

# **CITY OF SCHERTZ**



## **FY 2021-22 PROPOSED BUDGET**

# City of Schertz

## Fiscal Year 2021-22

### Budget Cover Page

This budget will raise more total property taxes than last year's budget by \$698,403 or 3% increase, and of that amount, \$761,574 is tax revenue to be raised from new property added to the tax roll this year.

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

**FOR:** N/A

**AGAINST:** N/A

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

**ABSENT:** N/A

**Property Tax Rate Comparison**

	<b>2020-21</b>	<b>2019-20</b>
Property Tax Rate:	\$0.5121/100	\$0.5121/100
No-new-revenue/Effective Rate:	\$0.5146/100	\$0.5079/100
No-new-revenue/Effective Maintenance & Operations Tax Rate:	\$0.3515/100	\$0.3475/100
Voter-approval Rate:	\$0.5242/\$100	\$0.5247/\$100
Rollback Tax Rate:	N/A	N/A
Debt Rate:	\$0.1604/100	\$0.1650/100

Total debt obligation for the City of Schertz secured by property taxes: \$ 66,084,539

# **CITY OF SCHERTZ, TEXAS PROPOSED ANNUAL BUDGET**

**FISCAL YEAR 2021-22  
OCTOBER 1, 2021 – SEPTEMBER 30, 2022**

CITY COUNCIL

RALPH GUTIERREZ  
Mayor

MARK DAVIS  
Council Member, Place 1

ROSEMARY SCOTT  
Council Member, Place 2

JILL WHITTAKER  
Council Member, Place 3

MICHAEL DAHLE  
Council Member, Place 4

DAVID SCAGLIOLA  
Council Member, Place 5

ALLISON HEYWARD  
Council Member, Place 6

TIM BROWN  
Council Member, Place 7

PREPARED BY

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

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

# **City of Schertz**

## **Our Vision**

Community. Service. Opportunity.

## **Our Mission**

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

## **City Policy Values**

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

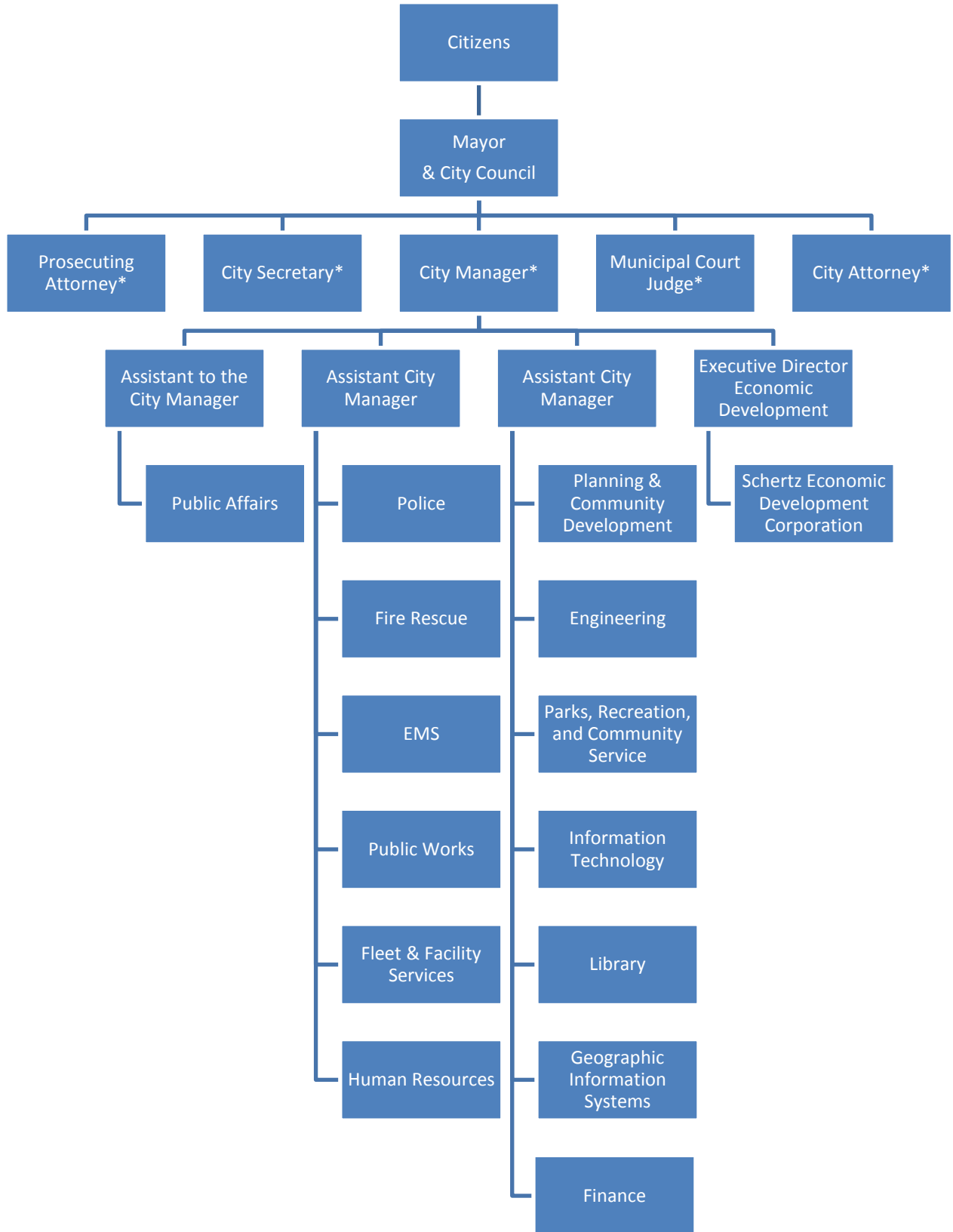
## **City Operational Values**

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

## **City Core Value**

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

# CITY OF SCHERTZ ORGANIZATIONAL CHART FY 2021-22



\*Appointed by City Council

# CITY OF SCHERTZ 2021-22 BUDGET

## Table of Contents

Executive Summary	1	<b>Emergency Medical Services (EMS)</b>	
<b>General Fund</b>		Summary	198
Summary	9	Revenues	203
Revenues	11	Expenditures	204
City Council	15	<b>Schertz Economic Development Corporation</b>	
City Manager	18	Summary	207
Municipal Court	22	Revenues	211
311/Customer Relations	27	Expenditures	213
Planning & Zoning	30	<b>Special Revenue Funds</b>	
Legal Services	37	Special Events	215
City Secretary	40	Public, Educational, and Government (PEG) Access Fund	218
Non-Departmental	45	Hotel/Motel Tax	223
Public Affairs	48	Park Fund	228
Engineering	53	Tree Mitigation	231
Police	59	Roadway Area 1	235
Fire Rescue	69	Roadway Area 2	239
Inspections	76	Roadway Area 3	243
Neighborhood Services	84	Roadway Area 4	247
Streets	89	Library Fund	252
Parks, Recreation, & Community Services	94	Historical Committee	256
Pools	100	<b>Glossary</b>	260
Event Facilities	104		
Library	109		
Information Technology	116		
Human Resources	122		
Finance	127		
Purchasing & Asset Management	132		
Fleet Services	137		
Facility Services	143		
Projects	150		
City Assistance	151		
Court Restricted Funds	154		
<b>Interest &amp; Sinking Fund</b>	157		
<b>Water &amp; Sewer</b>			
Summary	162		
Business Office	166		
Water & Sewer Administration	171		
Capital Recovery - Water	178		
Capital Recovery – Sewer	184		
<b>Drainage</b>			
Summary	189		
Revenues	193		
Expenditures	194		

# Executive Summary

## **General Fund**

**Revenue:** General Fund revenue will increase 5.2% over FY 2020-21 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 2021-22 are estimated to increase 6.3% and sales taxes are estimated to increase 3.3%.

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

Miscellaneous Income is expected to increase 24.2% in FY 2021-22 from the year end estimates due to an anticipated higher yield on investments. The investment income closely follows the Federal Funds Rate which is near zero and may increase the budget year.

**Expenses:** The overall FY 2021-22 General Fund Operating Budget increased 3.2% from FY 2020-21 year end estimates. This increase includes \$157,000 for new positions and personnel programs for Police and Facility 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 input from staff and council.

Another notable item for the FY 2021-22 Budget is the implementation of the Classification & Compensation Study's second year recommendation. This study by a 3<sup>rd</sup> party reviews market wages and makes recommendations for compensation adjustments for City staff. The first year recommended adjustment was effective on July 4<sup>th</sup>, 2020 while the second phase will be effective on October 1<sup>st</sup>, 2021. The study also recommended annual Employment Cost Index (ECI) adjustments. The budget includes \$52,750 for a 0.25% ECI for all employees effective October 1<sup>st</sup>.

Included in the Budget for FY 2021-22 is setting a new minimum wage of \$15. Comparable positions in the surrounding cities are at or above this amount and this change costs \$87,000.

This budget also allocates \$500,000 to replace the financial software. Schertz has used the current software platform for the past 20 years and it no longer can meet the demands of staff and the public.

The Animal Adoption Center air conditioning system needs to be replaced. Staff has estimated that the City will be responsible for \$350,000 of the total estimated \$700,000 project cost.

The Facilities Maintenance and Parks Budget will also increase by \$75,000 combined for contract cleaning for public safety buildings and the park restrooms. This would allow staff to focus on preventative maintenance and new initiatives rather than cleaning.

### **City Council**

The Proposed FY 2021-22 Budget increases 15.59% from the FY 2021-22 year end estimates. The costs of the November 2021 election have been received from the counties and show an increase in cost under City Support Services. There is an increase in staff support for awards, and additional council members attending trainings.

### **City Manager**

The FY 2021-22 Budget increases 8.02% from the year end estimates due to increases in personnel for the class and compensation study recommendations, additional training as conferences begin to transition back to in person, and vehicle replacement.

### **Municipal Court**

The FY 2021-22 Budget increased 10.82% from year end estimates due to personnel increases with the class and compensation study recommendations. Judge and Prosecutor services also contribute to the increase with the expectation the court will be fully operational after COVID-19 in FY 2021-22 as well as additional furniture purchases.

### **311 Customer Service**

The FY 2021-22 Budget increases 2.0% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

### **Planning & Zoning**

The FY 2021-22 Budget decreases by 53.9% from the FY 2020-21 year end estimate with the eliminations of \$400,000 for the Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update. This decrease is offset by increases in personnel for the Class and Compensation study recommendations.

### **Legal Services**

The FY 2021-22 Budget increases 7.7% from the FY 2020-21 year end estimate with the anticipated rate increase for legal services in FY 2021-22.

### **City Secretary**

The FY 2021-22 Budget increases 7.0% from the FY 2020-21 year end estimate due to personnel increases for the Class and Compensation study recommendations, as well as additional UDC updates, additional training, and Computer equipment.

### **Non-Departmental**

The FY 2021-22 Budget increases 14.2% from the FY 2020-21 year end estimate. Increased commercial insurance costs are offset by less tax abatement payments.

### **Public Affairs**

The FY 2021-22 Budget increases 2.6% from the FY 2020-21 year end estimate with the opening event for the new splash pad, added funds for printing and binding, and additional training. Personnel also increases with the classification and compensation study recommendation.

### **Engineering**

The FY 2021-22 Engineering Budget increases 3.6% from the year end estimate due to relatively minor adjustments to each budget category related to the Department's new location (away from previously shared space and supplies), increased fuel costs (higher price per gallon and miles travelled due to more active construction projects), and the fully-

staffed department's capacity to manage additional tasks needing professional services assistance. Increased personnel expenses include pay adjustments related to implementation of the classification and compensation study.

### **Police**

The FY 2021-22 Budget decreases 2.4% from the FY 2020-21 year end estimates with the transfer of the code enforcement functions to the new Neighborhood Services division of Planning & Community Development. This decrease is partially offset by personnel increases include recommendations from the Class and Compensations study as well as increasing the minimum wage to \$15 for applicable positions. The FY 2021-22 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

### **Fire Rescue**

The FY 2021-22 Budget will decrease 0.3% from the FY 2020-21 year end estimate.

### **Inspections**

The FY 2021-22 Budget increases 3.5% from the FY 2020-21 year end estimate with the implementation of the classification and compensation recommendation and an additional Building Inspector position. This increase is offset by a decrease in capital outlay with the elimination of a vehicle that was purchased during FY 2020-21.

### **Neighborhood Services**

The FY 2021-22 Budget will be set at \$373,935. This division was included in the Police Department and will now be a separate division reporting to Planning & Community Development.

### **Streets**

The FY 2021-22 Budget will increase 27.0% from the FY 2020-21 year end estimate for the Class and Compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition to personnel expenses, FY 2021-22 budget includes funds for street light replacements and a new street sweeper.

### **Parks**

The FY 2021-22 Budget will decrease 6.2% from the FY 2020-21 year end estimate with the classification and compensation study recommendation which is partially offset with less maintenance with the completion of the Senior Center Parking lot renovation.

### **Pools**

The FY 2021-22 Budget will decrease 2.8% from the FY 2020-21 year end with no change in operations.

### **Event Facilities**

The FY 2021-22 Budget will increase 25.1% from the FY 2020-21 year end estimate due implementations from the Class and Compensation study and raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the Maintenance services category will increase for FY 2021-22 for the cleaning contract. Cleaning services weren't used during COVID while events were cancelled or postponed.

## **Library**

The Library FY 2021-22 Budget increases 7.1% due to implementation of the Class and Compensation study as well as raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the FY 2021-21 budget increases are related to higher water utility costs for landscaping, increased training and additional funds for library materials.

## **Information Technology**

The Information Technology FY 2021-22 Budget increases 6.0% from the FY 2020-21 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

## **Human Resources**

The FY 2021-22 Budget will increase 11.0% from the FY 2020-21 year end estimate. The increase is due to the implementation of the Class and Compensation study and FY 2020-21 had additional savings related to COVID-19 as training and staff events did not happen.

## **Finance**

The FY 2021-22 Budget will increase 1.9% from the FY 2020-21 year end estimate due to additional compensation awarded from the classification and compensation study. The FY 2020-21 budget had savings related to COVID-19 as most trainings were held virtually.

## **Purchasing & Asset Management**

The FY 2021-22 Budget will increase 1.3% from the FY 2020-21 year end estimate due to transferring the State inspection costs from Fleet to Purchasing, additional advertising costs, and training and travel. This increase is offset by the less operating equipment cost.

## **Fleet Services**

The FY 2021-22 Budget will increase 20.6% from the FY 2020-21 year end estimate due to personnel implementations from the Class and Compensation study. In addition to personnel increases, the FY 21-22 budget increase is related to additional motor vehicle equipment and maintenance supplies, ManagerPlus software fees, a GPS tagging project, and vehicle replacements for the fleet motor pool.

## **Facility Services**

The FY 2021-22 Budget decreases 0.7% from the FY 2020-21 year end estimates. Landscaping supplies previously budgeted in the Parks department have been transferred to the FY 2021-22 Facilities budget, as well as increased utility costs. The budget adds a new Plumber position and additional funding for the facilities cleaning contract that is offset by the completion of the Public Safety restroom project that was completed during FY 2020-21.

### **City Assistance**

The FY 2021-22 Budget will increase 7.6% from the FY 2020-21 year end estimate due to an increase in the contract with the YMCA for management of the Senior Center as well as an increase in the donation expense for the senior center which is offset by donation revenue.

### **Court Restricted Funds**

The FY 2021-22 Budget will decrease \$313 from the FY 2020-21 to match the increase in court technology fee projections.

### **Interest & Sinking Fund**

**Revenues:** Revenues for FY 2021-22 increase 5.0% from the FY 2020-21 estimate with higher property values.

**Expenses:** The FY 2021-22 Budget will decrease 7.6% from the FY 2020-21 year end estimate following the debt service schedule.

### **Water & Sewer Fund**

**Revenue:** Revenues for FY 2021-22 are expected to increase 4.2% from the FY 2020-21 year end estimate

**Expenses:** The FY 2020-21 Budget decreases 4.8% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the Business office and W&S Administration.

### **Utility Billing**

The FY 2021-22 Budget increases 15.2% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition, the budget of \$180,000 for purchasing new water meters has been transferred from the W&S administration budget.

### **Administration**

The FY 2021-22 Budget will increase 3.6% from the FY 2020-21 year end estimate This increase comes from the classification and compensation study recommendation, raising applicable positions minimum wage to \$15/hour and adding a SCADA Technician to upgrade and maintain the system that monitors the water and sewer infrastructure.

### **Capital Recovery Fund – Water**

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

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

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

### **Drainage Fund**

**Revenue:** The FY 2021-22 revenue from drainage fees is expected to increase 6.5%. An increase in drainage fees from new development is offset by lower interest and investment revenue.

**Expenses:** The FY 2021-22 Budget will decrease 14.9% from the FY 2020-21 year end estimate with the debt service being paid off FY 2020-21 and less purchases of large equipment.

### **EMS Fund**

**Revenue:** Revenues for FY 2021-22 are expected to increase 15.9% from FY 2020-21 year end estimates for additional transports and an increase on the inter-jurisdictional contracts.

**Expenses:** The FY 2021-22 Budget will increase 15.9% from the FY 2020-21 year end estimate. This increase comes from the EMS department converting one ambulance from a 24 hour shift to a 12 hours shift increasing personnel costs. In addition, Schertz EMS was awarded a new contract with JBSA Randolph, which will add an additional ambulance and new personnel. These additions are offset by additional revenue brought in by the contract.

### **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 2021-22 is projected to increase by 3.2% from the FY 2020-21 year-end estimate. The increase is reflective of an increase in sales tax revenue.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2021-22 are projected to increase by 28.9% to fill the allowable advertising expense budget as allowed by the state statutes.

### **Special Events Fund**

**Revenue:** The revenue for FY 2021-22 is expected to decrease 24.5% from FY 2020-21 year end estimates in anticipation of a lower turnout at events.

**Expenses:** The Special Events Fund FY 2021-22 Budget decrease 8.3% from the FY 2020-21 year end estimates with no change in operations.

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

**Revenue:** Revenues for FY 2021-22 are not expected to change from the FY 2020-21 year end estimates

**Expenses:** The PEG Fund FY 2021-22 Budget increased from \$3,259 to \$100,000 from the FY 2020-21 year end estimates with the continued implementation of the communication master plan.

### **Hotel Motel Tax Fund**

**Revenue:** Revenue for FY 2021-22 is expected to increase 53.3% from the FY 2020-21 year end estimates. Recent events during FY 2020-21 causing decreased capacity are expected to improve during FY 2021-22 with the opening of the new Candlewood Suites hotel.

**Expenses:** The Hotel Motel Tax Fund FY 2021-22 Budget decrease 29.1% from FY 2020-21 year end estimates due to the Civic Center remodel and chair upgrades completed during FY 2020-21.

### **Park Fund**

**Revenue:** The revenue for FY 2021-22 is expected to decrease 12.1% from the FY 2020-21 year end estimates from new development.

**Expenses:** The FY 2021-22 Budget is not expected to change from FY 2020-21 year end estimate.

### **Tree Mitigation**

**Revenue:** The revenue for FY 2021-22 is expected to decrease by 70.4% from 2020-21 year end estimate with an expected reduction in new development.

**Expenses:** The FY 2021-22 Budget will increase by 16.7% from the FY 2020-21 year end estimate for additional tree trimming and planting shade trees throughout the city.

### **Roadway Impact Fee Area 1**

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

### **Roadway Impact Fee Area 2**

The FY 2021-22 Budget will be set at \$29,000. \$5,000 will be for any professional services or studies that need to be completed and \$24,000 is the expected payment for the development of Ripps-Kruesler Road.

### **Roadway Impact Fee Area 3**

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

### **Roadway Impact Fee Area 4**

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

### **Library Fund**

**Revenues:** Revenue for FY 2021-22 is expected to increase from the FY 2020-21 with more book sales.

**Expenses:** The Library Fund's FY 2021-22 Budget increase 10.4% from the FY 2020-21 year end estimates with the purchase of replacement shelving for the bookstore.

**Historical Committee**

**Revenues:** Revenue for FY 2021-22 will remain at the same funding allocation as FY 2020-21.

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

101-GENERAL FUND

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	22,193,926	23,918,317	25,198,550	23,556,987	26,229,622	27,560,000	
Franchises	2,270,107	2,223,227	2,334,000	1,613,888	2,293,000	2,327,000	
Permits	1,539,511	1,701,296	1,767,250	1,235,906	1,735,995	1,718,150	
Licenses	65,787	49,540	56,860	35,278	48,920	49,320	
Fees	2,459,972	2,091,014	2,338,234	1,537,908	1,975,485	2,232,459	
Fines & Forfeitures	14,583	7,053	11,000	5,732	6,000	9,000	
Inter-Jurisdictional	926,570	996,174	1,066,925	709,409	969,836	990,598	
Fund Transfers	2,697,683	2,703,943	6,291,818	2,296,528	2,979,732	3,718,465	
Miscellaneous	<u>1,252,501</u>	<u>804,912</u>	<u>632,100</u>	<u>499,440</u>	<u>568,389</u>	<u>706,050</u>	
TOTAL REVENUES	33,420,639	34,495,476	39,696,737	31,491,075	36,806,979	39,311,042	
<u>EXPENDITURE SUMMARY</u>							
<u>NON PROGRAM</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL	92,341	110,886	134,988	85,830	111,817	129,252	
CITY MANAGER	1,086,888	1,168,026	1,279,134	934,901	1,222,300	1,320,379	
MUNICIPAL COURT	347,078	324,437	368,465	260,546	344,445	381,727	
CUSTOMER RELATIONS-311	117,254	110,238	113,869	89,152	114,606	117,235	
PLANNING & ZONING	227,535	182,850	704,403	185,580	705,234	324,958	
LEGAL SERVICES	135,598	107,722	150,000	63,482	130,000	140,000	
CITY SECRETARY	207,930	206,457	208,840	154,289	201,342	216,259	
NONDEPARTMENTAL	2,171,669	2,669,901	2,536,315	1,853,302	2,148,645	2,452,899	
PUBLIC AFFAIRS	609,184	557,109	629,026	463,800	620,783	637,143	
SCHERTZ TALES MAGAZINE	( 350)	0	0	0	0	0	
ENGINEERING	703,456	659,370	913,126	672,077	904,783	937,261	
GIS	<u>177,700</u>	<u>187,174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	5,876,284	6,284,169	7,038,166	4,762,959	6,503,955	6,657,113	
<u>PUBLIC SAFETY</u>							
POLICE	8,077,388	7,604,159	10,198,955	7,735,791	10,510,651	10,256,240	
FIRE RESCUE	5,287,798	5,056,610	6,213,853	4,977,119	6,624,933	6,606,098	
INSPECTIONS	962,856	903,194	1,024,222	738,044	1,032,178	1,067,871	
NEIGHBORHOOD SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>373,935</u>	
TOTAL PUBLIC SAFETY	14,328,041	13,563,963	17,437,030	13,450,954	18,167,762	18,304,144	
<u>PUBLIC ENVIRONMENT</u>							
STREETS	<u>1,301,880</u>	<u>1,521,424</u>	<u>1,649,740</u>	<u>995,256</u>	<u>1,501,002</u>	<u>1,905,984</u>	
TOTAL PUBLIC ENVIRONMENT	1,301,880	1,521,424	1,649,740	995,256	1,501,002	1,905,984	

101-GENERAL FUND

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b><u>PARKS &amp; RECREATION</u></b>							
PARKS	1,483,637	1,312,158	1,719,216	1,198,412	1,761,499	1,653,013	
SWIM POOL	567,606	471,528	569,878	365,292	586,035	569,878	
EVENT FACILITIES	<u>323,241</u>	<u>320,479</u>	<u>393,047</u>	<u>208,956</u>	<u>307,451</u>	<u>384,730</u>	
TOTAL PARKS & RECREATION	2,374,484	2,104,164	2,682,141	1,772,660	2,654,985	2,607,621	
<b><u>CULTURAL</u></b>							
LIBRARY	<u>999,857</u>	<u>1,034,433</u>	<u>1,064,255</u>	<u>799,405</u>	<u>1,061,950</u>	<u>1,137,049</u>	
TOTAL CULTURAL	999,857	1,034,433	1,064,255	799,405	1,061,950	1,137,049	
<b><u>HEALTH</u></b>							
ANIMAL SERVICES	<u>499,493</u>	<u>648,502</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL HEALTH	499,493	648,502	0	0	0	0	
<b><u>INTERNAL SERVICE</u></b>							
INFORMATION TECHNOLOGY	2,218,800	1,821,503	2,638,646	1,760,706	2,543,014	2,695,594	
HUMAN RESOURCES	658,495	668,639	761,719	484,636	661,764	734,381	
FINANCE	595,797	634,265	653,967	533,601	679,983	692,594	
PURCHASING & ASSET MGT	227,974	235,506	244,519	188,902	252,775	255,971	
FLEET SERVICE	801,809	913,882	1,073,597	784,975	1,072,351	1,292,799	
BUILDING MAINTENANCE	<u>1,491,452</u>	<u>1,432,009</u>	<u>1,855,808</u>	<u>1,179,110</u>	<u>1,828,908</u>	<u>1,815,674</u>	
TOTAL INTERNAL SERVICE	5,994,326	5,705,803	7,228,256	4,931,931	7,038,796	7,487,013	
<b><u>MISC &amp; PROJECTS</u></b>							
PROJECTS	0	4,000,000	2,231,300	2,231,300	2,314,007	850,000	
CITY'S ASSISTANCE	303,127	287,962	330,000	220,389	318,416	342,666	
COURT-RESTRICTED FUNDS	<u>2,607</u>	<u>0</u>	<u>22,992</u>	<u>6,070</u>	<u>19,765</u>	<u>19,452</u>	
TOTAL MISC & PROJECTS	<u>305,733</u>	<u>4,287,962</u>	<u>2,584,292</u>	<u>2,457,759</u>	<u>2,652,188</u>	<u>1,212,118</u>	
TOTAL EXPENDITURES	31,680,098	35,150,421	39,683,880	29,170,923	39,580,637	39,311,042	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,740,541</u>	<u>( 654,945)</u>	<u>12,857</u>	<u>2,320,152</u>	<u>( 2,773,658)</u>	<u>0</u>	

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

101-GENERAL FUND

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411100 Advalorem Tax-Current	13,471,714	14,102,255	14,554,500	14,555,503	14,480,000	15,420,000	
000-411110 Disable Veterans Assist Pymnt	201,117	0	500,000	1,064,592	1,064,592	1,100,000	
000-411200 Advalorem Tax-Delinquent	55,579	46,115	50,000	51,435	55,000	50,000	
000-411300 Advalorem Tax-P&I	70,356	86,945	50,000	67,389	60,000	70,000	
000-411500 Sales Tax Revenue-Gen Fund	8,334,642	9,612,864	9,964,000	7,769,916	10,500,000	10,850,000	
000-411600 Bingo Tax	24	28	50	0	30	0	
000-411700 Mixed Beverage Tax	<u>60,494</u>	<u>70,111</u>	<u>80,000</u>	<u>48,152</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL Taxes	22,193,926	23,918,317	25,198,550	23,556,987	26,229,622	27,560,000	

<u>Franchises</u>							
000-421200 Center Point/Entex Energy	92,448	90,533	95,000	79,690	92,000	94,000	
000-421220 City Public Service	943,529	946,815	1,020,000	738,354	960,000	980,000	
000-421240 Guadalupe Valley Elec Co-op	445,505	441,211	455,000	313,833	455,000	460,000	
000-421250 New Braunfels Utilities	66,591	65,991	78,000	53,074	66,000	70,000	
000-421300 Time Warner-State Franchise	310,384	317,421	250,000	203,145	325,000	325,000	
000-421460 AT&T Franchise Fee	129,614	92,736	150,000	56,154	100,000	100,000	
000-421480 Other Telecom Franchise - ROW	125,415	107,819	130,000	45,158	130,000	130,000	
000-421500 Solid Waste Franchise Fee	<u>156,621</u>	<u>160,702</u>	<u>156,000</u>	<u>124,480</u>	<u>165,000</u>	<u>168,000</u>	
TOTAL Franchises	2,270,107	2,223,227	2,334,000	1,613,888	2,293,000	2,327,000	

<u>Permits</u>							
000-431100 Home Occupation Permit	525	560	500	595	595	525	
000-431205 Bldg Permit-Residential	528,025	588,824	550,000	403,980	600,000	601,400	
000-431210 Bldg Permit-Commercial	154,369	181,831	350,000	138,009	250,000	250,000	
000-431215 Bldg Permit-General	362,898	377,725	350,000	284,541	380,000	350,000	
000-431300 Mobile Home Permit	750	300	400	400	300	375	
000-431400 Signs Permit	9,231	4,875	5,600	4,610	4,200	5,000	
000-431500 Food Establishmnt Permit	62,460	69,780	63,000	61,180	70,000	70,000	
000-431700 Plumbing Permit	125,205	130,330	138,950	97,312	130,000	130,000	
000-431750 Electrical Permit	70,860	69,460	70,900	60,220	80,000	75,000	
000-431800 Mechanical Permit	65,740	68,640	68,300	42,740	68,300	68,000	
000-431900 Solicitor/Peddler Permit	6,500	2,256	2,300	1,970	2,300	2,000	
000-431950 Animal/Pet Permit	15	45	500	0	0	250	
000-432000 Cert of Occupancy Prmt	9,250	7,150	6,300	7,900	6,300	7,600	
000-432100 Security Alarm Permit	48,506	43,736	43,000	27,586	30,000	43,000	
000-432300 Grading/Clearing Permit	15,118	9,795	12,500	9,407	9,000	10,000	
000-432400 Development Permit	52,297	110,297	75,000	74,316	75,000	75,000	
000-435000 Fire Permit	<u>27,763</u>	<u>35,693</u>	<u>30,000</u>	<u>21,141</u>	<u>30,000</u>	<u>30,000</u>	
TOTAL Permits	1,539,511	1,701,296	1,767,250	1,235,906	1,735,995	1,718,150	

<u>Licenses</u>							
000-441000 Alcohol Beverage License	7,543	7,783	8,100	5,698	7,800	8,200	
000-441300 Mobile Home License	80	120	160	80	120	120	
000-442000 Contractors License	55,600	40,680	45,600	29,500	41,000	41,000	
000-444000 Pet License	<u>2,564</u>	<u>957</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Licenses	65,787	49,540	56,860	35,278	48,920	49,320	

Fees

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

101-GENERAL FUND

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
000-451000 Municipal Court Fines	689,543	625,820	664,160	366,745	405,052	625,000	
000-451100 Arrest Fee	26,448	21,404	25,680	11,378	14,461	21,300	
000-451110 Expunction Fee	30	100	160	0	200	100	
000-451200 Warrant Fees	72,813	67,368	73,560	39,580	36,400	67,400	
000-451210 Court-Claims & Judgements	( 215)	0	0	0	0	0	
000-451220 Officer Jury Fee	0	91	400	0	200	200	
000-451310 Restitution Fee-Local	0	126	0	103	103	100	
000-451320 Civil Justice Fee-Court	0	0	500	0	0	0	
000-451340 Judicial Fee-City	3,516	1,531	3,432	416	300	1,524	
000-451400 Traffic Fine Costs TTL	12,521	9,930	12,168	4,892	6,851	9,924	
000-451510 Juvenile Case Mgmt Fee	29,338	12,774	28,668	3,474	3,313	12,768	
000-451520 Truancy Fees	5,448	13,592	5,352	9,994	13,999	13,584	
000-451530 Local Municipal Jury Fund	0	227	400	191	250	225	
000-451600 Technology Fund Fee	23,423	19,459	22,992	10,514	12,795	19,452	
000-451700 Security Fee	17,567	18,904	17,244	11,517	14,327	18,900	
000-451800 Time Payment Fee-City	4,968	4,148	4,968	1,707	1,537	4,140	
000-451850 State Fines 10% Service Fee	35,756	32,615	38,752	21,272	31,274	32,612	
000-451900 DPS Payment-Local	5,501	5,059	5,592	3,033	3,894	5,052	
000-452000 Child Safety Fee	9,743	5,890	10,356	4,218	5,729	5,880	
000-452100 Platting Fees	52,500	31,250	59,000	33,500	54,000	54,000	
000-452200 Site Plan Fee	31,500	10,500	36,000	14,000	23,000	23,000	
000-452300 Plan Check Fee	527,531	552,174	625,000	366,836	600,000	600,000	
000-452320 Tree Mitigation Admin Fee	5,280	10,707	15,000	38,738	45,000	15,000	
000-452400 BOA/Variance Fees	3,250	1,000	5,000	1,500	2,500	2,500	
000-452600 Specific Use/Zone Chng Fee	18,800	22,090	18,000	26,300	26,450	26,450	
000-452710 Zoning Ltr & Dev Rights	4,500	3,300	1,950	2,100	2,550	2,550	
000-453100 Reinspection Fees	226,667	202,351	190,000	130,050	190,000	190,000	
000-453110 Swim Pool Inspection Fee	1,430	2,970	2,500	2,860	2,500	2,500	
000-453200 Lot Abatement	2,508	8,552	5,000	1,825	5,000	5,000	
000-453211 Admin Fee-Inspections	11,100	11,200	18,600	2,600	5,000	10,000	
000-453310 Misc Inspection Fees	400	300	0	0	0	0	
000-453710 Foster Care	403	600	500	300	600	500	
000-454200 Pool Gate Admission Fee	24,312	12,339	24,000	9,712	24,000	22,000	
000-454300 Seasonal Pool Pass Fee	4,234	1,380	5,000	6,480	5,000	4,000	
000-456120 Senior Center Meal Fee	401	19,371	20,000	20,876	20,000	20,000	
000-456500 HAZ MAT Fees	1,041	0	5,000	0	0	5,000	
000-456600 Fire Re-inspection Fee	493	650	1,000	300	600	750	
000-458000 Sale of General Fixed Assets	0	0	20,000	0	20,000	0	
000-458100 Sale of Merchandise	2,111	360	0	90	200	0	
000-458110 Sale of Mdse - GovDeals	113,073	53,563	80,000	152,699	140,000	100,000	
000-458350 Gain on Sale of Fixed Assets	0	0	0	3,800	3,800	0	
000-458400 Civic Center Rental Fees	211,568	5,275	130,900	9,130	80,000	140,000	
000-458401 Capital Recovery Fee-Civic C	17,940	11,500	0	6,575	1,000	0	
000-458402 Civic Center Ancillary Fees	0	200	0	10	0	0	
000-458450 North Center Rental Fees	27,797	15,875	14,000	20,163	20,000	18,000	
000-458460 Senior Center Rental	8,101	3,500	7,000	0	0	7,000	
000-458500 Community Center Rental Fees	45,211	16,778	23,800	21,624	30,000	25,000	
000-458501 Community Center Service Fees	250	550	0	350	0	0	
000-458510 Grand Ballroom Rental Fees	27,219	115,336	0	44,270	0	0	
000-458520 Cut-Off Hall Rental Fees	5,644	10,568	0	4,566	0	0	

