library services	5	4	3	2	1	9
2. Law enforcement	5	4	3	2	1	9
3. Fire response	5	4	3	2	1	9
4. Emergency medical services	5	4	3	2	1	9
5. Parks and open space	5	4	3	2	1	9
6. Recreation activities	5	4	3	2	1	9
7. Maintenance of streets and sidewalks	5	4	3	2	1	9

**20. What do you think are the THREE biggest issues Schertz will face within the next FIVE years? [Check up to three.]**

- |   |   |
|---|---|
| <input type="checkbox"/> (01) Traffic                           | <input type="checkbox"/> (07) Crime                     |
| <input type="checkbox"/> (02) Planning for rapid growth         | <input type="checkbox"/> (08) Environmental Issues      |
| <input type="checkbox"/> (03) Public Schools                    | <input type="checkbox"/> (09) Utility Rates             |
| <input type="checkbox"/> (04) Road repair/maintenance/expansion | <input type="checkbox"/> (10) Neighborhood Preservation |
| <input type="checkbox"/> (05) Taxes/property taxes/finances     | <input type="checkbox"/> (11) Other: _____              |
| <input type="checkbox"/> (06) Public transportation             | <input type="checkbox"/> (99) Don't know                |

**21. Which of the following are the primary reasons you choose to live in Schertz? [Check all that apply.]**

- |  |   |
|--|---|
| <input type="checkbox"/> (01) Location               | <input type="checkbox"/> (09) Good city services, such as police and fire |
| <input type="checkbox"/> (02) Convenience            | <input type="checkbox"/> (10) Parks and recreation programs               |
| <input type="checkbox"/> (03) Affordability          | <input type="checkbox"/> (11) Friends/family are here                     |
| <input type="checkbox"/> (04) Quality of Life        | <input type="checkbox"/> (12) Entertainment opportunities                 |
| <input type="checkbox"/> (05) I grew up here         | <input type="checkbox"/> (13) Business opportunities                      |
| <input type="checkbox"/> (06) I went to college here | <input type="checkbox"/> (14) I work here                                 |
| <input type="checkbox"/> (07) Schools                | <input type="checkbox"/> (99) I don't know                                |
| <input type="checkbox"/> (08) It's a safe community  |   |

**22. Are you familiar with the following programs offered by the City of Schertz? [Check all that apply.]**

- |   |   |
|---|---|
| <input type="checkbox"/> (1) Citizens Police Academy                | <input type="checkbox"/> (5) VIA Rideshare                |
| <input type="checkbox"/> (2) Schertz Senior Center                  | <input type="checkbox"/> (6) Alamo Regional Transit (ART) |
| <input type="checkbox"/> (3) EMS Passport to Care                   | <input type="checkbox"/> (7) Library Brainfuse            |
| <input type="checkbox"/> (4) Regional Emergency Alert Network(REAN) | <input type="checkbox"/> (8) None of these                |

23. **Strategic Initiatives:** Using a scale from 1 to 5, where 5 means "Strongly Agree" and 1 means "Strongly Disagree", please rate your level of agreement with the following statements.

Rate your agreement with the following statements		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
1.	I have confidence in the City's finances	5	4	3	2	1	9
2.	The City is ensuring that there is adequate long-term affordable water	5	4	3	2	1	9
3.	The City is doing a good job of beautification within the community	5	4	3	2	1	9
4.	The City is doing a good job planning for current and future transportation and infrastructure needs	5	4	3	2	1	9
5.	The City is committed to the health and wellness of its citizens	5	4	3	2	1	9

24. **Have you used any of the following City e-services during the past year?** [Check all that apply.]

- (1) Electronic Water Payment     
  (3) Web QA     
  (5) None of these  
 (2) Electronic Court Payment     
  (4) Chipping Services

25. **If the City offered an App that you could download to your mobile device which would allow you to have access to basic online services (report a pothole, pay your water bill, etc.), would you use it?**

- (1) Yes       (2) No

26. **Do you work in Schertz?**       (1) Yes       (2) No

27. **Approximately how many years have you lived in Schertz?**

- (1) Less than 2 years     
  (4) 10-19 years     
  (9) Don't know  
 (2) 2-5 years     
  (5) 20-29 years  
 (3) 6-9 years     
  (6) 30 years or more

28. **What is your age?**      \_\_\_\_\_ years

29. **Do you have children living at home in the following age ranges?** [Check all age ranges that apply.]

