



**MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
September 10, 2019**

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

CITY OF SCHERTZ CORE VALUES

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

**AGENDA
TUESDAY, SEPTEMBER 10, 2019 at 6:00 p.m.**

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

Presentations

- 1. Guadalupe Regional Medical Center - Prescription Assistance report. (Mayor/Council/J. Riggs)**

City Events and Announcements

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

Hearing of Residents

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

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

Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual

information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

Consent Agenda Items

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

The following Consent items were read into record:

- 2. Resolution No. 19-R-124** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the selection of Tyler Technologies to use their enhanced utility customer portal software product. (B. James/J. Walters)
- 3. Resolution No. 19-R-120** - Consideration and/or action approving a resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to extend the contract with Selrico Services for three (1) one year extensions at \$114,000 per fiscal year, for a total not to exceed of \$342,000, to provide the congregate meal program at the Schertz Area Senior Center. (B. James/L. Shrum)
- 4. Resolution No. 19-R-121** - Consideration and/or action approving a Resolution authorizing an agreement for Provisions of Professional Services between the City of Schertz and the City of Schertz Economic Development Corporation. (M. Browne/K. Kinateder)
- 5. Resolution No. 19-R-111** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a publicity and tourism agreement and a commercial lease agreement for the Kramer House with The Chamber (Schertz-Cibolo-Selma Area).
- 6. Resolution 19-R-122** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to enter into an agreement for custodial cleaning service contracts with Brett Systems, Inc., BDA Vanguard Cleaning Systems. (C. Kelm/T. Buckingham)
- 7. Resolution No. 19-R-125** - A resolution by the city council of the City of Schertz, Texas authorizing expenditures with Lowe's for an amount not to exceed \$55,000.00 for supplies during the 2018-2019 fiscal year. (C. Kelm/J. Golke)
- 8. Resolution No. 19-R-119** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an Interlocal Agreement with Bexar County, Texas for the purpose of a regional records management system and other matters in connection therewith. (C. Kelm/M. Hansen)

Discussion and Action Items

The following item was read into record:

9. **Ordinance No. 19-T-23** – Consideration and/or action approving an Ordinance adopting a budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020. **Final Reading** (B. James/J. Walters)
10. **Ordinance No. 19-T-24** – Consideration and/or action approving an ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the city of Schertz, Texas. **Final Reading** (B. James/J. Walters)
11. **Resolution No. 19-R-123** – Consideration and/or action approving a resolution ratifying the property tax increase reflected in the Adopted Budget for FY 2019-20. (M. Browne/J. Walters)
12. **Resolution No. 19-R-117** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, TX authorizing the purchases of Watchguard Video Equipment in an amount not to exceed one hundred seventy-five thousand dollars. (C. Kelm/M. Hansen)
13. **Resolution 19-R-115** - Consideration and/or action approving a Resolution by the City Council of Schertz, TX authorizing purchases up to two hundred twenty-five thousand dollars with Motorola for radios, equipment and technology. (C. Kelm/M. Hansen)
14. **Resolution No. 19-R-118** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to enter into an agreement for the purchase of up to nine (9) police vehicles from the FY 2019-2020. (C. Kelm/M. Hansen)

Roll Call Vote Confirmation

Closed Session

City Council will meet in Closed session under Section 551.071 of the Texas Government Code, Consultation with the City Attorney regarding the Writ of Mandamus filed in the 4th Court of Appeals titled In Re Cedric Bertnell Edwards, Sr.

Reconvene into Regular Session

Roll Call Vote Confirmation

Requests and Announcements

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

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

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

Adjournment

CERTIFICATION

I, BRENDA DENNIS, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 6th DAY OF SEPTEMBER 2019 AT 5:02 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

BRENDA DENNIS

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

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

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

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

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: City Secretary
Subject: Guadalupe Regional Medical Center - Prescription Assistance report.
(Mayor/Council/J. Riggs)

BACKGROUND

On March 5, 2013, City Council approved an Interlocal Agreement with Guadalupe Regional Medical Center (the Hospital) relating to a prescription access program. This program offers assistance to qualified citizens of the city that enables them to purchase prescription medication at a significantly reduced price. The provision of a prescription assistance program is a public purpose and preserves and protects these qualified citizens' health and safety.

The Hospital will provide prescription medications free of charge or at a low cost to citizens who qualify for assistance under the guidelines established by each drug manufacturer and as described to the City by the Hospital. The Hospital will comply with all federal, state, county, and City laws, rules, ordinances, and regulations which may affect the agreement.

A written report will be provided by the Hospital to the City Council of the City on or about March 1 and September 1 of each year. This report will document that the payments made by the City have primarily benefited citizens of the City and will include such information as total number of resident patients served, number of prescriptions filled, retail dollar value of prescriptions, and sources of program funds.

GOAL

Continue to support the Prescription Assistance Program with Guadalupe Regional Medical Center.

COMMUNITY BENEFIT

The Hospital will provide prescription medications free of charge or at a low cost to citizens who qualify for assistance under the guidelines established by each drug manufacturer and as described to the City by the Hospital.

SUMMARY OF RECOMMENDED ACTION

Council to accept the Report Information.

FISCAL IMPACT

The fiscal impact to the City is \$5,000 annually. This is a budgeted item. The City's contribution helps pay for the cost of administering the program.

RECOMMENDATION

Council to accept the Report Information.

Attachments

Report

Exhibit A
Report Information
Guadalupe Regional Medical Center
Prescription Assistance Program for Schertz Enrollees

March 1, 2019 thru August 31, 2019

BENEFIT

Total number of patients served by the program	1065
Total number of Schertz residents served by the program	25
Total number of prescriptions provided by the program	20113
Retail dollar value of prescriptions provided by the PAP	\$ 8,297,224.57
Retail dollar value of prescriptions provided to Schertz residents by PAP	\$ 236,953.76
Number of prescriptions per Schertz patient per month	3.46
Average prescription retail price (3 month supply) per Schertz patient	\$ 1,369.67
Average annual retail prescription benefit per Schertz patient	\$ 18,956.29
SOURCES OF PROGRAM FUNDS (ANNUAL)	
Schertz contribution to the program	\$ 5,000.00
Seguin contribution to the program	\$ 5,000.00
Contributions to program by individuals	\$ 6,798.20
Payments by patients (\$15.00/month/patient)	\$ 124,560.38
Grants received for the program (United Way)	\$ 4,500.00
Other sources of funds (identify sources)	
Glucose Monitor Rebates	\$ 975.60
Organization Contributions	\$ 800.00
Corporate Contributions	\$ 366.30
TOTAL REVENUE	\$ 148,000.48
TOTAL EXPENSES	\$ (356,638.59)
TOTAL NET	\$ (208,638.11)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Finance
Subject: Resolution No. 19-R-124 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the selection of Tyler Technologies to use their enhanced utility customer portal software product. (B. James/J. Walters)

BACKGROUND

The meter change out project started when the contract for meter purchase and installation was approved with HydroPro Solutions by Resolution 19-R-90 on August 14, 2018.

The funding for this utility system upgrade project was with the Certificates of Obligation Bond Series 2018 approved by council on July 18, 2018.

Up to \$4 million was identified for the project but the contract with HydroPro was awarded for \$3.7 million.

The original contract with HydroPro did include a customer portal that citizens could use to view and track their water usage. It had the ability to atomically send notices to customers who had signed up when a leak was detected or when their usage had reached a certain point set by the customer.

What it didn't do was have the ability to show billing information, take payments, and show bills and payment history. To pay bills staff would put a link in the customer portal to the existing payment website where customers would use a septate login and password to make payments.

The current payment site only shows customers a total outstanding balance and has the ability to set up auto draft or make a payment. Partial bill payments are not allowed so each transaction must be made for the entire outstanding amount.

The proposed improvement will combine and enhance both features into one online system. With one log in, customers will be able to view their usage information in charts and graphs as well as see past billing information.

Staff believes requiring multiple log ins and websites to fully utilize the available services online would deter many potential users in the community. This would limit the benefit for the customers and staff, resulting in the new program being not as efficient or effective.

GOAL

To provide an enhanced customer service portal and an increase in customer service.

COMMUNITY BENEFIT

The community will have a new level of access, insight, and control over their water usage through this new product. Customers can get instant leak alerts or an alert once their consumption, or total bill estimate, reaches a certain level set by the customer.

With the recommendation to contract with Tyler Technologies, the ability to pay utility bills will be integrated directly into the portal and the City's accounting system.

SUMMARY OF RECOMMENDED ACTION

Approve the proposal from Tyler Technologies to provide an enhanced utility customer portal experience to the City's customers.

FISCAL IMPACT

The enhanced portal will come with additional costs to be absorbed by the Water & Sewer Utility:

Software Implementation	\$12,240
Annual Maintenance Year 1	\$26,650
Annual Maintenance Year 2	\$26,790
Annual Maintenance Year 3	\$26,937

Funding would come from existing water revenue with no change in fees.

RECOMMENDATION

Staff recommends the approval of Resolution No. 19-T-124 to accept the proposal from Tyler Technologies.

Attachments

Resolution 19-R-124
Exhibit A

RESOLUTION NO. 19-R-124

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AGREEMENT WITH TYLER TECHNOLOGIES FOR AN ENHANCED UTILITY CUSTOMER PORTAL AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City enter into an agreement with Tyler Technologies relating to providing an enhanced customer portal for utility customers; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Tyler Technologies pursuant to the proposal attached hereto as Exhibit A (the “Agreement”).

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

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

_____ **AGREEMENT**



ORIGINAL

CITY OF SCHERTZ

UTILITY BILLING ENHANCED CUSTOMER PORTAL

2019-020

TUESDAY, AUGUST 13, 2019

LORI DUDLEY
5519 53RD STREET, LUBBOCK, TX 79414
800.646.2633 EXT. 798003
LORI.DUDLEY@TYLERTECH.COM





COPY

CITY OF SCHERTZ

UTILITY BILLING ENHANCED CUSTOMER PORTAL

2019-020

TUESDAY, AUGUST 13, 2019

LORI DUDLEY
5519 53RD STREET, LUBBOCK, TX 79414
800.646.2633 EXT. 798003
LORI.DUDLEY@TYLERTECH.COM



RESTRICTIONS ON DISCLOSURE

This proposal from Tyler Technologies, Inc. (“Tyler”) contains proprietary and confidential information, including trade secrets, belonging to Tyler or Tyler’s partners. Tyler is submitting this proposal on the express condition that the following portions will not be duplicated, disclosed, or otherwise made available, except for internal evaluation purposes:

- Response to the Functional Requirements, or “Checklist”
- Line-item pricing (total proposed contract amount may be disclosed)
- Screen shots, if any
- Customized Statement of Work/Implementation Plan

Each of these sections has separately been labeled “Proprietary and Confidential – Subject to Restrictions on Disclosure.”

To the extent disclosure of those portions is requested or ordered, Tyler requires written notice of the request or order. If disclosure is subject to Tyler’s permission, Tyler will grant that permission in writing, in Tyler’s sole discretion. If disclosure is subject to a court or other legal order, Tyler will take whatever action Tyler deems necessary to protect its proprietary and confidential information and will assume all responsibility and liability associated with that action.

Tyler agrees that any portions not listed above and marked accordingly are to be made available for public disclosure, as required under applicable public records laws and procurement processes.

TRADEMARKS DISCLAIMER

Because of the nature of this proposal, third-party hardware and software products may be mentioned by name. These names may be trademarked by the companies that manufacture the products. It is not Tyler’s intent to claim these names or trademarks as our own.

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5519 53rd Street
Lubbock, TX 79414
P: 800.646.2633
F: 806.797.4849
www.tylertech.com

August 13, 2019

City of Schertz
Julie Gohlke
Purchasing and Asset Manager
Purchasing and Asset Management Department
1400 Schertz Parkway, Bldg # 2
Schertz, TX 78154

Dear Ms. Gohlke,

Tyler Technologies, Inc. (Tyler) is pleased to offer this proposal in response to the City of Schertz's RFP for Utility Billing Enhanced Customer Portal. We are confident that Tyler's Incode solution brings the right mix of resources, experience, and technology to foster an environment for success.

After carefully reviewing the project goals, objectives and requirements defined within the RFP, we are excited about the opportunity to work with the City of Schertz on this project and expand our relationship with the City. Only Tyler can provide full integration with the City's Incode Utility Billing software.

This proposal and cost schedule is valid and binding for 120 days following the RFP due date. Except as set forth in this proposal, this proposal can be released in part or in total as public information in accordance with the requirements of the laws covering same.

Tyler continually seeks out business partners to share in our success rather than just customers. Our partners, like you, understand the difference between value and cost and want what is best for their communities. If you have any questions, please contact Lori Dudley, your Account Representative at 800.646.2633 ext. 798003 or via email at Lori.Dudley@tylertech.com for more information.

Tyler Technologies authorizes the signatory of this letter to negotiate and bind Tyler Technologies to this response.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dane Womble".

Dane Womble
President – Local Government Division, Tyler Technologies, Inc.
Tyler Technologies, Inc. is a publicly traded corporation (NYSE: TYL)
EIN: 75-2303920

TAB A: EXECUTION OF OFFER

EXECUTION OF OFFER

Proposal of: Tyler Technologies, Inc.
(Proposer Company Name)

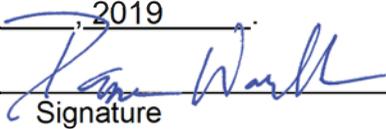
To: **The City of Schertz**
RFP Title: **UTILITY BILLING ENHANCED CUSTOMER PORTAL**
RFP#: **2019-020**

This Proposal shall remain in effect for the Proposal Validity Period (ref Section 3.3) and shall be exclusive of federal excise and state and local sales tax (exempt).

The person signing this Response on behalf of the Offeror represents to Owner that:

- (1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- (2) He/she has full authority to execute this Response on behalf of Offerors.
- (3) Offeror has received the Addenda to this RFP, specifically, Addenda numbered _____.

Executed this 7th day of August, 2019

<u>Tyler Technologies, Inc.</u>	
Entity Name	Signature

<u>5519 53rd Street</u>	<u>Dane Womble</u>
Street & Mailing Address	Printed Name of Signatory

<u>Lubbock, TX 79414</u>	<u>President LGD</u>
City, State and Zip	Title of Signatory

<u>800.646.2633</u>	<u>806.797.4849</u>
Telephone Number	Fax Number

<u>Lori.dudley@tylertech.com</u>	<u>806.928.1783</u>
Email Address	Mobile Number



Tab A: Execution of Offer

TAB B: PROPOSERS QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

7.1 Proposer Profile

7.1.1 Number of years in Business: 35th years

State of incorporation: Delaware

Number of Employees: over 400 within the LGD Division

Annual Revenues Volume: 2018 - \$935M

Name of Parent Corporation, if any N/A

7.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the City.

Tyler will provide copies of the last 2 years of financial statements upon request.

7.1.3 Proposer will provide a financial rating of the Proposer entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

Tyler's Dunn and Bradstreet number is 04-108-9293. Tyler will be happy to provide the report to the City upon further request.

7.1.4 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

Tyler is not at liberty to discuss any potential sale, expansion or acquisition, as Tyler is a publicly traded company and such knowledge would constitute insider information.

7.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under the Agreement with City (if any).

Tyler's Local Government Division is not presently involved in any litigation and has not been subject to any recent judgments which would affect the provision of software or services pursuant to this procurement. Out of an abundance of caution, Tyler is disclosing currently pending litigation against it that involves, directly or indirectly, other Tyler software or services, as well as recent litigation.

Tab B: Proposers Questionnaire

Again, though, none of these litigations could reasonably be expected to materially affect the provision of software or services pursuant to this procurement:

Pending Litigation:

- *Greene v. Tyler Technologies, Inc.* (United States District Court for the Northern District of Georgia, No. 19-CV-1338): On March 26, 2019, an individual plaintiff filed an overtime wages action under the Fair Labor Standards Act. Plaintiff was originally hired by an entity, known as ExecuTime, that Tyler acquired. Plaintiff alleges that both ExecuTime, and then Tyler, improperly classified plaintiff as exempt from the FLSA's maximum hour provisions. Plaintiff alleges Tyler should not have paid, and should not pay, the annual salary it has paid her, but should instead pay her an hourly wage and overtime. Plaintiff's claim is misplaced, and Tyler looks forward to a favorable resolution of the lawsuit.
- *Stern v. Snohomish County, d/b/a Snohomish County 911 ("Sno911") et al.* (Snohomish County Superior Court, State of Washington, No. 18-2-05901-31): On January 24, 2019, Darrin Stern, a former employee of Sno911, a Tyler client in live production on the New World Public Safety software, added Tyler to a lawsuit already pending by Mr. Stern against Sno911. Mr. Stern alleges that Sno911 discriminated against him by failing to accommodate his alleged disability – color-blindness. He alleges a single claim against Tyler: that Tyler aided and abetted Sno911's discrimination against, and wrongful discharge of, Mr. Stern. Tyler had no role in Sno911's employment decisions relating to Mr. Stern. For that and other reasons, Tyler is confident that Mr. Stern's claims against Tyler are meritless.
- *Alleged Class Action in the Western District of Tennessee*: On January 9, 2017, a lawsuit was filed against Tyler, Shelby County, Tennessee, and various Shelby County officials in a federal district court in Tennessee. That lawsuit was consolidated with a November 2016 lawsuit that had been filed against the Shelby County Sheriff alone. The consolidated complaint, filed March 24, 2017, alleges that Shelby County and officials in the County unlawfully detained certain inmates in the County jail. Tyler implemented its Odyssey case management system in Shelby County courts, but the lawsuit tries to claim that Tyler's software was somehow connected to the allegedly unlawful detentions in the County jail. On October 31, 2017, another class action lawsuit, alleging almost identical facts and claims against the same group of defendants, was filed by a second set of plaintiffs' lawyers on behalf of a second set of alleged class action plaintiffs. Tyler successfully moved for the second-filed suit be consolidated with the first. Since that time, the consolidated plaintiffs have filed multiple amended complaints. Tyler moved to dismiss the lawsuit, and that motion was granted in part, leaving only one claim pending against Tyler. Tyler is confident in its defense against that claim.
- *Tyler Technologies, Inc. v. Force Multiplier Solutions, Inc. et al.*: On August 8, 2017, Tyler sued Force Multiplier Solutions, Inc. and affiliated entities in a Texas state court for breach of contract and related equitable claims. FMS is a reseller of certain Tyler school products. Despite Tyler's various attempts to secure payment, the FMS entities have refused to satisfy an outstanding receivable in excess of \$200,000. Tyler brought the lawsuit to enforce its contractual right to payment. The court granted summary judgment in Tyler's favor.

Tab B: Proposers Questionnaire

Recent Litigation:

- *Sacramento Regional Public Safety Communications Center (“SacFire”) v. Tyler Technologies, Inc.* (E.D. Cal. No. 2:18-cv-01111): On June 22, 2018, SacFire filed a lawsuit against Tyler relating to a proposal submitted by Tyler’s predecessor-in-interest, New World Systems Corporation, and a contract arising out of that proposal that SacFire and Tyler executed soon after Tyler acquired New World. The lawsuit asserts four claims relating to the proposal and the parties’ resulting contract. The lawsuit was baseless. Tyler filed a motion to dismiss the lawsuit, and one of SacFire’s claims was dismissed. The parties subsequently negotiated a mutually agreeable resolution of the remaining claims, and SacFire dismissed the case with prejudice. The Court entered that dismissal on July 17, 2019.
- *Daniels Law LLC, et al, vs. Tyler Technologies, Inc.* (Gwinnett County Superior Court, State of Georgia, No. 19-A-00687-6): On January 31, 2019, three named plaintiffs filed an alleged class action relating to certain transaction fees assessed in connection with use of eFileGA, an electronic filing solution Tyler makes available to courts in Georgia. The lawsuit appeared to be based on plaintiffs’ misunderstanding or mischaracterization of the State legislation outlining permissible fees for electronic filings and/or the fee structure Tyler has deployed consistent with that legislation. Tyler filed a motion to dismiss, and the plaintiffs ultimately responded by dismissing the lawsuit. The stipulation of dismissal was filed on July 12, 2019.
- *Von Lossberg v. Tyler Technologies, Inc. et al.* (4th Judicial District, Ada County, Idaho, No. CV01-18-12607): On July 15, 2018, plaintiffs, parents of an adult son, filed a lawsuit against Tyler, the State of Idaho, the Idaho State Police, Ada County and John/Jane Does 1-10. The lawsuit alleged that the adult son committed suicide using a handgun he should not have been allowed to purchase because an Order of Commitment had been entered against him. The county he resided in – Ada County – uses Odyssey and integrates from Odyssey with the Idaho State Police (“ISP”) to share information such as Orders of Commitment. It is undisputed that Tyler did not develop, implement or maintain that integration. Moreover, the complaint acknowledges that “the Ada County clerk’s office was sending Commitment Orders and the ISP was receiving them, but ISP’s system was not processing any of the information.” It is also undisputed that Tyler did not develop, implement or maintain the ISP’s system. Tyler moved to dismiss the lawsuit, and the court converted Tyler’s motion to a motion for summary judgment. Prior to that motion deadline, the plaintiffs agreed to dismiss the lawsuit against Tyler with prejudice, and the parties mutually agreed to related terms to resolve the lawsuit. The order dismissing Tyler from the lawsuit was entered by the court on June 18, 2019.
- *Muranelli v. Town of Ossining et al.* (State of New York): An individual property owner sued the Town of Ossining, NY and the Town’s Assessor for the 2016 assessment of the individual’s real property seeking declaratory relief based on an alleged error in that assessment. The property owner served Tyler with the lawsuit in April 2018, apparently because Tyler performed a revaluation for the Town; however, there is no claim against Tyler and the relief sought cannot be provided by Tyler. As Tyler was preparing its motion to dismiss, the parties were able to resolve the litigation on mutually agreeable terms.

Tab B: Proposers Questionnaire

- *Vision Appraisal Technology Holdings, LLC v. Tyler Technologies, Inc.*: On November 3, 2017, Vision sued Tyler in a Massachusetts Superior Court. Vision claims Tyler violated a non-disclosure agreement relating to Tyler's appraisal services business by hiring employees who had been employed by Vision. Tyler filed a motion to dismiss, and while that motion was pending, the parties agreed to a resolution of the dispute. That agreed resolution was filed with the Court on June 29, 2018.
- *Munetrix, LLC v. Socrata, Inc.* (E.D. Mich. No. 2:17-cv-12598): Prior to its acquisition by Tyler, Socrata was sued by a Michigan company on claims relating to a contract award to Socrata by the State of Michigan. The lawsuit was resolved by the parties through a mutually agreeable resolution, which resolution was also finalized prior to the acquisition.
- *Isabella v. Tyler Technologies, Inc.* (6:15-cv-00684): In 2015, Tyler's ERP & Schools division was sued by a single plaintiff in a New York federal district court on claims relating to alleged employment discrimination. Tyler strongly contested the plaintiff's allegations, and the parties were able to resolve the claims. The lawsuit was dismissed on mutually agreeable terms in 2016.
- *Tyler Technologies, Inc. v. VBConversions, LLC* (4:14-cv-00150): In 2014, Tyler, on behalf of its ERP & Schools division, filed a declaratory judgment action against a software provider (VBConversions, LLC) in a Texas federal court. In response, VBC sued Tyler for copyright infringement and related statutory violations in a California federal court. VBC is referred to by many in the industry as a "troll," and Tyler successfully negotiated a mutual release and settlement. Each lawsuit was dismissed.

7.1.6 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

No

7.1.7 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by City's RFP. Proposer will include in its customer reference list the customer's company name, contact person, telephone, number, project, description, length of business relationship, and background of services provided by Proposer.

The 3 below references all use INCODE's Utility Billing software solution, along with the Utility Billing online payments portal and are currently in progress for the implementation of the Tyler Smart Meter portal. These clients have worked closely with INCODE development to design and test the Tyler Smart Meter portal and they should go live by the end of August 2019.

City of Anadarko, OK – Jo Spanglehour, (405) 247-2481 ext. 115 – Incode client since 1995.

City of Wagoner, OK – Pam Stick, (918) 485-4586 – Incode client since 1995.

East Valley Water District, CA – Crystal Hess, (909) 889-9501 – Incode client since 2013.

Tab B: Proposers Questionnaire

7.1.8 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of City? If yes, Proposer will explain.

No

7.2 Approach to Project Services

7.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to the City from doing business with Proposer. Proposer will briefly describe its approach for each of the required services identified in **Section 5, Scope of Work** of this RFP.

Tyler has addressed questions in Section 5 in Tab C below of this RFP Response.

TYLER SMART METERS

Designed for utilities currently using an Advanced Metering Infrastructure (AMI) system along with Incode Utility Billing Online™, Tyler Smart Meters™ helps minimize office calls by expanding your customer's online self-service options, while giving your employees new tools to quickly resolve billing and service issues.

Using advanced analytics, Tyler Smart Meters monitors consumption for all accounts in your service area. When problems are identified, your customers can be proactively alerted via text message, phone call, or email.

ADD VALUE FOR YOUR UTILITY

Tyler Smart Meters delivers valuable capabilities to utility staff that drive cost savings and improve operational efficiency.

QUICKLY RESOLVE SUPPORT CALLS

By combining near real-time data from your AMI system and intuitive graphical tools, employees can review consumption patterns and quickly determine the status of an account. This process reduces costly onsite visits and frees up staff time for other important tasks.

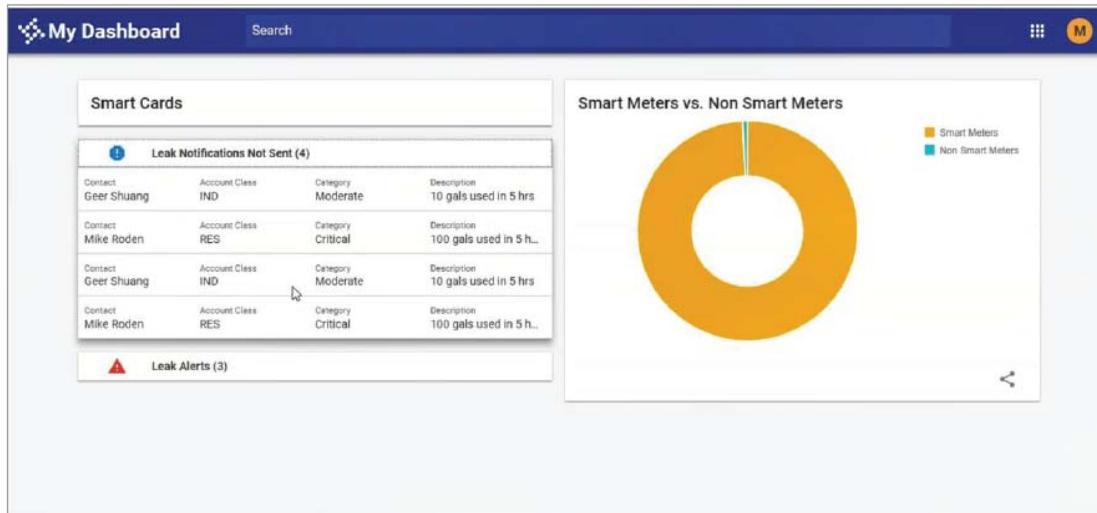
RECEIVE LEAK DETECTION ALERTS

Tyler Smart Meters continually analyzes meter data for all service connections to determine when an account may be experiencing abnormal usage or a leak. When a problem is detected, customers can be alerted in their preferred communication method.

Benefits of Tyler Smart Meters

- Reduce high bill complaints
- Resolve customer complaints faster
- Identify leaks and alert customers
- Minimize onsite visits
- Expand self-service options
- Access portal from any device (desktop, tablet, phone)
- Enhance customer experience
- Gather data from any AMI system
- Integrate with Incode Utility Billing Online

Tab B: Proposers Questionnaire



A clerk's dashboard allows utility employees to easily monitor and troubleshoot the service area.

