

CITY OF SCHERTZ



FY 2019-20 PROPOSED BUDGET

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

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

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

FOR: N/A

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: N/A

Property Tax Rate Comparison

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

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

CITY OF SCHERTZ 2019-20 BUDGET

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Executive Summary

General Fund

Revenue: General Fund revenue will increase 2.2% 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 8.2% 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 25.2% 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 16.6% from FY 2018-19 year end estimates. This increase includes \$631,000 for new positions and personnel programs for Police, Fire, Animal Services, Engineering, Streets, Parks, and Fleet Services. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City and the feedback received in the 2019 Citizen Survey.

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

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

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

EXECUTIVE SUMMARY

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 8.4% 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 6.5% 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 14.6% from the FY 2018-19 year end estimate due to personnel savings.

Planning & Zoning

The FY 2019-20 Budget increases 8.4% 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 6.8% 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 8.2% 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 2.5% 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.

EXECUTIVE SUMMARY

GIS

The FY 2019-20 Budget increases 2.0% from the FY 2018-19 year end estimate for higher personnel and training costs.

Police

The FY 2019-20 Budget increases 8.6% 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 2.1% 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 2.5% 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 4.9% from the FY 2018-19 year end estimate. Personnel will increase 15.9% 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 1.6% 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 11.7% 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 1.5% from the FY 2018-19 year end estimate. Additional library materials will be purchased to keep up with materials per service population figure so the library can stay accredited. Staff expects to work more efficiently next year and reduce the overall number of hours worked to be closer in line with stated

EXECUTIVE SUMMARY

schedules which will reduce overtime.

Animal Services

The FY 2019-20 Budget will increase 35.4% 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 6.5% 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 3.5% from the FY 2018-19 year end estimate due to the lower than expected unemployment claims in FY 2018-19 and the addition of broker services which was previously included in premiums paid by each department. Now broker services will be billed separately and will be located in the human resources budget. 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 1.0% 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 1.4% from the FY 2018-19 year end estimate due to general operating cost increases.

Fleet Services

The FY 2019-20 Budget will increase 27.3% 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.

EXECUTIVE SUMMARY

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 13.2% from the FY 2019-19 year end estimate with a \$2.4 million transfer from reserves to fund capital projects.

Expenses: The FY 2019-20 Budget increases 10.7% 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 9.7% 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 0.6% 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.

EXECUTIVE SUMMARY

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.

EXECUTIVE SUMMARY

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.

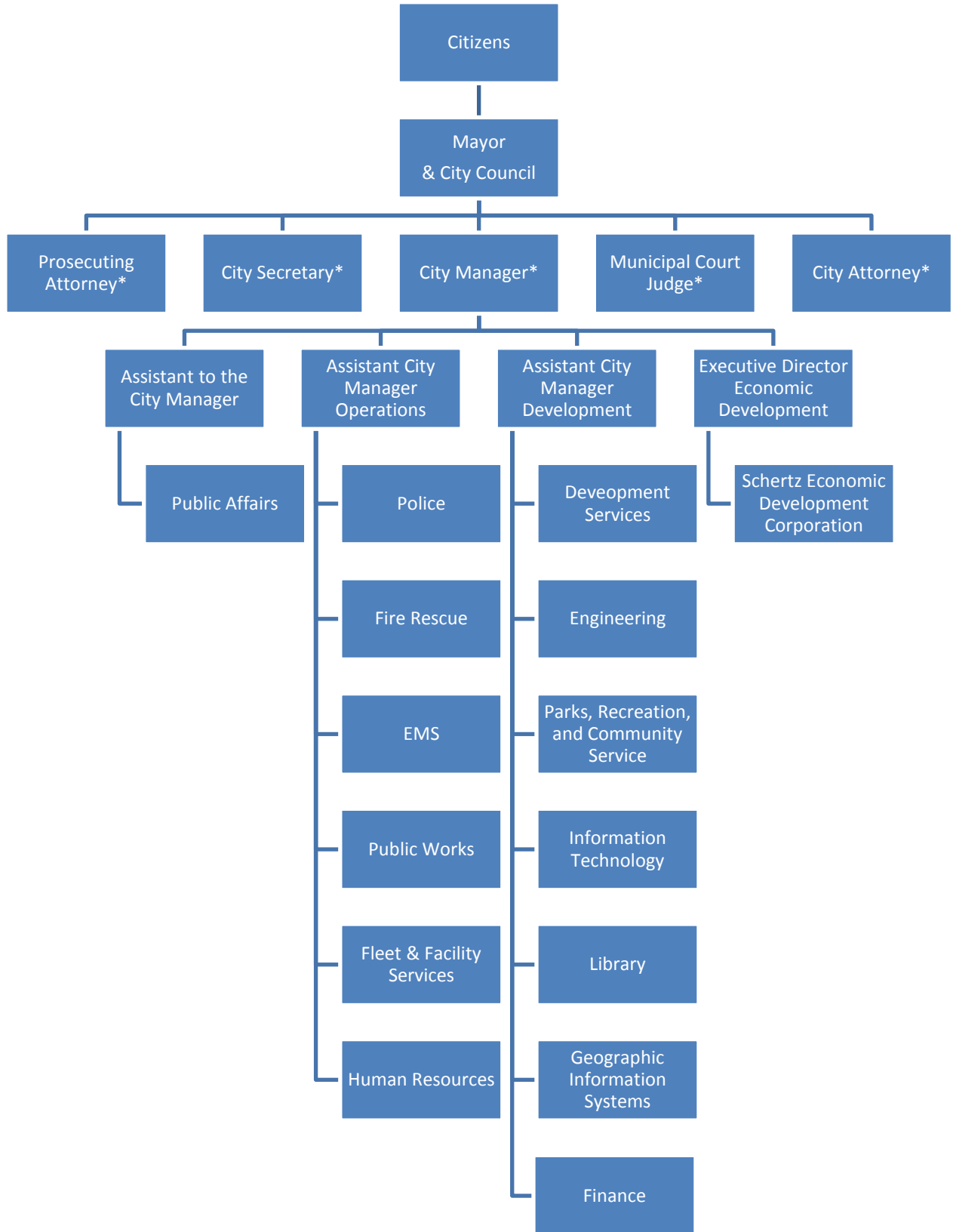
Expenses: The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

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.

CITY OF SCHERTZ ORGANIZATIONAL CHART FY 2019-20



*Appointed by City Council

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 |
| <u>REVENUE SUMMARY</u> | | | | | | | |
| Taxes | 18,449,210 | 20,507,460 | 21,519,002 | 20,822,271 | 22,410,167 | 23,448,050 | |
| Franchises | 2,213,197 | 2,308,335 | 2,373,687 | 1,860,220 | 2,337,000 | 2,184,000 | |
| Permits | 2,304,765 | 2,244,153 | 1,604,320 | 1,199,169 | 1,609,760 | 1,742,250 | |
| Licenses | 63,164 | 73,381 | 56,760 | 56,732 | 69,160 | 56,860 | |
| Fees | 2,661,261 | 2,587,847 | 1,843,973 | 1,990,989 | 2,427,610 | 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 | 743,488 | 961,512 | 977,436 | |
| Fund Transfers | 2,484,140 | 2,989,901 | 5,063,249 | 2,352,665 | 2,811,303 | 7,507,622 | |
| Miscellaneous | <u>513,522</u> | <u>918,108</u> | <u>706,550</u> | <u>885,674</u> | <u>1,213,183</u> | <u>907,250</u> | |
| TOTAL REVENUES | 29,589,483 | 32,537,343 | 34,156,549 | 29,923,233 | 33,852,695 | 39,225,602 | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| <u>GENERAL GOVERNMENT</u> | | | | | | | |
| CITY COUNCIL | 93,412 | 79,763 | 103,959 | 80,134 | 91,937 | 108,837 | |
| CITY MANAGER | 1,077,769 | 1,256,251 | 1,161,522 | 895,403 | 1,137,734 | 1,194,870 | |
| MUNICIPAL COURT | 342,228 | 368,540 | 346,940 | 298,402 | 364,746 | 340,383 | |
| CUSTOMER RELATIONS-311 | 117,777 | 121,141 | 121,957 | 100,597 | 121,293 | 107,747 | |
| PLANNING & ZONING | 214,454 | 220,761 | 240,266 | 181,504 | 240,065 | 253,322 | |
| LEGAL SERVICES | 150,698 | 129,958 | 160,000 | 77,903 | 145,000 | 150,000 | |
| CITY SECRETARY | 190,571 | 200,851 | 207,049 | 179,264 | 218,161 | 201,461 | |
| NONDEPARTMENTAL | 2,352,849 | 2,424,967 | 2,769,167 | 2,006,583 | 2,226,900 | 3,221,768 | |
| PUBLIC AFFAIRS | 319,030 | 301,935 | 652,091 | 527,829 | 641,755 | 596,624 | |
| 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 | 747,883 | 767,011 | |
| GIS | <u>163,735</u> | <u>172,851</u> | <u>175,311</u> | <u>151,912</u> | <u>186,237</u> | <u>182,674</u> | |
| TOTAL GENERAL GOVERNMENT | 5,960,607 | 6,349,363 | 6,677,482 | 5,075,155 | 6,121,711 | 7,124,697 | |
| <u>PUBLIC SAFETY</u> | | | | | | | |
| POLICE | 6,870,567 | 7,238,194 | 8,355,808 | 6,809,734 | 8,387,028 | 9,079,000 | |
| FIRE RESCUE | 4,076,531 | 4,806,193 | 5,283,184 | 4,287,772 | 5,528,594 | 5,458,243 | |
| INSPECTIONS | 811,916 | 923,193 | 895,579 | 810,258 | 1,011,652 | 999,402 | |
| MARSHAL'S OFFICE | <u>481,980</u> | <u>372,049</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL PUBLIC SAFETY | 12,240,994 | 13,339,628 | 14,534,571 | 11,907,764 | 14,927,274 | 15,536,645 | |
| <u>PUBLIC ENVIRONMENT</u> | | | | | | | |
| STREETS | <u>1,264,787</u> | <u>1,230,206</u> | <u>1,641,982</u> | <u>1,059,386</u> | <u>1,601,249</u> | <u>1,522,166</u> | |
| TOTAL PUBLIC ENVIRONMENT | 1,264,787 | 1,230,206 | 1,641,982 | 1,059,386 | 1,601,249 | 1,522,166 | |

101-GENERAL FUND

FINANCIAL SUMMARY

| | (----- 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>PARKS & RECREATION</u> | | | | | | | |
| PARKS | 970,348 | 1,059,505 | 1,610,307 | 1,176,957 | 1,590,637 | 1,553,939 | _____ |
| SWIM POOL | 629,056 | 578,573 | 639,878 | 353,952 | 576,530 | 569,878 | _____ |
| EVENT FACILITIES | <u>117,289</u> | <u>125,438</u> | <u>425,605</u> | <u>262,926</u> | <u>353,358</u> | <u>395,017</u> | ===== |
| TOTAL PARKS & RECREATION | 1,716,693 | 1,763,517 | 2,675,790 | 1,793,834 | 2,520,525 | 2,518,834 | _____ |
| <u>CULTURAL</u> | | | | | | | |
| LIBRARY | <u>904,485</u> | <u>945,948</u> | <u>967,904</u> | <u>826,360</u> | <u>1,040,832</u> | <u>1,025,736</u> | ===== |
| TOTAL CULTURAL | 904,485 | 945,948 | 967,904 | 826,360 | 1,040,832 | 1,025,736 | _____ |
| <u>HEALTH</u> | | | | | | | |
| ANIMAL SERVICES | 555,661 | 529,980 | 500,269 | 393,437 | 511,143 | 669,981 | _____ |
| ENVIRONMENTAL HEALTH | <u>204,879</u> | <u>199,779</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | ===== |
| TOTAL HEALTH | 760,540 | 729,759 | 500,269 | 393,437 | 511,143 | 669,981 | _____ |
| <u>INTERNAL SERVICE</u> | | | | | | | |
| INFORMATION TECHNOLOGY | 1,544,743 | 1,838,909 | 2,790,759 | 1,726,613 | 2,647,393 | 2,455,137 | _____ |
| HUMAN RESOURCES | 428,739 | 506,860 | 687,385 | 437,803 | 617,279 | 639,174 | _____ |
| FINANCE | 604,458 | 565,676 | 625,482 | 498,900 | 628,079 | 608,893 | _____ |
| PURCHASING & ASSET MGT | 191,858 | 230,539 | 229,399 | 192,572 | 239,448 | 233,183 | _____ |
| FLEET SERVICE | 695,951 | 750,015 | 880,543 | 660,755 | 871,898 | 1,046,481 | _____ |
| BUILDING MAINTENANCE | <u>1,405,157</u> | <u>1,442,251</u> | <u>1,542,419</u> | <u>1,177,022</u> | <u>1,552,425</u> | <u>1,491,682</u> | ===== |
| TOTAL INTERNAL SERVICE | 4,870,908 | 5,334,250 | 6,755,987 | 4,693,664 | 6,556,522 | 6,474,550 | _____ |
| <u>MISC & PROJECTS</u> | | | | | | | |
| 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 | <u>357</u> | <u>6,500</u> | <u>45,000</u> | <u>0</u> | <u>22,433</u> | <u>22,992</u> | ===== |
| TOTAL MISC & PROJECTS | <u>298,521</u> | <u>318,591</u> | <u>377,666</u> | <u>238,403</u> | <u>355,099</u> | <u>4,352,992</u> | ===== |
| TOTAL EXPENDITURES | 28,017,534 | 30,011,261 | 34,131,651 | 25,988,004 | 33,634,355 | 39,225,602 | _____ |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>1,571,949</u> | <u>2,526,081</u> | <u>24,898</u> | <u>3,935,229</u> | <u>218,340</u> | <u>0</u> | ===== |

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

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 |
| Taxes | | | | | | | |
| 000-411100 Advalorem Tax-Current | 11,128,370 | 11,849,652 | 13,122,952 | 13,423,044 | 13,450,000 | 14,060,000 | |
| 000-411110 Disable Veterans Assist Pymnt | 0 | 0 | 0 | 201,117 | 201,117 | 300,000 | |
| 000-411200 Advalorem Tax-Delinquent | (192) | 73,378 | 50,000 | 46,486 | 50,000 | 50,000 | |
| 000-411300 Advalorem Tax-P&I | 54,759 | 85,694 | 50,000 | 57,664 | 65,000 | 50,000 | |
| 000-411500 Sales Tax Revenue-Gen Fund | 7,223,574 | 8,455,341 | 8,252,000 | 7,033,442 | 8,600,000 | 8,944,000 | |
| 000-411600 Bingo Tax | 31 | 11 | 50 | 24 | 50 | 50 | |
| 000-411700 Mixed Beverage Tax | <u>42,668</u> | <u>43,384</u> | <u>44,000</u> | <u>60,494</u> | <u>44,000</u> | <u>44,000</u> | |
| TOTAL Taxes | 18,449,210 | 20,507,460 | 21,519,002 | 20,822,271 | 22,410,167 | 23,448,050 | |
| Franchises | | | | | | | |
| 000-421200 Center Point/Entex Energy | 68,524 | 80,245 | 82,989 | 80,528 | 83,000 | 90,000 | |
| 000-421220 City Public Service | 910,771 | 975,967 | 1,022,834 | 789,937 | 1,020,000 | 1,020,000 | |
| 000-421240 Guadalupe Valley Elec Co-op | 423,898 | 454,085 | 423,554 | 330,539 | 423,000 | 455,000 | |
| 000-421250 New Braunfels Utilities | 69,790 | 71,119 | 74,473 | 56,371 | 75,000 | 78,000 | |
| 000-421300 Time Warner-State Franchise | 273,989 | 305,571 | 298,638 | 265,658 | 300,000 | 180,000 | |
| 000-421460 AT&T Franchise Fee | 200,597 | 137,206 | 152,419 | 127,940 | 150,000 | 75,000 | |
| 000-421480 Other Telecom Franchise - ROW | 135,724 | 129,917 | 162,781 | 92,793 | 130,000 | 130,000 | |
| 000-421500 Solid Waste Franchise Fee | <u>129,905</u> | <u>154,225</u> | <u>156,000</u> | <u>116,455</u> | <u>156,000</u> | <u>156,000</u> | |
| TOTAL Franchises | 2,213,197 | 2,308,335 | 2,373,687 | 1,860,220 | 2,337,000 | 2,184,000 | |
| Permits | | | | | | | |
| 000-431100 Home Occupation Permit | 490 | 490 | 500 | 490 | 600 | 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 | 750 | 400 | |
| 000-431400 Signs Permit | 5,482 | 5,458 | 5,800 | 8,066 | 9,000 | 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 | 70,000 | 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 | 6,500 | 2,300 | |
| 000-431950 Animal/Pet Permit | 365 | 90 | 1,000 | 0 | 250 | 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 | 99,206 | 42,900 | 43,000 | |
| 000-432300 Grading/Clearing Permit | 9,046 | 14,646 | 15,000 | 11,738 | 14,000 | 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 | 27,000 | 30,000 | |
| 000-436010 Network Nodes | <u>0</u> | <u>1,750</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Permits | 2,304,765 | 2,244,153 | 1,604,320 | 1,199,169 | 1,609,760 | 1,742,250 | |
| Licenses | | | | | | | |
| 000-441000 Alcohol Beverage License | 7,075 | 7,085 | 8,000 | 6,158 | 8,000 | 8,100 | |
| 000-441300 Mobile Home License | 160 | 80 | 160 | 80 | 160 | 160 | |
| 000-442000 Contractors License | 52,600 | 63,660 | 45,600 | 48,250 | 58,000 | 45,600 | |
| 000-444000 Pet License | <u>3,329</u> | <u>2,556</u> | <u>3,000</u> | <u>2,244</u> | <u>3,000</u> | <u>3,000</u> | |
| TOTAL Licenses | 63,164 | 73,381 | 56,760 | 56,732 | 69,160 | 56,860 | |

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

REVENUES

| | 2018-2019 | | 2019-2020 | | | | |
|---|-----------|-----------|-----------|---------|-----------|-------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| Fees | | | | | | | |
| 000-451000 Municipal Court Fines | 742,592 | 642,041 | 382,303 | 573,577 | 668,010 | 664,160 | |
| 000-451100 Arrest Fee | 28,080 | 24,743 | 21,012 | 21,668 | 25,290 | 25,680 | |
| 000-451110 Expunction Fee | 90 | 0 | 120 | 0 | 160 | 160 | |
| 000-451200 Warrant Fees | 102,156 | 75,203 | 98,000 | 62,091 | 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 | 10,199 | 12,068 | 12,168 | |
| 000-451510 Juvenile Case Mgmt Fee | 32,149 | 27,696 | 23,236 | 24,084 | 28,149 | 28,668 | |
| 000-451520 Truancy Fees | 5,706 | 4,889 | 3,934 | 4,472 | 5,188 | 5,352 | |
| 000-451600 Technology Fund Fee | 24,918 | 22,098 | 18,793 | 19,242 | 22,433 | 22,992 | |
| 000-451700 Security Fee | 19,355 | 16,678 | 7,475 | 14,431 | 16,873 | 17,244 | |
| 000-451800 Time Payment Fee-City | 5,936 | 4,986 | 4,119 | 4,303 | 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 | 6,000 | 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 | 5,000 | 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 | 203,040 | 215,000 | 200,000 | |
| 000-458401 Capital Recovery Fee-Civic C | 14,660 | 8,220 | 7,500 | 13,840 | 16,000 | 7,500 | |
| 000-458450 North Center Rental Fees | 26,397 | 26,582 | 23,000 | 21,810 | 28,500 | 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 | 45,500 | 35,000 | |
| 000-458510 Grand Ballroom Rental Fees | 0 | 0 | 0 | 2,500 | 22,000 | 0 | |
| 000-458520 Cut-Off Hall Rental Fees | 0 | 0 | 0 | 0 | 2,000 | 0 | |
| 000-458530 Conference Hall Rental Fees | 0 | 0 | 0 | 0 | 500 | 0 | |
| 000-458540 Bluebonnet Hall Rental Fees | 0 | 0 | 0 | 75 | 12,000 | 0 | |
| 000-458550 Pavilion Rental Fees | 19,498 | 20,380 | 20,000 | 16,992 | 20,000 | 20,000 | |

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

REVENUES

| | 2018-2019 | | | | | 2019-2020 | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| 000-458560 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 | |
| 000-458580 HOA Meeting Rental Fees | 0 | 0 | 0 | 0 | 300 | 0 | |
| 000-458581 Funeral Reception Rental Fees | 0 | 0 | 0 | 0 | 100 | 0 | |
| 000-458582 Quality of Life Rental Fees | 0 | 0 | 0 | 0 | 400 | 0 | |
| 000-458590 Cancellation Fees-Event Renta | 0 | 0 | 0 | 0 | 300 | 0 | |
| 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 | 20,000 | 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 | 9,449 | 12,000 | 12,000 | |
| 000-459700 Pet Impoundment Fee | 6,267 | 6,257 | 6,300 | 4,525 | 6,000 | 5,000 | |
| 000-459800 Police Reports Fee | 6,019 | 5,723 | 5,800 | 4,546 | 5,690 | 5,800 | |
| 000-459990 Fire - False Alarm Fee | 4,500 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL Fees | 2,661,261 | 2,587,847 | 1,843,973 | 1,990,989 | 2,427,610 | 2,390,134 | |
| Fines & Forfeitures | | | | | | | |
| 000-463000 Library Fines | 23,339 | 20,902 | 22,000 | 12,024 | 13,000 | 12,000 | |
| TOTAL Fines & Forfeitures | 23,339 | 20,902 | 22,000 | 12,024 | 13,000 | 12,000 | |
| Inter-Jurisdictional | | | | | | | |
| 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 | 217,152 | |
| 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 | 40,000 | |
| 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 | 31,101 | 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 | 261,000 | 348,000 | 353,600 | |
| 000-474750 Crime Victim Liaison Agreeemen | 50,000 | 43,760 | 50,000 | 25,000 | 50,000 | 50,000 | |
| TOTAL Inter-Jurisdictional | 876,885 | 887,256 | 967,008 | 743,488 | 961,512 | 977,436 | |
| Fund Transfers | | | | | | | |
| 000-480000 Indirect Costs-EMS | 150,087 | 170,087 | 175,587 | 146,323 | 150,000 | 179,100 | |
| 000-480100 Indirect Costs-Hotel/Motel | 66,405 | 67,605 | 67,582 | 56,318 | 67,582 | 74,428 | |
| 000-481000 Transfer In - Reserves | 0 | 0 | 2,226,359 | 0 | 0 | 4,689,305 | |
| 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 | 245,964 | 295,157 | 243,114 | |
| 000-486000 Interfund Chrges-Admin W&S | 1,186,812 | 1,344,140 | 1,365,998 | 1,138,332 | 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 | 309,098 | 370,729 | 361,258 | |
| 000-488000 Interfund Charges-4B | 430,445 | 441,395 | 456,630 | 456,630 | 456,630 | 461,045 | |

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

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 |
| 000-489000 Transfer In | 68,385 | 86,219 | 70,000 | 0 | 70,000 | 86,000 | |
| 000-489620 Contribution-SEDC | 0 | 265,000 | 0 | 0 | 0 | 0 | |
| TOTAL Fund Transfers | 2,484,140 | 2,989,901 | 5,063,249 | 2,352,665 | 2,811,303 | 7,507,622 | |
| Miscellaneous | | | | | | | |
| 000-491000 Interest Earned | 4,707 | 26,901 | 35,000 | 60,353 | 70,000 | 80,000 | |
| 000-491200 Investment Income | 136,001 | 242,255 | 235,000 | 311,896 | 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 | 19,985 | 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 | 3,293 | 5,000 | 5,000 | |
| 000-493401 Donations-A/C Microchip | 640 | 675 | 1,000 | 292 | 0 | 0 | |
| 000-493402 Donations-Spay&Neuter | 810 | 87 | 1,000 | 0 | 350 | 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 | 1,740 | 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 | 8,000 | 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 | 37,595 | 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 | 9,500 | 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 | 5,000 | 4,500 | |
| 000-497210 Misc Income-Library Copier | 18,187 | 19,558 | 18,000 | 17,586 | 20,000 | 18,000 | |
| 000-497300 Misc Income-Animal Control | 390 | 299 | 0 | 325 | 400 | 0 | |
| 000-497400 Misc Income-Streets Dept | 51,735 | 28,275 | 60,000 | 21,964 | 30,000 | 30,000 | |
| 000-497460 Misc Income-Parks | 0 | 0 | 0 | 140 | 250 | 0 | |
| 000-497500 Misc Income-TML Ins. Claims | 9,252 | 36,098 | 20,000 | 17,218 | 30,000 | 20,000 | |
| 000-497550 Misc Income-TML WC Reimbursmn | 11,957 | 2,074 | 15,000 | 1,531 | 5,000 | 10,000 | |
| 000-497600 Misc Income-Vending Mach | 2,257 | 2,365 | 2,500 | 2,270 | 2,500 | 2,500 | |
| 000-497610 Misc Income-Muni Court | 0 | 2,036 | 0 | 154 | 170 | 0 | |
| 000-498000 Reimbursmnt-Gen Fund | 20,359 | 8,355 | 20,000 | 0 | 10,000 | 20,000 | |
| 000-498100 Reimburmnt Fire-Training | 7 | 0 | 500 | 0 | 0 | 0 | |
| 000-498105 Reimbursmt Police OT-DEA | 5,764 | 17,213 | 0 | 15,629 | 18,000 | 18,000 | |
| 000-498110 Reimburmnt Fire-Emg Acti-OT | 3,267 | 212,799 | 30,000 | 234,841 | 336,655 | 30,000 | |
| 000-498150 Reimbursement - Library | 4,673 | 6,355 | 6,000 | 13,018 | 13,018 | 13,000 | |
| TOTAL Miscellaneous | 513,522 | 918,108 | 706,550 | 885,674 | 1,213,183 | 907,250 | |
| TOTAL REVENUES | 29,589,483 | 32,537,343 | 34,156,549 | 29,923,233 | 33,852,695 | 39,225,602 | |

DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

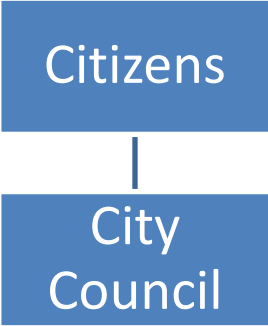


DEPARTMENT DESCRIPTION

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

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

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

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

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|--|---------------|---------------|----------------|---------------|---------------|----------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| CITY COUNCIL | | | | | | | |
| Personnel Services | | | | | | | |
| 150-511110 Regular | 24,809 | 26,699 | 23,097 | 20,576 | 25,429 | 24,462 | |
| 150-511240 Allowances | 6,183 | 6,195 | 9,424 | 7,814 | 9,740 | 9,711 | |
| 150-511310 FICA-Employer | <u>2,370</u> | <u>2,516</u> | <u>2,488</u> | <u>2,171</u> | <u>2,690</u> | <u>2,614</u> | |
| TOTAL Personnel Services | 33,361 | 35,410 | 35,009 | 30,561 | 37,859 | 36,787 | |
| Supplies | | | | | | | |
| 150-521000 Operating Supplies | 591 | 63 | 500 | 158 | 200 | 400 | |
| 150-521100 Office Supplies | <u>39</u> | <u>80</u> | <u>500</u> | <u>482</u> | <u>500</u> | <u>250</u> | |
| TOTAL Supplies | 630 | 143 | 1,000 | 640 | 700 | 650 | |
| City Support Services | | | | | | | |
| 150-532600 City Elections | 26,390 | 19,137 | 18,000 | 17,110 | 17,228 | 18,000 | |
| 150-532800 Special Events | <u>7,979</u> | <u>1,441</u> | <u>9,500</u> | <u>7,460</u> | <u>8,000</u> | <u>14,500</u> | |
| TOTAL City Support Services | 34,369 | 20,578 | 27,500 | 24,570 | 25,228 | 32,500 | |
| Utility Services | | | | | | | |
| 150-533330 Telephone/Internet | <u>0</u> | <u>625</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Utility Services | 0 | 625 | 0 | 0 | 0 | 0 | |
| Operations Support | | | | | | | |
| 150-534200 Printing & Binding | <u>336</u> | <u>29</u> | <u>300</u> | <u>178</u> | <u>300</u> | <u>300</u> | |
| TOTAL Operations Support | 336 | 29 | 300 | 178 | 300 | 300 | |
| Staff Support | | | | | | | |
| 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 | <u>12,274</u> | <u>11,055</u> | <u>16,500</u> | <u>6,248</u> | <u>9,500</u> | <u>13,000</u> | |
| TOTAL Staff Support | 23,993 | 22,979 | 32,150 | 18,334 | 22,000 | 26,600 | |
| Professional Services | | | | | | | |
| 150-541300 Other Consl/Prof Services | <u>0</u> | <u>0</u> | <u>8,000</u> | <u>5,850</u> | <u>5,850</u> | <u>10,000</u> | |
| TOTAL Professional Services | 0 | 0 | 8,000 | 5,850 | 5,850 | 10,000 | |
| Rental/Leasing | | | | | | | |
| Operating Equipment | | | | | | | |
| 150-571000 Furniture & Fixtures | 723 | 0 | 0 | 0 | 0 | 0 | |
| 150-571300 Computer & Periphe. < \$5,000 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>2,000</u> | |
| TOTAL Operating Equipment | 723 | 0 | 0 | 0 | 0 | 2,000 | |
| TOTAL CITY COUNCIL | 93,412 | 79,763 | 103,959 | 80,134 | 91,937 | 108,837 | |