101-GENERAL FUND

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
000-458530 Conference Hall Rental Fees	269	1,963	0	506	0	0	
000-458540 Bluebonnet Hall Rental Fees	20,250	25,726	0	17,355	0	0	
000-458550 Pavilion Rental Fees	20,672	4,590	20,000	15,838	15,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,500	5,850	7,800	7,800	
000-458570 Non-Resident SYSA League	19,170	8,590	10,000	5,990	10,000	10,000	
000-458580 HOA Meeting Rental Fees	450	1,125	0	750	0	0	
000-458581 Funeral Reception Rental Fees	225	600	0	675	0	0	
000-458582 Quality of Life Rental Fees	1,860	5,430	0	5,775	0	0	
000-458590 Cancellation Fees-Event Renta	250	6,445	0	1,250	0	0	
000-458650 NonResident User Fee-BVYA	10,710	6	10,000	12,600	10,000	10,000	
000-458660 BVYA Utility Reimbursement	13,490	0	15,000	14,738	15,000	15,000	
000-458670 SYSA Utility Reimbursement	4,883	4,494	7,500	0	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	17,064	16,098	10,000	15,548	20,000	15,000	
000-458685 Recreation Programs	0	0	1,000	0	0	1,000	
000-458685.Rec Prgrm-Kickball Leagues	0	84	2,600	3,650	3,650	2,600	
000-458700 Vehicle Impoundment	7,820	14,060	10,000	8,220	11,000	11,000	
000-459200 NSF Check Fee	100	125	100	0	0	100	
000-459300 Notary Fee	42	48	100	54	50	48	
000-459400 Maps,Copies,UDC & Misc Fees	30	5	0	0	0	0	
000-459600 Animal Adoption Fee	12,423	14,075	12,000	7,400	8,000	9,000	
000-459700 Pet Impoundment Fee	6,099	11,227	5,000	6,436	8,000	7,000	
000-459800 Police Reports Fee	4,702	5,248	5,800	4,986	7,600	5,000	
TOTAL Fees	2,459,972	2,091,014	2,338,234	1,537,908	1,975,485	2,232,459	
<u>Fines &amp; Forfeitures</u>							
000-463000 Library Fines	14,583	7,053	11,000	5,732	6,000	9,000	
TOTAL Fines & Forfeitures	14,583	7,053	11,000	5,732	6,000	9,000	
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	5,269	21,078	21,077	21,078	21,078	21,077	
000-473200 City of Seguin-Fire Contract	30,108	30,108	30,107	25,090	30,107	30,107	
000-473300 Guadalupe Co-Library	217,152	217,152	203,191	152,393	203,191	217,000	
000-473400 Randolph AFB-Animal Control	0	0	500	0	0	0	
000-474200 Library Services-Cibolo	35,000	40,030	40,000	40,000	40,000	40,000	
000-474210 Library Services-Selma	23,475	26,505	26,000	25,020	25,020	26,000	
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	83,000	160,000	160,000	
000-474600 School Crossing Guard-Bexar C	41,418	39,171	36,000	29,896	36,000	36,000	
000-474610 School Cross Guard-Guadalupe	39,748	43,821	41,000	34,290	42,000	41,000	
000-474620 School Crossing Guards - Coma	0	0	0	1,813	0	1,900	
000-474700 School Officer Funding	349,400	355,810	453,050	271,830	362,440	367,514	
000-474750 Crime Victim Liaison Agreemen	25,000	62,500	50,000	25,000	50,000	50,000	
TOTAL Inter-Jurisdictional	926,570	996,174	1,066,925	709,409	969,836	990,598	
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	141,587	179,100	182,600	137,012	182,600	212,740	
000-480100 Indirect Costs-Hotel/Motel	67,582	74,428	72,464	54,348	72,464	74,443	
000-481000 Transfer In - Reserves	0	0	3,303,086	0	0	598,549	
000-482300 Transfer In-Resrv Child Safet	0	0	0	0	0	25,000	
000-485000 Interfund Charges-Drainage-5%	295,157	243,112	285,506	214,130	285,506	308,010	
000-486000 Interfund Chrges-Admin W&S	1,365,998	1,385,000	1,450,827	1,088,120	1,450,827	1,478,230	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

REVENUES

			(------ 2020-2021 -----)			(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	0	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	0	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	0	1,000	
000-487000 Interfund Charges-Fleet	370,729	360,667	398,618	298,250	398,618	505,509	
000-488000 Interfund Charges-4B	456,630	461,636	503,717	504,669	503,717	506,984	
000-489000 Transfer In	0	0	86,000	0	86,000	0	
TOTAL Fund Transfers	2,697,683	2,703,943	6,291,818	2,296,528	2,979,732	3,718,465	
<b>Miscellaneous</b>							
000-491000 Interest Earned	68,504	26,057	15,000	5,362	7,500	15,000	
000-491200 Investment Income	407,593	251,154	120,000	43,995	40,000	120,000	
000-491800 Gain/Loss	( 9,867)	0	0	0	0	0	
000-491900 Unrealized Gain/Loss-CapOne	22,386	22,942	0	( 24,951)	0	0	
000-493000 Donations-Others	50	100	0	500	500	0	
000-493120 Donations-Public Library	9,692	2,166	10,000	1,691	2,000	10,000	
000-493400 Donations-Animal Control	4,769	3,978	5,000	2,335	5,000	5,000	
000-493401 Donations-A/C Microchip	382	1,080	0	940	0	0	
000-493460 Donations- Parks	11,718	500	10,000	0	0	10,000	
000-493465 Donations-Senior Center	11,494	6,068	10,000	465	750	10,000	
000-493502 Donations-PD	930	200	0	450	500	500	
000-493503 Donation-Fire Rescue	1,740	2,200	0	800	800	1,000	
000-493618 Donation - Veteran's Memorial	390	1,350	0	1,425	1,250	1,250	
000-493700 July 4th Activities	0	249	26,000	14,876	26,000	26,000	
000-493701 Proceeds-Holidazzle	0	12,320	12,500	3,290	3,290	12,500	
000-493704 Moving on Main	0	100	4,000	9,950	10,000	4,000	
000-493706 Music, Movies in the Park	0	8,000	0	0	0	0	
000-494481 LawEnforcemtOfficersStnd&Educ	4,341	5,082	5,000	4,489	5,000	5,000	
000-494482 Grants-Police, Fire, Gen Fund	8,000	0	2,500	541	1,500	12,500	
000-495100 Mobile Stage Rental Fees	2,050	1,550	2,100	0	2,000	0	
000-497000 Misc Income-Gen Fund	93,439	60,081	40,000	167,198	50,000	50,000	
000-497005 Schertz Magazine Advertising	143,420	133,575	120,000	117,962	140,000	140,000	
000-497100 Misc Income-Police	14,743	7,545	9,000	8,582	14,000	9,000	
000-497200 Misc Income-Library	4,930	2,236	4,500	1,661	1,800	3,000	
000-497210 Misc Income-Library Copier	21,843	9,674	18,000	5,191	6,000	15,000	
000-497300 Misc Income-Animal Control	325	224	0	684	400	800	
000-497400 Misc Income-Streets Dept	35,980	22,532	30,000	13,627	30,000	50,000	
000-497460 Misc Income-Parks	140	11,037	0	360	750	0	
000-497500 Misc Income-TML Ins. Claims	19,623	36,015	25,000	6,946	25,000	25,000	
000-497550 Misc Income-TML WC Reimbursmn	3,407	11,129	10,000	25,796	25,000	10,000	
000-497600 Misc Income-Vending Mach	2,824	1,382	2,500	291	750	2,500	
000-497610 Misc Income-Muni Court	154	0	0	0	0	0	
000-498000 Reimbursmnt-Gen Fund	0	47,542	20,000	0	20,000	20,000	
000-498105 Reimbursmt Police OT-DEA	17,830	30,802	18,000	36,075	40,000	35,000	
000-498110 Reimbursmnt Fire-Emg Acti-OT	336,655	72,533	100,000	40,312	100,000	100,000	
000-498150 Reimbursement - Library	13,018	13,509	13,000	8,599	8,599	13,000	
TOTAL Miscellaneous	1,252,501	804,912	632,100	499,440	568,389	706,050	
TOTAL REVENUES	33,420,639	34,495,476	39,696,737	31,491,075	36,806,979	39,311,042	

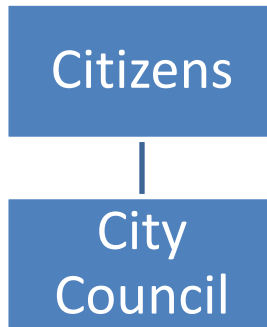
**DEPARTMENT: 150 CITY COUNCIL**  
**FUND: 101 GENERAL FUND**

**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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Number of ordinances passed	36	41	41
Number of resolutions passed	126	140	140
Requests for Information	20	20	20

Number of Council Meetings	43	43	43
Requests for Agenda Items	11	15	16
Council on the Go Meetings	1	2	*2
Council HOA Presidents Meeting	1	0	*1

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Meeting Attendance rate	96	96	96
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Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Personnel	\$39,072	\$39,554	\$38,102
Supplies	410	650	750
City Support Services	42,476	47,750	55,500
Operations Support	212	250	300
Staff Support	24,765	19,113	28,600
Professional Services	3,950	4,500	6,000
Operating Equipment	0	0	0
<i>Total</i>	<i>\$110,886</i>	<i>\$111,817</i>	<i>\$129,252</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2021-22 Budget increases 15.59% from the FY 2021-22 year end estimates. The costs of the November 2021 election have been received from the counties and show an increase in cost under City Support Services. There is an increase in staff support for awards, and additional council members attending trainings.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>CITY COUNCIL</b>							
<b>Personnel Services</b>							
150-511110 Regular	24,457	26,714	25,023	19,230	26,800	25,423	
150-511240 Allowances	9,293	9,659	9,936	7,633	10,000	9,971	
150-511310 FICA-Employer	<u>2,676</u>	<u>2,699</u>	<u>2,674</u>	<u>2,055</u>	<u>2,754</u>	<u>2,708</u>	
TOTAL Personnel Services	36,426	39,072	37,633	28,918	39,554	38,102	
<b>Supplies</b>							
150-521000 Operating Supplies	158	312	500	0	400	500	
150-521100 Office Supplies	<u>486</u>	<u>98</u>	<u>250</u>	<u>162</u>	<u>250</u>	<u>250</u>	
TOTAL Supplies	645	410	750	162	650	750	
<b>City Support Services</b>							
150-532350 Software Maintenance	0	4,500	4,500	0	0	4,500	
150-532600 City Elections	17,110	30,680	40,205	36,587	39,500	42,000	
150-532800 Special Events	<u>7,567</u>	<u>7,297</u>	<u>15,000</u>	<u>5,474</u>	<u>8,250</u>	<u>9,000</u>	
TOTAL City Support Services	24,677	42,476	59,705	42,061	47,750	55,500	
<b>Utility Services</b>							
<b>Operations Support</b>							
150-534200 Printing & Binding	<u>178</u>	<u>212</u>	<u>300</u>	<u>86</u>	<u>250</u>	<u>300</u>	
TOTAL Operations Support	178	212	300	86	250	300	
<b>Staff Support</b>							
150-535100 Uniforms	374	268	400	308	350	400	
150-535200 Awards	0	75	2,000	0	0	2,000	
150-535300 Memberships	11,777	12,028	13,000	12,413	12,413	13,000	
150-535400 Publications	0	57	200	0	100	200	
150-535500 Training/Travel	<u>10,463</u>	<u>12,338</u>	<u>13,000</u>	<u>1,883</u>	<u>6,250</u>	<u>13,000</u>	
TOTAL Staff Support	22,615	24,765	28,600	14,604	19,113	28,600	
<b>Professional Services</b>							
150-541300 Other Consl/Prof Services	<u>7,800</u>	<u>3,950</u>	<u>6,000</u>	<u>0</u>	<u>4,500</u>	<u>6,000</u>	
TOTAL Professional Services	7,800	3,950	6,000	0	4,500	6,000	
<b>Rental/Leasing</b>							
<b>Operating Equipment</b>							
150-571300 Computer & Periphe. < \$5,000	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	0	2,000	0	0	0	
<b>TOTAL CITY COUNCIL</b>	<b>92,341</b>	<b>110,886</b>	<b>134,988</b>	<b>85,830</b>	<b>111,817</b>	<b>129,252</b>	

DEPARTMENT: 151 CITY MANAGER  
FUND: 101 GENERAL FUND

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



CITY MANAGER	2019-20	2020-21	2021-22
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$1,154,036	\$1,202,362	\$1,247,554
Supplies	1,481	2,000	2,000
City Support Services	3,809	2,000	2,000
Utility Services	0	0	0
Operations Support	0	50	50
Staff Support	8700	14,688	24,775
Operating Equipment	0	0	0
Capital Outlay	0	0	44,000
<i>Total</i>	<i>\$1,168,026</i>	<i>\$1,222,300</i>	<i>\$1,320,379</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 8.02% from the year end estimates due to increases in personnel for the class and compensation study recommendations, additional training as conferences begin to transition back to in person, and vehicle replacement.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>CITY MANAGER</b>							
=====							
<u>Personnel Services</u>							
151-511110 Regular	793,330	859,271	908,859	681,718	882,000	908,399	_____
151-511120 Overtime	0	1,063	240	333	600	240	_____
151-511180 LTD	2,301	555	2,824	0	0	0	_____
151-511210 Longevity	8,115	6,332	7,267	5,765	5,765	7,461	_____
151-511220 Clothing Allowance	96	0	0	0	0	0	_____
151-511230 Certification Allowance	886	0	2,243	1,245	700	1,170	_____
151-511240 Allowances	7,200	7,200	6,912	5,539	7,200	6,912	_____
151-511310 FICA - Employer	59,465	59,328	70,251	47,664	65,000	70,145	_____
151-511350 TMRS-Employer	131,159	139,795	150,965	112,953	145,000	151,348	_____
151-511410 Health-Employer	57,761	79,541	95,580	69,560	95,000	100,435	_____
151-511500 Workers' Compensation	<u>1,048</u>	<u>951</u>	<u>1,168</u>	<u>1,286</u>	<u>1,097</u>	<u>1,444</u>	_____
TOTAL Personnel Services	1,061,361	1,154,036	1,246,309	926,063	1,202,362	1,247,554	_____
<u>Supplies</u>							
151-521100 Office Supplies	<u>1,892</u>	<u>1,481</u>	<u>2,000</u>	<u>746</u>	<u>2,000</u>	<u>2,000</u>	_____
TOTAL Supplies	1,892	1,481	2,000	746	2,000	2,000	_____
<u>City Support Services</u>							
151-532800 Special Events	<u>4,338</u>	<u>3,809</u>	<u>4,800</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	_____
TOTAL City Support Services	4,338	3,809	4,800	0	2,000	2,000	_____
<u>Utility Services</u>							
151-533500 Vehicle Fuel	<u>414</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____
TOTAL Utility Services	414	0	0	0	0	0	_____
<u>Operations Support</u>							
151-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>50</u>	_____
TOTAL Operations Support	0	0	50	0	50	50	_____
<u>Staff Support</u>							
151-535100 Uniforms	748	887	775	35	775	775	_____
151-535200 Employee Recognition	917	1,383	5,000	377	1,800	5,000	_____
151-535300 Memberships	4,131	2,336	4,000	3,182	4,113	4,000	_____
151-535400 Publications	383	399	500	295	500	500	_____
151-535500 Training/Travel	8,795	3,053	11,500	2,488	5,000	11,500	_____
151-535510 Meeting Expenses	2,538	571	3,000	515	2,500	3,000	_____
151-535600 Professional Certification	<u>0</u>	<u>71</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____
TOTAL Staff Support	17,512	8,700	24,775	6,892	14,688	24,775	_____

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
151-571000 Furniture & Fixtures	1,370	0	1,200	1,200	1,200	0	
TOTAL Operating Equipment	1,370	0	1,200	1,200	1,200	0	
<u>Capital Outlay</u>							
151-581200 Vehicles & Access. Over \$5,00	0	0	0	0	0	44,000	
TOTAL Capital Outlay	0	0	0	0	0	44,000	
TOTAL CITY MANAGER	1,086,888	1,168,026	1,279,134	934,901	1,222,300	1,320,379	

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

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**DEPARTMENTAL DESCRIPTION**

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

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

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

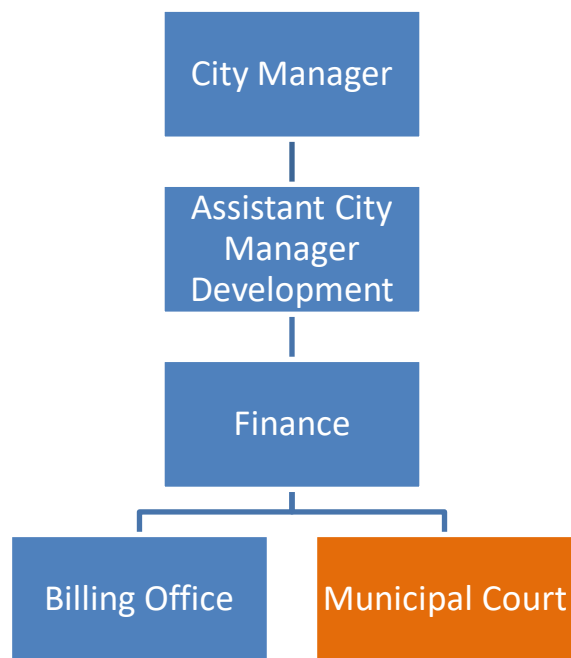
The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

**GOALS AND OBJECTIVES**

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

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

## ORGANIZATIONAL CHART



MUNICIPAL COURT	2019-20	2020-21	2021-22
Court Administrator	1	1	1
Senior Deputy Court Clerk	1	1	1
Deputy Court Clerk	2	2	2
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Traffic Citations Filed	4,669	2,664	3,483
State Law Citations Filed	1,198	544	892
Municipal Ordinances Filed	276	208	142

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Cases Disposed	6,203	4,347	5,121
Charges Processed per Clerk	2,067	1,766	1,707

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Cases Disposed per Clerk	33%	33%	33%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	\$270,220	\$279,754	\$299,117
Supplies	1,559	1,075	1,500
City Support Services	741	750	500
Operations Support	38	1,754	2,000
Staff Support	4,164	5,970	6,910
Court Support	372	1,080	3,000
Professional Services	45,694	51,912	61,700
Maintenance Services	1,650	2,150	3,000
Operating Equipment	0	0	4,000
<i>Total</i>	<i>\$324,437</i>	<i>\$344,445</i>	<i>\$381,727</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increased 11.1% from year end estimates due to personnel increases based on the classification and compensation study results. Judge and Prosecutor services also contribute to the increase with the expectation the court will be fully operational after COVID-19 in FY 2020-21.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2020-2021			2021-2022			
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>MUNICIPAL COURT</b>							
<b>Personnel Services</b>							
152-511110 Regular	191,719	179,388	182,591	146,511	184,000	192,522	
152-511120 Overtime	0	169	192	124	160	192	
152-511180 LTD	571	139	568	0	0	0	
152-511210 Longevity	7,247	7,402	8,545	7,978	7,978	8,739	
152-511230 Certification Allowance	1,073	485	2,313	602	670	1,152	
152-511310 FICA - Employer	14,927	13,039	14,773	11,215	14,000	15,458	
152-511350 TMRS-Employer	32,439	29,978	31,539	25,221	30,000	33,134	
152-511410 Health-Employer	32,584	39,532	42,859	33,427	42,859	47,602	
152-511500 Workers' Compensation	226	87	245	270	87	318	
TOTAL Personnel Services	280,788	270,220	283,625	225,348	279,754	299,117	
<b>Supplies</b>							
152-521100 Office Supplies	1,987	1,559	1,500	924	1,075	1,500	
TOTAL Supplies	1,987	1,559	1,500	924	1,075	1,500	
<b>City Support Services</b>							
152-532800 Special Events	326	741	500	124	750	500	
TOTAL City Support Services	326	741	500	124	750	500	
<b>Utility Services</b>							
<b>Operations Support</b>							
152-534200 Printing & Binding	1,967	38	2,000	277	1,754	2,000	
TOTAL Operations Support	1,967	38	2,000	277	1,754	2,000	
<b>Staff Support</b>							
152-535100 Uniforms	548	579	600	0	600	600	
152-535300 Memberships	750	545	810	220	590	810	
152-535400 Publications	390	0	500	0	500	500	
152-535500 Training/Travel	3,304	1,955	3,500	579	3,000	3,500	
152-535500.Training/Travel - Juv Case Mg	659	109	0	0	0	0	
152-535510 Meeting Expenses	1,338	977	1,500	277	1,280	1,500	
TOTAL Staff Support	6,988	4,164	6,910	1,076	5,970	6,910	
<b>Court Support</b>							
152-536500 Court/Jury Cost	450	372	1,080	0	1,080	3,000	
TOTAL Court Support	450	372	1,080	0	1,080	3,000	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Professional Services</u>							
152-541310 Judges Services	34,073	30,475	42,900	20,250	31,200	37,000	
152-541320 Prosecutor Services	18,700	15,219	26,250	11,198	20,212	24,000	
152-541330 Interpreter Services	<u>0</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>500</u>	<u>700</u>	
TOTAL Professional Services	52,773	45,694	69,850	31,448	51,912	61,700	
<u>Maintenance Services</u>							
152-551800 Other Maintenance Agreements	<u>1,800</u>	<u>1,650</u>	<u>3,000</u>	<u>1,350</u>	<u>2,150</u>	<u>3,000</u>	
TOTAL Maintenance Services	1,800	1,650	3,000	1,350	2,150	3,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	
TOTAL Operating Equipment	0	0	0	0	0	4,000	
<u>Capital Outlay</u>							
TOTAL MUNICIPAL COURT	347,078	324,437	368,465	260,546	344,445	381,727	

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

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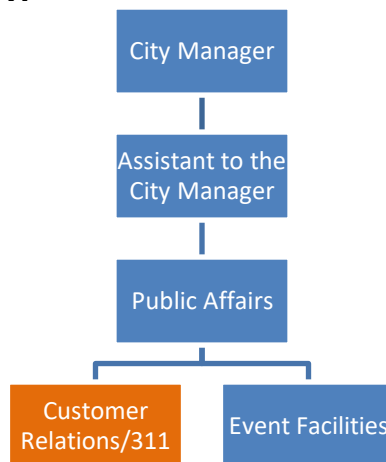
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



CUSTOMER RELATIONS/311	2019-20	2020-21	2021-22
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Work Orders (initiated for other depts.)	604	600	600
Calls Received	53,351	55,000	54,000
Calls Not Answered	2,333	2,466	2,400
Average Calls Per Day Received	221	200	220

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$109,338	\$113,979	\$116,705
Supplies	99	100	100
Staff Support	800	527	430
Operating Equipment	0	0	0
<i>Total</i>	<i>\$110,238</i>	<i>\$114,606</i>	<i>\$117,235</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 2.0% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>CUSTOMER RELATIONS-311</u>							
=====							
<u>Personnel Services</u>							
153-511110 Regular	84,268	80,642	81,131	64,400	84,000	84,512	
153-511120 Overtime	237	127	224	241	224	239	
153-511180 LTD	205	47	197	0	0	0	
153-511210 Longevity	5,061	1,774	2,038	2,038	2,038	2,302	
153-511310 FICA - Employer	7,010	6,043	6,373	5,027	6,117	6,652	
153-511350 TMRs-Employer	14,526	13,200	13,594	10,841	13,500	14,246	
153-511410 Health-Employer	5,274	7,406	9,576	6,176	8,000	8,617	
153-511500 Workers' Compensation	<u>113</u>	<u>99</u>	<u>106</u>	<u>117</u>	<u>100</u>	<u>137</u>	
TOTAL Personnel Services	116,692	109,338	113,239	88,839	113,979	116,705	
<u>Supplies</u>							
153-521100 Office Supplies	<u>97</u>	<u>99</u>	<u>175</u>	<u>149</u>	<u>100</u>	<u>100</u>	
TOTAL Supplies	97	99	175	149	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	195	196	180	67	180	180	
153-535300 Memberships	0	0	100	97	97	0	
153-535500 Training/Travel	<u>0</u>	<u>604</u>	<u>175</u>	<u>0</u>	<u>250</u>	<u>250</u>	
TOTAL Staff Support	195	800	455	164	527	430	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>270</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	270	0	0	0	0	0	
TOTAL CUSTOMER RELATIONS-311	117,254	110,238	113,869	89,152	114,606	117,235	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.
- Review and update the Comprehensive Land Plan for the City, which will shape the future of Schertz to meet the desires and goals of the residents.
- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents and make the development process more efficient and effective.
- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.

- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial developments, and providing information on public hearing on the city's webpage.
- Promote staff development including continued education and cross training to provide outstanding customer service.
- Continue to digitize previous years case files into the digital records retention system to improve access and availability.
- Continue to provide regular updates to the website feature and "What's Developing in Schertz" to ensure residents are provided information on current development 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 2020 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 Department for the seventh year in a row.
- Worked through the annexation process to send first letters, service plans, and delayed annexation agreements to the properties set to expire in 2020 and 2021. Was able to extend 48 annexation agreements set to expire in 2020. Communicated and received signed annexation extension agreements for an additional 58 properties to be executed in 2021 with a potential of an additional 24 properties to be completed within 2021.
- Successfully hired a Senior Planner to manage the Comprehensive Land Plan update.
- Maintained the partnership with Joint Base San Antonio (JBSA). Participated in the JBSA Technical Working Group for their Regional Compatible Use Plan update, to be completed in 2021.
- Transitioned to a fully digital submittal process and no longer requiring the submittal of any paper plans.

- Completed a UDC amendment in relation to Article 5 Section 21.5.8 Permitted Use Table, to allow restaurants or cafeterias, and Taverns by right in Main Street Mixed Use zoning district.
- Attended various continuing education classes including, National American Planning Association virtual conference, Certified Floodplain Manager training, Guadalupe County CHARM Resiliency Workshop, ICC Leadership Series, TML Open Meetings Act and Public Information Act training, Defensive Driving Basics training and Cybersecurity Training.
- Successfully provided the same level of customer service to all applicants while adapting to Covid-19 restrictions, to include all staff meetings, and pre-development meetings being completed via Microsoft Teams, utilizing Microsoft SharePoint, and Planner to ensure timelines were being met and to house all documentation for ease of access by all staff members.
- Implemented new *ESRI* Story Map feature into our “What’s Developing in Schertz” website to make the site more user friendly and aesthetically pleasing.
- 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.

## ORGANIZATIONAL CHART



PLANNING AND ZONING	2019-20	2020-21	2021-22
Senior Planner	1	2	2
Planner I	2	2	2
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Plats	36	32	32
Site Plans and Master Plan	32	18	18
Variances/Waivers	13	5	5
Zone Changes and Specific Use Permits	12	15	15
UDC/ Comp. Plan Revisions	1	5	5
Annexation	0	4	4
All Plats	\$52,500	\$54,000	\$54,000
Site Plan, Master Plan	\$31,500	\$23,000	\$23,000
Variance	\$3,250	\$2,500	\$2,500
Zone Change, Specific Use Permit	\$18,800	\$26,450	\$26,450
Other (Zoning Letters and Additional Admin fees)	\$4,500	\$2,550	\$2,550
<b>Total Revenue</b>			

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$179,471	\$262,555	\$288,574
Supplies	755	2,173	2,020
Operations Support	81	248	0
Staff Support	1,914	32,469	33,939
Professional Services	36	400,100	100
Operating Equipment	593	7,689	325
<i>Total</i>	<i>\$182,850</i>	<i>\$705,234</i>	<i>\$324,958</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget decreases by 53.9% from the FY 2020-21 year end estimate with the eliminations of \$400,000 for the Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update. This decrease is offset by increases in personnel for the Class and Compensation study recommendations.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>PLANNING &amp; ZONING</u>							
<u>Personnel Services</u>							
154-511110 Regular	148,186	127,131	170,379	119,273	176,455	192,128	
154-511120 Overtime	3,582	1,365	4,833	2,779	5,000	4,897	
154-511180 LTD	354	92	547	0	547	0	
154-511210 Longevity	992	1,296	1,330	1,055	1,330	1,016	
154-511230 Certification Allowance	900	104	1,728	0	0	0	
154-511310 FICA - Employer	12,142	9,494	14,098	9,110	14,098	15,147	
154-511350 TMRS-Employer	24,896	20,895	30,072	20,039	30,072	32,437	
154-511410 Health-Employer	10,808	18,932	34,825	24,526	34,824	42,645	
154-511500 Workers' Compensation	183	162	229	252	229	304	
TOTAL Personnel Services	202,044	179,471	258,041	177,034	262,555	288,574	
<u>Supplies</u>							
154-521000 Operating Supplies	244	225	1,066	30	704	620	
154-521100 Office Supplies	450	530	900	308	1,200	1,200	
154-521600 Equip Maint Supplies	0	0	269	0	269	200	
TOTAL Supplies	694	755	2,235	338	2,173	2,020	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
154-534200 Printing & Binding	7	81	186	109	248	0	
TOTAL Operations Support	7	81	186	109	248	0	
<u>Staff Support</u>							
154-535100 Uniforms	548	150	750	306	750	850	
154-535300 Memberships	1,134	1,013	1,931	1,078	1,931	2,073	
154-535400 Publications	0	254	500	0	500	500	
154-535500 Training/Travel Staff	15,891	( 297)	21,398	325	21,398	22,626	
154-535500.Training/Travel Commission	5,836	794	7,390	0	7,390	7,390	
154-535510 Meeting Expenses	129	0	500	0	500	500	
TOTAL Staff Support	23,537	1,914	32,469	1,709	32,469	33,939	
<u>Professional Services</u>							
154-541400 Consulting	0	0	400,000	0	400,000	0	
154-541500 State/County Admin Fees	27	36	100	15	100	100	
TOTAL Professional Services	27	36	400,100	15	400,100	100	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	1,225	593	7,689	6,375	7,689	325	
154-571300 Computer & Periphe. LESS \$500	<u>0</u>	<u>0</u>	<u>3,683</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Operating Equipment	1,225	593	11,372	6,375	7,689	325	
<u>Capital Outlay</u>							
TOTAL PLANNING & ZONING	227,535	182,850	704,403	185,580	705,234	324,958	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Operations Support	\$4,342	\$10,000	\$10,000
Professional Services	\$103,379	\$120,000	\$130,000
<i>Total</i>	<i>\$107,722</i>	<i>\$130,000</i>	<i>\$140,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 7.7% from the FY 2020-21 year end estimate with the anticipated billable hours for legal services in FY 2021-22.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>LEGAL SERVICES</u>							
=====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	9,071	4,342	10,000	3,518	10,000	10,000	
TOTAL Operations Support	9,071	4,342	10,000	3,518	10,000	10,000	
<u>Professional Services</u>							
155-541200 Legal Svcs	126,526	103,379	140,000	59,965	120,000	130,000	
TOTAL Professional Services	126,526	103,379	140,000	59,965	120,000	130,000	
TOTAL LEGAL SERVICES	135,598	107,722	150,000	63,482	130,000	140,000	

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

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**DEPARTMENT DESCRIPTION**

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

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

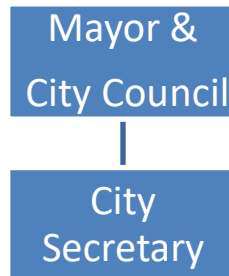
**GOALS AND OBJECTIVES**

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

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

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

**ORGANIZATIONAL CHART**



CITY SECRETARY	2019-20	2020-21	2021-22
City Secretary	1	1	1
Deputy City Secretary	1	1	1
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

**PERFORMANCE INDICATORS**

Workload	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Ordinances Passed and Processed	36	41	41
Resolutions Passed and Processed	126	140	140
Council Meetings Attended	43	43	43
Open Records	451	450	450

Efficiency	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	99%	100%	100%
Documents completed, signed, scanned within 48 hours of council approval	96%	100%	100%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	99%	100%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%
Alcohol permits processed within the month of expiration	70%	90%	90%

Education Initiatives	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Volunteer Fair	0	0	1
Student Mayor/Councilmember for the Day Program	1	1	2

Budget	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Personnel	\$193,102	\$190,842	\$197,509
Supplies	910	1,150	1,150
City Support Services	7,213	6,000	10,000
Operations Support	0	150	150
Staff Support	5,232	2,800	6,450
Operating Equipment	0	400	1,000
<i>Total</i>	<i>\$206,457</i>	<i>\$201,342</i>	<i>\$216,259</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget increases 7.0% from the FY 2020-21 year end estimate due to personnel increases for the Class and Compensation study recommendations, as well as additional UDC updates, additional training, and Computer equipment.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
164-511110 Regular	146,025	139,068	135,523	106,699	137,525	143,010	
164-511180 LTD	401	95	420	0	95	0	
164-511210 Longevity	2,776	1,804	2,068	2,125	1,804	2,072	
164-511310 FICA - Employer	11,444	10,069	10,519	8,125	10,280	11,092	
164-511350 TMRS-Employer	24,122	22,526	22,438	17,691	21,323	23,754	
164-511410 Health-Employer	13,823	19,391	21,012	12,682	19,667	17,353	
164-511500 Workers' Compensation	173	148	175	193	148	228	
TOTAL Personnel Services	198,764	193,102	192,155	147,515	190,842	197,509	
<u>Supplies</u>							
164-521100 Office Supplies	1,154	910	1,150	1,023	1,150	1,150	
TOTAL Supplies	1,154	910	1,150	1,023	1,150	1,150	
<u>City Support Services</u>							
164-532700 Records Management	3,846	7,213	10,000	3,891	6,000	10,000	
TOTAL City Support Services	3,846	7,213	10,000	3,891	6,000	10,000	
<u>Utility Services</u>							
-----							
<u>Operations Support</u>							
164-534200 Printing & Binding	28	0	150	43	150	150	
TOTAL Operations Support	28	0	150	43	150	150	
<u>Staff Support</u>							
164-535100 Uniforms	0	0	0	0	0	100	
164-535300 Memberships	903	370	750	497	400	750	
164-535400 Publications	238	901	600	476	400	600	
164-535500 Training/Travel	2,996	3,962	3,000	843	2,000	5,000	
TOTAL Staff Support	4,137	5,232	4,350	1,817	2,800	6,450	
<u>Professional Services</u>							
-----							
<u>Maintenance Services</u>							
-----							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	0	0	1,035	0	400	1,000	
TOTAL Operating Equipment	0	0	1,035	0	400	1,000	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

(----- 2020-2021 -----) (----- 2021-2022 -----)

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

TOTAL CITY SECRETARY	207,930	206,457	208,840	154,289	201,342	216,259
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**DEPARTMENT: 167 NON-DEPARTMENTAL**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

Budget	2019-20 Actual	2020-21 Estimated	2021-22 Budget
City Support Services	\$487,024	\$520,838	\$880,500
Utility Services	0	7,123	0
Operations Support	194,378	140,000	140,000
City Assistance	1,914,550	1,378,784	1,315,645
Professional Services	73,575	83,700	88,775
Fund Charges/Transfers	374	10,750	27,979
Land Purchase	0	7,450	0
<i>Total</i>	<i>\$2,669,901</i>	<i>\$2,148,645</i>	<i>\$2,452,899</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget increases 14.2% from the FY 2020-21 year end estimate. Increased commercial insurance costs are offset by less tax abatement payments.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<b>NONDEPARTMENTAL</b>							
<b>Supplies</b>							
<b>City Support Services</b>							
167-532200 County Appraisal District	226,275	240,279	242,000	180,211	242,000	245,000	
167-532210 Tax Assessor/Collector-Service	0	0	6,000	0	0	0	
167-532500 City Insurance-Commercial	210,680	243,251	233,700	258,108	265,000	265,000	
167-532900 Contingencies	1,116	3,494	75,230	14,585	13,838	180,000	
167-532901 Contingencies-Personnel	0	0	190,500	0	0	190,500	
TOTAL City Support Services	438,072	487,024	747,430	452,904	520,838	880,500	
<b>Utility Services</b>							
167-533200 Electric Utility Services	0	0	7,123	7,123	7,123	0	
TOTAL Utility Services	0	0	7,123	7,123	7,123	0	
<b>Operations Support</b>							
167-534000 Postage	4,014	8,096	11,000	7,690	8,000	8,000	
167-534300 Equipment Maint - Copiers	131,036	106,910	110,000	77,032	110,000	110,000	
167-534500 Memberships - Organizations	7,500	8,900	0	0	0	0	
167-534810 Electronic Filing Services	143	386	22,000	20,519	22,000	22,000	
167-534999 Misc. Expense	15,281	70,086	0	0	0	0	
TOTAL Operations Support	157,974	194,378	143,000	105,242	140,000	140,000	
<b>Staff Support</b>							
167-535500 Training/Travel	73	0	200	0	0	0	
TOTAL Staff Support	73	0	200	0	0	0	
<b>City Assistance</b>							
167-537100 Medical Services-EMS Contract	581,537	602,583	667,048	500,287	667,048	695,645	
167-537200 Main Street Local Program	20,000	88,588	50,000	78,210	90,000	50,000	
167-537450 Tax Reimbursements/Abatements	861,735	1,223,379	840,000	621,736	621,736	570,000	
TOTAL City Assistance	1,463,272	1,914,550	1,557,048	1,200,233	1,378,784	1,315,645	
<b>Professional Services</b>							
167-541500 State/County Admin Fees	0	0	35	126	150	125	
167-541600 Misc Bank Charges	729	746	700	706	750	750	
167-541650 Investment Management Fee	0	0	0	0	0	0	
167-541800 Credit Card Service Fee	44,353	69,943	50,000	77,342	80,000	85,000	
167-541810 Credit Cards Fees - AMEX	2,840	2,886	2,800	3,692	2,800	2,900	
TOTAL Professional Services	47,922	73,575	53,535	81,867	83,700	88,775	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fund Charges/Transfers</u>							
167-548000 Transfer Out	1,592	0	17,229	( 1,517)	0	0	
167-548106 Transfer Out- Special Events	59,893	205	0	0	0	0	
167-548204 Transfer Out - Drainage	0	0	0	0	0	17,229	
167-548615 Transfer Out - Hist. Committe	<u>2,871</u>	<u>169</u>	<u>10,750</u>	<u>0</u>	<u>10,750</u>	<u>10,750</u>	
TOTAL Fund Charges/Transfers	64,356	374	27,979	( 1,517)	10,750	27,979	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
167-581010 Land Purchase	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,450</u>	<u>7,450</u>	<u>0</u>	
TOTAL Capital Outlay	0	0	0	7,450	7,450	0	
TOTAL NONDEPARTMENTAL	2,171,669	2,669,901	2,536,315	1,853,302	2,148,645	2,452,899	