UNCOVER REVENUE-IMPACTING METER ISSUES

Identifying active accounts with no usage, inactive accounts with usage, and reverse flow situations enables utilities to prevent lost revenue from meter malfunctions, theft, and customer errors.

INTEGRATE WITH INCODE AND ALL AMI SYSTEMS

Tyler Smart Meters is tightly integrated with your installed Incode application, making it easy for your staff members to learn and use. Through a clerk's dashboard, employees can access expanded capabilities for troubleshooting and monitoring the service area.

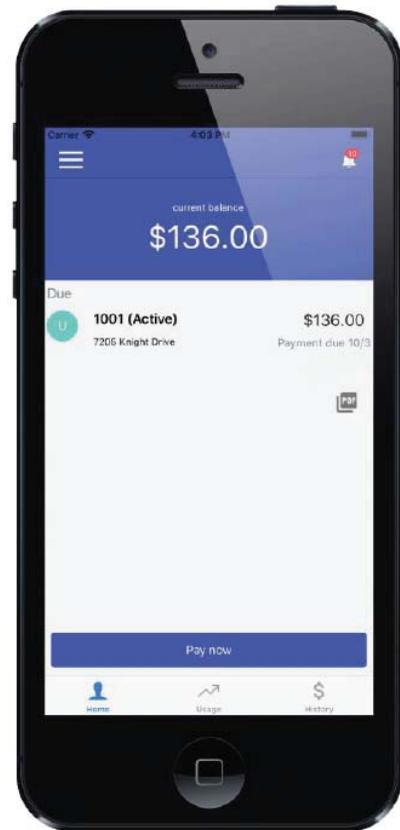
In addition, Tyler Smart Meters works with all major AMI systems including Neptune, Sensus, Badger, Aclara, Itron, Landis+Gyr, and more.

DELIVER A BETTER CUSTOMER EXPERIENCE

The benefits of Tyler Smart Meters don't stop with your utility and its employees. Your customers will realize unprecedented benefits as well.

ELIMINATE SURPRISE BILLS

Customers who register can specify billing (dollars) and usage (gallons, kWh, CCFs) thresholds they do not wish to exceed. The system will automatically notify them when they're approaching those thresholds, preventing a surprise bill or unexpectedly high consumption.



Subscribers have access to their account information 24/7/365 from any device (desktop, tablet, phone).

Tab B: Proposers Questionnaire

EXPAND AND ENCOURAGE SELF-SERVICE

At any time during the billing cycle, your utility customers can log in and see an estimate of their billing. Usage information is presented in graphs with yearly, monthly, daily, and hourly views, making it easier for customers to understand and control their utility consumption. Comparison graphs are available to assist customers looking to conserve.

By empowering customers with on-demand access to their smart meter data, Tyler Smart Meters effectively expands your utility’s hours of operation and enables customer to get answers to their questions without placing a support call.

Subscribers benefit from 24/7/365 access via phone, tablet, laptop, or desktop computer.

7.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of the Agreement.

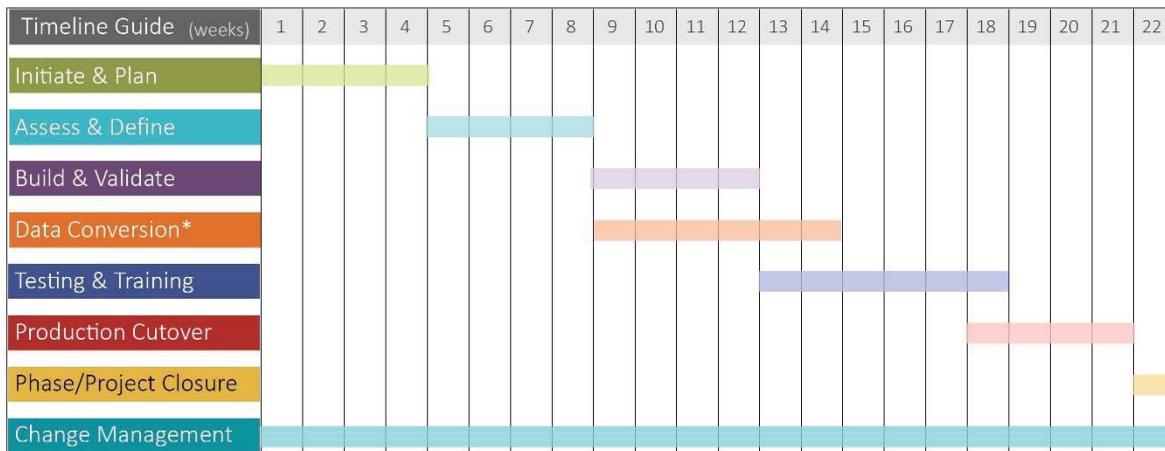
Implementation will be 12 to 18 weeks after contract is signed and the meter reading vendor provides meter reading file. Tyler can’t start the implementation process until the meter reading vendor has provided Tyler with the necessary files to populate the portal.

7.2.3 Proposer will submit a work plan with key dates and milestones. The work plan should include:

- 7.2.3.1** Identification of tasks to be performed;
- 7.2.3.2** Time frames to perform the identified tasks;
- 7.2.3.3** Project management methodology;
- 7.2.3.4** Project roles and responsibilities;
- 7.2.3.5** Project change control procedure; and
- 7.2.3.4** Implementation strategy.

IMPLEMENTATION GUIDE

The Implementation Sample Gantt chart is included here as a reference tool to see the most ideal scenario for your software implementation. This is merely a suggested timeline and is in no way a commitment from Tyler.



*If included in scope of project. Review scope or cost summary for details

Tab B: Proposers Questionnaire

When a client purchases, Tyler will reach out to the City with the below list of responsibility breakdown. Tyler cannot start our work until the meter reading vendor provides us with files.

Tyler Technologies:

- Work with Meter Reading Vendor to start usage data export process (2 weeks)
- Create integration with meter reading vendor (4 to 6 weeks)
- Test files obtained from meter reading vendor (2 to 3 weeks)
- Set up test accounts and complete testing (2 weeks)
- Training for Smart Meter Portal and BackOffice (1 day)
- Training for Clerk Dashboard (1 day)
- Flag all meters as Smart Meters (gradual rollout) (1 day)

Schertz, TX:

- Provide Tyler with contact info for meter reading vendor and facilitate introductions/meetings (1 week)
- Send Tyler the meter reading vendor’s SOW prior to signing
- Compile a list of 5-10 account numbers for testing (plus sample bills) (1 day)
- Complete SMTP Setup Survey (1 day)
- Attend Training for Smart Meter Portal and BackOffice (1 day)
- Attend Training for Clerk Dashboard (1 day)
- Flag all meters as Smart Meters (gradual rollout) (1 day)

7.2.4 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Proposer will include samples of reports and documents if appropriate.

The clerk dashboard contains widgets and smart cards that give the clerk a view of all the alerts that are happening with Tyler Smart Meter portal.

Alert/Widget Definitions

Type	Description	Smart Card	Widget
Leak Alert	This alert notifies a citizen when a leak is detected based on consumption received from an AMI vendor. A leak is flagged on a meter having consumption values for 24 consecutive hours. BackOffice has a configuration that allows for setting min/max values within an account class and category. Leaks are categorized as Moderate, Severe, and Critical and each category can be set to automatically notify the citizen. A summary of leak alerts that were created will be available to clerk as a smartcard on the Clerk Dashboard.	X	

Tab B: Proposers Questionnaire

Billing Threshold Alert	This alert notifies a citizen when their total bill is estimated to be above a threshold they have previously set. This estimated bill amount is a point in time estimate, not projected through the end of the billing cycle. This alert gives the citizen an early warning that their bill might end up being higher than expected. A summary of billing threshold alerts that were created will be available to clerk as a smartcard on the Clerk Dashboard.	X	
Consumption Threshold Alert	This alert notifies a citizen when their consumption has reached an amount above a threshold they have previously set. This is another way for the citizen to keep a close watch on their consumption usage. A summary of consumption threshold alerts that were created will be available to clerk as a smartcard on the Clerk Dashboard.	X	
Active Accounts without Usage	This smartcard will show meters that are being synchronized (marked as Smart Meter) but haven't reported any consumption from the AMI vendor.	X	
Non-Revenue Leak Alerts	This smartcard will show leak alerts that were produced by TSM but that aren't tied to a specific account in the UB application.	X	
Meters Not Reporting	This smartcard will show a list of meters that have not reported consumption within the last day.	X	
Total Number of Meter Reporting	This is an overview for the past 7 days on which meters are reporting and which meters are not. This allows the clerk to see at a glance how many meters are not showing consumption.		X
Spike in Usage % Above Daily Average User Alert	This smartcard will show a list of meters with a spike in usage. BackOffice has a configuration that allows for setting a Spike in Usage % within an account class for each service.	X	

Tab B: Proposers Questionnaire

Total Community Consumption VS Meters Reporting	<p>This is a graph that shows a rolling 7 days of total community consumption with a line representing meters reporting. This gives the clerk the ability to see at a glance what their consumption is for a given service, along with the number of meters that are reporting to make up that consumption. This graph has a drop down to switch between services.</p> <p>Total community consumption = the total consumption per day for ALL meters of a certain service</p>		X
Notifications sent by Type/Notification History	<p>This is a graph that categorizes alerts that went out automatically by the system. This allows the clerk to quickly review how many alerts went out without having to run a report. There is a drop down that allows the clerk to switch between Leak Alerts, Leak Alerts Not Sent, Billing Threshold Alerts, and Consumption Threshold Alerts. If the clerk wants to review the actual alerts that went out, they would check the appropriate Smart Cards.</p>		X
Reverse Flow Alert	<p>This smartcard will show accounts that are flagged for reverse flow.</p>	X	

7.3 Solution Specific Questions

7.3.1 Describe the process to withdraw the consumption data from Harmony, that collects the reads, and upload that data to your solution.

It is expected that Harmony will generate a file with hourly reads for meters in the AMI system and upload this to an SFTP site. It is preferred that Harmony uses their own SFTP site. In this case, Tyler would need credentials to be able to read the files from that server. If this setup is not possible, Tyler can provide the SFTP site and provide credentials to Harmony to upload the files. Tyler will provide the file format to generate these files and also the naming conventions. The frequency of these file drops could be anything from one to 4 times a day. Harmony would need to clarify how missing reads are handled (would this be a separate file, or would they just be included in the next file drop).

7.3.2 Describe the process to upload billing data from Incode, the billing and customer account software, to your solution.

The Tyler Smart Meter portal is automatically already integrated with the INCODE Utility Billing software application.

Tab B: Proposers Questionnaire

7.3.3 Describe the payment process, including required payment processors and gateways that need to be set up, and how payment information is received from your solution and will be recorded onto the customer's Incode account.

Schertz already utilizes Tyler's online payment portal, <https://www.municipalonlinepayments.com/schertztx/> so there is no need to setup a new merchant processor. Payments will remain the same as they are processed today.

7.3.4 Describe the process for which the customer would go through to view their charges and make a payment.

Schertz already utilizes Tyler's online payment portal, <https://www.municipalonlinepayments.com/schertztx/> so payments will remain the same as they are processed today.

7.4 Miscellaneous

7.4.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to City.

INTERACTIVE VOICE RESPONSE – UTILITY BILLING

Is your utility billing office being inundated with calls from customers needing to check the status of their account or make a payment? With Incode® Utility Billing Interactive Voice Response (IVR), customers have the ability to conduct their business by phone, bringing new meaning to customer service while simultaneously increasing staff efficiency.

BENEFITS OF UTILITY BILLING IVR:

- Reduce lobby lines and customer wait times
- Increase access to customer information
- Boost staff efficiency by decreasing customer service calls
- Improve customer response times and increase collections
- Access up-to-date account information through integration with Incode Cashiering or Cash Collections

HOW IT WORKS:

1. The utility billing customer calls a dedicated phone number and is prompted to enter their account information using their phone's keypad, including account number and address.
2. Account information including balance and due date is given and the customer is prompted to make a payment.

Tab B: Proposers Questionnaire

3. The customer is prompted to enter credit card information and receives a confirmation number.
4. Payment transaction results are pushed in real time to Incode Cashiering or Cash Collections.

Note: IVR is available only to users of Incode and Incode 10 Utility Billing.

INCODE NOTIFY FOR UTILITIES

Tyler's Incode Notify for Utilities relieves your staff of the duty of contacting utility customers regarding matters such as billing delinquencies, cut-off notices and more by allowing users the capability to create and send customized phone messages in an audited environment—even during the past due and penalty process phases.

After a call is made, Incode Notify for Utilities posts back to the host server confirming delivery. For example, during a call campaign the result of each call will be recorded back to the system indicating whether the call was answered, the line was busy or if the call was picked up by an answering machine or voicemail. This helps you ensure all citizens are notified appropriately and enables you to easily set up follow-up campaigns as needed.

Incode Notify for Utilities gives you the ability to:

- Send courtesy messages, penalty notifications or 24-hour utility service cut-off notification at any point during the past due and penalty processes
- Replace mailings with personalized phone messages
- Set up multiple phone messages
- Control time range for calls to be made
- Control notification exclusion based on specific message codes (calls successful, delivered to voice mail, etc.)
- See comprehensive, campaign-based or account level notification results

Standard Incode Notify for Utilities features include:

- User-defined messages with embedded application data field values
- Independent interactive and voicemail messages
- Bilingual option (English/Spanish/both)
- Right party contact confirmation
- Schedulable time frames
- Input modes (touch tone/ voice recognition)
- Wait on hold for right party
- User-defined retry for missed calls
- Inbound campaigns with real-time lookups

INCODE EASYPAY ONLINE PAYMENT PORTAL

Do you have citizens wanting to make various types of donations or payments online such as facility rentals and ambulance memberships? Now they can process almost any type of payment more efficiently with Tyler's Incode® EasyPay Online Payment Portal. User-friendly and quick to set up whenever you need it, this web-based portal gives your citizens and staff complete control over the online payment experience.

HOW IT WORKS

When the need arises to process a new kind of payment online, simply set up a payment method and the fields required to collect the information. Then direct your citizens to the website. When payments are received, they automatically transfer to your cash collection system and post to your city's general ledger for easy review and reporting. All of the information is stored on the Web rather than in the application and can be exported to Microsoft® Excel® for analyzing, reporting and sharing. Incode EasyPay processes all major credit cards and is PCI-compliant.

ONLINE ACCESS EMPOWERS STAFF AND CITIZENS

Staff will find that setting up online payments is easy with customizable fields for each payment type. Whether it's a recurring payment such as memberships or permit fees, a donation requiring a variable amount or a calculated total such as fees and fines, Incode EasyPay handles them all with ease. And the 24/7 access your citizens will enjoy from their preferred mobile device will not only mean increased convenience for them, but less foot traffic and payment processing for you.

The screenshot shows a web-based payment form. At the top, there is a 'Pay to' dropdown menu with 'Donation to Library' selected. Below this is a grey box containing the text: 'Any donation would be greatly appreciated to fund the children's summer reading project.' Underneath the grey box is a 'Email Address' field with a red 'required' label and a small icon. Below the email field is a 'Credit Card' section with the text 'all fields required'. This section includes a 'Card Number' field, a dropdown for 'Exp' (with 'MAY' and 'FEB' visible), a dropdown for 'Exp' (with '2018' and '2019' visible), and a 'CVC' field. At the bottom of the credit card section is an 'Amount \$' field. A large green 'Pay' button is located at the bottom of the form.

Tab B: Proposers Questionnaire

7.4.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by City from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

Tyler has had a partnership with the City of Schertz for over 15 years with regards to utility billing software, utility billing online component/portal, as well as, financial, customer relationship and court software.

7.4.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.

Disaster Recovery - Losing your data and equipment need no longer signal panic over missing data or disrupting processes. Tyler Disaster Recovery can have you back up and running your critical processes within hours. Tyler provides the servers, the operations staff, and secure storage for your data.

Utilizing our state-of-the-art data center, Tyler can transparently retrieve a copy of your data every night, thereby ensuring your critical users can always process work via modem or by traveling to one of two Tyler locations. If interested, please inquire regarding specifics and pricing.



Tab B: Proposers Questionnaire

TAB C: OVERVIEW OF PROPOSED SYSTEM / SCOPE OF SERVICES

5.2 Minimum Requirements

The proposed solution shall be capable of the following:

5.2.1 Have customizable alerts the customer can set at certain consumption levels

Each user can manage their alerts and setup custom values

Manage Alerts

example@domain.com Off Email

(xxx-xxx-xxxx) Off Text

Off Voice

Off **Leak Alerts**
Receive alert if consumption indicates abnormal usage or potential leak.

Off **Billing Threshold Alerts**
Receive alert if estimated billing amount exceeds

\$ 265.8
Your average bill for the last 12 months was \$265.80. Your highest bill in the last 12 months was \$381.50.

Off **Consumption Threshold Alerts**
Please notify me if my daily usage exceeds

Water (Gals.)
Average daily use = 439.55 Gals.

Elec. (kWh)
Average daily use = 155.06 kWh

Gas (CF)
Average daily use = 100.55 CF

5.2.2 Be able to show customer bill breakdowns of services and fees

When logging into the website the user has the ability to view a PDF of their actual Utility bill. The consumption chart also has the ability to display projected and estimated bills.

5.2.3 Be able to take payments from the customer portal

The website accepts future scheduled (one-time payments), instant payments and reoccurring drafts.

5.2.4 Be able to show customer consumption monthly, daily, and hourly in both charts and graphs

The consumption chart starts out as a monthly view and then the user can drill down to see daily and hourly views, along with an export button to download the consumption reads into excel.

5.2.5 Have automatic leak alerts sent directly to the customer

The portal supports automatic leak alerts where the clerk has the ability to configure different leak thresholds based on customer class.

5.2.6 Show billing and payment history

The portal has a tab that shows transaction history which includes bills, payments, fees, and any adjustments made to the Utility Account.

5.2.7 Allow for the creation of notes on the customer account that are only visible to staff.

Within the Utility Billing software, there is the ability to set notes on account manager.

5.2.8 Allow for the customer to contact staff directly from the solution to allow for requesting replacement garbage receptacles, bulk pick-up services, etc.

The website is configurable so that you can setup any service request you would like and once a service request is submitted, it is automatically emailed to whatever clerk was configured to receive the request.

5.2.9 Include a smart phone application

Coming soon - MyCivic

5.2.10 Allow for the display of City News, Announcements, link to the City website and link to the staff directory.

Coming soon - MyCivic

5.2.11 Minimal browser add-ons for optimal functionality

No add-ons are required for the website.

5.2.12 Include a document and/or resource center for general instructions and/or information on utility billing

[http://help.tyleru.com/InSite/Welcome to Help.htm#t=Welcome to Help 1.htm](http://help.tyleru.com/InSite/Welcome%20to%20Help.htm#t=Welcome%20to%20Help%201.htm)

5.2.13 Allow for the set-up of auto-pay solutions via bank and/or credit card.

The website supports the ability for the user to sign up for autopay via bank or credit card. It also allows the user to update their card info and draft date, along with canceling or postponing autopay.

Note: No convenience fees will be charged to the end-user for use of the portal.

Currently, the City of Schertz is set to bill site so the \$1.25 per transaction fee for UBO is billed directly to the City (rather than to the end-user/citizen). There is no additional per transaction fees associated with TSM.

TAB D: SAMPLE DOCUMENTS

Proposers should include sample copies of the documents and/or reports outlined in the scope of work (Section 5). Although they are sample forms, the documents must contain all material terms so that the City can fairly evaluate the proposer's forms.

All alert information for the Tyler Smart Meter portal can be found on the clerk dashboard. In order to see a breakdown of the smart cards and widgets, please refer to the descriptions above and review the video (no sound) at the link below:

<https://www.screencast.com/t/IBijbwgfiR>

The data from meter search screen can be exported into excel.



Tab D: Sample Documents

TAB E: COST PROPOSAL

COST PROPOSAL NOTES

The following Tab E: Cost Proposal is based on the stated requirements provided by City of Schertz in this RFP. It includes Tyler software license fees, estimated services, project management, conversion, and travel and expense costs.

Implementation is done remotely. Therefore, travel expenses should not be incurred, unless specifically requested by City. If so, expenses are billed as incurred per IRS per diem standards.

The license fees listed in this Cost Summary do not include any tax or other governmental impositions including, without limitation, sales, use, or excise tax. All applicable sales tax, use tax, or excise tax shall be paid by client and shall be paid over to the proper authorities by client or reimbursed by client to Tyler Technology on demand in the event that Tyler Technology is responsible or demand is made on Tyler Technology for the payment thereof. If tax-exempt, client must provide Tyler Technology with client's tax-exempt number or form.



Tab E: Cost Proposal

PRICING AND DELIVERY SCHEDULE

Proposal of: Tyler Technologies, Inc.
(Proposer Company Name)

To: **The City of Schertz**

RFP Title: **UTILITY BILLING ENHANCED CUSTOMER PORTAL**

RFP#: **2019-020**

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

6.1 Pricing for Services

Do NOT use “To Be Determined” or similar annotations for cost estimates

Software Implementation	\$ <u>12,240</u>
Integration with Incode	\$ <u>0</u>
Software Maintenance Year 1	\$ <u>26,650</u>
Software Maintenance Year 2	\$ <u>26,790</u>
Software Maintenance Year 3	\$ <u>26,937</u>
Software Maintenance Year 4	\$ _____ (Optional)
Software Maintenance Year 5	\$ _____ (Optional)

Proposer shall list any other fees associated with the implementation and use of proposed solution. Additional fees shall be identified as “Mandatory” or “Optional”.

Total Solution Price for Year 1 \$38,890

6.2 City’s Payment Terms

City’s standard payment terms for services are “Net 30 days.”



Tab E: Cost Proposal



Sales Quotation For

Dawnecia Hardin-Trussell
 City of Schertz
 1400 Schertz Pkwy
 Schertz, TX 78154-1634
 Phone: +1 (210) 619-1111
 Email: dhardintrussell@schertz.com

Quoted By: Lori Dudley
 Quote Expiration: 12/13/2019
 Quote Name: City of Schertz - LGD - Smart Meter Portal - Notify - IVR
 - Easy Pay
 2019-86441-4
 Quote Number:
 Quote Description:

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Customer Relationship Management Suite						
Utility Handheld Meter-Reader Interface	\$2,200	4	\$520	\$0	\$2,720	\$550
Utility Meter Data Sync w/Scheduler	\$9,000	4	\$520	\$0	\$9,520	\$2,250
<i>Sub-Total:</i>	\$11,200		\$1,040	\$0	\$12,240	\$2,800
TOTAL:	\$11,200	8	\$1,040	\$0	\$12,240	\$2,800

Tyler Software and Related Services - Annual

Description	Impl. Hours	Impl. Cost	Data Conversion	Annual Fee
Customer Relationship Management Suite				
Smart Meter Portal	0	\$0	\$0	\$23,850
EasyPay Online Payment Component	0	\$0	\$0	\$0
Tyler Hosted Applications				
Notifications for Utility Billing	0	\$0	\$0	\$0
IVR Solution for Utility Billing	0	\$0	\$0	\$0
<i>Sub-Total:</i>				
TOTAL:	0	\$0	\$0	\$23,850

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$11,200	\$2,800
Total Tyler Annual	\$0	\$23,850
Total Tyler Services	\$1,040	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
Summary Total	\$12,240	\$26,650

Comments

- Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:
- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
 - Fees for hardware are invoiced upon delivery;
 - Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
 - Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
 - Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Expenses associated with onsite services are invoiced as incurred.

AMI - 15,000 meters

For the first three (3) years, the Smart Meter Portal price is \$23,850 annually, assuming client's meter count stays at 15,000. At year four (4) and after, standard pricing based on the client's yearly meter count will apply. Text and phone call notifications are \$0.10 each and will be billed to the client on a quarterly basis.

of Utility Billing accounts = 9,000

Comments

- Notification for Utility Billing (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.
- Incode IVR Solution for Utility Billing-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.
- Smart Meter Portal give the ability to view AMI data in a chart form thru Billing online Payments. It provides citizen transparency to track and proactively manage consumption and citizens can opt in to receive consumption notifications and leak alerts. Note: Notifications are billed out quarterly as incurred at \$0.10 per call or text.
- EasyPay Online Payment Component allows clients to setup payment forms for misc. payments with a fixed, calculated or open payment amount. The payments are sent from the website to the cash collection/Cashiering application and then posted to the GL application. NOTE: There is a \$1.25 per transaction fee associated with the EasyPay that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.



Tab E: Cost Proposal

TAB F: ADDITIONAL INFORMATION

1. Insurance Certificates

Please see Tyler's Insurance Certificate located below in this Section of the RFP Response.

2. Supplementary Information

Please see Tyler's response to 7.4.1 above along with our response to question 3 below.

3. Other supporting materials and work portfolio which demonstrates the firm's work quality

ABOUT TYLER TECHNOLOGIES

- Empowering government and schools to create safer, smarter, and more vibrant communities
- Solutions include: Appraisal & Tax, Civic Services, Courts & Justice, Data & Insights, ERP, Land & Official Records, Public Safety, and Schools
- Headquartered in Plano, Texas with 28 office locations across the U.S. and Canada
- Tyler is a Corporation incorporated in Delaware – Incorporated November 1989
- Publicly traded on the New York Stock Exchange under the symbol "TYL"
- Founded in 1966
- Exclusively focused on local government since 1997
- More than 21,000 successful installations across 10,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations
- Client retention rate of 98%
- 5,000+ employees
- Annual revenues of \$935 million (2018)
- Reinvestment of \$48M into Research & Development
- Scalable products with the smallest jurisdiction (Loving County, TX with a Population of 82) to the largest (Los Angeles County, CA with a population of 10.1M)

WHAT SETS TYLER APART

There are a few key differentiators of Tyler Technologies and its proposed Incode solution that should be viewed as significantly advantageous to the City.

First and foremost, all of Tyler's efforts are focused on providing technology solutions to the public sector. Our attention is not diluted by providing solutions to other industries and our staff are industry experts in the public sector arena.

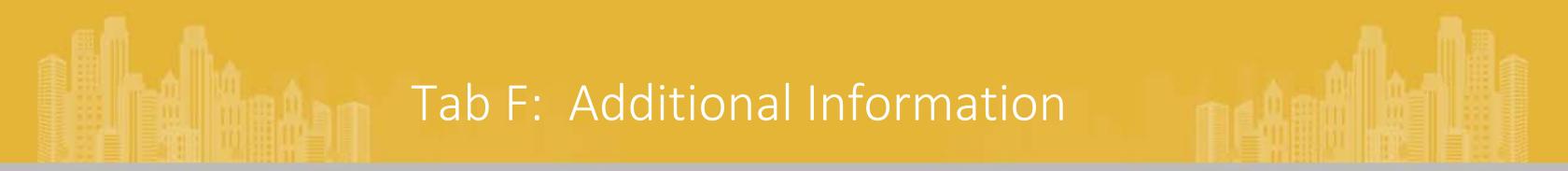
Tab F: Additional Information

Secondly, Tyler has consciously decided to implement its own projects. We don't outsource our implementation efforts to 3rd party integrators. We feel this allows us to provide better service to our customers at a much lower cost. Furthermore, due to our expertise in the public sector, we're able to more clearly identify to our customers the best business practices of the public sector. Our approach to implementation will inevitably result in a project with a greater definition of both cost and timeframe.

Third, Tyler adheres to a philosophy called "Evergreen Development." Under this approach, Tyler will provide all future enhancements including platform changes to Incode solution to the City as part of its annual maintenance agreement without additional re-licensing fees. This is a significant divergence from the typical business practices of traditional vendors.

Fourth, we offer Software as a Service model. While others may offer this service, they typically outsource the data center to a 3rd party. Tyler Technologies owns and operates its own datacenters located in Yarmouth, ME and Plano, TX.

Fifth, if there are modifications to be delivered through the implementation process, it is important to note that these modifications for the City would become part of the generally released Incode system available to all clients going forward. This allows our clients on annual maintenance to receive additional functionality from new clients as well as our support team does not have to worry that you have modifications when either supporting or upgrading you. Most vendors today still maintain modifications by individual clients which places more stress on their support teams and cost to the client when upgrading.