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



CITY MANAGER

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

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|--------------------|---------------------|--------------------|
| Personnel | \$1,231,129 | \$1,073,315 | \$1,162,045 |
| 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>\$1,194,870</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate due to full year funding of the City Manager and second Assistant City Manager positions.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| CITY MANAGER | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 151-511110 Regular | 764,837 | 909,699 | 823,242 | 653,522 | 828,252 | 856,019 | |
| 151-511120 Overtime | 0 | 0 | 485 | 0 | 0 | 485 | |
| 151-511180 LTD | 2,245 | 2,349 | 2,552 | 1,611 | 2,568 | 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 | 7,535 | 6,984 | |
| 151-511310 FICA - Employer | 53,708 | 61,081 | 63,820 | 46,801 | 64,634 | 66,034 | |
| 151-511350 TMRS-Employer | 126,667 | 151,653 | 137,028 | 108,070 | 135,308 | 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 | 64,220 | 82,830 | |
| 151-511500 Workers' Compensation | <u>1,233</u> | <u>900</u> | <u>1,052</u> | <u>1,048</u> | <u>1,048</u> | <u>1,089</u> | |
| TOTAL Personnel Services | 1,047,156 | 1,231,129 | 1,123,847 | 879,088 | 1,112,662 | 1,162,045 | |
| <u>Supplies</u> | | | | | | | |
| 151-521100 Office Supplies | 2,286 | 448 | 1,850 | 1,654 | 2,000 | 2,000 | |
| 151-521300 Motor Veh. Supplies | <u>0</u> | <u>9</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Supplies | 2,286 | 457 | 1,850 | 1,654 | 2,000 | 2,000 | |
| <u>City Support Services</u> | | | | | | | |
| 151-532800 Special Events | <u>5,093</u> | <u>8,154</u> | <u>6,000</u> | <u>0</u> | <u>0</u> | <u>6,000</u> | |
| TOTAL City Support Services | 5,093 | 8,154 | 6,000 | 0 | 0 | 6,000 | |
| <u>Utility Services</u> | | | | | | | |
| 151-533500 Vehicle Fuel | <u>233</u> | <u>1,635</u> | <u>2,000</u> | <u>414</u> | <u>414</u> | <u>0</u> | |
| TOTAL Utility Services | 233 | 1,635 | 2,000 | 414 | 414 | 0 | |
| <u>Operations Support</u> | | | | | | | |
| 151-534200 Printing & Binding | <u>24</u> | <u>0</u> | <u>50</u> | <u>0</u> | <u>100</u> | <u>50</u> | |
| 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 | 1,800 | 5,000 | |
| 151-535300 Memberships | 3,783 | 1,231 | 4,000 | 4,131 | 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 | 1,276 | 2,500 | 3,000 | |
| 151-535600 Professional Certification | <u>196</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Staff Support | 22,977 | 13,429 | 26,675 | 12,876 | 21,188 | 24,775 | |

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 | 895,403 | 1,137,734 | 1,194,870 | |

DEPARTMENT: 152 MUNICIPAL COURT
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

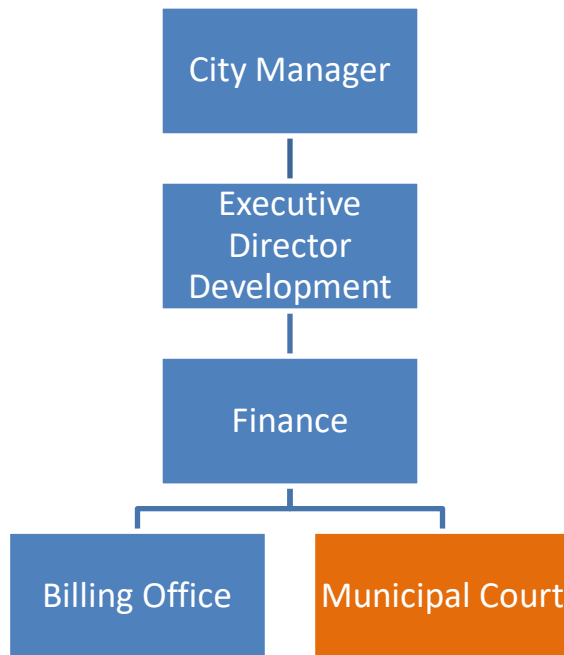
GOALS AND OBJECTIVES

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

MUNICIPAL COURT

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

ORGANIZATIONAL CHART



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

*One unfunded

MUNICIPAL COURT

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 | \$260,823 |
| 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>\$340,383</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 6.5% from the FY 2018-19 year end estimate with the transfer of a court clerk to the Inspections Division as a Development Specialist.

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| MUNICIPAL COURT | | | | | | | |
| Personnel Services | | | | | | | |
| 152-511110 Regular | 186,323 | 199,766 | 170,908 | 163,893 | 198,687 | 170,114 | |
| 152-511120 Overtime | 70 | 0 | 0 | 0 | 0 | 0 | |
| 152-511180 LTD | 554 | 645 | 530 | 434 | 616 | 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 | 1,115 | 1,746 | |
| 152-511310 FICA - Employer | 14,211 | 15,281 | 13,757 | 12,500 | 15,839 | 13,738 | |
| 152-511350 TMRS-Employer | 31,213 | 33,488 | 29,051 | 27,795 | 33,159 | 28,697 | |
| 152-511410 Health-Employer | 34,501 | 39,660 | 31,188 | 30,616 | 36,240 | 37,817 | |
| 152-511500 Workers' Compensation | <u>316</u> | <u>228</u> | <u>227</u> | <u>226</u> | <u>226</u> | <u>227</u> | |
| TOTAL Personnel Services | 274,744 | 296,831 | 254,795 | 243,646 | 293,129 | 260,823 | |
| Supplies | | | | | | | |
| 152-521100 Office Supplies | <u>1,623</u> | <u>1,668</u> | <u>2,000</u> | <u>1,604</u> | <u>1,800</u> | <u>1,500</u> | |
| TOTAL Supplies | 1,623 | 1,668 | 2,000 | 1,604 | 1,800 | 1,500 | |
| City Support Services | | | | | | | |
| 152-532800 Special Events | <u>431</u> | <u>158</u> | <u>975</u> | <u>326</u> | <u>500</u> | <u>750</u> | |
| TOTAL City Support Services | 431 | 158 | 975 | 326 | 500 | 750 | |
| Utility Services | | | | | | | |
| Operations Support | | | | | | | |
| 152-534200 Printing & Binding | <u>869</u> | <u>730</u> | <u>3,000</u> | <u>893</u> | <u>2,531</u> | <u>2,500</u> | |
| TOTAL Operations Support | 869 | 730 | 3,000 | 893 | 2,531 | 2,500 | |
| Staff Support | | | | | | | |
| 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 | <u>1,835</u> | <u>1,329</u> | <u>2,000</u> | <u>1,026</u> | <u>1,461</u> | <u>1,500</u> | |
| TOTAL Staff Support | 4,964 | 5,465 | 8,510 | 4,716 | 6,186 | 7,110 | |
| Court Support | | | | | | | |
| 152-536500 Court/Jury Cost | <u>186</u> | <u>96</u> | <u>700</u> | <u>444</u> | <u>500</u> | <u>700</u> | |
| TOTAL Court Support | 186 | 96 | 700 | 444 | 500 | 700 | |

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | (----- 2018-2019 -----) | | | (----- 2019-2020 -----) | | | |
|---|-------------------------|---------------------|-------------------|-------------------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| <u>Professional Services</u> | | | | | | | |
| 152-541310 Judges Services | 26,950 | 39,245 | 37,500 | 29,123 | 37,500 | 42,300 | _____ |
| 152-541320 Prosecutor Services | 28,900 | 22,200 | 35,500 | 16,150 | 20,000 | 21,000 | _____ |
| 152-541330 Interpreter Services | <u>380</u> | <u>197</u> | <u>960</u> | <u>0</u> | <u>500</u> | <u>700</u> | ===== |
| TOTAL Professional Services | 56,230 | 61,642 | 73,960 | 45,273 | 58,000 | 64,000 | _____ |
| <u>Maintenance Services</u> | | | | | | | |
| 152-551400 Minor & Other Equip. Maint. | 50 | 0 | 0 | 0 | 0 | 0 | _____ |
| 152-551800 Other Maintenance Agreements | <u>3,092</u> | <u>1,950</u> | <u>3,000</u> | <u>1,500</u> | <u>2,100</u> | <u>3,000</u> | ===== |
| 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 | <u>39</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | ===== |
| TOTAL Operating Equipment | 39 | 0 | 0 | 0 | 0 | 0 | _____ |
| <u>Capital Outlay</u> | | | | | | | |
| _____ | | | | | | | |
| TOTAL MUNICIPAL COURT | 342,228 | 368,540 | 346,940 | 298,402 | 364,746 | 340,383 | _____ |

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

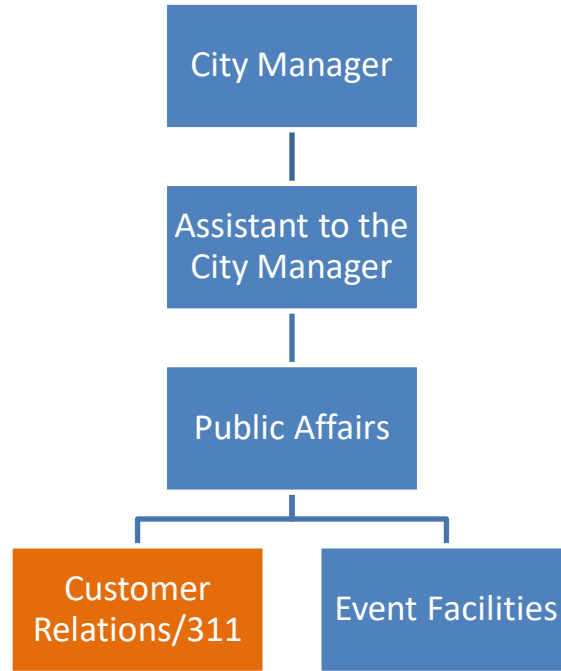
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--------|-------------------|---------------------|-------------------|
|--------|-------------------|---------------------|-------------------|

| | | | |
|---------------------|------------------|------------------|------------------|
| Personnel | \$120,394 | \$124,928 | \$106,817 |
| Supplies | 89 | 100 | 100 |
| Staff Support | 103 | 830 | 830 |
| Operating Equipment | 555 | 270 | 0 |
| Total | \$121,141 | \$126,128 | \$107,747 |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 14.6% from the FY 2018-19 year end estimate due to personnel savings.

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 |
| CUSTOMER RELATIONS-311 | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 153-511110 Regular | 85,167 | 86,753 | 85,362 | 71,493 | 87,223 | 76,906 | |
| 153-511120 Overtime | 65 | 22 | 243 | 237 | 300 | 243 | |
| 153-511180 LTD | 206 | 222 | 219 | 156 | 270 | 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 | 7,083 | 6,033 | |
| 153-511350 TMRS-Employer | 14,273 | 14,615 | 14,468 | 12,404 | 14,827 | 12,603 | |
| 153-511410 Health-Employer | 7,489 | 8,020 | 9,648 | 4,775 | 5,851 | 8,967 | |
| 153-511500 Workers' Compensation | 131 | 97 | 113 | 113 | 113 | 100 | |
| TOTAL Personnel Services | 117,567 | 120,394 | 120,977 | 100,074 | 120,728 | 106,817 | |
| <u>Supplies</u> | | | | | | | |
| 153-521100 Office Supplies | 40 | 89 | 150 | 88 | 100 | 100 | |
| TOTAL Supplies | 40 | 89 | 150 | 88 | 100 | 100 | |
| <u>Staff Support</u> | | | | | | | |
| 153-535100 Uniforms | 99 | 103 | 180 | 165 | 195 | 180 | |
| 153-535300 Memberships | 71 | 0 | 0 | 0 | 0 | 0 | |
| 153-535500 Training/Travel | 0 | 0 | 350 | 0 | 0 | 650 | |
| TOTAL Staff Support | 170 | 103 | 530 | 165 | 195 | 830 | |
| <u>Operating Equipment</u> | | | | | | | |
| 153-571000 Furniture & Fixtures | 0 | 555 | 300 | 270 | 270 | 0 | |
| TOTAL Operating Equipment | 0 | 555 | 300 | 270 | 270 | 0 | |
| TOTAL CUSTOMER RELATIONS-311 | 117,777 | 121,141 | 121,957 | 100,597 | 121,293 | 107,747 | |

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

PLANNING & ZONING

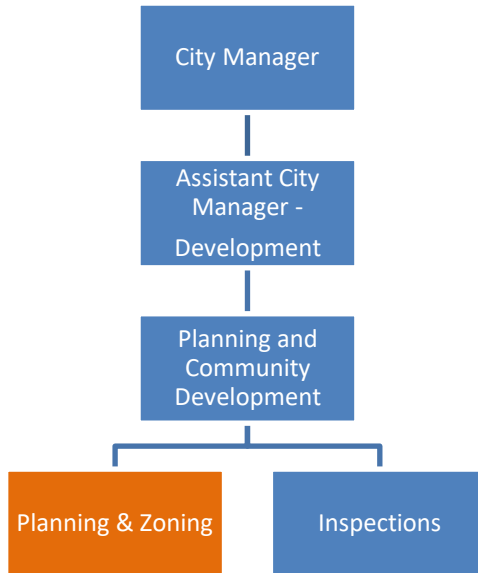
- Continue to implement the Joint Land Use Study Strategies to ensure the compatibility of land uses and development surrounding Randolph AFB.
- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial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

ACCOMPLISHMENTS

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

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

ORGANIZATIONAL CHART



| PLANNING AND ZONING | 2017-18 | 2018-19 | 2019-20 |
|------------------------|----------|----------|----------|
| Senior Planner | 1 | 1 | 1 |
| Planner I | 2 | 2 | 2 |
| TOTAL POSITIONS | 3 | 3 | 3 |

PERFORMANCE INDICATORS

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

PLANNING & ZONING

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|-------------------|---------------------|-------------------|
| Personnel | \$204,100 | \$202,885 | \$210,713 |
| 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>\$253,322</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.4% from the FY 2018-19 year end estimate to send more Planning & Zoning Commissioners to training.

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | 2018-2019 | | | 2019-2020 | | | |
|---------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| PLANNING & ZONING | | | | | | | |
| Personnel Services | | | | | | | |
| 154-511110 Regular | 134,420 | 139,803 | 143,928 | 124,245 | 154,098 | 145,456 | |
| 154-511120 Overtime | 2,781 | 3,901 | 4,171 | 2,639 | 4,000 | 4,850 | |
| 154-511180 LTD | 388 | 436 | 446 | 235 | 478 | 451 | |
| 154-511210 Longevity | 510 | 1,140 | 1,292 | 992 | 992 | 1,364 | |
| 154-511230 Certification Allowance | 900 | 900 | 873 | 762 | 942 | 873 | |
| 154-511310 FICA - Employer | 10,137 | 10,801 | 11,492 | 9,817 | 12,242 | 11,666 | |
| 154-511350 TMRS-Employer | 22,260 | 23,523 | 24,269 | 20,780 | 25,629 | 24,370 | |
| 154-511410 Health-Employer | 22,314 | 23,438 | 23,469 | 9,911 | 12,003 | 21,497 | |
| 154-511500 Workers' Compensation | <u>204</u> | <u>158</u> | <u>184</u> | <u>183</u> | <u>183</u> | <u>186</u> | |
| TOTAL Personnel Services | 193,915 | 204,100 | 210,124 | 169,565 | 210,567 | 210,713 | |
| Supplies | | | | | | | |
| 154-521000 Operating Supplies | 418 | 916 | 611 | 108 | 500 | 901 | |
| 154-521100 Office Supplies | 979 | 358 | 900 | 381 | 900 | 900 | |
| 154-521600 Equip Maint Supplies | <u>53</u> | <u>0</u> | <u>344</u> | <u>0</u> | <u>344</u> | <u>269</u> | |
| TOTAL Supplies | 1,451 | 1,274 | 1,855 | 489 | 1,744 | 2,070 | |
| City Support Services | | | | | | | |
| Utility Services | | | | | | | |
| Operations Support | | | | | | | |
| 154-534200 Printing & Binding | <u>70</u> | <u>162</u> | <u>174</u> | <u>7</u> | <u>174</u> | <u>186</u> | |
| TOTAL Operations Support | 70 | 162 | 174 | 7 | 174 | 186 | |
| Staff Support | | | | | | | |
| 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 | <u>462</u> | <u>0</u> | <u>1,000</u> | <u>0</u> | <u>500</u> | <u>1,000</u> | |
| TOTAL Staff Support | 18,913 | 15,060 | 26,755 | 10,575 | 26,255 | 39,953 | |
| Professional Services | | | | | | | |
| 154-541500 State/County Admin Fees | <u>105</u> | <u>10</u> | <u>100</u> | <u>16</u> | <u>100</u> | <u>100</u> | |
| TOTAL Professional Services | 105 | 10 | 100 | 16 | 100 | 100 | |

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|---------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>Rental/Leasing</u> | | | | | | | |
| <u>Operating Equipment</u> | | | | | | | |
| 154-571000 Furniture & Fixtures | 0 | 155 | 1,258 | 852 | 1,225 | 300 | |
| TOTAL Operating Equipment | 0 | 155 | 1,258 | 852 | 1,225 | 300 | |
| <u>Capital Outlay</u> | | | | | | | |
| TOTAL PLANNING & ZONING | 214,454 | 220,761 | 240,266 | 181,504 | 240,065 | 253,322 | |

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

LEGAL SERVICES

ORGANIZATIONAL CHART



| Budget | 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 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| LEGAL SERVICES | | | | | | | |
| ===== | | | | | | | |
| <u>Operations Support</u> | | | | | | | |
| 155-534100 Advertising/Legal Notices | <u>12,036</u> | <u>9,057</u> | <u>10,000</u> | <u>2,302</u> | <u>10,000</u> | <u>10,000</u> | <u> </u> |
| TOTAL Operations Support | 12,036 | 9,057 | 10,000 | 2,302 | 10,000 | 10,000 | |
| <u>Professional Services</u> | | | | | | | |
| 155-541200 Legal Svcs | <u>138,662</u> | <u>120,901</u> | <u>150,000</u> | <u>75,601</u> | <u>135,000</u> | <u>140,000</u> | <u> </u> |
| TOTAL Professional Services | 138,662 | 120,901 | 150,000 | 75,601 | 135,000 | 140,000 | |
| <hr/> | | | | | | | |
| TOTAL LEGAL SERVICES | 150,698 | 129,958 | 160,000 | 77,903 | 145,000 | 150,000 | |

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

GOALS AND OBJECTIVES

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

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

CITY SECRETARY

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

ORGANIZATIONAL CHART



| CITY SECRETARY | 2017-18 | 2018-19 | 2019-20 |
|------------------------|----------|----------|----------|
| City Secretary | 1 | 1 | 1 |
| Deputy City Secretary | 1 | 1 | 1 |
| TOTAL POSITIONS | 2 | 2 | 2 |

PERFORMANCE INDICATORS

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

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

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 | 151,471 | 132,945 | |
| 164-511180 LTD | 382 | 427 | 419 | 294 | 470 | 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 | 11,800 | 10,304 | |
| 164-511350 TMRS-Employer | 21,465 | 22,201 | 22,221 | 20,522 | 24,703 | 21,524 | |
| 164-511410 Health-Employer | 15,230 | 15,872 | 15,437 | 12,686 | 15,365 | 18,102 | |
| 164-511500 Workers' Compensation | <u>202</u> | <u>148</u> | <u>174</u> | <u>173</u> | <u>173</u> | <u>170</u> | |
| TOTAL Personnel Services | 180,387 | 186,550 | 186,399 | 170,218 | 206,758 | 185,261 | |
| <u>Supplies</u> | | | | | | | |
| 164-521100 Office Supplies | <u>1,319</u> | <u>974</u> | <u>1,150</u> | <u>1,122</u> | <u>1,150</u> | <u>1,150</u> | |
| TOTAL Supplies | 1,319 | 974 | 1,150 | 1,122 | 1,150 | 1,150 | |
| <u>City Support Services</u> | | | | | | | |
| 164-532700 Records Management | <u>4,975</u> | <u>9,743</u> | <u>15,000</u> | <u>3,776</u> | <u>6,000</u> | <u>10,000</u> | |
| TOTAL City Support Services | 4,975 | 9,743 | 15,000 | 3,776 | 6,000 | 10,000 | |
| <u>Utility Services</u> | | | | | | | |
| ----- | | | | | | | |
| <u>Operations Support</u> | | | | | | | |
| 164-534200 Printing & Binding | <u>0</u> | <u>60</u> | <u>100</u> | <u>28</u> | <u>100</u> | <u>150</u> | |
| 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 | <u>2,695</u> | <u>2,307</u> | <u>3,000</u> | <u>2,978</u> | <u>3,000</u> | <u>3,000</u> | |
| 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 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>400</u> | |
| TOTAL Operating Equipment | 0 | 0 | 0 | 0 | 0 | 400 | |

C I T Y O F S C H E R T Z
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|-----------------------|---------------------|---------------------|--|--|--|---|--|
| <u>Capital Outlay</u> | | | | | | | |
| TOTAL CITY SECRETARY | 190,571 | 200,851 | 207,049 | 179,264 | 218,161 | 201,461 | |

DEPARTMENT: 167 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | (----- 2018-2019 -----) | | | (----- 2019-2020 -----) | | | |
|---|-------------------------|---------------------|-------------------|-------------------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| NONDEPARTMENTAL | | | | | | | |
| Supplies | | | | | | | |
| City Support Services | | | | | | | |
| 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 | 80,236 | 928 | 1,066 | 200,000 | |
| 167-532901 Contingencies-Personnel | 0 | 0 | 100,000 | 0 | 0 | 375,000 | |
| TOTAL City Support Services | 378,333 | 390,963 | 607,202 | 380,452 | 463,032 | 1,033,000 | |
| Utility Services | | | | | | | |
| Operations Support | | | | | | | |
| 167-534000 Postage | 10,517 | 9,117 | 11,000 | 834 | 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 | 142,441 | 178,781 | 156,000 | |
| Staff Support | | | | | | | |
| 167-535500 Training/Travel | 166 | 160 | 250 | 73 | 150 | 200 | |
| TOTAL Staff Support | 166 | 160 | 250 | 73 | 150 | 200 | |
| City Assistance | | | | | | | |
| 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 | |
| Professional Services | | | | | | | |
| 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 | 2,586 | 0 | 0 | |
| 167-541800 Credit Card Service Fee | 41,733 | 54,126 | 48,000 | 34,873 | 45,000 | 45,000 | |
| 167-541810 Credit Cards Fees - AMEX | 0 | 2,734 | 2,600 | 2,158 | 2,500 | 1,500 | |
| TOTAL Professional Services | 71,974 | 63,454 | 51,235 | 40,346 | 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 | 2,769,167 | 2,006,583 | 2,226,900 | 3,221,768 | |

DEPARTMENT: 170 PUBLIC AFFAIRS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

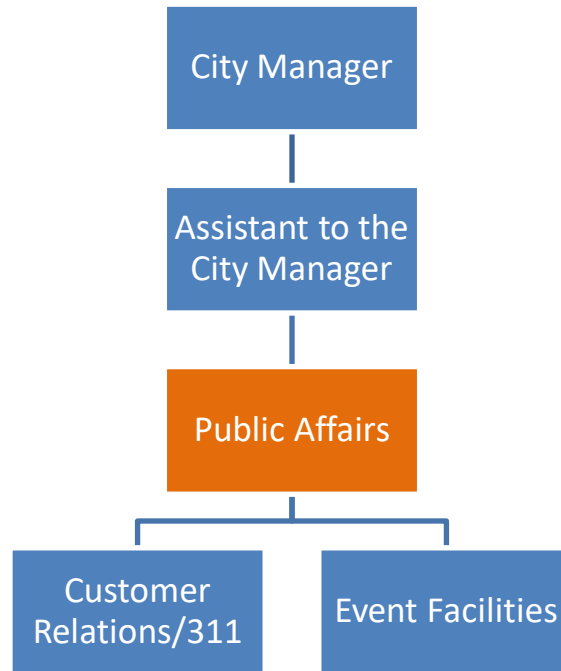
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,000 copies; including 13,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional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

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

PUBLIC AFFAIRS

| 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 | \$286,181 |
| 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>\$596,624</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget decreases 8.2% 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 |
| PUBLIC AFFAIRS | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 170-511110 Regular | 201,085 | 203,058 | 202,593 | 179,379 | 212,656 | 202,351 | _____ |
| 170-511120 Overtime | 235 | 311 | 1,213 | 422 | 850 | 970 | _____ |
| 170-511180 LTD | 586 | 637 | 624 | 396 | 659 | 627 | _____ |
| 170-511210 Longevity | 3,944 | 4,629 | 3,560 | 3,828 | 3,828 | 4,258 | _____ |
| 170-511230 Certification Allowance | 0 | 0 | 0 | 100 | 361 | 0 | _____ |
| 170-511310 FICA - Employer | 15,545 | 15,791 | 15,855 | 13,970 | 16,654 | 15,870 | _____ |
| 170-511350 TMRS-Employer | 33,024 | 33,566 | 33,483 | 29,678 | 34,864 | 33,151 | _____ |
| 170-511410 Health-Employer | 22,040 | 18,941 | 30,873 | 21,841 | 24,944 | 28,693 | _____ |
| 170-511500 Workers' Compensation | <u>311</u> | <u>234</u> | <u>260</u> | <u>259</u> | <u>259</u> | <u>261</u> | _____ |
| TOTAL Personnel Services | 276,771 | 277,168 | 288,461 | 249,873 | 295,075 | 286,181 | _____ |
| <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 | <u>640</u> | <u>976</u> | <u>950</u> | <u>472</u> | <u>600</u> | <u>700</u> | _____ |
| TOTAL Supplies | 1,296 | 2,125 | 1,050 | 567 | 695 | 700 | _____ |
| <u>City Support Services</u> | | | | | | | |
| 170-532800 Other Events | <u>0</u> | <u>0</u> | <u>4,000</u> | <u>1,975</u> | <u>2,610</u> | <u>1,000</u> | _____ |
| 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 | 7,910 | 6,993 | 7,150 | 7,750 | _____ |
| 170-534200 Printing & Binding | 4,626 | 3,770 | 14,890 | 6,021 | 10,000 | 21,000 | _____ |
| 170-534500 Memberships - Organizations | 229 | 187 | 500 | 255 | 255 | 255 | _____ |
| 170-534550 Business Meetings/Networking | <u>566</u> | <u>328</u> | <u>450</u> | <u>198</u> | <u>400</u> | <u>288</u> | _____ |
| TOTAL Operations Support | 15,165 | 16,241 | 38,550 | 14,577 | 35,855 | 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 | <u>2,356</u> | <u>3,202</u> | <u>9,380</u> | <u>7,441</u> | <u>10,000</u> | <u>10,480</u> | _____ |
| 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 | <u>0</u> | <u>0</u> | <u>1,500</u> | <u>1,250</u> | <u>1,500</u> | <u>1,500</u> | _____ |
| TOTAL Professional Services | 22,900 | 3,120 | 306,780 | 253,265 | 297,000 | 250,500 | _____ |

C I T Y O F S C H E R T Z
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|---------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>Operating Equipment</u> | | | | | | | |
| 170-571000 Furniture & Fixtures | <u>229</u> | <u>28</u> | <u>3,150</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL Operating Equipment | 229 | 28 | 3,150 | 0 | 0 | 0 | 0 |
| TOTAL PUBLIC AFFAIRS | 319,030 | 301,935 | 652,091 | 527,829 | 641,755 | 596,624 | |

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|----------------------------------|-----------|-----------|-----------|--------|-----------|-------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <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 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>SCHERTZ TALES MAGAZINE</u> | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 172-511110 Regular | 90,723 | 89,232 | 0 | 0 | 0 | 0 | |
| 172-511120 Overtime | 365 | 0 | 0 | 0 | 0 | 0 | |
| 172-511180 LTD | 194 | 156 | 0 | 0 | 0 | 0 | |
| 172-511210 Longevity | 1,076 | 290 | 0 | 0 | 0 | 0 | |
| 172-511240 Allowances | 1,154 | 0 | 0 | 0 | 0 | 0 | |
| 172-511310 FICA - Employer | 7,106 | 6,850 | 0 | 0 | 0 | 0 | |
| 172-511350 TMRS-Employer | 15,051 | 14,449 | 0 | 0 | 0 | 0 | |
| 172-511410 Health-Employer | 13,183 | 15,482 | 0 | 0 | 0 | 0 | |
| 172-511500 Workers' Compensation | 145 | 98 | 0 | 0 | 0 | 0 | |
| TOTAL Personnel Services | 128,997 | 126,557 | 0 | 0 | 0 | 0 | |
| <u>Supplies</u> | | | | | | | |
| 172-521100 Office Supplies | 181 | 91 | 0 | 0 | 0 | 0 | |
| TOTAL Supplies | 181 | 91 | 0 | 0 | 0 | 0 | |
| <u>Operations Support</u> | | | | | | | |
| 172-534000 Postage | 618 | 231 | 0 | 0 | 0 | 0 | |
| 172-534200 Printing & Binding | 367 | 1,223 | 0 | 0 | 0 | 0 | |
| 172-534550 Business Meetings/Networking | 0 | 216 | 0 | 0 | 0 | 0 | |
| TOTAL Operations Support | 985 | 1,670 | 0 | 0 | 0 | 0 | |
| <u>Staff Support</u> | | | | | | | |
| 172-535100 Uniforms | 57 | 97 | 0 | 0 | 0 | 0 | |
| 172-535300 Memberships | 235 | 170 | 0 | 0 | 0 | 0 | |
| 172-535500 Training/Travel | 1,000 | 2,690 | 0 | 0 | 0 | 0 | |
| 172-535510 Meeting Expenses | 209 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL Staff Support | 1,501 | 2,957 | 0 | 0 | 0 | 0 | |
| <u>Professional Services</u> | | | | | | | |
| 172-541305 Prof Services-Writers/Photogr | 7,655 | 5,575 | 0 | (350) | 0 | 0 | |
| 172-541350 Printing Services | 73,764 | 82,560 | 0 | 0 | 0 | 0 | |
| 172-541355 Design Services | 85,545 | 92,614 | 0 | 0 | 0 | 0 | |
| 172-541360 Postage Services | 51,072 | 56,717 | 0 | 0 | 0 | 0 | |
| 172-541365 Delivery Services | 125 | 1,500 | 0 | 0 | 0 | 0 | |
| TOTAL Professional Services | 218,160 | 238,966 | 0 | (350) | 0 | 0 | |
| <u>Fund Charges/Transfers</u> | | | | | | | |