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

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**DEPARTMENT DESCRIPTION**

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

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

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

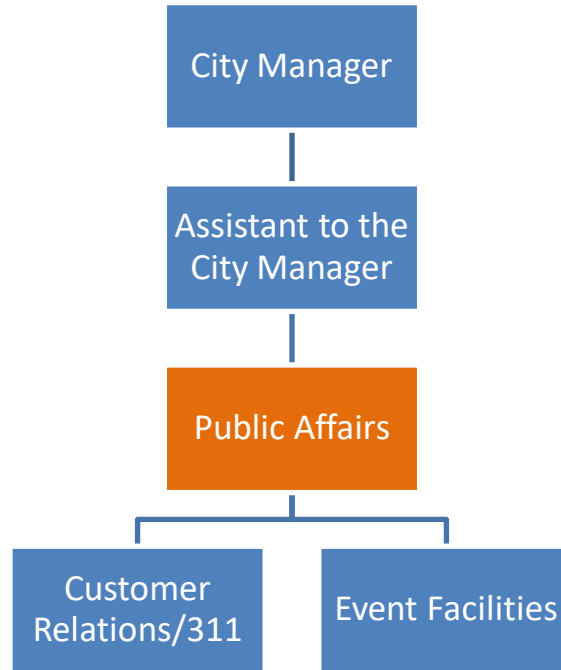
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,500 copies; including 14,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional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

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



PUBLIC AFFAIRS	2019-20	2020-21	2021-22
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**PERFORMANCE INDICATORS**

Workload/Output Measures	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Press Releases/News Flash	137	135	136
Marketing Materials Produced	414	400	450
Completed website work orders	28	40	50
Number of customers served (advertisers)	42	50	50
Number of Magazines Printed	187,399	186,000	192,000

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Percentage of Magazine Contracted	50%	50%	50%
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Average cost per Advertising Run outside  
of the magazine

200	200	200
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Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Schertz Magazine Ad revenue	143,720	120,000	140,000
City Sponsored/Non-revenue	28,250	22,000	22,000
Percentage open rate for e-newsletter	20%	28.8%	27%
Percentage click rate for e-newsletter	8.7%	10.8%	10%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$297,026	\$313,996	\$320,138
Supplies	564	1,700	1,100
City Support Services	990	0	1,000
Operations Support	27,366	34,135	48,235
Staff Support	2,782	5,452	11,170
Professional Services	228,379	265,500	255,500
<i>Total</i>	<i>\$557,109</i>	<i>\$620,783</i>	<i>\$637,143</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 2.6% from the FY 2020-21 year end estimate with the opening event for the new splash pad, added funds for printing and binding, and additional training. Personnel also increases with the classification and compensation study recommendation.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>PUBLIC AFFAIRS</b>							
<b>Personnel Services</b>							
170-511110 Regular	207,661	212,791	212,564	169,823	220,000	223,050	
170-511120 Overtime	687	247	981	152	200	1,010	
170-511180 LTD	530	149	661	0	0	0	
170-511210 Longevity	3,828	3,808	4,636	4,336	4,336	5,290	
170-511230 Certification Allowance	300	650	488	0	200	1,248	
170-511310 FICA - Employer	16,703	15,738	16,714	12,980	17,000	17,625	
170-511350 TMRS-Employer	34,432	34,775	35,649	28,339	36,000	37,743	
170-511410 Health-Employer	22,432	28,640	30,613	23,900	36,000	33,811	
170-511500 Workers' Compensation	259	228	277	305	260	361	
TOTAL Personnel Services	286,833	297,026	302,583	239,835	313,996	320,138	
<b>Supplies</b>							
170-521000 Operating Supplies	95	146	1,050	934	1,000	400	
170-521100 Office Supplies	638	418	700	676	700	700	
TOTAL Supplies	733	564	1,750	1,611	1,700	1,100	
<b>City Support Services</b>							
170-532800 Other Events	1,975	990	0	0	0	1,000	
TOTAL City Support Services	1,975	990	0	0	0	1,000	
<b>Operations Support</b>							
170-534000 Postage	1,111	6,784	18,050	9,415	9,000	18,800	
170-534100 Advertising	7,904	6,549	9,250	7,008	8,700	8,900	
170-534200 Printing & Binding	12,392	13,633	20,450	10,841	16,000	20,000	
170-534500 Memberships - Organizations	255	255	255	170	255	255	
170-534550 Business Meetings/Networking	234	144	248	180	180	280	
TOTAL Operations Support	21,895	27,366	48,253	27,615	34,135	48,235	
<b>Staff Support</b>							
170-535100 Uniforms	117	76	220	197	220	240	
170-535400 Publications	130	88	200	0	0	200	
170-535500 Training/Travel	7,570	2,278	8,780	1,808	5,000	10,480	
170-535510 Meeting Expenses	0	341	240	232	232	250	
TOTAL Staff Support	7,817	2,782	9,440	2,237	5,452	11,170	
<b>Professional Services</b>							
170-541300 Other/Consl/Prof Services	40,799	14,620	36,500	11,938	36,500	36,500	
170-541305 Prof Services-Writers/Photogr	6,823	6,360	10,000	7,854	10,000	10,000	
170-541350 Magazine-Printing Services	92,292	90,962	94,000	70,202	94,000	94,000	
170-541355 Design Services	87,550	63,304	65,000	51,840	65,000	65,000	
170-541360 Magazine-Postage	57,886	52,383	60,000	50,669	60,000	50,000	
170-541365 Delivery Services	1,500	750	1,500	0	0	0	
TOTAL Professional Services	286,850	228,379	267,000	192,503	265,500	255,500	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	<u>3,080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Operating Equipment	3,080	0	0	0	0	0	0
TOTAL PUBLIC AFFAIRS	609,184	557,109	629,026	463,800	620,783	637,143	

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

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**DEPARTMENT DESCRIPTION**

The Engineering Department serves as technical advisor to the City Manager, City Council, Executive Staff, and other City departments. Engineering collaborates with Public Works, Planning and Community Development, Economic Development, Parks and Recreation, and other departments, citizens, developers, and other governmental agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City. Engineering works with Public Works and Finance to develop and implement 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	2019-20	2020-21	2021-22
City Engineer	1	1	1
Engineer	3	3	3
Senior Graduate Engineer	1	1	1
Graduate Engineer	1	1	1
Engineering Inspector	2	2	2
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## ACCOMPLISHMENTS AND GOALS

### FY 2019-2020 Accomplishments

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
  - Corbett Elevated Storage Tank and Associated Distribution Mains
  - Corbett Ground Storage Tank
  - Aviation Heights Water Main Replacements Phases 5-7
  - Ware Seguin to Lower Seguin and Greytown to Pfeil Loop Lines
  - Woman Hollering Creek Wastewater Trunk Main and Lift Station
  - Riata Lift Station Relocation
  - Crest Oak Sewer Line Upsize
  - FM 1518 Utility Relocations
  - 2018 Street Preservation and Maintenance Projects (including remedial efforts)
  - Trail and Bike Lane Project (technical support and contract administration for Parks)
  - Elbel Drainage and Resurfacing and Westchester Signalization
  - 2020 Street Preservation Resurfacing and Rehabilitation Projects
  - TriCounty Parkway Reconstruction
  - Fire Station 2 Drainage Improvement
  - Silt Removal Projects

- Update of Water and Wastewater Master Plans and updated Impact Fee Ordinance
- 16" Dedicated Transmission Main Route Study
- Collaborated with City of Cibolo and developer on the design and construction administration and inspection of the extension of the Ripps-Kreusler
- Collaborated with City of Cibolo and developer on the design and construction administration and inspection of the expansion of the portion of Cibolo Valley Drive within the City of Schertz
- Maintained strategic partnership with Texas Department of Transportation

### **FY 2020-2021 Goals**

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

### **PERFORMANCE INDICATORS**

Workload/Output Measures	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Capital Improvement Projects (number active)	9	16	11
Grading and Clearing Permits Issued	29	25	25
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)	47	48	45
Grading and Clearing Permits Active (Concurrent Maximum)	55	60	50
Grading and Clearing Permits Issued – acreage	278	200	250
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	83	98	100
Residential Subdivision Construction – number of projects (completed projects)	1	3	3.8

Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$1.1 Million	\$3.0 Million	\$3.8 Million
Commercial Subdivision Construction – number of projects (completed projects)	4	5	3
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$2.3 Million	\$4.6 Million	\$2.0 Million

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$628,907	\$809,312	\$870,151
Supplies	1,173	2,350	2,750
City Support Services	432	500	0
Utility Services	6,302	4,500	5,500
Operations Support	31	93	150
Staff Support	4,981	12,128	17,310
Professional Services	15,791	75,000	40,000
Operating Equipment	1,755	900	1,400
Capital Outlay	0	0	0
<i>Total</i>	<i>\$659,370</i>	<i>\$904,783</i>	<i>\$937,261</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Engineering Budget increases 3.6% from the year end estimate due to relatively minor adjustments to each budget category related to the Department's new location (away from previously shared space and supplies), increased fuel costs (higher price per gallon and miles travelled due to more active construction projects), and the fully-staffed department's capacity to manage additional tasks needing professional services assistance. Increased personnel expenses include pay adjustments related to implementation of the classification and compensation study.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ENGINEERING</b>							
<b>=====</b>							
<u>Personnel Services</u>							
173-511110 Regular	459,705	441,514	560,037	448,844	565,000	601,510	_____
173-511120 Overtime	0	210	0	349	500	500	_____
173-511180 LTD	1,346	318	1,736	0	0	0	_____
173-511210 Longevity	5,287	6,246	8,047	6,218	6,218	8,532	_____
173-511230 Certification Allowance	3,000	2,377	2,592	1,373	2,000	3,288	_____
173-511310 FICA - Employer	35,116	31,334	43,632	33,344	44,000	46,930	_____
173-511350 TMRS-Employer	75,835	72,013	93,068	76,806	94,000	100,501	_____
173-511410 Health-Employer	50,775	72,666	96,363	72,146	95,000	105,310	_____
173-511500 Workers' Compensation	<u>2,427</u>	<u>2,228</u>	<u>2,762</u>	<u>3,041</u>	<u>2,594</u>	<u>3,580</u>	_____
TOTAL Personnel Services	633,491	628,907	808,237	642,122	809,312	870,151	_____
<u>Supplies</u>							
173-521000 Operating Supplies	490	260	1,000	42	1,000	500	_____
173-521100 Office Supplies	603	877	1,000	248	1,000	2,000	_____
173-521300 Motor Vehicle Supplies	<u>74</u>	<u>37</u>	<u>350</u>	<u>78</u>	<u>350</u>	<u>250</u>	_____
TOTAL Supplies	1,167	1,173	2,350	368	2,350	2,750	_____
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	<u>0</u>	<u>432</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	_____
TOTAL City Support Services	0	432	500	0	500	0	_____
<u>Utility Services</u>							
173-533330 Telephone/Internet	3,632	2,044	850	0	0	0	_____
173-533500 Vehicle Fuel	<u>3,429</u>	<u>4,259</u>	<u>3,500</u>	<u>3,986</u>	<u>4,500</u>	<u>5,500</u>	_____
TOTAL Utility Services	7,061	6,302	4,350	3,986	4,500	5,500	_____
<u>Operations Support</u>							
173-534000 Postage	0	0	0	0	0	50	_____
173-534200 Printing & Binding	<u>0</u>	<u>31</u>	<u>100</u>	<u>93</u>	<u>93</u>	<u>100</u>	_____
TOTAL Operations Support	0	31	100	93	93	150	_____
<u>Staff Support</u>							
173-535100 Uniforms	2,173	1,153	3,338	150	3,338	4,630	_____
173-535300 Memberships	434	1,207	2,420	515	2,000	2,550	_____
173-535400 Publications	596	310	500	109	500	500	_____
173-535500 Training/Travel	8,588	1,538	11,156	982	5,000	8,500	_____
173-535510 Meeting Expenses	241	541	620	294	620	480	_____
173-535600 Professional Certification	<u>730</u>	<u>231</u>	<u>670</u>	<u>151</u>	<u>670</u>	<u>650</u>	_____
TOTAL Staff Support	12,762	4,981	18,704	2,201	12,128	17,310	_____

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
173-541100 Engineering Services	8,661	8,000	40,000	19,075	40,000	0	
173-541300 Other Professional Services	<u>11,170</u>	<u>7,791</u>	<u>35,000</u>	<u>5,073</u>	<u>35,000</u>	<u>40,000</u>	
TOTAL Professional Services	19,831	15,791	75,000	24,148	75,000	40,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	538	285	900	387	900	900	
173-571300 Computer & Periphe. < \$5000	<u>0</u>	<u>1,470</u>	<u>2,985</u>	<u>( 1,228)</u>	<u>0</u>	<u>500</u>	
TOTAL Operating Equipment	538	1,755	3,885	( 841)	900	1,400	
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	<u>28,607</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	28,607	0	0	0	0	0	
TOTAL ENGINEERING	703,456	659,370	913,126	672,077	904,783	937,261	

**DEPARTMENT: 256 POLICE**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

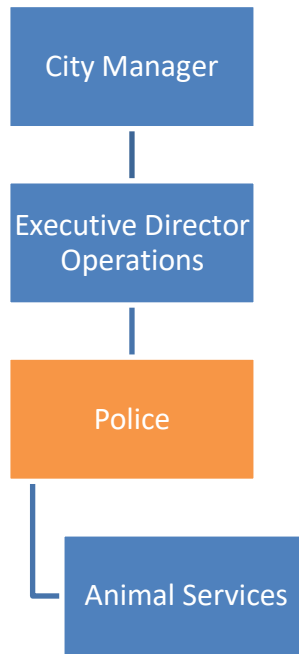
The Schertz Police Department provides service to approximately 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, and Animal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

**GOALS AND OBJECTIVES**

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

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

## ORGANIZATIONAL CHART



<b>POLICE</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Captain	0	1	1
Lieutenants	4	4	4
Sergeants	7	7	7
Corporals	15	14	13
Officers	35	36	37
Code Enforcement Officers	2	2	0
Sanitarian	1	1	0
Administrative Assistant	2	2	2
Records Manager	1	1	1
Records Clerk	2	2	2
Civilian Evidence Technician	1	1	2
Crime Victim Liaison	1	1	1
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Services Kennel Tech	1	3	3
PT Animal Services Kennel Tech	2	2	2
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
P/T Communications Officer (Irregular)	3	3	3
Crossing Guards (Part Time)	16	16	16
<b>TOTAL POSITIONS</b>	<b>117</b>	<b>120</b>	<b>118</b>

<b>LAW ENFORCEMENT COMMISSIONS</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Fire Dept. Law Enforcement Commission	1	1	1
<b>TOTAL COMMISSIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Dispatch-911 Calls	26,713	27,400	28,100
Patrol-Citations/Warnings Issued	9,115	6,732	7,500
Inv-Criminal Cases Filed w/ Prosecutor	914	955	980
Inv-Cases Investigated per Investigator	279	275	295
Inv-Total Cases Cleared	254	282	300
Records-Total Active Alarm Permits	3,084	3,100	3,300
Records-Open Records Requests	2,543	1,800	2,500
Federal Seizures	\$195,344	\$30,000	\$55,000
Crime Victim Liaison-Assigned Cases	236	520	560

Workload/Output Marshals Division	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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### Marshals

Warrants Issued	1,468	1,243	1,350
Warrants Cleared	1,789	1,458	1,575
Animal Services			
Animals Taken In	1,157	1,175	1,200
Adoptions	369	465	450
Return to Owner	233	375	400
Transferred Out	227	230	230
Wildlife Release	132	95	100
Euthanized	82	50	55

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$6,309,734	\$9,055,951	\$8,773,439
Supplies	67,512	109,541	109,998
City Support Services	26,401	32,422	26,500
Utility Services	83,909	186,155	196,200
Operations Support	5,543	15,752	13,816
Staff Support	94,590	176,392	184,031
City Assistance	9,954	55,055	60,300
Professional Services	68,118	78,999	85,266
Maintenance Services	63,176	78,362	77,305
Rental/Leasing	44,544	0	16,800
Operating Equipment	297,109	202,380	186,748
Capital Outlay	533,569	519,642	525,837
<i>Total</i>	<i>\$7,604,159</i>	<i>\$10,510,651</i>	<i>\$10,256,240</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget decreases 2.4% from the FY 2020-21 year end estimates with the transfer of the code enforcement functions to the new Neighborhood Services division of Planning & Community Development. This decrease is partially offset by personnel increases include recommendations from the Class and Compensations study as well as increasing the minimum wage to \$15 for applicable positions. The FY 2021-22 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES (----- 2020-2021 -----) (----- 2021-2022 -----)

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

POLICE  
 =====

Personnel Services

256-511110 Regular	4,765,561	3,850,341	5,733,579	4,447,546	5,850,000	5,778,534	
256-511120 Overtime	247,200	271,725	203,597	369,378	500,000	228,528	
256-511180 LTD	13,859	3,497	17,540	0	0	0	
256-511210 Longevity	102,756	110,398	100,958	102,853	115,000	113,984	
256-511220 Clothing Allowance	66,384	64,078	73,253	55,288	73,250	71,743	
256-511230 Certification Allowance	39,556	45,407	58,560	35,020	44,500	56,222	
256-511310 FICA - Employer	400,619	385,589	460,285	367,699	486,000	466,647	
256-511350 TMRS-Employer	819,967	843,649	992,314	801,401	1,000,000	1,007,555	
256-511410 Health-Employer	499,951	696,388	921,512	708,826	939,808	986,831	
256-511500 Workers' Compensation	<u>42,826</u>	<u>38,662</u>	<u>50,471</u>	<u>55,564</u>	<u>47,393</u>	<u>63,395</u>	
TOTAL Personnel Services	6,998,680	6,309,734	8,612,069	6,943,575	9,055,951	8,773,439	

Supplies

256-521000 Operating Supplies	33,558	40,977	60,641	23,262	60,513	52,143	
256-521100 Office Supplies	6,004	6,102	8,500	4,135	6,776	7,500	
256-521150 Child Safety Supplies	0	2,835	4,325	1,377	4,000	5,245	
256-521200 Medical/Chem Supplies	0	308	28,300	12,165	28,132	28,510	
256-521300 Motor Veh. Supplies	<u>17,024</u>	<u>17,290</u>	<u>9,110</u>	<u>9,058</u>	<u>10,120</u>	<u>16,600</u>	
TOTAL Supplies	56,586	67,512	110,876	49,997	109,541	109,998	

City Support Services

256-532500 City Insurance-Commercial	<u>26,264</u>	<u>26,401</u>	<u>26,000</u>	<u>32,422</u>	<u>32,422</u>	<u>26,500</u>	
TOTAL City Support Services	26,264	26,401	26,000	32,422	32,422	26,500	

Utility Services

256-533200 Electric Utility Service	0	571	29,400	13,525	24,508	29,400	
256-533310 Telephone/Cell Phone	81	5,936	0	0	7,500	0	
256-533330 Telephone/Internet	189	0	0	0	0	0	
256-533410 Water Utility Service	0	0	21,600	3,912	12,447	15,000	
256-533500 Vehicle Fuel	<u>97,644</u>	<u>77,402</u>	<u>148,270</u>	<u>77,001</u>	<u>141,700</u>	<u>151,800</u>	
TOTAL Utility Services	97,914	83,909	199,270	94,438	186,155	196,200	

Operations Support

256-534100 Advertising	0	1,654	450	400	5,000	6,150	
256-534200 Printing & Binding	7,836	3,889	11,285	3,029	10,752	7,666	
256-534800 Temp Staff Services	<u>0</u>	<u>0</u>	<u>2,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	7,836	5,543	14,435	3,429	15,752	13,816	

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Staff Support</u>							
256-535100 Uniforms	43,954	35,923	73,333	23,108	47,900	59,839	
256-535200 Awards	1,316	3,046	250	14	2,750	3,250	
256-535210 Employee Recognition-Morale	4,268	4,625	5,500	3,760	5,206	5,900	
256-535300 Memberships	1,526	2,876	3,620	2,457	3,441	3,525	
256-535400 Publications	( 402)	74	490	264	459	490	
256-535500 Training/Travel	81,678	46,736	112,655	69,538	113,230	107,477	
256-535510 Meeting Expenses	3,220	1,311	6,750	2,302	3,407	3,550	
TOTAL Staff Support	135,559	94,590	202,598	101,443	176,392	184,031	
<u>City Assistance</u>							
256-537100 Medical Services	9,783	1,278	65,800	15,489	45,932	49,800	
256-537800 Community Outreach	6,960	8,676	10,300	5,140	9,123	10,500	
TOTAL City Assistance	16,742	9,954	76,100	20,629	55,055	60,300	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	80,629	68,118	70,803	42,932	69,003	74,186	
256-541310 Contract Service - Crematory	0	0	800	306	706	800	
256-541700 Microchip Service	0	0	10,280	3,325	9,290	10,280	
TOTAL Professional Services	80,629	68,118	81,883	46,563	78,999	85,266	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551400 Minor & Other Equip Maint	1,505	2,542	4,300	1,291	2,909	4,500	
256-551700 Abatement/Lot Cleaning	8,050	8,943	20,000	2,503	12,753	5,000	
256-551800 Other Maintenance Agreements	795	5,280	825	0	800	825	
256-551810 Maintenance Agr. - Radios	51,680	46,410	65,580	27,950	61,900	66,980	
TOTAL Maintenance Services	62,030	63,176	90,705	31,744	78,362	77,305	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	0	44,544	0	0	0	16,800	
TOTAL Rental/Leasing	0	44,544	0	0	0	16,800	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	5,248	6,014	9,620	5,728	9,339	10,645	
256-571200 Vehicles & Access. LESS \$5,00	307,437	176,783	160,255	72,409	144,086	135,660	
256-571300 Computer & Periphe. < \$5000	0	67,147	29,970	10,650	24,237	15,260	
256-571600 Donation-Expense	27,655	125	0	552	552	0	
256-571800 Equipment under \$5,000	55,210	47,040	36,355	21,935	24,165	25,183	
256-571800.Operating Equipment CVE	0	0	2,500	0	0	0	
TOTAL Operating Equipment	395,551	297,109	238,700	111,274	202,380	186,748	

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	199,597	324,804	333,485	201,095	317,310	357,592	_____
256-581300 Computer & Periphe. > \$5,000	0	0	18,680	18,677	18,677	45,500	_____
256-581800 Equipment Over \$5,000	<u>0</u>	<u>208,765</u>	<u>194,155</u>	<u>80,505</u>	<u>183,655</u>	<u>122,745</u>	<u>_____</u>
TOTAL Capital Outlay	199,597	533,569	546,320	300,277	519,642	525,837	_____
<hr/>							
TOTAL POLICE	8,077,388	7,604,159	10,198,955	7,735,791	10,510,651	10,256,240	

101-GENERAL FUND

HEALTH EXPENDITURES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 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	196,431	229,198	0	0	0	0	_____
762-511120 Overtime	29,697	13,836	0	0	0	0	_____
762-511180 LTD	551	148	0	0	0	0	_____
762-511210 Longevity	1,435	870	0	0	0	0	_____
762-511230 Certification Allowance	1,525	1,300	0	0	0	0	_____
762-511310 FICA - Employer	17,646	17,426	0	0	0	0	_____
762-511350 TMRS-Employer	37,347	39,180	0	0	0	0	_____
762-511410 Health-Employer	34,033	53,039	0	0	0	0	_____
762-511500 Workers' Compensation	<u>2,505</u>	<u>2,523</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Personnel Services	321,170	357,519	0	0	0	0	_____
<u>Supplies</u>							
762-521000 Operating Supplies	19,252	16,109	0	0	0	0	_____
762-521100 Office Supplies	79	621	0	0	0	0	_____
762-521200 Medical/Chem Supplies	22,528	26,650	0	0	0	0	_____
762-521300 Motor Veh. Supplies	<u>102</u>	<u>28</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Supplies	41,961	43,407	0	0	0	0	_____
<u>City Support Services</u>							
762-532800 Promotional Events	<u>928</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL City Support Services	928	0	0	0	0	0	_____
<u>Utility Services</u>							
762-533200 Electric Utility Service	22,548	24,561	0	0	0	0	_____
762-533410 Water Utility Service	28,422	12,311	0	0	0	0	_____
762-533500 Vehicle Fuel	<u>6,660</u>	<u>4,069</u>	<u>0</u>	<u>( 160)</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Utility Services	57,630	40,941	0	( 160)	0	0	_____
<u>Operations Support</u>							
762-534200 Printing & Binding	<u>230</u>	<u>93</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Operations Support	230	93	0	0	0	0	_____
<u>Staff Support</u>							
762-535100 Uniforms	5,652	5,744	0	0	0	0	_____
762-535210 Employee Recognition-Morale	0	277	0	0	0	0	_____
762-535500 Training/Travel	3,891	810	0	0	0	0	_____
762-535510 Meeting Expenses	<u>29</u>	<u>37</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Staff Support	9,573	6,869	0	0	0	0	_____

101-GENERAL FUND

HEALTH

EXPENDITURES	(----- 2020-2021 -----)						(----- 2021-2022 -----)
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
762-537100 Medical Services	33,813	54,684	0	0	0	0	
TOTAL City Assistance	33,813	54,684	0	0	0	0	
<u>Professional Services</u>							
762-541300 Other Consl/Prof Services	1,920	0	0	0	0	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	1,197	477	0	0	0	0	
762-541700 Microchip Service	4,951	3,325	0	0	0	0	
762-541702 Spay & Neuter	20,000	0	0	0	0	0	
TOTAL Professional Services	28,068	3,802	0	0	0	0	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
762-551100 Building Maintenance	85	0	0	0	0	0	
762-551400 Minor & Other Equip Maint	155	233	0	0	0	0	
762-551800 Other Maintenance Agreements	0	160	0	0	0	0	
762-551810 Maintenance Agr. - Radios	1,920	1,760	0	160	0	0	
TOTAL Maintenance Services	2,160	2,153	0	160	0	0	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
762-571000 Furniture & Fixtures	0	437	0	0	0	0	
762-571200 Vehicles & Access. Less \$5,00	0	3,192	0	0	0	0	
762-571500 Equipment	3,450	2,241	0	0	0	0	
762-571700 Improvements under \$5,000	510	0	0	0	0	0	
TOTAL Operating Equipment	3,960	5,871	0	0	0	0	
<u>Capital Outlay</u>							
762-581200 Vehicles & Access. Over \$5,00	0	58,887	0	0	0	0	
762-581600 Donation Expense-Capital	0	20,103	0	0	0	0	
762-581800 Equipment Over \$5,000	0	54,174	0	0	0	0	
TOTAL Capital Outlay	0	133,164	0	0	0	0	
TOTAL ANIMAL SERVICES	499,493	648,502	0	0	0	0	

**DEPARTMENT: 257 FIRE RESCUE**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENTAL DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

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

**ORGANIZATIONAL CHART**



FIRE RESCUE	2019-20	2020-21	2021-22
Fire Chief	1	1	1
Assistant Chief	1	1	1
Emergency Management Coordinator	1	1	1
Fire Marshal	1	1	1
Deputy Fire Marshal	1	1	1
Battalion Chief	4	4	4
Lieutenant	9	9	9
Fire Apparatus Operator	9	9	9
Firefighter	18	18	18
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>46</b>	<b>46</b>

**PERFORMANCE INDICATORS**

Input	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Number of Commercial Occupancies	955	1018	1035
Total staffing	45	45	46
Suppression staffing	39	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	4	4	5
Number of fire stations	3	3	3
Number of full-time engine companies	3	3	3

Workload/Output	2019-20 actual	2020-21 Estimate	2021-22 Budget
Number of incidents	3,753	4,000	4,150
Unit Responses (# calls for all units responding to all emergencies)	5,257	5,730	5,900
Buildings preplan contacts			
Community Contact (citizen contact)	6,538	12,000	14,000
Fire Inspections Conducted	463	450	550
Plan Reviews Completed	205	260	260
Training Hours Provided	7,949	10,504	11,500

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Average Drive Time (Minutes)	5.51	5.45	5.40
% Drive Time < 4 Minutes	31%	32%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	262/237	272/206	260/200
Training Hours/Employee	205	318	320

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$4,332,478	\$5,708,663	\$5,528,718
Supplies	17,662	22,655	22,555
City Support Services	0	1,500	0
Utility Services	76,715	86,000	80,000
Operations Support	770	2,000	3,000
Staff Support	174,502	197,800	199,225
City Assistance	23,618	23,000	23,000
Professional Services	61,221	70,000	63,600
Maintenance Services	40,123	63,400	81,500
Other Costs	16,321	6,895	10,000
Rental/Leasing	8,990	10,600	27,000
Operating Equipment	187,806	144,800	120,000
Capital Outlay	116,405	287,620	447,500
<i>Total</i>	<i>\$5,056,610</i>	<i>\$6,624,933</i>	<i>\$6,606,098</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will decrease 0.3% from the FY 2020-21 year end estimate.

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FIRE RESCUE</b>							
<b>=====</b>							
<u>Personnel Services</u>							
257-511110 Regular	2,940,564	2,660,168	3,264,807	2,896,719	3,700,000	3,595,049	_____
257-511120 Overtime	380,812	245,103	425,000	298,700	425,000	268,674	_____
257-511180 LTD	8,758	2,149	9,583	0	0	0	_____
257-511210 Longevity	63,571	65,678	71,860	69,579	71,860	74,460	_____
257-511220 Clothing Allowance	13,524	13,800	13,478	10,320	14,000	13,478	_____
257-511230 Certification Allowance	43,670	38,035	47,597	15,070	32,000	47,597	_____
257-511310 FICA - Employer	263,091	255,633	290,749	242,643	314,000	304,702	_____
257-511350 TMRS-Employer	563,873	583,915	620,129	529,966	625,000	652,521	_____
257-511410 Health-Employer	309,147	446,229	489,772	374,226	500,000	535,738	_____
257-511500 Workers' Compensation	<u>24,492</u>	<u>21,768</u>	<u>28,544</u>	<u>31,424</u>	<u>26,803</u>	<u>36,499</u>	_____
TOTAL Personnel Services	4,611,501	4,332,478	5,261,519	4,468,648	5,708,663	5,528,718	_____
<u>Supplies</u>							
257-521000 Operating Supplies	5,064	4,342	7,500	2,373	6,500	6,000	_____
257-521100 Office Supplies	2,574	3,179	3,200	1,135	3,000	3,400	_____
257-521200 Medical/Chem Supplies	9,324	9,046	11,065	1,579	10,955	10,955	_____
257-521300 Motor Veh. Supplies	136	469	1,000	201	1,000	1,000	_____
257-521600 Equip Maint Supplies	<u>1,433</u>	<u>627</u>	<u>1,200</u>	<u>123</u>	<u>1,200</u>	<u>1,200</u>	_____
TOTAL Supplies	18,529	17,662	23,965	5,411	22,655	22,555	_____
<u>City Support Services</u>							
257-532350 Software Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	<u>891</u>	<u>1,500</u>	<u>0</u>	_____
TOTAL City Support Services	0	0	0	891	1,500	0	_____
<u>Utility Services</u>							
257-533100 Gas Utility Service	5,409	5,513	7,000	4,564	7,000	7,000	_____
257-533200 Electric Utility Service	9,685	20,846	25,000	13,682	20,000	25,000	_____
257-533320 Telephone/Air Cards	0	0	3,000	1,111	3,000	0	_____
257-533330 Telephone/Internet	142	0	0	0	0	0	_____
257-533410 Water Utility Service	1,347	20,173	3,600	6,412	18,000	10,000	_____
257-533500 Vehicle Fuel	<u>38,638</u>	<u>30,183</u>	<u>38,000</u>	<u>27,506</u>	<u>38,000</u>	<u>38,000</u>	_____
TOTAL Utility Services	55,221	76,715	76,600	53,276	86,000	80,000	_____
<u>Operations Support</u>							
257-534100 Advertising	0	0	150	0	0	0	_____
257-534200 Printing & Binding	<u>392</u>	<u>770</u>	<u>2,000</u>	<u>158</u>	<u>2,000</u>	<u>3,000</u>	_____
TOTAL Operations Support	392	770	2,150	158	2,000	3,000	_____

101-GENERAL FUND

PUBLIC SAFETY

EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
257-535100 Uniforms	87,750	84,987	99,100	39,079	99,100	102,225	
257-535210 Employee Recognition-Morale	4,452	4,561	4,700	2,352	4,700	4,700	
257-535300 Memberships	3,058	3,307	3,500	2,305	3,500	3,800	
257-535400 Publications	1,854	1,472	2,300	613	3,000	2,500	
257-535500 Training/Travel	65,122	69,897	73,000	24,483	73,000	75,000	
257-535510 Meeting Expenses	2,907	2,783	4,500	2,135	4,500	3,000	
257-535600 Professional Certification	<u>6,894</u>	<u>7,493</u>	<u>10,000</u>	<u>5,218</u>	<u>10,000</u>	<u>8,000</u>	
TOTAL Staff Support	172,038	174,502	197,100	76,185	197,800	199,225	
<u>City Assistance</u>							
257-537800 Community Outreach	<u>20,868</u>	<u>23,618</u>	<u>23,000</u>	<u>8,067</u>	<u>23,000</u>	<u>23,000</u>	
TOTAL City Assistance	20,868	23,618	23,000	8,067	23,000	23,000	
<u>Professional Services</u>							
257-541300 Other Professional Services	<u>33,465</u>	<u>61,221</u>	<u>85,502</u>	<u>65,936</u>	<u>70,000</u>	<u>63,600</u>	
TOTAL Professional Services	33,465	61,221	85,502	65,936	70,000	63,600	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	284	882	2,500	( 457)	2,000	1,500	
257-551800 Other maintenance agreement	20,964	19,393	43,500	20,482	31,400	40,000	
257-551810 Maintenance Agr. - Radios	13,100	13,440	15,000	6,720	15,000	15,000	
257-551900 Construction	<u>36,213</u>	<u>6,408</u>	<u>29,562</u>	<u>14,562</u>	<u>15,000</u>	<u>25,000</u>	
TOTAL Maintenance Services	70,560	40,123	90,562	41,307	63,400	81,500	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	<u>1,594</u>	<u>16,321</u>	<u>0</u>	<u>6,895</u>	<u>6,895</u>	<u>10,000</u>	
TOTAL Other Costs	1,594	16,321	0	6,895	6,895	10,000	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	<u>25,581</u>	<u>8,990</u>	<u>13,500</u>	<u>0</u>	<u>10,600</u>	<u>27,000</u>	
TOTAL Rental/Leasing	25,581	8,990	13,500	0	10,600	27,000	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	14,417	15,050	22,000	7,063	20,000	12,000	
257-571200 Vehicles & Access. LESS \$5,00	7,995	55,242	10,000	2,996	10,000	11,000	
257-571300 Computer & Periphe. < \$5000	13,907	18,923	18,000	5,178	18,000	8,000	
257-571310 Computer Software	6,417	7,167	15,000	1,543	10,000	8,000	
257-571400 Communication Equip LESS \$500	11,964	43,315	18,000	1,358	18,000	10,000	
257-571600 Police/Fire/Medical Equipment	40,568	39,021	51,955	32,798	52,000	55,000	
257-571800 Equipment under \$5,000	<u>4,926</u>	<u>9,089</u>	<u>14,000</u>	<u>13,144</u>	<u>16,800</u>	<u>16,000</u>	
TOTAL Operating Equipment	100,193	187,806	148,955	64,080	144,800	120,000	

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	177,855	79,649	134,000	43,499	134,000	379,000	_____
257-581400 Communication Equip Over \$500	0	0	135,000	119,989	130,000	50,000	_____
257-581600 Donation-Expense	0	21,798	0	457	1,300	1,000	_____
257-581800 Equipment Over \$5,000	<u>0</u>	<u>14,957</u>	<u>22,000</u>	<u>22,320</u>	<u>22,320</u>	<u>17,500</u>	=====
TOTAL Capital Outlay	177,855	116,405	291,000	186,265	287,620	447,500	=====
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TOTAL FIRE RESCUE	5,287,798	5,056,610	6,213,853	4,977,119	6,624,933	6,606,098	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
- Continue to improve department processes and procedures 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.
- Continue to promote the use of automated technology and website improvements to streamline the permitting process, inspection process and online payment process.
- Continue to provide a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.

- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.
- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month activities.

## **ACCOMPLISHMENTS**

- Focus on training opportunities for staff. Staff attended various continuing education classes virtually related to building code regulations, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.
- Improved upon the website with the addition of graphic brochures for permitting, carports, sheds as well as created Citizen Information brochures that help provide more detail related to permitting and inspection for a home construction project.
- Continued the yearly program to raise awareness for Building Safety Month which included safety tips on the City social media site and an article in the Schertz Magazine.
- Successfully shifted to digital plan review, online permit application submittal, online payments to improve the customer experience.
- Department process changes and the use of the Office 365 components has helped staff to manage permit projects more efficiently and reduced plan review timeframes.
- Continuously reviewed and improved the online inspection request system based on customer input to improve communication between customers and staff.
- Staff conducted virtual meetings through Microsoft Teams to continue daily business with contractors and developers.
- Created a Building Permit Fee Calculator for the website that allows developers, contractors, and residents the ability to calculate their permit fees.
- Introduced a Residential Video Inspection Program which allowed residents, contractors, and the city inspectors the ability to conduct virtual

inspections on certain building projects while keeping safety a priority for all during the pandemic.

- Residential Master Building Plan was introduced to allow production builders who builds the same model of homes a number of times the ability to seek approval for a master home plan and reduce the plan review time.
- Successfully adopted and implemented new Building Codes in order to ensure the health and safety of Schertz residents.

## ORGANIZATIONAL CHART



INSPECTIONS	2019-20	2020-21	2021-22
Dir. of Planning & Comm. Dev.	1	1	1
Administrative Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	1
Building Inspector	5	5	5
Permit Technician	2	2	2
Development Specialists*	1	1	1
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>12</b>	<b>12</b>

\*Split with Utility Billing

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
New Residential Construction	357	366	366
New Commercial Construction	16	18	18
Reroof Permits	315	344	344
Accessory/Temporary Building Permits	34	44	44
Deck/Patio Permits	73	118	118
Sign Permits	74	96	96
Other Permits	1,581	1,784	1,784
Mechanical Permits	898	900	900
Electric Permits	721	790	790
Plumbing Permits	1,104	1,255	1,255
Total Permit/License/Fee Revenue	\$2,203,622	\$2,354,035	\$2,354,035

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Standard Inspections (i.e. framing) and Re-Inspections	13,161	14,000	14,000

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$837,530	\$878,660	\$941,425
Supplies	\$1,516	\$5,076	\$5,100
Utility Services	\$4,285	\$8,400	\$8,400
Operations Support	\$155	\$750	\$850
Staff Support	\$16,155	\$41,261	\$41,446
Professional Services	\$42,475	\$70,000	\$70,000
Operating Equipment	\$1,079	\$650	\$650
Capital Outlay	0	\$27,381	0
<i>Total</i>	<i>\$903,194</i>	<i>\$1,032,178</i>	<i>\$1,067,871</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 3.5% from the FY 2020-21 year end estimate with the implementation of the classification and compensation recommendation and an additional Building Inspector position. This increase is offset by a decrease

in capital outlay with the elimination of a vehicle that was purchased during FY 2020-21.

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<b>INSPECTIONS</b>							
<b>=====</b>							
<u>Personnel Services</u>							
258-511110 Regular	568,258	584,720	608,575	461,015	600,000	628,205	_____
258-511120 Overtime	14,090	7,943	15,212	4,792	12,000	15,614	_____
258-511180 LTD	1,611	438	1,889	0	0	0	_____
258-511210 Longevity	8,672	13,073	12,809	11,506	11,506	11,025	_____
258-511230 Certification Allowance	182	300	873	882	1,200	288	_____
258-511310 FICA - Employer	44,918	43,092	48,727	35,288	46,400	50,084	_____
258-511350 TMRS-Employer	95,749	96,045	103,933	76,324	100,000	107,255	_____
258-511410 Health-Employer	67,260	90,583	104,162	82,737	106,000	126,833	_____
258-511500 Workers' Compensation	<u>1,342</u>	<u>1,335</u>	<u>1,655</u>	<u>1,822</u>	<u>1,554</u>	<u>2,121</u>	_____
TOTAL Personnel Services	802,083	837,530	897,835	674,365	878,660	941,425	_____
<u>Supplies</u>							
258-521000 Operating Supplies	1,287	532	1,600	335	1,600	1,300	_____
258-521100 Office Supplies	1,378	808	2,400	348	2,400	2,400	_____
258-521300 Motor Vehicle Supplies	159	175	576	252	576	900	_____
258-521600 Equip Maint Supplies	<u>73</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	_____
TOTAL Supplies	2,897	1,516	5,076	934	5,076	5,100	_____
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	<u>6,047</u>	<u>4,285</u>	<u>8,400</u>	<u>3,581</u>	<u>8,400</u>	<u>8,400</u>	_____
TOTAL Utility Services	6,047	4,285	8,400	3,581	8,400	8,400	_____
<u>Operations Support</u>							
258-534200 Printing & Binding	<u>1,206</u>	<u>155</u>	<u>1,000</u>	<u>62</u>	<u>750</u>	<u>850</u>	_____
TOTAL Operations Support	1,206	155	1,000	62	750	850	_____
<u>Staff Support</u>							
258-535100 Uniforms	5,306	4,195	8,690	1,193	8,690	8,900	_____
258-535300 Memberships	318	408	745	70	745	705	_____
258-535400 Publications	1,345	93	2,298	1,153	2,298	2,400	_____
258-535500 Training/Travel Staff	16,133	9,444	23,341	3,830	23,341	23,341	_____
258-535510 Meeting Expenses	830	430	2,100	751	2,100	1,900	_____
258-535600 Professional Certification	<u>2,042</u>	<u>1,586</u>	<u>4,087</u>	<u>1,412</u>	<u>4,087</u>	<u>4,200</u>	_____
TOTAL Staff Support	25,975	16,155	41,261	8,409	41,261	41,446	_____
<u>City Assistance</u>							

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
258-541300 Other Consl/Prof Services	69,720	42,475	70,000	22,713	70,000	70,000	
TOTAL Professional Services	69,720	42,475	70,000	22,713	70,000	70,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	903	1,079	650	598	650	650	
258-571200 Vehicles&Access. LESS \$5,000	1,938	0	0	0	0	0	
TOTAL Operating Equipment	2,841	1,079	650	598	650	650	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	52,087	0	0	27,381	27,381	0	
TOTAL Capital Outlay	52,087	0	0	27,381	27,381	0	
TOTAL INSPECTIONS	962,856	903,194	1,024,222	738,044	1,032,178	1,067,871	

**DEPARTMENT: PLANNING AND COMMUNITY  
DEVELOPMENT  
DIVISION: 259 Neighborhood Services  
FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Neighborhood Services Division focuses on providing protection and enforcement services to the public in order to minimize environmental and consumer health hazards. This is achieved through the promotion of public health and safety best practices to ensure compliance with state and local health codes.

The department seeks to protect the City of Schertz through the investigating and abatement of the following: Trash, Rubbish, Debris, Junked Vehicles, Tall Weeds/Grass, Mosquito Harbors, Unmaintained Pools, and Substandard Structures.

In addition, the department ensures food safety for all food establishments, ensures the safety of all public and semi-public aquatic facilities, and responds to citizen complaints concerning a verity of public health/quality-of-life concerns.

**GOALS AND OBJECTIVES**

- Protect the community from environmental and health hazards.
- To provide quality education and enforcement of city codes and ordinances so that Schertz is a great livable community.
- Work hand-in-hand with community stakeholders to increase and maintain a high quality of life.
- Provide interdepartmental assistance and direction when enforcing city regulation.

## ORGANIZATIONAL CHART



<b>Neighborhood Services</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Manager	0	0	1
Code Enforcement Officers	0	0	2
Sanitarian	0	0	1
<b>TOTAL POSITIONS</b>	<b>0</b>	<b>0</b>	<b>4</b>

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	NA	NA	\$308,779
Supplies	NA	NA	4,519
Utility Services	NA	NA	15,000
Operations Support	NA	NA	3,419
Staff Support	NA	NA	23,393
Professional Services	NA	NA	2,500
Maintenance Services	NA	NA	16,000
Operating Equipment	NA	NA	325
<i>Total</i>	<i>NA</i>	<i>NA</i>	<i>\$373,935</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$373,935. This division was included in the Police Department and will now be a separate division reporting to Planning & Community Development.

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	(----- 2020-2021 -----)					(----- 2021-2022 -----)	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>NEIGHBORHOOD SERVICES</u>							
<u>Personnel Services</u>							
259-511110 Regular	0	0	0	0	0	222,600	
259-511120 Overtime	0	0	0	0	0	4,591	
259-511180 LTD	0	0	0	0	0	690	
259-511210 Longevity	0	0	0	0	0	2,721	
259-511220 Clothing Allowance	0	0	0	0	0	3,506	
259-511230 Certification Allowance	0	0	0	0	0	1,090	
259-511310 FICA - Employer	0	0	0	0	0	17,810	
259-511350 TMRS-Employer	0	0	0	0	0	38,418	
259-511410 Health-Employer	0	0	0	0	0	15,946	
259-511500 Worker' Compensation	0	0	0	0	0	1,407	
TOTAL Personnel Services	0	0	0	0	0	308,779	
<u>Supplies</u>							
259-521000 Operating Supplies	0	0	0	0	0	1,044	
259-521100 Office Supplies	0	0	0	0	0	1,000	
259-521300 Motor Vehicle Supplies	0	0	0	0	0	1,725	
259-521600 Equip Maint Supplies	0	0	0	0	0	750	
TOTAL Supplies	0	0	0	0	0	4,519	
<u>Utility Services</u>							
259-533500 Vehicle Fuel	0	0	0	0	0	15,000	
TOTAL Utility Services	0	0	0	0	0	15,000	
<u>Operations Support</u>							
259-534200 Printing & Binding	0	0	0	0	0	3,419	
TOTAL Operations Support	0	0	0	0	0	3,419	
<u>Staff Support</u>							
259-535100 Uniforms	0	0	0	0	0	6,100	
259-535300 Memberships	0	0	0	0	0	450	
259-535400 Publications	0	0	0	0	0	1,190	
259-535500 Training/Travel	0	0	0	0	0	13,550	
259-535510 Meeting Expenses	0	0	0	0	0	200	
259-535600 Professional Certification	0	0	0	0	0	1,903	
TOTAL Staff Support	0	0	0	0	0	23,393	
<u>City Assistance</u>							

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
259-541300 Other Consl/Prof Services	0	0	0	0	0	2,500	
TOTAL Professional Services	0	0	0	0	0	2,500	
<u>Maintenance Services</u>							
259-551700 Abatement/Lot Cleaning	0	0	0	0	0	15,000	
259-551810 Maintenance Agr. - Radios	0	0	0	0	0	1,000	
TOTAL Maintenance Services	0	0	0	0	0	16,000	
<u>Operating Equipment</u>							
259-571000 Furniture & Fixtures < \$5,000	0	0	0	0	0	325	
TOTAL Operating Equipment	0	0	0	0	0	325	
<u>Capital Outlay</u>							
TOTAL NEIGHBORHOOD SERVICES	0	0	0	0	0	373,935	
TOTAL PUBLIC SAFETY	14,328,041	13,563,963	17,437,030	13,450,954	18,167,762	18,304,144	

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

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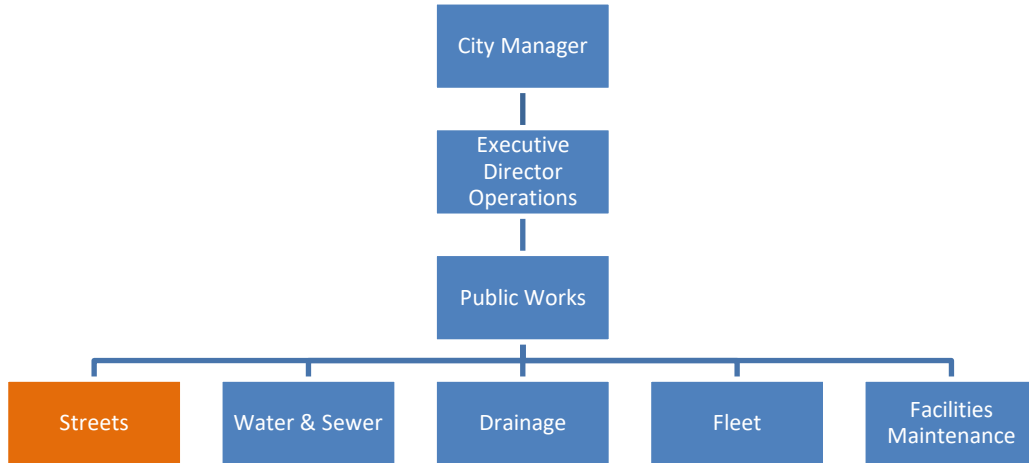
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



STREETS	2019-20	2020-21	2021-22
Public Works Manager Streets/Drainage	1	1	1
Street Supervisor	1	1	1
Foreman	1	1	1
Street Worker II	6	6	6
Street Worker I	8	8	8
<b>TOTAL POSITIONS</b>	<b>17</b>	<b>17</b>	<b>17</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Street Sweeping hours	1252	1284	1512
Number of signs produced	975	992	1000
Quantity of asphalt purchased (tons)	248	350	400
Special projects (Hours)	131	900	800
Street centerline miles	163	165	167

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Annual cost to operate street sweepers (operators and fuel)	118,450	122,003	125,663
Cost per ton of asphalt	45	45	45
Approved daily budget expenditures for operation	4,561	4,447	4323

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Hours spent on roadway maintenance                      2340                      2380                      2600

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Personnel	\$751,943	\$763,966	\$988,614
Supplies	100,976	126,650	167,950
City Support	2478	0	6,000
Utility Services	179,334	172,600	180,600
Staff Support	16,083	17,254	22,120
Professional Services	9,765	18,000	20,000
Maintenance Services	151,779	334,992	285,500
Rental/Leasing	1,900	5,000	5,000
Operating Equipment	56,635	30,517	71,000
Capital Outlay	250,531	32,023	159,200
<i>Total</i>	<i>\$1,521,424</i>	<i>\$1,501,002</i>	<i>\$1,905,984</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will increase 27.0% from the FY 2020-21 year end estimate for the Class and Compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition to personnel expenses, FY 2021-22 budget includes funds for street light replacements and a new street sweeper.

101-GENERAL FUND

PUBLIC ENVIRONMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>STREETS</b>							
<b>Personnel Services</b>							
359-511110 Regular	491,977	491,757	602,025	387,746	495,927	626,037	
359-511120 Overtime	6,032	8,099	6,240	11,251	10,400	6,240	
359-511180 LTD	1,478	389	1,868	0	389	0	
359-511210 Longevity	16,927	16,786	19,162	12,552	12,472	16,446	
359-511230 Certification Allowance	2,112	1,685	3,368	1,292	2,000	4,656	
359-511310 FICA - Employer	40,391	37,636	47,813	30,628	40,070	49,557	
359-511350 TMRS-Employer	83,788	82,680	102,545	68,458	83,702	106,717	
359-511410 Health-Employer	66,618	97,233	131,464	91,973	100,817	154,142	
359-511500 Workers' Compensation	16,024	15,678	19,370	21,325	18,189	24,819	
TOTAL Personnel Services	725,346	751,943	933,855	625,226	763,966	988,614	
<b>Supplies</b>							
359-521000 Operating Supplies	2,515	2,323	3,750	2,722	3,750	3,750	
359-521050 Operating Supplies-Sign	16,691	37,663	38,500	21,524	40,000	50,000	
359-521052 Operating Supplies-Dept Sign	0	0	0	0	0	10,000	
359-521055 Operating Supplies-StreetMain	71,658	58,311	80,000	40,795	80,000	100,000	
359-521100 Office Supplies	350	398	400	179	400	400	
359-521200 Medical/Chem Supplies	465	625	2,000	970	1,900	2,000	
359-521300 Motor Veh. Supplies	1,232	1,657	1,800	1,087	600	1,800	
TOTAL Supplies	92,910	100,976	126,450	67,277	126,650	167,950	
<b>City Support Services</b>							
359-532800 EMPLOYEE APPRECIATION EVENTS	0	2,478	0	0	0	6,000	
TOTAL City Support Services	0	2,478	0	0	0	6,000	
<b>Utility Services</b>							
359-533200 Electric Utility Service	140,869	148,268	140,000	100,621	140,000	140,000	
359-533210 Utilities - Poles	4,440	0	0	0	0	0	
359-533410 Water Utility Service	473	562	0	144	600	600	
359-533500 Vehicle Fuel	38,631	30,504	36,000	24,833	32,000	40,000	
TOTAL Utility Services	184,414	179,334	176,000	125,598	172,600	180,600	
<b>Operations Support</b>							
<b>Staff Support</b>							
359-535100 Uniforms	13,338	14,355	13,500	8,997	9,634	14,500	
359-535300 Memberships	149	0	0	0	0	0	
359-535500 Training/Travel	3,023	1,187	5,000	3,721	5,000	6,420	
359-535510 Meeting Expenses	726	541	1,200	342	1,200	1,200	
359-535600 Professional Certification	161	0	1,420	0	1,420	0	
TOTAL Staff Support	17,397	16,083	21,120	13,060	17,254	22,120	

101-GENERAL FUND

PUBLIC ENVIRONMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	6,345	9,765	18,000	12,070	18,000	20,000	
TOTAL Professional Services	6,345	9,765	18,000	12,070	18,000	20,000	
<u>Maintenance Services</u>							
359-551400 Minor & Other Equip Maint	320	0	500	316	500	500	
359-551600 Outsourced Street Maintenance	40,241	151,779	325,992	92,524	334,492	200,000	
359-551650 Sidewalk Maintenance	0	0	0	0	0	85,000	
TOTAL Maintenance Services	40,561	151,779	326,492	92,840	334,992	285,500	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	5,043	1,900	6,000	3,857	5,000	5,000	
TOTAL Rental/Leasing	5,043	1,900	6,000	3,857	5,000	5,000	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	0	240	300	0	0	2,000	
359-571200 Vehicles & Access under \$5,00	0	0	5,000	1,060	3,500	0	
359-571750 Street Crossing Minor Imprvmn	0	55,194	0	22,517	22,517	65,000	
359-571800 Equipment under \$5,000	41,318	1,201	4,500	0	4,500	4,000	
TOTAL Operating Equipment	41,318	56,635	9,800	23,576	30,517	71,000	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	156,398	250,025	32,023	31,753	32,023	0	
359-581750 Street Crossing Improvements	0	506	0	0	0	0	
359-581800 Equipment Over \$5,000	32,147	0	0	0	0	159,200	
TOTAL Capital Outlay	188,545	250,531	32,023	31,753	32,023	159,200	
TOTAL STREETS	1,301,880	1,521,424	1,649,740	995,256	1,501,002	1,905,984	
TOTAL PUBLIC ENVIRONMENT	1,301,880	1,521,424	1,649,740	995,256	1,501,002	1,905,984	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

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

## ORGANIZATIONAL CHART



	2019-20	2020-21	2021-22
<b>PARKS, RECREATION &amp; COMMUNITY SERVICES</b>			
Director of Parks, Recreation & Community Services	1	1	1
Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Supervisor	1	1	1
Park Maintenance Technician I	5	5	5
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Events Manager	1	1	1
Events Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>13</b>

## PERFORMANCE INDICATORS

Workload/Outputs	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Total Acres of Park Land Managed	401.11	401.11	425.31
Total Acres of City Campuses Managed	48.68	52.37	36.03
Total Acres of Land Managed Per FTE	89.96	75.78	75.58
Total Miles of Trails Managed		25	25.6
Special Events, Programs & Parades	50	50	50

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Acres of Contractual Mowing	119.40	123.09	123.09
Acres of Athletic Association Maintenance	70.02	70.02	70.02
Hours of Volunteer Service	800	500	500
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2019-20 actual	2020-21 Estimate	2021-22 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$12,000	\$7,500	\$7,500
Special Events Attendance	30,000	15,000	25,000
Youth Sports Registrations (BVYA & SYSA)	3,800	1,900	3,800

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$591,086	\$714,711	\$750,047
Supplies	81,491	103,382	84,350
City Support Services	60,684	145,567	136,000
Utility Services	221,616	246,000	246,000
Operations Support	1,677	1,500	2,000
Staff Support	18,406	13,670	19,670
Professional Services	132,392	129,271	147,946
Maintenance Services	40,676	87,500	14,000
Rental/Leasing	10,210	8,000	10,000

Operating Equipment	61,108	65,000	65,000
Capital Outlay	92,813	246,898	178,000
<i>Total</i>	<i>\$1,312,158</i>	<i>\$1,761,499</i>	<i>\$1,653,013</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will decrease 6.2% from the FY 2020-21 year end estimate with the classification and compensation study recommendation which is partially offset with less maintenance with the completion of the Senior Center Parking lot renovation.

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PARKS</b>							
<b>=====</b>							
<u>Personnel Services</u>							
460-511110 Regular	384,802	402,157	470,136	324,659	470,136	491,863	_____
460-511120 Overtime	17,549	13,716	16,448	14,064	16,448	17,957	_____
460-511180 LTD	1,106	237	1,447	0	1,447	0	_____
460-511210 Longevity	9,832	3,157	3,608	3,208	3,608	4,156	_____
460-511230 Certification Allowance	3,485	1,319	9,447	2,968	9,447	9,069	_____
460-511310 FICA - Employer	31,366	30,038	38,211	25,327	38,211	40,000	_____
460-511350 TMRS-Employer	66,696	65,428	80,525	55,912	80,525	83,320	_____
460-511410 Health-Employer	49,453	71,605	90,565	66,553	90,565	97,946	_____
460-511500 Workers' Compensation	<u>4,045</u>	<u>3,428</u>	<u>4,324</u>	<u>4,760</u>	<u>4,324</u>	<u>5,736</u>	_____
TOTAL Personnel Services	568,334	591,086	714,711	497,451	714,711	750,047	_____
<u>Supplies</u>							
460-521000 Operating Supplies	29,117	33,624	34,250	22,407	34,250	34,250	_____
460-521100 Office Supplies	1,330	1,617	1,600	1,983	1,500	1,500	_____
460-521200 Medical/Chem Supplies	1,348	2,819	2,600	1,964	2,600	2,600	_____
460-521300 Motor Vehicle Supplies	29	190	533	532	532	500	_____
460-521310 Landscaping Supplies-Parks	15,071	19,806	30,500	33,149	25,500	25,500	_____
460-521315 Landscaping Supplies-Campus	17,107	19,636	30,500	31,163	30,500	15,500	_____
460-521400 Plumbing Supplies	4,277	3,544	9,000	9,762	8,000	4,000	_____
460-521610 Building Maintenance Supplies	<u>575</u>	<u>256</u>	<u>367</u>	<u>211</u>	<u>500</u>	<u>500</u>	_____
TOTAL Supplies	68,853	81,491	109,350	101,171	103,382	84,350	_____
<u>City Support Services</u>							
460-532601 Holidazzle	0	25,559	26,000	54,351	54,351	26,000	_____
460-532604 4th of July Jubilee	0	12,316	26,000	7,891	26,000	26,000	_____
460-532619 Schertz Sweetheart	0	2,862	10,000	1,191	10,000	10,000	_____
460-532620 Sweetheart Scholarships	0	4,000	4,000	0	4,000	8,500	_____
460-532626 Other Events	0	12,309	21,671	18,441	31,316	43,500	_____
460-532629 MOVING ON MAIN	0	375	13,645	13,964	12,900	12,000	_____
460-532800 Music, Movies in the Park	<u>20,808</u>	<u>3,263</u>	<u>10,000</u>	<u>4,312</u>	<u>7,000</u>	<u>10,000</u>	_____
TOTAL City Support Services	20,808	60,684	111,316	100,150	145,567	136,000	_____
<u>Utility Services</u>							
460-533200 Electric Utility Service	67,279	61,651	76,000	47,053	76,000	76,000	_____
460-533410 Water Utility Service	147,692	151,922	160,000	130,003	160,000	160,000	_____
460-533500 Vehicle Fuel	<u>10,812</u>	<u>8,043</u>	<u>10,000</u>	<u>7,444</u>	<u>10,000</u>	<u>10,000</u>	_____
TOTAL Utility Services	225,783	221,616	246,000	184,500	246,000	246,000	_____

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
460-534100 Advertising	1,847	1,571	1,000	0	1,000	1,000	
460-534800 Temporary Empl. Services	<u>0</u>	<u>106</u>	<u>1,000</u>	<u>123</u>	<u>500</u>	<u>1,000</u>	
TOTAL Operations Support	1,847	1,677	2,000	123	1,500	2,000	
<u>Staff Support</u>							
460-535100 Uniforms	7,244	7,511	7,195	7,153	7,195	7,195	
460-535300 Memberships	2,015	1,657	1,625	1,205	1,625	1,625	
460-535500 Training/Travel	6,897	8,666	4,000	1,572	4,000	10,000	
460-535510 Meeting Expenses	<u>1,182</u>	<u>571</u>	<u>850</u>	<u>930</u>	<u>850</u>	<u>850</u>	
TOTAL Staff Support	17,338	18,406	13,670	10,859	13,670	19,670	
<u>City Assistance</u>							
<u>Professional Services</u>							
460-541300 Other Cons/Prof Services	8,571	11,819	26,000	16,023	15,000	6,000	
460-541310 Contract Services	<u>143,326</u>	<u>120,573</u>	<u>114,271</u>	<u>65,007</u>	<u>114,271</u>	<u>141,946</u>	
TOTAL Professional Services	151,897	132,392	140,271	81,030	129,271	147,946	
<u>Maintenance Services</u>							
460-551100 Building Maintenance	479	2,486	13,900	1,011	2,500	2,500	
460-551400 Minor & Other Equip Maint	4,336	3,388	5,000	1,403	5,000	5,000	
460-551600 Street Maintenance Materials	0	0	51,183	51,183	70,000	0	
460-551618 Veteran's Memorial Maint.	761	29,964	3,000	3,390	5,000	1,500	
460-551710 Landscaping	<u>6,113</u>	<u>4,838</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	
TOTAL Maintenance Services	11,688	40,676	73,083	56,987	87,500	14,000	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	<u>13,630</u>	<u>10,210</u>	<u>10,000</u>	<u>5,760</u>	<u>8,000</u>	<u>10,000</u>	
TOTAL Rental/Leasing	13,630	10,210	10,000	5,760	8,000	10,000	
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	783	2,002	0	0	0	0	
460-571700 Improvements under \$5,000	71,718	45,741	30,000	21,365	50,000	50,000	
460-571800 Equipment under \$5,000	<u>20,539</u>	<u>13,364</u>	<u>7,787</u>	<u>7,787</u>	<u>15,000</u>	<u>15,000</u>	
TOTAL Operating Equipment	93,040	61,108	37,787	29,152	65,000	65,000	
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	133,974	0	0	0	0	32,000	
460-581700 Improvements Over \$5,000	153,733	56,298	244,025	114,226	201,898	140,000	
460-581800 Equipment Over \$5,000	<u>22,712</u>	<u>36,514</u>	<u>17,003</u>	<u>17,003</u>	<u>45,000</u>	<u>6,000</u>	
TOTAL Capital Outlay	310,419	92,813	261,028	131,228	246,898	178,000	
TOTAL PARKS	1,483,637	1,312,158	1,719,216	1,198,412	1,761,499	1,653,013	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



## PERFORMANCE INDICATORS

Workload/Outputs	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Revenue per year Outdoor Pools	\$13,190	\$25,000	\$25,000
Days open per year Outdoor Pools	61	71	72
Daily Admissions Wendy Swan Pool	0	0	0
Total Attendance Wendy Swan Pool	0	0	0
Daily Admissions Pickrell Pool	\$11,800	\$20,000	\$20,000
Total Attendance Pickrell Pool	6,500	10,500	10,500
Season Pool Pass Sales	\$1,390	\$5,000	\$5,000
Total Attendance Schertz Aquatics Ctr	78,000		

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Cost per resident for Pool Operations	\$14.41	\$14.25	\$14.25

\*Cost per resident with the new Schertz Aquatics Center

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Supplies	\$17,464	\$25,500	\$25,500
Utility Services	20,082	26,000	16,500
Professional Services	0	0	0
Maintenance Services	433,983	534,535	527,878
Operating Equipment	0	0	0
<i>Total</i>	<i>\$471,528</i>	<i>\$586,035</i>	<i>\$569,878</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will decrease 2.8% from the FY 2020-21 year end with no change in operations.

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>SWIM POOL</u>							
=====							
<u>Personnel Services</u>							
-----							
<u>Supplies</u>							
463-521000 Operating Supplies	2,271	3,809	4,500	1,544	4,500	4,500	-----
463-521200 Chem/Med/Lab Supplies	13,033	13,655	18,000	10,566	18,000	18,000	-----
463-521600 Equip Maint Supplies	40	0	3,000	852	3,000	3,000	=====
TOTAL Supplies	15,344	17,464	25,500	12,962	25,500	25,500	=====
<u>City Support Services</u>							
-----							
<u>Utility Services</u>							
463-533200 Electric Utility Service	17,482	16,809	10,000	8,613	16,000	10,000	-----
463-533410 Water Utility Service	9,773	3,272	6,500	4,559	10,000	6,500	=====
TOTAL Utility Services	27,256	20,082	16,500	13,171	26,000	16,500	=====
<u>Operations Support</u>							
-----							
<u>Staff Support</u>							
-----							
<u>Professional Services</u>							
463-541300 Other Consl/Prof Services	2,993	0	0	0	0	0	=====
TOTAL Professional Services	2,993	0	0	0	0	0	=====
<u>Maintenance Services</u>							
463-551100 Building Maintenance	0	95	0	0	0	0	-----
463-551400 Minor & Other Equip Maint	12,385	17,484	10,000	8,927	16,657	10,000	-----
463-551700 Contract Maintenance	507,504	416,404	517,878	330,232	517,878	517,878	=====
TOTAL Maintenance Services	519,889	433,983	527,878	339,159	534,535	527,878	=====
<u>Rental/Leasing</u>							
-----							
<u>Operating Equipment</u>							
463-571000 Furniture & Fixtures	2,125	0	0	0	0	0	=====
TOTAL Operating Equipment	2,125	0	0	0	0	0	=====
<u>Capital Outlay</u>							
-----							
TOTAL SWIM POOL	567,606	471,528	569,878	365,292	586,035	569,878	

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

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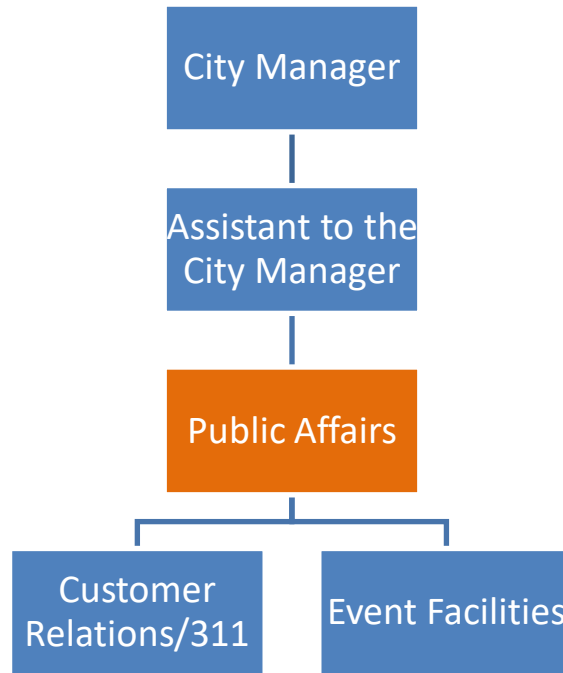
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



EVENT FACILITIES	2019-20	2020-21	2021-22
Civic Center Manager	1	1	1
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	2	2
P/T Event Attendant	1	2	2
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

**PERFORMANCE INDICATORS**

Workload/Output	2018-20 Actual	2020-21 Estimate	2021-22 Budget
Number of events booked	1,019	700	850
Number of events cancelled	30	182	100
Number of facility tours	256	400	400
Number of web inquiries answered	152	225	250

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Revenue	302,516	185,000	200,000

Comp'd Value 41,577 30,000 35,000

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Tradeshows/conventions	13	12	13
Customer satisfaction Rating	95%	100%	100%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	263,684	214,704	284,507
Supplies	3,812	4,650	6,150
Utility Services	35,767	48,400	48,600
Operations Support	1,507	22,279	17,108
Staff Support	3,508	2,554	4,865
Professional Services	0	350	0
Maintenance Services	6,312	5,500	13,000
Operating Equipment	5,889	9,014	10,500
<i>Total</i>	<i>\$320,479</i>	<i>\$307,451</i>	<i>\$384,730</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will increase 25.1% from the FY 2020-21 year end estimate due implementations from the Class and Compensation study and raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the Maintenance services category will increase for FY 2021-22 for the cleaning contract. Cleaning services weren't used during COVID while events were cancelled or postponed.

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>EVENT FACILITIES</u>							
<u>Personnel Services</u>							
464-511110 Regular	174,298	191,255	173,508	113,197	160,000	200,992	
464-511120 Overtime	3,271	1,041	3,352	718	1,000	3,375	
464-511180 LTD	450	115	494	0	0	0	
464-511210 Longevity	2,805	3,629	4,185	3,467	3,467	3,996	
464-511310 FICA - Employer	14,052	14,501	15,752	8,932	12,000	15,929	
464-511350 TMRS-Employer	29,225	31,422	33,599	17,635	22,000	34,113	
464-511410 Health-Employer	15,085	21,505	30,822	13,766	16,000	25,787	
464-511500 Workers' Compensation	<u>253</u>	<u>216</u>	<u>252</u>	<u>277</u>	<u>237</u>	<u>315</u>	
TOTAL Personnel Services	239,440	263,684	261,964	157,992	214,704	284,507	
<u>Supplies</u>							
464-521000 Operating Supplies	2,477	3,163	4,250	2,764	3,500	5,000	
464-521050 Ancillary Products	235	240	450	86	450	450	
464-521100 Office Supplies	<u>534</u>	<u>409</u>	<u>700</u>	<u>467</u>	<u>700</u>	<u>700</u>	
TOTAL Supplies	3,246	3,812	5,400	3,317	4,650	6,150	
<u>Utility Services</u>							
464-533100 Gas Utility Service	709	594	850	393	850	850	
464-533200 Electric Utility Service	34,033	27,951	40,000	17,521	40,000	40,000	
464-533410 Water Utility Service	6,081	7,222	6,800	4,343	6,800	7,000	
464-533500 Vehicle Fuel	<u>0</u>	<u>0</u>	<u>750</u>	<u>359</u>	<u>750</u>	<u>750</u>	
TOTAL Utility Services	40,823	35,767	48,400	22,616	48,400	48,600	
<u>Operations Support</u>							
464-534100 Advertising	1,908	1,220	4,600	989	4,600	5,000	
464-534200 Printing & Binding	968	0	1,635	1,527	1,500	2,000	
464-534550 Business Meetings/Networking	431	72	108	0	179	108	
464-534800 Temporary Empl. Services	<u>7,061</u>	<u>215</u>	<u>30,000</u>	<u>16,716</u>	<u>16,000</u>	<u>10,000</u>	
TOTAL Operations Support	10,368	1,507	36,343	19,231	22,279	17,108	
<u>Staff Support</u>							
464-535100 Uniforms	744	1,132	1,500	343	700	1,500	
464-535300 Memberships	201	202	275	243	275	215	
464-535500 Training/Travel	2,112	2,006	2,450	303	1,400	2,950	
464-535510 Meeting Expenses	<u>0</u>	<u>169</u>	<u>200</u>	<u>179</u>	<u>179</u>	<u>200</u>	
TOTAL Staff Support	3,057	3,508	4,425	1,068	2,554	4,865	
<u>Professional Services</u>							
464-541300 Professional Services	<u>0</u>	<u>0</u>	<u>700</u>	<u>170</u>	<u>350</u>	<u>0</u>	
TOTAL Professional Services	0	0	700	170	350	0	

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021			2021-2022	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	0	6,312	12,700	1,620	5,500	13,000	
TOTAL Maintenance Services	0	6,312	12,700	1,620	5,500	13,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	6,906	1,565	1,015	1,014	1,014	500	
464-571401 Audio/Visual Equipment	0	0	300	264	0	0	
464-571500 Operating Equipment <\$5,000	19,401	4,324	11,800	1,665	8,000	10,000	
464-571550 Capital Recovery Equipment	0	0	10,000	0	0	0	
TOTAL Operating Equipment	26,307	5,889	23,115	2,943	9,014	10,500	
<u>Capital Outlay</u>							
TOTAL EVENT FACILITIES	323,241	320,479	393,047	208,956	307,451	384,730	

**DEPARTMENT: 665 LIBRARY**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Schertz Public Library:

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

**2021-22 GOALS**

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

- Continue weeding projects according to schedule in order to enhance and update collections.
- Continue systematic review and update of policies and procedures with an eye toward providing excellent customer-focused service, inclusion, and efficiency in service delivery.
- Implement in-house laptop circulation program (program delayed due to COVID).
- Establish a marketing plan for Texas Talking Books, as it is an under-utilized resource.
- Add adult crafting programs (if teachers can be located in various specialties) and utilize CreativeBug.
- Build partnerships with community members to add to existing adult programming schedule either in-person or virtual.