Tab F: Additional Information

EXCEPTIONS TO RFP

City of Schertz, Texas (“City”)
Request for Proposals – Utility Billing Enhanced Customer Portal, RFP # 2019-020
Tyler Statement Regarding Exceptions to the Aforementioned Procurement Document(s)

Tyler’s Proposal is based on the delivery of the requested software and services according to Tyler’s standard implementation methodology and Tyler’s standard contract(s). That methodology, and that contract(s), have been refined and enhanced over Tyler’s many years of operation in the public sector information technology market. ***Tyler’s submission of its Proposal does not constitute a waiver of Tyler’s right to negotiate any and all terms to the mutual satisfaction of the parties. Tyler’s Proposal is in compliance and subject to the RFP terms, except as modified by, taken exception to, and as otherwise provided in the Proposal.***

Tyler will consider its implementation methodology and its contract(s) to be the starting point for those negotiations unless expressly stated otherwise in its Proposal. Tyler’s standard contract(s) are included for your reference. Because it is impossible to negotiate in a vacuum, Tyler reserves the right to review and discuss in good faith at the time of contract negotiations any customer specific sample contract and/or contract terms included in the Request for Proposal.

To the extent you request to incorporate your bid documents and our proposal documents into the contract package, we will agree to do so as long as the order of priority is (a) the final, negotiated contract; (b) our proposal documentation; and (c) your bid documentation.

Tyler has also provided its Evidence of Insurance certificate and its source code escrow agreement with Iron Mountain (to the extent you desire to escrow the Tyler source code under a perpetual license agreement). Tyler’s insurance program and source code escrow arrangements are established at a corporate level and are not subject to change on an individual customer basis.

Tyler does not agree to work for hire provisions. We retain all intellectual property and confidentiality rights in and to our proprietary and/or confidential information and deliverables.

Tyler is providing the following representative “exceptions” to standard procurement terms and conditions for your review. This representative list does not negate any of the expectations Tyler has stated above:

- **1.4 Term of Agreement:** For an on premise solution, the Agreement between the City and Tyler shall not have a defined term. Tyler does provide maintenance and support services on an annual basis, as set forth in its Maintenance and Support Agreement (Exhibit C to the standard Tyler contract). For a SaaS contract, the term of the contract shall be the agreed upon SaaS term which may renew automatically thereafter on a year-to-year basis, or such other renewal term as the parties may agree.
- **2.5 Public Information:** We reserve the right to protest the public disclosure of our confidential

Exceptions to RFP

business information/trade secrets but will comply with applicable public records laws.

- 2.6 Criteria for Selection: As noted above, Tyler will comply with the RFP as set forth in Tyler's Proposal, including but not limited to this Statement of Exceptions.
- 3.2.1 Tab A: Execution of Offer; Section 8 Execution of Offer Form: Tyler's Proposal is in compliance and subject to the RFP terms, except as modified by, taken exception to, and as otherwise provided in Tyler's Proposal. Tyler shall be obligated to provide products and services only upon execution, and under and according to the terms and conditions of, the mutually negotiated contract between Tyler and the City.
- 3.2.5 Tab E: Cost Proposal; Section 6 Pricing and Delivery Schedule: Unless expressly indicated otherwise, our Proposal contains estimates of the amount of services and associated expenses needed, based on our understanding of the size and scope of your project. The actual amount of services and expenses depends on such factors as your level of involvement in the project and the speed of knowledge transfer. If required, we will provide a not-to-exceed quote once the scope of services has been finalized. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated and are payable in accordance with our then-current Business Travel Policy. The fees quoted by Tyler do not include any taxes, including, without limitation, sales, use or excise tax. All applicable taxes shall be paid by Tyler to the proper authorities and shall be reimbursed by the City to Tyler. In the event the City possesses a valid direct-pay permit, the City will forward such permit to Tyler on the effective date of the contract. In such event, the City shall be responsible for remitting all applicable taxes to the proper authorities. If tax-exempt, the City shall provide Tyler with the City's tax-exempt certificate.
- Section 4 General Terms and Conditions: As noted, Tyler prefers to use the standard Tyler contract as the basis for beginning contract negotiations. If the City insists on using the Sample Service Agreement in the RFP as the starting point, Tyler reserves the right to negotiate those terms with the City. A non-exhaustive list of terms that conflict with Tyler's standard provisions, and which Tyler would expect to negotiate with the City, is provided below for exemplary purposes only. As noted above, Tyler reserves the right to negotiate any and all contract terms to the mutual satisfaction of the parties.
- 7.2 Approach to Project Services: Tyler's Proposal includes a sample project plan. Tyler will deliver the actual project plan following contract execution upon obtaining further information from the City.
- Service Agreement: Tyler reserves the right to negotiate any and all contract terms in the Service Agreement to the mutual satisfaction of the parties.
 - Section 1. Duration: For an on premise solution, the Agreement between the City and Tyler shall not have a defined term. Tyler does provide maintenance and support services on an annual basis, as set forth in its Maintenance and Support Agreement (Exhibit C to the standard Tyler contract). For a SaaS contract, the term of the contract shall be the agreed upon SaaS term which may renew automatically thereafter on a year-to-year basis, or such other renewal term as the parties may agree.
 - Section 2. Scope of Work: Tyler warrants that it will perform services in a professional, workmanlike manner, consistent with industry standards. In the event Tyler provides services

Exceptions to RFP

that do not conform to this warranty, Tyler will re-perform the services at no additional cost to the client. We agree to comply with applicable laws and mutually agreed to customer protocols. The quoted fees are based, in part, on the cost of compliance with applicable laws existing as of the time of the quote. Should laws applicable to Tyler's performance under the agreement change post-signature, Tyler reserves the right to seek a change order for the additional work, time and/or cost that may be required to comply with the new law, ordinance or regulation. We reserve the right to discuss in good faith which laws you consider applicable, and to identify those in the contract.

- Section 3. Compensation: Tyler's standard payment terms are set forth in the Invoicing and Payment Policy (Exhibit B) to the standard Tyler contract. Payment is due within forty-five days of invoicing. Unless expressly indicated otherwise, quoted fees contains estimates of the amount of services and associated expenses needed, based on our understanding of the size and scope of your project. If required, we will provide a not-to-exceed quote once the scope of services has been finalized. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated and are payable in accordance with our then-current Business Travel Policy. The fees quoted by Tyler do not include any taxes, including, without limitation, sales, use or excise tax.
- Section 4. Time of Completion: Tyler does not agree to "time being made of the essence." Tyler will begin and perform services in accordance with the mutually agreed upon implementation plan schedule.
- Section 5 Insurance; Exhibit B: We agree to secure our insurance from a carrier with a minimum AM Best rating of A-:VII. Tyler's insurer evidences Tyler's insurance coverage using a standard Acord form. The coverage limits set forth on our certificate of insurance do not apply separately. Certificates of insurance listing the customer as certificate holder are available upon request after a contract is signed. Copies of Tyler's insurance policies are only made available in the event a claim is disputed or denied. Tyler will disclose its deductibles upon written request, but those deductibles are not subject to customer approval. Tyler is well-positioned financially to satisfy its deductibles. At your request during contract negotiations, we will add language to the insurance provision that adds you as an additional insured to our commercial general liability and auto liability policy for claims arising out of or relating to the contract, which automatically affords you the same status under our excess/umbrella liability policy. A Certificate of Insurance reflecting that status may be provided at your request after the contract is executed. Our carrier has issued blanket endorsements regarding additional insured status; we do not issue separate endorsements specific to each customer. We agree that our insurance is primary for claims under our CGL or auto policies that arise out of or relate to the contract and are between us and you. If required, Tyler will agree to waive subrogation, but only on claims under our CGL or auto policies that arise out of or relate to the contract and are between us and you, except to the extent the damage or injury is caused by you. If you require it in the contract, we will agree to provide you with notice of cancellation, non-renewal or reduction in our insurance coverages below the minimum requirements set forth in the contract within thirty (30) days

Exceptions to RFP

thereof. Renewal certificates of insurance will be provided as close as practicable to the date the applicable policy or policies is/are renewed.

- Section 6. Miscellaneous Provisions – (a) Subletting; Section 10. No Assignment: Tyler reserves the right to, without the prior written consent of the customer, assign the contract in its entirety to the surviving entity of any merger or consolidation or to any purchaser of substantially all of Tyler’s assets.
- Section 6. Miscellaneous Provisions – (b) Compliance with Laws: We agree to comply with applicable laws and mutually agreed to customer protocols. The quoted fees are based, in part, on the cost of compliance with applicable laws existing as of the time of the quote. Should laws applicable to Tyler’s performance under the agreement change post-signature, Tyler reserves the right to seek a change order for the additional work, time and/or cost that may be required to comply with the new law, ordinance or regulation. We reserve the right to discuss in good faith which laws you consider applicable, and to identify those in the contract.
- Section 7. Termination: Tyler's standard practice is not to include a termination for convenience provision in its contracts, given the significant investments made by both parties to the procurement and implementation. The customer may terminate its contract with Tyler for cause in the event Tyler fails to cure a material breach within thirty days of the customer’s invocation of dispute resolution. In the event of such termination the customer will make payment to Tyler for all undisputed products, services and expenses delivered or incurred through the effective date of termination. Payment for disputed products, services and expenses, and the customer’s remedies, will be determined through the mutually agreed dispute resolution process. If the customer should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in the contract, or other means of performing the same functions of such products, the customer may unilaterally terminate its contract with Tyler upon thirty days’ prior written notice to Tyler. Upon termination for non-appropriation, the customer shall remit payment for all products and services delivered to the customer and all expenses incurred by Tyler prior to Tyler's receipt of the termination notice. The customer will not be entitled to a refund or offset of previously paid license and other fees.
- Section 8. Indemnification: Tyler shall defend, indemnify and hold harmless its customers from and against any and all direct claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) for personal injury or property damage arising from Tyler's negligence or willful misconduct; or Tyler’s violation of a law applicable to our performance under its agreement with such customer. The customer must notify Tyler promptly in writing of the claim and give us sole control over its defense or settlement. The customer also agrees to provide Tyler with reasonable assistance, cooperation, and information in defending the claim at our expense.

Tyler will defend, indemnify, and hold harmless its clients from third-party claims that the Tyler software and/or documentation infringes an intellectual property right in accordance with Section H(1) of Tyler’s standard contract.

Exceptions to RFP

- Section 13. Governing Law; Venue: Tyler reserves the right to remove any litigation to federal court of competent jurisdiction.
- Section 21. Right to Audit: The City may audit Tyler's books and records relating directly to the contract once per year on one week advance written notice, and at the City's expense.
- Section 22. Dispute Resolution: Tyler agrees to negotiate with the City an appropriate method of non-binding dispute resolution for resolving contract disputes between the parties.
- Section 24. Certificate of Interested Parties: As a publicly traded corporation, Tyler is exempt from providing the Form 1295 Certificate of Interested Parties under Texas law.

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Parks, Recreation & Community Service
Subject: Resolution No. 19-R-120 - Consideration and/or action approving a resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to extend the contract with Selrico Services for three (1) one year extensions at \$114,000 per fiscal year, for a total not to exceed of \$342,000, to provide the congregate meal program at the Schertz Area Senior Center. (B. James/L. Shrum)

BACKGROUND

The City of Schertz Parks, Recreation, and Community Services Department has had direct oversight over the Schertz Area Senior Center congregate lunch meal program since January 2014. After an extensive RFP process, on August 1, 2017 council approved Resolution 17-R-54 authorizing the City Manager to enter into a contract with Selrico Services to provide the meals for the congregate meal program at the Schertz Area Senior Center (Resolution 17-R-54 attached for your reference.) That original contract was in the amount of \$104,000 per fiscal year for a total of \$208,000 for the two-year contract term, with three (1) year extensions available.

The contract amount was based off a conservative estimate knowing the average meals served per day at the time was 65 meals. Staff anticipated some growth in membership and meals served based on the completion of the Senior Center renovation, as well as due to better tasting meals and better service. Thus, 85 meals per day in the base calculations, with the per meal cost being \$4.15/meal delivered.

In June 2018, an addendum was approved by council (Resolution 18-R-72) to add \$10,000 per fiscal year to the contract cost to accommodate growth in the meal program that we were seeing due to the opening of the newly-renovated center and the expansion of the programming opportunities. That growth has leveled off some, and we anticipate renewing the contract at the existing amount of \$114,000 per fiscal year, for a total of three (1) one year extensions, with a not to exceed amount of \$342,000.

GOAL

Approve Resolution 19-R-110 authorizing the Acting City Manager to extend the contract with Selrico Services for three (1) year extensions in the amount of \$114,000 per fiscal year for a total of \$324,000 to provide the congregate meal for the Schertz Area Senior Center.

COMMUNITY BENEFIT

Participation in this program continues to grow on a daily basis. With the help of our managing partner, the YMCA of Greater San Antonio, the City of Schertz is able to provide a top-quality service both programmatically and nutritionally with the addition of this contractual congregate meal.

SUMMARY OF RECOMMENDED ACTION

City Council approval of three (1) one year extensions to the existing contract with Selrico Services in the amount of \$114,000 per fiscal year, for a contract total not to exceed \$342,000, to provide the congregate meal program for the Schertz Area Senior Center.

FISCAL IMPACT

Each fiscal year the contract amount is \$114,000 and with three (1) year extensions, the total contract amount is not to exceed \$342,000. Per meal price is \$4.15. The city has applied for federal funding through the Alamo Area Council of Government's (AACOG) Area Agency on Aging Senior Nutrition Program. We were approved as a vendor and will submit for reimbursements of \$3.80 per meal for qualifying individuals going forward beginning Sept. 1, 2019.

RECOMMENDATION

City Council approval of three (1) one year extensions to the existing contract with Selrico Services in the amount of \$114,000 per fiscal year, for a contract total not to exceed \$342,000, to provide the congregate meal program for the Schertz Area Senior Center.

Attachments

Resolution 19-R-110

RESOLUTION NO. 19-R-110

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO EXTEND THE CONTRACT WITH SELRICO SERVICES FOR THREE (1) ONE YEAR EXTENSIONS AT \$114,000 PER FISCAL YEAR, FOR A TOTAL NOT TO EXCEED \$342,000, TO PROVIDE THE CONGREGATE MEAL PROGRAM AT THE SCHERTZ AREA SENIOR CENTER.

WHEREAS, the City sought out prospective vendors who could provide the congregate meal for the Schertz Area Senior Center through a competitive RFP process; and

WHEREAS, the City awarded a contract to Selrico Services to provide the congregate meal program at the Schertz Area Senior Center; and

WHEREAS, participation in the congregate meal program has remained steady, and both seniors and city staff, are satisfied with the service and product; and

WHEREAS, city staff has recommended extending the contract for three (1) one year extensions at \$114,000 per fiscal year for a total not to exceed \$342,000 to provide the congregate meal program;

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

Section 1. The City Manager is hereby authorized to extend the contract with Selrico Services in the amount of \$342,000 (or \$114,000/year) to provide the congregate meal program at the Schertz Area Senior Center.

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Economic Development Corporation
Subject: Resolution No. 19-R-121 - Consideration and/or action approving a Resolution authorizing an agreement for Provisions of Professional Services between the City of Schertz and the City of Schertz Economic Development Corporation. (M. Browne/K. Kinateder)

BACKGROUND

The City of Schertz Economic Development Corporation (the “SEDC”) is a separate entity from the City of Schertz. The SEDC contracts through the Agreement for Provisions of Professional Services (the “Professional Services Agreement”) the specific services that the City of Schertz will provide to the SEDC. Services include: personnel, financial reporting, budgeting, office space, fleet services, IT services, etc. The Service Agreement also enables the SEDC to receive several services at a discounted rate through the City, these include rates for software, financial services, auditing services, etc.

Notable changes for the FY 2019-20 agreement include an additional requirement for the City Manager and/or his designee to represent the SEDC at the area chamber of commerce and the elimination of “administrative support, review and oversight by City Secretary, and Executive Director and appropriate staffing”.

COMMUNITY BENEFIT

Approval of the resolution enables the City of Schertz and SEDC to work together by sharing staff and services which helps improve operational efficiency and reduce costs.

FISCAL IMPACT

Under the agreement, \$461,363 will be transferred from the SEDC to the City of Schertz. The payments will be made in two equal payments on October 1, 2019 and April 1, 2020.

SUMMARY OF RECOMMENDED ACTION

The SEDC Board of Directors met on May 23, 2019 at their regular board meeting to consider, discuss and act on authorizing the Agreement For Provisions of Professional Services Between The City of Schertz and the City of Schertz Economic Development Corporation; and recommend approval by the City Council for the expenditures provided for in the Agreement in the amount of \$461,363 for the 2019-20 fiscal year. A motion was made by Mr. Richard. Seconded by Ms. Morrill. Motion passed unanimously.

ATTACHMENT(S)

Resolution 19-R-121
Agreement for Provisions of Professional Services Between the City of Schertz and the City of Schertz Economic Development Corporation

Attachments

Res 19-R-121 SEDC-CoS Prof Serv Agreement 2020-19
SEDC-CoS Prof Services Agreement 2019-20

RESOLUTION NO. 19-R-121

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES BETWEEN THE CITY OF SCHERTZ AND THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Development Corporation Act of 1979, as amended (Section 501.001 et seq, Texas Local Government Code, formerly the Development Corporation Act of 1979) (the "Act") provides a corporation those powers incidental or necessary to the purposes of the corporation; and

WHEREAS, the City of Schertz Economic Development Corporation (the "Corporation") desires to engage the City for the provision of certain professional and other services to assist the Corporation in carrying out its goals and objectives; and

WHEREAS, the Act prohibits the City from providing things of value, including professional services, in aid of corporation without receiving fair value compensation in return; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the Agreement for Provisions of Professional Services Between the City of Schertz and the City of Schertz Economic Development Corporation and that such agreement constitutes fair value for the services to be rendered under the agreement.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement for Provisions of Professional Services Between the City of Schertz and the City of Schertz Economic Development Corporation in substantially the form set forth on Exhibit A.

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

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

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

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application

of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

**AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES BETWEEN THE
CITY OF SCHERTZ AND THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT
CORPORATION**

AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES
BETWEEN THE CITY OF SCHERTZ AND
THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

THE STATE OF TEXAS

KNOWN ALL MEN BY THESE PRESENTS:

COUNTY OF GUADALUPE

THIS AGREEMENT, executed the ___ day of _____, 2019, by and between the CITY OF SCHERTZ, a municipal corporation, acting by and through its City Council, situated in Guadalupe County, Texas (hereinafter referred to as “City”), and the City of Schertz Economic Development Corporation, a Texas non-profit industrial development corporation (hereinafter referred to as “SEDC”) acting by and through its President of the Board is as follows:

WITNESSETH:

I.

The City agrees to provide management, professional, administrative, financial and investment services to the SEDC according to the terms of this agreement. Direct services the City shall perform for the SEDC shall include:

1. Providing Salary, workers’ compensation, health, and retirement expenses for City employees assigned to the SEDC.
2. Preparing all financial and investment reports and keeping all financial books and records required by applicable law.
3. Preparing a budget for the forthcoming year for review and approval by the Board and City Council.
4. Providing all necessary budgeting, accounting, financial management and investment management through the City’s Finance Department.
5. Providing accounts payable, payroll, purchasing and other bookkeeping services with oversight and training of such services.
6. Providing for a repository of records, office and conference space.
7. Providing technology support of hardware, software and phone systems through the City’s Information Technology Department.
8. Providing automotive support of vehicles through the City’s Fleet Department.

9. Providing for legal services through the City Attorney's office at the rate that those services are provided to the City.
10. Providing for commercial insurance, communication equipment and services, and office equipment products and services at the rate that those products and services are provided to the City.
11. Providing for financial auditing services through the Finance Department at the rate that those services are provided to the City.
12. Provide an executive level presence in area Chambers of Commerce through the City Manager and/or his/her designee for marketing Schertz as preferred location for new and expanded business opportunities.
13. Providing executive and administrative support, review and oversight by the City Manager.

It is understood and agreed that access to City staff resources by the SEDC is secondary to the needs of the City Council of the City of Schertz.

II.

Subject to the SEDC continuing to contract with the City for management services, the SEDC will pay to the City for its services pursuant to this agreement, in the form of a flat fee (the Service Fee) in the amount of four hundred sixty-one thousand six hundred thirty-six and zero cents (\$461,636.00) per year. Said amount to be paid in two equal payments on October 1, 2019 and April 1, 2020.

The SEDC will directly maintain the memberships necessary for the City to provide an executive level presence in area Chambers of Commerce through the City Manager and/or his/her designee for marketing Schertz as preferred location for new and expanded business opportunities.

In the event of the termination of this agreement, the SEDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the agreement.

III.

It is the express purpose of this agreement for the City to provide certain management, professional, administrative and financial services to the SEDC.

IV.

Subject to early termination as provided in Article V below, this agreement shall be in effect for a period of one year commencing October 1, 2019 and ending September 30, 2020, and said agreement shall be extended for additional one-year terms thereafter under the same terms and conditions unless one party gives to the other party written notification at least thirty (30) days prior to the end of the existing term of its desire to terminate the agreement.

V.

1. This contract may be terminated by the City or SEDC, in whole, or from time to time, in part, upon thirty (30) days notice from the terminating party to the other party. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the contract shall be terminated thirty (30) days after receipt by the notified party.
2. After receipt of a Notice of Termination the City shall:
 - a. Stop work on the date as specified in the thirty (30) day Notice of Termination to the extent possible.
 - b. Place no further orders or subcontracts except as may be necessary for completion of the work not terminated.
 - c. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
 - d. The SEDC shall pay all expenses incurred through the date of termination.

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

CITY OF SCHERTZ ECONOMIC
DEVELOPMENT CORPORATION

CITY OF SCHERTZ, TEXAS

Paul Macaluso
President

Dr. Mark Browne
City Manager

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Executive Team
Subject: Resolution No. 19-R-111 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a publicity and tourism agreement and a commercial lease agreement for the Kramer House with The Chamber (Schertz-Cibolo-Selma Area).

BACKGROUND

In 2014 and 2015, the City Council approved resolutions 14-R-107 and 15-R-28 authorizing agreements with the Schertz Chamber of Commerce to operate the City's Visitors Center on behalf of the City and produce visitors guide and map as well as lease the Kramer House to the Chamber from which to operate the Visitors Center and the Chamber's other operations. These agreements expire at the end of September 2019. As such, staff is proposing to enter into new agreements with The Chamber (Schertz-Cibolo-Selma Area), very similar to the prior ones. Both agreements are essentially for up to five years and the City can terminate them with advance notice - 30 days and 90 days respectively.

GOAL

The goals of this resolution are to contract with The Chamber to provide visitors center services and to lease the Kramer House to The Chamber.

COMMUNITY BENEFIT

To provide efficient and effective visitor center promotions to the benefit of local residents and businesses and to maximize the use of City facilities.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of the resolutions to authorize the City to enter into these agreements.

FISCAL IMPACT

The lease agreement will bring in \$7,800.00 in revenue to the City annually. The amount paid to The Chamber annually for visitors center services is provided for in the City's annual budget after they provide their proposed budget to staff each year. For FY 2019-20 it is just under \$63,000 for visitors center operations and design and printing of the visitors guide.

RECOMMENDATION

Approval of Resolution 19-R-111.

Attachments

Resolution 19 r 111
Visitors Center Operations
Kramer House Lease

RESOLUTION NO. 19-R-111

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AGREEMENTS WITH THE CHAMBER (SCHERTZ-CIBOLO-SELMA AREA) FOR VISITOR CENTER OPERATIONS AND LEASING THE KRAMER HOUSE, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City enter into agreements with the Chamber for visitor center operations and to lease the Kramer House; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with the Chamber pursuant to the Agreement attached hereto as Exhibit A (the “Agreements”).

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreements with the Chamber in substantially the forms set forth on Exhibit A.

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A
AGREEMENT

PUBLICITY AND TOURISM AGREEMENT

This **PUBLICITY AND TOURISM AGREEMENT** dated _____, 2019 (the “Agreement”), is entered into between the **CITY OF SCHERTZ, TEXAS**, a home-rule city (the “City”), and **THE CHAMBER (SCHERTZ-CIBOLO-SELMA AREA)**, a Texas nonprofit corporation (the “Chamber”).

RECITALS:

WHEREAS, pursuant to state statutes and its home rule charter, the City enacted a local hotel occupancy tax on occupants of hotels within the City;

WHEREAS, the City is required to use such local hotel occupancy taxes for promoting tourism and the convention and hotel industry in the City; and

WHEREAS, the City would like to engage the Chamber to use the City’s hotel occupancy taxes to promote tourism and the convention and hotel industry in the City.

AGREEMENT:

For and in consideration of the mutual promises, covenants, benefits, and obligations hereafter set forth, the City and the Chamber hereby agree and contract as follows:

ARTICLE I

A. The City hereby agrees that in consideration for advertising, promoting tourism and the convention and hotel industry in the City, the City will pay to the Chamber a portion of the hotel occupancy taxes collected.

B. The Chamber agrees that any local hotel occupancy tax funds paid to it by the City shall be used only as permitted in Section 351.101 of the Texas Tax Code, as amended.

C. The Chamber agrees to conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the City by providing the following services:

- (1) publishing and distributing brochures and community information packets, including the following:
 - (a) a visitor’s guide that lists information about the City, businesses in the City, hotels, and area events, and area meetings, for which the Chamber will be responsible for compiling the list of business; and

- (b) a biennial area map that lists major City streets, City Parks, hotels, hike and bike trails, City swimming pools, etc.;
- (2) participating with state and regional agencies in tourist development programs of benefit to the local area and to the City; and
- (3) using all appropriate means to increase the traveling public's awareness of the resort and recreational advantages of the local area and the City.

D. The Chamber further agrees that it will seek to achieve economic benefit for the City through all of such activities, that it will provide tourist-related information about the City upon request, and that it will serve as an advisory body to the City, on request, in matters related to expanding the tourist-derived economy.

ARTICLE II

It is expressly understood and agreed by and between the parties that the Chamber is hired and engaged as an independent contractor and is not an officer, agent, or employee of the City.

ARTICLE III

The Chamber shall secure sufficient numbers of employees to accomplish this Agreement. The Chamber shall further provide such office space, equipment, supplies and other materials as may be necessary to accomplish the purposes of this Agreement.

ARTICLE IV

A. The Chamber shall provide to the City, prior to obtaining any local hotel occupancy tax funds, a proposed budget for the upcoming year. Said budget shall include maximum dollar amounts for both the services and products separately. The budget shall include a line item description of the products proposed. At minimum, it shall show the budget for visitor's guides and area maps to be provided, including cost and a minimum number of each product.

B. The approval process for the budget shall be as follows: said budget is to be approved by the City Council as part of the City's annual budget in advance of the release of any local hotel occupancy tax funds; said budget shall be submitted to the City for review no later than June 30 of each year; the City Council shall approve the agreed-upon budget no later than September 30 of each year.

C. It is understood and agreed by and between the parties that, upon budget approval by the City, a fiduciary duty is created in the Chamber with respect to expenditure of revenue provided.

D. The Chamber will invoice for services (e.g. operations of visitor's center) rendered on a monthly basis. The total payment for services shall be invoiced to the City in twelve, monthly amounts. The City shall review the invoiced services against the agreed upon budget and service agreement prior to payment. The City shall pay such portions of the invoice that conform to the agreed upon budget and this Agreement with local hotel occupancy taxes.

E. (1) The Chamber will invoice the provided products (e.g. visitor's guide, area map, etc.) up to 20% of the budgeted cost maximum after substantial design has been completed and hard quotes have been obtained on or after October 1 of each calendar year. The Chamber will provide a draft copy of the guide and a copy of the written quote with the invoice for the visitor's guide and/or area map design. The City shall review the submittals and the approved budget prior to payment. The City shall pay such portions of the invoice that conform to the agreed upon budget and this Agreement with local hotel occupancy taxes.