- (1) Under 6 years     
  (2) 6 to 12 years     
  (3) 13 to 18 years     
  (4) No children

30. **What is your gender?**       (1) Male       (2) Female

31. **Are you of Hispanic, Latino, or other Spanish origin?**       (1) Yes       (2) No

32. **Which of the following best describes your race?** [Check all that apply.]

- (1) Asian/Pacific Islander     
  (3) Black/African American     
  (5) Other: \_\_\_\_\_  
 (2) American Indian/Eskimo     
  (4) White

33. **What is your total annual household income?**

- (1) Under \$25,000     
  (4) \$75,000 to \$99,999     
  (7) \$150,000 to \$199,999  
 (2) \$25,000 to \$49,999     
  (5) \$100,000 to \$124,999     
  (8) \$200,000 or more  
 (3) \$50,000 to \$74,999     
  (6) \$125,000 to \$149,999

34. **Do you own or rent your home?**       (1) Own       (2) Rent

**35. Do you live in a single family home or an apartment/condominium?**

\_\_\_\_(1) Single family home      \_\_\_\_ (2) Apartment/condominium      \_\_\_\_ (3) Other: \_\_\_\_\_

**36. What is the highest level of formal education you completed?**

\_\_\_\_(1) Less than high school      \_\_\_\_ (4) Bachelor's degree (4 years of college)  
\_\_\_\_(2) High school      \_\_\_\_ (5) Some graduate work  
\_\_\_\_(3) Some college      \_\_\_\_ (6) Graduate degree

**37. How far do you commute for work? \_\_\_\_\_ miles**

**OPTIONAL: If you have any specific suggestions to improve the quality of city services, please write them in the space provided below.**

**This concludes the survey. Thank you for your time!**  
Please return your completed survey in the enclosed postage-paid envelope addressed to.  
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential.  
The information printed to the right will ONLY be used to help identify which areas of the City are having difficulties with City services. If your address is not correct, please provide the correct information.  
Thank You.

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 27, 2019  
**Department:** Economic Development Corporation  
**Subject:** First installment for Infrastructure Grant per the Economic Development Performance Agreement with Schertz 312, LLC

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**BACKGROUND**

In May 2018, the City of Schertz Economic Development Corporation (“SEDC”) Board of Directors approved an Economic Development Performance Agreement (the “Agreement”) with Schertz 312 LLC (“Schertz 312”). Under the Agreement, Schertz 312 agreed to construct infrastructure improvements necessary for a future million square foot user. In consideration, the SEDC agreed to provide up to \$4 million for the actual costs associated with the infrastructure improvements.

According to Article IV, Section 1 of the Agreement, Schertz 312 is permitted to receive a first installment payment for the design. The first installment upon issuance of the infrastructure permit.

The SEDC reviewed all documents to confirm that Schertz 312 is in compliance to the agreement and qualifies for the first installment payment. The payment from the SEDC is due within thirty (30) days of the receipt of the infrastructure permit and when the funds are requested which was on August 12, 2019.

**COMMUNITY BENEFIT**

The Project will help ensure that Schertz has new industrial space available for new and expanded businesses.

**FISCAL IMPACT**

All incentives under the Agreement will be paid from the SEDC Funds: 620-101-537600 (Development Incentive Fund) which were approved by City Council during the approval of the Budget FY 2018-19. The SEDC issued a PO#19-16226 for payment of the First Installment in the amount of \$240,361.78. Per the Agreement, Schertz 312 may receive an additional \$3,759,638.30 for the construction of the Project.

**SUMMARY OF RECOMMENDED ACTION**

No further action is required.

**ATTACHMENT(S)**

No attachments.

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