## **2020-21 HIGHLIGHTS AND ACCOMPLISHMENTS**

Received Texas Municipal Library Directors 2020 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 56 public libraries in Texas to receive this award.

Received \$24,702 CARES grant for technology and services helpful to the library's COVID operational response.

### **Operations and Collections**

- Modified services and procedures as part of COVID response in order to re-open the library building to the public.
- Continued offering curbside pick-up of materials; more than 4,900 items delivered in first seven months of FY21 (service is still ongoing).
- Added approximately 7,000 new and replacement items to library's physical collections and withdrew more than 6,200 dated, worn, lost and damaged items from library's physical collections.
- Implemented three new online services, Creativebug, NicheAcademy, and AtoZ Databases with CARES funds.
- Installed screen-sharing equipment and mobile check-out equipment to facilitate customer-staff interactions while social distancing.

### **Programming**

All regular programming continued to be provided as virtual events throughout FY21.

- Annual fall Local Author event was re-branded as "Booktober" with videos of local authors posted throughout October on social media.

- Updated Winter Reading Club and Extreme Book Nerd Challenge to simplify programs and increase participation during COVID operations.
- More than 135 recorded or live-streamed programs were offered in first 3 quarters of FY2021, including weekly storytimes, Dungeons & Dragons, book clubs, craft sessions, and poetry programming.
- More than 3,100 craft and STEM Take-and-Make kits were created and delivered to customers via curbside or in-house pick-up in first 3 quarters of FY21 (service is still ongoing).
- Created a virtual programming page for Library website with detailed information about our virtual programs as well as highlighting many other available online programs and activities for adults.

#### Outreach and Partnerships

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.
- Continued to place a rotating children's book collection in the memory care unit of the Legacy at Forest Ridge Retirement Community.
- Continued to partner with SCUCISD for various programs and activities including, digital card registration and card drop-off for Corbett JH students and working with the district's Bilingual /ESL/LOTE Coordinator to provide a video library tour, three Zoom Q&A sessions, two drive-through events, and a story time for students and parents.
- Youth Services Librarian served on city's wage compression committee and Texas Library Association's Maverick Committee.
- Partnered with Amy's All-star Dance Studio to offer a month-long Creative Movement Zoom class for toddlers.
- Worked with Bexar County Bibliotech Library to circulate 100 hotspots to Schertz community.
- Partnered with National Alliance on Mental Illness- Guadalupe Chapter for community programs, workshops, and advertisement of virtual support groups.
- Continued partnerships with other City departments to provide programming to community, including Schertz Sweethearts Zoom Princess Storytime, Parks & Rec's Candy Cruise, vaccine clinic staffing and instructional videos, and summer reading program for Senior Center.

## ORGANIZATION CHART



LIBRARY	2019-20	2020-21	2021-22
Library Director	1	1	1
Librarian	3	3	3
Library Assistant	2	2	2
Library Clerk II	3	3	3
Library Clerk I (20 hours)	7	7	7
Library Clerk I (10 hours)	2	2	2
Programming Specialist (20 hours)	1	1	1
Library Page (10 hours)	2	2	2
Temp Part-time Library Clerk (Unfunded)	1	1	1
<b>TOTAL POSITIONS</b>	<b>22</b>	<b>22</b>	<b>22</b>

## PERFORMANCE INDICATORS

	2019-20	2020-21	2021-22
Input	Actual	Estimate	Budget
Service population (determined by TSLAC)	108,117	110,592	117,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	8.5	9.0	9.0
Total Operating Budget	1,034,433	1,061,950	1,114,071
Total Materials Collection	139,477	147,000	153,000
Registered Borrowers	31,296	30,000	31,000
Materials Budget	138,929	125,000	130,000

	2019-20	2020-21	2021-22
Workload/Output	Actual	Estimate	Budget

Circulation per Capita	2.36	2.12	2.08
Library Visits per Capita	0.95	0.68	0.83
Program Attendance per Capita	0.06	0.02	0.07
Collection Turnover Rate	1.83	1.60	1.63

Total Circulation	254,643	235,000	250,000
Total Library Visits	102,297	75,000	100,000
Total Program Attendance	6,524	2,700	8,000

	2019-20	2020-21	2021-22
Efficiency	Actual	Estimate	Budget

Cost per Person Served	9.57	9.60	9.28
Cost per Circulation	4.06	4.52	4.46
Circulation per Circulation FTE	29,958	26,111	27,778

	2019-20	2020-21	2021-22
Effectiveness	Actual	Estimate	Budget

Percentage of Service Population With Library Cards	28.95%	27.13%	25.83%
Materials Expenditures per Capita	\$1.28	\$1.13	\$1.08
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	13.43%	11.77%	11.67%
Items per Capita (striving to meet 1.53 items per capita standard)	1.29	1.33	1.28

	2019-20	2020-21	2021-22
Budget	Actual	Estimate	Budget

Personnel Services	\$810,141	\$844,205	\$879,824
Supplies	10,568	15,000	15,000
Utility Services	58,308	67,000	70,000
Operations Support	4,744	3,100	5,900
Staff Support	6,517	3,989	7,025
Professional Services	1,984	1,656	3,300
Operating Equipment	142,171	127,000	156,000
<i>Total</i>	<i>\$1,034,433</i>	<i>\$1,061,950</i>	<i>\$1,137,049</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2021-22 Budget increases 7.1% due to implementation of the Class and Compensation study as well as raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the FY 2021-21 budget increases are related to higher water utility costs for landscaping, increased training and additional funds for library materials.

101-GENERAL FUND

EXPENDITURES	2020-2021						2021-2022
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>LIBRARY</b>							
<b>Personnel Services</b>							
665-511110 Regular	569,319	572,642	575,656	454,461	590,000	604,595	
665-511120 Overtime	892	245	1,056	260	500	1,056	
665-511180 LTD	1,224	317	1,339	0	0	0	
665-511210 Longevity	11,410	12,863	16,636	14,401	14,401	17,944	
665-511230 Certification Allowance	1,200	1,200	2,039	1,006	1,500	1,152	
665-511310 FICA - Employer	43,977	41,449	45,496	34,333	45,496	47,738	
665-511350 TMRs-Employer	89,096	89,735	92,480	72,990	92,480	96,320	
665-511410 Health-Employer	68,448	91,090	99,142	77,007	99,142	110,068	
665-511500 Workers' Compensation	668	601	731	805	686	951	
TOTAL Personnel Services	786,234	810,141	834,575	655,263	844,205	879,824	
<b>Supplies</b>							
665-521000 Operating Supplies	9,760	8,417	10,855	7,246	12,000	12,000	
665-521100 Office Supplies	2,706	2,152	3,000	1,852	3,000	3,000	
TOTAL Supplies	12,466	10,568	13,855	9,098	15,000	15,000	
<b>City Support Services</b>							
<b>Utility Services</b>							
665-533100 Gas Utility Service	2,352	2,274	2,500	2,759	4,000	4,000	
665-533200 Electric Utility Service	44,745	35,667	45,000	15,182	45,000	45,000	
665-533410 Water Utility Service	10,450	20,367	18,000	7,467	18,000	21,000	
TOTAL Utility Services	57,547	58,308	65,500	25,408	67,000	70,000	
<b>Operations Support</b>							
665-534000 Postage	2,852	2,430	3,000	1,062	2,500	3,000	
665-534200 Printing & Binding	0	2,314	600	252	600	2,900	
TOTAL Operations Support	2,852	4,744	3,600	1,314	3,100	5,900	
<b>Staff Support</b>							
665-535100 Uniforms	395	7	400	429	429	400	
665-535200 Awards	138	154	300	0	0	300	
665-535300 Memberships	1,247	1,252	1,580	1,415	1,560	1,325	
665-535500 Training/Travel	2,600	4,993	5,700	1,133	1,700	4,700	
665-535510 Meeting Expenses	132	111	300	103	300	300	
TOTAL Staff Support	4,512	6,517	8,280	3,079	3,989	7,025	
<b>Professional Services</b>							
665-541300 Other Consl/Prof Services	0	0	0	0	0	1,000	
665-541365 Courier/Delivery Services	2,364	1,984	2,300	1,656	1,656	2,300	
TOTAL Professional Services	2,364	1,984	2,300	1,656	1,656	3,300	

101-GENERAL FUND

CULTURAL EXPENDITURES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDE	ADOPTED BUDGET
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
665-571000 Furniture & Fixtures < \$5,000	0	1,161	1,145	0	0	16,000	
665-571400 Library Materials	124,315	138,929	125,000	103,588	125,000	130,000	
665-571600 Donation-Expense	<u>9,567</u>	<u>2,081</u>	<u>10,000</u>	<u>0</u>	<u>2,000</u>	<u>10,000</u>	
TOTAL Operating Equipment	133,882	142,171	136,145	103,588	127,000	156,000	
<u>Capital Outlay</u>							
TOTAL LIBRARY	999,857	1,034,433	1,064,255	799,405	1,061,950	1,137,049	
TOTAL CULTURAL	999,857	1,034,433	1,064,255	799,405	1,061,950	1,137,049	

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

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**DEPARTMENT DESCRIPTION**

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

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

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

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**



INFORMATION TECHNOLOGY	2019-20	2020-21	2021-22
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	1	1	1
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>10</b>

Workload	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Average Monthly Work Orders Completed	3840	2450	3200
Average Monthly Hours to Complete Work Orders	1.10	1.30	1.25
COVID 19 Related Activities Workhours	-	430	300
Total Projects	45	25	30
Average Monthly Project Hours	323	455	425
Total Emails Received	185,761	1,184,129	1,200,000
Total Sent Good Email	146,794	356,039	450,000
Total Teams Meetings	-	1,650	1,750
Total Teams Interoffice Chats	-	13,500	15,000

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
% Work Orders Completed 0-1 Day	73%	46%	55%
% Work Orders Completed 2-3 Days	12%	8%	15%
% Work Orders Completed 4-6 Days	7%	11%	10%
% Work Orders Completed 7-10 Days	4%	7%	10%
% Work Orders Completed >11 Days	5%	28%	10%
Average Number of Days to Work Orders	2.91	12.65	4.0
% Time on GIS Specific Projects	54.8%	52.3%	55.6%
% Time on GIS Customer Assistance	9.0%	7.8%	17.7%
% Time on Training/Conferences	3.9%	0.2%	7.4%
% Time on Non-Department Projects	17.3%	19.6%	7.2%
% Time on Administrative Overhead	15.0%	20.1%	12.1%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$645,709	\$805,445	\$904,713
Supplies	3,236	5,375	6,300
City Support Services	584,589	974,571	1,026,097
Utility Services	262,605	283,048	367,465
Staff Support	24,279	25,900	69,700
Professional Services	101,448	88,475	38,075
Maintenance Services	7,413	10,000	10,000
Rental/Leasing	0	3,651	3,650
Operating Equipment	169,426	319,660	269,594
Capital Outlay	22,797	26,889	0
<i>Total</i>	<i>\$1,821,503</i>	<i>\$2,543,014</i>	<i>\$2,695,594</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The Information Technology FY 2021-22 Budget increases 6.0% from the FY 2020-21 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<b>INFORMATION TECHNOLOGY</b>							
<b>Personnel Services</b>							
853-511110 Regular	446,491	434,772	589,305	433,842	549,790	615,318	
853-511120 Overtime	45,966	48,223	29,606	33,685	49,500	30,727	
853-511180 LTD	1,194	320	1,831	0	1,350	0	
853-511210 Longevity	4,373	5,080	9,067	9,389	9,067	9,835	
853-511230 Certificate Allowance	0	0	1,073	0	0	0	
853-511310 FICA - Employer	37,600	35,091	47,401	35,278	44,400	49,418	
853-511350 TMRS-Employer	79,775	77,894	102,582	77,547	80,000	107,385	
853-511410 Health-Employer	48,953	43,841	74,944	56,441	70,400	90,740	
853-511500 Workers' Compensation	538	488	999	1,100	938	1,290	
TOTAL Personnel Services	664,890	645,709	856,808	647,281	805,445	904,713	
<b>Supplies</b>							
853-521100 Office Supplies	1,784	1,978	2,200	2,082	2,200	2,000	
853-521300 Motor Vehicle Supplies	71	36	800	365	800	800	
853-521600 Equip Maint Supplies	3,485	1,223	3,800	1,374	2,375	3,500	
TOTAL Supplies	5,340	3,236	6,800	3,820	5,375	6,300	
<b>City Support Services</b>							
853-532300 Computer Consulting	920	9,600	10,000	2,280	10,000	10,000	
853-532355 Software Maint-City Wide	291,591	376,748	481,876	367,578	481,876	510,574	
853-532360 Software Maint-Dept Specific	406,420	158,438	419,295	168,265	444,295	475,548	
853-532400 Computer Fees & Licenses	10,108	39,803	38,495	30,564	38,400	29,975	
TOTAL City Support Services	709,039	584,589	949,666	568,686	974,571	1,026,097	
<b>Utility Services</b>							
853-533300 Telephone/Land Line	44,810	39,167	62,770	29,504	54,040	66,995	
853-533310 Telephone/Cell Phones	60,089	87,243	93,225	52,694	68,200	113,900	
853-533320 Telephone/Air Cards	46,880	51,836	87,240	50,914	71,462	87,100	
853-533330 Telephone/Internet	79,755	83,957	93,390	76,231	88,496	98,470	
853-533500 Vehicle Fuel	828	402	1,500	362	850	1,000	
TOTAL Utility Services	232,362	262,605	338,125	209,705	283,048	367,465	
<b>Operations Support</b>							
<b>Staff Support</b>							
853-535100 Uniforms	1,512	931	1,200	80	1,200	1,500	
853-535300 Memberships	1,314	577	1,250	165	700	1,250	
853-535500 Training/Travel	36,250	22,771	21,178	6,199	24,000	66,950	
TOTAL Staff Support	39,076	24,279	23,628	6,444	25,900	69,700	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other Consl/Prof Services	206,997	101,448	101,949	43,880	88,475	25,000	
853-541800 IT Services-Web Design/Maint	<u>9,402</u>	<u>0</u>	<u>650</u>	<u>0</u>	<u>0</u>	<u>13,075</u>	
TOTAL Professional Services	216,399	101,448	102,599	43,880	88,475	38,075	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	<u>13,946</u>	<u>7,413</u>	<u>10,000</u>	<u>9,523</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL Maintenance Services	13,946	7,413	10,000	9,523	10,000	10,000	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	<u>0</u>	<u>0</u>	<u>3,651</u>	<u>2,129</u>	<u>3,651</u>	<u>3,650</u>	
TOTAL Rental/Leasing	0	0	3,651	2,129	3,651	3,650	
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	797	697	500	0	500	1,200	
853-571200 Vehicles & Access Under \$5000	126	0	0	0	0	0	
853-571300 Computer & Periphe. < \$5000	206,184	142,460	297,369	240,212	297,300	220,784	
853-571401 Communication Equip LESS \$500	90,407	25,374	22,500	2,136	21,860	47,610	
853-571800 Equipment under \$5,000	<u>3,132</u>	<u>895</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	300,645	169,426	320,369	242,349	319,660	269,594	
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	25,430	0	27,000	26,889	26,889	0	
853-581300 Computer & Periphe. > \$5000	5,367	22,797	0	0	0	0	
853-581800 Equipment Over \$5,000	<u>6,306</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	37,103	22,797	27,000	26,889	26,889	0	
TOTAL INFORMATION TECHNOLOGY	2,218,800	1,821,503	2,638,646	1,760,706	2,543,014	2,695,594	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>GIS</u>							
===							
<u>Personnel Services</u>							
174-511110 Regular	123,024	126,971	0	0	0	0	
174-511120 Overtime	0	293	0	0	0	0	
174-511180 LTD	364	92	0	0	0	0	
174-511210 Longevity	3,108	3,396	0	0	0	0	
174-511310 FICA - Employer	9,902	9,607	0	0	0	0	
174-511350 TMRS-Employer	20,440	20,895	0	0	0	0	
174-511410 Health-Employer	14,475	14,435	0	0	0	0	
174-511500 Workers' Compensation	347	311	0	0	0	0	
TOTAL Personnel Services	171,659	176,000	0	0	0	0	
<u>Supplies</u>							
174-521000 Operating Supplies	0	474	0	0	0	0	
174-521100 Office Supplies	0	60	0	0	0	0	
TOTAL Supplies	0	534	0	0	0	0	
<u>City Support Services</u>							
174-532400 Computer Fees & Licenses	0	2,625	0	0	0	0	
TOTAL City Support Services	0	2,625	0	0	0	0	
<u>Staff Support</u>							
174-535500 Training/Travel	3,957	4,764	0	0	0	0	
TOTAL Staff Support	3,957	4,764	0	0	0	0	
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
174-561200 Lease/Purchase Payments	2,084	3,250	0	0	0	0	
TOTAL Rental/Leasing	2,084	3,250	0	0	0	0	
<u>Operating Equipment</u>							
TOTAL GIS	177,700	187,174	0	0	0	0	
TOTAL GENERAL GOVERNMENT	5,876,284	6,284,169	7,038,166	4,762,959	6,503,955	6,657,113	

# DEPARTMENT: 866 HUMAN RESOURCES

## FUND: 101 GENERAL FUND

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### **DEPARTMENT DESCRIPTION**

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

### **GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



	2019-20	2020-21	2021-22
<b>HUMAN RESOURCES</b>			
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

## PERFORMANCE INDICATORS

Workload/Output Measures	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Total No. of Employees (Avg.)	456	460	460
# Full Time Employees (Avg.)	375	375	380
Job Announcements Posted	83	90	90
# Applications received	3,930	4,000	4,000
# Full Time Positions Filled	50	50	50
# Part Time Positions Filled	8	8	10
# Total Turnover	68	55	70
# Full Time Turnover	46	40	45
# Part Time Turnover	22	15	10
# Retirements	8	10	10
# FMLA Claims	53	43	50
# General Training Courses	14	15	15
# of tuition reimbursements	18	20	20

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$426,981	\$449,165	\$464,431
Supplies	2,433	2,000	2,700
Human Services	125,292	158,100	205,100
Operations Support	2,117	5,836	5,500
Staff Support	20,082	36,150	41,150
City Assistance	13,121	10,000	10,000
Professional Services	78,265	0	5,000
Operating Equipment	349	513	500
<i>Total</i>	<i>\$668,639</i>	<i>\$661,764</i>	<i>\$734,381</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 11.0% from the FY 2020-21 year end estimate. The increase is due to the implementation of the Class and Compensation study and FY 2020-21 had additional savings related to COVID-19 as training and staff events did not happen.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>HUMAN RESOURCES</b>							
<b>Personnel Services</b>							
866-511110 Regular	302,120	301,811	302,654	240,936	312,000	313,989	
866-511120 Overtime	0	684	259	5	259	272	
866-511180 LTD	885	204	943	0	0	0	
866-511210 Longevity	4,794	3,772	4,476	4,476	4,476	5,372	
866-511230 Certificate Allowance	0	0	1,755	1,130	1,620	2,246	
866-511310 FICA - Employer	23,927	21,865	23,635	18,308	23,635	24,607	
866-511350 TMRS-Employer	50,443	48,963	50,408	40,091	50,408	52,697	
866-511410 Health-Employer	24,568	39,567	52,436	31,583	41,400	44,742	
866-511500 Workers' Compensation	534	325	391	430	367	506	
866-511600 Unemployment Compensation	4,951	9,789	15,000	2,378	15,000	20,000	
TOTAL Personnel Services	412,221	426,981	451,957	339,336	449,165	464,431	
<b>Supplies</b>							
866-521000 Operating Supplies	0	1,728	2,000	383	1,500	2,000	
866-521100 Office Supplies	606	705	700	365	500	700	
TOTAL Supplies	606	2,433	2,700	748	2,000	2,700	
<b>Human Services</b>							
866-531100 Pre-employment Check	5,018	3,004	4,000	1,663	3,000	2,500	
866-531150 Interview Expenses	0	124	1,500	0	0	1,500	
866-531160 COBRA FSA/HSA Adm Services	3,390	5,628	6,000	4,089	6,000	6,000	
866-531170 Broker Services	75,000	68,750	75,000	50,000	75,000	75,000	
866-531200 Medical Co-pay	1,061	645	3,000	1,271	3,000	3,000	
866-531300 Employee Assistance	23,772	12,757	9,600	6,241	9,600	9,600	
866-531400 Tuition Reimbursement	15,000	18,214	17,000	19,462	17,000	18,000	
866-531500 Employee Wellness Program	6,634	14,956	98,962	11,080	25,000	50,000	
866-531600 Training Classes	11,840	1,214	19,500	12,787	19,500	39,500	
TOTAL Human Services	141,714	125,292	234,562	106,593	158,100	205,100	
<b>City Support Services</b>							
<b>Utility Services</b>							
<b>Operations Support</b>							
866-534000 Postage	59	0	0	0	0	0	
866-534100 Advertising	2,576	775	2,836	1,349	2,836	2,500	
866-534200 Printing & Binding	1,393	1,342	3,000	1,280	3,000	3,000	
TOTAL Operations Support	4,027	2,117	5,836	2,629	5,836	5,500	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2020-2021			2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Staff Support</u>							
866-535100 Uniforms	424	440	500	241	500	500	
866-535210 Employee Recognition-Morale	21,432	15,614	28,150	21,909	28,150	28,150	
866-535300 Memberships	2,175	1,718	2,500	1,803	2,500	2,500	
866-535400 Publications	0	947	0	0	0	2,000	
866-535500 Training/Travel	4,532	1,363	5,000	1,267	5,000	8,000	
TOTAL Staff Support	28,562	20,082	36,150	25,220	36,150	41,150	
<u>City Assistance</u>							
866-537100 Medical Services	13,860	13,121	15,000	9,597	10,000	10,000	
TOTAL City Assistance	13,860	13,121	15,000	9,597	10,000	10,000	
<u>Professional Services</u>							
866-541300 Other Consl/Prof Services	56,433	78,265	15,000	0	0	5,000	
TOTAL Professional Services	56,433	78,265	15,000	0	0	5,000	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	210	349	514	513	513	500	
866-571300 Computer & Periphe. < \$5000	861	0	0	0	0	0	
TOTAL Operating Equipment	1,071	349	514	513	513	500	
TOTAL HUMAN RESOURCES	658,495	668,639	761,719	484,636	661,764	734,381	

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

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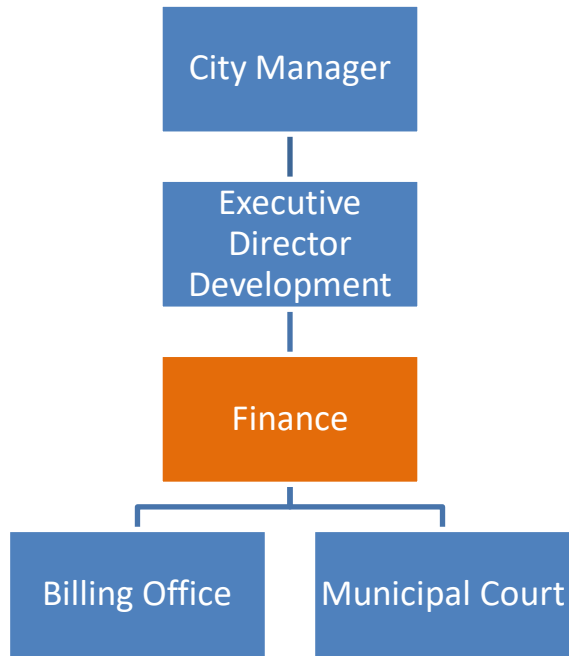
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



ACCOUNTING	2019-20	2020-21	2021-22
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Accounts payable checks	5,931	6,000	6,100
Number of Purchase Orders Processed	7,380	7,450	7,600

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative Quarterly Financials completed within 30 days	35	36	37
	0	3	4

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$587,965	\$630,538	\$644,204
Supplies	2,599	2,700	2,700
Staff Support	5,890	4,710	6,740
Professional Services	35,977	40,049	38,700
Operating Equipment	1,835	1,986	250
<i>Total</i>	<i>\$634,265</i>	<i>\$679,983</i>	<i>\$692,594</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 1.9% from the FY 2020-21 year end estimate due to additional compensation awarded from the classification and compensation study. The FY 2020-21 budget had savings related to COVID-19 as most trainings were held virtually.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FINANCE</b>							
<b>=====</b>							
<u>Personnel Services</u>							
868-511110 Regular	396,687	413,035	416,716	336,527	432,306	435,765	_____
868-511120 Overtime	2,707	2,182	924	2,105	2,500	924	_____
868-511180 LTD	1,161	295	1,297	0	0	0	_____
868-511210 Longevity	11,310	9,457	10,770	10,770	10,770	11,994	_____
868-511230 Certification Allowance	535	500	2,039	1,161	711	2,659	_____
868-511310 FICA - Employer	31,488	30,301	32,896	25,752	35,645	34,491	_____
868-511350 TMRS-Employer	66,658	67,965	70,162	56,989	76,648	73,863	_____
868-511410 Health-Employer	43,086	63,788	70,409	56,726	71,446	83,799	_____
868-511500 Workers' Compensation	568	442	545	600	512	709	_____
TOTAL Personnel Services	554,199	587,965	605,758	490,630	630,538	644,204	_____
<u>Supplies</u>							
868-521000 Operating Supplies	1,873	1,985	2,700	1,774	2,000	2,000	_____
868-521100 Office Supplies	2,192	614	1,000	490	700	700	_____
TOTAL Supplies	4,065	2,599	3,700	2,264	2,700	2,700	_____
<u>City Support Services</u>							
_____							
<u>Utility Services</u>							
_____							
<u>Operations Support</u>							
_____							
<u>Staff Support</u>							
868-535100 Uniforms	252	0	320	0	320	350	_____
868-535300 Memberships	695	1,385	1,435	545	1,390	1,390	_____
868-535500 Training/Travel	2,729	4,505	6,267	1,604	3,000	5,000	_____
TOTAL Staff Support	3,676	5,890	8,022	2,149	4,710	6,740	_____
<u>Professional Services</u>							
868-541300 Other Cons/Prof Services	7,285	13,887	15,000	16,349	16,349	15,000	_____
868-541400 Auditor/Accounting Service	20,752	18,500	16,000	19,500	20,000	20,000	_____
868-541650 Investment Management Fee	3,462	3,590	3,500	2,123	3,700	3,700	_____
TOTAL Professional Services	31,499	35,977	34,500	37,972	40,049	38,700	_____
<u>Maintenance Services</u>							
_____							
<u>Rental/Leasing</u>							
_____							

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021			2021-2022	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	1,502	742	250	250	250	250	
868-571200 Office Equipment	855	1,093	337	336	336	0	
868-571300 Computer & Periphe. < \$5000	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	
TOTAL Operating Equipment	2,358	1,835	1,987	586	1,986	250	
TOTAL FINANCE	595,797	634,265	653,967	533,601	679,983	692,594	

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

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**DEPARTMENT DESCRIPTION**

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

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

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

**GOALS AND OBJECTIVES**

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

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

**ORGANIZATIONAL CHART**



PURCHASING & ASSET MGMT.	2019-20	2020-21	2021-22
Purchasing Manager	1	1	1
Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

**PERFORMANCE INDICATORS**

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Bids and Proposals Drafted	25	20	24
Bids and Proposals Responses	89	75	85
Contracts Reviewed	147	100	120
Meetings with Vendors	32	25	50
Research Requests	61	75	100
Workers Comp Claims Processed	46	60	35
Accident and Incident Investigated	64	70	75
Training Classes Held	10	10	30
Vehicles Processed (Titles, Gas Cards, Plates)	234	240	250
Fixed Asset Modifications	198	200	50
GovDeals Items Processed	123	80	50
GovDeals Total Sales	\$75,011.55	\$75,000.00	\$25,000.0

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$223,413	\$236,840	\$235,436
Supplies	1,988	700	3,600
Operating Support	4,883	6,050	7,550
Staff Support	2,527	5,585	6,785
City Assistance	1,264	2,000	2,000
Operating Equipment	1,431	1,600	600
<i>Total</i>	<i>\$235,506</i>	<i>\$252,775</i>	<i>\$255,971</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will increase 1.3% from the FY 2020-21 year end estimate due to transferring the State inspection costs from Fleet to Purchasing, additional advertising costs, and training and travel. This increase is offset by the less operating equipment cost.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<b>PURCHASING &amp; ASSET MGT</b>							
<b>Personnel Services</b>							
872-511110 Regular	159,444	164,182	162,751	130,800	172,000	169,204	
872-511120 Overtime	0	5	0	172	200	0	
872-511180 LTD	468	117	508	0	508	0	
872-511210 Longevity	3,194	3,602	4,010	4,010	4,010	4,418	
872-511230 Certification Allowance	0	1,000	878	890	1,810	2,400	
872-511310 FICA - Employer	12,813	12,446	12,812	10,359	13,500	13,354	
872-511350 TMRS-Employer	26,354	26,992	27,325	22,088	27,325	28,599	
872-511410 Health-Employer	11,253	14,892	17,288	12,270	17,288	17,186	
872-511500 Workers' Compensation	195	176	212	233	199	275	
TOTAL Personnel Services	213,721	223,413	225,784	180,821	236,840	235,436	
<b>Supplies</b>							
872-521000 Operating Supplies	1,036	300	350	46	350	350	
872-521005 Supplies-Inspections	0	0	0	0	0	2,900	
872-521100 Office Supplies	625	1,688	350	128	350	350	
TOTAL Supplies	1,661	1,988	700	174	700	3,600	
<b>City Support Services</b>							
872-532350 Software Maintenance	0	0	379	0	0	0	
TOTAL City Support Services	0	0	379	0	0	0	
<b>Utility Services</b>							
<b>Operations Support</b>							
872-534000 Postage	0	43	50	0	0	0	
872-534100 Advertising	5,819	3,404	6,000	2,273	4,500	6,000	
872-534200 Printing & Binding	0	0	50	0	0	0	
872-534740 Business Memberships	0	1,436	1,550	1,384	1,550	1,550	
TOTAL Operations Support	5,819	4,883	7,650	3,657	6,050	7,550	
<b>Staff Support</b>							
872-535100 Uniforms	237	215	250	82	250	250	
872-535300 Memberships	1,335	1,280	1,235	851	1,235	1,235	
872-535500 Training/Travel	2,815	810	5,000	1,840	4,000	5,000	
872-535510 Meeting Expenses	223	222	300	0	100	300	
TOTAL Staff Support	4,609	2,527	6,785	2,774	5,585	6,785	
<b>City Assistance</b>							
872-537100 Medical Services	1,994	1,264	1,621	998	2,000	2,000	
TOTAL City Assistance	1,994	1,264	1,621	998	2,000	2,000	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
872-571000 Furniture & Fixtures	170	218	600	478	600	600	
872-571300 Computer & Periphe. < \$5,000	0	1,213	0	0	0	0	
872-571500 Operating Equipment	0	0	1,000	0	1,000	0	
TOTAL Operating Equipment	170	1,431	1,600	478	1,600	600	
<u>Capital Outlay</u>							
TOTAL PURCHASING & ASSET MGT	227,974	235,506	244,519	188,902	252,775	255,971	

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

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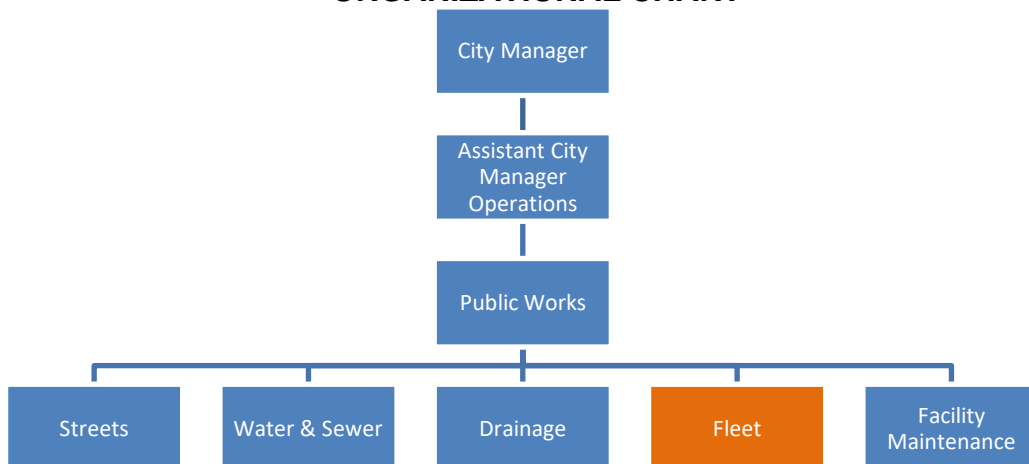
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



FLEET MAINTENANCE	2019-20	2020-21	2021-22
Assistant Director of Public Works	1	1	1
Administrative Assistant	1	1	1
Fleet Manager	1	1	1
Fleet Crew Supervisor	1	1	1
Mechanic I	4	4	4
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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### Work Orders:

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

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Hours Worked			
Public Safety	2060.3	2325	2300
Public Works	1705.85	2750	2500
Administration Vehicles	28.00	10	5
Facilities Services Vehicles	178.90	240	200
Fleet Service Vehicles	121.1	120	120
I.T	38.90	20	15
Inspections vehicles			
Parks vehicles and equipment	278.95	335	325
Economic Development vehicles	13.10	25	22.5
Engineering vehicles	59.20	40	40
Purchasing vehicles	2.00	0	0
Motor Pool vehicles	125.95	35	140
Fleet Operations	229.90	220	220
<i>Total Hours Worked</i>	4842.15	6120	5887.50

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
% of all vehicles and equipment issues resolved without recall	95	96	97