(2) The Chamber will invoice the provided products (e.g. visitor's guide, area map, etc.) up to final 80% of the budgeted cost maximum after the Chamber has received actual delivery of the visitor's guides and/or area maps. The Chamber will provide a final copy of the guide and proof of receipt of at least the minimum number of copies identified in the budget. The City shall review the submittals and the approved budget prior to payment. The City shall pay such portions of the invoice that conform to the agreed upon budget and this Agreement with local hotel occupancy taxes.

F. The Chamber shall provide to the City annual reports on the activities that are conducted to benefit the City. These reports shall be provided to the City no later than November 1.

G. The Chamber may spend hotel occupancy tax funds for day-to-day operations including supplies, salaries, office rental, travel expenses, and other administrative costs, if such expenditures have been previously approved in the budget and if directly related to the promotion of tourism.

ARTICLE V

A. The Agreement shall begin October 1, 2019 and shall continue in force for a period of five years, ending on September 30, 2024. The City Council shall review this Agreement annually prior to budget adoption.

B. This Agreement will automatically renew for additional one-year periods if no party notifies the other that the intention is not to renew this Agreement. Any intent not to renew shall be done in writing to the other party at least sixty (60) days prior to the end of this Agreement in the manner described in Article VII.

C. Either party may terminate this Agreement at any time by providing the other party thirty (30) days written notice.

ARTICLE VI

A. The Chamber will invoice the City on the 1st of each month in accordance with Article IV, beginning November 1, 2019 (for the services and products, if any, provided in the prior month). The City shall pay such invoice with local hotel occupancy taxes.

B. The monthly fee that the City pays to the Chamber does not include any other fees that the City may incur as a member of the Chamber, including membership fees, luncheon dues, special event booths, and sponsorships.

C. Beginning October 1, 2021, and each year thereafter, a three percent (3%) inflation increase will be added to the services portion of the annualized amount due to the Chamber.

ARTICLE VII

Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail. Such notice must be sent certified mail, return receipt requested or registered mail as follows:

If to the City: City of Schertz, Texas
 1400 Schertz Parkway
 Schertz, Texas 78154
 Attention: City Manager

If to the Chamber: Schertz Chamber of Commerce
 1730 Schertz Parkway
 P.O. Box 564
 Schertz, Texas 78154
 Attention: President

ARTICLE VIII

No part of the Agreement may be assigned or delegated without the prior written consent of the other party. Any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement. However, nothing in this Agreement shall prohibit the Chamber from participating with regional or state tourism programs or to contract for joint promotion with other agencies.

ARTICLE IX

This Agreement shall be subject to the laws and statutes of the State of Texas.

ARTICLE X

THE CHAMBER SHALL INDEMNIFY AND HOLD HARMLESS AND DEFEND THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL CLAIMS, LOSSES, CAUSES OF ACTION AND DAMAGES, SUITS, AND LIABILITY OF EVERY KIND INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY FEES, FOR INJURY TO OR DEATH TO ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING FROM OR IN CONNECTION WITH THE OPERATIONS OF THE CHAMBER, ITS OFFICERS, AGENTS AND EMPLOYEES CARRIED OUT IN FURTHERANCE OF THIS AGREEMENT. THE CHAMBER SHALL CARRY OR CAUSE TO BE CARRIED INSURANCE IN THE TYPES AND AMOUNTS REQUIRED BY THE CITY FROM TIME TO TIME. SAID POLICIES, OR DUPLICATE ORIGINALS THEREOF, SHALL BE FILED WITH THE CITY AT THE BEGINNING OF EACH CHAMBER FISCAL YEAR AND BEFORE ANY OPERATIONS CONTEMPLATED BY THIS AGREEMENT ARE BEGUN.

ARTICLE XI

The provisions of this Agreement are severable, and if any word, phrase, clause, sentence, paragraph, section or other part of this Agreement or the application thereof to any person or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such word, phrase, clause, sentence, paragraph, section or other part of this Agreement to the other persons or circumstances shall not be affected thereby.

ARTICLE XII

This Agreement shall be amended only by the mutual written consent of the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

CITY OF SCHERTZ

By: _____
City Manager

THE CHAMBER (SCHERTZ-CIBOLO-SELMA AREA)

By: _____
President

COMMERCIAL LEASE AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged and confessed, the Landlord named below leases to the Tenant named below, and Tenant leases from Landlord, the Premises described below pursuant to the terms of this Commercial Lease Agreement (this "Lease") entered into effective as of the Effective Date specified below.

A. Basic terms of the Lease:

1. Effective Date: October 1, 2019
2. Landlord: CITY OF SCHERTZ, TEXAS
3. Landlord Contact Information: 1400 Schertz Parkway
Schertz, Texas 78154
Attention: City Manager
Phone: (210) 619-1020
Facsimile: (210) 619-1029
Email: Mbrown@schertz.com
4. Tenant: The CHAMBER (Schertz-Cibolo-Selma Area)
5. Tenant Contact Information: 1730 Schertz Parkway
Schertz, Texas 78154
Attention: President/Chair of the Board
Phone: (210) 619-1950
Facsimile: (210) 619-1959
Email: president@thechamber.info
6. Premises: The Kramer House located at 1730 Schertz Parkway, and more particularly described on Exhibit A.
7. Base Rent: Six Hundred Fifty Dollars and No/100 (\$650.00) per month payable in quarterly installments for the Kramer House.
8. Commencement Date: October 1, 2019
9. Termination Date: September 30, 2024, as may be extended pursuant to Section H (26) of this Lease or by written agreement of the Landlord and Tenant.
10. Security Deposit: \$0.00
11. Use: Business headquarters and Visitors' Center

12. Insurance: Amount of liability insurance to be maintained by
Tenant: Death/bodily injury: One Million and
No/100 Dollars (\$1,000,000.00)

Property: Two Hundred Fifty Thousand and
No/100 Dollars (\$250,000.00)

B. Definitions:

1. "Rent" means Base Rent plus any other amounts of money due Landlord by Tenant under the terms of the lease.
2. "Essential Services" means utility connections reasonably necessary for occupancy of the Premises for the Use.

C. Tenant agrees to:

1. Lease the Premises for the entire term of this Lease beginning on the Commencement Date and ending on the Termination Date.
2. Accept the Premises in their present condition "AS IS."
3. Pay quarterly, in advance, on the first day of January, April, July and October, the Base Rent to Landlord at Landlord's address; provided, the Base Rent due each quarter will be \$1,950.00.
4. Pay, as Additional Rent, all other amounts due under this Lease, when due and payable.
5. Pay a late charge of five percent (5%) of any Rent not received by Landlord by the tenth day after it is due, and, so long as Rent is paid within this timeframe, such payment shall not be a default under this Lease.
6. Allow Landlord to enter the Premises to perform Landlord's obligations, inspect the Premises, and show the Premises to prospective purchasers or tenants, at reasonable times and upon reasonable notice.
7. Repair, replace, and maintain any part of the Premises that Landlord is not obligated to repair, replace, or maintain, normal wear expected.
8. Repair any damages to the Premises caused by Tenant.
9. Submit in writing to Landlord any requests for repairs, replacement, and maintenance that are the obligations of Landlord.
10. Maintain public liability insurance for the Premises and the conduct of Tenant's business, naming Landlord as an additional insured, in the amounts stated in Section A(12) of this Lease.
11. Deliver certificates of insurance to Landlord when requested.

12. **Indemnify, defend, and hold Landlord harmless from any loss, attorney fees, court and other costs, or claims arising out of Tenant's use of the Premises, except to the extent caused by the negligence of Landlord or Landlord's agents, employees, invitees, licensees, or visitors.**
13. Vacate the Premises on termination of this Lease.
14. Within fifteen (15) business days after Landlord's written request, execute an estoppel certificate that states the Commencement Date and Termination Date of this Lease, identifies any amendments to this Lease, describes any rights to extend the Term or purchase rights, lists defaults by Landlord, and provides any other information reasonable requested by Landlord.
15. Pay for internet service,
16. Pay for janitorial services.

D. Tenant Agrees not to:

1. Use the Premises for any purpose other than stated in the Lease.
2. Create a nuisance or commit waste on the Premises.
3. Use the Premises in any way that is extra hazardous and would increase Landlord's insurance premiums.
4. Alter the Premises, except for painting, flooring, and maintenance-related alterations, without Landlord's consent.
5. Allow a lien to be placed on the Premises.
6. Use the roof on the Premises, except for locating the HVAC serving the Premises in the same manner as it is currently located.

E. Landlord agrees to:

1. Lease to Tenant the Premises for the entire term beginning on the Commencement Date and ending on the Termination Date.
2. Provide the following services to Tenant: landscaping, maintenance, telephone, and utilities (other than internet service).

F. Landlord agrees not to:

1. Interfere with Tenant's possession of the Premises as long as Tenant is not in default.
2. If Tenant is not in default, interfere with Tenant's peaceful, quiet, and undisturbed use and possession of the Premises and all rights and privileges pertaining thereto, subject to the terms, conditions, and provisions of this Lease.

G. Assignment:

1. This lease is not assignable and is non-transferable by Tenant.

H. Landlord and Tenant agree to the following:

1. *Alterations.* Any physical additions or improvements to the Premises made by Tenant will become the property of the Landlord.
2. *Release of Claims/Subrogation.* Landlord and Tenant release each other from any claim, by subrogation or otherwise, for any damage to the Premises by reason or fire or the elements, regardless of cause, including negligence of Landlord or Tenant. This release applies only to the extent that is permitted by law, the damage is covered by insurance proceeds, and the release does not adversely affect any insurance coverage.
3. *Notice to Insurance Companies.* Landlord and Tenant will notify the issuing insurance companies of the release set forth in the preceding paragraph and will have the insurance policies endorsed, if necessary, to prevent invalidation of the insurance coverage.
4. *Casualty/Total or Partial Destruction.*
 - a. If the Premises are damaged by casualty and Landlord elects to restore the Premises, Landlord will, at its expense, restore the Premises to substantially the same condition that existed before the casualty. If Landlord chooses to restore, Landlord will notify Tenant in writing of the estimated time to restore and give Tenant an option to terminate this Lease by notifying Landlord within ten (10) business days. If Tenant does not terminate this Lease, the Lease will continue and Landlord will restore the Premises. If Landlord fails to complete restoration within ninety (90) days from the date of written notification by Landlord to Tenant of Landlord's election to repair the casualty, Tenant may terminate this Lease by written notice to Landlord.
 - b. If Landlord elects not to restore the Premises, this Lease will terminate.
5. *Condemnation/Substantial or Partial Taking.*
 - a. If the Premises cannot be used for the purpose contemplated by this Lease because of condemnation or purchase or deed in lieu of condemnation, this Lease will terminate.
 - b. Whether or not any portion of the Premises is taken by condemnation or purchase or deed in lieu of condemnation, Tenant may elect to terminate this Lease if this Lease is fifty percent (50%) or more of the Premises is taken.
 - c. If there is a condemnation or purchase in lieu of condemnation and this Lease is not terminated, the Rent payable during the unexpired portion of the Term will be adjusted as may be fair and reasonable.
 - d. Tenant will have no claim to the condemnation award or proceeds in lieu of condemnation; however, Tenant may, to the extent permitted by applicable law, pursue a separate claim against the condemning authority or against the party taking by purchase or deed in lieu of condemnation for Tenant's moving expenses, inconvenience, business interruption, depreciation, loss of leasehold estate, and/or similar loss in a proceeding independent of Landlord's condemnation suit.

6. *Default by Landlord/Events.* Defaults by Landlord are (i) failing to comply with any provision of this Lease within ten (10) days after written notice and (ii) failing to provide Essential Services to Tenant within three (3) days after written notice.
7. *Default by Landlord s/Tenant Remedies.* Tenant's remedies for Landlord's default are to sue for damages and/or equitable relief, and, if Landlord does not provide an Essential Service for thirty (30) days after written notice of default, Tenant may terminate this Lease and be released from any further obligations hereunder.
8. *Default by Tenant/Events.* Defaults by Tenant are (a) failing to pay timely Rent, (b) abandoning or vacating a substantial portion of the Premise, or (c) failing to comply within ten (10) days after written notice with any provision of this Lease other than the defaults set forth in (a) and (b) above.
9. *Default by Tenant/Landlord s Remedies.* Landlord's remedies for Tenant's default are limited to the following: (a) enter and take possession of the Premises, after which Landlord may relet the Premises on behalf of Tenant and receive the Rent directly by reason of the reletting, at such time Tenant shall not have any further obligations under this Lease; (b) enter the Premises and perform Tenant's obligations, resulting in Tenant being liable to Landlord for the cost incurred by Landlord to perform Tenant's obligations; and (c) terminate this Lease by written notice to Tenant, thus releasing Tenant from any further obligations under this Lease.
10. *Default/Waivers/mitigation.* It is not a waiver of default if the non-defaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this Lease does not preclude pursuit of other remedies in this Lease. Landlord and Tenant have a duty to mitigate damages.
11. *Holdover.* If Tenant does not vacate the Premises following termination of this Lease, Tenant will become a tenant from month-to-month at a Base Rent of \$650.00 per month and either party may terminate this Lease upon thirty (30) days written notice to the other party.
12. *Alternative Dispute Resolution.* Landlord and Tenant agree to mediate in good faith before filling a suit for damages.
13. *Attorney s Fees.* If either party retains an attorney to enforce the Lease, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court and other costs.
14. *Venue and Applicable Law.* Venue is in Guadalupe County, Texas and this Lease shall be construed and interpreted in accordance with the laws of the State of Texas.
15. *Exhibits.* The exhibits are incorporated herein as matters of contract as if set forth fully herein.
16. *Entire Agreement.* This Lease is the entire agreement of the parties as to the subject matter hereof, and there are no oral representations, warranties, agreements, or promises pertaining to this Lease not incorporated in writing in the Lease.

17. *Amendment of Lease.* This Lease may be amended only by an instrument in writing signed by Landlord and Tenant.
18. *Limitation of Warranties.* THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.
19. *Notices.* Any notice required or permitted under this Lease must be in writing. Any notice required by this Lease will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address(es) shown in this Lease, which addresses may be changed from time to time. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any addresses for notice may be changed by written notice delivered as provided herein.
20. *Abandoned Property.* Landlord hereby may retain, destroy, or dispose of any property of Tenant or other person left on the Premises at the end of the term of this Lease, including any renewals hereof.
21. *Title.* Landlord hereby represents and warrants that (i) it has good and indefeasible fee simple title to the Premises, (ii) has the full right and authority to make this Lease, and (iii) the Premises are free and clear of all contracts, agreements, encumbrances, or defects in title of any nature whatsoever, other than the matters created by or with the consent of Tenant, that would restrict or prevent the use or enjoyment by Tenant of the Premises or the rights or privileges granted under this Lease.
22. *Headings.* The descriptive headings of the paragraphs contained in the Lease are inserted for convenience only and shall not control, affect, limit, expand, or modify the meaning or construction of any of the provisions hereof.
23. *Counterparts.* The Lease may be executed in multiple counterparts, and such counterparts, when taken together, shall have the full force and effect of an original, fully executed instrument.
24. *Invalidity.* If one or more of the provisions hereof shall for any reason be held to be invalid, illegal, or unenforceable in any respect under applicable law, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Lease shall be construed as if such invalid, illegal, or unenforceable provision had been contained herein.
25. *Binding Effect.* This Lease shall apply to and be binding on the heirs, successors, executors, administrators, and assigns of the Landlord and Tenant.
26. *Extensions.* Tenant shall have the option to extend this Lease, under the terms herein, upon written notice to Landlord given at least forty-five (45) days prior to the then

applicable Termination Date, for one or more additional terms. Each additional term shall be twelve (12) months in duration. In no event shall the term of this Lease exceed five (5) years without the express written consent of the Landlord.

27. *Termination.* Either party may terminate this Lease with or without cause and without penalty prior to the Termination Date by providing ninety (90) days written notice to the other party of its intent to terminate this Lease. If the Lease is terminated pursuant to this Section, Tenant shall pay rent on a prorated basis through the termination date noted in the written termination notice.

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

This Commercial Lease Agreement is executed to be effective as the Effective Date.

LANDLORD:

CITY OF SCHERTZ, TEXAS
A Texas Home-Rule Municipality

TENANT:

The CHAMBER (Schertz-Cibolo-Selma
Area)

Mark Browne, City Manager

Maggie Titterington, President

Exhibit A

Legal Description of Property

2014
R33728

03/13/2015
Page 1 of 1

Current Owner		Legal Description				Exemptions		Market			
CITY OF SCHERTZ (O142532)		ABS: 221 SUR: G MALPAZ 0.727 AC.				EX		0			
						Entities		Assessed			
						CSC, GGU, RLT, SCS		0			
Situs Address						History Information					
1730 SCHERTZ PARKWAY SCHERTZ 78154						2014	2013	2012	2011		
						Imp HS	-	-	\$0	\$0	
						Imp NHS	-	-	\$0	\$0	
						Land HS	-	-	\$0	\$0	
						Land NHS	-	-	\$47,502	\$47,502	
						Ag Mkt	-	-	\$0	\$0	
						Ag Use	-	-	\$0	\$0	
						Tim Mkt	-	-	\$0	\$0	
						Tim Use	-	-	\$0	\$0	
						HS Cap	-	-	-	-	
						Assessed	-	-	\$47,502	\$47,502	
Building Attributes						Improvements					
Construction	Foundation	Exterior	Interior	Roof	Flooring	Type	Description	Area	Year Built	Eff Year	Value
Heat/AC	Baths	Fireplace	Year Built	Rooms	Bedrooms						
Land Segments											
SPTB	Description	Area	Market	Ag Value							

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Facility & Fleet
Subject: Resolution 19-R-122 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to enter into an agreement for custodial cleaning service contracts with Brett Systems, Inc., BDA Vanguard Cleaning Systems. (C. Kelm/T. Buckingham)

BACKGROUND

Fleet and Facility Services worked with Purchasing to send out an RFP to provide custodial cleaning services for the majority of the City's in use building stock.

This action is in line with Facility Services long term approach and maintenance discipline to provide cost effective and more complete service. One of the ways Facility Services plans to do this is by using outside contractors to handle the routine work task that are readily available to separate out and easily managed in a contractor / owner relationship. This cleaning contract is in line with this approach. This approach allows Facility Services to move in-house personnel into more Preventive and Corrective Maintenance Task. These tasks have been largely overlooked and when done limited in scope. This approach allows Facility Service to expand its services to the City. Likewise, Public Affairs will use these services to add better service to the city and help manage labor shortages currently covered with temporary labor services and personnel from other departments.

Currently, Yearly Cleaning 3rd Party expenses total approximate \$84,013.00 plus possible porter services. The requested contract will solidify and expand this successfully relationship. The cost is \$103,791.72. This would be funded by Facility Services at \$91,299.72 and Public Affairs at \$12,492.00. This funding would come out of each department current budgets.

For Facility Services Vanguard will be cleaning the Library, Public Works Building, City Hall, Fleet Building, Administration Building, Council Chambers, and Animal Adoption. The Animal Adoption Center was added this year to Facility Services cleaning schedule there by expanding our services.

For Public Affairs Vanguard will be cleaning the Community Center and North Center. This is a first for Public Affairs to contract out routine cleaning.

GOAL

To obtain authorization from City Council to enter into a contractual agreement for cleaning services

COMMUNITY BENEFIT

Clean buildings for city staff to work in and citizens conduct business in. Efficient use of staff and resources to expand the services Facility Services and Public Affairs provides to the City.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that Council authorizes City Manager to enter into the prescribed cleaning contracts.

FISCAL IMPACT

Funds are available and budgeted. This transaction will be budget neutral within the respective departments. Facility Services will spend \$91,299.72 for its budget and Public Affairs will spend \$12,492.00 from its budget.

RECOMMENDATION

Staff recommends that Council authorizes City Manager to enter into the prescribed cleaning contracts.

Attachments

Resolution 19R122 Vanguard
Service Agreement Vanguard

RESOLUTION NO. 19R122

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES TO BRETT SYSTEMS, INC. DBA VANGUARD CLEANING SYSTEMS FOR CLEANING SERVICES DURING THE 2019-2020 FISCAL YEAR AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Schertz (the “City”) requires cleaning of its occupied buildings to meet typical cleaning needs; and

WHEREAS, City staff has solicited competitive proposals from qualified vendors for cleaning services; and

WHEREAS, City staff has determined Vanguard Cleaning Systems are qualified to provide such services; and

WHEREAS, City staff has recommended the City accept Vanguard Cleaning Systems proposal for cleaning services in the amount of \$103,791.72; and

WHEREAS, the City Council authorizes City Staff to enter into a contractual relationship with Vanguard Cleaning Systems for cleaning services for the remainder of Fiscal Year 2019-2020.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the contract with Vanguard Cleaning Systems for cleaning and porter services for the remainder of Fiscal Year 2019-2020.

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

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

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

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

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

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

PASSED AND ADOPTED, this 22th day of January, 2019

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

CITY OF SCHERTZ
SERVICE AGREEMENT

THE STATE OF TEXAS §
 §
GUADALUPE COUNTY §

This Service Agreement (“Agreement”) is made and entered by and between the City of Schertz, Texas, (the “City”) a Texas municipality, and Vanguard Cleaning Systems (“Contractor”).

Section 1. Duration

This Agreement shall become effective upon the date of the final signature affixed hereto and shall remain in effect through September 30, 2019 with the option to renew for four (4) additional terms of one (1) year each unless terminated as provided for in this Agreement.

Section 2. Scope of Work

- (A) Contractor shall perform the Work as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”.
- (B) The Quality of Work provided under this Agreement shall be of the level of quality performed by Contractors regularly rendering this type of service.
- (C) The Contractor shall perform its Work for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- (D) The Contractor may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent Contractor or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation

- (A) The Contractor shall be paid in the manner set forth in Exhibit “A” and as provided herein.
- (B) *Billing Period.* The Contractor may submit an invoice for payment upon completion of the described tasks. Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the City’s receipt of the Contractor’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.
- (C) *Reimbursable Expenses.* Any and all reimbursable expenses related to the Project shall be included in the scope of Work (Exhibit A) and accounted for in the total contract amount.

Section 4. Time of Completion

The prompt completion of the Work under the Scope of Work relates is critical to the City. Unnecessary delays in providing Work under a Scope of Work shall be grounds for dismissal of the Contractor and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Contractor prior to the time of termination.

Section 5. Insurance

Before commencing work under this Agreement, Contractor shall obtain and maintain the liability insurance provided for below throughout the term of the Project plus an additional two years. Contractor shall provide evidence of such insurance to the City. Such documentation shall meet the requirements noted in Exhibit B.

Contractor shall maintain the following limits and types of insurance:

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

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

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

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

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

Evidence of such insurance shall be attached as Exhibit "C".

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

Section 6. Miscellaneous Provisions

- (A) *Subletting.* The Contractor shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Contractor of any responsibility for work done by such subcontractor.
- (B) *Compliance with Laws.* The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish the City with satisfactory proof of compliance.
- (C) *Independent Contractor.* Contractor acknowledges that Contractor is an independent contractor of the City and is not an employee, agent, official or representative of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.
- (D) *Non-Collusion.* Contractor represents and warrants that Contractor has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Contractor further agrees that Contractor shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the Work performed by Contractor under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Contractor, Contractor shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Contractor under or pursuant to this Agreement.
- (E) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.
- (F) *Conflict of Terms.*

Scope of work:

In the case of any conflicts between the terms of this Agreement within the Scope of Work, this Agreement shall govern. The Scope of Work is intended to detail the technical scope of Work, fee schedule, and contract time only and shall not dictate Agreement terms.

Other Agreements between parties:

In the case of any conflicts between the terms of this Agreement and wording contained within any other attachment, amendment, and agreement executed between the parties in conjunction with this Agreement, this Agreement shall govern.

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

Relevant definitions from the bill:

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

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

Section 7. Termination

(A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Contractor and City;
- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
- (3) By the City, immediately upon notice in writing to the Contractor, as consequence of the failure of Contractor to perform the Work contemplated by this Agreement in a timely or satisfactory manner;
- (4) By the City, at will and without cause upon not less than five (5) days written notice to the Contractor.

(B) If the City terminates this Agreement pursuant to subsection 7(A)(2) or (3), above, the Contractor shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those Work that have been timely and adequately performed by the Contractor considering the actual costs incurred

by the Contractor in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Contractor to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all basic, special, and additional Work actually performed prior to termination, together with any reimbursable expenses then due.

Section 8. Indemnification

CONTRACTOR AGREES TO INDEMNIFY AND HOLD THE CITY OF SCHERTZ, TEXAS AND ALL OF ITS PRESENT, FUTURE AND FORMER AGENTS, EMPLOYEES, OFFICIALS AND REPRESENTATIVES HARMLESS IN THEIR OFFICIAL, INDIVIDUAL AND REPRESENTATIVE CAPACITIES FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, JUDGMENTS, LIENS AND EXPENSES (INCLUDING ATTORNEY'S FEES, WHETHER CONTRACTUAL OR STATUTORY), COSTS AND DAMAGES (WHETHER COMMON LAW OR STATUTORY), COSTS AND DAMAGES (WHETHER COMMON LAW OR STATUTORY, AND WHETHER ACTUAL, PUNITIVE, CONSEQUENTIAL OR INCIDENTAL), OF ANY CONCEIVABLE CHARACTER, FOR INJURIES TO PERSONS (INCLUDING DEATH) OR TO PROPERTY (BOTH REAL AND PERSONAL) CREATED BY, ARISING FROM OR IN ANY MANNER RELATING TO THE WORK OR GOODS PERFORMED OR PROVIDED BY CONTRACTOR EXPRESSLY INCLUDING THOSE ARISING THROUGH STRICT LIABILITY OR UNDER THE CONSTITUTIONS OF THE UNITED STATES.

Section 9. Notices

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

Section 10. No Assignment

Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 11. Severability

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

Section 12. Waiver

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

Section 13. Governing Law; Venue

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

Section 14. Paragraph Headings; Construction

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

Section 15. Binding Effect

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

Section 16. Gender

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

Section 17. Counterparts

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

Section 18. Exhibits & Attachments

All exhibits and attachments to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 19. Entire Agreement

It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 20. Relationship of Parties

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

Section 21. Right To Audit

City shall have the right to examine and audit the books and records of Contractor with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and

records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

Section 22. Dispute Resolution

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

Section 23. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire

Contractor represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

Certificate of Interested Parties

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

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

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

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

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

CITY:

CONTRACTOR:

By: _____

Name: Dr. Mark Browne

Title: City Manager

By: _____

Name: _____

Title: _____

ADDRESS FOR NOTICE:

CITY:

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

CONTRACTOR:

Vanguard Cleaning Systems
11302 Sir Winston, Ste 1
San Antonio, Texas 78216
Attn: Sean Iverson

Exhibit A

SCOPE OF WORK

1. Building Locations

All City of Schertz Buildings are located within the City of Schertz, TX 78154 . Not all buildings listed below are included in the cleaning contract.