101-GENERAL FUND

GENERAL GOVERNMENT
 EXPENDITURES

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

DEPARTMENT: 173 ENGINEERING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

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

ORGANIZATIONAL CHART



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

ACCOMPLISHMENTS AND GOALS

FY 2018-2019 Accomplishments

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

ENGINEERING

- 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

ENGINEERING

| | | | |
|--|-----------|-----------|-----------|
| 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.) Residential Subdivision | 91 | 75 | 85 |
| Construction – number of projects (completed projects) Residential Subdivision | 7 | 2 | 3 |
| Construction – dollar value of public improvements (completed projects) Commercial Subdivision | \$7.9 mil | \$1.6 mil | \$3.5 mil |
| Construction – number of projects (completed projects) Commercial Subdivision | 1 | 5 | 2 |
| 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 | \$662,254 | \$695,951 |
| Supplies | 1,324 | 2,220 | 2,650 |
| City Support Services | 650 | 900 | 448 |
| Utility Services | 2,908 | 6,400 | 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>\$747,883</i> | <i>\$767,011</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 2.5% 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.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

GENERAL GOVERNMENT

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

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
|---------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| ENGINEERING | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 173-511110 Regular | 337,341 | 441,845 | 440,465 | 385,538 | 478,276 | 490,890 | _____ |
| 173-511180 LTD | 925 | 1,396 | 1,365 | 980 | 1,483 | 1,522 | _____ |
| 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 | 3,140 | 2,619 | _____ |
| 173-511310 FICA - Employer | 25,892 | 32,690 | 34,329 | 28,576 | 37,233 | 38,259 | _____ |
| 173-511350 TMRS-Employer | 53,596 | 72,507 | 72,495 | 63,543 | 77,946 | 79,919 | _____ |
| 173-511410 Health-Employer | 37,240 | 56,689 | 54,824 | 46,030 | 56,462 | 73,380 | _____ |
| 173-511500 Workers' Compensation | <u>2,633</u> | <u>2,029</u> | <u>2,436</u> | <u>2,427</u> | <u>2,427</u> | <u>2,551</u> | _____ |
| TOTAL Personnel Services | 464,056 | 614,555 | 614,373 | 534,920 | 662,254 | 695,951 | _____ |
| <u>Supplies</u> | | | | | | | |
| 173-521000 Operating Supplies | 684 | 0 | 740 | 501 | 740 | 1,200 | _____ |
| 173-521100 Office Supplies | 931 | 1,192 | 1,500 | 476 | 1,000 | 1,100 | _____ |
| 173-521300 Motor Vehicle Supplies | <u>0</u> | <u>132</u> | <u>480</u> | <u>58</u> | <u>480</u> | <u>350</u> | _____ |
| TOTAL Supplies | 1,616 | 1,324 | 2,720 | 1,035 | 2,220 | 2,650 | _____ |
| <u>City Support Services</u> | | | | | | | |
| 173-532400 Computer Fees & Licenses | <u>295</u> | <u>650</u> | <u>900</u> | <u>0</u> | <u>900</u> | <u>448</u> | _____ |
| TOTAL City Support Services | 295 | 650 | 900 | 0 | 900 | 448 | _____ |
| <u>Utility Services</u> | | | | | | | |
| 173-533330 Telephone/Internet | 0 | 0 | 1,618 | 1,526 | 2,800 | 839 | _____ |
| 173-533500 Vehicle Fuel | <u>1,190</u> | <u>2,908</u> | <u>2,500</u> | <u>2,479</u> | <u>3,600</u> | <u>3,000</u> | _____ |
| TOTAL Utility Services | 1,190 | 2,908 | 4,118 | 4,005 | 6,400 | 3,839 | _____ |
| <u>Operations Support</u> | | | | | | | |
| 173-534000 Postage | 0 | 48 | 0 | 0 | 0 | 0 | _____ |
| 173-534200 Printing & Binding | <u>102</u> | <u>0</u> | <u>100</u> | <u>0</u> | <u>100</u> | <u>100</u> | _____ |
| 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 | <u>612</u> | <u>578</u> | <u>570</u> | <u>380</u> | <u>570</u> | <u>570</u> | _____ |
| 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 | 15,000 | 30,000 | |
| 173-541300 Other Professional Services | 0 | 0 | 10,000 | 195 | 5,000 | 10,000 | |
| 173-541310 Prof Svcs-Plan Review | <u>63,579</u> | <u>5,712</u> | <u>36,000</u> | <u>0</u> | <u>10,000</u> | <u>0</u> | |
| TOTAL Professional Services | 63,579 | 11,111 | 71,000 | 2,426 | 30,000 | 40,000 | |
| <u>Maintenance Services</u> | | | | | | | |
| <u>Rental/Leasing</u> | | | | | | | |
| 173-561100 Rental-Equipment | <u>2,824</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| 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 | <u>0</u> | <u>0</u> | <u>2,451</u> | <u>0</u> | <u>2,451</u> | <u>3,659</u> | |
| TOTAL Operating Equipment | 359 | 0 | 3,351 | 110 | 3,351 | 4,559 | |
| <u>Capital Outlay</u> | | | | | | | |
| 173-581200 Vehicles & Access. Over \$5,00 | <u>0</u> | <u>0</u> | <u>30,000</u> | <u>28,607</u> | <u>30,000</u> | <u>0</u> | |
| TOTAL Capital Outlay | 0 | 0 | 30,000 | 28,607 | 30,000 | 0 | |
| TOTAL ENGINEERING | 540,453 | 639,481 | 739,220 | 575,974 | 747,883 | 767,011 | |

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

DEPARTMENTAL DESCRIPTION

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

GOALS AND OBJECTIVES

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

DEPARTMENTAL DESCRIPTION

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

ORGANIZATIONAL CHART



| GIS | 2017-18 | 2018-19 | 2019-20 |
|------------------------|----------|----------|----------|
| GIS Coordinator | 1 | 1 | 1 |
| GIS Specialist | 1 | 1 | 1 |
| TOTAL POSITIONS | 2 | 2 | 2 |

PERFORMANCE INDICATORS

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|----------------|-------------------|---------------------|-------------------|
| Personnel | \$166,318 | \$171,165 | \$168,874 |
| 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>\$182,674</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 2.0% from the FY 2018-19 year end estimate for higher personnel and training costs.

101-GENERAL FUND

GENERAL GOVERNMENT

| EXPENDITURES | 2018-2019 | | | 2019-2020 | | | |
|------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| GIS | | | | | | | |
| === | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 174-511110 Regular | 111,176 | 118,673 | 118,660 | 103,227 | 127,981 | 121,024 | |
| 174-511180 LTD | 324 | 377 | 368 | 267 | 397 | 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 | 10,028 | 9,510 | |
| 174-511350 TMRS-Employer | 18,222 | 19,589 | 19,657 | 17,177 | 20,994 | 19,866 | |
| 174-511410 Health-Employer | 14,434 | 15,506 | 15,437 | 14,024 | 16,097 | 14,347 | |
| 174-511500 Workers' Compensation | <u>391</u> | <u>299</u> | <u>348</u> | <u>347</u> | <u>347</u> | <u>356</u> | |
| TOTAL Personnel Services | 155,410 | 166,318 | 166,886 | 146,218 | 178,952 | 168,874 | |
| <u>Supplies</u> | | | | | | | |
| 174-521000 Operating Supplies | 1,722 | 405 | 1,440 | 0 | 500 | 1,000 | |
| 174-521100 Office Supplies | <u>505</u> | <u>81</u> | <u>300</u> | <u>0</u> | <u>100</u> | <u>200</u> | |
| TOTAL Supplies | 2,226 | 487 | 1,740 | 0 | 600 | 1,200 | |
| <u>City Support Services</u> | | | | | | | |
| <u>Staff Support</u> | | | | | | | |
| 174-535500 Training/Travel | <u>4,015</u> | <u>3,963</u> | <u>4,600</u> | <u>3,957</u> | <u>4,600</u> | <u>9,600</u> | |
| 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 | <u>2,084</u> | <u>2,084</u> | <u>2,085</u> | <u>1,737</u> | <u>2,085</u> | <u>3,000</u> | |
| 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 | 186,237 | 182,674 | |
| TOTAL GENERAL GOVERNMENT | 5,960,607 | 6,349,363 | 6,677,482 | 5,075,155 | 6,121,711 | 7,124,697 | |

DEPARTMENT: 256 POLICE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

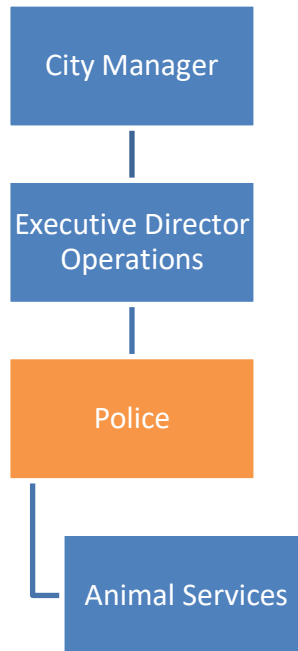
GOALS AND OBJECTIVES

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

POLICE

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

ORGANIZATIONAL CHART



POLICE

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

| LAW ENFORCEMENT COMMISSIONS | 2017-18 | 2018-19 | 2019-20 |
|---------------------------------------|----------------|----------------|----------------|
| Fire Dept. Law Enforcement Commission | 1 | 1 | 1 |
| TOTAL COMMISSIONS | 1 | 1 | 1 |

PERFORMANCE INDICATORS

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

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

POLICE

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|--------------------|---------------------|--------------------|
| Personnel | \$6,221,395 | \$7,249,466 | \$7,604,381 |
| 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>\$9,079,000</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 8.6% 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

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

| EXPENDITURES | (----- 2018-2019 -----) (----- 2019-2020 -----) | | | | | | |
|--|---|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| POLICE | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 256-511110 Regular | 4,015,928 | 4,191,212 | 4,972,573 | 3,973,256 | 4,932,478 | 5,111,319 | _____ |
| 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 | 15,291 | 15,474 | _____ |
| 256-511210 Longevity | 103,404 | 95,568 | 102,406 | 98,572 | 103,668 | 108,221 | _____ |
| 256-511220 Clothing Allowance | 58,256 | 59,606 | 70,949 | 55,923 | 69,653 | 72,059 | _____ |
| 256-511230 Certification Allowance | 40,764 | 39,577 | 47,171 | 33,326 | 41,271 | 43,262 | _____ |
| 256-511310 FICA - Employer | 324,417 | 340,504 | 404,773 | 323,993 | 412,876 | 429,825 | _____ |
| 256-511350 TMRS-Employer | 690,008 | 725,510 | 842,113 | 686,602 | 864,341 | 885,321 | _____ |
| 256-511410 Health-Employer | 503,878 | 522,959 | 649,838 | 460,756 | 556,402 | 715,177 | _____ |
| 256-511500 Workers' Compensation | <u>47,490</u> | <u>35,514</u> | <u>42,989</u> | <u>42,826</u> | <u>42,826</u> | <u>44,273</u> | _____ |
| TOTAL Personnel Services | 5,921,589 | 6,221,395 | 7,246,007 | 5,888,992 | 7,288,806 | 7,604,381 | _____ |
| <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 | <u>11,805</u> | <u>13,566</u> | <u>17,510</u> | <u>17,024</u> | <u>17,209</u> | <u>17,510</u> | _____ |
| TOTAL Supplies | 82,015 | 49,104 | 58,626 | 47,298 | 58,435 | 66,685 | _____ |
| <u>City Support Services</u> | | | | | | | |
| 256-532500 City Insurance-Commercial | <u>21,294</u> | <u>24,230</u> | <u>26,000</u> | <u>26,264</u> | <u>26,264</u> | <u>26,000</u> | _____ |
| TOTAL City Support Services | 21,294 | 24,230 | 26,000 | 26,264 | 26,264 | 26,000 | _____ |
| <u>Utility Services</u> | | | | | | | |
| 256-533310 Telephone/Cell Phone | 0 | 0 | 165 | 38 | 150 | 0 | _____ |
| 256-533330 Telephone/Internet | 0 | 0 | 5,530 | 0 | 600 | 0 | _____ |
| 256-533500 Vehicle Fuel | <u>78,641</u> | <u>89,017</u> | <u>118,279</u> | <u>68,983</u> | <u>100,000</u> | <u>132,729</u> | _____ |
| TOTAL Utility Services | 78,641 | 89,017 | 123,974 | 69,021 | 100,750 | 132,729 | _____ |
| <u>Operations Support</u> | | | | | | | |
| 256-534100 Advertising | 0 | 0 | 0 | 0 | 0 | 7,400 | _____ |
| 256-534200 Printing & Binding | <u>2,075</u> | <u>2,991</u> | <u>12,121</u> | <u>4,321</u> | <u>11,900</u> | <u>10,686</u> | _____ |
| TOTAL Operations Support | 2,075 | 2,991 | 12,121 | 4,321 | 11,900 | 18,086 | _____ |
| <u>Staff Support</u> | | | | | | | |
| 256-535100 Uniforms | 50,614 | 40,788 | 41,364 | 33,599 | 41,190 | 43,027 | _____ |
| 256-535200 Awards | 1,380 | 1,800 | 2,500 | 1,316 | 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 | <u>1,508</u> | <u>760</u> | <u>3,100</u> | <u>3,220</u> | <u>3,500</u> | <u>3,250</u> | _____ |
| TOTAL Staff Support | 119,987 | 116,509 | 148,369 | 104,756 | 148,731 | 165,637 | _____ |

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 |
| <u>City Assistance</u> | | | | | | | |
| 256-537100 Medical Services | 11,512 | 15,108 | 10,500 | 8,783 | 10,319 | 12,000 | |
| 256-537800 Community Outreach | <u>4,747</u> | <u>4,607</u> | <u>7,700</u> | <u>3,882</u> | <u>7,694</u> | <u>9,100</u> | |
| TOTAL City Assistance | 16,259 | 19,715 | 18,200 | 12,665 | 18,013 | 21,100 | |
| <u>Professional Services</u> | | | | | | | |
| 256-541300 Prof Services/Consulting | <u>48,012</u> | <u>53,396</u> | <u>64,748</u> | <u>58,594</u> | <u>80,000</u> | <u>73,993</u> | |
| TOTAL Professional Services | 48,012 | 53,396 | 64,748 | 58,594 | 80,000 | 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 | 9,000 | 5,000 | |
| 256-551800 Other Maintenance Agreements | 1,697 | 745 | 745 | 795 | 850 | 745 | |
| 256-551810 Maintenance Agr. - Radios | <u>41,120</u> | <u>50,080</u> | <u>59,400</u> | <u>40,100</u> | <u>50,400</u> | <u>57,840</u> | |
| TOTAL Maintenance Services | 45,220 | 53,578 | 71,645 | 49,050 | 62,735 | 66,085 | |
| <u>Debt Service</u> | | | | | | | |
| <u>Rental/Leasing</u> | | | | | | | |
| 256-561200 Lease/Purchase Payments | <u>44,159</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>57,600</u> | |
| 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 | <u>11,845</u> | <u>45,308</u> | <u>55,580</u> | <u>55,210</u> | <u>55,210</u> | <u>39,975</u> | |
| 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 | 354,826 | 373,635 | |
| 256-581800 Equipment Over \$5,000 | <u>6,258</u> | <u>25,425</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>208,380</u> | |
| TOTAL Capital Outlay | 357,603 | 529,428 | 373,990 | 333,826 | 354,826 | 582,015 | |
| TOTAL POLICE | 6,870,567 | 7,238,194 | 8,355,808 | 6,809,734 | 8,387,028 | 9,079,000 | |

DEPARTMENT: 257 FIRE RESCUE

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

GOALS AND OBJECTIVES

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

FIRE RESCUE

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

| Input | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--|-------------------|---------------------|-------------------|
| 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 |

FIRE RESCUE

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|--------------------|---------------------|--------------------|
| Personnel | \$4,191,703 | \$4,626,640 | \$4,708,388 |
| 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 | 113,150 |
| Capital Outlay | 121,817 | 179,000 | 173,000 |
| <i>Total</i> | <i>\$4,806,193</i> | <i>\$5,344,301</i> | <i>\$5,458,243</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 2.1% from the FY 2018-19 year end estimate from higher personnel costs related to the annual merit and the update to the holiday pay policy.

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC SAFETY
EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| FIRE RESCUE | | | | | | | |
| Personnel Services | | | | | | | |
| 257-511110 Regular | 2,299,294 | 2,567,507 | 2,848,190 | 2,482,915 | 3,051,699 | 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 | 9,460 | 8,432 | |
| 257-511210 Longevity | 63,820 | 62,328 | 62,399 | 60,687 | 64,444 | 68,486 | |
| 257-511220 Clothing Allowance | 11,568 | 12,720 | 13,316 | 11,460 | 14,148 | 13,316 | |
| 257-511230 Certification Allowance | 40,575 | 41,755 | 47,588 | 36,425 | 46,698 | 47,336 | |
| 257-511310 FICA - Employer | 202,138 | 231,811 | 256,686 | 215,017 | 273,640 | 263,396 | |
| 257-511350 TMRS-Employer | 429,195 | 502,724 | 542,060 | 478,897 | 572,855 | 550,205 | |
| 257-511410 Health-Employer | 269,508 | 313,707 | 349,183 | 283,259 | 343,747 | 400,802 | |
| 257-511500 Workers' Compensation | <u>23,710</u> | <u>20,051</u> | <u>24,585</u> | <u>24,492</u> | <u>24,492</u> | <u>24,927</u> | |
| TOTAL Personnel Services | 3,647,597 | 4,191,703 | 4,552,388 | 3,919,133 | 4,801,183 | 4,708,388 | |
| Supplies | | | | | | | |
| 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 | 1,440 | 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 | <u>411</u> | <u>905</u> | <u>1,800</u> | <u>1,433</u> | <u>1,800</u> | <u>1,200</u> | |
| TOTAL Supplies | 4,961 | 12,244 | 23,554 | 13,083 | 20,800 | 23,855 | |
| City Support Services | | | | | | | |
| Utility Services | | | | | | | |
| 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 | 0 | 3,000 | |
| 257-533330 Telephone/Internet | 0 | 1,023 | 0 | 142 | 450 | 0 | |
| 257-533410 Water Utility Service | 2,395 | 1,821 | 2,600 | 1,107 | 2,600 | 3,600 | |
| 257-533500 Vehicle Fuel | <u>25,383</u> | <u>33,643</u> | <u>30,000</u> | <u>27,617</u> | <u>36,000</u> | <u>38,000</u> | |
| TOTAL Utility Services | 49,079 | 49,030 | 61,600 | 40,120 | 60,050 | 76,600 | |
| Operations Support | | | | | | | |
| 257-534100 Advertising | 0 | 0 | 150 | 0 | 0 | 150 | |
| 257-534200 Printing & Binding | <u>0</u> | <u>142</u> | <u>400</u> | <u>323</u> | <u>350</u> | <u>1,000</u> | |
| TOTAL Operations Support | 0 | 142 | 550 | 323 | 350 | 1,150 | |
| Staff Support | | | | | | | |
| 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 | 3,000 | 1,783 | 3,000 | 3,500 | |
| 257-535500 Training/Travel | 52,094 | 56,503 | 66,000 | 50,828 | 61,000 | 72,000 | |
| 257-535510 Meeting Expenses | 3,496 | 3,499 | 4,375 | 2,123 | 3,000 | 4,300 | |
| 257-535600 Professional Certification | <u>6,823</u> | <u>6,012</u> | <u>7,000</u> | <u>6,069</u> | <u>10,000</u> | <u>10,000</u> | |
| TOTAL Staff Support | 136,416 | 156,958 | 184,552 | 131,069 | 181,177 | 195,600 | |

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 | 36,296 | 18,540 | 36,296 | 15,000 | |
| TOTAL Maintenance Services | 40,403 | 58,968 | 83,796 | 45,681 | 82,296 | 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 | 29,100 | 23,333 | 28,000 | 10,600 | |
| TOTAL Rental/Leasing | 15,916 | 15,916 | 29,100 | 23,333 | 28,000 | 10,600 | |
| <u>Operating Equipment</u> | | | | | | | |
| 257-571000 Furniture & Fixtures | 6,741 | 14,582 | 15,000 | 12,221 | 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 | 10,000 | |
| 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 | 71,679 | 117,644 | 113,150 | |
| <u>Capital Outlay</u> | | | | | | | |
| 257-581200 Vehicles & Access. Over \$5,00 | 30,407 | 89,953 | 179,000 | 0 | 179,000 | 132,000 | |
| 257-581400 Communication Equip Over \$500 | 0 | 0 | 0 | 0 | 0 | 25,000 | |
| 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 | 173,000 | |
| TOTAL FIRE RESCUE | 4,076,531 | 4,806,193 | 5,283,184 | 4,287,772 | 5,528,594 | 5,458,243 | |

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

INSPECTIONS

- 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.

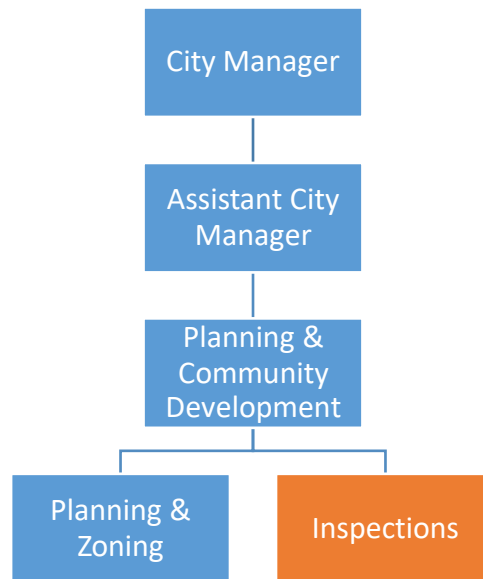
ACCOMPLISHMENTS

- 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.

INSPECTIONS

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

ORGANIZATIONAL CHART



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

*Split with Utility Billing

PERFORMANCE INDICATORS

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

INSPECTIONS

| | | | |
|----------------------------------|-------------|-------------|-------------|
| 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 | \$841,043 |
| 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>\$999,402</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 2.5% from the FY 2018-19 year end estimate. Higher personnel and staff support costs from being fully staffed are offset by lower capital outlay.

101-GENERAL FUND

PUBLIC SAFETY
 EXPENDITURES

| | 2018-2019 | | | 2019-2020 | | | |
|---------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| INSPECTIONS | | | | | | | |
| Personnel Services | | | | | | | |
| 258-511110 Regular | 401,722 | 420,670 | 496,158 | 471,871 | 592,935 | 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 | 1,838 | 1,759 | |
| 258-511210 Longevity | 8,647 | 7,295 | 8,911 | 8,668 | 8,670 | 13,952 | |
| 258-511230 Certification Allowance | 0 | 0 | 291 | 136 | 196 | 291 | |
| 258-511310 FICA - Employer | 31,066 | 33,516 | 39,382 | 36,126 | 47,415 | 45,805 | |
| 258-511350 TMRS-Employer | 67,477 | 73,523 | 83,165 | 79,578 | 99,261 | 95,683 | |
| 258-511410 Health-Employer | 57,542 | 64,366 | 79,562 | 62,228 | 74,772 | 97,084 | |
| 258-511500 Workers' Compensation | <u>1,248</u> | <u>1,081</u> | <u>1,347</u> | <u>1,342</u> | <u>1,342</u> | <u>1,529</u> | |
| TOTAL Personnel Services | 578,866 | 629,218 | 729,754 | 673,081 | 844,429 | 841,043 | |
| Supplies | | | | | | | |
| 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 | 947 | 2,000 | 2,400 | |
| 258-521300 Motor Vehicle Supplies | 44 | 72 | 240 | 63 | 240 | 864 | |
| 258-521600 Equip Maint Supplies | <u>0</u> | <u>22</u> | <u>500</u> | <u>73</u> | <u>500</u> | <u>500</u> | |
| TOTAL Supplies | 2,836 | 2,549 | 3,742 | 2,130 | 4,115 | 5,378 | |
| City Support Services | | | | | | | |
| Utility Services | | | | | | | |
| 258-533500 Vehicle Fuel | <u>3,747</u> | <u>4,461</u> | <u>5,000</u> | <u>4,518</u> | <u>6,000</u> | <u>9,720</u> | |
| TOTAL Utility Services | 3,747 | 4,461 | 5,000 | 4,518 | 6,000 | 9,720 | |
| Operations Support | | | | | | | |
| 258-534200 Printing & Binding | <u>1,845</u> | <u>1,781</u> | <u>2,219</u> | <u>1,190</u> | <u>2,219</u> | <u>2,400</u> | |
| TOTAL Operations Support | 1,845 | 1,781 | 2,219 | 1,190 | 2,219 | 2,400 | |
| Staff Support | | | | | | | |
| 258-535100 Uniforms | 4,821 | 4,857 | 6,250 | 3,279 | 6,250 | 8,690 | |
| 258-535300 Memberships | 219 | 259 | 735 | 155 | 745 | 745 | |
| 258-535400 Publications | 536 | 1,589 | 1,458 | 768 | 2,298 | 2,298 | |
| 258-535500 Training/Travel Staff | 9,665 | 9,942 | 16,140 | 11,789 | 15,300 | 23,341 | |
| 258-535510 Meeting Expenses | 1,829 | 666 | 3,336 | 377 | 3,336 | 2,100 | |
| 258-535600 Professional Certification | <u>993</u> | <u>1,941</u> | <u>2,042</u> | <u>1,833</u> | <u>2,032</u> | <u>4,087</u> | |
| TOTAL Staff Support | 18,063 | 19,254 | 29,961 | 18,201 | 29,961 | 41,261 | |
| City Assistance | | | | | | | |

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>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 | 903 | 600 | |
| 258-571200 Vehicles&Access. LESS \$5,000 | 0 | 0 | 0 | 555 | 555 | 0 | |
| TOTAL Operating Equipment | 0 | 5,391 | 903 | 1,085 | 1,458 | 600 | |
| <u>Capital Outlay</u> | | | | | | | |
| 258-581200 Vehicles & Access. Over \$5,00 | 0 | 0 | 54,000 | 53,007 | 53,470 | 29,000 | |
| TOTAL Capital Outlay | 0 | 0 | 54,000 | 53,007 | 53,470 | 29,000 | |
| TOTAL INSPECTIONS | 811,916 | 923,193 | 895,579 | 810,258 | 1,011,652 | 999,402 | |

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

PUBLIC WORKS-STREETS

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

| Efficiency | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|---|-------------------|---------------------|-------------------|
| 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 |

PUBLIC WORKS-STREETS

| Effectiveness | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|---------------|-------------------|---------------------|-------------------|
|---------------|-------------------|---------------------|-------------------|

| | | | |
|------------------------------------|-------|-------|-------|
| Hours spent on roadway maintenance | 2,900 | 3,000 | 3,200 |
|------------------------------------|-------|-------|-------|

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--------|-------------------|---------------------|-------------------|
|--------|-------------------|---------------------|-------------------|

| | | | |
|-----------------------|--------------------|--------------------|--------------------|
| Personnel | \$773,404 | \$757,164 | \$877,796 |
| Supplies | 80,858 | 113,350 | 102,450 |
| Utility Services | 173,057 | 185,000 | 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 | 5,150 | 6,000 |
| Operating Equipment | 6,662 | 4,850 | 9,800 |
| Capital Outlay | 94,153 | 228,685 | 31,000 |
| <i>Total</i> | <i>\$1,230,206</i> | <i>\$1,601,249</i> | <i>\$1,522,166</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 4.9% from the FY 2018-19 year end estimate. Personnel will increase 15.9% with the addition of a Street Worker II and 2 Street Worker I positions to help keep up regular maintenance on the City's ever growing street miles. This increase is offset from the FY 2018-19 year end estimate due to fewer vehicles and equipment being purchased in the FY 2019-20 Capital Outlay category.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES

| | 2018-2019 | | | 2019-2020 | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| STREETS | | | | | | | |
| Personnel Services | | | | | | | |
| 359-511110 Regular | 478,528 | 507,802 | 520,366 | 418,029 | 512,262 | 570,015 | |
| 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 | 1,588 | 1,767 | |
| 359-511210 Longevity | 13,796 | 15,381 | 16,724 | 16,729 | 16,927 | 17,138 | |
| 359-511230 Certification Allowance | 2,112 | 2,389 | 2,037 | 1,789 | 2,210 | 2,910 | |
| 359-511310 FICA - Employer | 38,208 | 40,314 | 41,328 | 33,475 | 41,084 | 45,206 | |
| 359-511350 TMRS-Employer | 80,366 | 85,636 | 87,783 | 71,375 | 86,008 | 95,097 | |
| 359-511410 Health-Employer | 90,556 | 101,200 | 108,056 | 62,768 | 75,412 | 121,404 | |
| 359-511500 Workers' Compensation | <u>18,844</u> | <u>13,958</u> | <u>16,085</u> | <u>16,024</u> | <u>16,024</u> | <u>17,954</u> | |
| TOTAL Personnel Services | 730,408 | 773,404 | 800,297 | 626,612 | 757,164 | 877,796 | |
| 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 | <u>1,820</u> | <u>995</u> | <u>1,800</u> | <u>1,232</u> | <u>1,500</u> | <u>1,800</u> | |
| 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 | 140,000 | 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 | <u>35,674</u> | <u>36,954</u> | <u>36,000</u> | <u>30,112</u> | <u>40,000</u> | <u>36,000</u> | |
| TOTAL Utility Services | 167,423 | 173,057 | 181,700 | 139,572 | 185,000 | 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 | <u>177</u> | <u>227</u> | <u>400</u> | <u>161</u> | <u>400</u> | <u>1,420</u> | |
| TOTAL Staff Support | 11,586 | 10,496 | 18,650 | 15,948 | 18,350 | 18,620 | |

101-GENERAL FUND

PUBLIC ENVIRONMENT
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>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 | 4,850 | 6,000 | |
| 359-561200 Lease/Purchase Payments | 0 | 0 | 0 | 0 | 300 | 0 | |
| TOTAL Rental/Leasing | 2,763 | 3,201 | 4,850 | 4,590 | 5,150 | 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 | 1,601,249 | 1,522,166 | |
| TOTAL PUBLIC ENVIRONMENT | 1,264,787 | 1,230,206 | 1,641,982 | 1,059,386 | 1,601,249 | 1,522,166 | |

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

PARKS, RECREATION AND COMMUNITY SERVICES

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

ORGANIZATIONAL CHART



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

PARKS, RECREATION AND COMMUNITY SERVICES

PERFORMANCE INDICATORS

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

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

| Effectiveness | 2016-17 Actual | 2017-18 Estimate | 2018-19 Budget |
|---|-------------------|---------------------|-------------------|
| Cost Benefit for Athletic Association Field Maintenance | \$550,000 | \$550,000 | \$550,000 |
| Cost Benefit for Volunteer Hours | \$19,142 | \$24,180 | \$12,000 |
| Special Events Attendance | | 30,000 | 30,000 |
| Youth Sports Registrations (BVYA & SYSA) | | 3,800 | 3,800 |

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|-------------------|---------------------|-------------------|
| Personnel | \$458,475 | \$550,325 | \$656,169 |
| 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 |

PARKS, RECREATION AND COMMUNITY SERVICES

| | | | |
|----------------------|-------------------|--------------------|--------------------|
| 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>\$1,553,939</i> |

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PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.6% from the FY 2018-19 year end estimate. This increase is from the addition of \$22,500 in Supplies for Landscaping supplies. Also included in this increase is the transfer of event expenses from Special Events.