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$369,660	\$525,982	\$549,099
Supplies	196,962	209,700	216,700
City Support Services	5,517	12,500	15,000
Utility Services	5,731	11,000	11,500
Staff Support	10,775	26,700	32,500
Maintenance Services	169,182	210,000	233,000
Operating Equipment	4,413	17,519	14,000
Capital Outlay	151,643	58,950	221,000
<i>Total</i>	<i>\$913,882</i>	<i>\$1,072,351</i>	<i>\$1,292,799</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will increase 20.6% from the FY 2020-21 year end estimate due to personnel implementations from the Class and Compensation study. In addition to personnel increases, the FY 21-22 budget increase is related to additional motor vehicle equipment and maintenance supplies, ManagerPlus software fees, a GPS tagging project, and vehicle replacements for the fleet motor pool.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FLEET SERVICE</b>							
<b>Personnel Services</b>							
877-511110 Regular	184,293	251,309	348,592	282,462	368,000	365,195	
877-511120 Overtime	11,550	12,302	12,858	8,619	12,500	13,592	
877-511180 LTD	537	147	1,085	0	0	0	
877-511210 Longevity	1,598	2,180	3,578	2,380	2,380	3,579	
877-511230 Certificate Allowance	0	0	1,365	690	800	1,123	
877-511310 FICA - Employer	15,542	19,313	28,018	21,853	28,000	29,326	
877-511350 TMRS-Employer	31,989	42,336	59,757	45,370	47,500	62,802	
877-511410 Health-Employer	23,478	38,871	55,540	48,150	63,000	68,228	
877-511500 Workers' Compensation	<u>2,791</u>	<u>3,201</u>	<u>4,049</u>	<u>4,458</u>	<u>3,802</u>	<u>5,254</u>	
TOTAL Personnel Services	271,778	369,660	514,842	413,983	525,982	549,099	
<b>Supplies</b>							
877-521000 Operating Supplies	3,892	7,553	7,066	2,260	12,000	12,000	
877-521005 Supplies - Inspection Sticker	2,490	2,537	2,900	1,672	2,900	0	
877-521100 Office Supplies	799	578	800	395	800	700	
877-521200 Oil Lube Suppl, Chem Supplies	14,190	13,915	18,500	13,455	15,000	18,500	
877-521300 Motor Veh. Supplies	116,043	172,141	181,500	131,227	177,500	183,000	
877-521600 Equip Maint Supplies	<u>190</u>	<u>239</u>	<u>1,500</u>	<u>939</u>	<u>1,500</u>	<u>2,500</u>	
TOTAL Supplies	137,606	196,962	212,266	149,948	209,700	216,700	
<b>City Support Services</b>							
877-532400 Computer Fees & Licenses	<u>15,887</u>	<u>5,517</u>	<u>12,000</u>	<u>2,497</u>	<u>12,500</u>	<u>15,000</u>	
TOTAL City Support Services	15,887	5,517	12,000	2,497	12,500	15,000	
<b>Utility Services</b>							
877-533500 Vehicle Fuel	<u>8,744</u>	<u>5,731</u>	<u>11,385</u>	<u>6,266</u>	<u>11,000</u>	<u>11,500</u>	
TOTAL Utility Services	8,744	5,731	11,385	6,266	11,000	11,500	
<b>Operations Support</b>							
<b>Staff Support</b>							
877-535100 Uniforms	7,204	8,139	3,500	3,445	5,000	8,000	
877-535200 Awards	51	150	500	0	500	500	
877-535500 Training/Travel	9,247	2,223	17,000	7,584	20,000	24,000	
877-535510 Meeting Expenses	<u>251</u>	<u>263</u>	<u>1,200</u>	<u>682</u>	<u>1,200</u>	<u>0</u>	
TOTAL Staff Support	16,752	10,775	22,200	11,711	26,700	32,500	
<b>City Assistance</b>							

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	220,182	133,448	177,002	131,750	165,000	170,000	
877-551050 Outside Collision Repair	13,404	31,871	35,000	12,464	30,000	35,000	
877-551100 Building Maintenance	707	0	0	0	0	0	
877-551400 Minor & Other Equip Maint	1,319	0	0	0	0	0	
877-551800 Other Maintenance Agreements	<u>5,679</u>	<u>3,862</u>	<u>18,000</u>	<u>11,694</u>	<u>15,000</u>	<u>28,000</u>	
TOTAL Maintenance Services	241,291	169,182	230,002	155,908	210,000	233,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571200 Vehicles & Access. < \$5,000	0	0	7,519	7,519	7,519	4,000	
877-571500 Operating Equipment	<u>14,812</u>	<u>4,413</u>	<u>14,334</u>	<u>5,837</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL Operating Equipment	14,812	4,413	21,853	13,356	17,519	14,000	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	28,697	151,643	26,413	24,957	52,600	138,000	
877-581500 Equipment Over \$5,000	<u>66,243</u>	<u>0</u>	<u>22,636</u>	<u>6,350</u>	<u>6,350</u>	<u>83,000</u>	
TOTAL Capital Outlay	94,940	151,643	49,049	31,307	58,950	221,000	
TOTAL FLEET SERVICE	801,809	913,882	1,073,597	784,975	1,072,351	1,292,799	

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

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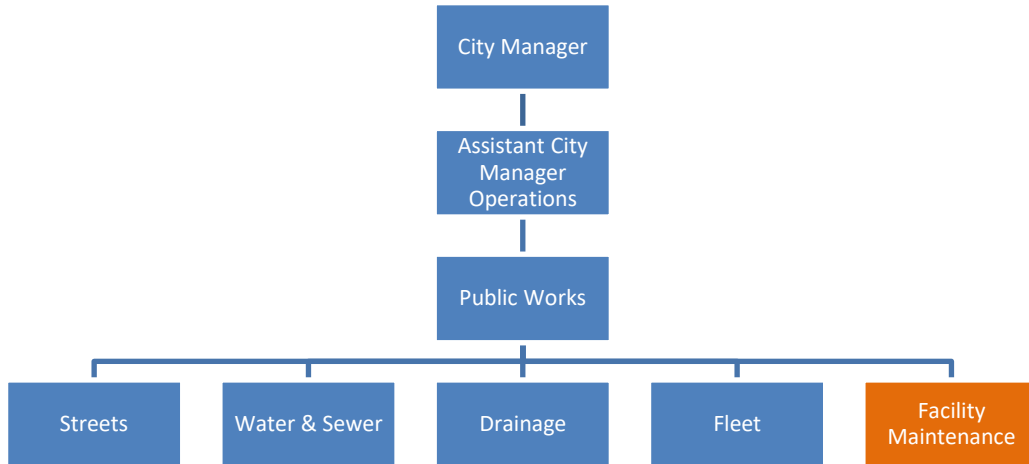
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATION CHART



FACILITY SERVICES	2019-20	2020-21	2021-22
Facility Services Manager	1	1	1
Facility Services Supervisor	1	1	1
Facilities Technician	5	4	4
Grounds Maint. Technician	0	1	1
HVAC Technician	1	1	1
Electrician	1	1	1
Facilities Crew Leader	1	1	1
Plumber	0	0	1
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>11</b>

## PERFORMANCE INDICATORS

Workload/Output	<u>2019-20</u> Actual	2020-21 Estimate	2021-22 Budget
Square footage maintained	267.578	286.636	301.656
City Buildings Maintained	24	26	27
Completed work orders	864	1010	1160
Internal Pest Control Services	120	130	140

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Electrical Repairs	76	216	310
Plumbing Repairs	43	50	80
HVAC Repairs	121	780	800
Carpentry	87	127	145
Misc. / other	537	567	582

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$728,601	\$781,386	\$820,274
Supplies	57,316	115,500	159,500
City Support Services	100	200	5,000
Utility Services	182,140	186,022	186,000
Staff Support	6,588	8,800	18,400
Professional Services	91,510	92,000	160,000
Maintenance Services	331,736	608,000	428,000
Rental Equipment	767	500	500
Operating Equipment	6,558	1,500	6,000
Capital Outlay	26,694	35,000	32,000
<i>Total</i>	<i>\$1,432,009</i>	<i>\$1,828,908</i>	<i>\$1,815,674</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget decreases 0.7% from the FY 2020-21 year end estimates. A new plumber position, landscaping supplies previously budgeted in the Parks department, as well as increased utility costs, and additional budget for the facilities cleaning contract are offset by the completion of the Public Safety restroom project that was completed during FY 2020-21.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>BUILDING MAINTENANCE</b>							
<b>Personnel Services</b>							
878-511110 Regular	433,234	470,860	460,029	389,824	506,600	500,787	
878-511120 Overtime	19,583	21,467	22,769	10,827	22,000	26,300	
878-511180 LTD	1,291	329	1,416	0	0	0	
878-511210 Lonegevity	12,458	11,992	14,096	14,169	14,169	15,444	
878-511230 Certification Allowance	1,200	900	1,276	485	500	1,315	
878-511310 FICA-Employer	34,854	34,885	36,887	28,980	38,108	40,212	
878-511350 TMRS-Employer	75,595	81,438	81,019	67,108	79,603	89,096	
878-511410 Health-Employer	69,599	101,872	111,512	87,908	114,000	138,555	
878-511500 Workman's Compensation	<u>5,859</u>	<u>4,857</u>	<u>6,822</u>	<u>7,510</u>	<u>6,406</u>	<u>8,565</u>	
TOTAL Personnel Services	653,672	728,601	735,826	606,812	781,386	820,274	
<b>Supplies</b>							
878-521000 Operating Supplies	87,488	52,228	128,000	36,412	100,000	128,000	
878-521100 Office Supplies	1,777	455	2,000	190	1,500	1,500	
878-521200 Medical/Chem Supplies	10,878	4,633	13,000	2,078	13,000	13,000	
878-521300 Motor Vehicle Supplies	764	0	1,400	0	500	500	
878-521315 Landscaping Supplies-Campus	0	0	0	0	0	15,000	
878-521600 Equip Maint Supplies	<u>1,525</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>500</u>	<u>1,500</u>	
TOTAL Supplies	102,432	57,316	145,900	38,679	115,500	159,500	
<b>City Support Services</b>							
878-532400 Computer Fees & Licenses	<u>0</u>	<u>100</u>	<u>5,000</u>	<u>355</u>	<u>200</u>	<u>5,000</u>	
TOTAL City Support Services	0	100	5,000	355	200	5,000	
<b>Utility Services</b>							
878-533100 Gas Utility Service	5,634	4,022	5,000	4,148	5,000	5,000	
878-533200 Electric Utility Service	122,101	111,192	118,000	68,195	118,000	118,000	
878-533310 Telephone/Cell Phones	0	22	0	0	22	0	
878-533410 Water Utility Service	41,513	60,302	40,000	35,326	55,000	55,000	
878-533500 Vehicle Fuel	<u>7,714</u>	<u>6,602</u>	<u>8,000</u>	<u>5,080</u>	<u>8,000</u>	<u>8,000</u>	
TOTAL Utility Services	176,962	182,140	171,000	112,748	186,022	186,000	
<b>Operations Support</b>							
<b>Staff Support</b>							
878-535100 Uniforms	3,567	4,027	5,000	1,562	5,000	5,000	
878-535200 Awards	255	81	300	0	500	6,400	
878-535300 Memberships	195	373	500	156	500	0	
878-535500 Training/Travel	833	1,860	5,500	386	2,000	5,500	
878-535510 Meeting Expense	<u>755</u>	<u>247</u>	<u>1,500</u>	<u>772</u>	<u>800</u>	<u>1,500</u>	
TOTAL Staff Support	5,605	6,588	12,800	2,875	8,800	18,400	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
878-541300 Prof Services/Consultng	0	( 581)	0	0	0	0	
878-541310 Contractual Services	82,988	92,091	85,746	71,079	92,000	160,000	
TOTAL Professional Services	82,988	91,510	85,746	71,079	92,000	160,000	
<u>Maintenance Services</u>							
878-551100 Building Maint Misc	401,087	161,636	619,000	163,771	585,000	395,000	
878-551100.Builing Maint Misc - CH	0	0	0	5,754	0	0	
878-551100.Building Maint Misc - ADM	0	0	0	45	0	0	
878-551100.Building Maint Misc - CIVIC C	0	42	0	1,785	0	0	
878-551100.Building Maint Misc - PD	0	853	0	0	0	0	
878-551100.Building Maint Misc - EMS1	0	158	0	0	0	0	
878-551100.Building Maint Misc - FD1	0	264	0	0	0	0	
878-551100.Building Maint Misc -F&F/PARK	0	280	0	547	0	0	
878-551100.Building Maint Misc - 11CP	0	0	0	250	0	0	
878-551100.Building Maint Misc - SENIOR	0	658	0	420	0	0	
878-551100.Buildings Maint Misc -BORGFEL	0	0	0	870	0	0	
878-551100.Building Maint Misc - LIB	0	2,140	0	693	0	0	
878-551100.Building Maint Misc - AAC	0	196	0	0	0	0	
878-551100.Building Maint Misc - BUNKER	0	600	0	0	0	0	
878-551110.Sitework - CIVIC C	0	0	0	121	0	0	
878-551110.Sitework - FD2	0	1,195	0	1,742	0	0	
878-551110.Sitework - LIB	0	4,608	0	0	0	0	
878-551110.Sitework - YMCA	0	2,500	0	0	0	0	
878-551120.Roofing - CH	0	4,029	0	0	0	0	
878-551120.Roofing - ADM	0	0	0	275	0	0	
878-551120.Roofing - FD1	0	0	0	625	0	0	
878-551120.Roofing - CHAMBER CM	0	0	0	225	0	0	
878-551120.Roofing - YMCA	0	0	0	1,100	0	0	
878-551120.Roofing - SOCCER C	0	0	0	3,025	0	0	
878-551130.Plumbing - Misc.	0	62	0	2,304	0	0	
878-551130.Plumbing - CH	0	0	0	893	0	0	
878-551130.Plumbing - ADM	0	1,638	0	2,043	0	0	
878-551130.Plumbing - COMM CTR	0	215	0	650	0	0	
878-551130.Plumbing - CIVIC C	0	0	0	1,748	0	0	
878-551130.Plumbing - PD	0	1,510	0	1,832	0	0	
878-551130.Plumbing - EMS1	0	290	0	1,570	0	0	
878-551130.Plumbing - FD1	0	0	0	986	0	0	
878-551130.Plumbing - F&F/PARKS	0	0	0	173	0	0	
878-551130.Plumbing - 11CP	0	132	0	2,260	0	0	
878-551130.Plumbing - PW	0	0	0	2,801	0	0	
878-551130.Plumbing - SENIOR C	0	217	0	0	0	0	
878-551130.Plumbing - FD2	0	921	0	1,711	0	0	
878-551130.Plumbing - EMS4	0	6	0	0	0	0	
878-551130.Plumbing - LIB	0	9,830	0	1,113	0	0	
878-551130.Plumbing - YMCA	0	1,683	0	0	0	0	
878-551130.Plumbing - NORTH C	0	0	0	113	0	0	
878-551130.Plumbing - AAC	0	700	0	1,050	0	0	
878-551130.Plumbing - AQUATIC C	0	0	0	11,676	0	0	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
878-551130.Plumbing - FD3	0	0	0	247	0	0	
878-551140 Electric - Misc.	0	9,846	0	1,425	0	0	
878-551140.Electric - CH	0	491	0	8,414	0	0	
878-551140.Electric - ADM	0	193	0	46	0	0	
878-551140.Electric - COMM CTR	0	0	0	49	0	0	
878-551140.Electric - C CHAMBERS	0	0	0	34	0	0	
878-551140.Electric - CIVIC C	0	1,318	0	1,027	0	0	
878-551140.Electric - PD	0	538	0	1,205	0	0	
878-551140.Electric - EMS1	0	210	0	1,546	0	0	
878-551140.Electric - FD1	0	446	0	1,537	0	0	
878-551140.Electric - EMS/PURCH	0	711	0	0	0	0	
878-551140.Electric - F&F/PARKS	0	168	0	0	0	0	
878-551140.Electric - 11CP	0	1,966	0	219	0	0	
878-551140.Electric - PW	0	25	0	560	0	0	
878-551140.Electric - CHAMBER CM	0	0	0	9	0	0	
878-551140.Electric - FD2	0	347	0	465	0	0	
878-551140.Electric - EMS4	0	72	0	0	0	0	
878-551140.Electric - LIB	0	9,292	0	1,489	0	0	
878-551140.Electric - YMCA	0	424	0	0	0	0	
878-551140.Electric - AAC	0	28	0	500	0	0	
878-551140.Electric - AQUATIC C	0	0	0	382	0	0	
878-551140.Electric - FD3	0	181	0	0	0	0	
878-551150 HVAC - Misc.	0	2,744	0	9,721	0	0	
878-551150.HVAC - CH	0	0	0	456	0	0	
878-551150.HVAC - C CHAMBERS	0	0	0	935	0	0	
878-551150.HVAC - CIVIC C	0	5,822	0	40	0	0	
878-551150.HVAC - PD	0	644	0	196	0	0	
878-551150.HVAC - EMS1	0	523	0	22,307	0	0	
878-551150.HVAC - FD1	0	0	0	440	0	0	
878-551150.HVAC - 11CP	0	464	0	162	0	0	
878-551150.HVAC - PW	0	0	0	1,468	0	0	
878-551150.HVAC - FD2	0	0	0	901	0	0	
878-551150.HVAC - EMS4	0	395	0	0	0	0	
878-551150.HVAC - LIB	0	1,074	0	1,161	0	0	
878-551150.HVAC - YMCA	0	331	0	1,708	0	0	
878-551150.HVAC - AAC	0	3,077	0	1,029	0	0	
878-551150.HVAC - AQUATIC C	0	15,406	0	2,020	0	0	
878-551150.HVAC - FD3	0	199	0	0	0	0	
878-551160 Windows, Doors - Misc.	0	0	0	55	0	0	
878-551160.Windows, Doors - ADM	0	404	0	420	0	0	
878-551160.Windows, Doors - COMM CTR	0	0	0	26	0	0	
878-551160.Windows, Doors - CIVIC C	0	429	0	1,247	0	0	
878-551160.Windows, Doors - PD	0	1,176	0	2,410	0	0	
878-551160.Windows, Doors - EMS1	0	1,523	0	2,900	0	0	
878-551160.Windows, Doors - FD1	0	602	0	139	0	0	
878-551160.Windows, Doors - EMS/PURCH	0	235	0	0	0	0	
878-551160.Windows, Doors - 11CP	0	2,223	0	76	0	0	
878-551160.Windows, Doors - PW	0	280	0	0	0	0	
878-551160.Windows, Doors - BORGFELD	0	0	0	228	0	0	
878-551160.Windows, Doors -FD2	0	277	0	3,778	0	0	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
878-551160.Windows, Doors - LIB	0	1,509	0	320	0	0	
878-551160.Windows, Doors - YMCA	0	0	0	2,499	0	0	
878-551160.Windows, Doors - NORTH C	0	0	0	11	0	0	
878-551160.Windows, Doors - AAC	0	186	0	842	0	0	
878-551160.Windows, Doors - 27CP	0	0	0	21	0	0	
878-551160.Windows, Doors - FD3	0	0	0	140	0	0	
878-551170.Finishes - Misc.	0	0	0	( 2)	0	0	
878-551170.Finishes - CH	0	5,466	0	400	0	0	
878-551170.Finishes - ADM	0	1,055	0	5,277	0	0	
878-551170.Finishes - COMM CTR	0	0	0	2,106	0	0	
878-551170.Finishes - CIVIC C	0	1,140	0	640	0	0	
878-551170.Finishes - PD	0	22,125	0	60	0	0	
878-551170.Finishes - EMS1	0	17,926	0	19	0	0	
878-551170.Finishes - EMS/PURCH	0	0	0	2,470	0	0	
878-551170.Finishes - F&F/PARKS	0	379	0	0	0	0	
878-551170.Finishes - 11CP	0	1,432	0	660	0	0	
878-551170.Finishes - PW	0	259	0	924	0	0	
878-551170.Finishes - PD2	0	182	0	805	0	0	
878-551170.Finishes - AAC	0	45	0	168	0	0	
878-551400 Minor & Other Equip Maint	6,259	3,692	0	0	5,000	0	
878-551800 Other Maintenance Agreements	<u>19,939</u>	<u>15,897</u>	<u>33,536</u>	<u>11,868</u>	<u>18,000</u>	<u>33,000</u>	
TOTAL Maintenance Services	427,285	331,736	652,536	316,372	608,000	428,000	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	<u>400</u>	<u>767</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	
TOTAL Rental/Leasing	400	767	500	0	500	500	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	0	5,758	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	3,988	150	16,500	0	1,500	5,000	
878-571800 Equipment Less \$5,000	<u>1,682</u>	<u>650</u>	<u>0</u>	<u>2,925</u>	<u>0</u>	<u>1,000</u>	
TOTAL Operating Equipment	5,670	6,558	16,500	2,925	1,500	6,000	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	26,012	26,694	30,000	27,266	35,000	32,000	
878-581800 Equipment Over \$5,000	<u>10,426</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	36,438	26,694	30,000	27,266	35,000	32,000	
TOTAL BUILDING MAINTENANCE	1,491,452	1,432,009	1,855,808	1,179,110	1,828,908	1,815,674	
TOTAL INTERNAL SERVICE	5,994,326	5,705,803	7,228,256	4,931,931	7,038,796	7,487,013	

101-GENERAL FUND

MISC & PROJECTS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>PROJECTS</u> =====							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
900-548401 Transfer Out - Bond Fund	0	0	1,650,000	1,650,000	1,732,707	0	
900-548404 Transfer Out - Capital Projec	0	4,000,000	581,300	581,300	581,300	850,000	
TOTAL Fund Charges/Transfers	0	4,000,000	2,231,300	2,231,300	2,314,007	850,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
TOTAL PROJECTS	0	4,000,000	2,231,300	2,231,300	2,314,007	850,000	

**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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
City Assistance	\$283,640	\$317,666	\$332,666
Operating Equipment	4,322	750	10,000
<i>Total</i>	<i>\$287,962</i>	<i>\$318,416</i>	<i>\$342,666</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2021-22 Budget will increase 7.6% from the FY 2020-21 year end estimate due to an increase in the contact with the YMCA for management of the Senior

Center as well as an increase in the donation expense for the senior center which is offset by donation revenue.

101-GENERAL FUND

MISC & PROJECTS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>CITY'S ASSISTANCE</u>							
=====							
<u>Utility Services</u>							
-----							
<u>City Assistance</u>							
901-537300 Patient Assistance	5,000	5,000	5,000	5,000	5,000	5,000	-----
901-537400 Transportation Assistance	42,666	42,666	45,000	42,666	42,666	42,666	-----
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	0	5,000	5,000	-----
901-537700 Senior Citizens Program	<u>234,145</u>	<u>225,974</u>	<u>260,000</u>	<u>172,723</u>	<u>260,000</u>	<u>275,000</u>	=====
TOTAL City Assistance	291,811	283,640	320,000	220,389	317,666	332,666	=====
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	<u>11,316</u>	<u>4,322</u>	<u>10,000</u>	<u>0</u>	<u>750</u>	<u>10,000</u>	=====
TOTAL Operating Equipment	11,316	4,322	10,000	0	750	10,000	=====
-----							
TOTAL CITY'S ASSISTANCE	303,127	287,962	330,000	220,389	318,416	342,666	

**DEPARTMENT: 910 COURT RESTRICTED FUNDS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

Budget	2019-20 Actual	2020-21 Estimate	2021-21 Budget
Operating Equipment	\$0	\$19,765	\$19,452
<i>Total</i>	<i>\$0</i>	<i>\$19,765</i>	<i>\$19,452</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2021-22 Budget will decrease \$313 from the FY 2020-21 to match the increase in court technology fee projections.

101-GENERAL FUND

MISC & PROJECTS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>COURT-RESTRICTED FUNDS</u>							
=====							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	<u>2,607</u>	<u>0</u>	<u>22,992</u>	<u>6,070</u>	<u>19,765</u>	<u>19,452</u>	<u>19,452</u>
TOTAL Operating Equipment	2,607	0	22,992	6,070	19,765	19,452	19,452
<hr/>							
TOTAL COURT-RESTRICTED FUNDS	2,607	0	22,992	6,070	19,765	19,452	19,452

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021			2021-2022	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LIBRARY CAMPAIGN PROJECT =====							
Supplies							
Professional Services							
TOTAL MISC & PROJECTS	305,733	4,287,962	2,584,292	2,457,759	2,652,188	1,212,118	
TOTAL EXPENDITURES	31,680,098 =====	35,150,421 =====	39,683,880 =====	29,170,923 =====	39,580,637 =====	39,314,984 =====	=====

# FUND: 505 INTEREST & SINKING FUND

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## 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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Taxes	\$6,714,516	\$6,980,000	\$7,329,862
Miscellaneous	94,896	101,850	105,000
<i>Total</i>	<i>\$6,809,411</i>	<i>\$7,081,850</i>	<i>\$7,434,862</i>
<i>Expenses</i>			
Professional Service	\$4,200	\$179,800	50,000
Debt Service	7,021,520	7,044,861	6,626,915
<i>Total</i>	<i>\$7,025,720</i>	<i>\$7,224,661</i>	<i>\$6,676,915</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenues for FY 2021-22 increase 5.0% from the FY 2020-21 estimate with higher property values.

**Expenses:** The FY 2021-22 Budget will decrease 7.6% from the FY 2020-21 year end estimate following the debt service schedule.

505-TAX I & S

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,414,868	6,714,516	6,980,821	6,975,407	6,980,000	7,329,862	
Fund Transfers	0	0	0	7,915	0	0	
Miscellaneous	<u>170,594</u>	<u>94,896</u>	<u>115,000</u>	<u>76,405</u>	<u>101,850</u>	<u>105,000</u>	
TOTAL REVENUES	6,585,462	6,809,411	7,095,821	7,059,727	7,081,850	7,434,862	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>6,727,858</u>	<u>7,025,720</u>	<u>7,094,861</u>	<u>5,801,116</u>	<u>7,224,661</u>	<u>6,676,915</u>	
TOTAL GENERAL GOVERNMENT	<u>6,727,858</u>	<u>7,025,720</u>	<u>7,094,861</u>	<u>5,801,116</u>	<u>7,224,661</u>	<u>6,676,915</u>	
TOTAL EXPENDITURES	6,727,858	7,025,720	7,094,861	5,801,116	7,224,661	6,676,915	
REVENUE OVER/(UNDER) EXPENDITURES	( 142,396)	( 216,308)	960	1,258,611	( 142,811)	757,947	
	=====	=====	=====	=====	=====	=====	=====

505-TAX I & S

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411900 Property Tax Revenue	6,414,868	6,714,516	6,980,821	6,975,407	6,980,000	7,329,862	
TOTAL Taxes	6,414,868	6,714,516	6,980,821	6,975,407	6,980,000	7,329,862	
<u>Fund Transfers</u>							
000-486100 Transfer In	0	0	0	6,585	0	0	
000-486401 Transfer In -Bond Project Fun	0	0	0	1,330	0	0	
TOTAL Fund Transfers	0	0	0	7,915	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	6,774	1,694	0	266	350	1,000	
000-491200 Investment Income	44,102	18,202	15,000	1,139	1,500	4,000	
000-495020 Contribution From YMCA	100,000	75,000	100,000	75,000	100,000	100,000	
000-497000 Misc Income	277	0	0	0	0	0	
000-498000 Proceeds From Refunding Debt	19,442	0	0	0	0	0	
TOTAL Miscellaneous	170,594	94,896	115,000	76,405	101,850	105,000	
TOTAL REVENUES	6,585,462	6,809,411	7,095,821	7,059,727	7,081,850	7,434,862	

505-TAX I & S

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>NON DEPARTMENTAL</b>							
<b>Professional Services</b>							
101-541500 Paying Agent	4,350	4,200	5,000	1,800	5,000	5,000	
101-541502 Cost of Bond Issuance	44,530	0	45,000	174,800	174,800	45,000	
TOTAL Professional Services	48,880	4,200	50,000	176,600	179,800	50,000	
<b>Debt Service</b>							
101-555612 Bond-GO Refunding 2010-Princi	300,000	0	0	0	0	0	
101-555612.Bond-GO Refundin 2010-Interes	4,500	0	0	0	0	0	
101-555628 Bond-GO SR2007-Principal	0	0	325,000	0	0	0	
101-555628.Bond-CO 2007-Interest	0	0	98,800	0	0	0	
101-555629 Bond-GO 2007 Principal	300,000	315,000	0	325,000	325,000	340,000	
101-555629.Bond-GO 2007 Interest	124,305	111,468	0	52,707	98,800	85,267	
101-555631 Bond-GO SR2009 Principal	93,575	0	0	0	0	0	
101-555631.Bond-GO SR2009 Interest	120,100	0	0	0	0	0	
101-555633 Bond-GO SR2011 Principal	250,000	260,000	270,000	270,000	270,000	0	
101-555633.Bond-GO SR2011 Interest	318,463	308,888	296,938	6,750	296,938	0	
101-555634 Bond-GO 2011A Refund-Principa	485,000	475,000	485,000	485,000	485,000	0	
101-555634.Bond-GO 2011A Refund-Interest	74,515	63,428	52,367	5,462	52,367	0	
101-555635 Bond-GO 2012 - Principal	345,000	355,000	365,000	365,000	365,000	375,000	
101-555635.Bond-GO 2012 - Interest	157,945	149,170	138,370	71,923	138,370	128,677	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	750,000	
101-555638.Bond-GO 2014 Refund-Interest	286,775	283,775	280,775	141,138	280,775	268,025	
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	40,000	0	40,000	0	
101-555639.Tax Note - SR2015 - Interest	1,923	1,308	700	350	700	0	
101-555640 Bond-Ref 2015 Bond-Principal	660,000	675,000	690,000	690,000	690,000	0	
101-555640.Bond-GO Ref 2015-Interest	81,225	66,188	47,400	28,875	47,400	37,050	
101-555641 Tax Note - SR2015A-Principal	150,000	150,000	150,000	0	150,000	155,000	
101-555641.Tax Note - SR2015A - Interest	9,267	7,007	4,697	2,349	4,697	2,387	
101-555642 Bond-GO SR2016-Principal	215,000	225,000	235,000	235,000	235,000	245,000	
101-555642.Bond-GO SR2016-Interest	159,206	150,406	141,207	72,953	141,207	131,607	
101-555643 Bond-TaxableB CO SR2016-Princ	55,000	60,000	60,000	60,000	60,000	60,000	
101-555643.Bond-Taxable CO SR2016-Intere	45,588	43,863	42,063	21,481	42,063	40,263	
101-555644 Bond-NonTaxA CO SR2016-Princi	175,000	180,000	190,000	190,000	190,000	195,000	
101-555644.Bond-NonTax CO SR2016-Interes	62,669	55,569	48,169	25,984	48,169	40,469	
101-555645 Bond-CO SR2017-Principal	280,000	290,000	405,000	295,000	405,000	420,000	
101-555645.Bond-CO SR2017 - Interest	139,025	130,475	126,800	63,063	126,800	114,425	
101-555646 Bond-GO SR2017 - Principal	150,000	155,000	160,000	160,000	160,000	165,000	
101-555646.Bond-GO SR2017 - Interest	114,225	109,650	104,925	53,663	104,925	100,050	
101-555647 Bond-GO 2018 Refund- Principa	550,000	560,000	570,000	570,000	570,000	585,000	
101-555647.Bond-GO 2018 Refund - Interes	122,112	110,346	98,368	52,205	98,368	86,125	
101-555648 Bond-CO SR2018 - Principal	210,000	220,000	235,000	235,000	235,000	245,000	
101-555648.Bond-CO 2018 - Interest	214,951	187,263	175,888	90,881	175,888	163,888	
101-555649 Bond-GO 2018 Ref - Principal	95,000	580,000	530,000	530,000	530,000	185,000	
101-555649.Bond-GO 2018 Ref - Interest	193,609	227,444	199,694	106,472	199,694	181,819	
101-555650 Bond-CO 2019-Principal	0	250,000	255,000	255,000	255,000	265,000	
101-555650.Bond-CO 2019-Interest	0	130,275	122,700	63,263	122,700	114,900	
101-555651 Bond-GO 2020-Principal	0	0	0	0	0	935,000	

505-TAX I & S

GENERAL GOVERNMENT  
 EXPENDITURES

			(------ 2020-2021 -----)			(------ 2021-2022 -----)	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
101-555651.Bond-GO 2020-Interest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>211,963</u>	
TOTAL Debt Service	6,678,977	7,021,520	7,044,861	5,624,516	7,044,861	6,626,915	
<u>Other Financing Sources</u>							
TOTAL NON DEPARTMENTAL	6,727,858	7,025,720	7,094,861	5,801,116	7,224,661	6,676,915	
TOTAL GENERAL GOVERNMENT	6,727,858	7,025,720	7,094,861	5,801,116	7,224,661	6,676,915	
TOTAL EXPENDITURES	<u>6,727,858</u>	<u>7,025,720</u>	<u>7,094,861</u>	<u>5,801,116</u>	<u>7,224,661</u>	<u>6,676,915</u>	<u>=====</u>

# 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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenues</i>			
Franchises	\$272,118	\$238,750	\$304,487
Permits	3,000	0	0
Fees	26,403,587	26,544,250	27,485,000
Fund Transfers	146,400	171,404	150,000
Miscellaneous	3,578,921	288,000	443,236
<i>Total</i>	<i>\$30,404,026</i>	<i>\$27,242,404</i>	<i>\$28,382,723</i>
<i>Expenses</i>			
Non Departmental	\$2,900,000	\$619,746	\$0
Business Office	974,558	1,080,912	1,244,983
W&S Administration	25,336,076	23,069,789	23,895,768
Projects	0	1,638,000	0
<i>Total</i>	<i>\$29,210,634</i>	<i>\$26,408,447</i>	<i>\$25,140,751</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2021-22 are expected to increase 4.2% from the FY 2020-21 year end estimate

**Expenses:** The FY 2020-21 Budget decreases 4.8% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the Business office and W&S Administration.