Schertz Library: 798 Schertz Pkwy
Schertz Public Works: 10 Commercial Place Bldg. 2
Schertz Fleet & Facilities: 10 Commercial Place Bldg. 1
Chamber of Commerce: 1730 Schertz Pkwy
City Hall: 1400 Schertz Pkwy, Bldg 1
Administration: 1400 Schertz Pkwy, Bldg 2
Council Chambers: 1400 Schertz Pkwy Bldg. 4
Animal Care Services: 800 Community Circle
Civic Center: 1400 Schertz Pkwy, Bldg
Pickrell Park - 501 Oak street Schertz, Tx 78154
Pickrell Park – 703 Oak Street Schertz, Tx 78154
Pickrell Park – 102 Aero Ave Schertz, Tx 78154
Ashley Park – 534 Ashley Park Drive Schertz, Tx 78154
Schertz Community Playscape - 629 Westchester Dr Schertz, Tx 78154
Johnnie Mcdow Complex – 955 Community Cir Dr Schertz, Tx 78154
Crescent Bend Nature Park - 12805 W Schaefer Rd, Schertz, TX 78108

2. Building Cleaning Schedule

Contractor shall be responsible for cleaning the following buildings:

LIBRARY	7 DAYS A WEEK	MONDAY-SUNDAY	30,000 SQFT
CITY HALL	5 DAYS A WEEK	MONDAY-FRIDAY	11,500 SQFT
PUBLIC WORKS	5 DAYS A WEEK	MONDAY-FRIDAY	6,000 SQFT
ADMINISTRATION	5 DAYS A WEEK	MONDAY-FRIDAY	9,500 SQFT
COUNCIL CHAMBERS	3 DAYS A WEEK	MON-WED-FRIDAY	5,500 SQFT
ANIMAL SERVICES	5 DAYS A WEEK	MONDAY-FRIDAY	3,000 SQFT
FLEET & FACILITIES	3 DAYS A WEEK	MON-WED-FRIDAY	2,200 SQFT
NORTH CENTER	3 DAYS A WEEK	MON-WED-FRIDAY	2,500 SQFT
COMMUNITY CENTER	3 DAYS A WEEK	MON-WED-FRIDAY	3,750 SQFT

**Administration Building will receive a full cleaning Monday, Wednesday, and Friday and will have reduced service on Tuesday and Thursday to include:

1. A visual inspection of entire facility
2. Removal of all trash and debris
3. Inspection, with wipe-down (as needed) of three (3) Conference Rooms
4. Restroom and Break-Room services

3. City of Schertz Furnished Supplies

- 3.1 Paper goods (toilet tissue, tissue paper, paper towels, and toilet seat covers to refill dispensers)
- 3.2 Soaps (antibacterial, liquid, sanitizers and dishwashing soap)
- 3.3 Trash can liners
- 3.4 Deodorant and urinal blocks or screens
- 3.5 Air fresheners

4. Contractor Furnished Supplies

- 4.1 Cleaning materials and chemicals
- 4.2 Cleaning tools (mops, etc.)
- 4.3 To avoid cross-contamination, contractor shall use separate sets of cleaning equipment for bathrooms, kitchens/break rooms, and other areas

5 Scope of Work

5.1 General Facility Cleaning Requirements

5.1.1 Daily Services

The following services shall be performed daily by the contractor according to the building schedule:

- 5.1.1.1 Sweep all flooring using dust-down preparation; damp mop all flooring in entrance foyers.
- 5.1.1.2 Vacuum all carpeted areas and rugs, moving light Furniture other than desks, file cabinets, etc.
- 5.1.1.3 Spot clean carpets as needed for stains under 5 inches in diameter.
- 5.1.1.4 Empty, clean and damp dust all wastepaper baskets.
- 5.1.1.5 Maintain Resilient Floors.
- 5.1.1.6 Remove spillage.
- 5.1.1.7 Remove gum, tar and other materials
- 5.1.1.8 Maintain Janitor Closets.
- 5.1.1.9 Clean sink or basin.
- 5.1.1.10 Remove waste and place for disposal.
- 5.1.1.11 Maintain organized supply cabinets and/or shelves.
- 5.1.1.12 Maintain Lavatories.
- 5.1.1.13 Mop all applicable flooring with disinfectant cleaner.

- 5.1.1.14 Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc., including but not limited to, flush-o-meters, piping and toilet seat hinges.
- 5.1.1.15 Wash and wipe dry both sides of all toilet seats.
- 5.1.1.16 Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposable units.
- 5.1.1.17 Wash all basins, bowels and urinals, and disinfect.
- 5.1.1.18 Wash all partitions, dispensers and receptacles using City of Schertz approved proper disinfectant.
- 5.1.1.19 Empty waste paper and refuse in a designated area.
- 5.1.1.20 Restock all dispensers with City provided consumables.
- 5.1.1.21 Dust and wipe clean cleared horizontal surfaces and window sills.
- 5.1.1.22 Clean and polish all water fountains
- 5.1.1.23 Remove all fingerprints, scuff marks and chewing gum wherever found.

5.1.2 **Monthly Services**

The following services shall be performed on a monthly basis for all buildings:

- 5.1.2.1 Dust all pictures, frames, charts, graphs and similar wall hangings not reached in nightly cleaning.
- 5.1.2.2 Dust all vertical surfaces such as partitions, ventilating louvers, fresh air register grills and others not reached in daily cleaning.
- 5.1.2.3 Dust all mini and/or vertical blinds.

5.1.3 **Entrance Lobby**

5.1.3.1 **Daily Services**

The following services shall be performed daily by the contractor according to the building schedule:

- 5.1.3.1.1 Sweep and mop flooring.
- 5.1.3.1.2 Clean all glass entrance doors.
- 5.1.3.1.3 Empty and clean trash containers with additional spot cleaning as necessary. All trash containers shall be relined with an appropriately sized liner.
- 5.1.3.1.4 Clean Cigarette Urns.
- 5.1.3.1.5 Police area for loose debris.
- 5.1.3.1.6 Vacuum runner carpets.

5.1.4 **General Contractor Requirements**

- 5.1.4.1 All work done for the Schertz Library shall be performed during non-business Library hours as directed
- 5.1.4.2 Access to all City buildings shall be coordinated with Facility Services staff.
- 5.1.4.3 Contractor shall ensure that exterior doors shall remain locked while work is performed and that only authorized individuals are on premises.
- 5.1.4.4 Contractor shall only use lighting provided and not override automated lighting controls.
- 5.1.4.5 The City shall approve all chemicals used at the all City buildings prior to Contractor's use.

5.1.5 **Contractor Staff Requirements**

- 5.1.5.1 All contractor staff will be required to meet the following minimum requirements:
 - 5.1.5.1.1 Be at least eighteen (18) years of age
 - 5.1.5.1.2 Pass a pre-employment drug screening
 - 5.1.5.1.3 Pass a nationwide criminal background check to include Sex Offender registry and County criminal record searches based on all known addresses in past ten (10) years to be performed by the City of Schertz.
 - 5.1.5.1.4 Contractors working in the Animal Care Services Building will be required to pass a CJIS Criminal Background Check
 - 5.1.5.1.5 Have reference checks performed
 - 5.1.5.1.6 Contractor shall provide uniforms for all staff working on City Property which clearly displays the Contractor's company logo. Uniforms shall be worn by Contractor's staff during the performance of the work.
 - 5.1.5.1.7 Identification Badging:
The City will issue identification badging which provides electronic access to the Library and Fleet & Facilities and a key code for Public Works facility. Contractor's staff shall always wear and have badges clearly visible to City staff while performing services at all City facilities. Contractor shall ensure that all issued access badges are secure. Contractor is responsible for returning all badges to the City when staff will no longer be scheduled to perform services and report all loss or theft of badges as soon as possible being no later than twenty-four (24) hours after loss of the badge.

5.2 **Civic Center Facility Cleaning Requirements**

5.2.1 **Daily Services**

- 5.2.1.1 Clean Bathroom in Bluebonnet Hall and Grand Ballroom
- 5.2.1.2 Clean Lobby and Corridor
- 5.2.1.3 Clean all empty halls, including but not limited to:

- 5.2.1.3.1 Ballroom
- 5.2.1.3.2 Bluebonnet
- 5.2.1.3.3 Community Center
- 5.2.1.4 Sweep floors
- 5.2.1.5 Mop floors
- 5.2.1.6 Dust baseboards
- 5.2.1.7 Dust walls
- 5.2.1.8 Clean all glass doors and windows in the lobby and corridor
- 5.2.1.9 Clean vending machines
- 5.2.1.10 Clean furniture in the lobby and corridor
- 5.2.1.11 Clean kitchens in the bluebonnet hall and grand ballroom
- 5.2.1.12 Dust all pictures in the lobby only
 - 5.2.1.12.1 Wall Hangings in the Corridor are NOT to be touched

5.2.2 Weekly Services

- 5.2.2.1 Clean bathroom partitions
- 5.2.2.2 Clean and sanitize drinking fountains
- 5.2.2.3 Deep Clean tiles in bathroom
- 5.2.2.4 Clean and sanitize baby stations
- 5.2.2.5 Clean all trash receptacles inside and outside
- 5.2.2.6 Clean vents
- 5.2.2.7 Wipe down and sanitize handicap bar
- 5.2.2.8 Clean equipment storage areas
- 5.2.2.9 Clean shutters

5.2.3 Monthly Services

- 5.2.3.1 Deep Clean Kitchens
- 5.2.3.2 Deep clean restrooms
- 5.2.3.3 Wipe down and dust all doors and wainscoting
- 5.2.3.4 Steam tiles in lobby and corridor
- 5.2.3.5 Change out men's urinal cakes
- 5.2.3.6 Remove hard water stains from tile and sink

5.3 Parks Facility Cleaning Requirements

5.3.1 Flooring – Concrete

- 5.3.1.1 Daily Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- 5.3.1.2 Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- 5.3.1.3 Baseboard Cleaning: Baseboards (wood, vinyl, rubber, concrete, steel) shall be cleaned with an appropriate product so as not to discolor or scratch.

5.3.2 Restrooms

5.3.2.1 Refuse Containers

- 5.3.2.1.1 Daily Empty Containers/Replace Liner: All refuse containers shall be completely emptied, and a clean, appropriately sized liner installed.
- 5.3.2.1.2 Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- 5.3.2.1.3 Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

5.3.2.2 Fixtures

- 5.3.2.2.1 Daily Restocking Dispensers: Restroom dispensers (paper towel, seat covers, toilet paper, soap, etc.) are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.
- 5.3.2.2.2 Clean Dispensers, Walls, Partition: Clean dispensers, walls, and partitions to be free of soap scum, fingerprints, dirt, smudges, and graffiti.
- 5.3.2.2.3 Clean and Disinfect Restroom Fixtures: Clean and disinfect all porcelain and sinks, faucets, handles, toilets, flush urinals, and urinal partitions to be free of deposits, stains, soap, and odors.
- 5.3.2.2.4 Clean and Disinfect Fixture Exteriors: Fixtures (sinks, faucets, toilets, urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner so as to remove any deposits which may occur.
- 5.3.2.2.5 Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

5.3.2.3 Additional Requirements

- 5.3.2.3.1 Daily Clean Doors, Walls, Frames, and Dispensers: Remove finger marks, scuff marks, and debris from walls, doors, frames, kick plates, and dispensers.
- 5.3.2.3.2 Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles handrails, electrical switch plates, and outlet covers.
- 5.3.2.3.3 Prime Floor Drains: Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water

5.4 **Official City Holidays and Non-Workdays**

Contractor shall not perform cleaning services on the following City Holidays:

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

If any of the above non-workdays falls on a Saturday, City offices will be closed the preceding Friday. For holidays falling on Sunday, excepting Easter, City offices will be closed the following Monday. If any holiday falls on a day preceding a Friday or follows a Monday, then the Friday or Monday will also be considered a day for which City offices are closed.

For Non-Scheduled Emergencies which require closure of Fleet & Facilities, Public Works, Council Chambers, Chamber of Commerce and that cleaning services will not be performed, the City will attempt to notify Contractor as soon as possible.

5.5 Property Access

5.5.1 Parking: Contractor shall park in the general area where public parking is provided for all to use.

5.5.2 Building Access:

Contractor shall enter the buildings in the following manner:

5.5.2.1.1 Library on the west side of the Complex entering the office/staff area,

5.5.2.1.2 Fleet & Facilities and Public Works thru the main and side entrances.

5.5.2.1.3 Chamber of Commerce and Council Chambers must be entered thru the main entrance of the facility. City Staff will open Council Chambers on the days of service.

5.5.2.1.4 Animal Care Services thru the main entrance in the front.

5.6 Permitted Work Locations and Times

Cleaning schedules will be determined between City of Schertz and Contractor prior to contract work beginning. Any changes to the agreed upon schedule must be made in writing with no less than fourteen (14) days written notice and agreed upon by both parties.

5.7 Communication

Contractor shall communicate through group email format, which will be provided by the City. The guidelines for this communication are stated below:

5.7.1 Contractor shall communicate through group email all information related to the facility and/or the services being provided. Contractor shall have a maximum time of 24-hours from the day of service provided, if a problem occurs or exists, to notify the City unless otherwise noted in this contract.

- 5.7.2 Library staff will provide feedback as related to the service of this contract through the group email provided by the City within a maximum time of 24-hours from day of service provided, if a problem occurs or exists, to notify Contractor and Facility Services.
- 5.7.3 Facility Services will be main point of contact with Contractor to provide feedback and any correspondence with Contractor and/or Library staff as it relates to the terms of this contract.
- 5.7.4 If for any reason email communication cannot occur, all parties must use any available means or resource available that can reasonably be accommodated.

5.8 **Safety Plan**

The following Safety Plan is for the protection of persons and property affected by the services performed under this agreement:

- 5.8.1 The Contractor shall create, maintain, and supervise conditions and programs to facilitate and promote safe execution of the Work, and shall supervise the Work with the attention and skill required to assure its safe performance. Safety provisions shall conform to OSHA requirements and all other federal, state, county, and local laws, ordinances, codes, and regulations. Where any of these conditions are in conflict, the more stringent requirement shall be followed.
- 5.8.2 The Contractor shall employ methods, safety precautions, and protective measures that will reasonably prevent damage, injury or loss to:
 - 5.8.2.1 The public, in general; patrons, visitors, and guests and City employees and
 - 5.8.2.2 Materials and equipment or other property located within or part of the City facilities.
- 5.8.3 The Contractor shall promptly notify and remedy of damage and loss to property, caused in whole or in part by the fault or negligence of the Contractor, or anyone for whose acts they may be liable as provided below:
 - 5.8.3.1 Non-Emergency - Notifications of any damage or loss of property should be reported within a 24-hour period for any non-critical item, element, or condition that does not place any potential risk to personal safety and/or potential damage to property that exists or occurs during any time of work being performed.
 - 5.8.3.2 Emergency - Contractor shall notify City immediately if any damage or loss of property that places any potential risk to personal safety and/or property exists or occurs during time of work being performed.
- 5.8.4 The Contractor shall provide the City any and all information related to any and all necessary Personal Protection Equipment (PPE) provided to their staff: any and all Safety Data Sheets (SDS) on cleaning materials and/or chemicals used or to be used in the performance of the scope of services.

5.8.5 The Contractor must maintain safety of operations and provide any other reasonable safeguards including but not limited to; warnings against hazards as may be required for safety, any protection during performance of the work, and shall notify the City and users of any work site conditions that may exist or arise which may jeopardize their safety.

6 Pricing Schedule

Building	Days Per Wk	Monthly Rate
Library	7	\$3,323.00
Public Works	5	\$683.00
Fleet/Facilities	3	\$465.00
City Hall	5	\$1,309.00
Admin Building	5	\$878.00
Council Chambers	3	\$465.00
Animal Services	5	\$744.00
On Call/Temp		\$22.00 per hour
North Center	3	\$490.00
Community Center	3	\$551.00

Exhibit B

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

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

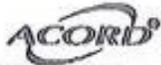
INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

A

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

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

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

PRODUCER ABC Insurance Agency 655 Main Street Tampa, FL 33333-0000	CONTACT NAME: PHONE: () / - FAX: () / - ADDRESS:														
INSURED XYZ Company 123 Apple Street Tampa, FL 22222-0000	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Insurance Carrier</td> <td>00000</td> </tr> <tr> <td>INSURER B: Insurance Carrier</td> <td>00000</td> </tr> <tr> <td>INSURER C: Insurance Carrier</td> <td>00000</td> </tr> <tr> <td>INSURER D: Insurance Carrier</td> <td>00000</td> </tr> <tr> <td>INSURER E: Insurance Carrier</td> <td>00000</td> </tr> <tr> <td>INSURER F: Insurance Carrier</td> <td>00000</td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Insurance Carrier	00000	INSURER B: Insurance Carrier	00000	INSURER C: Insurance Carrier	00000	INSURER D: Insurance Carrier	00000	INSURER E: Insurance Carrier	00000	INSURER F: Insurance Carrier	00000
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INSURER E: Insurance Carrier	00000														
INSURER F: Insurance Carrier	00000														

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

ITEM	TYPE OF INSURANCE	ADDITIONAL	POLICY	POLICY	LIMITS	
NO.		COVERED	NO.	EXPIRES		
		Y/N		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	X123456	01/01/1000	01/01/1000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMOP AGG \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	Y	123456789	01/01/1000	01/01/1000	COVERED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Pw person) \$ BODILY INJURY (Pw accident) \$ PROPERTY DAMAGE (Pw accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	Y				EACH OCCURRENCE \$ AGGREGATE \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in HI) Yes, describe under DESCRIPTION OF OPERATIONS below	Y	01234	01/01/1000	01/01/1000	<input checked="" type="checkbox"/> NO STATE STATUTE (LIMITS) <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
E	<input checked="" type="checkbox"/> Builder's Risk <input type="checkbox"/> Professional Services	Y	123456	01/01/1000	01/01/1000	100% Insurable Value, replacement cost basis \$1,000,000 each claim / \$1,000,000 aggregate

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

Effective January 1, 2012 must be compliant with Chapter 1811, Tex. Ins. Code (SB 426 enacted by Texas Legislature 02(7) session in 2011).

CERTIFICATE HOLDER City of Schertz 1400 Schertz Parkway Schertz, Tx 78154 Attn: Purchasing Dept.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE AUTHORIZED SIGNATURE REQUIRED HERE
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(Instructions for completing and submitting a certificate to the City of Schertz)

Complete the certificate of insurance with the information listed below:

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

Exhibit C

EVIDENCE OF INSURANCE

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Purchasing & Asset Management
Subject: Resolution No. 19-R-125 - A resolution by the city council of the City of Schertz, Texas authorizing expenditures with Lowe's for an amount not to exceed \$55,000.00 for supplies during the 2018-2019 fiscal year. (C. Kelm/J. Golke)

BACKGROUND

Multiple departments within the city currently utilize Lowe's to purchase a multitude of parts and tools for daily operational tasks.

Lowe's is a contracted vendor with the OMNIA Partners/LowesForPros Cooperative which gives public entities the advantage of leveraging the cooperative's ability to obtain bulk discounts by utilizing contracts that were competitively procured by other entities, combined with the ease of online, web-based shopping and ordering. Purchases under cooperative programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City of Schertz Resolution 11-R-41 on August 30, 2011.

The City's practice is to seek authorization from Council when expenditures with a vendor are expected to exceed \$50,000.00 in one fiscal year. To date, the total amount spent with Lowe's is approximately \$44,375.00 for Fiscal Year 2018 – 2019. Staff is seeking approval to spend a not to exceed amount of \$55,000.00 for additional goods and/or services.

GOAL

To gain authorization from Council for expenditures not to exceed \$55,000 to avoid work slowdowns and/or stoppages for the remainder of FY18-19.

COMMUNITY BENEFIT

Parts and Tools obtained from Lowe's allow the City to remain operational for day-to-day activities with minimal slow downs and/or stoppages.

SUMMARY OF RECOMMENDED ACTION

Staff recommends the approval to spend a not to exceed amount of \$55,000.00 for additional goods and/or services.

FISCAL IMPACT

A not to exceed amount of \$55,000.00 for additional goods and/or services.

RECOMMENDATION

Staff recommends the approval to spend a not to exceed amount of \$55,000.00 for additional goods and/or services.

Attachments

Resolution 19-R-125

RESOLUTION NO. 19-R-125

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS
AUTHORIZING EXPENDITURES WITH LOWE S FOR AN AMOUNT NOT TO
EXCEED \$55,000.00 FOR SUPPLIES DURING THE 2018-2019 FISCAL YEAR.**

WHEREAS, multiple departments throughout the City utilize Lowe's for tools and supplies; and

WHEREAS the City has currently spent approximately \$44,380.00 fiscal year today with said vendor; and

WHEREAS, the City of Schertz is therefore expecting the total purchases with this vendor to exceed the \$50,000.00 threshold thus there is a necessity for Council to authorize the additional expenditures; and

WHEREAS, Lowe's is an authorized OMNIA Partners/LowesforPros Purchasing Cooperative vendor which provides the best overall value to the City; and

WHEREAS, OMNIA Partners/LowesforPros Purchasing Cooperative gives public entities the advantage of leveraging the cooperative's ability to obtain bulk discounts, combined with the ease of online, web-based shopping and ordering; and

WHEREAS, purchases under the cooperative programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City of Schertz Resolution 11-R-41 on August 30, 2011 amending the City's purchasing policy; and

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

Section 1. The City Council hereby authorizes purchases with Lowe's in an amount not to exceed **Fifty-Five thousand dollars and 00 cents (\$55,000.00)**.

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

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

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

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

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

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

PASSED AND ADOPTED, this ____ day of ____ 20__.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Police Department
Subject: Resolution No. 19-R-119 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an Interlocal Agreement with Bexar County, Texas for the purpose of a regional records management system and other matters in connection therewith. (C. Kelm/M. Hansen)

BACKGROUND

The Police Department has been researching the possibility of a new Records Management Software program for a number of years. The current software does not allow for the processing of reports while in the vehicles, does not have a feature for online reporting and public interaction. The software is of old technology. The purchase of a new program is beyond the financial means of the City at this time. Bexar County has offered to allow the City of Schertz to be added as a user to their new software program. The program is of an advanced design and does offer the City a wide selection of benefits and capabilities. This will also be the beginning of a Regional Records Management System for the sharing of data and information.

GOAL

The approval of the Resolution and Interlocal Agreement between the City of Schertz and Bexar County.

COMMUNITY BENEFIT

The new software has a number of features such as in-car reporting and online reporting that will create a more efficient program. The creation of a Regional Records Management System will allow for the immediate sharing of data and criminal information among member cities.

SUMMARY OF RECOMMENDED ACTION

The agreement has been reviewed and approved by the City's Information Technologies Department, Police Department, Purchasing Department and Legal. Staff recommends the approval of the Resolution and Agreement.

FISCAL IMPACT

The initial year of this program will be paid from the Police Department's seized assets. The IT Department will be responsible for subsequent years through the normal budgeting process. The initial year's expenditures is estimated to be approximately \$17,640 plus storage and implementation fees that have not yet been determined.

Subsequent years are estimated at approximately \$28,980 plus storage fees and maintenance support fees.

RECOMMENDATION

The approval of the Resolution and Interlocal Agreement between the City of Schertz and Bexar County.

Attachments

Resolution

Bexar County Exhibit A ILA

RESOLUTION NO. 19-R-119

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE COUNTY OF BEXAR, TEXAS, FOR THE PURPOSE OF A REGIONAL RECORDS MANAGEMENT SYSTEM AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City enter into an interlocal agreement with the County of Bexar, Texas (County) relating to the creation of a Regional Records Management System; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Bexar County pursuant to the Interlocal Agreement attached hereto as Exhibit A (the “Agreement”).

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

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Mayor

ATTEST:

City Secretary

(CITY SEAL)

EXHIBIT A
INTERLOCAL AGREEMENT

STATE OF TEXAS

§
§
§
§

STRATEGIC POLICING,
ENFORCEMENT,
ANALYSIS, AND
REPORTING SYSTEM

COUNTY OF BEXAR

This **STRATEGIC POLICING, ENFORCEMENT, ANALYSIS, AND REPORTING SYSTEM REGIONAL RECORDS MANAGEMENT SYSTEM (RRMS) COOPERATIVE AGREEMENT** (“Agreement”) is entered into by and between the **COUNTY OF BEXAR**, a political subdivision of the State of Texas (“COUNTY”), and the **CITY OF SCHERTZ POLICE DEPARTMENT** (“AGENCY”). The COUNTY and the AGENCY shall be referred to singularly as the “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the Parties have developed a mission to partner with area law enforcement agencies in standardizing crime reporting by creating seamless, consolidated law enforcement records and a data sharing system through which the law enforcement agencies will be working together in a spirit of cooperation, trust, dedication, honesty, commitment, and accountability; and

WHEREAS, the Parties recognize the value in pooling their resources to create a uniform and seamless system which will greatly assist all participating agencies and the general public through improved data collection and data sharing; and

WHEREAS, COUNTY has contracted with a RRMS manufacturer to purchase, license and install all necessary software to implement such a consolidated law enforcement records management system; and

WHEREAS, the RRMS manufacturer offers participating agencies a data collection and sharing system that can meet the collective and individual needs of each participating law enforcement agency; and

WHEREAS, this Agreement and all attachments incorporated by reference herein set forth the scope of the Parties’ responsibilities as well as the benefits AGENCY will receive by participation in the RRMS.

THEREFORE, COUNTY and AGENCY agree to the following:

DEFINITIONS

Terms used in this Agreement—that are not otherwise fully defined in the Agreement—have the following meanings:

- a. **SPEARS**: A multi-jurisdictional electronic law enforcement records management system hosted by COUNTY with an intended purpose of providing a platform for entering, storing, and sharing law enforcement incident information regionally.

- b. Bexar County Network: COUNTY's hardware and software components and computers interconnected by secure communication paths that allow sharing of resources and information.
- c. Computer Aided Dispatch System (CAD): Highly specialized telecommunications and geographic technology that supports public safety emergency response operations.
- d. Data: Any record produced by COUNTY, AGENCY, or Member Agency which is converted, digitally created, collected, and/or stored on the RRMS.
- e. Data Entry Standards: RRMS user guide and help documents provided by COUNTY describing data entry standards and procedures for the RRMS.
- f. Level of Authority: Level of access that a user within AGENCY or a Member Agency has to RRMS data.
- g. Local Information System Coordinator (Local ISC): An AGENCY or Member Agency employee responsible for coordinating with the Project Manager for RRMS implementation, training, and on-going support.
- h. Microsoft Azure Government (MAG) Cloud: A complete cloud platform designed specifically for U.S. Federal, State, and Local Governments providing cost savings opportunities, rigorous security and compliance – including FedRAMP, HIPAA, and CJIS-capable features – and the flexibility to run in government, public, or private clouds with an integrated open platform from one provider.
- i. Member Agencies: Other law enforcement agencies entering a RRMS agreement with COUNTY.
- j. Project Manager: Person designated by COUNTY charged with planning and coordinating the implementation and ongoing support of the RRMS to be created under this Agreement.
- k. Regional Records Management System (RRMS): A collaborative system and related work processes for collecting, storing, and sharing public safety data, including law enforcement records, municipal and justice of the peace court operations, and CAD operations of the party to this Agreement and Member Agencies entering into RRMS agreements. All RRMS data will be stored, maintained, and backed up by COUNTY on redundant servers in the MAG cloud.
- l. Shared Technology Service (Shared Service): A technology service or function that is provided by one organization, COUNTY, for consumption by AGENCY and Member Agencies through the terms of this Agreement or other RRMS agreement.

ARTICLE I
PURPOSE

SPEARS RRMS INTERLOCAL SERVICES AGREEMENT

- 1.01 The purpose of this Agreement is to form an Interlocal Agreement under § 791.011, *Texas Government Code*, to participate in a Regional Records Management System.
- 1.02 COUNTY will provide an infrastructure framework to AGENCY to access the Bexar County Network for purposes of accessing RRMS. COUNTY will allow access to the Bexar County Network using mobile data applications, through the use of secured web portals, and/or through some other acceptable means of secured connection.
- 1.03 RRMS will enhance regional public safety investigative and field operations by facilitating the sharing of law enforcement information in an effort to increase the effectiveness and efficiency of all users and, as a result, make our communities safer.
- 1.04 The Parties recognize that this Agreement will be a model for providing public safety and criminal justice Shared Services to additional law enforcement agencies in the region and, therefore, believe that it is critically important to establish a user fee model that is scalable for all local governments.

ARTICLE II
TERM AND AUTOMATIC RENEWAL

- 2.01 The term of this Agreement shall commence on the date of approval of the governing body of the last signatory party to this Agreement and shall continue for a period of five years. This Agreement will automatically renew for three additional five-year terms subject to the termination and withdrawal provisions set out in this Agreement.
- 2.02 This Agreement shall terminate in the event sufficient funds are not appropriated by the Bexar County Commissioners Court to meet COUNTY's fiscal obligations herein, or if sufficient funds are not appropriated by AGENCY's governing body during any fiscal year. In such event, each Party agrees to give the other Party sixty (60) days written notice prior to such termination.