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

101-GENERAL FUND

PARKS & RECREATION

| EXPENDITURES | | | 2018-2019 | | | 2019-2020 | |
|--|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| PARKS | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 460-511110 Regular | 328,886 | 301,260 | 444,258 | 320,980 | 401,011 | 433,691 | _____ |
| 460-511120 Overtime | 15,523 | 16,047 | 14,793 | 15,330 | 17,800 | 14,793 | _____ |
| 460-511180 LTD | 955 | 885 | 1,341 | 797 | 1,243 | 1,326 | _____ |
| 460-511210 Longevity | 12,901 | 6,669 | 8,514 | 8,917 | 9,832 | 4,022 | _____ |
| 460-511230 Certification Allowance | 3,208 | 2,908 | 14,550 | 3,139 | 3,791 | 6,984 | _____ |
| 460-511310 FICA - Employer | 25,886 | 24,030 | 36,862 | 25,468 | 33,081 | 35,142 | _____ |
| 460-511350 TMRS-Employer | 56,401 | 52,016 | 75,873 | 55,811 | 69,254 | 72,479 | _____ |
| 460-511410 Health-Employer | 47,722 | 51,281 | 73,714 | 45,997 | 55,806 | 83,806 | _____ |
| 460-511500 Workers' Compensation | <u>4,965</u> | <u>3,379</u> | <u>4,060</u> | <u>4,045</u> | <u>4,045</u> | <u>3,926</u> | _____ |
| TOTAL Personnel Services | 496,446 | 458,475 | 673,965 | 480,483 | 595,863 | 656,169 | _____ |
| <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 | 1,269 | 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 | 15,000 | 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 | <u>0</u> | <u>619</u> | <u>575</u> | <u>575</u> | <u>575</u> | <u>500</u> | _____ |
| TOTAL Supplies | 38,934 | 71,788 | 71,897 | 57,550 | 77,831 | 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 | <u>12,005</u> | <u>10,437</u> | <u>10,000</u> | <u>15,137</u> | <u>19,000</u> | <u>10,000</u> | _____ |
| TOTAL City Support Services | 12,005 | 10,437 | 10,000 | 15,137 | 19,000 | 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 | <u>10,482</u> | <u>11,804</u> | <u>8,500</u> | <u>7,515</u> | <u>10,500</u> | <u>8,500</u> | _____ |
| TOTAL Utility Services | 247,033 | 256,028 | 220,500 | 163,261 | 236,500 | 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 | 6,750 | 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 | 996 | 850 | |
| TOTAL Staff Support | 10,351 | 8,200 | 14,895 | 15,087 | 15,651 | 19,670 | |
| <u>City Assistance</u> | | | | | | | |
| <u>Professional Services</u> | | | | | | | |
| 460-541300 Other Cons/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 | 6,000 | 5,000 | |
| TOTAL Maintenance Services | 17,352 | 13,718 | 77,479 | 8,275 | 66,479 | 26,500 | |
| <u>Rental/Leasing</u> | | | | | | | |
| 460-561100 Rental-Equipment | 1,069 | 2,321 | 5,947 | 5,399 | 15,000 | 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 | 15,000 | 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 | 70,026 | 50,000 | |
| 460-571800 Equipment under \$5,000 | 19,024 | 7,523 | 19,850 | 20,071 | 20,539 | 15,000 | |
| TOTAL Operating Equipment | 19,024 | 24,067 | 72,350 | 65,001 | 93,065 | 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 | 151,150 | 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 | 329,901 | 185,000 | |
| TOTAL PARKS | 970,348 | 1,059,505 | 1,610,307 | 1,176,957 | 1,590,637 | 1,553,939 | |

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

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

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

*Cost per resident with the new Schertz Aquatics Center

POOL

| 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 | <u>434</u> | <u>570</u> | <u>3,000</u> | <u>40</u> | <u>3,000</u> | <u>3,000</u> | |
| 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 | <u>16,090</u> | <u>16,481</u> | <u>6,500</u> | <u>9,773</u> | <u>12,000</u> | <u>6,500</u> | |
| 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 | <u>3,633</u> | <u>0</u> | <u>2,993</u> | <u>2,993</u> | <u>2,993</u> | <u>0</u> | |
| 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 | <u>25,439</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| 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 | <u>0</u> | <u>1,032</u> | <u>0</u> | <u>2,125</u> | <u>2,125</u> | <u>0</u> | |
| TOTAL Operating Equipment | 0 | 1,032 | 0 | 2,125 | 2,125 | 0 | |
| <u>Capital Outlay</u> | | | | | | | |
| <hr/> | | | | | | | |
| TOTAL SWIM POOL | 629,056 | 578,573 | 639,878 | 353,952 | 576,530 | 569,878 | |

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

DEPARTMENT DESCRIPTION

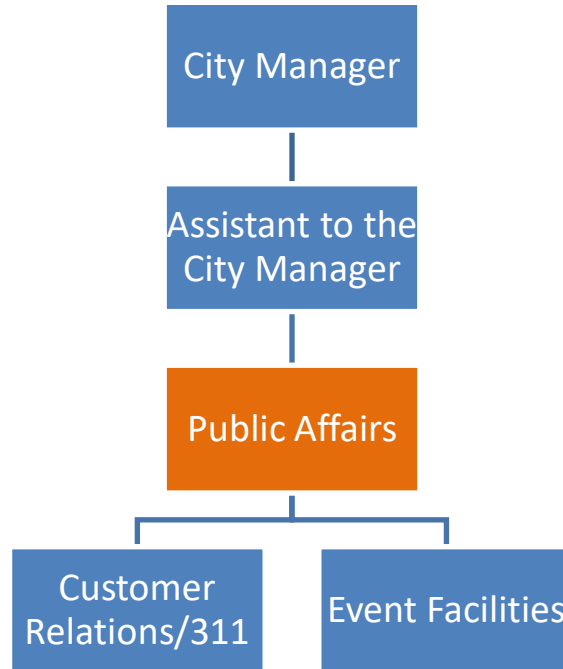
Under the umbrella of Public Affairs, Event Facilities provides a place where customers can gather for social or cultural activities, as well as a centrally located venue for businesses and other organizations to hold meetings, training, and/or other specialized events. This department handles all aspects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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

EVENT FACILITIES



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

PERFORMANCE INDICATORS

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

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

EVENT FACILITIES

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|----------------------|-------------------|---------------------|-------------------|
| Personnel Services | \$48,371 | \$252,474 | \$279,034 |
| Supplies | 3,766 | 3,659 | 6,150 |
| Utility Services | 44,852 | 46,650 | 46,650 |
| Operations Support | 15,735 | 16,500 | 12,358 |
| Staff Support | 542 | 4,935 | 5,325 |
| Maintenance Services | 0 | 0 | 13,000 |
| Operating Equipment | 12,172 | 29,500 | 32,500 |
| <i>Total</i> | <i>\$125,438</i> | <i>\$353,718</i> | <i>\$395,017</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 11.7% from the FY 2018-19 year end estimate due to the cleaning contract for the Civic Center not being executed until FY 2019-20. Also included in the increase is the purchase of replacement office equipment.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

PARKS & RECREATION

| EXPENDITURES | 2018-2019 | | | | | | 2019-2020 |
|---|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| EVENT FACILITIES | | | | | | | |
| Personnel Services | | | | | | | |
| 464-511110 Regular | 37,444 | 33,609 | 197,507 | 146,291 | 180,244 | 193,177 | |
| 464-511120 Overtime | 353 | 76 | 9,600 | 2,764 | 5,000 | 5,000 | |
| 464-511180 LTD | 113 | 94 | 557 | 327 | 559 | 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 | 14,386 | 15,430 | |
| 464-511350 TMRS-Employer | 6,135 | 5,433 | 33,955 | 24,531 | 30,116 | 32,231 | |
| 464-511410 Health-Employer | 5,531 | 6,523 | 38,591 | 13,537 | 16,755 | 28,803 | |
| 464-511500 Workers' Compensation | 65 | 47 | 254 | 253 | 253 | 247 | |
| TOTAL Personnel Services | 52,855 | 48,371 | 299,770 | 201,931 | 250,118 | 279,034 | |
| Supplies | | | | | | | |
| 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 | 489 | 709 | 700 | |
| TOTAL Supplies | 3,352 | 3,766 | 5,850 | 2,113 | 3,659 | 6,150 | |
| Utility Services | | | | | | | |
| 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 | 40,000 | |
| 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 | 46,650 | |
| Operations Support | | | | | | | |
| 464-534100 Advertising | 4,752 | 4,320 | 2,080 | 1,908 | 2,000 | 5,100 | |
| 464-534200 Printing & Binding | 198 | 29 | 3,000 | 968 | 1,000 | 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 | 15,580 | 9,941 | 13,500 | 12,358 | |
| Staff Support | | | | | | | |
| 464-535100 Uniforms | 0 | 45 | 1,910 | 776 | 1,000 | 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 | 4,025 | 5,325 | |
| Professional Services | | | | | | | |

101-GENERAL FUND

PARKS & RECREATION
 EXPENDITURES

| | | | 2018-2019 | | 2019-2020 | | |
|---|-----------|-----------|-----------|---------|-----------|-------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>Maintenance Services</u> | | | | | | | |
| 464-551800 Other Maintenance Agreements | 0 | 0 | 10,000 | 0 | 0 | 13,000 | |
| TOTAL Maintenance Services | 0 | 0 | 10,000 | 0 | 0 | 13,000 | |
| <u>Rental/Leasing</u> | | | | | | | |
| <u>Operating Equipment</u> | | | | | | | |
| 464-571000 Furniture and Fixtures < \$500 | 5,544 | 941 | 6,920 | 4,221 | 6,906 | 2,500 | |
| 464-571500 Operating Equipment <\$5,000 | 2,121 | 10,199 | 21,000 | 13,932 | 21,000 | 20,000 | |
| 464-571550 Capital Recovery Equipment | 0 | 1,032 | 10,000 | 0 | 7,500 | 10,000 | |
| TOTAL Operating Equipment | 7,665 | 12,172 | 37,920 | 18,153 | 35,406 | 32,500 | |
| <u>Capital Outlay</u> | | | | | | | |
| TOTAL EVENT FACILITIES | 117,289 | 125,438 | 425,605 | 262,926 | 353,358 | 395,017 | |

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library:

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

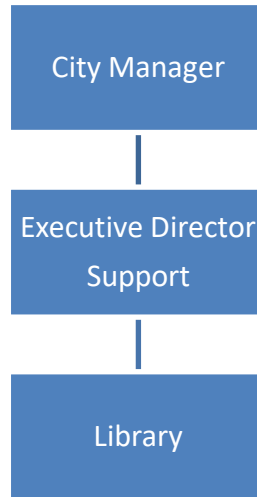
Outreach and Partnerships

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

LIBRARY

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

ORGANIZATION CHART



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

PERFORMANCE INDICATORS

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

*determined by Texas State Library

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 | \$825,121 | \$782,955 |
| 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 | 150,000 |
| <i>Total</i> | | \$945,948 | \$1,040,832 | \$1,025,736 |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 budget will decrease 1.5% from the FY 2018-19 year end estimate. Additional library materials will be purchased to keep up the materials per service population figure so the library can stay accredited. Staff expects to work more efficiently next year and reduce the overall number of hours worked to be closer in line with stated schedules which will reduce overtime.

101-GENERAL FUND

CULTURAL
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|--------------------------------------|--------------|---------------|--------------|--------------|--------------|---------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| LIBRARY | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 665-511110 Regular | 524,468 | 536,336 | 536,238 | 474,023 | 592,338 | 548,668 | _____ |
| 665-511120 Overtime | 832 | 886 | 1,067 | 617 | 1,067 | 1,067 | _____ |
| 665-511180 LTD | 1,151 | 1,280 | 1,234 | 896 | 1,836 | 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 | 1,256 | 582 | _____ |
| 665-511310 FICA - Employer | 39,457 | 40,410 | 42,149 | 35,465 | 43,364 | 43,215 | _____ |
| 665-511350 TMRS-Employer | 81,894 | 84,199 | 84,601 | 74,751 | 97,062 | 85,965 | _____ |
| 665-511410 Health-Employer | 68,436 | 73,611 | 70,229 | 63,256 | 76,120 | 86,468 | _____ |
| 665-511500 Workers' Compensation | <u>760</u> | <u>582</u> | <u>671</u> | <u>668</u> | <u>668</u> | <u>688</u> | _____ |
| TOTAL Personnel Services | 728,195 | 748,527 | 750,254 | 662,103 | 825,121 | 782,955 | _____ |
| <u>Supplies</u> | | | | | | | |
| 665-521000 Operating Supplies | 10,781 | 11,158 | 12,000 | 8,858 | 12,000 | 12,000 | _____ |
| 665-521100 Office Supplies | <u>2,460</u> | <u>2,684</u> | <u>3,500</u> | <u>1,834</u> | <u>3,500</u> | <u>3,000</u> | _____ |
| 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 | <u>7,991</u> | <u>12,644</u> | <u>8,000</u> | <u>6,254</u> | <u>8,000</u> | <u>10,000</u> | _____ |
| 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 | <u>0</u> | <u>1,670</u> | <u>650</u> | <u>0</u> | <u>650</u> | <u>2,350</u> | _____ |
| 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 | <u>211</u> | <u>91</u> | <u>300</u> | <u>132</u> | <u>300</u> | <u>300</u> | _____ |
| TOTAL Staff Support | 5,520 | 4,742 | 5,700 | 4,100 | 5,697 | 12,520 | _____ |
| <u>Professional Services</u> | | | | | | | |
| 665-541365 Courier/Delivery Services | <u>2,252</u> | <u>2,318</u> | <u>2,300</u> | <u>2,364</u> | <u>2,364</u> | <u>2,411</u> | _____ |
| 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 | 139,000 | |
| 665-571600 Donation-Expense | <u>2,493</u> | <u>6,853</u> | <u>10,000</u> | <u>6,778</u> | <u>7,500</u> | <u>10,000</u> | |
| TOTAL Operating Equipment | 106,800 | 111,519 | 135,000 | 107,839 | 132,500 | 150,000 | |
| <u>Capital Outlay</u> | | | | | | | |
| TOTAL LIBRARY | 904,485 | 945,948 | 967,904 | 826,360 | 1,040,832 | 1,025,736 | |
| TOTAL CULTURAL | 904,485 | 945,948 | 967,904 | 826,360 | 1,040,832 | 1,025,736 | |

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

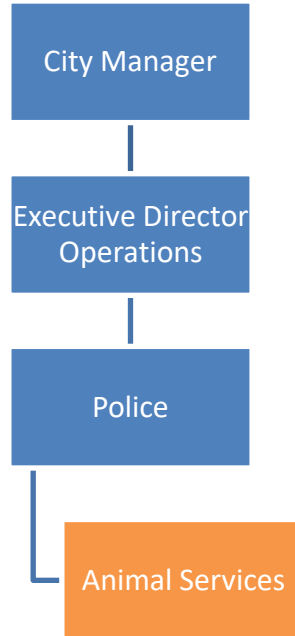
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

ANIMAL SERVICES

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 | \$407,558 |
| 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>\$669,982</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 35.4% 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 purchase of a replacement Animal Service Officer vehicle.

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>ANIMAL SERVICES</u> | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 762-511110 Regular | 199,973 | 187,676 | 215,458 | 163,488 | 202,633 | 242,632 | _____ |
| 762-511120 Overtime | 9,664 | 7,560 | 9,700 | 26,422 | 30,375 | 38,800 | _____ |
| 762-511180 LTD | 523 | 493 | 599 | 389 | 628 | 730 | _____ |
| 762-511210 Longevity | 4,136 | 2,514 | 1,010 | 1,435 | 1,435 | 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 | 1,586 | 3,089 | _____ |
| 762-511310 FICA - Employer | 16,244 | 14,733 | 17,541 | 14,343 | 18,056 | 21,800 | _____ |
| 762-511350 TMRS-Employer | 34,582 | 32,164 | 37,042 | 31,356 | 37,800 | 45,538 | _____ |
| 762-511410 Health-Employer | 31,217 | 35,695 | 40,821 | 30,533 | 37,832 | 50,816 | _____ |
| 762-511500 Workers' Compensation | <u>3,224</u> | <u>2,392</u> | <u>2,515</u> | <u>2,505</u> | <u>2,505</u> | <u>2,889</u> | _____ |
| TOTAL Personnel Services | 304,804 | 286,430 | 327,839 | 271,796 | 332,850 | 407,558 | _____ |
| <u>Supplies</u> | | | | | | | |
| 762-521000 Operating Supplies | 18,187 | 15,440 | 17,794 | 15,996 | 20,500 | 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 | 18,000 | 18,725 | _____ |
| 762-521300 Motor Veh. Supplies | <u>9</u> | <u>0</u> | <u>380</u> | <u>93</u> | <u>285</u> | <u>1,385</u> | _____ |
| TOTAL Supplies | 35,016 | 36,941 | 36,380 | 29,962 | 39,799 | 40,020 | _____ |
| <u>City Support Services</u> | | | | | | | |
| 762-532800 Promotional Events | <u>2,112</u> | <u>792</u> | <u>3,500</u> | <u>864</u> | <u>2,250</u> | <u>3,500</u> | _____ |
| 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 | <u>6,653</u> | <u>10,417</u> | <u>8,000</u> | <u>5,545</u> | <u>7,914</u> | <u>9,213</u> | _____ |
| TOTAL Utility Services | 60,217 | 53,198 | 44,000 | 45,231 | 64,221 | 56,217 | _____ |
| <u>Operations Support</u> | | | | | | | |
| 762-534200 Printing & Binding | <u>712</u> | <u>442</u> | <u>1,000</u> | <u>230</u> | <u>730</u> | <u>1,000</u> | _____ |
| 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 | <u>106</u> | <u>226</u> | <u>500</u> | <u>29</u> | <u>250</u> | <u>500</u> | _____ |
| 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 | 25,000 | 36,000 | |
| 762-537105 TNR Program | <u>100</u> | <u>255</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL City Assistance | 15,638 | 19,118 | 15,000 | 13,280 | 25,000 | 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 | <u>19,031</u> | <u>18,107</u> | <u>20,000</u> | <u>15,060</u> | <u>20,000</u> | <u>0</u> | |
| TOTAL Professional Services | 21,606 | 20,781 | 28,117 | 22,168 | 28,117 | 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 | 2,397 | 0 | 0 | 5,000 | |
| 762-551810 Maintenance Agr. - Radios | <u>1,760</u> | <u>2,080</u> | <u>2,000</u> | <u>1,440</u> | <u>1,920</u> | <u>2,400</u> | |
| TOTAL Maintenance Services | 12,164 | 16,696 | 5,069 | 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 | 0 | 0 | 0 | 0 | |
| 762-571700 Improvements under \$5,000 | 0 | 174 | 511 | 510 | 510 | 0 | |
| 762-571800 Equipment Under \$5,000 | <u>0</u> | <u>1,509</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Operating Equipment | 8,922 | 24,327 | 5,511 | 1,844 | 4,238 | 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 | <u>27,870</u> | <u>0</u> | <u>20,103</u> | <u>0</u> | <u>0</u> | <u>25,980</u> | |
| TOTAL Capital Outlay | 87,605 | 64,912 | 20,103 | 0 | 0 | 93,980 | |
| TOTAL ANIMAL SERVICES | 555,661 | 529,980 | 500,269 | 393,437 | 511,143 | 669,981 | |

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

DEPARTMENT DESCRIPTION

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

ORGANIZATIONAL CHART



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

INFORMATION TECHNOLOGY

| 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 | \$646,859 |
| 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>\$2,455,137</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

INFORMATION TECHNOLOGY

The Information Technology FY 2019-20 Budget decrease 6.5% from the FY 2018-19 year end estimates. Included in FY 2019-20 is the remaining costs of setting up the new permit software of \$190,424 plus the cost of the phone system emergency location module. These costs were offset by the purchase of the new phone system that was implemented in FY 2018-19 that is has dropped off in the FY 2019-20 budget.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

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

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

INFORMATION TECHNOLOGY
=====

Personnel Services

| | | | | | | | |
|----------------------------------|------------|------------|------------|------------|------------|------------|--|
| 853-511110 Regular | 322,319 | 362,580 | 424,428 | 380,395 | 463,991 | 437,979 | |
| 853-511120 Overtime | 36,460 | 43,509 | 31,189 | 30,469 | 39,779 | 31,189 | |
| 853-511180 LTD | 609 | 918 | 1,316 | 858 | 1,438 | 1,358 | |
| 853-511210 Longevity | 2,470 | 3,352 | 3,618 | 4,373 | 4,373 | 4,800 | |
| 853-511310 FICA - Employer | 27,000 | 30,421 | 35,123 | 30,409 | 38,873 | 36,261 | |
| 853-511350 TMRS-Employer | 57,809 | 66,095 | 74,172 | 66,977 | 81,379 | 75,744 | |
| 853-511410 Health-Employer | 36,036 | 46,554 | 56,257 | 46,484 | 54,419 | 58,969 | |
| 853-511500 Workers' Compensation | <u>524</u> | <u>411</u> | <u>540</u> | <u>538</u> | <u>538</u> | <u>559</u> | |
| TOTAL Personnel Services | 483,227 | 553,840 | 626,643 | 560,502 | 684,790 | 646,859 | |

Supplies

| | | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--|
| 853-521100 Office Supplies | 1,183 | 1,564 | 2,000 | 1,531 | 2,000 | 2,000 | |
| 853-521300 Motor Vehicle Supplies | 0 | 9 | 840 | 0 | 840 | 800 | |
| 853-521600 Equip Maint Supplies | <u>5,499</u> | <u>5,600</u> | <u>6,300</u> | <u>2,961</u> | <u>3,500</u> | <u>3,500</u> | |
| TOTAL Supplies | 6,681 | 7,173 | 9,140 | 4,492 | 6,340 | 6,300 | |

City Support Services

| | | | | | | | |
|---|---------------|---------------|---------------|--------------|---------------|---------------|--|
| 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 | <u>16,142</u> | <u>17,667</u> | <u>16,565</u> | <u>9,152</u> | <u>16,450</u> | <u>70,015</u> | |
| TOTAL City Support Services | 555,609 | 683,465 | 920,029 | 470,293 | 859,014 | 936,861 | |

Utility Services

| | | | | | | | |
|----------------------------------|------------|------------|--------------|------------|------------|--------------|--|
| 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 | <u>534</u> | <u>851</u> | <u>1,500</u> | <u>516</u> | <u>850</u> | <u>1,500</u> | |
| TOTAL Utility Services | 199,889 | 199,530 | 235,768 | 142,726 | 228,066 | 267,846 | |

Operations Support

Staff Support

| | | | | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|--|
| 853-535100 Uniforms | 716 | 750 | 1,520 | 841 | 1,512 | 1,200 | |
| 853-535300 Memberships | 815 | 865 | 1,250 | 839 | 1,250 | 1,250 | |
| 853-535500 Training/Travel | <u>28,301</u> | <u>31,219</u> | <u>40,830</u> | <u>33,555</u> | <u>41,150</u> | <u>50,620</u> | |
| TOTAL Staff Support | 29,832 | 32,834 | 43,600 | 35,235 | 43,912 | 53,070 | |

101-GENERAL FUND

INTERNAL SERVICE
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|---|---------------|--------------|---------------|--------------|---------------|---------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>Professional Services</u> | | | | | | | |
| 853-541300 Other Consl/Prof Services | 0 | 1,320 | 464,954 | 203,664 | 233,137 | 190,424 | |
| 853-541800 IT Services-Web Design/Maint | <u>0</u> | <u>5,745</u> | <u>12,965</u> | <u>3,500</u> | <u>12,965</u> | <u>0</u> | |
| 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 | <u>1,902</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Maintenance Services | 16,314 | 12,028 | 14,500 | 8,361 | 14,500 | 15,500 | |
| <u>Rental/Leasing</u> | | | | | | | |
| 853-561200 Lease/Purchase Payments | <u>33,457</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| 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 | <u>1,361</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>3,132</u> | <u>0</u> | |
| TOTAL Operating Equipment | 219,734 | 262,589 | 429,660 | 267,010 | 533,667 | 282,707 | |
| <u>Capital Outlay</u> | | | | | | | |
| 853-581200 Vehicles & Access. > \$5000 | 0 | 0 | 28,000 | 25,460 | 25,502 | 0 | |
| 853-581300 Computer & Periphe. > \$5000 | 0 | 80,384 | 5,500 | 5,367 | 5,500 | 28,070 | |
| 853-581800 Equipment Over \$5,000 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>27,500</u> | |
| TOTAL Capital Outlay | 0 | 80,384 | 33,500 | 30,827 | 31,002 | 55,570 | |
| TOTAL INFORMATION TECHNOLOGY | 1,544,743 | 1,838,909 | 2,790,759 | 1,726,613 | 2,647,393 | 2,455,137 | |

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

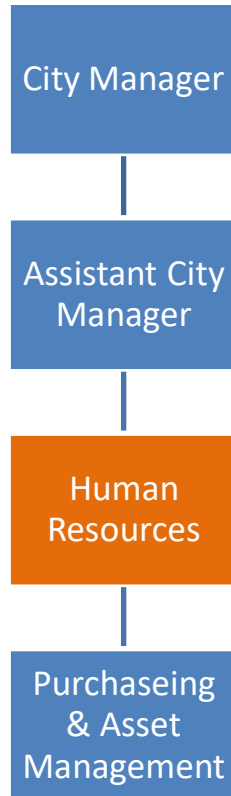
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

HUMAN RESOURCES

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 | \$438,150 | \$425,928 |
| Supplies | 823 | 700 | 4,146 |
| Human Services | 61,427 | 70,100 | 139,000 |
| 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>\$617,279</i> | <i>\$639,174</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 3.5% from the FY 2018-19 year end estimate due to the lower than expected unemployment claims in FY 2018-19 and the addition of broker services which was previously included in premiums paid by each department. Now broker services will be billed separately and will be located in the human resources budget. 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.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