202-WATER & SEWER

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	224,928	272,118	238,750	294,413	238,750	304,487	
Permits	0	3,000	0	0	0	0	
Fees	24,074,917	26,403,587	24,803,500	18,539,201	26,544,250	27,485,000	
Fund Transfers	348,302	146,400	884,337	134,804	171,404	150,000	
Miscellaneous	<u>2,476,326</u>	<u>3,578,921</u>	<u>315,718</u>	<u>268,675</u>	<u>288,000</u>	<u>443,236</u>	
TOTAL REVENUES	27,124,473	30,404,026	26,242,305	19,237,093	27,242,404	28,382,723	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	3,862,790	2,900,000	600,000	619,746	619,746	0	
BUSINESS OFFICE	<u>828,453</u>	<u>974,558</u>	<u>904,861</u>	<u>815,115</u>	<u>1,080,912</u>	<u>1,244,983</u>	
TOTAL GENERAL GOVERNMENT	4,691,243	3,874,558	1,504,861	1,434,861	1,700,658	1,244,983	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>23,542,137</u>	<u>25,336,076</u>	<u>23,976,392</u>	<u>18,422,451</u>	<u>23,069,789</u>	<u>23,895,768</u>	
TOTAL PUBLIC WORKS	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>770,599</u>	<u>1,638,000</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>770,599</u>	<u>1,638,000</u>	<u>0</u>	
TOTAL EXPENDITURES	28,233,380	29,210,634	25,481,253	20,627,911	26,408,447	25,140,751	
REVENUE OVER/(UNDER) EXPENDITURES	( 1,108,907)	1,193,392	761,052	( 1,390,819)	833,957	3,241,972	

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

202-WATER & SEWER

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Franchises</b>							
000-421490 Cell Tower Leasing	224,928	272,118	238,750	294,413	238,750	304,487	
TOTAL Franchises	224,928	272,118	238,750	294,413	238,750	304,487	
<b>Permits</b>							
000-436010 Network Nodes	0	3,000	0	0	0	0	
TOTAL Permits	0	3,000	0	0	0	0	
<b>Fees</b>							
000-455200 Garbage Collection Fee	5,130,049	5,220,775	5,280,000	3,740,935	5,280,000	5,300,000	
000-455500 Water & Sewer Transfer Fee	10	0	0	0	0	0	
000-455600 Fire Line Fees	33,160	0	33,000	0	0	0	
000-455700 Recycle Fee Revenue	328,531	335,561	336,000	242,362	342,000	345,000	
000-455800 W&S Line Constructn Reimbur	23,182	30,995	20,000	21,458	30,000	25,000	
000-457100 Sale of Water	11,089,576	12,343,795	11,100,000	8,193,963	12,500,000	12,600,000	
000-457110 Edwards Water Lease	34,244	55,616	40,000	0	40,000	40,000	
000-457120 Water Transfer Charge-Selma	50,571	17,169	30,000	13,882	30,000	30,000	
000-457200 Sale of Meters	95,390	110,222	120,000	79,365	120,000	120,000	
000-457400 Sewer Charges	7,281,618	8,154,074	7,592,000	6,245,237	8,200,000	8,770,000	
000-457500 Water Penalties	5,659	132,355	250,000	400	250	250,000	
000-458110 Sale of Merchandise - GovDeal	0	0	0	0	0	2,500	
000-459200 NSF Check Fee-Water&Sewer	2,925	3,025	2,500	1,600	2,000	2,500	
TOTAL Fees	24,074,917	26,403,587	24,803,500	18,539,201	26,544,250	27,485,000	
<b>Fund Transfers</b>							
000-486000 Transfer In - Reserves	0	0	737,937	0	0	0	
000-486100 Transfer In	207,302	0	0	0	0	0	
000-486204 Interfnd Chrg-Drainage Billin	141,000	146,400	146,400	109,800	146,400	150,000	
000-486406 Transfer In - Pblc Imprvmt	0	0	0	25,004	25,004	0	
TOTAL Fund Transfers	348,302	146,400	884,337	134,804	171,404	150,000	
<b>Miscellaneous</b>							
000-490000 Misc Charges	10,434	6,012	10,500	4,725	3,000	10,500	
000-491000 Interest Earned	69,496	22,693	40,000	6,322	10,000	20,000	
000-491200 Investment Income	227,580	143,787	120,000	29,894	60,000	90,000	
000-495013 Capital Contribution-W&S	1,975,524	292,408	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	1	0	0	0	0	
000-497000 Misc Income-W&S	55,590	2,963,406	20,000	61,923	25,000	25,000	
000-498110 Salary Reimb-SSLGC	137,703	150,614	125,218	165,811	190,000	297,736	
TOTAL Miscellaneous	2,476,326	3,578,921	315,718	268,675	288,000	443,236	
TOTAL REVENUES	27,124,473	30,404,026	26,242,305	19,237,093	27,242,404	28,382,723	

202-WATER & SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
101-548406 Transfer To Public Improvem	3,800,000	2,900,000	600,000	19,746	19,746	0	
101-548406.Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u></u>
TOTAL Fund Charges/Transfers	3,800,000	2,900,000	600,000	619,746	619,746	0	
<u>Maintenance Services</u>							
<u>Other Financing Sources</u>							
101-556000 Issuance Costs	<u>62,790</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Other Financing Sources	62,790	0	0	0	0	0	
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	3,862,790	2,900,000	600,000	619,746	619,746	0	

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

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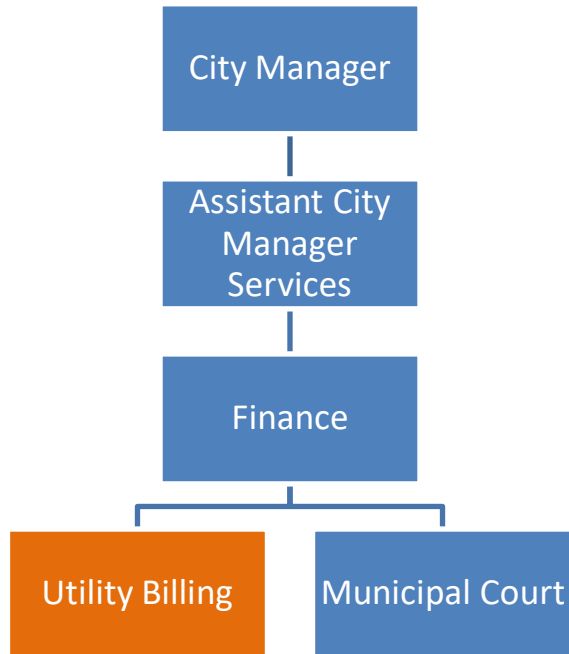
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



UTILITY BILLING	2019-20	2020-21	2021-22
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	2	0
Utility Billing Clerk	2	2	4
Meter Tech	2	2	3
Meter Tech II	1	1	0
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	\$517,323	\$497,842	\$545,043
Supplies	3,038	153,200	183,600
City Support Services	68,048	60,000	70,000
Utility Services	9,095	9,500	9,400
Operations Support	98,370	107,000	102,500
Staff Support	4,318	5,100	6,400
Professional Services	269,315	242,800	259,000
Maintenance Services	4,620	5,040	5,040
Operating Equipment	430	430	0
Capital Outlay	0	0	64,000
<i>Total</i>	<i>\$974,558</i>	<i>\$1,080,912</i>	<i>\$1,244,983</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget increases 15.2% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition, the budget of \$180,000 for purchasing new water meters has been transferred from the W&S administration budget.

202-WATER & SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>BUSINESS OFFICE</b>							
<b>Personnel Services</b>							
176-511110 Regular	298,731	307,855	325,655	248,413	325,655	345,091	
176-511120 Overtime	4,945	5,687	6,845	4,586	6,000	7,359	
176-511180 LTD	816	221	1,013	0	0	0	
176-511210 Longevity	4,646	5,546	6,164	6,226	5,946	7,384	
176-511230 Certification Allowance	0	0	975	690	975	1,170	
176-511310 FICA - Employer	23,430	23,446	25,983	18,891	25,983	27,527	
176-511350 TMRS-Employer	49,628	69,264	55,416	42,255	55,416	58,950	
176-511410 Health-Employer	50,494	103,885	76,284	61,099	76,284	95,321	
176-511500 Workers' Compensation	<u>1,654</u>	<u>1,420</u>	<u>1,686</u>	<u>1,856</u>	<u>1,583</u>	<u>2,241</u>	
TOTAL Personnel Services	434,343	517,323	500,021	384,015	497,842	545,043	
<b>Supplies</b>							
176-521000 Operating Supplies	873	1,537	3,000	83	1,700	1,500	
176-521100 Office Supplies	1,435	1,501	2,100	1,377	1,500	2,100	
176-521405 Water Meters-New	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,650</u>	<u>150,000</u>	<u>180,000</u>	
TOTAL Supplies	2,308	3,038	5,100	134,111	153,200	183,600	
<b>Human Services</b>							
<b>City Support Services</b>							
176-532355 Software Maintenance	0	0	0	0	0	65,000	
176-532400 Computer Fees & Licenses	0	67,064	0	33,151	60,000	0	
176-532900 Contingencies	<u>250</u>	<u>984</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL City Support Services	250	68,048	5,000	33,151	60,000	70,000	
<b>Utility Services</b>							
176-533310 Telephone/Cell Phone	1,914	2,414	3,200	1,190	2,000	2,400	
176-533500 Vehicle Fuel	<u>4,849</u>	<u>6,682</u>	<u>6,000</u>	<u>5,606</u>	<u>7,500</u>	<u>7,000</u>	
TOTAL Utility Services	6,763	9,096	9,200	6,796	9,500	9,400	
<b>Operations Support</b>							
176-534000 Postage	80,006	77,290	90,000	49,964	75,000	74,500	
176-534200 Printing & Binding	41,915	20,664	21,000	13,901	20,000	18,000	
176-534300 Equipment Maintenance - Copie	<u>4,614</u>	<u>416</u>	<u>9,500</u>	<u>5,921</u>	<u>12,000</u>	<u>10,000</u>	
TOTAL Operations Support	126,535	98,370	120,500	69,787	107,000	102,500	
<b>Staff Support</b>							
176-535100 Uniforms	1,950	2,423	2,300	1,653	2,500	2,300	
176-535200 Awards	193	0	200	108	200	200	
176-535300 Memberships	30	37	100	0	100	100	
176-535500 Training/Travel	2,516	1,636	3,500	29	2,000	3,500	
176-535510 Meeting Expenses	<u>133</u>	<u>222</u>	<u>300</u>	<u>195</u>	<u>300</u>	<u>300</u>	
TOTAL Staff Support	4,822	4,318	6,400	1,986	5,100	6,400	

202-WATER & SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	243,699	266,429	250,000	177,797	240,000	256,000	
176-541810 Credit Cards Fees - AMEX	<u>2,833</u>	<u>2,886</u>	<u>3,000</u>	<u>3,692</u>	<u>2,800</u>	<u>3,000</u>	
TOTAL Professional Services	246,532	269,315	253,000	181,490	242,800	259,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>6,540</u>	<u>4,620</u>	<u>5,040</u>	<u>3,780</u>	<u>5,040</u>	<u>5,040</u>	
TOTAL Maintenance Services	6,540	4,620	5,040	3,780	5,040	5,040	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	<u>360</u>	<u>430</u>	<u>600</u>	<u>0</u>	<u>430</u>	<u>0</u>	
TOTAL Operating Equipment	360	430	600	0	430	0	
<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>64,000</u>	
TOTAL Capital Outlay	0	0	0	0	0	64,000	
TOTAL BUSINESS OFFICE	828,453	974,558	904,861	815,115	1,080,912	1,244,983	
TOTAL GENERAL GOVERNMENT	4,691,243	3,874,558	1,504,861	1,434,861	1,700,658	1,244,983	

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

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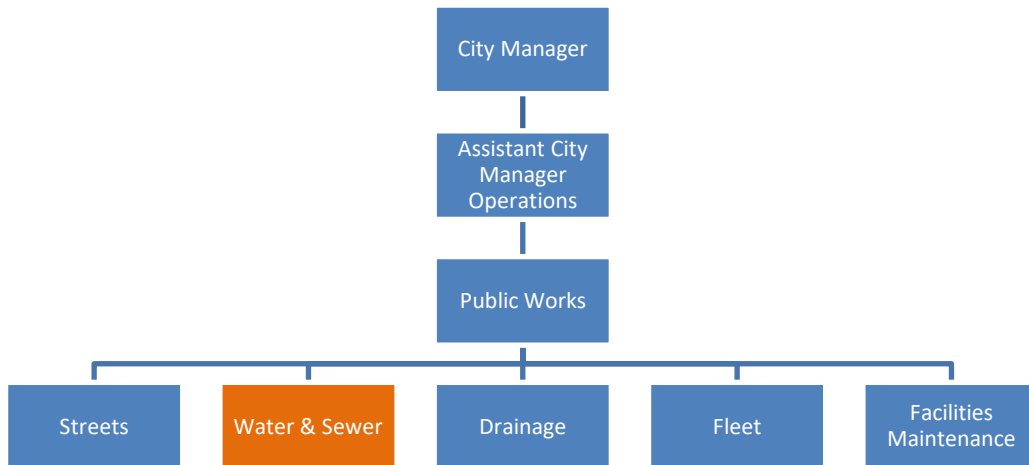
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATION CHART**



WATER & SEWER ADMINISTRATION	2019-20	2020-21	2021-22
Director	1	1	1
Water & Sewer Manager	1	1	1
Senior Administrative Assistant	1	1	1
Customer Relations Representative	1	1	1
SCADA Technician	0	0	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr	0	1	1
Water & Sewer Superintendent	1	1	1
Water & Sewer Supervisor	1	1	1
Service Worker Crew Leader	1	1	1
Service Worker II	5	5	5
Service Worker I	10	10	10
<b>TOTAL POSITIONS</b>	<b>23</b>	<b>24</b>	<b>24</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Water Accounts	16434	16734	17000
Miles of Water Main	227	230	232
Miles of Sewer Main	115	118	122

Efficiency	2019-20 Actual	2020-21 Estimate	2020-22 Budget
Gallons Pumped (Edwards), acre feet	125	135	138
Gallons Received (SSLGC), acre feet	5224	6000	6000
Gallons Distributed, acre feet	4937	5300	5500

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
New Meter Installed	311	350	350
New Service Taps	0	10	10
Water Service Calls	1085	1250	1250
Water Main Break, Service Repair Calls	1079	1200	1200
Sewer Backup and Repair Calls	784	825	850

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	\$1,715,878	\$1,494,633	\$1,834,679
Supplies	162,369	62,200	62,000
City Support Services	61,040	62,860	178,500
Utility Services	3,780,627	3,555,050	3,573,200
Operations Support	10,462	11,250	12,050
Staff Support	38,967	38,000	43,000
City Assistance	227	500	250
Professional Services	441,771	349,000	476,970
Fund Charges/Transfers	8,822,137	6,355,534	6,825,826
Maintenance Services	9,460,743	8,835,140	9,247,240
Other Costs	36,605	40,000	38,500
Debt Service	636,763	2,100,622	1,518,553
Rental/Leasing	136,252	4,000	4,000
Operating Equipment	8,719	12,000	9,000
Capital Outlay	23,516	149,000	72,000
<i>Total</i>	<i>\$25,336,076</i>	<i>\$23,069,789</i>	<i>\$23,895,768</i>
Projects	\$0	\$1,638,000	\$0

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 3.6% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation, raising applicable positions minimum wage to \$15/hour and adding a SCADA Technician to upgrade and maintain the system that monitors the water and sewer infrastructure.

202-WATER & SEWER

PUBLIC WORKS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>W &amp; S ADMINISTRATION</b>							
<b>Personnel Services</b>							
575-511110 Regular	882,187	1,060,790	988,831	947,318	949,873	1,174,352	
575-511120 Overtime	40,045	55,522	21,213	41,686	53,000	59,527	
575-511180 LTD	2,618	719	3,169	0	719	0	
575-511210 Longevity	20,146	22,381	24,270	28,926	22,381	13,589	
575-511230 Certification Allowance	15,798	13,856	16,029	8,229	13,201	13,880	
575-511240 Vehicle/phone Allowance	0	727	900	692	900	900	
575-511310 FICA - Employer	70,862	81,682	80,105	74,612	76,758	96,276	
575-511350 TMRS-Employer	153,905	247,839	170,854	165,149	160,789	206,175	
575-511410 Health-Employer	155,416	223,819	238,201	183,889	208,469	256,693	
575-511500 Workers' Compensation	<u>9,503</u>	<u>8,543</u>	<u>9,987</u>	<u>10,995</u>	<u>8,543</u>	<u>13,287</u>	
TOTAL Personnel Services	1,350,479	1,715,878	1,553,559	1,461,497	1,494,633	1,834,679	
<b>Supplies</b>							
575-521000 Operating Supplies	11,240	8,638	9,000	4,817	9,000	9,000	
575-521100 Office Supplies	1,478	1,398	1,500	337	1,500	1,500	
575-521200 Medical/Chem Supplies	955	1,158	1,500	1,280	1,200	1,500	
575-521400 Plumbing Supplies	78,927	13,032	50,000	36,768	50,000	50,000	
575-521405 Water Meters-New	220,754	138,143	125,000	0	0	0	
575-521600 Equip Maint Supplies	<u>208</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	
TOTAL Supplies	313,562	162,369	187,500	43,202	62,200	62,000	
<b>Human Services</b>							
<b>City Support Services</b>							
575-532500 City Insurance-Commercial	51,068	58,697	57,000	65,833	56,697	67,000	
575-532800 Employee Appreciation Events	1,894	2,343	2,500	1,477	2,500	2,500	
575-532900 Contingencies	<u>0</u>	<u>0</u>	<u>107,035</u>	<u>(76)</u>	<u>3,663</u>	<u>109,000</u>	
TOTAL City Support Services	52,962	61,040	166,535	67,234	62,860	178,500	
<b>Utility Services</b>							
575-533100 Gas Utility Service	1,377	1,503	1,500	1,860	2,000	2,000	
575-533200 Electric Utility Service	302,733	274,727	374,650	277,447	305,000	320,000	
575-533310 Telephone/Cell Phones	2,543	1,979	3,500	429	3,000	3,500	
575-533320 Telephone/Air Cards	170	124	800	0	350	200	
575-533400 Water Purchase	3,129,241	3,460,169	3,200,000	2,368,093	3,200,000	3,200,000	
575-533410 Water Utility Service	1,538	1,730	10,000	1,243	2,200	2,500	
575-533500 Vehicle Fuel	<u>42,472</u>	<u>40,396</u>	<u>40,000</u>	<u>32,365</u>	<u>42,500</u>	<u>45,000</u>	
TOTAL Utility Services	3,480,075	3,780,627	3,630,450	2,681,436	3,555,050	3,573,200	

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

202-WATER & SEWER

PUBLIC WORKS

EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Operations Support</u>							
575-534000 Postage	272	188	300	236	250	300	
575-534100 Advertising	2,950	3,350	5,000	1,728	5,000	5,000	
575-534200 Printing & Binding	284	86	500	0	500	250	
575-534300 Equipment Maintenance - Copie	<u>5,687</u>	<u>6,838</u>	<u>5,500</u>	<u>4,721</u>	<u>5,500</u>	<u>6,500</u>	
TOTAL Operations Support	9,193	10,462	11,300	6,685	11,250	12,050	
<u>Staff Support</u>							
575-535100 Uniforms	17,645	19,761	16,500	12,472	15,000	20,000	
575-535300 Memberships	5,946	5,701	6,000	1,138	6,000	0	
575-535500 Training/Travel	11,013	12,270	15,000	7,445	15,000	21,000	
575-535510 Meeting Expenses	<u>1,158</u>	<u>1,235</u>	<u>2,000</u>	<u>1,398</u>	<u>2,000</u>	<u>2,000</u>	
TOTAL Staff Support	35,762	38,967	39,500	22,453	38,000	43,000	
<u>City Assistance</u>							
575-537100 Medical Services	<u>205</u>	<u>227</u>	<u>500</u>	<u>80</u>	<u>500</u>	<u>250</u>	
TOTAL City Assistance	205	227	500	80	500	250	
<u>Professional Services</u>							
575-541200 Legal Svcs	178,159	304,299	200,000	167,415	220,000	200,000	
575-541300 Other Consl/Prof Services	82,647	31,319	147,365	73,512	29,000	145,000	
575-541305 Cell Tower Management Fees	80,634	80,753	71,650	91,374	80,000	106,570	
575-541400 Auditor/Accounting Service	30,644	24,000	24,000	19,000	19,000	24,000	
575-541500 Paying Agent	<u>1,000</u>	<u>1,400</u>	<u>1,000</u>	<u>600</u>	<u>1,000</u>	<u>1,400</u>	
TOTAL Professional Services	373,084	441,771	444,015	351,901	349,000	476,970	
<u>Fund Charges/Transfers</u>							
575-548040 Contribution To CVLGC	480,000	100,000	300,000	99,999	100,000	300,000	
575-548050 Contribution to SSLG	3,807,218	3,892,799	3,875,323	3,661,522	4,006,734	4,000,000	
575-548060 Contribution to CCMA	577,775	717,400	723,850	227,225	726,800	800,000	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548600 Inter-fund Charges-Admin	1,365,998	1,385,000	1,450,827	1,088,120	1,385,000	1,478,230	
575-548610 Interfund Charge-Fleet	140,288	132,937	116,624	87,468	133,000	163,596	
575-548700 Bad Debt Expense	0	293,911	0	0	0	80,000	
575-548800 Depreciation Expense	2,162,879	2,288,708	0	0	0	0	
575-548900 Amortization Expense	<u>11,381</u>	<u>11,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	8,545,539	8,822,137	6,470,624	5,164,334	6,355,534	6,825,826	
<u>Maintenance Services</u>							
575-551100 Building Maintenance	6	1,639	5,000	35	5,000	5,000	
575-551300 Computer Maintenance	6,377	9,656	17,500	2,675	12,000	17,500	
575-551400 Minor & Other Equip Maint	167	1,124	2,500	323	2,500	5,100	
575-551500 Water Maintenance	152,846	119,625	98,000	14,801	155,000	155,000	
575-551510 Waste Contractor Expense	4,848,197	5,018,537	4,721,600	3,637,361	4,500,000	4,800,000	
575-551520 Sewer Treatment-CCMA/MUD	3,797,306	3,843,403	4,100,000	3,161,004	4,000,000	4,100,000	
575-551530 Sewer Maintenance	32,067	428,425	141,000	31,041	80,000	84,000	
575-551540 I&I Maintenance	6,033	16,735	60,000	21,121	60,000	60,000	
575-551600 Street Maintenance Materials	13,736	21,059	20,000	7,444	20,000	20,000	
575-551720 Low Flow Rebate Program	50	300	250	0	400	400	

202-WATER & SEWER

PUBLIC WORKS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
575-551800 Other Maintenance Agreements	240	240	240	120	240	240	
TOTAL Maintenance Services	8,857,026	9,460,743	9,166,090	6,875,925	8,835,140	9,247,240	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	38,436	36,605	40,000	40,000	40,000	38,500	
TOTAL Other Costs	38,436	36,605	40,000	40,000	40,000	38,500	
<u>Debt Service</u>							
575-555900 Debt Service	0	0	1,560,000	1,290,000	1,500,000	1,025,000	
575-555900 Interest Expense	480,954	636,763	546,932	285,649	600,622	493,553	
TOTAL Debt Service	480,954	636,763	2,106,932	1,575,649	2,100,622	1,518,553	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,866	2,952	3,500	3,041	3,500	3,000	
575-561100 Rental-Equipment	0	0	1,000	0	500	1,000	
575-561200 Lease/Purchase Payments	(33,173)	133,300	0	76,527	0	0	
TOTAL Rental/Leasing	(30,307)	136,252	4,500	79,568	4,000	4,000	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	3,321	2,355	5,000	3,859	5,000	4,000	
575-571200 Vehicles & Access. LESS \$5,00	3,621	0	0	0	0	0	
575-571500 Minor Equipment	0	6,364	3,000	0	7,000	5,000	
575-571800 Equipment Under \$5,000	28,224	0	0	0	0	0	
TOTAL Operating Equipment	35,167	8,719	8,000	3,859	12,000	9,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	48,887	48,627	60,000	58,000	
575-581800 Equipment Over \$5,000	0	23,516	98,000	0	89,000	14,000	
TOTAL Capital Outlay	0	23,516	146,887	48,627	149,000	72,000	
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
TOTAL W & S ADMINISTRATION	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	
TOTAL PUBLIC WORKS	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	

# FUND: 411 CAPITAL RECOVERY FUND

## WATER

(Water & Sewer)

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### **DESCRIPTION**

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

### **GOALS AND OBJECTIVES**

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

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$1,244,813	\$1,100,000	\$1,100,000
Miscellaneous	83,451	169,000	16,000
<i>Total</i>	<i>\$1,328,264</i>	<i>\$1,269,000</i>	<i>\$1,116,000</i>
<i>Expenses</i>			
Non Departmental	\$58,301	\$103,500	\$51,000
Projects	0	512,000	0
<i>Total</i>	<i>\$58,301</i>	<i>\$615,500</i>	<i>\$51,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Design has begun on the Corbett Ground Storage Tank.

411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	1,061,672	1,244,813	1,100,000	915,408	1,100,000	1,100,000	
Miscellaneous	<u>161,999</u>	<u>83,451</u>	<u>72,000</u>	<u>8,548</u>	<u>169,000</u>	<u>16,000</u>	
TOTAL REVENUES	1,223,672	1,328,264	1,172,000	923,956	1,269,000	1,116,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>1,375,984</u>	<u>58,301</u>	<u>206,000</u>	<u>46,922</u>	<u>103,500</u>	<u>51,000</u>	
TOTAL GENERAL GOVERNMENT	1,375,984	58,301	206,000	46,922	103,500	51,000	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>512,000</u>	<u>512,000</u>	<u>512,000</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>512,000</u>	<u>512,000</u>	<u>512,000</u>	<u>0</u>	
TOTAL EXPENDITURES	1,375,984	58,301	718,000	558,922	615,500	51,000	
REVENUE OVER/(UNDER) EXPENDITURES	( 152,312)	1,269,963	454,000	365,034	653,500	1,065,000	

411-CAPITAL RECOVERY - WATER

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,061,672</u>	<u>1,244,813</u>	<u>1,100,000</u>	<u>915,408</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>          </u>
TOTAL Fees	<u>1,061,672</u>	<u>1,244,813</u>	<u>1,100,000</u>	<u>915,408</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>          </u>
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,383	2,843	2,000	214	4,000	1,000	<u>          </u>
000-491200 Investment Income	<u>158,616</u>	<u>80,608</u>	<u>70,000</u>	<u>8,334</u>	<u>165,000</u>	<u>15,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>161,999</u>	<u>83,451</u>	<u>72,000</u>	<u>8,548</u>	<u>169,000</u>	<u>16,000</u>	<u>          </u>
TOTAL REVENUES	<u>1,223,672</u>	<u>1,328,264</u>	<u>1,172,000</u>	<u>923,956</u>	<u>1,269,000</u>	<u>1,116,000</u>	<u>          </u>

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Supplies</u>							
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
101-541200 Legal Svcs-Water	0	0	5,000	0	2,500	0	
101-541300 Professional Services-Cap Pla	0	57,301	200,000	45,922	100,000	50,000	
101-541400 Auditor/Accounting Service	984	1,000	1,000	1,000	1,000	1,000	
TOTAL Professional Services	984	58,301	206,000	46,922	103,500	51,000	
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Proj	1,375,000	0	0	0	0	0	
TOTAL Fund Charges/Transfers	1,375,000	0	0	0	0	0	
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
<b>TOTAL NON DEPARTMENTAL</b>	<b>1,375,984</b>	<b>58,301</b>	<b>206,000</b>	<b>46,922</b>	<b>103,500</b>	<b>51,000</b>	

411-CAPITAL RECOVERY - WATER

MISC & PROJECTS

EXPENDITURES	(----- 2020-2021 -----)			(----- 2021-2022 -----)			
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Personnel Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>							
900-548406 Transfer Out-Public Imprvment	0	0	512,000	512,000	512,000	0	=====
TOTAL Fund Charges/Transfers	0	0	512,000	512,000	512,000	0	=====
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	0	512,000	512,000	512,000	0	

# FUND: 421 CAPITAL RECOVERY FUND

## SEWER

(Water & Sewer)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

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

### PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$641,746	\$510,800	\$600,000
Miscellaneous	91,786	123,500	60,250
<i>Total</i>	<i>\$733,531</i>	<i>\$634,300</i>	<i>\$660,250</i>
<i>Expenses</i>			
Non Departmental	\$164,536	\$258,000	\$55,500
<i>Total</i>	<i>\$164,536</i>	<i>\$258,000</i>	<i>\$55,500</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	598,137	641,746	600,000	505,107	510,800	600,000	
Miscellaneous	<u>165,710</u>	<u>91,786</u>	<u>72,000</u>	<u>7,578</u>	<u>123,500</u>	<u>60,250</u>	
TOTAL REVENUES	763,847	733,531	672,000	512,685	634,300	660,250	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,421</u>	<u>164,536</u>	<u>208,000</u>	<u>59,355</u>	<u>258,000</u>	<u>55,500</u>	
TOTAL GENERAL GOVERNMENT	5,421	164,536	208,000	59,355	258,000	55,500	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	5,421	164,536	208,000	59,355	258,000	55,500	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>758,426</u>	<u>568,996</u>	<u>464,000</u>	<u>453,330</u>	<u>376,300</u>	<u>604,750</u>	

421-CAPITAL RECOVERY - SEWER

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	608,937	641,746	600,000	505,107	500,000	600,000	
000-455913 Cap Rcvry-North Sewer Treat	( 10,800)	0	0	0	10,800	0	
TOTAL Fees	598,137	641,746	600,000	505,107	510,800	600,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,141	1,655	2,000	156	3,500	250	
000-491200 Investment Income	139,329	99,102	70,000	32,356	120,000	60,000	
000-491800 Gain/Loss Capital One Sewer	( 8,567)	0	0	0	0	0	
000-491900 Unrealize Gain/Loss-Captl One	31,806	( 8,972)	0	( 24,935)	0	0	
TOTAL Miscellaneous	165,710	91,786	72,000	7,578	123,500	60,250	
TOTAL REVENUES	763,847	733,531	672,000	512,685	634,300	660,250	

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Supplies</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
101-541200 Legal Services-Sewer	0	0	2,500	0	2,500	0	
101-541300 Professional Services-Cap Pla	0	159,005	200,000	55,698	250,000	50,000	
101-541400 Auditor/Accounting Service	984	1,000	1,000	1,000	1,000	1,000	
101-541650 Investment Mgt Fee-Sewer	4,437	4,531	4,500	2,657	4,500	4,500	
TOTAL Professional Services	5,421	164,536	208,000	59,355	258,000	55,500	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
TOTAL NON DEPARTMENTAL	5,421	164,536	208,000	59,355	258,000	55,500	
TOTAL GENERAL GOVERNMENT	5,421	164,536	208,000	59,355	258,000	55,500	

# FUND: 204 DRAINAGE FUND

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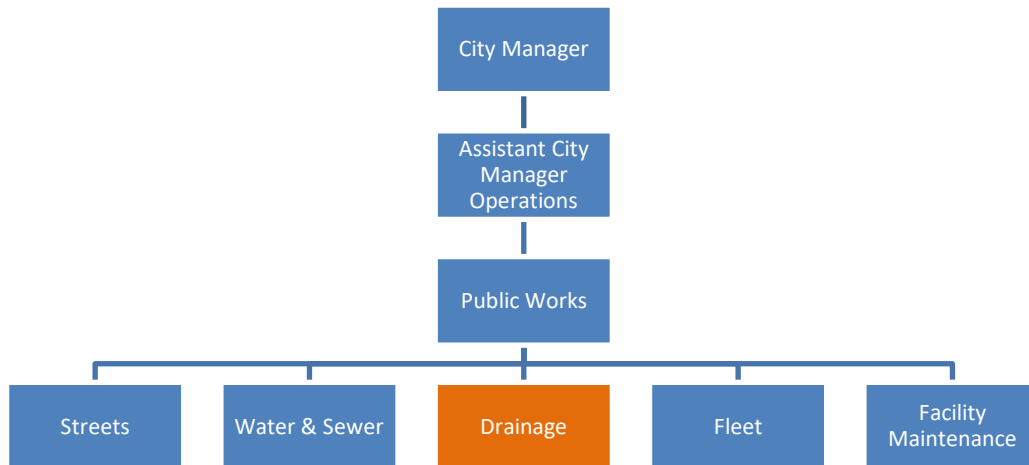
## DEPARTMENT DESCRIPTION

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

## GOALS AND OBJECTIVES

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

## ORGANIZATIONAL CHART



DRAINAGE	2019-20	2020-21	2021-22
Drainage Superintendent	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	57.46	66.46	66.46
Acres of Drainage Ditches Mowed	158.75	158.75	158.75

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Monthly Operating Expenditures	103,075	105,475	118,677

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
ROW Maintenance & Mowing, Hours	3410	5040	5040
Drainage Mowing, Hours	820	920	1000
Drainage Structure Maintenance, Hours	1660	1800	1900

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Permits	\$3,220	\$6,000	\$4,000
Fees	1,230,623	1,180,800	1,260,000
Fund Transfers	0	17,229	17,229
Miscellaneous	13,209	2,075	3,000
<i>Total</i>	<i>\$1,247,052</i>	<i>\$1,206,104</i>	<i>\$1,284,229</i>
<i>Expenses</i>			
Personnel	\$311,779	\$396,680	\$461,464
Supplies	6,202	7,450	6,000
City Support Services	6,995	35,500	35,000
Utility Services	11,847	15,500	14,700
Operations Support	0	500	1,050
Staff Support	7,370	13,375	13,700
City Assistance	150	300	500
Professional Services	3,607	52,979	58,500
Fund Charges/Transfers	607,074	531,167	574,817
Maintenance Services	90,436	83,000	83,000
Other Costs	100	100	100
Debt Services	3,827	124,200	0
Rental/Leasing	0	500	500
Operating Equipment	1,944	2,500	2,500
Capital Outlay	0	224,120	14,000
Projects	0	0	0
<i>Total</i>	<i>\$1,051,332</i>	<i>\$1,487,871</i>	<i>\$1,265,831</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The FY 2021-22 revenue from drainage fees is expected to increase 6.5%. An increase in drainage fees from new development is offset by lower interest and investment revenue.

**Expenses:** The FY 2021-22 Budget will decrease 14.9% from the FY 2020-21 year end estimate with the debt service being paid off FY 2020-21 and less purchases of large equipment.

204-DRAINAGE

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Permits	3,860	3,220	4,000	4,320	6,000	4,000	
Fees	1,200,722	1,230,623	1,230,000	885,611	1,180,800	1,260,000	
Fund Transfers	27,000	0	230,913	0	17,229	17,229	
Miscellaneous	<u>56,610</u>	<u>13,209</u>	<u>33,000</u>	<u>723</u>	<u>2,075</u>	<u>3,000</u>	
TOTAL REVENUES	1,288,192	1,247,052	1,497,913	890,654	1,206,104	1,284,229	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,169,651</u>	<u>1,051,332</u>	<u>1,497,913</u>	<u>972,090</u>	<u>1,487,871</u>	<u>1,265,831</u>	
TOTAL PUBLIC WORKS	1,169,651	1,051,332	1,497,913	972,090	1,487,871	1,265,831	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>274,395</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>274,395</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	1,169,651	1,051,332	1,497,913	1,246,485	1,487,871	1,265,831	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>118,540</u>	<u>195,720</u>	<u>0</u>	<u>( 355,831)</u>	<u>( 281,767)</u>	<u>18,398</u>	<u>=====</u>

204-DRAINAGE

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Permits</u>							
000-432400 Floodplain Permit	3,860	3,220	4,000	4,320	6,000	4,000	
TOTAL Permits	3,860	3,220	4,000	4,320	6,000	4,000	
<u>Fees</u>							
000-457500 Drainage Penalties	32	4,250	10,000	0	0	10,000	
000-457600 Drainage Fee	1,200,690	1,226,373	1,220,000	885,611	1,180,800	1,250,000	
TOTAL Fees	1,200,722	1,230,623	1,230,000	885,611	1,180,800	1,260,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	213,684	0	0	0	
000-486100 Transfer In	0	0	17,229	0	0	17,229	
000-486101 Transfer In - General Fund	0	0	0	0	17,229	0	
000-486405 Transfer-In Grant Fund	27,000	0	0	0	0	0	
TOTAL Fund Transfers	27,000	0	230,913	0	17,229	17,229	
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,366	413	3,000	60	75	1,000	
000-491200 Investment Income	29,227	9,294	30,000	663	2,000	2,000	
000-497000 Misc Income-Drainage	24,017	( 229)	0	0	0	0	
000-497100 MISC INCOME-SCRAP METAL SALES	0	3,730	0	0	0	0	
TOTAL Miscellaneous	56,610	13,209	33,000	723	2,075	3,000	
TOTAL REVENUES	1,288,192	1,247,052	1,497,913	890,654	1,206,104	1,284,229	

204-DRAINAGE

PUBLIC WORKS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<b>DRAINAGE</b>							
=====							
<u>Personnel Services</u>							
579-511110 Regular	197,031	225,927	243,178	187,285	254,260	286,781	_____
579-511120 Overtime	4,209	3,296	5,930	4,708	6,434	6,646	_____
579-511180 LTD	597	144	754	0	144	0	_____
579-511210 Longevity	8,341	8,616	9,474	9,876	8,616	9,902	_____
579-511230 Certification Allowance	2,170	1,962	4,800	1,431	2,000	2,400	_____
579-511310 FICA - Employer	16,431	15,272	20,149	14,454	20,940	23,388	_____
579-511350 TMRS-Employer	34,246	7,131	42,977	29,739	44,234	50,086	_____
579-511410 Health-Employer	34,703	46,266	72,405	48,536	56,886	77,267	_____
579-511500 Workers' Compensation	<u>3,550</u>	<u>3,166</u>	<u>3,480</u>	<u>3,831</u>	<u>3,166</u>	<u>4,994</u>	_____
TOTAL Personnel Services	301,277	311,779	403,147	299,860	396,680	461,464	_____
<u>Supplies</u>							
579-521000 Operating Supplies	1,868	3,154	3,300	1,093	3,300	3,300	_____
579-521100 Office Supplies	200	468	500	184	500	500	_____
579-521200 Medical/Chem Supplies	2,448	2,579	2,000	1,509	2,000	2,000	_____
579-521300 Motor Vehicle Supplies	0	0	200	0	150	200	_____
579-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	_____
TOTAL Supplies	4,517	6,202	6,000	2,786	7,450	6,000	_____
<u>Human Services</u>							
_____							
<u>City Support Services</u>							
579-532500 City Insurance-Commercial	3,266	4,924	4,000	2,974	3,500	3,500	_____
579-532800 EMPLOYEE APPRECIATION EVENTS	0	1,202	1,500	1,049	2,000	1,500	_____
579-532900 Contingencies	<u>0</u>	<u>869</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	_____
TOTAL City Support Services	3,266	6,995	35,500	4,023	35,500	35,000	_____
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	1,059	679	1,200	384	500	1,200	_____
579-533500 Vehicle Fuel	<u>13,963</u>	<u>11,169</u>	<u>13,500</u>	<u>13,300</u>	<u>15,000</u>	<u>13,500</u>	_____
TOTAL Utility Services	15,022	11,847	14,700	13,684	15,500	14,700	_____
<u>Operations Support</u>							
579-534000 Postage	0	0	50	0	0	50	_____
579-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>500</u>	<u>1,000</u>	_____
TOTAL Operations Support	0	0	1,050	0	500	1,050	_____
<u>Staff Support</u>							
579-535100 Uniforms	6,438	5,618	6,000	4,926	6,175	6,000	_____
579-535300 Memberships	129	500	500	( 14)	250	500	_____
579-535500 Training/Travel	2,690	1,252	5,000	327	5,000	6,000	_____
579-535510 Meeting Expenses	191	0	1,200	50	1,200	1,200	_____
579-535600 Professional Certification	<u>150</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>750</u>	<u>0</u>	_____
TOTAL Staff Support	9,597	7,370	13,700	5,289	13,375	13,700	_____

204-DRAINAGE

PUBLIC WORKS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	63	150	500	80	300	500	
TOTAL City Assistance	63	150	500	80	300	500	
<u>Professional Services</u>							
579-541200 Legal Svcs	0	0	5,000	59	0	5,000	
579-541310 Contractual Services	0	2,107	52,229	1,200	52,229	52,000	
579-541400 Auditor/Accounting Service	1,475	1,500	1,500	1,500	750	1,500	
TOTAL Professional Services	1,475	3,607	58,729	2,759	52,979	58,500	
<u>Fund Charges/Transfers</u>							
579-548000 Transfer Out	0	0	0	20,355	0	0	
579-548101 Transfer Out - General Fund	0	0	1,000	0	0	1,000	
579-548202 Transfer Out to Water & Sewer	152,777	0	0	0	0	0	
579-548500 Interfund Charges-Admin	295,157	243,112	285,506	214,130	285,506	308,010	
579-548600 Interfund Charges-Water	141,000	146,400	146,400	109,800	146,400	150,000	
579-548610 Interfund Charge-Fleet	95,005	89,145	99,261	74,446	99,261	115,807	
579-548700 Bad Debt Expense	0	4,839	0	0	0	0	
579-548800 Depreciation Expense	107,564	123,578	0	0	0	0	
TOTAL Fund Charges/Transfers	791,503	607,074	532,167	418,730	531,167	574,817	
<u>Maintenance Services</u>							
579-551300 Computer Maintenance	0	0	0	( 623)	0	0	
579-551610 Drainage Channel Maintenance	32,767	90,436	83,000	10,751	83,000	83,000	
TOTAL Maintenance Services	32,767	90,436	83,000	10,128	83,000	83,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	100	200	0	100	100	
TOTAL Other Costs	100	100	200	0	100	100	
<u>Debt Service</u>							
579-555900 Debt Service	0	0	120,000	0	120,000	0	
579-555900 Interest Expense	5,535	3,827	2,100	1,050	4,200	0	
TOTAL Debt Service	5,535	3,827	122,100	1,050	124,200	0	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	55	0	500	0	500	500	
TOTAL Rental/Leasing	55	0	500	0	500	500	
<u>Operating Equipment</u>							
579-571200 Vehicles & Access Less \$5,000	4,474	0	0	0	0	0	
579-571500 Equipment Under \$5,000	0	1,944	2,500	0	2,500	2,500	
TOTAL Operating Equipment	4,474	1,944	2,500	0	2,500	2,500	

204-DRAINAGE

PUBLIC WORKS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	35,120	34,850	35,120	0	
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>189,000</u>	<u>178,853</u>	<u>189,000</u>	<u>14,000</u>	<u></u>
TOTAL Capital Outlay	0	0	224,120	213,703	224,120	14,000	
<hr/>							
TOTAL DRAINAGE	1,169,651	1,051,332	1,497,913	972,090	1,487,871	1,265,831	
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TOTAL PUBLIC WORKS	1,169,651	1,051,332	1,497,913	972,090	1,487,871	1,265,831	

204-DRAINAGE

MISC & PROJECTS  
 EXPENDITURES

			(------ 2020-2021 -----)			(------ 2021-2022 -----)	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>PROJECTS</u>							
=====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
900-541100 Engineering	0	0	0	9,226	0	0	
TOTAL Professional Services	0	0	0	9,226	0	0	
<u>Maintenance Services</u>							
900-551900 Construction	0	0	0	265,168	0	0	
TOTAL Maintenance Services	0	0	0	265,168	0	0	
<u>Capital Outlay</u>							
TOTAL PROJECTS	0	0	0	274,395	0	0	
TOTAL MISC & PROJECTS	0	0	0	274,395	0	0	
TOTAL EXPENDITURES	1,169,651	1,051,332	1,497,913	1,246,485	1,487,871	1,265,831	

# FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

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## **DEPARTMENTAL DESCRIPTION**

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

## **GOALS AND OBJECTIVES**

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

- Meet the needs of our customers and to solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.