ARTICLE III
DESIGNATED REPRESENTATIVES

- 3.01 No new or separate legal or administrative entity is created to administer the provisions of this agreement.
- 3.02 COUNTY hereby appoints the Project Manager to supervise the performance of this Agreement.
- 3.03 AGENCY hereby appoints the Schertz IT Director, or his designee, as its designated representative with regard to this Agreement. The Schertz IT Director, or his designee, shall be the primary point of contact for AGENCY.

ARTICLE IV
COUNTY S DUTIES AND RESPONSIBILITIES

- 4.01 COUNTY will purchase, own, implement, and operate the Shared Service on the Bexar County Network including:
- a. HOST SERVER. COUNTY shall provide the production environment with adequate storage, processing capability, high server availability, and data integrity for the RRMS. COUNTY shall provide data redundancy. The production and the backup(s) being used to store data for the RRMS will be located in secure, separate geographical locations.
 - b. CLIENT SOFTWARE. COUNTY shall provide the latest stable version of the RRMS client software either as an installer package for local installation by AGENCY or through the MAG Remote Desktop Web Portal for an AGENCY workstation capable of and requiring access to RRMS.
 - c. COMMUNICATIONS LINK. COUNTY shall provide their end point of presence for a communications link that provides adequate bandwidth, security, and reliability to be used as the primary link between the Parties.
- 4.02 PROJECT MANAGEMENT. COUNTY Project Manager shall coordinate with AGENCY Local ISC to manage the project, as well as provide actual services for all aspects of implementing the RRMS with AGENCY. This includes installation, implementation, start-up, training, and coordinating with the RRMS manufacturer, outside vendors, or subcontractors hired by COUNTY for purposes of creating and running AGENCY's domain on the Shared Service. COUNTY will not migrate or convert existing data for use in the RRMS. Further, it is expected that the Project Manager for AGENCY will be given administrative access rights to AGENCY's domain on the Shared Service.
- 4.03 MAINTENANCE AND SUPPORT. COUNTY will provide the following maintenance and support of the Shared Service:
- a. MAINTENANCE. COUNTY shall:
 - i. maintain all computer infrastructure under COUNTY's control associated with the RRMS, including performing routine maintenance procedures as needed.
 - ii. perform back-ups of all RRMS data not less frequently than one time per day.
 - iii. maintain all software licenses, maintenance contracts, and support contracts associated with the RRMS.
 - b. TECHNICAL SUPPORT TO AGENCY. COUNTY agrees to provide basic technical support to AGENCY related to connectivity and the RRMS software. COUNTY will provide support and respond to all problems as soon as is practicable, if the problems are properly reported according to these procedures:
 - i. SUPPORT PROCEDURES:
 - 1. Level 1 Support – all issues related to RRMS shall first be reported to the Local ISC at AGENCY, who shall resolve problems with all local hardware, software and network issues or utilize AGENCY's

own support services for local hardware or software problems unrelated to the RRMS.

2. Level 2 Support – if the Local ISC cannot resolve a technical issue related to RRMS, the problem may be reported to COUNTY.

4.04 TRAINING.

- a. COUNTY will provide an online RRMS training repository for AGENCY's use in training its own personnel. COUNTY will also provide initial RRMS training in a form and manner agreed upon by COUNTY and AGENCY. COUNTY will actively participate in helping AGENCY identify data quality issues and provide recommendations for resolution of those problems if they arise.
- b. COUNTY will train the Local ISC to identify and respond to connectivity and RMS application support issues, and to properly use the support levels described in the section above. Additional support procedures and details such as phone numbers shall be provided to each agency by the Project Manager at the appropriate stage of implementation.

4.05 COUNTY shall fulfill its Texas Crime Information Center/National Crime Information Center (TCIC/NCIC) responsibilities pursuant to the Terminal Agency Agreement and the Non-Satellite Based Computing Device Agreement executed between AGENCY and COUNTY. For Texas Department of Public Safety and CJIS Security reasons, the Bexar County Sheriff's Office (BCSO) will be designated as the hosting agency.

4.06 COUNTY makes no representation as to the availability of the Shared Service system through the Bexar County Network. The Bexar County Network or Shared Service system may not be operative at all times due to technical issues, routine maintenance, power outages, implementation of components, etc. In addition, COUNTY makes no representation as to the accuracy of the data accessed through the Shared Service or the omission of data from the Network. COUNTY shall not be liable to AGENCY for any claims, damages, or attorney's fees arising from either the inability of AGENCY to access the Shared Service through the Bexar County Network or AGENCY's reliance on inaccurate or omitted data on the Bexar County Network.

4.07 COUNTY may, at its discretion, choose to implement this Agreement with the assistance of outside vendors or contractors using the required bidding and contracting methods required by law or policy of the State of Texas and the County of Bexar. COUNTY shall arrange for products and services from the vendor below, or other vendors who in COUNTY's opinion provide equivalent services, and fulfill its obligations under this paragraph using whatever lawful means it deems necessary and suitable. The Parties acknowledge that COUNTY cannot guarantee the participation of the vendor and by listing it herein, the Parties do not intend to bind the vendor as a third party to the Agreement:

- a. Niche Systems, Inc. owns, licenses, and distributes the records management software.

ARTICLE V
AGENCY S DUTIES AND RESPONSIBILITIES

SPEARS RRMS INTERLOCAL SERVICES AGREEMENT

- 5.01 **HARDWARE.** AGENCY shall acquire and administer all end-user equipment, hardware, supporting software, and support services for networking with the Shared Service, required by the application. Prior to the execution of this Agreement by the Parties, AGENCY must identify and COUNTY must approve, as satisfactory, the hardware, supporting software, equipment, and operating system AGENCY will be utilizing in order to participate in the Shared Service.
- 5.02 AGENCY shall comply with the Terms of Use of Bexar County Information and Electronic Systems contained in Exhibit A.
- 5.03 **COMMUNICATIONS LINK.** AGENCY shall provide their end point of presence for a communications link that provides adequate bandwidth, security, and reliability to be used as the primary link between the Parties.
- 5.04 **LOCAL INFORMATION SYSTEMS COORDINATOR (ISC).** AGENCY shall designate a primary and secondary ISC and notify the Project Manager within thirty (30) days of signing this Agreement. Notice shall include name, title or rank if appropriate, phone, email address, and normal work hours.
- 5.05 **BUSINESS PROCESS COORDINATOR.** AGENCY shall designate a single point of contact (can be Local ISC) that will act as the direct AGENCY contact for ongoing business related issues and questions.
- 5.06 **MAINTENANCE.** Maintenance of all end-user hardware, supporting software, and equipment is the responsibility of AGENCY.
- 5.07 **TECHNICAL SUPPORT.** AGENCY shall make the appropriate staff available after being notified by the Project Manager of the dates scheduled for any task or function that must be provided on-site at AGENCY to implement RRMS. AGENCY shall handle technical problems at the local level including local connectivity issues, report unresolved problems according to Article IV above, and follow all instructions given by the technical support service provider. All support, maintenance, and change requests shall be prioritized within COUNTY and acted upon based on their priority level. Should AGENCY feel the priority for a specific project be changed, that request should be routed through the Project Manager.
- 5.08 **DATA ENTRY.** AGENCY shall ensure that all data entered onto the RMS shall adhere to the provided Data Entry Standards.
- 5.09 **SECURITY BREACHES.** AGENCY shall promptly report any suspected security breaches on the AGENCY network and the Bexar County Cyber Emergency Response Team via email at BCERT@bexar.org or via phone at (210) 335-0100.
- 5.10 **USER ACCESS.** COUNTY shall create a “security profile” for each user, including the appropriate Level of Authority for access to the RRMS. The Level of Authority for each user shall be determined by the head of AGENCY and COUNTY. AGENCY shall provide written notification to the RRMS Administrator, or designee, as soon as possible, but not

later than 48 hours of a user no longer requiring access to RRMS. In addition, AGENCY will provide to COUNTY a quarterly list of all current users.

- 5.11 USAGE. AGENCY shall ensure that all users from AGENCY use RRMS for valid law enforcement and public safety purposes only. AGENCY shall adhere to all communications protocols developed by COUNTY. AGENCY shall ensure that all law enforcement personnel who will access criminal justice information comply with Texas Law Enforcement Telecommunications System (TLETS), TCIC, and NCIC certification guidelines.
- 5.12 RELEASE OF RRMS DATA. COUNTY and AGENCY shall handle requests for release of records in accordance with Article IX below and as required by law.

ARTICLE VI

COSTS

- 6.01 INITIAL LICENSE AND SOFTWARE SETUP COSTS. Initial license costs and initial software setup costs are contained in Exhibit B.
- 6.02 MAINTENANCE AND SUPPORT COSTS. Required maintenance and support costs are contained in Exhibit B. AGENCY shall pay COUNTY an annual amount for support, maintenance, and Microsoft Azure Government (MAG) cloud subscription costs.
- 6.03 MODIFICATION COSTS. If AGENCY desires to modify a component and the modification is not needed for the Shared Service to operate, nor is the modification one that will be used system-wide, AGENCY will pay in full for the modification including all equipment, hardware, software and professional services. An estimate on the total cost of the modification shall be given in writing to AGENCY prior to the commencement of work. The total costs for said changes will be the actual costs to COUNTY for both employee labor at the employee's labor rate, as well as any outside costs incurred directly for the modification. Should the cost to COUNTY change, such change shall be forwarded to AGENCY within thirty (30) days. No modification shall be made to an application licensed to COUNTY by a vendor if modification is prohibited under the software license agreement between those parties.
- 6.04 MISCELLANEOUS COSTS.
- a. If the operation of the RRMS requires the purchase of additional hardware, or upgrades to support the Shared Service, AGENCY will be included in discussions about the need for such and given adequate notice to prepare. Costs will be paid by AGENCY.
 - b. In the event of additional costs being incurred by COUNTY in reference to licensing held by AGENCY, the cost shall be passed on at their original billed values.
- 6.05 BILLING PROCEDURES. The billing procedures shall be as follows:
- a. COST SCHEDULE
 - 1. AGENCY agrees to provide COUNTY with an accurate count of full-time sworn officers and part-time sworn officers on an ongoing basis.

2. COUNTY will notify AGENCY no later than June 1st of any projected adjustment to its costs.
 3. If any portion of the projected adjustment is disputed, AGENCY will notify COUNTY in writing of the disputed amounts within ten (10) business days after receipt of the projected adjustment. Failure to provide the foregoing notice will result in the presumption that the projected adjustment is correct.
- b. INVOICE AND PAYMENT. COUNTY shall invoice AGENCY no later than November 30 for the period beginning October 1 of that same year through September 31 of the next year.
- 6.06 AGENCY must make the payments for the services it receives under this Agreement from current revenues available to AGENCY.
- 6.07 OUTSIDE FUNDING. If either COUNTY or AGENCY utilizes Federal funds, grant funds, or bond funds to meet a portion of its financial commitment under this Agreement, the Parties agree to conduct all procurements, maintain all records, and otherwise conduct their activities in furtherance of this Agreement so as to comply with all applicable statutes, regulations, policies, and grant contract provisions necessary to qualify the Shared Services expenditures contemplated herein for Federal and/or grant program reimbursement and to avoid arbitrage penalties. Grant funding must include the cost of reporting compliance, or AGENCY shall reimburse the cost of reporting compliance to COUNTY. The party receiving Federal funds, grants funds, or bond funds will be required to advise the other party of any unusual statutes, regulations, or policies that must be followed in order to avoid a violation of the funding provisions. Further, the Parties agree to cooperate with each other in the application for, and administration of, Federal funds, grant funds, or bond funds in order to maximize funding participation in the operation and maintenance of the Shared Service. If a Party plans to utilize Federal funds, grant funds, or bond funds to meet a portion of its annual financial commitment, the Party receiving the funds shall notify the other Party of the term during which the funds will be obligated to the Shared Service.

ARTICLE VII

DEFAULT AND REMEDIES

- 7.01 If AGENCY fails to pay COUNTY issued invoices as provided for in this Agreement or fails in the performance of any other of its obligations under this Agreement, COUNTY may, at its sole option, provide written notice of the default and allow AGENCY thirty (30) days to cure the default. If AGENCY cures the default within the thirty (30) day period, this Agreement shall remain in full force and effect. If AGENCY fails to cure the default within such thirty (30) day period, or advises COUNTY that it elects not to cure the default, COUNTY may elect to terminate this Agreement and shall give AGENCY written notice of the date of termination and AGENCY's access to the Shared Service. The remedies contained in this paragraph shall be cumulative of, and in addition to, all other rights and remedies that are available to COUNTY under this Agreement, by operation of law, or otherwise.
- 7.02 If COUNTY fails in its performance of its obligations under this Agreement, AGENCY may, at its option, provide written notice of the default and allow COUNTY thirty (30) days to cure the default. If COUNTY cures the default within such thirty (30) day period, this

Agreement shall remain in full force and effect. If COUNTY fails to cure the default or breach within such thirty (30) day period, or advises AGENCY that it elects not to cure the default, AGENCY may elect to terminate this Agreement and shall give COUNTY written notice of the date of termination. AGENCY may pursue all rights and remedies available to AGENCY under this Agreement, by operation of law, or otherwise.

- 7.03 Upon termination of this Agreement under Article VII, neither party will have further obligations to the other except for: (1) payment of any outstanding invoices at the time of termination; (2) any liability for breach of this Agreement occurring prior to termination; and (3) performing an obligation under this Agreement created by a provision which expressly survives termination of the Agreement.
- 7.04 No failure to exercise, and no delay in exercising, any right, power, or remedy hereunder by either party shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. No express waiver shall affect any event or default other than the event or default specified in the waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the party making the waiver. A waiver of any term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same term or condition.

ARTICLE VIII

WITHDRAWAL OF PARTICIPATION IN SHARED SERVICE BY AGENCY OR TERMINATION OF SHARED SERVICE BY BEXAR COUNTY

- 8.01 AGENCY may withdraw its participation in the Agreement and the Shared Service during any year by providing written notice to COUNTY not later than ninety (90) days prior to September 30th of the current year. AGENCY's withdrawal shall become effective on September 30th of that year.
1. If AGENCY withdraws its participation in the Shared Service, all rights it may have to utilize the Shared Service will terminate on September 30th of the current year. In addition, AGENCY shall forfeit all access to COUNTY'S and the Member Agencies' Data on the Shared Service.
 2. Costs shall not be refunded to AGENCY if AGENCY withdraws prior to the end of the fiscal year.
 3. If AGENCY requests a complete extraction of Data owned by AGENCY, upon termination, AGENCY will be required to pay all costs associated with the extraction.
- 8.02 COUNTY may elect, at its sole discretion, to terminate its provision of the Shared Service, and such termination shall not constitute a breach of this Agreement. Unless there are circumstances which make an earlier termination advisable for COUNTY, COUNTY shall give AGENCY written notice of the termination a minimum of one hundred eighty (180) days prior to September 30th of the current year.

ARTICLE IX

OWNERSHIP OF DATA AND PUBLIC INFORMATION ACT REQUESTS

- 9.01 Because the Data contained in RRMS is of a highly sensitive nature, protected by laws, regulations, and policies from many forms of disclosure, and owned by each contributing Member Agency, access to and use of RRMS and the Data therein carries with it a significant burden of responsibility for each user and user agency.
- 9.02 Data contributed to the RRMS is exposed to and viewable by the Parties and Member Agencies unless the owner takes the steps necessary to hide the Data through the setting of access control lists. Parties and Member Agencies understand that their Data is intended to be shared and that the sharing of that Data is fundamental to the purposes of a regional record management system and is the basis for the system's power as a tool to make our communities safer and more secure.
- 9.03 Since RRMS involves the shared storage of Data and the shared access to Data of AGENCY, it is agreed that Data remains the property of COUNTY, AGENCY, or Member Agency that created or granted access to the Data. AGENCY further acknowledges and agrees that the Data available through the Shared Service shall be used solely for valid law enforcement purposes, and shall not be disclosed, sold, assigned, leased or otherwise provided to third parties.
- 9.04 Each Party is responsible for responding to Public Information Act requests under Chapter 552, *Texas Government Code*, relating to Data owned by each Party which is contained in RRMS. If a request is made to AGENCY for access or release of Data of COUNTY or Member Agency, AGENCY shall direct the requestor to COUNTY or the Member Agency that created or granted access to that Data.

ARTICLE X
LIMITATION AND LIABILITIES

- 10.01 COUNTY shall not be liable for any claims, damages, or attorney's fees arising from negligent or wrongful acts of employees of AGENCY. In no event shall COUNTY be liable to AGENCY for incidental, consequential, indirect, or punitive damages arising from any act or inaction by COUNTY or its employees.
- 10.02 It is expressly understood and agreed that in the execution of this Agreement, neither Party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it against any claims arising out of the exercise of governmental powers and functions.
- 10.03 Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the Parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

ARTICLE XI
NOTICES

- 11.01 All notices provided to be given under this Agreement shall be in writing and shall either be personally served against a written receipt therefore or given by certified mail or

SPEARS RRMS INTERLOCAL SERVICES AGREEMENT

registered mail, return receipt requested, postage prepaid and addressed to the proper Party at the address which appears below, or at such other address as the Parties may hereafter designate. All notices given by mail shall be deemed to have been given at the time of deposit in the United States mail and shall be effective from such date.

If to AGENCY: City Manager
City of Schertz
1400 Schertz Parkway
Schertz, TX 78154

With a copy to: City IT Director
City of Schertz
1400 Schertz Parkway
Schertz, TX 78154

Chief of Police
City of Schertz Police Department
1400 Schertz Parkway
Schertz, TX 78154

If to Bexar County: Bexar County Judge
Bexar County Commissioners Court
Paul Elizondo Tower
101W. Nueva St., Suite 1000
San Antonio, Texas 78205

With copies to: Chief Information Officer
Bexar County Information Technology Department
203 W. Nueva, Suite 200
San Antonio, Texas 78207

Bexar County Sheriff's Office
200 North Comal
San Antonio, Texas 78207

ARTICLE XII
DELEGATION AND ASSIGNMENT

12.01 Neither Party may delegate the performance of any contractual obligation to a third party, unless mutually agreed in writing. A Party to this Agreement may not assign its rights, privileges and obligations under this Agreement in whole, or in part, without the prior written consent of the other party. Any attempt to assign without such approval shall be void.

ARTICLE XIII
AMENDMENT

- 13.01 No amendment, modification or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date of commencement of this Agreement, and be duly approved by the governing bodies of the Parties.

ARTICLE XIV
TEXAS LAW TO APPLY

- 14.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the Parties created hereunder are performable in Bexar County, Texas.

ARTICLE XV
SEVERABILITY

- 15.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalid, illegal, or unenforceable provisions shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE XVI
COMPLIANCE WITH LAWS AND ORDINANCES

- 16.01 The Parties shall comply with all federal, state, and local laws and ordinances in connection with the work and services performed under this Agreement.

ARTICLE XVII
FORCE MAJEURE

- 17.01 A Party to this Agreement shall not be responsible for delays or lack of performance by the Party, or its officials, agents or employees which result from acts beyond that Party's reasonable control including acts of God, strikes or other labor disturbances, or delays by federal or state officials in issuing necessary regulatory approvals and/or licenses or acts or failures to act by other entities. In the event of any delay or failure excused by this section, the time of delivery or of performance shall be extended for a reasonable time period to compensate for delay.

ARTICLE XVIII
ENTIRE AGREEMENT

- 18.01 This Agreement, including the exhibits, constitutes the entire agreement of the Parties regarding the subject matter of this Agreement and supersedes all previous agreements and understandings, whether written or oral, relating to such subject matter.

ARTICLE XIX
AUTHORITY

19.01 Each Party represents that it has the authority to enter into the Agreement and that all necessary procedures have been followed to secure authorization to enter into this Agreement from the party's respective governing body. Each person signing the Agreement represents and warrants that they have been duly authorized to do so.

ARTICLE XX
MULTIPLE COUNTERPARTS

20.01 This Agreement may be executed in separate identical counterparts by the Parties hereto and each counterpart, when so executed and delivered, will constitute an original instrument, and all such separate identical counterparts will constitute but one and the same instrument.

EXECUTED IN DUPLICATE, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL, this the _____ day of _____, 2019.

COUNTY OF BEXAR

AGENCY

By: _____
NELSON W. WOLFF
Bexar County Judge

By: _____
Mr. Michael Carpenter
Mayor

APPROVED AS TO LEGAL FORM:

By: _____
SUE JANA
Assistant District Attorney - Civil Section

APPROVED AS TO FINANCIAL
CONTENT:

SUSAN YEATTS
Bexar County Auditor

DAVID SMITH
Bexar County Manager

EXHIBIT A

Terms of Use of Bexar County Information and Electronic Systems

1. **Access Rights.** COUNTY grants to AGENCY a limited, nontransferable, nonexclusive, revocable (at COUNTY's discretion) right to access the COUNTY Systems electronically solely during the term of this Agreement and solely to the extent authorized in writing by COUNTY in support of work to be performed by AGENCY pursuant to the Agreement. Without limiting the foregoing, AGENCY hereby warrants that AGENCY and AGENCY personnel shall not (i) introduce any malware into COUNTY Systems (whether through a laptop computer or other access device or otherwise); (ii) use the COUNTY Systems for nonbusiness purposes including, without limitation, Unauthorized Use; and/or (iii) take actions calculated to disrupt COUNTY Systems.
2. **Privacy and Right to Monitor.** AGENCY and AGENCY personnel understand and consent as follows: AGENCY and AGENCY Personnel have no reasonable expectation of privacy in any communications or data, personal or otherwise, transiting or stored on COUNTY Systems; any communications or data transiting or stored on COUNTY Systems may be monitored, intercepted, recorded, and searched at any time and for any lawful purpose, and may be used or disclosed for any lawful purpose.
3. **Electronic Access Requirements.** AGENCY may request electronic access for AGENCY personnel on a "need to know" basis. When electronic access is provided to AGENCY, these Section 3 terms apply:
 - a. **Accounts & Access Controls:** Prior to obtaining electronic access, authorized AGENCY personnel will be required to obtain from COUNTY an electronic access account per individual, including access controls. COUNTY reserves the right, without notice and in its sole discretion, to terminate and/or block the access of any individual or entity to the COUNTY Systems. AGENCY acknowledges that the access controls are for specific individual use of AGENCY personnel only, are not transferable, and shall be maintained in confidence by AGENCY. AGENCY shall:
 - i. ensure that all AGENCY personnel review and agree to abide by the terms of the Agreement including this Terms of Use of Bexar County Electronic Systems Supplement, prior to being granted electronic access;
 - ii. assign a single focal (Local ISC) to initiate requests for electronic access for AGENCY personnel, coordinate security briefings, maintain records of AGENCY personnel granted electronic access, available for validation upon request of COUNTY, and coordinate with COUNTY regarding actual or potential security breaches;
 - iii. prevent the loss, disclosure, reverse engineering, sharing with unauthorized AGENCY personnel or compromise of access controls; and
 - iv. be responsible for the acts and omissions of all AGENCY personnel with respect to their electronic access;
 - v. immediately notify COUNTY if AGENCY believes that any access control has been compromised;
 - vi. review at least every three (3) months each AGENCY personnel's electronic access requirements;

- vii. promptly submit a written request to COUNTY upon the reassignment, resignation, or termination of any AGENCY personnel with electronic access, to terminate such electronic access; and
 - viii. Immediately submit a written notice of name and account to COUNTY for any AGENCY personnel who has electronic access to COUNTY Systems is terminated for cause by reason of misappropriation of COUNTY data, or unauthorized access to or use of COUNTY systems, or similar reason.
 - b. AGENCY System Protection: Prior to connecting to COUNTY's internal network, AGENCY shall take reasonable steps to protect the confidentiality, integrity and availability of COUNTY Systems and information by implementing and maintaining effective controls on all AGENCY equipment used to connect to COUNTY Systems including, without limitation:
 - i. Patched and current operating systems and applications – AGENCY shall subscribe to and apply the vendor's updates;
 - ii. Anti-malware – AGENCY devices shall have up-to-date anti-virus protection running with the latest signature files;
 - iii. Software Firewall – AGENCY shall use an up-to-date version of a software firewall configured to limit ports/protocols to only those necessary (such software firewalls are required even when a local hardware firewall or enterprise firewall is used);
 - iv. Access Controls – AGENCY shall use an account/password or token/PIN to access or unlock computing devices; and
 - v. Encryption - Whole disk or file/folder encryption shall be used to protect Materials that are being stored locally on AGENCY's mobile devices.
- 4. **AGENCY Security Controls.** AGENCY shall implement and maintain reasonable controls to prevent any Unauthorized Use, Security Breaches, or loss of Materials. Without limiting the foregoing, AGENCY shall:
 - a. have implemented for AGENCY Systems a policy that adopts Information Security Management principles in accordance with ISO/IEC 27001:2013 or NIST 800-53;
 - b. implement and maintain security controls no less comprehensive than either of the latest two versions of the CIS Controls for Effective Cyber Defense as found at <https://www.cisecurity.org/controls/>; and
 - c. provide AGENCY Personnel with current and relevant security education with respect to their obligations hereunder.
- 5. **Information Security Assessment.**
 - a. Within thirty (30) days of the effective date of the Agreement, AGENCY shall (i) contact Bexar County Information Technology Security at cybersecurity@bexar.org to initiate an onboarding security assessment.
 - b. AGENCY grants COUNTY, and its authorized representatives, permission to view all books, reports, records, procedures, and information related to or about AGENCY Systems, at any time during the term of the Agreement and with reasonable advance notice, in order to assess AGENCY's compliance with this Exhibit, including AGENCY's implementation and maintenance of security controls no less comprehensive than the either of the latest two versions of the CIS Controls for Effective Cyber Defense as found at <https://www.cisecurity.org/controls/>.

- c. If (i) COUNTY determines in connection with any Assessment that a material vulnerability exists in AGENCY Facilities or AGENCY Systems or that AGENCY has otherwise failed to perform any of its obligations under this Exhibit; and (ii) COUNTY notifies AGENCY in writing of such vulnerability or AGENCY's breach of this Exhibit, then AGENCY shall promptly develop a corrective action plan. Any such corrective action plan shall be created in cooperation with COUNTY and is subject to COUNTY's written approval. AGENCY shall implement the corrective action plan at its sole expense.
6. **Prohibited Use.** AGENCY shall not, unless authorized in writing by COUNTY:
- a. export or save any Materials from the COUNTY Systems except in support of the work to be performed under this Agreement;
 - b. make any derivative uses of the COUNTY Systems or the Materials except in support of the work to be performed under this Agreement;
 - c. in any manner transfer any computing application or COUNTY Materials to an external system;
 - d. use any data mining, robots, or similar data gathering and extraction methods;
 - e. use any frame or framing techniques to enclose any Materials found on the COUNTY Systems;
 - f. through reverse engineering, decompiling, or disassembling any portion of the Access Controls, access or attempt to access any unauthorized Materials or restricted portions of the COUNTY Systems, or remove any restrictive markings;
or
 - g. access the COUNTY Systems through any mechanism other than the authorized Access Controls.

SPEARS RRMS INTERLOCAL SERVICES AGREEMENT

EXHIBIT B

Costs

SERVICE DESCRIPTION	ONE-TIME COST(S)	RECURRING COST(S)	BILLING FREQUENCY	QUANTITY	ADJUSTED COST
Full Time Officer License	WAIVED	\$280.00	Annually	55	\$15,400.00
Part Time Officer License	WAIVED	\$140.00	Annually	0	\$0.00
Azure Hosting Fees – Per Officer License*	N/A	\$180.00	Annually	55	\$0.00
Azure Storage Fees**	N/A	Actual	Annually	TBD	\$0.00
Implementation Fees	N/A	\$48.00 / Hour	90 Days Post Go-Live	TBD	TBD
Maintenance/Support Fees	N/A	\$48.00 / Hour	Annually	TBD	TBD
TOTAL					\$15,400.00

*Azure Hosting Fees will not begin until the FY20-21 Fiscal Year beginning October 1, 2020.