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

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

HUMAN RESOURCES

=====

Personnel Services

| | | | | | | | |
|--------------------------------------|---------------|---------------|---------------|-----------------|--------------|---------------|-------|
| 866-511110 Regular | 225,228 | 282,257 | 288,386 | 253,505 | 316,791 | 289,120 | _____ |
| 866-511120 Overtime | 39 | 1,584 | 340 | 1,752 | 6,345 | 340 | _____ |
| 866-511180 LTD | 616 | 892 | 894 | 641 | 982 | 896 | _____ |
| 866-511210 Longevity | 4,746 | 3,959 | 5,558 | 4,607 | 4,794 | 6,218 | _____ |
| 866-511310 FICA - Employer | 16,116 | 21,295 | 22,500 | 19,446 | 25,087 | 22,605 | _____ |
| 866-511350 TMRS-Employer | 34,881 | 46,331 | 47,515 | 42,078 | 52,518 | 47,220 | _____ |
| 866-511410 Health-Employer | 27,890 | 34,301 | 38,906 | 22,473 | 27,827 | 39,157 | _____ |
| 866-511500 Workers' Compensation | 524 | 378 | 536 | 534 | 534 | 372 | _____ |
| 866-511600 Unemployment Compensation | <u>22,624</u> | <u>12,951</u> | <u>20,000</u> | <u>(1,696)</u> | <u>3,272</u> | <u>20,000</u> | _____ |
| TOTAL Personnel Services | 332,663 | 403,949 | 424,635 | 343,340 | 438,150 | 425,928 | _____ |

Supplies

| | | | | | | | |
|-------------------------------|------------|------------|------------|------------|------------|------------|-------|
| 866-521000 Operating Supplies | 0 | 0 | 0 | 0 | 0 | 3,446 | _____ |
| 866-521100 Office Supplies | <u>926</u> | <u>823</u> | <u>700</u> | <u>606</u> | <u>700</u> | <u>700</u> | _____ |
| TOTAL Supplies | 926 | 823 | 700 | 606 | 700 | 4,146 | _____ |

Human Services

| | | | | | | | |
|---------------------------------------|---------------|---------------|---------------|--------------|---------------|---------------|-------|
| 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 | _____ |
| 866-531170 Broker Services | 0 | 0 | 0 | 0 | 0 | 75,000 | _____ |
| 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 | 8,000 | _____ |
| 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 | <u>11,418</u> | <u>17,255</u> | <u>17,500</u> | <u>7,290</u> | <u>15,000</u> | <u>19,500</u> | _____ |
| TOTAL Human Services | 52,825 | 61,427 | 72,500 | 52,949 | 70,100 | 139,000 | _____ |

City Support Services

| | | | | | | | |
|-------------------------------------|------------|------------|----------|----------|----------|----------|-------|
| 866-532400 Computer Fees & Licenses | <u>311</u> | <u>204</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | _____ |
| TOTAL City Support Services | 311 | 204 | 0 | 0 | 0 | 0 | _____ |

Utility Services

| | | | | | | | |
|-------------------------------|----------|------------|----------|----------|----------|----------|-------|
| 866-533320 Telepohne/Air Card | <u>0</u> | <u>494</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | _____ |
| TOTAL Utility Services | 0 | 494 | 0 | 0 | 0 | 0 | _____ |

Operations Support

| | | | | | | | |
|-------------------------------------|----------|--------------|----------|----------|----------|----------|-------|
| 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 | <u>0</u> | <u>4,114</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | _____ |
| 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 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | 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 | 1,881 | 2,500 | 2,500 | |
| 866-535400 Publications | 1,412 | 450 | 2,000 | 0 | 1,500 | 2,000 | |
| 866-535500 Training/Travel | <u>6,068</u> | <u>2,057</u> | <u>5,000</u> | <u>3,536</u> | <u>5,000</u> | <u>5,000</u> | |
| TOTAL Staff Support | 14,672 | 11,073 | 36,500 | 21,904 | 32,142 | 38,150 | |
| <u>City Assistance</u> | | | | | | | |
| 866-537100 Medical Services | <u>9,730</u> | <u>10,775</u> | <u>12,000</u> | <u>9,975</u> | <u>14,100</u> | <u>10,000</u> | |
| TOTAL City Assistance | 9,730 | 10,775 | 12,000 | 9,975 | 14,100 | 10,000 | |
| <u>Professional Services</u> | | | | | | | |
| 866-541300 Other Consl/Prof Services | <u>9,437</u> | <u>9,162</u> | <u>132,350</u> | <u>5,492</u> | <u>54,600</u> | <u>12,600</u> | |
| 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 | <u>37</u> | <u>0</u> | <u>1,647</u> | <u>0</u> | <u>1,647</u> | <u>0</u> | |
| TOTAL Operating Equipment | 1,235 | 613 | 2,000 | 280 | 1,927 | 350 | |
| TOTAL HUMAN RESOURCES | 428,739 | 506,860 | 687,385 | 437,803 | 617,279 | 639,174 | |

DEPARTMENT: 868 FINANCE
FUND: 101 GENERAL FUND

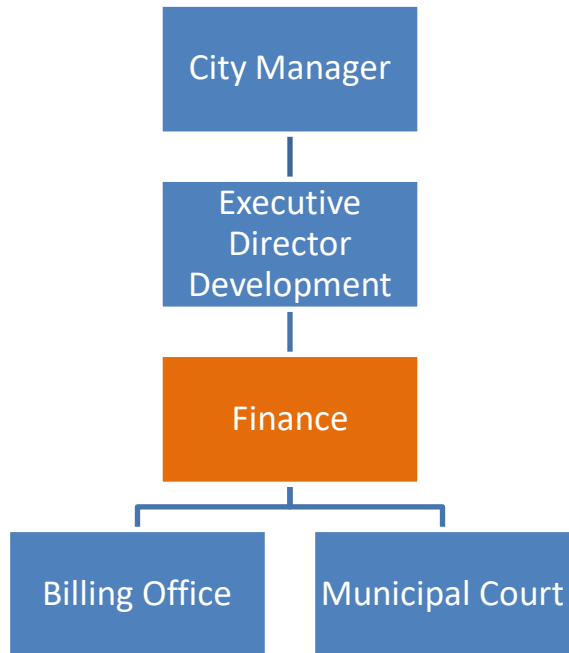
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

| Effectiveness | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--|-------------------|---------------------|-------------------|
| Certificate of Achievement for Excellence in Financial Reporting, Accumulative 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 | \$559,958 |
| 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>\$608,893</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.0% from the FY 2018-19 year end estimate due to a higher personnel estimates caused by lower expected turnover.

101-GENERAL FUND

INTERNAL SERVICE
 EXPENDITURES

| | 2018-2019 | | | 2019-2020 | | | |
|---------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| FINANCE | | | | | | | |
| Personnel Services | | | | | | | |
| 868-511110 Regular | 400,942 | 369,450 | 392,793 | 332,408 | 412,903 | 391,824 | |
| 868-511120 Overtime | 1,852 | 909 | 2,134 | 2,519 | 2,776 | 1,067 | |
| 868-511180 LTD | 1,176 | 1,181 | 1,363 | 845 | 1,280 | 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 | 549 | 291 | |
| 868-511310 FICA - Employer | 30,843 | 28,446 | 34,715 | 25,715 | 32,707 | 30,780 | |
| 868-511350 TMRS-Employer | 67,152 | 61,740 | 73,310 | 56,025 | 68,470 | 64,296 | |
| 868-511410 Health-Employer | 48,074 | 48,803 | 56,272 | 38,943 | 47,902 | 60,522 | |
| 868-511500 Workers' Compensation | <u>670</u> | <u>480</u> | <u>570</u> | <u>568</u> | <u>568</u> | <u>506</u> | |
| TOTAL Personnel Services | 564,955 | 523,522 | 573,362 | 468,821 | 578,465 | 559,958 | |
| Supplies | | | | | | | |
| 868-521000 Operating Supplies | 2,782 | 2,365 | 3,575 | 1,356 | 1,600 | 2,700 | |
| 868-521100 Office Supplies | <u>2,112</u> | <u>1,257</u> | <u>2,195</u> | <u>1,956</u> | <u>2,195</u> | <u>1,000</u> | |
| TOTAL Supplies | 4,894 | 3,622 | 5,770 | 3,311 | 3,795 | 3,700 | |
| City Support Services | | | | | | | |
| 868-532350 Software Maintenance | <u>0</u> | <u>138</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL City Support Services | 0 | 138 | 0 | 0 | 0 | 0 | |
| Utility Services | | | | | | | |
| Operations Support | | | | | | | |
| 868-534200 Printing & Binding | <u>1,917</u> | <u>1,200</u> | <u>2,155</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Operations Support | 1,917 | 1,200 | 2,155 | 0 | 0 | 0 | |
| Staff Support | | | | | | | |
| 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 | 5,421 | 2,729 | 7,700 | 7,700 | |
| 868-535600 Professional Certification | <u>75</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Staff Support | 5,469 | 7,939 | 7,176 | 3,676 | 9,455 | 9,455 | |
| Professional Services | | | | | | | |
| 868-541300 Other Cons/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 | <u>0</u> | <u>0</u> | <u>3,500</u> | <u>0</u> | <u>3,500</u> | <u>3,500</u> | |
| TOTAL Professional Services | 24,255 | 29,255 | 34,500 | 22,532 | 34,500 | 34,500 | |

101-GENERAL FUND

INTERNAL SERVICE
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|---------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>Maintenance Services</u> | | | | | | | |
| <u>Rental/Leasing</u> | | | | | | | |
| <u>Operating Equipment</u> | | | | | | | |
| 868-571000 Furniture & Fixtures | 2,857 | 0 | 1,519 | 395 | 979 | 395 | |
| 868-571200 Office Equipment | <u>112</u> | <u>0</u> | <u>1,000</u> | <u>165</u> | <u>885</u> | <u>885</u> | |
| TOTAL Operating Equipment | 2,970 | 0 | 2,519 | 560 | 1,864 | 1,280 | |
| TOTAL FINANCE | 604,458 | 565,676 | 625,482 | 498,900 | 628,079 | 608,893 | |

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

DEPARTMENT DESCRIPTION

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

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

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

GOALS AND OBJECTIVES

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

PURCHASING & ASSET MANAGEMENT

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

ORGANIZATIONAL CHART



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

PURCHASING & ASSET MANAGEMENT

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 | \$214,433 |
| 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>\$233,183</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 1.4% 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 |
| PURCHASING & ASSET MGT | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 872-511110 Regular | 134,753 | 143,307 | 152,242 | 133,669 | 165,898 | 156,297 | |
| 872-511180 LTD | 372 | 454 | 472 | 342 | 514 | 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 | 12,936 | 12,224 | |
| 872-511350 TMRS-Employer | 21,627 | 23,573 | 25,095 | 22,108 | 27,080 | 25,535 | |
| 872-511410 Health-Employer | 12,360 | 14,981 | 17,366 | 10,414 | 12,498 | 16,088 | |
| 872-511500 Workers' Compensation | <u>219</u> | <u>173</u> | <u>196</u> | <u>195</u> | <u>195</u> | <u>202</u> | |
| TOTAL Personnel Services | 181,479 | 196,032 | 210,449 | 180,345 | 222,315 | 214,433 | |
| <u>Supplies</u> | | | | | | | |
| 872-521000 Operating Supplies | 346 | 397 | 1,100 | 1,059 | 1,100 | 350 | |
| 872-521100 Office Supplies | 3,711 | 174 | 350 | 251 | 350 | 350 | |
| 872-521300 Motor Veh. Supplies | <u>398</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Supplies | 4,455 | 571 | 1,450 | 1,310 | 1,450 | 700 | |
| <u>City Support Services</u> | | | | | | | |
| <u>Utility Services</u> | | | | | | | |
| 872-533500 Vehicle Fuel | <u>223</u> | <u>253</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Utility Services | 223 | 253 | 0 | 0 | 0 | 0 | |
| <u>Operations Support</u> | | | | | | | |
| 872-534000 Postage | (10) | 24 | 50 | 0 | 50 | 50 | |
| 872-534100 Advertising | 0 | 1,049 | 7,300 | 5,066 | 6,300 | 6,000 | |
| 872-534200 Printing & Binding | 36 | 29 | 100 | 0 | 50 | 50 | |
| 872-534740 Business Memberships | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>1,550</u> | |
| TOTAL Operations Support | 26 | 1,102 | 7,450 | 5,066 | 6,400 | 7,650 | |
| <u>Staff Support</u> | | | | | | | |
| 872-535100 Uniforms | 176 | 118 | 250 | 62 | 250 | 250 | |
| 872-535300 Memberships | 1,499 | 1,144 | 1,375 | 1,335 | 1,375 | 1,200 | |
| 872-535500 Training/Travel | 1,615 | 1,719 | 4,725 | 2,429 | 4,500 | 5,000 | |
| 872-535510 Meeting Expenses | <u>224</u> | <u>248</u> | <u>350</u> | <u>183</u> | <u>350</u> | <u>350</u> | |
| TOTAL Staff Support | 3,513 | 3,229 | 6,700 | 4,008 | 6,475 | 6,800 | |
| <u>City Assistance</u> | | | | | | | |
| 872-537100 Medical Services | <u>1,711</u> | <u>749</u> | <u>3,000</u> | <u>1,844</u> | <u>2,458</u> | <u>3,000</u> | |
| TOTAL City Assistance | 1,711 | 749 | 3,000 | 1,844 | 2,458 | 3,000 | |

101-GENERAL FUND

INTERNAL SERVICE
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 | |
| | | | | | | | |
| TOTAL PURCHASING & ASSET MGT | 191,858 | 230,539 | 229,399 | 192,572 | 239,448 | 233,183 | |

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



FLEET MAINTENANCE

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

PERFORMANCE INDICATORS

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

FLEET MAINTENANCE

| Efficiency | 2017-18 Actual | 2018-19 Estimate | 2019-20 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 | 202 | 123 | 259 |
| Fleet Operations | 986 | 190 | 243 |
| <i>Total Hours Worked</i> | 7615 | 5215 | 7007 |

| Effectiveness | 2017-18 Actual | 2018-19 Estimate | 2019-20 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 | \$461,299 |
| 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 | \$1,046,48 |
| | \$750,015 | 0 | 1 |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will increase 27.3% 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.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

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

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

FLEET SERVICE
=====

Personnel Services

| | | | | | | | |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
| 877-511110 Regular | 237,656 | 206,834 | 218,412 | 153,632 | 192,017 | 319,223 | _____ |
| 877-511120 Overtime | 3,911 | 5,214 | 4,850 | 9,780 | 12,000 | 6,790 | _____ |
| 877-511180 LTD | 684 | 647 | 755 | 386 | 592 | 990 | _____ |
| 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 | 15,730 | 25,150 | _____ |
| 877-511350 TMRS-Employer | 39,100 | 34,638 | 40,545 | 26,656 | 32,929 | 52,536 | _____ |
| 877-511410 Health-Employer | 35,409 | 31,767 | 40,521 | 20,925 | 26,090 | 50,110 | _____ |
| 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>3,666</u> | _____ |
| TOTAL Personnel Services | 340,129 | 300,519 | 329,881 | 228,326 | 283,747 | 461,299 | _____ |

Supplies

| | | | | | | | |
|--|--------------|--------------|--------------|------------|--------------|--------------|-------|
| 877-521000 Operating Supplies | 3,993 | 3,690 | 5,250 | 3,257 | 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 | 160,000 | 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 | 157,252 | 187,290 | 205,700 | _____ |

City Support Services

| | | | | | | | |
|-------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|-------|
| 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 | _____ |

Utility Services

| | | | | | | | |
|-------------------------|--------------|---------------|--------------|--------------|--------------|---------------|-------|
| 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 | _____ |

Operations Support

| | | | | | | | |
|-------------------------------|-----------|----------|----------|----------|----------|----------|-------|
| 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 | _____ |

Staff Support

| | | | | | | | |
|-----------------------------|------------|------------|------------|------------|------------|------------|-------|
| 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 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | 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 | 220,000 | 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 | <u>5,808</u> | <u>11,246</u> | <u>24,000</u> | <u>4,977</u> | <u>10,000</u> | <u>24,000</u> | |
| TOTAL Maintenance Services | 160,906 | 183,375 | 199,750 | 131,684 | 247,750 | 204,000 | |
| <u>Rental/Leasing</u> | | | | | | | |
| <u>Operating Equipment</u> | | | | | | | |
| 877-571500 Operating Equipment | <u>7,758</u> | <u>8,790</u> | <u>10,842</u> | <u>6,657</u> | <u>8,200</u> | <u>9,800</u> | |
| TOTAL Operating Equipment | 7,758 | 8,790 | 10,842 | 6,657 | 8,200 | 9,800 | |
| <u>Capital Outlay</u> | | | | | | | |
| 877-581200 Vehicles & Access. Over \$5,00 | 0 | 26,641 | 32,088 | 28,697 | 28,697 | 122,000 | |
| 877-581500 Equipment Over \$5,000 | <u>0</u> | <u>0</u> | <u>70,270</u> | <u>70,213</u> | <u>70,213</u> | <u>0</u> | |
| TOTAL Capital Outlay | 0 | 26,641 | 102,358 | 98,910 | 98,910 | 122,000 | |
| TOTAL FLEET SERVICE | 695,951 | 750,015 | 880,543 | 660,755 | 871,898 | 1,046,481 | |

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

DEPARTMENT DESCRIPTION

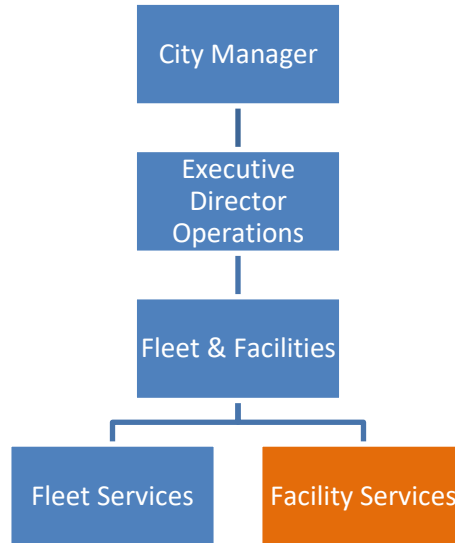
Facility Services supports and maintains 25 facilities totaling 279,578 square feet with a value of \$33,377,765.00 consisting of carpet, tile floors, other flooring, offices, storage areas, rest rooms, cells, meeting/training rooms. Provide function set up for events such as City Council, Planning and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



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

PERFORMANCE INDICATORS

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

FACILITY SERVICES

| Workload/Output | 2017-18 Actual | 2018-19 Estimate | 2019-20 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 | 654,146 |
| Supplies | 106,145 | 105,560 | 142,454 |
| 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>\$1,491,682</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

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

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

101-GENERAL FUND

INTERNAL SERVICE

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

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
|-------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| BUILDING MAINTENANCE | | | | | | | |
| Personnel Services | | | | | | | |
| 878-511110 Regular | 514,838 | 490,969 | 450,870 | 364,596 | 464,322 | 420,105 | |
| 878-511120 Overtime | 35,094 | 21,522 | 19,012 | 16,055 | 20,000 | 19,012 | |
| 878-511180 LTD | 1,267 | 1,561 | 1,387 | 948 | 1,439 | 1,292 | |
| 878-511210 Lonegevity | 12,623 | 13,366 | 11,852 | 11,592 | 12,458 | 12,741 | |
| 878-511230 Certification Allowance | 1,800 | 1,708 | 1,329 | 1,016 | 1,404 | 1,302 | |
| 878-511310 FICA-Employer | 35,375 | 38,290 | 37,224 | 28,427 | 38,123 | 34,880 | |
| 878-511350 TMRS-Employer | 77,549 | 85,148 | 78,608 | 63,525 | 79,810 | 72,861 | |
| 878-511410 Health-Employer | 90,152 | 104,224 | 85,606 | 65,896 | 77,936 | 86,391 | |
| 878-511500 Workman's Compensation | <u>8,598</u> | <u>6,309</u> | <u>5,881</u> | <u>5,859</u> | <u>5,859</u> | <u>5,562</u> | |
| TOTAL Personnel Services | 777,294 | 763,096 | 691,769 | 557,912 | 701,351 | 654,146 | |
| Supplies | | | | | | | |
| 878-521000 Operating Supplies | 99,947 | 89,414 | 86,760 | 68,675 | 86,760 | 124,554 | |
| 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 | <u>2,175</u> | <u>1,969</u> | <u>1,553</u> | <u>1,300</u> | <u>2,500</u> | <u>1,500</u> | |
| TOTAL Supplies | 103,737 | 106,145 | 104,613 | 81,337 | 105,560 | 142,454 | |
| City Support Services | | | | | | | |
| 878-532400 Computer Fees & Licenses | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>5,000</u> | |
| TOTAL City Support Services | 0 | 0 | 0 | 0 | 0 | 5,000 | |
| Utility Services | | | | | | | |
| 878-533100 Gas Utility Service | 2,288 | 3,705 | 4,500 | 5,226 | 6,000 | 5,000 | |
| 878-533200 Electric Utility Service | 102,601 | 119,391 | 118,000 | 80,511 | 118,000 | 118,000 | |
| 878-533410 Water Utility Service | 36,549 | 55,667 | 40,000 | 29,653 | 40,000 | 40,000 | |
| 878-533500 Vehicle Fuel | <u>7,858</u> | <u>8,553</u> | <u>8,000</u> | <u>5,548</u> | <u>8,000</u> | <u>8,000</u> | |
| TOTAL Utility Services | 149,296 | 187,316 | 170,500 | 120,938 | 172,000 | 171,000 | |
| Operations Support | | | | | | | |
| 878-534800 Temporary Empl. Services | <u>0</u> | <u>30,671</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Operations Support | 0 | 30,671 | 0 | 0 | 0 | 0 | |
| Staff Support | | | | | | | |
| 878-535100 Uniforms | 7,302 | 6,161 | 7,500 | 3,079 | 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 | <u>751</u> | <u>876</u> | <u>1,500</u> | <u>600</u> | <u>1,500</u> | <u>1,500</u> | |
| TOTAL Staff Support | 10,381 | 8,747 | 15,800 | 4,961 | 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 | 5,947 | 3,883 | 5,000 | 0 | |
| 878-551800 Other Maintenance Agreements | 33,223 | 31,951 | 25,036 | 14,113 | 25,036 | 33,536 | |
| TOTAL Maintenance Services | 333,949 | 214,636 | 422,483 | 302,496 | 421,536 | 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 | 26,012 | 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 | 36,438 | 30,000 | |
| TOTAL BUILDING MAINTENANCE | 1,405,157 | 1,442,251 | 1,542,419 | 1,177,022 | 1,552,425 | 1,491,682 | |
| TOTAL INTERNAL SERVICE | 4,870,908 | 5,334,250 | 6,755,987 | 4,693,664 | 6,556,522 | 6,474,550 | |

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

CITY ASSISTANCE

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 | <u>259,292</u> | <u>259,751</u> | <u>260,000</u> | <u>174,422</u> | <u>260,000</u> | <u>260,000</u> | ===== |
| 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 | <u>0</u> | <u>8,467</u> | <u>15,000</u> | <u>11,316</u> | <u>15,000</u> | <u>10,000</u> | ===== |
| TOTAL Operating Equipment | 0 | 8,467 | 15,000 | 11,316 | 15,000 | 10,000 | ----- |
| TOTAL CITY'S ASSISTANCE | 298,164 | 312,091 | 332,666 | 238,403 | 332,666 | 330,000 | |

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

| 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 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <hr/> | | | | | | | |
| COURT-RESTRICTED FUNDS | | | | | | | |
| ===== | | | | | | | |
| Fund Charges/Transfers | | | | | | | |
| <hr/> | | | | | | | |
| Operating Equipment | | | | | | | |
| 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 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|-----------------------------------|---------------------|---------------------|--|--|--|---|--|
| LIBRARY CAMPAIGN PROJECT ===== | | | | | | | |
| Supplies | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Professional Services | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 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 ===== | 25,988,004 ===== | 33,634,355 ===== | 39,225,602 ===== | ===== |

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 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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>155,456</u> | <u>152,500</u> | <u>150,000</u> | <u>_____</u> |
| TOTAL REVENUES | 6,658,621 | 12,705,739 | 6,653,723 | 6,535,988 | 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> | <u>_____</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> | <u>_____</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 | <u>138,505</u> | <u>(350,224)</u> | <u>(0)</u> | <u>(191,670)</u> | <u>(192,010)</u> | <u>(0)</u> | <u>_____</u> |

505-TAX I & S

REVENUES

| | 2018-2019 | | | 2019-2020 | | | |
|---|------------------|-------------------|------------------|------------------|------------------|------------------|-----------------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>Taxes</u> | | | | | | | |
| 000-411900 Property Tax Revenue | <u>6,149,844</u> | <u>6,148,041</u> | <u>6,384,000</u> | <u>6,380,532</u> | <u>6,384,000</u> | <u>6,733,000</u> | <u> </u> |
| TOTAL Taxes | 6,149,844 | 6,148,041 | 6,384,000 | 6,380,532 | 6,384,000 | 6,733,000 | <u> </u> |
| <u>Fund Transfers</u> | | | | | | | |
| 000-481000 Transfer In - Reserves | <u>0</u> | <u>0</u> | <u>113,723</u> | <u>0</u> | <u>0</u> | <u>144,003</u> | <u> </u> |
| TOTAL Fund Transfers | 0 | 0 | 113,723 | 0 | 0 | 144,003 | <u> </u> |
| <u>Miscellaneous</u> | | | | | | | |
| 000-491000 Interest Earned | 208 | 4,352 | 6,000 | 6,711 | 7,500 | 6,000 | <u> </u> |
| 000-491200 Investment Income | 47,550 | 57,576 | 50,000 | 29,303 | 45,000 | 44,000 | <u> </u> |
| 000-495015 Contribution from SED | 361,019 | 360,769 | 0 | 0 | 0 | 0 | <u> </u> |
| 000-495020 Contribution From YMCA | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | <u> </u> |
| 000-497000 Misc Income | 0 | 0 | 0 | 0 | 0 | 0 | <u> </u> |
| 000-498000 Proceeds From Refunding Debt | <u>0</u> | <u>6,035,000</u> | <u>0</u> | <u>19,442</u> | <u>0</u> | <u>0</u> | <u> </u> |
| TOTAL Miscellaneous | <u>508,777</u> | <u>6,557,697</u> | <u>156,000</u> | <u>155,456</u> | <u>152,500</u> | <u>150,000</u> | <u> </u> |
| TOTAL REVENUES | <u>6,658,621</u> | <u>12,705,739</u> | <u>6,653,723</u> | <u>6,535,988</u> | <u>6,536,500</u> | <u>7,027,003</u> | <u> </u> |

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

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 | <u>0</u> | <u>76,056</u> | <u>0</u> | <u>44,530</u> | <u>44,530</u> | <u>0</u> | |
| TOTAL Professional Services | 2,950 | 80,206 | 5,000 | 48,680 | 49,530 | 5,000 | |
| 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 | 0 | 0 | 424,951 | 0 | 0 | 0 | _____ |
| TOTAL Debt Service | 6,517,166 | 6,816,134 | 6,648,723 | 6,678,977 | 6,678,980 | 7,022,003 | _____ |
| <u>Other Financing Sources</u> | | | | | | | |
| 101-556300 Payment To Refund Debt | 0 | 6,159,623 | 0 | 0 | 0 | 0 | _____ |
| TOTAL Other Financing Sources | 0 | 6,159,623 | 0 | 0 | 0 | 0 | _____ |
| TOTAL NON DEPARTMENTAL | 6,520,116 | 13,055,963 | 6,653,723 | 6,727,658 | 6,728,510 | 7,027,003 | _____ |
| TOTAL GENERAL GOVERNMENT | 6,520,116 | 13,055,963 | 6,653,723 | 6,727,658 | 6,728,510 | 7,027,003 | _____ |
| TOTAL EXPENDITURES | 6,520,116 | 13,055,963 | 6,653,723 | 6,727,658 | 6,728,510 | 7,027,003 | ===== |

FUND: 202 WATER & SEWER

DESCRIPTION

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--------------------|---------------------|---------------------|---------------------|
| <i>Revenues</i> | | | |
| Franchises | \$263,469 | \$263,517 | \$227,380 |
| Fees | 23,293,054 | 23,758,204 | 24,575,500 |
| Fund Transfers | 141,510 | 141,000 | 2,633,255 |
| Miscellaneous | 3,495,149 | 493,300 | 465,218 |
| <i>Total</i> | <i>\$27,193,182</i> | <i>\$24,656,021</i> | <i>\$27,901,353</i> |
| <i>Expenses</i> | | | |
| Non Departmental | 5,877,000 | 125,000 | 3,250,000 |
| Business Office | \$822,393 | \$862,009 | \$946,023 |
| W&S Administration | 21,796,470 | 23,836,457 | 23,705,330 |
| Projects | 0 | 376,285 | 0 |
| <i>Total</i> | <i>\$28,495,863</i> | <i>\$25,199,751</i> | <i>\$27,901,353</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2019-20 are expected to increase 13.2% 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 10.7% 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

| | (----- 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>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 | 18,990,368 | 23,758,204 | 24,575,500 | _____ |
| Fund Transfers | 136,920 | 141,510 | 685,836 | 117,500 | 141,000 | 2,633,255 | _____ |
| Miscellaneous | <u>6,606,455</u> | <u>3,495,149</u> | <u>347,111</u> | <u>402,963</u> | <u>493,300</u> | <u>465,218</u> | <u>_____</u> |
| TOTAL REVENUES | 28,643,624 | 27,193,182 | 25,735,522 | 19,732,383 | 24,656,021 | 27,901,353 | |
| <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>651,693</u> | <u>862,009</u> | <u>946,023</u> | <u>_____</u> |
| TOTAL GENERAL GOVERNMENT | 690,817 | 6,699,393 | 1,061,110 | 776,693 | 987,009 | 4,196,023 | _____ |
| <u>PUBLIC WORKS</u> | | | | | | | |
| W & S ADMINISTRATION | <u>19,763,436</u> | <u>21,796,470</u> | <u>23,918,914</u> | <u>17,607,120</u> | <u>23,836,457</u> | <u>23,705,330</u> | <u>_____</u> |
| TOTAL PUBLIC WORKS | 19,763,436 | 21,796,470 | 23,918,914 | 17,607,120 | 23,836,457 | 23,705,330 | _____ |
| <u>MISC & PROJECTS</u> | | | | | | | |
| PROJECTS | <u>0</u> | <u>0</u> | <u>0</u> | <u>277,716</u> | <u>376,285</u> | <u>0</u> | <u>_____</u> |
| TOTAL MISC & PROJECTS | <u>0</u> | <u>0</u> | <u>0</u> | <u>277,716</u> | <u>376,285</u> | <u>0</u> | <u>_____</u> |
| TOTAL EXPENDITURES | 20,454,252 | 28,495,863 | 24,980,024 | 18,661,529 | 25,199,751 | 27,901,353 | |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>8,189,372</u> | <u>(1,302,682)</u> | <u>755,498</u> | <u>1,070,854</u> | <u>(543,730)</u> | <u>0</u> | <u>=====</u> |