**Azure Storage Fees will be based on actual consumption, and billed annually in arrears beginning October 1, 2020.

BACKGROUND

In accordance with applicable statutes and the City Charter, the City Manager submitted a budget proposal to the City Council for consideration on August 9, 2019. The City Council held public hearings for the Proposed Budget on August 27, 2019 and September 3, 2019.

In the General Fund, Staff has proposed adding up to 9 new positions based on the results of the staffing study and to act on the results from the classification and compensation study. Each of the studies were performed by an independent firm.

The General Fund will also allocate \$4 million from its excess reserves to fund additional streets (\$2.7 million), sidewalks (\$300,000), and drainage projects (\$1 million).

The Water & Sewer Fund has an increase of \$160,000 in the sewer treatment expense for higher treatment costs and to service a growing population. The contribution to Schertz Seguin Local Government Corporation will increase \$220,000 in preparation of the new pipeline and water supply development. The contribution to Cibolo Creek Municipal Authority will increase \$310,00 for additional costs to construct the south treatment plant. Aviation Heights water line replacement will begin phase 1 next year which is estimated at \$400,000 and another water tank will be cleaned and painted which is estimated at \$350,000.

The Water & Sewer Fund will also allocate \$2,500,000 for a new transmission main at Live Oak and Weiderstien.

Update: Staff has made some updates to the budget since the original submittal. Additional insurance costs were offset in the General Fund, EMS, and Drainage Funds through turnover and delaying hiring of new positions. In addition, the City received word Guadalupe will not be lowering its library contribution for FY 2019-20. Previously, the city was notified Guadalupe County would be proposing to lower its library contributions by \$30,000. These funds have been returned to the library materials budget.

A copy of the proposed budget is available for view on the City's webpage www.schertz.com. Also included on the same page of the website are copies of the PowerPoint presentation to City Council, and the property tax notice required by the state statutes.

GOAL

Per state statues and the City Charter, the city must adopt a budget prior to the beginning of the fiscal year beginning on October 1st.

COMMUNITY BENEFIT

This budget will provide for additional resources to areas identify by citizens, city council, staff, and an independent firm for strategic staffing levels.

It will also provide for additional capital improvements for streets, sidewalks, drainage, water utilities, and sewer utilities.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that the City Council approve the first reading of Ordinance No. 19-T-23, adopting the budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

FISCAL IMPACT

General Fund	\$39,225,602
Tax I&S Fund	7,027,003
Water & Sewer Fund	27,901,353
Capital Recovery - Water	256,000
Capital Recovery - Sewer	260,500
Drainage Fund	1,265,709
EMS Fund	9,598,811
SEDC	7,952,931
Special Events Fund	24,510
PEG Fund	118,000
Hotel Occupancy Fund	505,894
Park Fund	177,000
Tree Mitigation	75,000
Library Fund	21,200
Historical Committee	11,750
Total:	\$94,421,263

RECOMMENDATION

Staff recommends that the City Council approve the first reading of Ordinance No. 19-T-23, adopting the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

Attachments

Ordinance 19-T-23
Proposed Budget FY 2019-20

ORDINANCE NO. 19-T-23

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SCHERTZ, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Schertz is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Manager of the City of Schertz submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures and made the detailed classification as required by the City Charter of the City of Schertz, Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been in all things complied with; and

WHEREAS, a Public Hearing was held by the City Council of the City of Schertz, Texas on the 27th day of August 2019, and the 3rd day of September 2019; and

WHEREAS, after a full and final consideration, the City Council is of the opinion that the budget should be approved and adopted;

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

SECTION 1.

The budget of the expenditures of the City of Schertz for the ensuing fiscal year beginning October 1, 2019, and ending September 30, 2020, be, and the same is, in all things, adopted and approved as the said City of Schertz budget for the Fiscal Year beginning the first day of October 2019, and ending the thirtieth day of September 2020.

SECTION 2.

The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved budget document:

2019-2020 Budget

General Fund	\$39,225,602
Tax I&S Fund	7,027,003
Water & Sewer Fund	27,901,353
Capital Recovery - Water	256,000
Capital Recovery - Sewer	260,500
Drainage Fund	1,265,709
EMS Fund	9,598,811
SEDC	7,952,931
Special Events Fund	24,510
PEG Fund	118,000
Hotel Occupancy Fund	505,894
Park Fund	177,000
Tree Mitigation	75,000
Library Fund	21,200
Historical Committee	11,750
Total:	\$94,421,263

SECTION 3.

A true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, shall be filed with the City Secretary. In addition, the City Manager is hereby directed to file or cause to be filed a true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, in the office of the County Clerk of Guadalupe, Comal, and Bexar Counties, Texas, as required by law.

SECTION 4.

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas (2006), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 5.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 6.

This ordinance shall be in full force and effect from and after its final passage, and it is so ordained.

PASSED AND APPROVED ON FIRST READING THIS 3rd DAY OF SEPTEMBER 2019.

PASSED AND APPROVED ON SECOND READING THIS 10th DAY OF SEPTEMBER 2019.

Michael Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY OF SCHERTZ



FY 2019-20 PROPOSED BUDGET

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

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

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

FOR: N/A

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: N/A

Property Tax Rate Comparison

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

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

CITY OF SCHERTZ 2019-20 BUDGET

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Executive Summary

General Fund

Revenue: General Fund revenue will increase 2.2% 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.

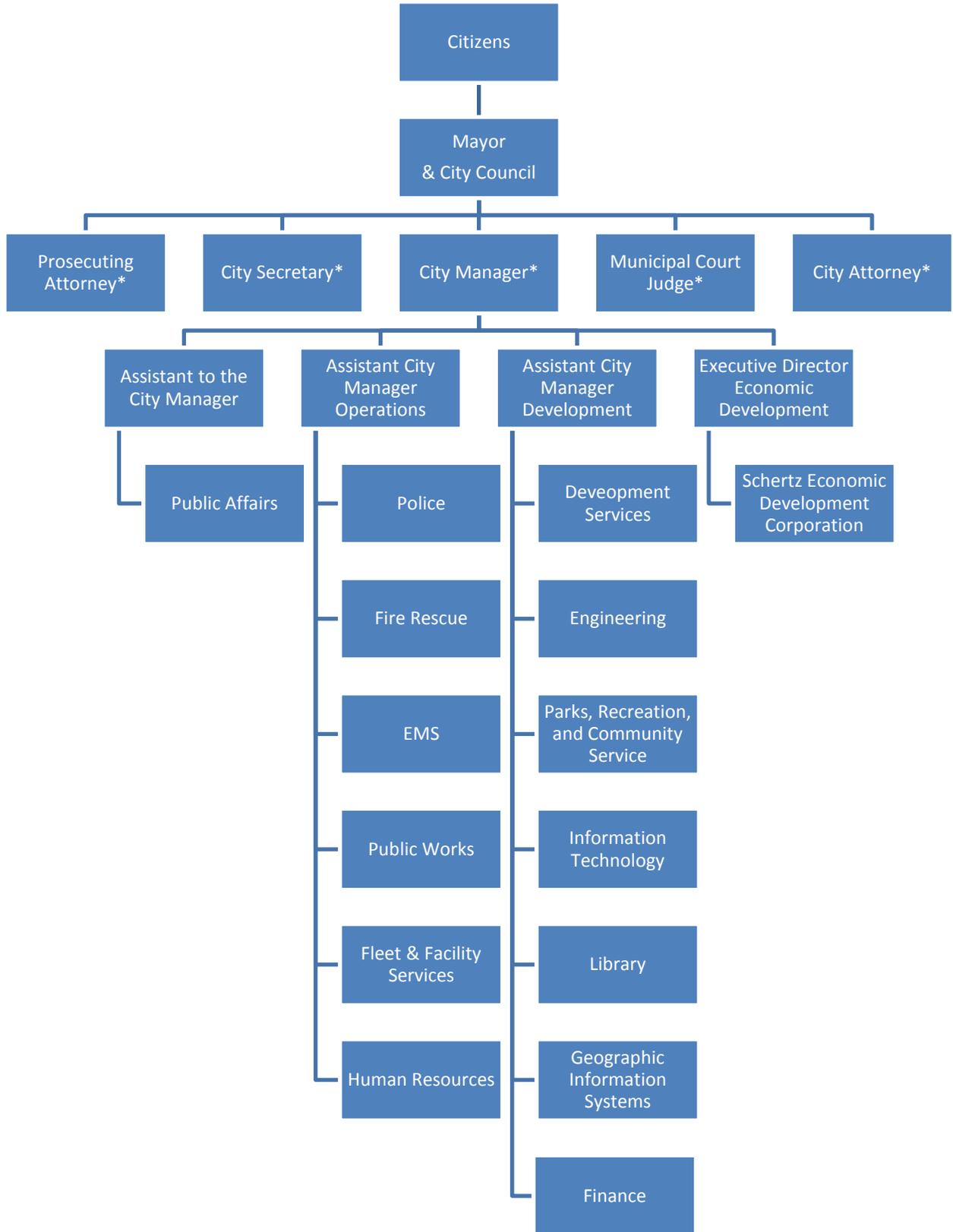
Expenses: The Library Fund's FY 2019-20 Budget decreases 33.0% from the FY 2018-19 year end estimates with fewer purchases of library materials.

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

PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2019

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
REVENUE SUMMARY							
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	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
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	
PUBLIC SAFETY							
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	
PUBLIC ENVIRONMENT							
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	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

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
PARKS & RECREATION							
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	
CULTURAL							
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	
HEALTH							
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	
INTERNAL SERVICE							
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	
MISC & PROJECTS							
PROJECTS	0	0	0	0	0	4,000,000	
CITY'S ASSISTANCE	298,164	312,091	332,666	238,403	332,666	330,000	
COURT-RESTRICTED FUNDS	<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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019		2019-2020		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED 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 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED 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	

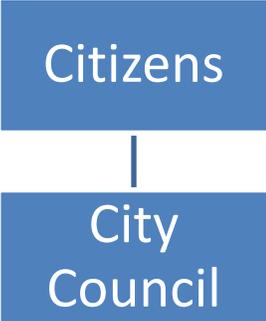
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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

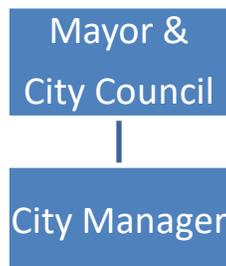
DEPARTMENT DESCRIPTION

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

CITY MANAGER

=====

Personnel Services

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	

Supplies

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	

City Support Services

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	

Utility Services

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	

Operations Support

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	

Staff Support

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.

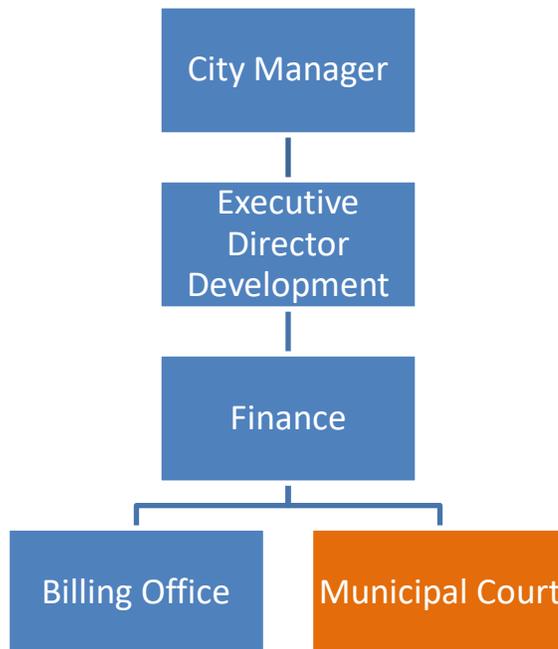
GOALS AND OBJECTIVES

- 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.

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
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

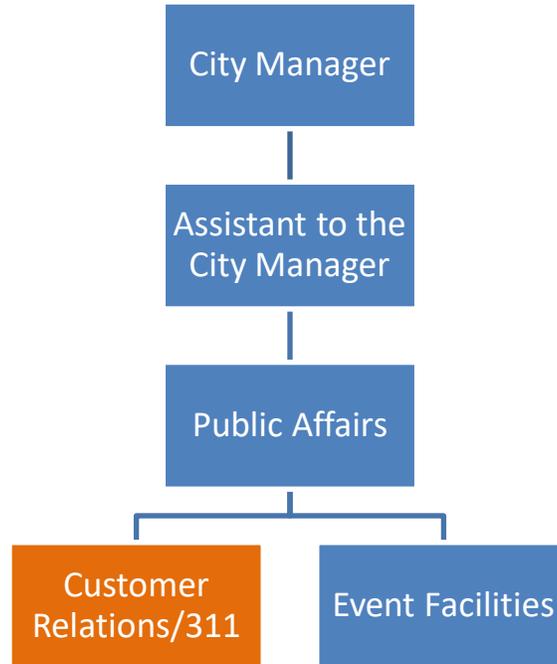
DEPARTMENT DESCRIPTION

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$120,394	\$124,928	\$106,817
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	<u>131</u>	<u>97</u>	<u>113</u>	<u>113</u>	<u>113</u>	<u>100</u>	
TOTAL Personnel Services	117,567	120,394	120,977	100,074	120,728	106,817	
<u>Supplies</u>							
153-521100 Office Supplies	<u>40</u>	<u>89</u>	<u>150</u>	<u>88</u>	<u>100</u>	<u>100</u>	
TOTAL Supplies	40	89	150	88	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	99	103	180	165	195	180	
153-535300 Memberships	71	0	0	0	0	0	
153-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>350</u>	<u>0</u>	<u>0</u>	<u>650</u>	
TOTAL Staff Support	170	103	530	165	195	830	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>0</u>	<u>555</u>	<u>300</u>	<u>270</u>	<u>270</u>	<u>0</u>	
TOTAL Operating Equipment	0	555	300	270	270	0	
TOTAL CUSTOMER RELATIONS-311	117,777	121,141	121,957	100,597	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	\$5778	\$5000	\$5,000
Zone Change, Specific Use Permit	\$23,938	\$21,650	\$18,000
Other (Zoning Letters and Additional Admin fees)	\$1950	\$2,400	\$1950
Total Revenue			

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 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>LEGAL SERVICES</u>							
=====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	<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> </u>
<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	<u> </u>
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	

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.

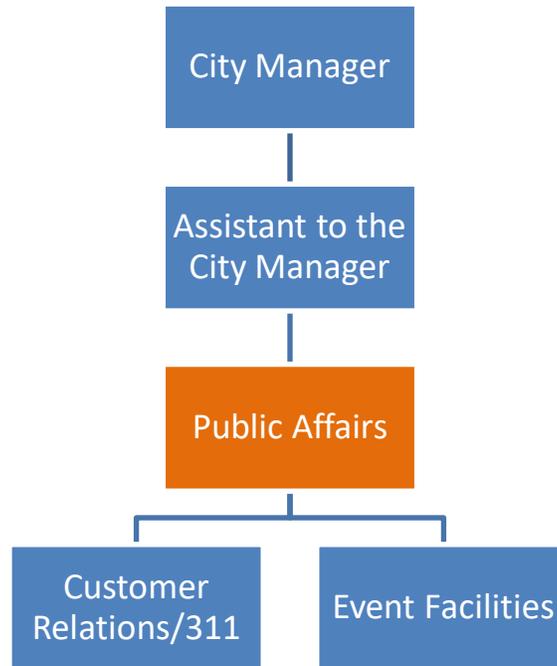
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,000 copies; including 13,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional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

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
PUBLIC AFFAIRS							
Personnel Services							
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	
Supplies							
170-521000 Operating Supplies	0	224	100	95	95	0	
170-521010 Operating Supplies-Events	655	925	0	0	0	0	
170-521100 Office Supplies	<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	
City Support Services							
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	
Operations Support							
170-534000 Postage	3,224	1,036	14,800	1,111	18,050	18,050	
170-534100 Advertising	6,520	10,920	7,910	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	
Staff Support							
170-535100 Uniforms	126	32	220	0	220	220	
170-535300 Memberships	55	20	200	0	0	0	
170-535400 Publications	134	0	300	130	300	200	
170-535500 Training/Travel	<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	
Professional Services							
170-541300 Other/Consl/Prof Services	22,900	0	42,300	36,437	40,500	20,000	
170-541305 Prof Services-Writers/Photogr	0	0	10,000	5,820	8,000	10,000	
170-541350 Magazine-Printing Services	0	0	92,500	76,930	88,000	94,000	
170-541355 Design Services	0	3,120	90,480	77,182	89,000	65,000	
170-541360 Magazine-Postage	0	0	70,000	55,645	70,000	60,000	
170-541365 Delivery Services	<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		2019-2020	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED
<u>Operating Equipment</u>						
172-571310 Computer Software	126	0	0	0	0	0
TOTAL Operating Equipment	126	0	0	0	0	0
TOTAL SCHERTZ TALES MAGAZINE	349,950	370,241	0	(350)	0	0

DEPARTMENT: 173 ENGINEERING
FUND: 101 GENERAL FUND

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
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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.)	91	75	85
Residential Subdivision Construction – number of projects (completed projects)	7	2	3
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$7.9 mil	\$1.6 mil	\$3.5 mil
Commercial Subdivision Construction – number of projects (completed projects)	1	5	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$0.8 mil	\$2.3 mil	\$1.0 mil

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$614,555	\$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.

101-GENERAL FUND

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
ENGINEERING							
Personnel Services							
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	
Supplies							
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	
City Support Services							
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	
Utility Services							
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	
Operations Support							
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	
Staff Support							
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	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	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
<u>GIS</u>							
===							
<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 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED 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
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Hours spent on roadway maintenance	2,900	3,000	3,200
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Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
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Personnel	\$773,404	\$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>							
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

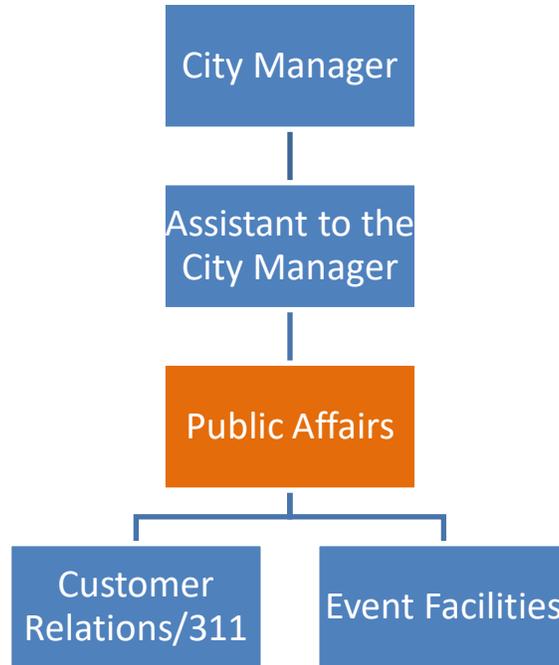
Under the umbrella of Public Affairs, Event Facilities provides a place where customers can gather for social or cultural activities, as well as a centrally located venue for businesses and other organizations to hold meetings, training, and/or other specialized events. This department handles all aspects 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 Customer satisfaction Rating	13 95%	25 100%	19 100%

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 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	0	0	10,000	0	0	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.

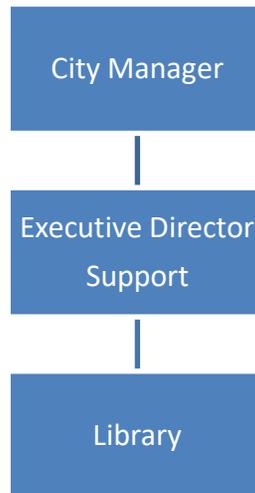
Outreach and Partnerships

- 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	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	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 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other 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
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HUMAN RESOURCES

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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

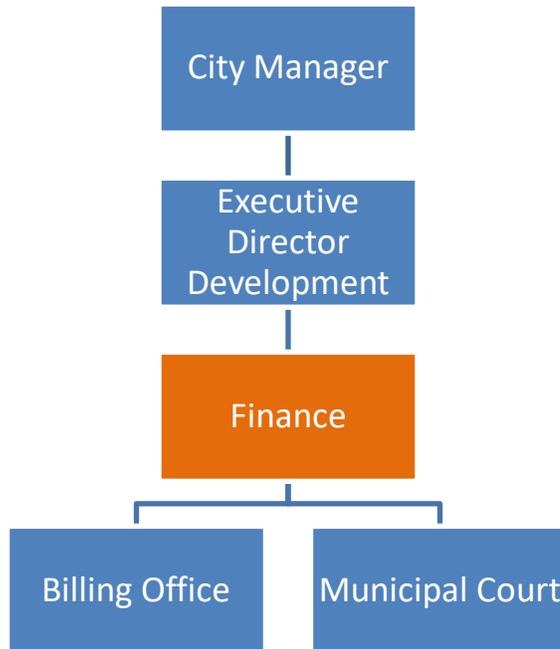
DEPARTMENT DESCRIPTION

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	33	34	35
Quarterly Financials completed within 30 days	2	2	4

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel	\$523,522	\$553,788	\$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	670	480	570	568	568	506	
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	2,112	1,257	2,195	1,956	2,195	1,000	
TOTAL Supplies	4,894	3,622	5,770	3,311	3,795	3,700	
City Support Services							
868-532350 Software Maintenance	0	138	0	0	0	0	
TOTAL City Support Services	0	138	0	0	0	0	
Utility Services							
Operations Support							
868-534200 Printing & Binding	1,917	1,200	2,155	0	0	0	
TOTAL Operations Support	1,917	1,200	2,155	0	0	0	
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	75	0	0	0	0	0	
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	0	0	3,500	0	3,500	3,500	
TOTAL Professional Services	24,255	29,255	34,500	22,532	34,500	34,500	

101-GENERAL FUND

INTERNAL SERVICE
 EXPENDITURES

	(----- 2018-2019 -----)				(----- 2019-2020 -----)		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	2,857	0	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>	<u>_____</u>
TOTAL Operating Equipment	2,970	0	2,519	560	1,864	1,280	<u>_____</u>
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.
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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	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
PURCHASING & ASSET MGT							
Personnel Services							
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	
Supplies							
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	
City Support Services							
Utility Services							
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	
Operations Support							
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	
Staff Support							
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	
City Assistance							
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

			(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
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
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FLEET SERVICE
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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 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	148,962	125,203	162,405	116,411	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

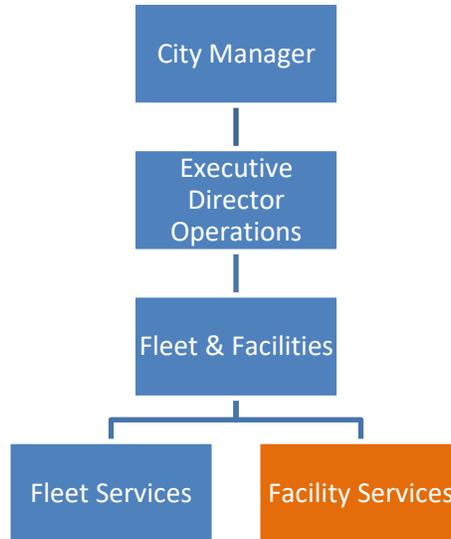
Facility Services supports and maintains 25 facilities totaling 279,578 square feet with a value of \$33,377,765.00 consisting of carpet, tile floors, other flooring, offices, storage areas, rest rooms, cells, meeting/training rooms. Provide function set up for events such as City Council, Planning and 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	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	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	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Professional Services</u>							
878-541310 Contractual Services	0	46,333	85,550	67,552	85,500	85,746	
TOTAL Professional Services	0	46,333	85,550	67,552	85,500	85,746	
<u>Maintenance Services</u>							
878-551100 Building Maintenance	296,295	176,366	391,500	284,500	391,500	340,000	
878-551400 Minor & Other Equip Maint	4,432	6,318	5,947	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	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,405,157	1,442,251	1,542,419	1,177,022	1,552,425	1,491,682	
<hr/>							
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

	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
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	357	6,500	45,000	0	22,433	22,992	
TOTAL Operating Equipment	357	6,500	45,000	0	22,433	22,992	
<hr/>							
TOTAL COURT-RESTRICTED FUNDS	357	6,500	45,000	0	22,433	22,992	

101-GENERAL FUND

MISC & PROJECTS
 EXPENDITURES

	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) 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	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541500 Paying Agent	2,950	4,150	5,000	4,150	5,000	5,000	
101-541502 Cost of Bond Issuance	0	76,056	0	44,530	44,530	0	
TOTAL Professional Services	2,950	80,206	5,000	48,680	49,530	5,000	
<u>Debt Service</u>							
101-555612 Bond-GO Refunding 2010-Princi	285,000	285,000	300,000	300,000	300,000	0	
101-555612.Bond-GO Refundin 2010-Interes	47,025	38,475	29,700	4,500	4,500	0	
101-555629 Bond-GO 2007 Principal	280,000	290,000	300,000	300,000	300,000	315,000	
101-555629.Bond-GO 2007 Interest	147,691	136,312	124,339	124,305	124,305	111,823	
101-555630 Bond-GO SR2008 Principal	460,000	475,000	0	0	0	0	
101-555630.Bond-GO SR2008 Interest	278,362	9,809	0	0	0	0	
101-555631 Bond-GO SR2009 Principal	550,000	550,000	210,000	93,575	93,575	0	
101-555631.Bond-GO SR2009 Interest	266,325	249,138	236,525	120,100	120,100	0	
101-555633 Bond-GO SR2011 Principal	235,000	240,000	250,000	250,000	250,000	260,000	
101-555633.Bond-GO SR2011 Interest	334,763	327,038	318,463	318,463	318,463	308,888	
101-555634 Bond-GO 2011A Refund-Principa	620,000	635,000	485,000	485,000	485,000	475,000	
101-555634.Bond-GO 2011A Refund-Interest	101,962	87,701	74,735	74,515	74,515	63,551	
101-555635 Bond-GO 2012 - Principal	320,000	335,000	345,000	345,000	345,000	355,000	
101-555635.Bond-GO 2012 - Interest	181,755	168,095	157,945	157,945	157,945	149,170	
101-555636 Tax Note - SR2013 - Principal	170,000	170,000	0	0	0	0	
101-555636.Tax Note - SR2013 - Interest	3,995	1,445	0	0	0	0	
101-555637 Tax Note - SR2013A - Principa	160,000	165,000	0	0	0	0	
101-555637.Tax Note - SR2013A - Interest	3,185	1,072	0	0	0	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	100,000	
101-555638.Bond-GO 2014 Refund-Interest	292,275	289,775	286,775	286,775	286,775	283,775	
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	35,000	35,000	35,000	35,000	
101-555639.Tax Note - SR2015 - Interest	3,139	2,532	1,925	1,923	1,923	1,313	
101-555640 Bond-Ref 2015 Bond-Principal	450,000	490,000	150,000	660,000	660,000	675,000	
101-555640.Bond-GO Ref 2015-Interest	102,125	92,725	9,317	81,225	81,225	66,188	
101-555641 Tax Note - SR2015A-Principal	145,000	145,000	660,000	150,000	150,000	150,000	
101-555641.Tax Note - SR2015A - Interest	13,751	11,507	81,225	9,267	9,268	7,007	
101-555642 Bond-GO SR2016-Principal	405,000	205,000	215,000	215,000	215,000	225,000	
101-555642.Bond-GO SR2016-Interest	175,756	167,606	159,206	159,206	159,207	150,406	
101-555643 Bond-Taxable CO SR2016-Princi	55,000	55,000	175,000	55,000	55,000	60,000	
101-555643.Bond-Taxable CO SR2016-Intere	48,888	47,238	62,669	45,588	45,588	43,863	
101-555644 Bond-NonTax CO SR2016-Princip	170,000	165,000	55,000	175,000	175,000	180,000	
101-555644.Bond-NonTax CO SR2016-Interes	76,169	69,469	45,588	62,669	62,669	55,569	
101-555645 Bond-CO SR2017-Principal	0	245,000	280,000	280,000	280,000	357,413	
101-555645.Bond-CO SR2017 - Interest	0	178,688	139,025	139,025	139,025	63,063	
101-555646 Bond-GO SR2017 - Principal	0	135,000	150,000	150,000	150,000	155,000	
101-555646.Bond-GO SR2017 - Interest	0	143,944	114,225	114,225	114,225	109,650	
101-555647 Bond-GO 2018 Refund- Principa	0	0	550,000	550,000	550,000	560,000	
101-555647.Bond-GO 2018 Refund - Interes	0	73,567	122,112	122,112	122,112	110,346	
101-555648 Bond-CO SR2018 - Principal	0	0	0	210,000	210,000	220,000	
101-555648.Bond-CO 2018 - Interest	0	0	0	214,951	214,951	187,263	
101-555649 Bond-GO 2018 Ref - Principal	0	0	0	95,000	95,000	580,000	