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

REVENUES

| | 2018-2019 | | | 2019-2020 | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| Franchises | | | | | | | |
| 000-421490 Cell Tower Leasing | <u>232,754</u> | <u>263,469</u> | <u>263,517</u> | <u>221,553</u> | <u>263,517</u> | <u>227,380</u> | <u> </u> |
| TOTAL Franchises | 232,754 | 263,469 | 263,517 | 221,553 | 263,517 | 227,380 | <u> </u> |
| Permits | | | | | | | |
| 000-432400 Development Permit | <u>49,564</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u> </u> |
| TOTAL Permits | 49,564 | 0 | 0 | 0 | 0 | 0 | <u> </u> |
| Fees | | | | | | | |
| 000-455200 Garbage Collection Fee | 4,617,936 | 4,960,183 | 5,217,962 | 4,202,546 | 5,177,600 | 5,280,000 | <u> </u> |
| 000-455500 Water & Sewer Transfer Fee | 0 | (10) | 0 | 10 | 0 | 0 | <u> </u> |
| 000-455600 Fire Line Fees | 29,540 | 29,015 | 31,000 | 33,160 | 33,160 | 33,000 | <u> </u> |
| 000-455700 Recycle Fee Revenue | 295,773 | 305,469 | 315,500 | 272,501 | 330,800 | 336,000 | <u> </u> |
| 000-455800 W&S Line Constructn Reimbur | 35,302 | 36,474 | 20,000 | 17,236 | 25,000 | 20,000 | <u> </u> |
| 000-457100 Sale of Water | 9,741,286 | 10,666,527 | 10,790,831 | 8,335,150 | 10,700,000 | 10,914,000 | <u> </u> |
| 000-457110 Edwards Water Lease | 125,531 | 54,872 | 40,000 | 34,244 | 34,244 | 40,000 | <u> </u> |
| 000-457120 Water Transfer Charge-Selma | 24,641 | 26,420 | 6,233 | 28,809 | 40,000 | 30,000 | <u> </u> |
| 000-457200 Sale of Meters | 111,839 | 143,916 | 160,000 | 71,886 | 90,000 | 120,000 | <u> </u> |
| 000-457400 Sewer Charges | 6,385,094 | 6,816,996 | 7,578,031 | 5,987,016 | 7,300,000 | 7,550,000 | <u> </u> |
| 000-457500 Water Penalties | 248,540 | 250,316 | 277,000 | 5,559 | 25,000 | 250,000 | <u> </u> |
| 000-459200 NSF Check Fee-Water&Sewer | <u>2,450</u> | <u>2,875</u> | <u>2,500</u> | <u>2,250</u> | <u>2,400</u> | <u>2,500</u> | <u> </u> |
| TOTAL Fees | 21,617,933 | 23,293,054 | 24,439,057 | 18,990,368 | 23,758,204 | 24,575,500 | <u> </u> |
| Fund Transfers | | | | | | | |
| 000-486000 Transfer In - Reserves | 0 | 0 | 544,836 | 0 | 0 | 2,486,855 | <u> </u> |
| 000-486204 Interfnd Chrg-Drainage Billin | <u>136,920</u> | <u>141,510</u> | <u>141,000</u> | <u>117,500</u> | <u>141,000</u> | <u>146,400</u> | <u> </u> |
| TOTAL Fund Transfers | 136,920 | 141,510 | 685,836 | 117,500 | 141,000 | 2,633,255 | <u> </u> |
| Miscellaneous | | | | | | | |
| 000-490000 Misc Charges | 282,282 | 10,989 | 1,000 | 8,707 | 10,000 | 5,000 | <u> </u> |
| 000-491000 Interest Earned | 3,666 | 44,859 | 25,000 | 57,745 | 69,300 | 75,000 | <u> </u> |
| 000-491200 Investment Income | 58,376 | 158,054 | 180,000 | 178,982 | 230,000 | 240,000 | <u> </u> |
| 000-495013 Capital Contribution-W&S | 6,111,474 | 3,132,348 | 0 | 0 | 0 | 0 | <u> </u> |
| 000-496000 Water Construction Reserve Ac | 0 | 1 | 0 | 0 | 0 | 0 | <u> </u> |
| 000-497000 Misc Income-W&S | 28,284 | 17,267 | 15,000 | 54,950 | 60,000 | 20,000 | <u> </u> |
| 000-498110 Salary Reimb-SSLGC | 122,373 | 131,630 | 126,111 | 102,579 | 124,000 | 125,218 | <u> </u> |
| 000-498200 Reimbursmnt-W&S Project | <u>0</u> | <u>1</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u> </u> |
| TOTAL Miscellaneous | <u>6,606,455</u> | <u>3,495,149</u> | <u>347,111</u> | <u>402,963</u> | <u>493,300</u> | <u>465,218</u> | <u> </u> |
| TOTAL REVENUES | <u>28,643,624</u> | <u>27,193,182</u> | <u>25,735,522</u> | <u>19,732,383</u> | <u>24,656,021</u> | <u>27,901,353</u> | <u> </u> |

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 |
| NON DEPARTMENTAL | | | | | | | |
| ===== | | | | | | | |
| <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> | | | | | | | |
| TOTAL NON DEPARTMENTAL | 0 | 5,877,000 | 125,000 | 125,000 | 125,000 | 3,250,000 | |

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

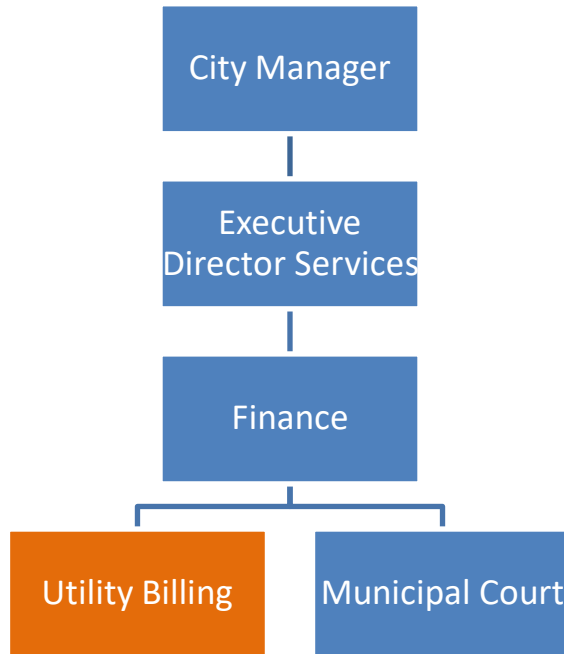
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



| UTILITY BILLING | 2017-18 | 2018-19 | 2019-20 |
|-------------------------------|----------|----------|----------|
| Utility Billing Manager | 1 | 1 | 1 |
| Utility Billing Asst. Manager | 1 | 1 | 1 |
| Utility Billing Clerk II | 2 | 2 | 2 |
| Utility Billing Clerk I | 2 | 2 | 2 |
| Meter Tech I | 2 | 2 | 2 |
| Meter Tech II | 1 | 1 | 1 |
| TOTAL POSITIONS | 9 | 9 | 9 |

UTILITY BILLING

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|-------------------|---------------------|-------------------|
| Personnel Services | \$453,201 | \$445,164 | \$479,478 |
| 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>\$946,023</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget increases 9.7% from the FY 2018-19 year end estimate with additional postage costs and the purchase of a replacement vehicle.

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

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 |
| BUSINESS OFFICE | | | | | | | |
| Personnel Services | | | | | | | |
| 176-511110 Regular | 269,610 | 293,782 | 330,487 | 251,751 | 301,960 | 317,221 | |
| 176-511120 Overtime | 9,665 | 6,797 | 3,200 | 4,344 | 5,000 | 3,200 | |
| 176-511180 LTD | 807 | 891 | 1,017 | 591 | 936 | 983 | |
| 176-511210 Longevity | 9,665 | 5,611 | 6,754 | 4,646 | 4,488 | 5,546 | |
| 176-511230 Certification Allowance | 115 | 0 | 300 | 0 | 0 | 0 | |
| 176-511310 FICA - Employer | 21,736 | 22,643 | 25,891 | 19,281 | 23,826 | 24,936 | |
| 176-511350 TMRS-Employer | 46,412 | 54,856 | 54,675 | 42,108 | 49,878 | 52,676 | |
| 176-511410 Health-Employer | 56,042 | 67,161 | 75,916 | 46,787 | 57,422 | 73,290 | |
| 176-511500 Workers' Compensation | <u>1,945</u> | <u>1,461</u> | <u>1,660</u> | <u>1,654</u> | <u>1,654</u> | <u>1,626</u> | |
| TOTAL Personnel Services | 415,998 | 453,201 | 499,900 | 371,162 | 445,164 | 479,478 | |
| Supplies | | | | | | | |
| 176-521000 Operating Supplies | 717 | 1,164 | 1,700 | 645 | 2,700 | 1,700 | |
| 176-521100 Office Supplies | <u>963</u> | <u>1,752</u> | <u>2,100</u> | <u>1,414</u> | <u>2,100</u> | <u>2,100</u> | |
| TOTAL Supplies | 1,680 | 2,916 | 3,800 | 2,059 | 4,800 | 3,800 | |
| Human Services | | | | | | | |
| 176-531100 Pre-employment Check | <u>203</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Human Services | 203 | 0 | 0 | 0 | 0 | 0 | |
| City Support Services | | | | | | | |
| 176-532355 Software Maintenance | 28 | 0 | 0 | 0 | 0 | 0 | |
| 176-532900 Contingencies | <u>0</u> | <u>1</u> | <u>5,349</u> | <u>250</u> | <u>5,655</u> | <u>5,655</u> | |
| TOTAL City Support Services | 28 | 1 | 5,349 | 250 | 5,655 | 5,655 | |
| Utility Services | | | | | | | |
| 176-533310 Telephone/Cell Phone | 752 | 1,026 | 1,671 | 1,024 | 1,500 | 1,700 | |
| 176-533500 Vehicle Fuel | <u>0</u> | <u>0</u> | <u>9,000</u> | <u>2,464</u> | <u>9,000</u> | <u>9,000</u> | |
| TOTAL Utility Services | 752 | 1,026 | 10,671 | 3,488 | 10,500 | 10,700 | |
| Operations Support | | | | | | | |
| 176-534000 Postage | 73,088 | 72,670 | 93,000 | 62,666 | 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 | <u>0</u> | <u>16,037</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Operations Support | 125,802 | 141,417 | 158,500 | 98,256 | 129,000 | 158,500 | |
| Staff Support | | | | | | | |
| 176-535100 Uniforms | 2,058 | 2,715 | 2,200 | 1,396 | 2,200 | 2,200 | |
| 176-535200 Awards | 0 | 30 | 200 | 193 | 200 | 200 | |
| 176-535300 Memberships | 0 | 30 | 100 | 30 | 100 | 100 | |
| 176-535500 Training/Travel | 982 | 802 | 3,500 | 1,720 | 3,500 | 3,500 | |
| 176-535510 Meeting Expenses | <u>0</u> | <u>179</u> | <u>250</u> | <u>133</u> | <u>250</u> | <u>250</u> | |
| 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 | 164,797 | 250,000 | 240,000 | |
| 176-541810 Credit Cards Fees - AMEX | <u>0</u> | <u>1,498</u> | <u>3,000</u> | <u>2,150</u> | <u>2,000</u> | <u>3,000</u> | |
| TOTAL Professional Services | 137,194 | 210,300 | 243,000 | 166,947 | 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 | 651,693 | 862,009 | 946,023 | |
| TOTAL GENERAL GOVERNMENT | 690,817 | 6,699,393 | 1,061,110 | 776,693 | 987,009 | 4,196,023 | |

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

DEPARTMENT DESCRIPTION

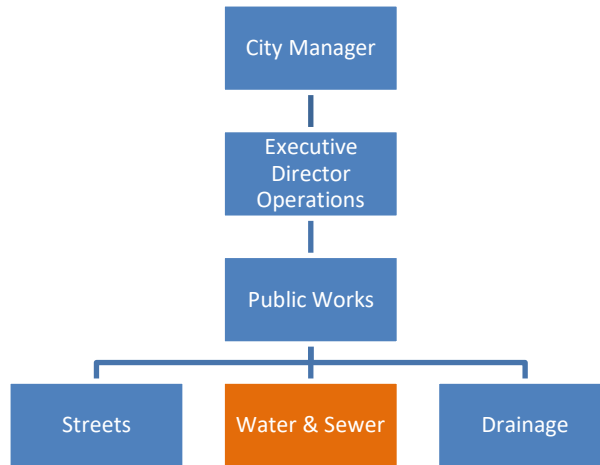
Provide water and wastewater services to all citizens. Conduct maintenance, repair, and expansion of water and wastewater services. Provide excellent customer service. Assist other departments as needed. Provide administrative support to water and wastewater departments. Provide a weekly chipping service. Inspect new infrastructure. Review plat and subdivision plans. Review water and wastewater construction plans. Manage department improvement projects. Oversee drought, conservation plan, and rules. Maintain bookkeeping & records management. Provide letters of availability and Certificate of Convenience and Necessity. Meet with developers and utility providers. Conduct department training, education, and planning.

GOALS AND OBJECTIVES

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

WATER AND SEWER ADMINISTRATION

ORGANIZATION CHART



| WATER & SEWER ADMINISTRATION | 2016-17 | 2017-18 | 2018-19 |
|--|-----------|-----------|-----------|
| Director | 1 | 1 | 1 |
| Assistant Director(Water/Wastewater Manager) | 1 | 1 | 1 |
| Senior Administrative Assistant | 1 | 1 | 1 |
| Clerk/Dispatcher | 1 | 1 | 1 |
| Schertz-Seguin Local Government Corp Gen Mgr | 1 | 1 | 1 |
| Water & Sewer Supervisor (Superintendent) | 1 | 1 | 1 |
| Water & Sewer Foreman | 1 | 1 | 1 |
| Serviceman III | 1 | 1 | 1 |
| Serviceman II | 4 | 5 | 5 |
| Serviceman I | 8 | 10 | 10 |
| TOTAL POSITIONS | 20 | 23 | 23 |

WATER AND SEWER ADMINISTRATION

PERFORMANCE INDICATORS

| Workload/Output | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|---------------------|-------------------|---------------------|-------------------|
| Water Accounts | 16,022 | 16,650 | 17,000 |
| Miles of Water Main | 224 | 226 | 228 |
| Miles of Sewer Main | 113 | 114 | 115 |

| Efficiency | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-------------------------------------|-------------------|---------------------|-------------------|
| Gallons Pumped (Edwards), acre feet | 84.27 | 60 | 60 |
| Gallons Received (SSLGC), acre feet | 5,827 | 5,900 | 6,000 |
| Gallons Distributed, acre feet | 5,232 | 5,250 | 5,300 |

| Effectiveness | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--|-------------------|---------------------|-------------------|
| New Meter Installed | 406 | 350 | 350 |
| New Service Taps | 2 | 6 | 10 |
| Water Service Calls | 1,002 | 1,000 | 1,000 |
| Water Main Break, Service Repair Calls | 104 | 200 | 200 |
| Sewer Backup and Repair Calls | 665 | 650 | 650 |

WATER AND SEWER ADMINISTRATION

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|------------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$1,259,856 | \$1,343,734 | \$1,467,365 |
| 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>\$23,705,330</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2019-20 Budget will decrease 0.6% 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 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| W & S ADMINISTRATION | | | | | | | |
| 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 | 208,469 | |
| 575-511500 Workers' Compensation | <u>9,734</u> | <u>8,212</u> | <u>9,539</u> | <u>9,503</u> | <u>9,503</u> | <u>9,783</u> | |
| TOTAL Personnel Services | 1,107,431 | 1,259,856 | 1,432,723 | 1,134,043 | 1,343,734 | 1,467,365 | |
| Supplies | | | | | | | |
| 575-521000 Operating Supplies | 8,781 | 8,247 | 11,993 | 10,181 | 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 | <u>0</u> | <u>9</u> | <u>500</u> | <u>208</u> | <u>500</u> | <u>500</u> | |
| TOTAL Supplies | 196,683 | 178,336 | 190,217 | 196,482 | 225,493 | 187,500 | |
| Human Services | | | | | | | |
| 575-531100 Pre-employment Check | <u>539</u> | <u>0</u> | <u>700</u> | <u>0</u> | <u>700</u> | <u>0</u> | |
| TOTAL Human Services | 539 | 0 | 700 | 0 | 700 | 0 | |
| 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 | <u>20,735</u> | <u>12,435</u> | <u>99,535</u> | <u>0</u> | <u>0</u> | <u>107,035</u> | |
| TOTAL City Support Services | 64,704 | 59,829 | 150,035 | 51,748 | 52,568 | 159,603 | |
| 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 | 2,401,248 | 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 | <u>37,526</u> | <u>44,240</u> | <u>31,000</u> | <u>30,288</u> | <u>38,000</u> | <u>40,000</u> | |
| TOTAL Utility Services | 3,237,942 | 3,528,081 | 3,526,800 | 2,639,968 | 3,559,100 | 3,575,800 | |

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>Operations Support</u> | | | | | | | |
| 575-534000 Postage | 145 | 207 | 300 | 147 | 200 | 300 | |
| 575-534100 Advertising | 2,881 | 971 | 5,000 | 2,950 | 5,000 | 5,000 | |
| 575-534200 Printing & Binding | 0 | 38 | 500 | 105 | 500 | 500 | |
| 575-534300 Equipment Maintenance - Copie | <u>5,202</u> | <u>5,202</u> | <u>5,500</u> | <u>4,716</u> | <u>5,202</u> | <u>5,500</u> | |
| TOTAL Operations Support | 8,228 | 6,419 | 11,300 | 7,917 | 10,902 | 11,300 | |
| <u>Staff Support</u> | | | | | | | |
| 575-535100 Uniforms | 8,228 | 8,982 | 16,500 | 15,211 | 16,500 | 15,000 | |
| 575-535300 Memberships | 5,375 | 5,758 | 6,000 | 5,246 | 6,000 | 6,000 | |
| 575-535500 Training/Travel | 6,696 | 8,973 | 15,000 | 4,063 | 10,000 | 15,000 | |
| 575-535510 Meeting Expenses | 1,817 | 1,648 | 2,000 | 1,015 | 2,000 | 2,000 | |
| 575-535600 Professional Certification | <u>249</u> | <u>222</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Staff Support | 22,364 | 25,583 | 39,500 | 25,534 | 34,500 | 38,000 | |
| <u>City Assistance</u> | | | | | | | |
| 575-537100 Medical Services | <u>1,638</u> | <u>333</u> | <u>1,500</u> | <u>205</u> | <u>205</u> | <u>1,500</u> | |
| TOTAL City Assistance | 1,638 | 333 | 1,500 | 205 | 205 | 1,500 | |
| <u>Professional Services</u> | | | | | | | |
| 575-541200 Legal Svcs | 220,694 | 211,625 | 197,516 | 155,572 | 200,000 | 200,000 | |
| 575-541300 Other Consl/Prof Services | 37,652 | 102,431 | 112,965 | 59,972 | 70,000 | 112,965 | |
| 575-541305 Cell Tower Management Fees | 73,426 | 64,122 | 78,500 | 80,634 | 80,634 | 68,214 | |
| 575-541310 Contractual Services | 2,880 | 0 | 0 | 0 | 0 | 0 | |
| 575-541400 Auditor/Accounting Service | 23,430 | 24,000 | 24,000 | 20,644 | 24,000 | 24,000 | |
| 575-541500 Paying Agent | 800 | 800 | 1,000 | 600 | 800 | 1,000 | |
| 575-541650 Misc Expenses | <u>0</u> | <u>203</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Professional Services | 358,883 | 403,181 | 413,981 | 317,423 | 375,434 | 406,179 | |
| <u>Fund Charges/Transfers</u> | | | | | | | |
| 575-548040 Contribution To CVLGC | 300,000 | 300,000 | 500,000 | 480,000 | 480,000 | 100,000 | |
| 575-548050 Contribution to SSLG | 2,242,314 | 2,906,068 | 3,786,424 | 3,333,803 | 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 | 1,138,332 | 1,365,998 | 1,385,000 | |
| 575-548610 Interfund Charge-Fleet | 148,276 | 129,890 | 140,288 | 116,907 | 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 | <u>11,381</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Fund Charges/Transfers | 6,421,344 | 7,315,927 | 6,208,960 | 5,646,817 | 6,188,960 | 6,355,471 | |

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|---|-----------|-----------|-----------|-----------|-----------|-------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>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 | 117,500 | 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 | 9,116,974 | 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 | 210,000 | 181,199 | 213,911 | 89,000 | |
| TOTAL Capital Outlay | 0 | 0 | 727,978 | 693,142 | 725,854 | 149,000 | |

202-WATER & SEWER

| PUBLIC WORKS EXPENDITURES | 2016-2017 ACTUAL | 2017-2018 ACTUAL | 2018-2019 | | 2019-2020 | |
|------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|
| | | | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED |
| <u>Water Line Relocation</u> | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>Aviation Heights</u> | _____ | _____ | _____ | _____ | _____ | _____ |
| TOTAL W & S ADMINISTRATION | 19,763,436 | 21,796,470 | 23,918,914 | 17,607,120 | 23,836,457 | 23,705,330 |
| TOTAL PUBLIC WORKS | 19,763,436 | 21,796,470 | 23,918,914 | 17,607,120 | 23,836,457 | 23,705,330 |

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

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | 2018-2019 | | 2019-2020 | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|----------------------------|-------------------|
| | | | 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 ===== | 18,661,529 ===== | 25,199,751 ===== | 27,901,353 ===== | ===== |

FUND: 411 CAPITAL RECOVERY FUND

WATER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

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

CAPITAL RECOVERY FUND - WATER

PERFORMANCE INDICATORS

| Budget | 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 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 | <u>38,537</u> | <u>102,749</u> | <u>82,000</u> | <u>126,413</u> | <u>169,000</u> | <u>180,000</u> | <u>_____</u> |
| TOTAL REVENUES | 1,471,847 | 1,647,711 | 2,557,000 | 916,691 | 1,144,000 | 1,280,000 | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| <u>GENERAL GOVERNMENT</u> | | | | | | | |
| NON DEPARTMENTAL | <u>1,000</u> | <u>1,000</u> | <u>1,631,000</u> | <u>1,375,984</u> | <u>1,378,484</u> | <u>256,000</u> | <u>_____</u> |
| TOTAL GENERAL GOVERNMENT | 1,000 | 1,000 | 1,631,000 | 1,375,984 | 1,378,484 | 256,000 | _____ |
| <u>MISC & PROJECTS</u> | | | | | | | |
| TOTAL EXPENDITURES | 1,000 | 1,000 | 1,631,000 | 1,375,984 | 1,378,484 | 256,000 | |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>1,470,847</u> | <u>1,646,711</u> | <u>926,000</u> | <u>(459,293)</u> | <u>(234,484)</u> | <u>1,024,000</u> | <u>_____</u> |

411-CAPITAL RECOVERY - WATER

REVENUES

| | 2016-2017 | 2017-2018 | (----- 2018-2019 -----) | | (----- 2019-2020 -----) | | |
|-----------------------------------|------------------|------------------|-------------------------|----------------|-------------------------|------------------|-------------------|
| | ACTUAL | ACTUAL | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | | | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>Fees</u> | | | | | | | |
| 000-455900 Cap Rcvry-Water | <u>1,433,309</u> | <u>1,544,962</u> | <u>1,100,000</u> | <u>790,277</u> | <u>975,000</u> | <u>1,100,000</u> | <u> </u> |
| TOTAL Fees | <u>1,433,309</u> | <u>1,544,962</u> | <u>1,100,000</u> | <u>790,277</u> | <u>975,000</u> | <u>1,100,000</u> | <u> </u> |
| <u>Fund Transfers</u> | | | | | | | |
| 000-481000 Transfer In - Reserves | <u>0</u> | <u>0</u> | <u>1,375,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u> </u> |
| TOTAL Fund Transfers | <u>0</u> | <u>0</u> | <u>1,375,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u> </u> |
| <u>Miscellaneous</u> | | | | | | | |
| 000-491000 Interest Earned | 863 | 5,527 | 7,000 | 3,011 | 4,000 | 5,000 | <u> </u> |
| 000-491200 Investment Income | <u>37,675</u> | <u>97,222</u> | <u>75,000</u> | <u>123,403</u> | <u>165,000</u> | <u>175,000</u> | <u> </u> |
| TOTAL Miscellaneous | <u>38,537</u> | <u>102,749</u> | <u>82,000</u> | <u>126,413</u> | <u>169,000</u> | <u>180,000</u> | <u> </u> |
| TOTAL REVENUES | <u>1,471,847</u> | <u>1,647,711</u> | <u>2,557,000</u> | <u>916,691</u> | <u>1,144,000</u> | <u>1,280,000</u> | <u> </u> |

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 |
| NON DEPARTMENTAL | | | | | | | |
| ===== | | | | | | | |
| <u>Supplies</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>City Support Services</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>Utility Services</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>Operations Support</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>Professional Services</u> | | | | | | | |
| 101-541200 Legal Svcs-Water | 0 | 0 | 5,000 | 0 | 2,500 | 5,000 | _____ |
| 101-541300 Professional Services-Cap Pla | 0 | 0 | 250,000 | 0 | 0 | 250,000 | _____ |
| 101-541400 Auditor/Accounting Service | <u>1,000</u> | <u>1,000</u> | <u>1,000</u> | <u>984</u> | <u>984</u> | <u>1,000</u> | <u>_____</u> |
| 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 | <u>0</u> | <u>0</u> | <u>1,375,000</u> | <u>1,375,000</u> | <u>1,375,000</u> | <u>0</u> | <u>_____</u> |
| 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> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| TOTAL NON DEPARTMENTAL | 1,000 | 1,000 | 1,631,000 | 1,375,984 | 1,378,484 | 256,000 | |

FUND: 421 CAPITAL RECOVERY FUND

SEWER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

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

CAPITAL RECOVERY FUND - SEWER

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 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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>123,895</u> | <u>123,500</u> | <u>103,000</u> | |
| TOTAL REVENUES | 781,092 | 907,560 | 644,000 | 545,424 | 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>4,299</u> | <u>7,984</u> | <u>260,500</u> | |
| TOTAL GENERAL GOVERNMENT | 5,356 | 493,208 | 260,500 | 4,299 | 7,984 | 260,500 | |
| <u>MISC & PROJECTS</u> | | | | | | | |
| TOTAL EXPENDITURES | 5,356 | 493,208 | 260,500 | 4,299 | 7,984 | 260,500 | |
| REVENUE OVER/ (UNDER) EXPENDITURES | <u>775,736</u> | <u>414,352</u> | <u>383,500</u> | <u>541,125</u> | <u>604,716</u> | <u>442,500</u> | <u>=====</u> |

421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

REVENUES

| | (----- 2018-2019 -----) | | | (----- 2019-2020 -----) | | | |
|--|-------------------------|---------------------|-------------------|-------------------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| <u>Fees</u> | | | | | | | |
| 000-455910 Cap Rcvry-Waste Water | 717,574 | 794,969 | 600,000 | 432,329 | 500,000 | 600,000 | |
| 000-455913 Cap Rcvry-North Sewer Treat | <u>27,000</u> | <u>27,000</u> | <u>0</u> | <u>(10,800)</u> | <u>(10,800)</u> | <u>0</u> | |
| TOTAL Fees | 744,574 | 821,969 | 600,000 | 421,529 | 489,200 | 600,000 | |
| <u>Fund Transfers</u> | | | | | | | |
| <u>Miscellaneous</u> | | | | | | | |
| 000-491000 Interest Earned | 730 | 3,799 | 4,000 | 2,893 | 3,500 | 3,000 | |
| 000-491200 Investment Income | 63,424 | 104,840 | 40,000 | 100,280 | 120,000 | 100,000 | |
| 000-491800 Gain/Loss Capital One Sewer (| 13,176) | (11,126) | 0 | (8,567) | 0 | 0 | |
| 000-491900 Unrealize Gain/Loss-Captl On(| <u>14,460)</u> | <u>(11,922)</u> | <u>0</u> | <u>29,288</u> | <u>0</u> | <u>0</u> | |
| TOTAL Miscellaneous | <u>36,518</u> | <u>85,591</u> | <u>44,000</u> | <u>123,895</u> | <u>123,500</u> | <u>103,000</u> | |
| TOTAL REVENUES | 781,092 | 907,560 | 644,000 | 545,424 | 612,700 | 703,000 | |

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|--|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| NON DEPARTMENTAL | | | | | | | |
| ===== | | | | | | | |
| <u>Supplies</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>Operations Support</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <u>Professional Services</u> | | | | | | | |
| 101-541200 Legal Services-Sewer | 0 | 0 | 5,000 | 0 | 2,500 | 5,000 | _____ |
| 101-541300 Professional Services-Cap Pla | 0 | 0 | 250,000 | 0 | 0 | 250,000 | _____ |
| 101-541400 Auditor/Accounting Service | 1,000 | 1,000 | 1,000 | 984 | 984 | 1,000 | _____ |
| 101-541650 Investment Mgt Fee-Sewer | <u>4,356</u> | <u>4,360</u> | <u>4,500</u> | <u>3,315</u> | <u>4,500</u> | <u>4,500</u> | _____ |
| TOTAL Professional Services | 5,356 | 5,360 | 260,500 | 4,299 | 7,984 | 260,500 | _____ |
| <u>Fund Charges/Transfers</u> | | | | | | | |
| 101-548406 Transfer Out-Water/Sewer Prjc | <u>0</u> | <u>487,848</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | _____ |
| TOTAL Fund Charges/Transfers | 0 | 487,848 | 0 | 0 | 0 | 0 | _____ |
| <u>Maintenance Services</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| <hr/> | | | | | | | |
| TOTAL NON DEPARTMENTAL | 5,356 | 493,208 | 260,500 | 4,299 | 7,984 | 260,500 | _____ |
| <hr/> | | | | | | | |
| TOTAL GENERAL GOVERNMENT | 5,356 | 493,208 | 260,500 | 4,299 | 7,984 | 260,500 | _____ |

FUND: 204 DRAINAGE FUND

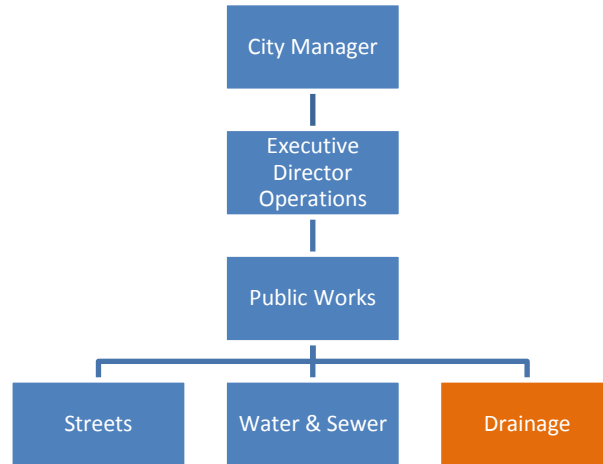
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

- Protect lives and property.
- Improve quality of the storm water system by adding a Storm Water Manager to implement & manage Phase II Storm Water Program to keep in compliance with local, state and federal regulations. Ensure compliance with program requirements associated with the National Pollutant Discharge Elimination System permit.
- Institute best management practices in the maintenance of our natural creek ways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support.
- Review storm water infrastructure plans
- Maintain storm water data collection.
- Continue to evaluate, consider, and pursue all available resources for improving management of the local storm water infrastructure.
- Provide Storm water pollution and floodplain awareness to the community and city personnel.

ORGANIZATIONAL CHART



| DRAINAGE | 2017-18 | 2018-19 | 2019-20 |
|------------------------|----------|----------|----------|
| Drainage Foreman | 1 | 1 | 1 |
| Drainage Worker II | 2 | 2 | 2 |
| Drainage Worker I | 5 | 5 | 5 |
| TOTAL POSITIONS | 8 | 8 | 8 |

PERFORMANCE INDICATORS

| Workload/Output | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|------------------------------------|----------------|------------------|----------------|
| Acres of Alleys Mowed | 5.15 | 5.15 | 5.15 |
| Acres of Rights-of-Way (ROW) Mowed | 118.07 | 118.07 | 118.07 |
| Acres of Drainage Ditches Mowed | 157.75 | 157.75 | 157.75 |

| Efficiency | 2017-18 Actual | 2017-19 Estimate | 2019-20 Budget |
|--------------------------------|----------------|------------------|----------------|
| Monthly Operating Expenditures | 93,564 | 98,879 | 105,475 |

| Effectiveness | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|---------------------------------------|----------------|------------------|----------------|
| ROW Maintenance & Mowing, Hours | 2,900 | 3,200 | 3,300 |
| Drainage Mowing, Hours | 600 | 700 | 800 |
| Drainage Structure Maintenance, Hours | 1,350 | 1,450 | 1,450 |

PUBLIC WORKS DRAINAGE

| 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

| | (----- 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>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 | 1,001,919 | 1,200,150 | 1,230,000 | |
| Fund Transfers | 0 | 0 | 1,027,062 | 0 | 0 | 0 | |
| Miscellaneous | <u>16,663</u> | <u>194,255</u> | <u>26,800</u> | <u>51,145</u> | <u>59,732</u> | <u>33,000</u> | |
| TOTAL REVENUES | 1,166,568 | 1,358,125 | 2,265,362 | 1,056,165 | 1,263,882 | 1,267,000 | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| <u>PUBLIC WORKS</u> | | | | | | | |
| DRAINAGE | <u>1,066,235</u> | <u>1,013,430</u> | <u>1,236,907</u> | <u>819,473</u> | <u>1,154,213</u> | <u>1,265,709</u> | |
| TOTAL PUBLIC WORKS | 1,066,235 | 1,013,430 | 1,236,907 | 819,473 | 1,154,213 | 1,265,709 | |
| <u>MISC & PROJECTS</u> | | | | | | | |
| PROJECTS | <u>0</u> | <u>0</u> | <u>1,013,664</u> | <u>716,926</u> | <u>940,257</u> | <u>0</u> | |
| TOTAL MISC & PROJECTS | <u>0</u> | <u>0</u> | <u>1,013,664</u> | <u>716,926</u> | <u>940,257</u> | <u>0</u> | |
| TOTAL EXPENDITURES | 1,066,235 | 1,013,430 | 2,250,571 | 1,536,399 | 2,094,470 | 1,265,709 | |
| REVENUE OVER/ (UNDER) EXPENDITURES | <u>100,333</u> | <u>344,696</u> | <u>14,792</u> | <u>(480,234)</u> | <u>(830,588)</u> | <u>1,291</u> | |

204-DRAINAGE

REVENUES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|-----------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>Permits</u> | | | | | | | |
| 000-432400 Floodplain Permit | <u>2,960</u> | <u>3,960</u> | <u>3,000</u> | <u>3,100</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> |
| TOTAL Permits | 2,960 | 3,960 | 3,000 | 3,100 | 4,000 | 4,000 | 4,000 |
| <u>Fees</u> | | | | | | | |
| 000-457500 Drainage Penalties | 10,016 | 10,537 | 10,000 | 32 | 150 | 10,000 | 10,000 |
| 000-457600 Drainage Fee | <u>1,136,930</u> | <u>1,149,373</u> | <u>1,198,500</u> | <u>1,001,887</u> | <u>1,200,000</u> | <u>1,220,000</u> | <u>1,220,000</u> |
| TOTAL Fees | 1,146,946 | 1,159,910 | 1,208,500 | 1,001,919 | 1,200,150 | 1,230,000 | 1,230,000 |
| <u>Fund Transfers</u> | | | | | | | |
| 000-481000 Transfer In - Reserves | <u>0</u> | <u>0</u> | <u>1,027,062</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL Fund Transfers | 0 | 0 | 1,027,062 | 0 | 0 | 0 | 0 |
| <u>Miscellaneous</u> | | | | | | | |
| 000-491000 Interest Earned | 295 | 3,481 | 1,800 | 3,016 | 3,600 | 3,000 | 3,000 |
| 000-491200 Investment Income | 15,500 | 26,509 | 25,000 | 24,113 | 32,000 | 30,000 | 30,000 |
| 000-497000 Misc Income-Drainage | <u>867</u> | <u>164,265</u> | <u>0</u> | <u>24,017</u> | <u>24,132</u> | <u>0</u> | <u>0</u> |
| TOTAL Miscellaneous | <u>16,663</u> | <u>194,255</u> | <u>26,800</u> | <u>51,145</u> | <u>59,732</u> | <u>33,000</u> | <u>33,000</u> |
| TOTAL REVENUES | <u>1,166,568</u> | <u>1,358,125</u> | <u>2,265,362</u> | <u>1,056,165</u> | <u>1,263,882</u> | <u>1,267,000</u> | <u>1,267,000</u> |

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

204-DRAINAGE

PUBLIC WORKS

EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| DRAINAGE | | | | | | | |
| ===== | | | | | | | |
| <u>Personnel Services</u> | | | | | | | |
| 579-511110 Regular | 172,346 | 217,842 | 250,415 | 170,808 | 209,395 | 254,260 | _____ |
| 579-511120 Overtime | 500 | 7,897 | 5,500 | 3,823 | 6,000 | 5,500 | _____ |
| 579-511180 LTD | 733 | 669 | 776 | 450 | 649 | 788 | _____ |
| 579-511210 Longevity | 7,191 | 7,891 | 8,338 | 8,318 | 8,338 | 9,166 | _____ |
| 579-511230 Certification Allowance | 2,550 | 2,400 | 4,800 | 1,985 | 2,400 | 4,800 | _____ |
| 579-511310 FICA - Employer | 17,875 | 16,826 | 20,269 | 13,839 | 17,287 | 20,940 | _____ |
| 579-511350 TMRS-Employer | 39,105 | 36,687 | 42,803 | 29,860 | 36,190 | 44,234 | _____ |
| 579-511410 Health-Employer | 49,432 | 46,245 | 64,120 | 30,906 | 41,236 | 56,886 | _____ |
| 579-511500 Workers' Compensation | <u>3,455</u> | <u>3,146</u> | <u>3,563</u> | <u>3,550</u> | <u>3,550</u> | <u>3,626</u> | _____ |
| 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 | <u>0</u> | <u>0</u> | <u>200</u> | <u>0</u> | <u>200</u> | <u>200</u> | _____ |
| 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 | <u>410</u> | <u>1,465</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>30,000</u> | _____ |
| 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 | <u>15,227</u> | <u>12,969</u> | <u>12,000</u> | <u>11,054</u> | <u>12,000</u> | <u>12,000</u> | _____ |
| 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 | <u>0</u> | <u>0</u> | <u>1,000</u> | <u>0</u> | <u>0</u> | <u>1,000</u> | _____ |
| TOTAL Operations Support | 0 | 0 | 1,000 | 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 | <u>569</u> | <u>192</u> | <u>600</u> | <u>150</u> | <u>600</u> | <u>1,000</u> | _____ |
| TOTAL Staff Support | 6,004 | 5,758 | 11,650 | 7,742 | 11,779 | 13,700 | _____ |

204-DRAINAGE

PUBLIC WORKS
 EXPENDITURES

| | | | 2018-2019 | | | 2019-2020 | |
|---|-----------|-----------|-----------|---------|-----------|-------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <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 | 21,450 | 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 | 27,950 | 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 | 245,964 | 295,157 | 243,114 | |
| 579-548600 Interfund Charges-Water | 136,920 | 141,510 | 141,000 | 117,500 | 141,000 | 146,400 | |
| 579-548610 Interfund Charge-Fleet | 105,789 | 83,355 | 95,005 | 79,171 | 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 | 442,635 | 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 | 1,400 | 0 | 0 | 2,000 | |
| TOTAL Operating Equipment | 5,739 | 6,812 | 1,400 | 0 | 0 | 2,000 | |

C I T Y O F S C H E R T Z
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2019

204-DRAINAGE

PUBLIC WORKS
 EXPENDITURES

| | | | 2018-2019 | | 2019-2020 | | |
|---|------------------|------------------|------------------|----------------|------------------|------------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <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 | |
| TOTAL DRAINAGE | 1,066,235 | 1,013,430 | 1,236,907 | 819,473 | 1,154,213 | 1,265,709 | |
| TOTAL PUBLIC WORKS | 1,066,235 | 1,013,430 | 1,236,907 | 819,473 | 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 |
| PROJECTS | | | | | | | |
| ===== | | | | | | | |
| <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 | 1,536,399 | 2,094,470 | 1,265,709 | ===== |

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

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

GOALS AND OBJECTIVES

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

EMERGENCY MEDICAL SERVICES (EMS)

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

ORGANIZATIONAL CHART



| EMS | 2017-18 | 2018-19 | 2019-20 |
|------------------------------|-----------|-----------|-----------|
| Director | 1 | 1 | 1 |
| Operations Manager | 1 | 1 | 1 |
| Clinical Manager | 1 | 1 | 1 |
| Community Health Coordinator | 1 | 1 | 1 |
| Training Coordinator | 1 | 1 | 1 |
| Office Manager | 1 | 1 | 1 |
| Senior Administrative Asst. | 1 | 1 | 1 |
| Billing Specialist | 2 | 2 | 3 |
| Billing Clerk | 1 | 1 | 0 |
| EMS Supervisor | 3 | 3 | 3 |
| Field Training Officer | 3 | 3 | 3 |
| MIH Paramedic | 1 | 1 | 1 |
| Paramedic | 24 | 25 | 25 |
| EMT | 3 | 3 | 3 |
| Paramedic/EMT | 0 | 0 | 0 |
| P/T Paramedics | 15 | 15 | 15 |
| P/T EMT | 5 | 5 | 5 |
| P/T Paramedic/EMT | 0 | 0 | 0 |
| P/T Supply Coordinator | 0 | 0 | 1 |
| TOTAL POSITIONS | 64 | 65 | 66 |

EMERGENCY MEDICAL SERVICES (EMS)

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% |

EMERGENCY MEDICAL SERVICES (EMS)

| 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

| | (----- 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>REVENUE SUMMARY</u> | | | | | | | |
| Fees | 5,955,626 | 4,754,620 | 6,194,080 | 4,958,528 | 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>88,425</u> | <u>117,375</u> | <u>115,500</u> | ===== |
| TOTAL REVENUES | 9,142,413 | 7,752,214 | 9,345,315 | 8,208,100 | 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>6,830,062</u> | <u>8,832,540</u> | <u>9,598,811</u> | ===== |
| TOTAL PUBLIC SAFETY | 8,068,478 | 7,702,476 | 9,235,636 | 6,830,062 | 8,832,540 | 9,598,811 | |
| <u>MISC & PROJECTS</u> | | | | | | | |
| TOTAL EXPENDITURES | 8,068,478 | 7,702,476 | 9,235,636 | 6,830,062 | 8,832,540 | 9,598,811 | |
| REVENUE OVER/ (UNDER) EXPENDITURES | <u>1,073,935</u> | <u>49,738</u> | <u>109,679</u> | <u>1,378,039</u> | <u>751,280</u> | <u>333</u> | ===== |

203-EMS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

REVENUES

| | (----- 2018-2019 -----) | | (----- 2019-2020 -----) | | | | |
|--|-------------------------|---------------------|-------------------------|------------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| Fees | | | | | | | |
| 000-456100 Ambulance/Mileage Transprt Fe | 5,666,326 | 4,517,954 | 5,894,480 | 4,716,090 | 6,024,685 | 6,210,950 | |
| 000-456110 Passport Membership Fees | 25,115 | 25,275 | 28,000 | 23,600 | 25,000 | 28,000 | |
| 000-456120 EMT Class - Fees | 94,873 | 98,770 | 96,000 | 81,254 | 96,000 | 99,000 | |
| 000-456122 CE Class - Fees | 16,975 | 23,458 | 21,500 | 22,222 | 23,500 | 27,000 | |
| 000-456130 Immunization Fees | 9,138 | 3,008 | 7,000 | 2,284 | 2,500 | 2,000 | |
| 000-456140 Billing Fees-External | 18,153 | 23,016 | 25,000 | 19,039 | 25,000 | 25,000 | |
| 000-456150 Standby Fees | 24,484 | 38,518 | 27,000 | 19,510 | 27,000 | 30,000 | |
| 000-456155 Community Services Support | 100,488 | 72,888 | 75,000 | 45,063 | 50,000 | 50,000 | |
| 000-456160 MIH Services | 0 | 13,960 | 20,000 | 24,842 | 30,000 | 20,000 | |
| 000-458110 Sale of Merchandise - GovDeal | 0 | (62,327) | 0 | 4,574 | 5,000 | 0 | |
| 000-459200 NSF Check Fee | 75 | 100 | 100 | 50 | 50 | 100 | |
| TOTAL Fees | 5,955,626 | 4,754,620 | 6,194,080 | 4,958,528 | 6,308,735 | 6,492,050 | |
| Inter-Jurisdictional | | | | | | | |
| 000-473500 Seguin/Guadalupe Co Support | 843,578 | 843,578 | 843,577 | 843,578 | 843,577 | 843,577 | |
| 000-474300 Cibolo Support | 319,098 | 346,468 | 410,583 | 410,583 | 410,583 | 439,612 | |
| 000-475100 Comal Co ESD #6 | 106,012 | 116,813 | 121,723 | 125,159 | 121,723 | 133,064 | |
| 000-475200 Live Oak Support | 206,957 | 213,152 | 232,140 | 232,140 | 232,140 | 237,775 | |
| 000-475300 Universal City Support | 262,361 | 281,284 | 300,092 | 300,092 | 300,092 | 305,996 | |
| 000-475400 Selma Support | 106,656 | 111,886 | 148,697 | 148,697 | 148,697 | 161,001 | |
| 000-475500 Schertz Support | 504,084 | 556,325 | 581,537 | 581,537 | 581,537 | 602,583 | |
| 000-475600 Santa Clara Support | 10,354 | 10,447 | 10,790 | 10,790 | 10,790 | 11,137 | |
| 000-475800 Marion Support | 14,956 | 15,187 | 16,347 | 16,347 | 16,347 | 16,849 | |
| 000-475910 TASPP Program | 38,897 | 366,853 | 360,000 | 492,224 | 492,224 | 240,000 | |
| TOTAL Inter-Jurisdictional | 2,412,953 | 2,861,992 | 3,025,485 | 3,161,147 | 3,157,710 | 2,991,594 | |
| Fund Transfers | | | | | | | |
| 000-486100 Transfer In | 550,000 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL Fund Transfers | 550,000 | 0 | 0 | 0 | 0 | 0 | |
| Miscellaneous | | | | | | | |
| 000-491000 Interest Earned | 899 | 4,403 | 3,000 | 4,503 | 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 | 45,602 | 50,000 | 50,000 | |
| 000-497100 Recovery of Bad Debt | 61,292 | 55,488 | 60,000 | 2,882 | 5,000 | 50,000 | |
| 000-497110 Collection Agency-Bad Debt | 0 | 0 | 0 | 30,291 | 50,000 | 0 | |
| TOTAL Miscellaneous | 223,834 | 135,601 | 125,750 | 88,425 | 117,375 | 115,500 | |
| TOTAL REVENUES | 9,142,413 | 7,752,214 | 9,345,315 | 8,208,100 | 9,583,820 | 9,599,144 | |

203-EMS

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

| EXPENDITURES | | | 2018-2019 | | | 2019-2020 | |
|---|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| SCHERTZ EMS | | | | | | | |
| Personnel Services | | | | | | | |
| 280-511110 Regular | 2,058,622 | 2,167,653 | 2,491,726 | 1,950,920 | 2,250,000 | 2,474,883 | |
| 280-511120 Overtime | 735,899 | 710,157 | 730,979 | 614,343 | 740,000 | 734,285 | |
| 280-511180 LTD | 5,484 | 6,389 | 6,670 | 4,572 | 6,600 | 6,494 | |
| 280-511210 Longevity | 41,594 | 45,125 | 47,147 | 43,025 | 45,000 | 44,585 | |
| 280-511220 Clothing Allowance | 10,452 | 10,980 | 11,857 | 9,756 | 12,500 | 12,168 | |
| 280-511230 Certification Allowance | 18,845 | 18,805 | 15,100 | 20,020 | 20,000 | 23,400 | |
| 280-511310 FICA - Employer | 209,138 | 217,875 | 252,748 | 194,456 | 250,000 | 246,355 | |
| 280-511350 TMRS-Employer | 427,421 | 478,819 | 495,946 | 394,236 | 480,000 | 484,783 | |
| 280-511410 Health-Employer | 285,275 | 350,227 | 351,825 | 260,690 | 350,000 | 311,434 | |
| 280-511500 Workers' Compensation | <u>44,476</u> | <u>37,002</u> | <u>42,476</u> | <u>42,315</u> | <u>42,315</u> | <u>66,345</u> | |
| TOTAL Personnel Services | 3,837,205 | 4,043,032 | 4,446,474 | 3,534,333 | 4,196,415 | 4,404,732 | |
| Supplies | | | | | | | |
| 280-521000 Operating Supplies | 1,539 | 657 | 2,000 | 316 | 1,000 | 2,000 | |
| 280-521010 Operating Supplies-EMT Class | 24,099 | 21,940 | 30,000 | 14,480 | 25,000 | 26,000 | |
| 280-521020 Operating Supplies-CE Class | 13,757 | 7,740 | 16,450 | 4,389 | 8,000 | 16,000 | |
| 280-521025 Community Support Supplies | 74,824 | 53,272 | 70,000 | 23,238 | 30,000 | 40,000 | |
| 280-521030 Operating Supplies- MIH | 385 | 77 | 1,000 | 0 | 0 | 1,000 | |
| 280-521100 Office Supplies | 1,604 | 3,200 | 3,000 | 2,826 | 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 | <u>3,234</u> | <u>4,145</u> | <u>5,000</u> | <u>905</u> | <u>2,500</u> | <u>4,000</u> | |
| TOTAL Supplies | 378,684 | 346,144 | 431,050 | 307,692 | 372,000 | 376,100 | |
| Human Services | | | | | | | |
| 280-531100 Pre-employment Check | <u>1,299</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Human Services | 1,299 | 0 | 0 | 0 | 0 | 0 | |
| City Support Services | | | | | | | |
| 280-532350 Software Maintenance | 34,948 | 26,390 | 46,000 | 37,843 | 46,000 | 62,000 | |
| 280-532500 City Insurance-Commercial | 22,108 | 22,691 | 25,000 | 26,363 | 26,500 | 26,000 | |
| 280-532840 Golf Tournament-Dilworth | 100 | 0 | 0 | (100) | 0 | 0 | |
| 280-532900 Contingencies | <u>0</u> | <u>0</u> | <u>23,000</u> | <u>0</u> | <u>6,500</u> | <u>50,000</u> | |
| TOTAL City Support Services | 57,156 | 49,081 | 94,000 | 64,105 | 79,000 | 138,000 | |
| Utility Services | | | | | | | |
| 280-533100 Gas Utility Service | 4,099 | 4,703 | 6,000 | 6,311 | 7,200 | 6,000 | |
| 280-533200 Electric Utility Service | 22,113 | 14,817 | 25,000 | 7,513 | 16,000 | 15,000 | |
| 280-533300 Telephone/Land Line | 2,843 | 2,865 | 3,500 | 2,127 | 3,000 | 3,000 | |
| 280-533310 Telephone/Cell Phones | 7,632 | 7,097 | 8,500 | 4,386 | 8,000 | 10,000 | |
| 280-533320 Telephone/Air Cards | 11,800 | 11,986 | 13,000 | 7,820 | 12,500 | 13,000 | |
| 280-533330 Telephone/Internet | 3,200 | 3,719 | 4,500 | 2,570 | 4,000 | 4,500 | |
| 280-533350 Pager Service | 833 | 0 | 0 | 0 | 0 | 0 | |
| 280-533410 Water Utility Service | 2,333 | 1,821 | 7,000 | 5,032 | 6,500 | 4,500 | |
| 280-533500 Vehicle Fuel | <u>59,625</u> | <u>73,325</u> | <u>65,000</u> | <u>61,213</u> | <u>78,000</u> | <u>80,000</u> | |
| TOTAL Utility Services | 114,478 | 120,333 | 132,500 | 96,971 | 135,200 | 136,000 | |

203-EMS

PUBLIC SAFETY

| EXPENDITURES | 2018-2019 | | | | | | 2019-2020 |
|--|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| <u>Operations Support</u> | | | | | | | |
| 280-534000 Postage | 10,515 | 10,653 | 12,500 | 8,742 | 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 | <u>0</u> | <u>0</u> | <u>15,082</u> | <u>15,082</u> | <u>15,082</u> | <u>0</u> | |
| TOTAL Operations Support | 61,531 | 57,172 | 88,782 | 55,453 | 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 | <u>3,072</u> | <u>1,285</u> | <u>3,500</u> | <u>1,431</u> | <u>2,000</u> | <u>3,500</u> | |
| 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 | <u>6,567</u> | <u>9,875</u> | <u>11,000</u> | <u>4,240</u> | <u>5,000</u> | <u>4,500</u> | |
| 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 | <u>11,823</u> | <u>9,512</u> | <u>15,000</u> | <u>8,784</u> | <u>12,000</u> | <u>15,000</u> | |
| TOTAL Professional Services | 126,267 | 141,903 | 162,140 | 80,808 | 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 | 146,323 | 145,000 | 179,100 | |
| 280-548610 Interfund Charges-Admin Fleet | 142,902 | 130,000 | 134,492 | 112,076 | 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 | 1,635,956 | 2,400,000 | 2,532,520 | |
| 280-548800 Depreciation Expense | <u>339,171</u> | <u>371,827</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Fund Charges/Transfers | 2,735,918 | 2,250,108 | 2,694,628 | 1,894,354 | 2,683,492 | 2,854,205 | |

203-EMS

PUBLIC SAFETY

| EXPENDITURES | (----- 2018-2019 -----) (----- 2019-2020 -----) | | | | | | |
|---|---|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| <u>Maintenance Services</u> | | | | | | | |
| 280-551800 Other Maintenance Agreements | 10,850 | 0 | 0 | 0 | 0 | 17,000 | |
| 280-551810 Maintenance Agr. - Radios | <u>9,760</u> | <u>12,480</u> | <u>12,000</u> | <u>8,939</u> | <u>13,000</u> | <u>13,000</u> | |
| TOTAL Maintenance Services | 20,610 | 12,480 | 12,000 | 8,939 | 13,000 | 30,000 | |
| <u>Other Costs</u> | | | | | | | |
| 280-554100 Deployment-Reimb-STRAC | <u>1,130</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Other Costs | 1,130 | 0 | 0 | 0 | 0 | 0 | |
| <u>Debt Service</u> | | | | | | | |
| 280-555639 Tax Notes SR2015 - Principal | 0 | 0 | 165,000 | 0 | 165,000 | 160,000 | |
| 280-555639.Tax Notes SR2015 - Interest | 10,870 | 10,289 | 5,775 | 5,769 | 5,775 | 2,888 | |
| 280-555900 Debt Service | <u>0</u> | <u>18,120</u> | <u>118,120</u> | <u>116,625</u> | <u>118,120</u> | <u>118,120</u> | |
| TOTAL Debt Service | 10,870 | 28,409 | 288,895 | 122,394 | 288,895 | 281,008 | |
| <u>Rental/Leasing</u> | | | | | | | |
| 280-561200 Lease/Purchase Payments | <u>70,120</u> | <u>1,567</u> | <u>141,000</u> | <u>100,780</u> | <u>141,000</u> | <u>67,000</u> | |
| TOTAL Rental/Leasing | 70,120 | 1,567 | 141,000 | 100,780 | 141,000 | 67,000 | |
| <u>Operating Equipment</u> | | | | | | | |
| 280-571000 Furniture & Fixtures | 1,961 | 3,902 | 5,000 | 2,246 | 4,500 | 5,000 | |
| 280-571200 Vehicles&Access. < \$5,000 | 8,365 | 4,642 | 5,000 | 200 | 1,000 | 4,000 | |
| 280-571300 Computer&Periphe. < \$5000 | 14,073 | 19,864 | 28,500 | 9,992 | 17,000 | 19,000 | |
| 280-571400 Communication Equip < \$5000 | 1,455 | 11,623 | 20,050 | 6,481 | 10,000 | 10,300 | |
| 280-571800 Equipment Under \$5,000 | <u>12,965</u> | <u>6,136</u> | <u>31,000</u> | <u>23,740</u> | <u>30,000</u> | <u>35,000</u> | |
| TOTAL Operating Equipment | 38,819 | 46,167 | 89,550 | 42,659 | 62,500 | 73,300 | |
| <u>Capital Outlay</u> | | | | | | | |
| 280-581200 Vehicles & Access. Over \$5,00 | 34,510 | 0 | 6,500 | 6,500 | 6,500 | 350,000 | |
| 280-581800 Equipment Over \$5,000 | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>21,000</u> | |
| TOTAL Capital Outlay | 34,510 | 0 | 6,500 | 6,500 | 6,500 | 371,000 | |
| TOTAL SCHERTZ EMS | 8,068,478 | 7,702,476 | 9,235,636 | 6,830,062 | 8,832,540 | 9,598,811 | |
| TOTAL PUBLIC SAFETY | 8,068,478 | 7,702,476 | 9,235,636 | 6,830,062 | 8,832,540 | 9,598,811 | |

203-EMS

MISC & PROJECTS
EXPENDITURES

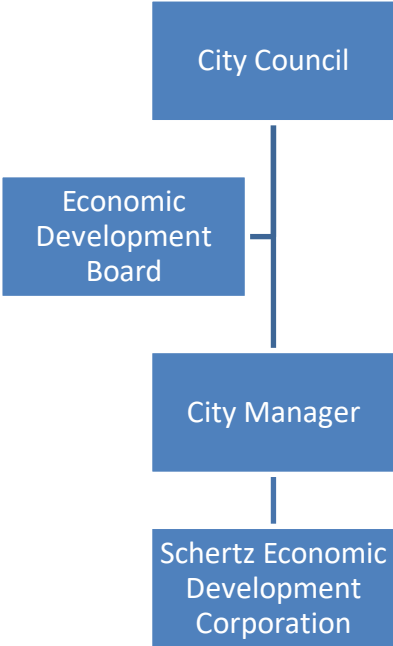
| | (----- 2018-2019 -----) | | | | (----- 2019-2020 -----) | | |
|------------------------------|-------------------------|---------------------|-------------------|------------------|-------------------------|----------------------------|-----------------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| DONATIONS ===== | | | | | | | |
| <u>City Support Services</u> | | | | | | | |
| TOTAL EXPENDITURES | <u>8,068,478</u> | <u>7,702,476</u> | <u>9,235,636</u> | <u>6,830,062</u> | <u>8,832,540</u> | <u>9,598,811</u> | <u> </u> |