505-TAX I & S

GENERAL GOVERNMENT
 EXPENDITURES

	(----- 2018-2019 -----)				(----- 2019-2020 -----)		
	2016-2017 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>	=====
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>	=====
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>	=====
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>	=====
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>277,716</u>	<u>376,285</u>	<u>0</u>	=====
TOTAL EXPENDITURES	20,454,252	28,495,863	24,980,024	18,661,529	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>	=====

202-WATER & 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
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>	
TOTAL Franchises	232,754	263,469	263,517	221,553	263,517	227,380	
Permits							
000-432400 Development Permit	<u>49,564</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Permits	49,564	0	0	0	0	0	
Fees							
000-455200 Garbage Collection Fee	4,617,936	4,960,183	5,217,962	4,202,546	5,177,600	5,280,000	
000-455500 Water & Sewer Transfer Fee	0	(10)	0	10	0	0	
000-455600 Fire Line Fees	29,540	29,015	31,000	33,160	33,160	33,000	
000-455700 Recycle Fee Revenue	295,773	305,469	315,500	272,501	330,800	336,000	
000-455800 W&S Line Constructn Reimbur	35,302	36,474	20,000	17,236	25,000	20,000	
000-457100 Sale of Water	9,741,286	10,666,527	10,790,831	8,335,150	10,700,000	10,914,000	
000-457110 Edwards Water Lease	125,531	54,872	40,000	34,244	34,244	40,000	
000-457120 Water Transfer Charge-Selma	24,641	26,420	6,233	28,809	40,000	30,000	
000-457200 Sale of Meters	111,839	143,916	160,000	71,886	90,000	120,000	
000-457400 Sewer Charges	6,385,094	6,816,996	7,578,031	5,987,016	7,300,000	7,550,000	
000-457500 Water Penalties	248,540	250,316	277,000	5,559	25,000	250,000	
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>	
TOTAL Fees	21,617,933	23,293,054	24,439,057	18,990,368	23,758,204	24,575,500	
Fund Transfers							
000-486000 Transfer In - Reserves	0	0	544,836	0	0	2,486,855	
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>	
TOTAL Fund Transfers	136,920	141,510	685,836	117,500	141,000	2,633,255	
Miscellaneous							
000-490000 Misc Charges	282,282	10,989	1,000	8,707	10,000	5,000	
000-491000 Interest Earned	3,666	44,859	25,000	57,745	69,300	75,000	
000-491200 Investment Income	58,376	158,054	180,000	178,982	230,000	240,000	
000-495013 Capital Contribution-W&S	6,111,474	3,132,348	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	1	0	0	0	0	
000-497000 Misc Income-W&S	28,284	17,267	15,000	54,950	60,000	20,000	
000-498110 Salary Reimb-SSLGC	122,373	131,630	126,111	102,579	124,000	125,218	
000-498200 Reimbursmnt-W&S Project	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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>	
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>	

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

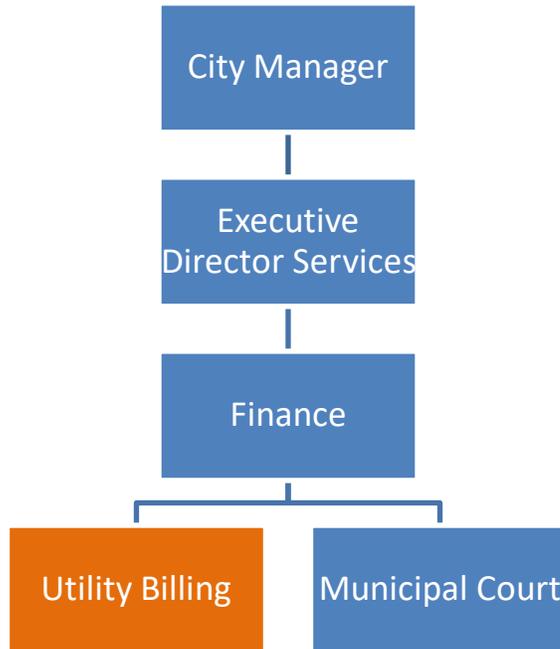
DEPARTMENT DESCRIPTION

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

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2019

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES

	2018-2019				2019-2020		
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>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 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>							
000-455900 Cap Rcvry-Water	<u>1,433,309</u>	<u>1,544,962</u>	<u>1,100,000</u>	<u>790,277</u>	<u>975,000</u>	<u>1,100,000</u>	<u> </u>
TOTAL Fees	<u>1,433,309</u>	<u>1,544,962</u>	<u>1,100,000</u>	<u>790,277</u>	<u>975,000</u>	<u>1,100,000</u>	<u> </u>
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>1,375,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL Fund Transfers	<u>0</u>	<u>0</u>	<u>1,375,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	<u>863</u>	<u>5,527</u>	<u>7,000</u>	<u>3,011</u>	<u>4,000</u>	<u>5,000</u>	<u> </u>
000-491200 Investment Income	<u>37,675</u>	<u>97,222</u>	<u>75,000</u>	<u>123,403</u>	<u>165,000</u>	<u>175,000</u>	<u> </u>
TOTAL Miscellaneous	<u>38,537</u>	<u>102,749</u>	<u>82,000</u>	<u>126,413</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
Fees							
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	
Fund Transfers							
Miscellaneous							
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 (<u>13,176)</u>	<u>(11,126)</u>	<u>0</u>	<u>(8,567)</u>	<u>0</u>	<u>0</u>	
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	<u>781,092</u>	<u>907,560</u>	<u>644,000</u>	<u>545,424</u>	<u>612,700</u>	<u>703,000</u>	

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	0	487,848	0	0	0	0	_____
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

	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>							
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

	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	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

REVENUES

	2018-2019			2019-2020			
	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>							
000-456100 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	
<u>Inter-Jurisdictional</u>							
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	
<u>Fund Transfers</u>							
000-486100 Transfer In	550,000	0	0	0	0	0	
TOTAL Fund Transfers	550,000	0	0	0	0	0	
<u>Miscellaneous</u>							
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

PUBLIC SAFETY
EXPENDITURES

	2016-2017		2017-2018		2018-2019		2019-2020	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
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

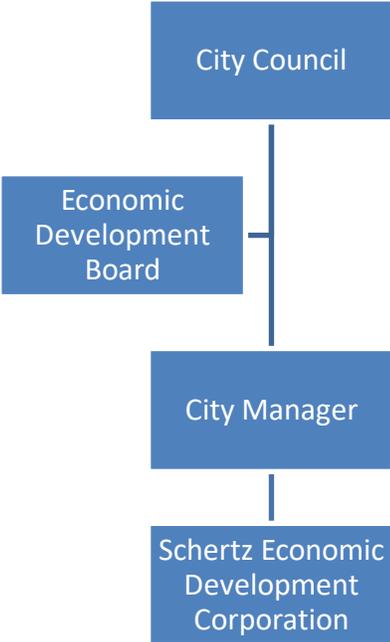
	(----- 2018-2019 -----)				(----- 2019-2020 -----)		
	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
DONATIONS =====							
<u>City Support Services</u>							
TOTAL EXPENDITURES	<u>8,068,478</u>	<u>7,702,476</u>	<u>9,235,636</u>	<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 2018-19 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

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

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

314-HOTEL TAX

FINANCIAL SUMMARY

	2016-2017	2017-2018	(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	499,466	520,424	500,000	425,490	520,000	500,000	
Miscellaneous	<u>12,295</u>	<u>28,838</u>	<u>28,000</u>	<u>35,911</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	===== 193,950	===== 206,188	===== 256,732	===== 163,932	===== 204,769	===== 505,894	=====

FUND: 317 PARK FUND

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

317-PARK FUND

FINANCIAL SUMMARY

	2016-2017 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	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

	(----- 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>							
000-458900 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	(----- 2019-2020 -----) 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
<u>NON DEPARTMENTAL</u>							
<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	<u>499</u>	<u>3,668</u>	<u>0</u>	<u>(1,554)</u>	<u>0</u>	<u>0</u>	=====

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

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

Glossary

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

Glossary

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

Glossary

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

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 =====	=====

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Finance
Subject: Ordinance No. 19-T-24 – Consideration and/or action approving an ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the city of Schertz, Texas. *Final Reading (B. James/J. Walters)*

BACKGROUND

At the August 13, 2019 regular session, the City Council, by record vote, established a proposed preliminary maximum tax rate of \$0.5146, per \$100 of value, with the M&O rate at \$0.3496 and the I&S portion of \$0.1650. The proposed rate is not subject to rollback.

In accordance with Chapter 26.05(d) of the State’s Property Tax Code, a governing body must hold 2 public hearings on the tax rate if the proposed tax rate exceeds the lower of the Effective or Rollback Tax Rate. In this case the hearings were required as the proposed rate does exceed the effective rate.

The first required public hearing was held on August 27, 2019 regular session of City Council. The second required public hearing was held on September 3, 2019.

During the tax rate adoption process Council can approve a lower rate, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 13, 2019 without calling special meetings.

Per Sec 26.05(b) of the Tax Code, the tax rate can only be adopted with more than 60% of the votes in favor of the proposed tax rate. Since Schertz has 7 voting councilmembers, 5 members must vote in favor of the tax rate for it to pass.

GOAL

To adopt a tax rate in compliance with state statues and the City Charter.

COMMUNITY BENEFIT

The programs funded by this tax rate will provide additional benefits and service levels to the community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends adoption of the tax rate of \$0.5146

FISCAL IMPACT

The proposed maximum rate maintains quality service to residents and businesses and provides growth in service offerings based on input staff received from Citizens and Council from Retreats, Community Meetings, Citizen Survey, and elections. The current property tax rate is \$0.5146 per \$100 valuation. The proposed maximum tax rate will be \$0.5146 per \$100 valuation. The M&O portion of the property tax rate will decrease to \$0.3496 from \$0.3497 per \$100 valuation. The I&S portion will increase to \$0.1650 from \$0.1649 per \$100 valuation.

RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 19-T-24 approving the Fiscal Year 2019-20 Proposed Tax Rate on first reading.

THE MOTION MUST BE:

“I move that the property tax rate be increased by the adoption of a tax rate of (\$0.5146), which is effectively a (1.76%) increase in the tax rate.”

If a different tax rate is made in the motion, the percentage must be calculated over the effective rate of \$0.5057.

Attachments

Ordinance 19-T-24

ORDINANCE NO. 19-T-24

AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF SCHERTZ, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Schertz submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Schertz Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been in all things complied with; and

WHEREAS, a Public hearing was held by the City Council of the City of Schertz on the 27th day of August 2019 and a second Public Hearing was held on the 3rd day of September 2019; and

WHEREAS, after a full and final consideration, the City Council is of the opinion the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

WHEREAS, the taxes have been levied in accordance with the adopted 2019-20 budget as required by state law;

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

SECTION 1.

The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2019, be and is hereby in all things approved and adopted.

SECTION 2.

This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate.

SECTION 3.

The tax rate will effectively be raised by 1.76% and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$6.00.

SECTION 4.

There is hereby levied and assessed and there shall be collected for the tax year 2019 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Forty-Nine Ten Cents (\$0.5146) on each One Hundred Dollars (\$100.00) of valuation of property – real and personal – within the corporate limits of the City of Schertz, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

SECTION 5.

The City Council of the City of Schertz, Texas, does hereby levy or adopt the tax rate on \$100.00 valuation for this city for tax year 2019 as follows:

1. 0.3496 for the purpose of maintenance and operation
1. 0.1650 for the payment of principal and interest on debt
2. 0.5146 total tax rate

SECTION 6.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of the ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 7.

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

SECTION 8.

Ad valorem taxes for the year are due and payable on October 1, 2019 and shall become delinquent after January 31, 2020. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Taxes that remain delinquent on and after July 1, 2020, incur an additional penalty of 15% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

SECTION 9.

Taxes are payable at the office of the counties of Comal, Bexar and Guadalupe.

PASSED AND APPROVED ON FIRST READING THIS 3rd DAY OF SEPTEMBER 2019.

PASSED AND APPROVED ON SECOND READING THIS 10th DAY OF SEPTEMBER 2019.

Michael Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Finance
Subject: Resolution No. 19-R-123 – Consideration and/or action approving a resolution ratifying the property tax increase reflected in the Adopted Budget for FY 2019-20. (M. Browne/J. Walters)

BACKGROUND

In accordance with the Local Government Code Section 102.007(c) with the adoption of a budget that will require raising more revenue from property taxes than in the previous year, a separate vote must be taken to ratify the property tax increase reflected in the budget.

This vote must be separate from the vote to approve the budget or adopt the tax rate.

GOAL

To be in compliance with state regulations and to ratify the property tax increase reflected in the Adopted Budget for FY 2019-20

COMMUNITY BENEFIT

N/A

SUMMARY OF RECOMMENDED ACTION

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2019-20 Budget.

FISCAL IMPACT

The City Council hereby ratifies the FY 2019-20 Budget will raise more property taxes than last year's budget by \$982,470 or a 5% increase, and of that amount, \$659,141 is tax revenue to be raised from new property added to the tax roll this year.

RECOMMENDATION

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2019-20 Budget.

Attachments

Resolution 19-R-123

RESOLUTION NO. 19-R-123

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE ADOPTED BUDGET FOR FISCAL YEAR 2018-19, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Local Government Code Section 102.007(c) states when a budget will require raising more property taxes than in the previous year a vote separate from adopting the budget or tax rate must be taken to ratify the property tax increase; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City ratify the property tax increase in accordance with the Local Government Code; and

WHEREAS, the City Council has determined that it is in the best interest of the City to ratify the property tax increase.

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

Section 1. The City Council hereby ratifies the FY 2019-20 Budget will raise more property taxes than last year's budget by \$982,470 or a 5% increase, and of that amount, \$659,141 is tax revenue to be raised from new property added to the tax roll this year.

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Police Department
Subject: Resolution No. 19-R-117 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, TX authorizing the purchases of Watchguard Video Equipment in an amount not to exceed one hundred seventy-five thousand dollars. (C. Kelm/M. Hansen)

BACKGROUND

The Police Department will begin the process of outfitting the Police Patrol fleet vehicles and Officers with Body worn cameras during the FY 2019-2020. The Watchguard camera system provides a comprehensive way to accurately record, catalog and store Police interactions and events. The system is designed for the “in-car” video to work in combination with body worn cameras. This system, which gives a much broader depiction of any event, will also aid the courts in prosecution.

The Police Department is requesting approval to spend, not to exceed, \$175,000.00 with WatchGuard Video in the FY 2019-2020 as we continue to outfit Patrol vehicles and Officer body worn cameras.

GOAL

Council approval of the Resolution to allow for the FY 2019-2020 purchases from Watchguard Video in an amount not to exceed one hundred seventy-five thousand dollars.

COMMUNITY BENEFIT

This system benefits the public by producing more evidence to aid in prosecution and giving more perspective of our Officers interactions with the public and our Citizens.

SUMMARY OF RECOMMENDED ACTION

The Staff recommends that Council authorizes the purchases of Watchguard Video equipment, under BuyBoard Agreement, and approve the resolution to spend not to exceed \$175,000.00 with Watchguard Video for the 2019-2020 FY

FISCAL IMPACT

The purchase of this equipment will be funded through the City’s general fund. The fiscal impact of this project will not exceed \$175,000.00

RECOMMENDATION

The Staff recommends that Council authorizes the purchases of Watchguard Video equipment, under BuyBoard Agreement, and approve the resolution to spend not to exceed \$175,000.00 with Watchguard Video for the 2019-2020 FY

Attachments

Watchguard Systems

RESOLUTION NO. 19-R-117

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE PURCHASES OF WATCHGUARD VIDEO EQUIPMENT IN AN AMOUNT NOT TO EXCEED ONE HUNDREDT SEVENTY-FIVE THOUSAND DOLLARS.

WHEREAS, the Schertz Police Department has a need to purchase of Watchguard Video equipment to outfit Patrol vehicles and Officers; and

WHEREAS, the Schertz Police Department utilizes the Watchguard video system to fit the needs of the Department, to obtain the best pricing for this need and to provide the best quality of video recording equipment that ensures longevity in its use; and

WHEREAS, the Schertz Police Department has chosen Watchguard Video, a BuyBoard National Purchasing Cooperative vendor, for the purchase of this equipment; and

WHEREAS, the BuyBoard National Purchasing Cooperative is a national online purchasing cooperative formed between the National School Boards Association and several state school boards associations, developed to comply with state laws which require government entities to make purchases through a competitive procurement process; and

WHEREAS, BuyBoard gives public entities the advantage of leveraging the cooperative's ability to obtain bulk discounts, combined with the ease of online, web-based shopping and ordering; and

WHEREAS, purchases under the cooperative programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City of Schertz Resolution 11-R-41 on August 30, 2011 amending the City's purchasing policy; and

WHEREAS, the City of Schertz will fund the purchase of Watchguard Video equipment through the General Fund, Asset Seizure or donated funds.

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

Section 1. The City Council hereby authorizes purchases with Watchguard Video not to exceed the amount of **ONE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$175,000)** during the FY 2019-2020.

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Police Department
Subject: Resolution 19-R-115 - Consideration and/or action approving a Resolution by the City Council of Schertz, TX authorizing purchases up to two hundred twenty-five thousand dollars with Motorola for radios, equipment and technology. (C. Kelm/M. Hansen)

BACKGROUND

For the 2019/2020 Fiscal Year the Schertz Police Department will purchase nine (9) 2020 Ford Explorers PIU vehicles. The vehicle and Officer will need to be equipped with Motorola APX6000 and APX4500 two-way communication radios. These radios allow the Officers to have reliable communication both inside and outside of the Patrol vehicles. The infrastructure for the radios is already in place and serve to communicate with local, state and federal emergency agencies. These funds will also be used for repairs when necessary.

The Schertz Fire Department will also purchase vehicle mounted and staff portable radios to add to or replace existing equipment to have reliable communication both inside and outside emergency vehicles to communicate with local, state and federal emergency agencies.

Schertz Emergency Medical Service (EMS) will also purchase vehicle mounted and staff portable radios to add to or replace existing equipment to have reliable communication both inside and outside emergency vehicles to communicate with local, state and federal emergency agencies

GOAL

To obtain authorization from City Council to purchase communication equipment in an amount not to exceed \$225,000 from Motorola during the FY 2019-2020.

COMMUNITY BENEFIT

Superior communication equipment for Fire, Police, and EMS services. This equipment is used when responding to and mitigating emergency calls.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that Council authorizes Staff to purchase the additional communication equipment with a not to exceed amount of \$225,000 for Fiscal Year 2019/2020.

FISCAL IMPACT

Funds for this project have been budgeted through the General Fund for Police and Fire and through the Enterprise Fund for EMS.

RECOMMENDATION

Approval of the Resolution to allow for the purchases from Motorola in the FY 2019-2020 in an amount not to exceed \$225,000.

Attachments

Motorola Resolution

RESOLUTION NO. 19-R-115

A RESOLUTION BY THE CITY COUNCIL OF SCHERTZ AUTHORIZING PURCHASES UP TO TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS WITH MOTOROLA FOR RADIOS, EQUIPMENT AND TECHNOLOGY.

WHEREAS, the Schertz Police Department has a need to purchase emergency vehicle radios and equipment to outfit new Ford Explorers and Officers; and

WHEREAS, various other city departments have a need to purchase communication equipment and technology from Motorola; and

WHEREAS, the Schertz Police Department envisions the need to purchase additional hardware throughout the fiscal year 2019-2020 to include vehicle radio equipment, officer portable radio equipment and any incidental purchases that include hardware or software warranty costs or replacement not to exceed one hundred twenty-five thousand dollars (\$125,000) ; and

WHEREAS, the Schertz Fire Department envisions the need to purchase additional hardware throughout the fiscal year 201-2020 to include vehicle radios and staff portable radios and replacement accessories not to exceed fifty thousand dollars (\$50,000) ; and

WHEREAS, Schertz EMS envisions the need to purchase additional hardware throughout the fiscal year 2019-2020 to include vehicle radios and staff portable radios and replacement accessories not to exceed fifty thousand dollars (\$50,000) ; and

WHEREAS, the City of Schertz is therefore expecting the total purchases to exceed the \$50,000 threshold there is a necessity for Council to authorize the additional expenditures; and

WHEREAS, the Schertz Police Department has done due diligence in researching what emergency vehicle equipment is required to fit the needs of the department, to obtain the best pricing and to provide the best quality of emergency vehicle equipment that ensures longevity in its use; and

WHEREAS, the Schertz Police Department has chosen Motorola, a HGAC Purchasing Cooperative vendor, for the emergency equipment to outfit new Ford Explorers and Officers; and

WHEREAS, The City has determined that Motorola provides the best-value to the City for essential equipment including radios, equipment and technology; and

WHEREAS, the HGAC Purchasing Cooperative is a national online purchasing cooperative formed between the National School Boards Association and several state school boards associations, developed to comply with state laws which require government entities to make purchases through a competitive procurement process; and

WHEREAS, HGAC gives public entities the advantage of leveraging the cooperative's ability to obtain bulk discounts, combined with the ease of online, web-based shopping and ordering; and

WHEREAS, purchases under the cooperative programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City of Schertz Resolution 11-R-41 on August 30, 2011 amending the City's purchasing policy; and

WHEREAS, the City of Schertz will fund the purchase of emergency communication equipment through the city's general fund, seized assets and donated funds.

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

Section 1. The City Council hereby authorizes purchases with Motorola not to exceed **TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000)**.

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: September 10, 2019
Department: Police Department
Subject: Resolution No. 19-R-118 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to enter into an agreement for the purchase of up to nine (9) police vehicles from the FY 2019-2020. (C. Kelm/M. Hansen)

BACKGROUND

Within each fiscal budget year the Police Department request to purchase emergency vehicles to add to or replace aging vehicles to maintain a good working fleet of Police vehicles. For the 2019/2020 budget year, the Police Department was approved to purchase up to nine (9) new 2020 Ford Police Interceptor Utility Patrol Vehicles.

GOAL

To authorize the City Manager to execute the contract with Silsbee Ford for the purchase of up to nine (9) new 2020 Ford Police Interceptor Utility Patrol Vehicles for FY 2019-2020.

COMMUNITY BENEFIT

The use of police patrol vehicles is vital to the patrol function. New or replacement vehicles assures officers have the necessary tools to successfully and safely perform their assigned duties.

SUMMARY OF RECOMMENDED ACTION

Approval of this resolution will allow the purchase of up to nine (9) emergency vehicles. The purchase of these vehicles was completed under the Goodbuy purchasing cooperative contract and in addition the three (3) bid quote process.

FISCAL IMPACT

The purchase of the emergency vehicle equipment will be funded through the city's general fund. The fiscal impact of this project will not exceed \$300,000. These funds were approved in the FY 2019-2020 budget.

RECOMMENDATION

Staff recommends approval of Resolution No. 19-R-118 authorizing the City Manager to enter an agreement with Silsbee Ford for the purchase of up to nine (9) police vehicles in the amount not to exceed \$300,000.

Attachments

Silsbee Quote
Silsbee Resolution
Quote Tabulation Sheet



PRODUCT PRICING SUMMARY

GOODBUY 19-8F000 VEHICLES

VENDOR--Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656

End User: CITY OF SCHERTZ

Prepared by: GLEN ANGELLE

Contact: SHAWN CEEKO

Phone: 409-880-9191

Email: _____

Email: gangelle.cowboyfleet@gmail.com

Product Description: 2020 FORD EXPLORER PPV

Date: August 20, 2019

A. Bid Item: _____

A. Base Price: \$ **34,964.00**

B. Factory Options

Code	Options	Bid Price	Code	Options	Bid Price
	3.3L V6 CREDIT	\$ (3,353.50)		EXT WHITE	
17A	AUX REAR AIR	\$ 610.00			
51R	DRV LED SPOT LIGHT	\$ 395.00		FRONT CLOTH /VINYL REAR SEATS	
60A	GRILL WIRING	\$ 50.00		REAR CAMERA	
86T	RR TAILLAMP HSG.	\$ 60.00		AWD	
	SYNC (BLUE TOOTH)			VINYL FLOORS	
	FRT. LIGHT HOUSING			CRUISE CONTROL	
	AM/FM/CD				
	POWER WINDOWS/LOCKS				
	POWER SEAT				

Total of B. Published Options: \$ **(2,238.50)**

Published Option Discount (5%): \$ **(55.75)**

C. Additional Options [not to exceed 25%]

\$= 0.0 %

Options	Bid Price	Options	Bid Price
			\$ -

Total of C. Unpublished Options: \$ -

D. Floor Plan Interest (for in-stock and/or equipped vehicles): \$ -

E. Lot Insurance (for in-stock and/or equipped vehicles): \$ -

F. Contract Price Adjustment: _____ \$ -

G. Additional Delivery Charge: 288 miles \$ **400.00**

H. Subtotal: \$ **33,069.75**

I. Quantity Ordered 9 x K = \$ **297,627.75**

J. Trade in: _____ \$ -

K. GOODBUY Administrative Fee (\$300 per purchase order) \$ **300.00**

L. TOTAL PURCHASE PRICE INCLUDING GOODBUY FEE \$ **297,927.75**

RESOLUTION NO. 19-R-118

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF UP TO NINE (9) POLICE VEHICLES FROM THE FY 2019-2020.

WHEREAS, the Schertz Police Department has a need to purchase nine (9) Police Vehicles IN THE FY 2019-2020; and

WHEREAS, the Schertz Police Department has done due diligence in investigating what type vehicle would best suit the needs of the department, the best quality vehicle to ensure longevity and overall pricing; and

WHEREAS, the Schertz Police Department has chosen Silsbee Ford, a Goodbuy National Purchasing Cooperative vendor, for the purchase of up to nine (9) 2020 Ford Police Interceptor Utility vehicles; and

WHEREAS, Goodbuy the National Purchasing Cooperative is a national online purchasing cooperative formed between the National School Boards Association and several state school boards associations, developed to comply with state laws which require government entities to make purchases through a competitive procurement process; and

WHEREAS, Goodbuy gives public entities the advantage of leveraging the cooperative's ability to obtain bulk discounts, combined with the ease of online, web-based shopping and ordering; and

WHEREAS, purchases under the cooperative programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City of Schertz Resolution 11-R-41 on August 30, 2011 amending the City's purchasing policy; and

WHEREAS, the City of Schertz will fund the purchase of the Patrol Vehicles through the city's general fund.

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Silsbee Ford pursuant to the vendor quote and relevant Goodbuy award information attached hereto as Exhibit A (the "Supporting Documentation").

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

Section 1. The City Council hereby authorizes the City Manager to accept the Goodbuy quote attached in Exhibit A and issue a Purchase Order compliant with the Goodbuy member procedures to Silsbee Ford in the amount not to exceed THREE HUNDRED THOUSAND DOLLARS in the FY 2019-2020.

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

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

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

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

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

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

PASSED AND ADOPTED, this 10th day of September, 2019.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

_____ **AGREEMENT**