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

MISSION STATEMENT

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

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT

| ECONOMIC DEVELOPMENT | 2017-18 | 2018-19 | 2019-20 |
|------------------------------|----------|----------|----------|
| Executive Director | 1 | 1 | 1 |
| Business Retention Manager | 1 | 1 | 1 |
| Economic Development Analyst | 1 | 1 | 1 |
| Executive Assistant | 1 | 1 | 1 |
| TOTAL POSITIONS | 4 | 4 | 4 |

PERFORMANCE INDICATORS

| Workload/Output | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|---|-------------------|---------------------|-------------------|
| Number of inquiries | 122 | 148 | 160 |
| Number of Schertz BRE visits | 36 | 48 | 48 |
| Number of recruitment events | 15 | 15 | 12 |
| Number of new prospects | 38 | 45 | 55 |
| Number of active performance agreements | 13 | 14 | 11 |

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|--------------------|---------------------|--------------------|
| <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 |

ECONOMIC DEVELOPMENT

| | | | |
|---|--------------------|--------------------|--------------------|
| 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 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2019-2020 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|------------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>REVENUE SUMMARY</u> | | | | | | | |
| Taxes | 3,620,930 | 4,227,973 | 4,242,580 | 3,516,719 | 4,242,580 | 4,412,283 | _____ |
| Fund Transfers | 0 | 0 | 1,249,164 | 0 | 0 | 3,110,648 | _____ |
| Miscellaneous | <u>125,682</u> | <u>264,687</u> | <u>258,000</u> | <u>541,678</u> | <u>654,003</u> | <u>430,000</u> | ===== |
| TOTAL REVENUES | 3,746,612 | 4,492,659 | 5,749,744 | 4,058,397 | 4,896,583 | 7,952,931 | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| <u>GENERAL GOVERNMENT</u> | | | | | | | |
| NON DEPARTMENTAL | <u>0</u> | <u>0</u> | <u>4,800,000</u> | <u>0</u> | <u>1,000,000</u> | <u>7,164,200</u> | ===== |
| TOTAL GENERAL GOVERNMENT | 0 | 0 | 4,800,000 | 0 | 1,000,000 | 7,164,200 | |
| <u>MISC & PROJECTS</u> | | | | | | | |
| ECONOMIC DEVELOPMENT | <u>904,371</u> | <u>1,745,192</u> | <u>949,744</u> | <u>552,459</u> | <u>777,155</u> | <u>788,731</u> | ===== |
| TOTAL MISC & PROJECTS | <u>904,371</u> | <u>1,745,192</u> | <u>949,744</u> | <u>552,459</u> | <u>777,155</u> | <u>788,731</u> | ===== |
| TOTAL EXPENDITURES | 904,371 | 1,745,192 | 5,749,744 | 552,459 | 1,777,155 | 7,952,931 | |
| REVENUE OVER/ (UNDER) EXPENDITURES | <u>2,842,240</u> | <u>2,747,467</u> | <u>0</u> | <u>3,505,937</u> | <u>3,119,428</u> | <u>0</u> | ===== |

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) | <u>3,620,930</u> | <u>4,227,973</u> | <u>4,242,580</u> | <u>3,516,719</u> | <u>4,242,580</u> | <u>4,412,283</u> | ===== |
| TOTAL Taxes | 3,620,930 | 4,227,973 | 4,242,580 | 3,516,719 | 4,242,580 | 4,412,283 | ===== |
| <u>Fund Transfers</u> | | | | | | | |
| 000-486010 Transfer In-Reserves | <u>0</u> | <u>0</u> | <u>1,249,164</u> | <u>0</u> | <u>0</u> | <u>3,110,648</u> | ===== |
| 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 | 6,923 | 8,000 | 10,000 | ===== |
| 000-491200 Investment Income | 124,722 | 258,680 | 250,000 | 338,752 | 450,000 | 420,000 | ===== |
| 000-497000 Misc Income | (<u>0</u>) | (<u>303</u>) | <u>0</u> | <u>196,003</u> | <u>196,003</u> | <u>0</u> | ===== |
| TOTAL Miscellaneous | <u>125,682</u> | <u>264,687</u> | <u>258,000</u> | <u>541,678</u> | <u>654,003</u> | <u>430,000</u> | ===== |
| TOTAL REVENUES | <u>3,746,612</u> | <u>4,492,659</u> | <u>5,749,744</u> | <u>4,058,397</u> | <u>4,896,583</u> | <u>7,952,931</u> | ===== |

620-SED CORPORATION

GENERAL GOVERNMENT
 EXPENDITURES

| | | | 2018-2019 | | 2019-2020 | | |
|---------------------------------------|-----------|-----------|-----------|--------|-----------|-------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| 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> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| TOTAL NON DEPARTMENTAL | 0 | 0 | 4,800,000 | 0 | 1,000,000 | 7,164,200 | |

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 |
| ECONOMIC DEVELOPMENT | | | | | | | |
| Personnel Services | | | | | | | |
| Supplies | | | | | | | |
| 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 | |
| Human Services | | | | | | | |
| 966-531100 Pre-employment Check | 390 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL Human Services | 390 | 0 | 0 | 0 | 0 | 0 | |
| City Support Services | | | | | | | |
| 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 | |
| Utility Services | | | | | | | |
| 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 | |
| Operations Support | | | | | | | |
| 966-534000 Postage | 43 | 45 | 500 | 62 | 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 | 60,663 | 122,500 | 111,000 | |
| Staff Support | | | | | | | |
| 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 | <u>1,051</u> | <u>446</u> | <u>2,500</u> | <u>231</u> | <u>2,500</u> | <u>2,500</u> | |
| 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 | <u>0</u> | <u>8,889</u> | <u>35,000</u> | <u>6,355</u> | <u>35,000</u> | <u>40,000</u> | |
| 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 Contributions 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 | <u>614</u> | <u>781</u> | <u>944</u> | <u>944</u> | <u>944</u> | <u>0</u> | |
| 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 | <u>0</u> | <u>455</u> | <u>1,000</u> | <u>80</u> | <u>500</u> | <u>500</u> | |
| 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 | <u>2,950</u> | <u>258</u> | <u>1,500</u> | <u>0</u> | <u>1,200</u> | <u>3,000</u> | |
| 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 | 552,459 | 777,155 | 788,731 | |

620-SED CORPORATION

MISC & PROJECTS
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|----------------------------|---------------------|---------------------|--|--|--|---|--|
| SCHWAB RD PROJECT ===== | | | | | | | |
| Maintenance Services | | | | | | | |
| TOTAL MISC & PROJECTS | 904,371 | 1,745,192 | 949,744 | 552,459 | 777,155 | 788,731 | |
| TOTAL EXPENDITURES | 904,371 ===== | 1,745,192 ===== | 5,749,744 ===== | 552,459 ===== | 1,777,155 ===== | 7,952,931 ===== | ===== |

FUND: 106 SPECIAL EVENTS

DESCRIPTION

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|--------------------------|-------------------|---------------------|-------------------|
| <i>Revenues</i> | | | |
| Fund Transfers | \$74,176 | \$53,130 | \$0 |
| Miscellaneous | 110,497 | 83,459 | 24,510 |
| <i>Total</i> | <i>\$184,673</i> | <i>\$136,589</i> | <i>\$24,510</i> |
| <i>Expenses</i> | | | |
| Non Departmental | \$0 | \$0 | \$0 |
| Festival of Angels | 10,566 | 17,332 | 0 |
| Employee Appreciation | 12,133 | 0 | 0 |
| Jubilee | 26,075 | 33,289 | 0 |
| National Night Out | 0 | 500 | 0 |
| Walk for Life | 10,594 | 9,366 | 9,000 |
| SchertzQ/Fest | 24,584 | 636 | 0 |
| Sweetheart Court Program | 17,663 | 24,000 | 0 |
| Hal Baldwin Scholarship | 13,545 | 16,966 | 15,510 |
| Other Events | 16,804 | 31,751 | 0 |
| <i>Total</i> | <i>\$136,770</i> | <i>\$136,589</i> | <i>\$24,510</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

| | 2018-2019 | | | 2019-2020 | | | |
|-----------------------------------|----------------|----------------|------------------|------------------|----------------|---------------|---------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>REVENUE SUMMARY</u> | | | | | | | |
| Fund Transfers | 43,058 | 74,176 | 56,500 | 0 | 53,130 | 0 | |
| Miscellaneous | <u>104,961</u> | <u>110,497</u> | <u>100,260</u> | <u>89,964</u> | <u>83,459</u> | <u>24,510</u> | |
| TOTAL REVENUES | 148,019 | 184,673 | 156,760 | 89,964 | 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 | 34,944 | 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>118,735</u> | <u>136,589</u> | <u>24,510</u> | |
| TOTAL EXPENDITURES | 133,284 | 136,770 | 177,708 | 118,735 | 136,589 | 24,510 | |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>14,735</u> | <u>47,903</u> | <u>(20,948)</u> | <u>(28,771)</u> | <u>0</u> | <u>0</u> | |

106-SPECIAL EVENTS 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 |
| <u>Fees</u> | | | | | | | |
| <u>Fund Transfers</u> | | | | | | | |
| 000-486100 Transfer In | 5,612 | 12,133 | 0 | 0 | 0 | 0 | |
| 000-486101 Transfer In-General Fund | <u>37,447</u> | <u>62,043</u> | <u>56,500</u> | <u>0</u> | <u>53,130</u> | <u>0</u> | |
| TOTAL Fund Transfers | 43,058 | 74,176 | 56,500 | 0 | 53,130 | 0 | |
| <u>Miscellaneous</u> | | | | | | | |
| 000-491200 Investment Income | 175 | 313 | 250 | 332 | 450 | 0 | |
| 000-492200 Wilenchik Walk for Life | 12,620 | 10,594 | 15,000 | 9,306 | 8,971 | 9,000 | |
| 000-493000 July 4th Activities | 27,386 | 25,628 | 26,000 | 33,999 | 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 | <u>2,000</u> | <u>45,743</u> | <u>6,000</u> | <u>9,539</u> | <u>10,000</u> | <u>0</u> | |
| TOTAL Miscellaneous | <u>104,961</u> | <u>110,497</u> | <u>100,260</u> | <u>89,964</u> | <u>83,459</u> | <u>24,510</u> | |
| TOTAL REVENUES | <u>148,019</u> | <u>184,673</u> | <u>156,760</u> | <u>89,964</u> | <u>136,589</u> | <u>24,510</u> | |

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

DESCRIPTION

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------|-------------------|---------------------|-------------------|
| <i>Revenues</i> | \$84,847 | \$86,168 | \$118,000 |
| <i>Expenses</i> | | | |
| Projects | 0 | 3,259 | 118,000 |
| <i>Total</i> | \$0 | \$3,259 | \$118,000 |

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2019-2020 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 & 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 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 | <u>33,433</u> | <u>27,548</u> | <u>18,823</u> | <u>19,115</u> | <u>26,000</u> | <u>30,000</u> | |
| TOTAL Franchises | 88,045 | 84,847 | 78,991 | 65,068 | 86,168 | 90,000 | |
| <u>Fund Transfers</u> | | | | | | | |
| 000-481000 Transfer In - Reserves | <u>0</u> | <u>0</u> | <u>116,009</u> | <u>0</u> | <u>0</u> | <u>28,000</u> | |
| TOTAL Fund Transfers | 0 | 0 | 116,009 | 0 | 0 | 28,000 | |
| <u>Miscellaneous</u> | | | | | | | |
| TOTAL REVENUES | <u>88,045</u> | <u>84,847</u> | <u>195,000</u> | <u>65,068</u> | <u>86,168</u> | <u>118,000</u> | |

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 | | | | | | | |
| ===== | | | | | | | |
| Supplies | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Operations Support | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Professional Services | | | | | | | |
| 900-541110 COMMUNICATION PLAN | 0 | 0 | 195,000 | 0 | 0 | 75,000 | ===== |
| TOTAL Professional Services | 0 | 0 | 195,000 | 0 | 0 | 75,000 | |
| Operating Equipment | | | | | | | |
| 900-571400 Communications Equipmnt-Minor | 8,529 | 0 | 0 | 0 | 0 | 0 | ===== |
| TOTAL Operating Equipment | 8,529 | 0 | 0 | 0 | 0 | 0 | |
| Capital Outlay | | | | | | | |
| 900-581400 Communication Equipment | 18,600 | 0 | 0 | 3,259 | 3,259 | 43,000 | ===== |
| TOTAL Capital Outlay | 18,600 | 0 | 0 | 3,259 | 3,259 | 43,000 | |
| TOTAL PROJECTS | 27,129 | 0 | 195,000 | 3,259 | 3,259 | 118,000 | |
| TOTAL MISC & PROJECTS | 27,129 | 0 | 195,000 | 3,259 | 3,259 | 118,000 | |
| TOTAL EXPENDITURES | 27,129 | 0 | 195,000 | 3,259 | 3,259 | 118,000 | ===== |

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|------------------------|-------------------|---------------------|-------------------|
| <i>Revenue</i> | | | |
| Taxes | \$520,424 | \$520,000 | \$500,000 |
| Miscellaneous | 28,838 | 47,700 | 53,000 |
| <i>Total</i> | <i>\$549,261</i> | <i>\$567,700</i> | <i>\$553,000</i> |
| <i>Expenses</i> | | | |
| City Support Services | \$85,797 | \$95,650 | \$112,446 |
| Operations Support | 32,375 | 14,000 | 46,000 |
| Professional Services | 4,276 | 27,537 | 3,000 |
| Fund Charges/Transfers | 67,605 | 67,582 | 74,428 |
| Building Maintenance | 7,879 | 0 | 20,000 |
| Capital Outlay | 8,255 | 0 | 250,000 |
| <i>Total</i> | <i>\$206,188</i> | <i>\$204,769</i> | <i>\$505,894</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

314-HOTEL TAX

FINANCIAL SUMMARY

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2019-2020 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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>35,911</u> | <u>47,700</u> | <u>53,000</u> | |
| TOTAL REVENUES | 511,761 | 549,261 | 528,000 | 461,401 | 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>163,932</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>163,932</u> | <u>204,769</u> | <u>505,894</u> | |
| TOTAL EXPENDITURES | 193,950 | 206,188 | 256,732 | 163,932 | 204,769 | 505,894 | |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>317,811</u> | <u>343,073</u> | <u>271,268</u> | <u>297,469</u> | <u>362,931</u> | <u>47,106</u> | |

314-HOTEL TAX

REVENUES

| | | | (----- 2018-2019 -----) | | (----- 2019-2020 -----) | | |
|--------------------------------|----------------|----------------|-------------------------|----------------|-------------------------|----------------|-------------------|
| | 2016-2017 | 2017-2018 | CURRENT | Y-T-D | PROJECTED | CITY ADMIN. | ADOPTED |
| | ACTUAL | ACTUAL | BUDGET | ACTUAL | YEAR END | RECOMMENDED | BUDGET |
| <u>Taxes</u> | | | | | | | |
| 000-411800 Hotel Occupancy Tax | <u>499,466</u> | <u>520,424</u> | <u>500,000</u> | <u>425,490</u> | <u>520,000</u> | <u>500,000</u> | <u> </u> |
| TOTAL Taxes | 499,466 | 520,424 | 500,000 | 425,490 | 520,000 | 500,000 | <u> </u> |
| <u>Fund Transfers</u> | | | | | | | |
| <u>Miscellaneous</u> | | | | | | | |
| 000-491000 Interest Earned | 547 | 2,668 | 3,000 | 2,007 | 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>35,911</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>461,401</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 |
| <u>NON DEPARTMENTAL</u> | | | | | | | |
| ===== | | | | | | | |
| <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 | <u>30,100</u> | <u>31,368</u> | <u>50,000</u> | <u>27,764</u> | <u>35,000</u> | <u>50,000</u> | ===== |
| 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 | <u>14,702</u> | <u>13,530</u> | <u>16,000</u> | <u>11,868</u> | <u>14,000</u> | <u>16,000</u> | ===== |
| 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 | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> | <u>0</u> | <u>0</u> | <u>3,000</u> | ===== |
| 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 | <u>66,405</u> | <u>67,605</u> | <u>0</u> | <u>56,318</u> | <u>67,582</u> | <u>74,428</u> | ===== |
| TOTAL Fund Charges/Transfers | 66,405 | 67,605 | 67,582 | 56,318 | 67,582 | 74,428 | |
| <u>Maintenance Services</u> | | | | | | | |
| 101-551100 Building Maintenance | <u>3,512</u> | <u>7,879</u> | <u>10,000</u> | <u>0</u> | <u>0</u> | <u>20,000</u> | ===== |
| 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 | <u>0</u> | <u>8,255</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>250,000</u> | ===== |
| TOTAL Capital Outlay | 0 | 8,255 | 0 | 0 | 0 | 250,000 | |
| TOTAL NON DEPARTMENTAL | 193,950 | 206,188 | 256,732 | 163,932 | 204,769 | 505,894 | |
| TOTAL GENERAL GOVERNMENT | 193,950 | 206,188 | 256,732 | 163,932 | 204,769 | 505,894 | |
| TOTAL EXPENDITURES | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

FUND: 317 PARK FUND

DESCRIPTION

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|-------------------|---------------------|-------------------|
| <i>Revenue</i> | | | |
| Fees | \$139,000 | \$30,000 | \$70,000 |
| Fund Transfers | 0 | 0 | 99,000 |
| Miscellaneous | 6,848 | 8,000 | 8,000 |
| <i>Total</i> | <i>\$145,848</i> | <i>\$38,000</i> | <i>\$177,000</i> |
| <i>Expenses</i> | | | |
| Professional Services | \$16,139 | \$10,000 | \$0 |
| Operating Equipment | 1,426 | 15,204 | 0 |
| Capital Outlay | 121,934 | 151,308 | 177,000 |
| <i>Total</i> | <i>\$139,499</i> | <i>\$176,512</i> | <i>\$177,000</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

317-PARK FUND

FINANCIAL SUMMARY

| | (----- 2018-2019 -----) | | | (----- 2019-2020 -----) | | | |
|-----------------------------------|-------------------------|---------------------|-------------------|-------------------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 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>14,993</u> | <u>8,000</u> | <u>8,000</u> | <u>_____</u> |
| TOTAL REVENUES | 101,716 | 145,848 | 176,512 | 25,993 | 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 | <u>23,090</u> | <u>6,349</u> | <u>0</u> | <u>(75,198)</u> | <u>(138,512)</u> | <u>0</u> | <u>_____</u> |

317-PARK FUND

REVENUES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 | 920 | 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 | 14,993 | 8,000 | 8,000 | |
| TOTAL REVENUES | 101,716 | 145,848 | 176,512 | 25,993 | 38,000 | 177,000 | |

317-PARK FUND

PUBLIC ENVIRONMENT
 EXPENDITURES

| | (----- 2018-2019 -----) | | | (----- 2019-2020 -----) | | | |
|---------------------------------------|-------------------------|---------------------|-------------------|-------------------------|-----------------------|----------------------------|-------------------|
| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| PARKLAND DEDICATION | | | | | | | |
| ===== | | | | | | | |
| <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 | ===== |
| 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 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2019-2020 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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>7,939</u> | <u>8,750</u> | <u>8,750</u> | |
| TOTAL REVENUES | 77,427 | 107,410 | 80,250 | 5,287 | 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 | (6,213) | (6,250) | 3,750 | |

319-TREE MITIGATION

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

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 | 714 | 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>7,939</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>5,287</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 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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 | <u>624</u> | <u>1,208</u> | <u>900</u> | <u>1,476</u> | <u>1,558</u> | <u>1,750</u> | ===== |
| TOTAL REVENUES | 24,005 | 20,071 | 32,400 | 18,471 | 22,558 | 21,750 | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| <u>GENERAL GOVERNMENT</u> | | | | | | | |
| NON DEPARTMENTAL | <u>19,878</u> | <u>16,058</u> | <u>32,400</u> | <u>8,330</u> | <u>31,650</u> | <u>21,200</u> | ===== |
| TOTAL GENERAL GOVERNMENT | <u>19,878</u> | <u>16,058</u> | <u>32,400</u> | <u>8,330</u> | <u>31,650</u> | <u>21,200</u> | ===== |
| TOTAL EXPENDITURES | 19,878 | 16,058 | 32,400 | 8,330 | 31,650 | 21,200 | |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>4,127</u> | <u>4,013</u> | <u>0</u> | <u>10,140</u> | <u>(9,092)</u> | <u>550</u> | ===== |

609-LIBRARY BOARD

REVENUES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | 2018-2019 (----- 2018-2019 -----) | | 2019-2020 (----- 2019-2020 -----) | | |
|---------------------------------------|---------------------|---------------------|--------------------------------------|-----------------|--------------------------------------|----------------------------|-------------------|
| | | | CURRENT BUDGET | Y-T-D ACTUAL | PROJECTED YEAR END | CITY ADMIN. RECOMMENDED | ADOPTED BUDGET |
| Fees | | | | | | | |
| 000-458100 Sale of Merchandise | 23,381 | 18,800 | 22,000 | 16,995 | 21,000 | 20,000 | |
| 000-458200 Sale of Recycling Material | <u>0</u> | <u>63</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Fees | 23,381 | 18,863 | 22,000 | 16,995 | 21,000 | 20,000 | |
| Fund Transfers | | | | | | | |
| 000-481000 Transfer In - Reserves | <u>0</u> | <u>0</u> | <u>9,500</u> | <u>0</u> | <u>0</u> | <u>0</u> | |
| TOTAL Fund Transfers | 0 | 0 | 9,500 | 0 | 0 | 0 | |
| Miscellaneous | | | | | | | |
| 000-491000 Interest Earned | 48 | 372 | 100 | 582 | 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 | <u>8</u> | <u>1</u> | <u>0</u> | <u>6</u> | <u>8</u> | <u>0</u> | |
| TOTAL Miscellaneous | <u>624</u> | <u>1,208</u> | <u>900</u> | <u>1,476</u> | <u>1,558</u> | <u>1,750</u> | |
| TOTAL REVENUES | 24,005 | 20,071 | 32,400 | 18,471 | 22,558 | 21,750 | |

609-LIBRARY BOARD

GENERAL GOVERNMENT
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) 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> | | | | | | | |
| TOTAL NON DEPARTMENTAL | 19,878 | 16,058 | 32,400 | 8,330 | 31,650 | 21,200 | |
| TOTAL GENERAL GOVERNMENT | 19,878 | 16,058 | 32,400 | 8,330 | 31,650 | 21,200 | |
| TOTAL EXPENDITURES | 19,878 | 16,058 | 32,400 | 8,330 | 31,650 | 21,200 | |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

FUND: 615 HISTORICAL COMMITTEE

MISSION STATEMENT

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

DESCRIPTION

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

| Budget | 2017-18 Actual | 2018-19 Estimate | 2019-20 Budget |
|-----------------------|-------------------|---------------------|-------------------|
| <i>Revenue</i> | | | |
| Fees | \$759 | \$1,000 | \$1,000 |
| Fund Transfers | 4,806 | 5,250 | 10,750 |
| <i>Total</i> | <i>\$5,565</i> | <i>\$6,250</i> | <i>\$11,750</i> |
| <i>Expenses</i> | | | |
| Supplies | 704 | 900 | 1,500 |
| Operations Support | 0 | 0 | 500 |
| Staff Support | 0 | 2,250 | 5,150 |
| Professional Services | 1,456 | 1,600 | 1,600 |
| Operating Equipment | -263 | 1,500 | 3,000 |
| <i>Total</i> | <i>\$1,897</i> | <i>\$6,250</i> | <i>\$11,750</i> |

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2019-2020 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|-----------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>REVENUE SUMMARY</u> | | | | | | | |
| Fees | 499 | 756 | 1,000 | 776 | 1,000 | 1,000 | _____ |
| Fund Transfers | 2,909 | 4,806 | 10,750 | 0 | 5,250 | 10,750 | _____ |
| Miscellaneous | <u>0</u> | <u>3</u> | <u>0</u> | <u>17</u> | <u>0</u> | <u>0</u> | ===== |
| TOTAL REVENUES | 3,408 | 5,565 | 11,750 | 793 | 6,250 | 11,750 | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| <u>CULTURAL</u> | | | | | | | |
| HISTORICAL COMMITTEE | <u>2,909</u> | <u>1,897</u> | <u>11,750</u> | <u>2,346</u> | <u>6,250</u> | <u>11,750</u> | ===== |
| TOTAL CULTURAL | <u>2,909</u> | <u>1,897</u> | <u>11,750</u> | <u>2,346</u> | <u>6,250</u> | <u>11,750</u> | ===== |
| TOTAL EXPENDITURES | 2,909 | 1,897 | 11,750 | 2,346 | 6,250 | 11,750 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 499 | 3,668 | 0 | (1,554) | 0 | 0 | ===== |

615-HISTORICAL COMMITTEE

REVENUES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|---------------------------------------|---------------------|---------------------|--|--|--|---|--|
| <u>Fees</u> | | | | | | | |
| 000-458100 Sale of Merchandise | <u>499</u> | <u>756</u> | <u>1,000</u> | <u>776</u> | <u>1,000</u> | <u>1,000</u> | <u>1,000</u> |
| TOTAL Fees | 499 | 756 | 1,000 | 776 | 1,000 | 1,000 | 1,000 |
| <u>Fund Transfers</u> | | | | | | | |
| 000-486101 Transfer In-General Fund | 0 | 0 | 10,750 | 0 | 5,250 | 10,750 | 10,750 |
| 000-486106 Transfer In-Special Events | <u>2,909</u> | <u>4,806</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL Fund Transfers | 2,909 | 4,806 | 10,750 | 0 | 5,250 | 10,750 | 10,750 |
| <u>Miscellaneous</u> | | | | | | | |
| 000-497000 Misc. Income | <u>0</u> | <u>3</u> | <u>0</u> | <u>17</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL Miscellaneous | 0 | 3 | 0 | 17 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>3,408</u> | <u>5,565</u> | <u>11,750</u> | <u>793</u> | <u>6,250</u> | <u>11,750</u> | <u>11,750</u> |

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 |
| HISTORICAL COMMITTEE | | | | | | | |
| Supplies | | | | | | | |
| 609-521000 Operating Supplies | 771 | 704 | 1,500 | 746 | 900 | 1,500 | |
| TOTAL Supplies | 771 | 704 | 1,500 | 746 | 900 | 1,500 | |
| Operations Support | | | | | | | |
| 609-534200 Printing & Binding | 0 | 0 | 500 | 0 | 0 | 500 | |
| TOTAL Operations Support | 0 | 0 | 500 | 0 | 0 | 500 | |
| Staff Support | | | | | | | |
| 609-535200 Awards | 140 | 0 | 1,000 | 131 | 250 | 1,000 | |
| 609-535300 Memberships | 0 | 0 | 150 | 0 | 0 | 150 | |
| 609-535500 Training/Travel | 0 | 0 | 4,000 | 0 | 2,000 | 4,000 | |
| TOTAL Staff Support | 140 | 0 | 5,150 | 131 | 2,250 | 5,150 | |
| Professional Services | | | | | | | |
| 609-541300 Other Cons/Prof Services | 1,500 | 1,456 | 1,600 | 1,469 | 1,600 | 1,600 | |
| TOTAL Professional Services | 1,500 | 1,456 | 1,600 | 1,469 | 1,600 | 1,600 | |
| Operating Equipment | | | | | | | |
| 609-571810 Event Banners | 498 | (263) | 3,000 | 0 | 1,500 | 3,000 | |
| TOTAL Operating Equipment | 498 | (263) | 3,000 | 0 | 1,500 | 3,000 | |
| TOTAL HISTORICAL COMMITTEE | 2,909 | 1,897 | 11,750 | 2,346 | 6,250 | 11,750 | |
| TOTAL CULTURAL | 2,909 | 1,897 | 11,750 | 2,346 | 6,250 | 11,750 | |
| TOTAL EXPENDITURES | 2,909 | 1,897 | 11,750 | 2,346 | 6,250 | 11,750 | |

Glossary

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

Glossary

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

Glossary

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| 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

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| 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

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| 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

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| 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. |

620-SED CORPORATION

MISC & PROJECTS
 EXPENDITURES

| | 2016-2017 ACTUAL | 2017-2018 ACTUAL | (----- 2018-2019 -----) CURRENT BUDGET | (----- 2018-2019 -----) Y-T-D ACTUAL | (----- 2018-2019 -----) PROJECTED YEAR END | (----- 2019-2020 -----) CITY ADMIN. RECOMMENDED | (----- 2019-2020 -----) ADOPTED BUDGET |
|----------------------------|---------------------|---------------------|--|--|--|---|--|
| SCHWAB RD PROJECT ===== | | | | | | | |
| Maintenance Services | | | | | | | |
| TOTAL MISC & PROJECTS | 904,371 | 1,745,192 | 949,744 | 552,459 | 777,155 | 788,731 | |
| TOTAL EXPENDITURES | 904,371 ===== | 1,745,192 ===== | 5,749,744 ===== | 552,459 ===== | 1,777,155 ===== | 7,952,931 ===== | ===== |