## ORGANIZATIONAL CHART



EMS	2019-20	2020-21	2021-22
Director	1	1	1
Operations Manager	1	1	1
Clinical Manager	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Instructor	0	1	1
Administrative Asst.	1	1	1
Billing Specialist	3	3	3
EMS Battalion Chief	3	3	3
Field Training Officer	3	3	3
Lieutenant	0	3	3
MIH Paramedic	1	1	1
Paramedic	25	28	30
EMT	3	6	6
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Supply Coordinator	1	1	1
<b>TOTAL POSITIONS</b>	<b>65</b>	<b>76</b>	<b>78</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Requests for EMS Service	10,713	11,844	12,199
Transports to Hospitals	6,549	6,956	7,164
Hospital to Hospital Transports	861	900	900
Collections per Transport	517.91	490.00	500.00
Students Enrolled in EMT Certification Classes	84	100	100
Trips billed for Alamo Heights	553	575	600
Members of EMS Passport	431	425	450

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Response Time 90% Reliability	13:59	13:00	13:00
Total Time on Task (Minutes)	57:30	57:00	57:00
Transport Percentage	61%	62%	62%
Days Sales Outstanding	44	45	45
Mutual Aid Requested	30	40	40
Students Graduated from EMT Certification Classes	65	68	70

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Critical Failures / 100,000 miles	9.1	7	7
Fleet Accidents / 100,000 miles	4.6	4	4
Cardiac Arrest Save %	7%	10%	10%
Correct recognition of STEMI	80%	80%	80%
EMT Class Certification Pass Rate	94%	94%	94%

Budget	2019-20	2020-21	2021-22
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	Actual	Estimate	Budget
<i>Revenue</i>			
Fees	\$5,608,246	\$6,372,025	\$6,545,490
Inter-Jurisdictional	2,847,335	3,126,780	3,985,933
Fund Transfers	0	0	395,680
Miscellaneous	339,324	193,800	174,500
<i>Total</i>	<i>\$8,794,906</i>	<i>\$9,692,605</i>	<i>\$11,101,602</i>
<i>Expenses</i>			
Personnel	\$4,106,826	\$4,612,284	\$5,576,958
Supplies	280,631	354,000	366,500
City Support Services	63,791	134,718	138,000
Utility Services	110,894	131,500	106,000
Operations Support	37,967	42,815	40,000
Staff Support	53,394	53,000	70,000
City Assistance	554,071	625,489	626,989
Professional Services	-63,872	116,000	123,500
Fund Charges/Transfers	2,954,559	2,464,463	2,663,736
Maintenance Services	19,960	13,000	13,000
Debt Service	2,877	118,120	118,120
Rental/Leasing	0	67,000	150,000
Operating Equipment	47,573	72,000	82,500
Capital Outlay	0	772,000	1,026,300
<i>Total</i>	<i>\$8,168,722</i>	<i>\$9,576,389</i>	<i>\$11,101,603</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2021-22 are expected to increase 15.9% from FY 2020-21 year end estimates for additional transports and an increase on the inter-jurisdictional contracts.

**Expenses:** The FY 2021-22 Budget will increase 15.9% from the FY 2020-21 year end estimate. This increase comes from the EMS department converting one ambulance from a 24 hour shift to a 12 hours shift increasing personnel costs. In addition, Schertz EMS was awarded a new contract with JBSA Randolph, which will add an additional ambulance and new personnel. These additions are offset by additional revenue brought in by the contract.

203-EMS

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	5,941,235	5,608,246	6,621,567	5,064,095	6,372,025	6,545,490	
Inter-Jurisdictional	3,161,147	2,847,335	3,028,357	2,894,796	3,126,780	3,985,933	
Fund Transfers	0	0	263,027	0	0	395,680	
Miscellaneous	<u>103,432</u>	<u>339,324</u>	<u>135,500</u>	<u>174,438</u>	<u>193,800</u>	<u>174,500</u>	
TOTAL REVENUES	9,205,814	8,794,906	10,048,452	8,133,329	9,692,605	11,101,602	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>8,944,529</u>	<u>8,168,722</u>	<u>10,003,406</u>	<u>7,709,725</u>	<u>9,576,389</u>	<u>11,101,603</u>	
TOTAL PUBLIC SAFETY	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
REVENUE OVER/(UNDER) EXPENDITURES	<u>261,285</u>	<u>626,184</u>	<u>45,046</u>	<u>423,604</u>	<u>116,216</u>	<u>( 0)</u>	

203-EMS

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-456100 Ambulance/Mileage Transprt Fe	5,652,205	5,365,449	6,340,467	4,817,905	6,100,000	6,206,890	
000-456110 Passport Membership Fees	23,860	25,065	28,000	25,645	26,000	28,000	
000-456120 EMT Class - Fees	97,379	90,825	99,000	102,150	99,000	137,500	
000-456122 CE Class - Fees	22,312	19,443	15,000	19,695	12,000	24,000	
000-456130 Immunization Fees	2,764	7,936	3,000	1,723	3,000	3,000	
000-456140 Billing Fees-External	23,569	23,514	26,000	14,910	22,000	26,000	
000-456150 Standby Fees	25,185	16,849	25,000	30,005	35,000	30,000	
000-456155 Community Services Support	52,320	24,366	50,000	21,976	35,000	50,000	
000-456160 MIH Services	29,192	34,699	35,000	30,060	40,000	40,000	
000-458110 Sale of Merchandise - GovDeal	12,399	0	0	0	0	0	
000-459200 NSF Check Fee	50	100	100	25	25	100	
TOTAL Fees	5,941,235	5,608,246	6,621,567	5,064,095	6,372,025	6,545,490	
<u>Inter-Jurisdictional</u>							
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	695,951	927,935	927,935	
000-474200 JBSA Support	0	0	0	0	0	635,706	
000-474300 Cibolo Support	410,583	439,612	473,115	473,115	473,115	529,044	
000-475100 Comal Co ESD #6	125,159	132,439	141,411	141,411	141,411	148,871	
000-475200 Live Oak Support	232,140	237,775	246,256	246,256	246,256	280,241	
000-475300 Universal City Support	300,092	305,996	321,566	321,566	321,566	335,885	
000-475400 Selma Support	148,697	161,001	171,441	171,441	171,441	180,290	
000-475500 Schertz Support	581,537	602,583	667,049	667,049	667,049	695,644	
000-475600 Santa Clara Support	10,790	11,137	11,455	11,455	11,455	11,953	
000-475800 Marion Support	16,347	16,849	18,375	18,375	18,375	21,364	
000-475910 TASPP Program	492,224	96,365	134,112	148,177	148,177	219,000	
TOTAL Inter-Jurisdictional	3,161,147	2,847,335	3,028,357	2,894,796	3,126,780	3,985,933	
<u>Fund Transfers</u>							
000-486000 Transfer In-Reserves	0	0	263,027	0	0	395,680	
TOTAL Fund Transfers	0	0	263,027	0	0	395,680	
<u>Miscellaneous</u>							
000-491000 Interest Earned	5,018	1,077	2,500	342	500	2,500	
000-491200 Investment Income	9,919	9,562	5,000	866	1,300	5,000	
000-493203 Donations-EMS	625	5,727	2,000	925	2,000	2,000	
000-493205 Donations-Golf Tournament	( 2,160)	( 150)	0	0	0	0	
000-497000 Misc Income	48,056	178,631	60,000	117,159	110,000	75,000	
000-497100 Recovery of Bad Debt	2,977	8,272	6,000	9,202	16,000	20,000	
000-497110 Collection Agency-Bad Debt	38,996	136,205	60,000	45,944	64,000	70,000	
TOTAL Miscellaneous	103,432	339,324	135,500	174,438	193,800	174,500	
TOTAL REVENUES	9,205,814	8,794,906	10,048,452	8,133,329	9,692,605	11,101,602	

203-EMS

PUBLIC SAFETY

EXPENDITURES (----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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SCHERTZ EMS  
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Personnel Services

280-511110 Regular	2,314,458	1,985,359	2,507,574	1,996,891	2,450,000	3,034,440	
280-511120 Overtime	759,746	783,376	723,148	736,804	850,000	923,247	
280-511180 LTD	6,310	1,598	6,645	0	6,645	0	
280-511210 Longevity	43,266	46,492	46,756	48,698	46,756	41,121	
280-511220 Clothing Allowance	11,616	12,340	12,480	9,328	11,000	14,978	
280-511230 Certification Allowance	23,080	13,310	21,320	7,925	10,000	16,060	
280-511310 FICA - Employer	241,927	230,373	253,312	205,188	255,000	297,912	
280-511350 TMRS-Employer	474,190	545,961	498,163	424,985	450,000	592,108	
280-511410 Health-Employer	284,039	430,081	497,182	356,082	475,000	592,549	
280-511500 Workers' Compensation	<u>42,315</u>	<u>57,936</u>	<u>61,642</u>	<u>67,862</u>	<u>57,883</u>	<u>64,543</u>	
TOTAL Personnel Services	4,200,948	4,106,826	4,628,222	3,853,764	4,612,284	5,576,958	

Supplies

280-521000 Operating Supplies	510	1,171	2,000	131	2,000	2,000	
280-521010 Operating Supplies-EMT Class	21,638	19,822	25,000	22,804	30,000	30,000	
280-521020 Operating Supplies-CE Class	4,599	2,799	9,000	3,479	7,000	11,000	
280-521025 Community Support Supplies	41,949	23,066	25,000	11,246	20,000	20,000	
280-521030 Operating Supplies- MIH	0	0	1,000	0	0	1,000	
280-521100 Office Supplies	2,880	2,096	3,500	1,917	2,500	3,500	
280-521200 Medical/Chem Supplies	300,042	217,249	275,000	193,735	275,000	280,000	
280-521250 Immunization Supplies	19,011	12,135	14,000	681	14,000	14,000	
280-521300 Motor Veh. Supplies	1,567	2,293	2,500	2,300	2,000	2,500	
280-521600 Equip Maint Supplies	<u>905</u>	<u>0</u>	<u>2,500</u>	<u>48</u>	<u>1,500</u>	<u>2,500</u>	
TOTAL Supplies	393,102	280,631	359,500	236,343	354,000	366,500	

Human Services

City Support Services

280-532350 Software Maintenance	37,843	38,812	70,000	45,037	70,000	72,000	
280-532500 City Insurance-Commercial	26,363	24,979	26,000	24,718	24,718	26,000	
280-532840 Golf Tournament-Dilworth	( 100)	0	0	0	0	0	
280-532900 Contingencies	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	
TOTAL City Support Services	64,105	63,791	136,000	69,754	134,718	138,000	

Utility Services

280-533100 Gas Utility Service	6,535	7,105	7,000	5,013	7,000	7,000	
280-533200 Electric Utility Service	11,089	8,611	13,415	6,634	10,000	12,000	
280-533300 Telephone/Land Line	3,539	995	3,500	0	0	0	
280-533310 Telephone/Cell Phones	8,168	12,843	10,000	3,762	10,000	0	
280-533320 Telephone/Air Cards	12,428	4,134	13,000	261	13,000	0	
280-533330 Telephone/Internet	4,092	4,667	4,500	1,587	4,500	0	
280-533410 Water Utility Service	5,956	6,747	7,000	3,752	7,000	7,000	
280-533500 Vehicle Fuel	<u>81,429</u>	<u>65,790</u>	<u>80,000</u>	<u>59,604</u>	<u>80,000</u>	<u>80,000</u>	
TOTAL Utility Services	133,236	110,894	138,415	80,615	131,500	106,000	

203-EMS

PUBLIC SAFETY

EXPENDITURES	2020-2021					2021-2022	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
280-534000 Postage	10,625	6,761	11,000	1,795	11,000	7,500	
280-534200 Printing & Binding	5,396	2,799	6,500	1,534	5,000	6,500	
280-534300 Equipment Maintenance - Copie	9,659	4,829	7,500	3,285	6,000	7,500	
280-534400 EMT Class Instructors	16,160	12,080	14,000	10,400	12,000	10,000	
280-534410 CE Class Instructors	960	960	2,500	320	1,000	1,500	
280-534420 Community Support-Instructors	2,240	2,400	4,000	3,360	4,000	3,000	
280-534500 Memberships - Organizations	3,502	3,750	4,000	3,815	3,815	4,000	
280-534800 Temporary Empl. Services	<u>15,082</u>	<u>4,389</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	63,624	37,967	49,500	24,510	42,815	40,000	
<u>Staff Support</u>							
280-535100 Uniforms	23,574	20,023	22,000	15,689	22,000	22,000	
280-535210 Employee Recognition-Morale	4,967	3,904	6,000	3,092	2,500	6,000	
280-535300 Memberships	0	0	0	0	0	500	
280-535400 Publications	489	200	500	0	500	500	
280-535500 Training/Travel	23,269	24,890	35,000	10,835	22,000	38,000	
280-535510 Meeting Expenses	2,266	1,351	3,000	1,779	3,000	3,000	
280-535600 Professional Certification	<u>1,527</u>	<u>3,025</u>	<u>3,000</u>	<u>868</u>	<u>3,000</u>	<u>0</u>	
TOTAL Staff Support	56,092	53,394	69,500	32,262	53,000	70,000	
<u>City Assistance</u>							
280-537100 Medical Services	3,356	1,876	9,000	1,012	5,000	4,000	
280-537110 EMS Outsourcing	548,867	548,867	548,867	456,491	618,489	618,489	
280-537800 Community Outreach	<u>4,240</u>	<u>3,328</u>	<u>4,500</u>	<u>2,223</u>	<u>2,000</u>	<u>4,500</u>	
TOTAL City Assistance	556,463	554,071	562,367	459,725	625,489	626,989	
<u>Professional Services</u>							
280-541200 Legal Svcs	2,204	195	5,000	234	2,500	5,000	
280-541300 Other Consl/Prof Services	81,477	105,049	98,000	70,385	98,000	103,000	
280-541400 Auditor/Accounting Service	2,951	3,000	3,000	3,000	3,000	3,000	
280-541501 Bond Issuance Costs/Paying Ag	0	( 188,568)	0	0	0	0	
280-541800 Credit Card Fees	<u>10,861</u>	<u>16,452</u>	<u>12,500</u>	<u>12,746</u>	<u>12,500</u>	<u>12,500</u>	
TOTAL Professional Services	97,492	( 63,872)	118,500	86,365	116,000	123,500	
<u>Fund Charges/Transfers</u>							
280-548101 Tranfer Out - General Fund	0	0	4,000	0	0	0	
280-548505 Contribution I&S	0	0	115,100	0	0	0	
280-548600 Interfund Charges-G/F Admin	141,587	179,100	182,682	137,012	182,682	212,740	
280-548610 Interfund Charges-Admin Fleet	134,492	138,585	181,781	136,336	181,781	226,106	
280-548650 Interest Expense	0	1,664	0	0	0	0	
280-548700 Bad Debt Expense	2,464,173	2,305,991	2,510,227	1,945,422	2,100,000	2,224,890	
280-548800 Depreciation Expense	<u>336,004</u>	<u>329,219</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	3,076,256	2,954,559	2,993,790	2,218,769	2,464,463	2,663,736	

203-EMS

PUBLIC SAFETY

EXPENDITURES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
280-551800 Other Maintenance Agreements	0	8,440	17,000	0	0	0	
280-551810 Maintenance Agr. - Radios	<u>11,819</u>	<u>11,520</u>	<u>13,000</u>	<u>5,760</u>	<u>13,000</u>	<u>13,000</u>	
TOTAL Maintenance Services	11,819	19,960	30,000	5,760	13,000	13,000	
<u>Other Costs</u>							
280-554100 Deployment-Reimb-STRAC	<u>0</u>	<u>51</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Other Costs	0	51	0	0	0	0	
<u>Debt Service</u>							
280-555639.Tax Notes SR2015 - Interest (	3,076)	2,877	0	0	0	0	
280-555900 Debt Service	<u>116,625</u>	<u>0</u>	<u>0</u>	<u>113,375</u>	<u>118,120</u>	<u>118,120</u>	
TOTAL Debt Service	113,549	2,877	0	113,375	118,120	118,120	
<u>Rental/Leasing</u>							
280-561200 Lease/Purchase Payments	<u>100,780</u>	<u>0</u>	<u>67,000</u>	<u>65,118</u>	<u>67,000</u>	<u>150,000</u>	
TOTAL Rental/Leasing	100,780	0	67,000	65,118	67,000	150,000	
<u>Operating Equipment</u>							
280-571000 Furniture & Fixtures	3,939	3,097	4,500	451	4,500	4,500	
280-571200 Vehicles&Access. < \$5,000	200	0	3,000	1,509	3,000	5,500	
280-571300 Computer&Periphe. < \$5000	23,869	2,787	15,000	11,272	15,000	20,000	
280-571400 Communication Equip < \$5000	18,739	4,194	9,500	1,637	9,500	14,500	
280-571800 Equipment Under \$5,000	<u>30,317</u>	<u>37,495</u>	<u>37,500</u>	<u>1,600</u>	<u>40,000</u>	<u>38,000</u>	
TOTAL Operating Equipment	77,063	47,573	69,500	16,470	72,000	82,500	
<u>Capital Outlay</u>							
280-581200 Vehicles & Access. Over \$5,00	0	0	731,612	404,395	725,000	836,300	
280-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>49,500</u>	<u>42,501</u>	<u>47,000</u>	<u>190,000</u>	
TOTAL Capital Outlay	0	0	781,112	446,896	772,000	1,026,300	
TOTAL SCHERTZ EMS	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
TOTAL PUBLIC SAFETY	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	

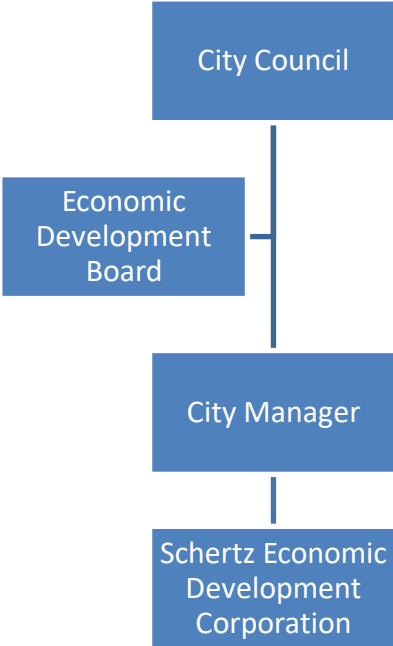
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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## MISSION STATEMENT

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

## ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2019-20	2020-21	2021-22
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Number of inquiries	148	130	100
Number of Schertz BRE visits	48	18	20
Number of recruitment events	15	4	8
Number of new prospects	45	35	30
Number of active performance agreements	14	14	12

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Taxes	\$4,819,288	\$5,301,000	\$5,408,000
Fund Transfers	0	0	0
Miscellaneous	288,241	75,500	141,000
<i>Total</i>	<i>\$5,107,529</i>	<i>\$5,376,500</i>	<i>\$5,549,000</i>
<i>Expenses</i>			
Supplies	\$448	\$400	\$500
Human Services			
City Support Services	6,153	15,719	21,200
Utility Services	2,220	1,412	2,975
Operations Support	71,140	140,292	343,110
Staff Support	7,999	20,100	20,100
City Assistance	45,317	152,500	202,500
Professional Services	17,135	61,300	61,300

Fund Charges/Transfers	461,636	504,669	506,984
Maintenance Services	0	0	0
Operating Equipment	1,113	5,000	3,000
<i>Total Economic Development</i>	<i>\$613,162</i>	<i>\$901,392</i>	<i>\$1,161,669</i>
<i>Annual and Infrastructure Grants</i>	<i>\$5,252,997</i>	<i>\$4,440,000</i>	<i>\$3,139,038</i>
<i>Total Schertz Economic Development</i>	<i>\$5,866,159</i>	<i>\$5,341,392</i>	<i>\$4,300,707</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 2021-22 is projected to increase by 3.2% from the FY 2020-21 year-end estimate. The increase is reflective of an increase in sales tax revenue.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2021-22 are projected to increase by 28.9% to fill the allowable advertising expense budget as allowed by the state statutes.

**Project Expenses:** The SEDC has performance agreements with 4 companies that are eligible to receive funds during the FY 2021-22 year. Kellem Development, Schertz 312 LLC, Cinestarz LLC, and Ace Mart Food Supply.

620-SED CORPORATION

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	4,167,318	4,819,288	4,507,371	3,884,955	5,301,000	5,408,000	
Fund Transfers	0	0	3,496,428	0	0	0	
Miscellaneous	<u>648,216</u>	<u>288,241</u>	<u>141,000</u>	<u>50,682</u>	<u>75,500</u>	<u>141,000</u>	
TOTAL REVENUES	4,815,534	5,107,529	8,144,799	3,935,637	5,376,500	5,549,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>240,362</u>	<u>5,252,997</u>	<u>7,169,275</u>	<u>614,385</u>	<u>4,440,000</u>	<u>3,139,038</u>	
TOTAL GENERAL GOVERNMENT	240,362	5,252,997	7,169,275	614,385	4,440,000	3,139,038	
<u>MISC &amp; PROJECTS</u>							
ECONOMIC DEVELOPMENT	<u>614,804</u>	<u>613,162</u>	<u>975,524</u>	<u>569,477</u>	<u>901,392</u>	<u>1,161,669</u>	
TOTAL MISC & PROJECTS	<u>614,804</u>	<u>613,162</u>	<u>975,524</u>	<u>569,477</u>	<u>901,392</u>	<u>1,161,669</u>	
TOTAL EXPENDITURES	855,166	5,866,159	8,144,799	1,183,862	5,341,392	4,300,707	
REVENUE OVER/(UNDER) EXPENDITURES	<u>3,960,369</u>	<u>( 758,629)</u>	<u>0</u>	<u>2,751,775</u>	<u>35,108</u>	<u>1,248,293</u>	

620-SED CORPORATION

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	4,167,318	4,819,288	4,507,371	3,884,955	5,301,000	5,408,000	
TOTAL Taxes	4,167,318	4,819,288	4,507,371	3,884,955	5,301,000	5,408,000	
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	0	0	3,496,428	0	0	0	
TOTAL Fund Transfers	0	0	3,496,428	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	7,488	2,045	1,000	288	500	1,000	
000-491200 Investment Income	444,726	286,695	140,000	50,394	75,000	140,000	
000-497000 Misc Income	196,003	(499)	0	0	0	0	
TOTAL Miscellaneous	648,216	288,241	141,000	50,682	75,500	141,000	
TOTAL REVENUES	4,815,534	5,107,529	8,144,799	3,935,637	5,376,500	5,549,000	

620-SED CORPORATION

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	240,362	4,752,997	3,119,275	224,385	390,000	3,139,038	
TOTAL City Assistance	240,362	4,752,997	3,119,275	224,385	390,000	3,139,038	
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	0	500,000	4,050,000	390,000	4,050,000	0	
TOTAL Fund Charges/Transfers	0	500,000	4,050,000	390,000	4,050,000	0	
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL NON DEPARTMENTAL	240,362	5,252,997	7,169,275	614,385	4,440,000	3,139,038	

620-SED CORPORATION

MISC & PROJECTS  
 EXPENDITURES

	2020-2021			2021-2022			
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ECONOMIC DEVELOPMENT</b>							
<b>Personnel Services</b>							
<b>Supplies</b>							
966-521100 Office Supplies	551	448	750	299	400	500	
966-521300 Motor Veh. Supplies	10	0	0	0	0	0	
TOTAL Supplies	561	448	750	299	400	500	
<b>Human Services</b>							
<b>City Support Services</b>							
966-532500 City Insurance-Commercial	1,425	1,477	1,700	1,469	1,469	1,700	
966-532800 Promotional Events	7,045	4,676	9,950	836	4,750	9,500	
966-532900 Contingencies	0	0	8,250	0	9,500	10,000	
TOTAL City Support Services	8,469	6,153	19,900	2,305	15,719	21,200	
<b>Utility Services</b>							
966-533300 Telephone/Land Line	565	139	720	0	0	0	
966-533310 Telephone/Cell Phones	987	1,847	2,000	791	1,000	2,000	
966-533500 Vehicle Fuel	481	199	750	53	187	750	
966-533550 Vehicle Maintenance	122	35	225	35	225	225	
TOTAL Utility Services	2,155	2,220	3,695	879	1,412	2,975	
<b>Operations Support</b>							
966-534000 Postage	62	28	500	64	433	500	
966-534100 Advertising	49,237	18,230	54,500	5,850	54,500	254,500	
966-534105 Goodwill	900	821	1,750	748	1,191	1,750	
966-534190 Recruitment Events	18,588	7,935	24,000	2,041	24,000	24,000	
966-534200 Printing & Binding	322	340	1,500	992	1,500	1,500	
966-534300 Equipment Maintenance-Copier	4,358	3,333	5,500	2,346	3,333	4,000	
966-534400 Computer Licenses-Software	14,911	26,903	34,025	11,992	34,000	30,025	
966-534500 Memberships-Organization	5,885	13,550	26,835	13,525	21,335	26,835	
TOTAL Operations Support	94,263	71,140	148,610	37,558	140,292	343,110	
<b>Staff Support</b>							
966-535100 Uniforms	291	408	600	74	600	600	
966-535210 Employee Recognition-Morale	282	447	1,600	280	600	600	
966-535300 Memberships-Staff Support	920	665	2,250	0	2,250	2,250	
966-535400 Publications	247	238	800	213	800	800	
966-535500 Training/Travel	9,167	4,033	16,000	599	8,000	8,000	
966-535510 Meeting Expenses-EDC Board	2,092	2,208	7,850	1,858	7,850	7,850	
TOTAL Staff Support	12,999	7,999	29,100	3,024	20,100	20,100	

620-SED CORPORATION

MISC & PROJECTS  
 EXPENDITURES

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>City Assistance</u>							
966-537615 Small Business Grant Fund	0	45,000	200,000	0	150,000	200,000	
966-537650 Prospect Services	370	317	2,500	0	2,500	2,500	
TOTAL City Assistance	370	45,317	202,500	0	152,500	202,500	
<u>Professional Services</u>							
966-541200 Legal Svcs	9,317	11,135	15,000	10,221	15,000	15,000	
966-541400 Auditor/Accounting Service	6,000	6,000	6,300	6,000	6,300	6,300	
966-541450 Consulting Services	21,355	0	40,000	2,348	40,000	40,000	
TOTAL Professional Services	36,672	17,135	61,300	18,569	61,300	61,300	
<u>Fund Charges/Transfers</u>							
966-548600 Interfund Charges-Admin	456,630	461,636	504,669	504,669	504,669	506,984	
966-548610 Interfund Charge-Fleet	944	0	0	0	0	0	
TOTAL Fund Charges/Transfers	457,574	461,636	504,669	504,669	504,669	506,984	
<u>Fund Replenish</u>							
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	80	0	0	0	0	0	
TOTAL Maintenance Services	80	0	0	0	0	0	
<u>Debt Service</u>							
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	903	288	2,000	2,145	2,000	2,000	
966-571300 Computer & Periphe < \$5000	758	825	3,000	30	3,000	1,000	
TOTAL Operating Equipment	1,661	1,113	5,000	2,175	5,000	3,000	
<u>Capital Outlay</u>							
TOTAL ECONOMIC DEVELOPMENT	614,804	613,162	975,524	569,477	901,392	1,161,669	

# FUND: 106 SPECIAL EVENTS

## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenues</i>			
Fund Transfers	\$205	\$0	\$0
Miscellaneous	34,379	31,775	24,000
<i>Total</i>	<i>\$34,585</i>	<i>\$31,775</i>	<i>\$24,000</i>
<i>Expenses</i>			
Festival of Angels	\$0	\$0	\$0
Jubilee	0	0	0
Kick Cancer	9,813	2,795	10,000
SchertzQ/Fest	0	0	0
Sweetheart Court Program	-1,950	0	0
Hal Baldwin Scholarship	21,867	23,379	14,000
Other Events	1,961	0	0
<i>Total</i>	<i>\$31,690</i>	<i>\$26,174</i>	<i>\$24,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2021-22 is expected to decrease 24.5% from FY 2020-21 year end estimates in anticipation of a lower turnout at events.

**Expenses:** The Special Events Fund FY 2021-22 Budget decrease 8.3% from the FY 2020-21 year end estimates with no change in operations.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDEE	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	59,893	205	0	0	0	0	
Miscellaneous	90,970	34,379	32,100	43,672	31,775	24,000	
TOTAL REVENUES	150,863	34,585	32,100	43,672	31,775	24,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
FESTIVAL OF ANGELS	17,557	0	0	0	0	0	
4th OF JULY JUBILEE	36,870	0	0	0	0	0	
KICK CANCER	9,366	9,813	10,000	4,284	2,795	10,000	
SCHERTZ FEST	636	0	0	0	0	0	
SWEETHEART EVENT	23,851	( 1,950)	0	0	0	0	
HAL BALDWIN SCHOLARSHIP	12,136	21,867	22,100	16,632	23,379	14,000	
OTHER EVENTS	34,181	1,961	0	0	0	0	
TOTAL CULTURAL	134,597	31,690	32,100	20,915	26,174	24,000	
TOTAL EXPENDITURES	134,597	31,690	32,100	20,915	26,174	24,000	
REVENUE OVER/ (UNDER) EXPENDITURES	16,266	2,894	0	22,756	5,601	0	

106-SPECIAL EVENTS FUND

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	59,893	205	0	0	0	0	
TOTAL Fund Transfers	59,893	205	0	0	0	0	
<u>Miscellaneous</u>							
000-491200 Investment Income	435	216	0	16	0	0	
000-492200 Kick Cancer	9,306	9,813	10,000	2,795	2,795	10,000	
000-493000 July 4th Activities	34,289	0	0	11,425	0	0	
000-493150 SchertzQ	( 1,250)	0	0	0	0	0	
000-493455 Proceeds-Festival of Angels	4,170	0	0	0	0	0	
000-493460 Schertz Sweetheart	488	0	0	0	0	0	
000-493470 Moving on Main	4,560	0	0	0	0	0	
000-493621 Hal Baldwin Scholarship	28,820	24,350	22,100	28,980	28,980	14,000	
000-497000 Misc Income - Special Events	10,153	0	0	456	0	0	
TOTAL Miscellaneous	90,970	34,379	32,100	43,672	31,775	24,000	
TOTAL REVENUES	150,863	34,585	32,100	43,672	31,775	24,000	

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

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenues</i>	\$82,000	\$110,000	\$110,000
<i>Expenses</i>			
Projects	\$0	\$3,259	\$100,000
<i>Total</i>	\$0	\$3,259	\$100,000

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2021-22 are not expected to change from the FY 2020-21 year end estimates

**Expenses:** The PEG Fund FY 2021-22 Budget increased from \$3,259 to \$100,000 from the FY 2020-21 year end estimates with the continued implementation of the communication master plan.

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	87,045	82,000	90,000	58,261	110,000	110,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>95,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	87,045	82,000	185,500	58,261	110,000	110,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>3,259</u>	<u>0</u>	<u>185,500</u>	<u>0</u>	<u>3,259</u>	<u>100,000</u>	
TOTAL MISC & PROJECTS	<u>3,259</u>	<u>0</u>	<u>185,500</u>	<u>0</u>	<u>3,259</u>	<u>100,000</u>	
TOTAL EXPENDITURES	3,259	0	185,500	0	3,259	100,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>83,787</u>	<u>82,000</u>	<u>0</u>	<u>58,261</u>	<u>106,741</u>	<u>10,000</u>	

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Franchises</u>							
000-421350 Time Warner-PEG Fee	61,501	63,408	60,000	30,565	60,000	60,000	
000-421465 AT&T PEG Fee	<u>25,544</u>	<u>18,592</u>	<u>30,000</u>	<u>27,696</u>	<u>50,000</u>	<u>50,000</u>	
TOTAL Franchises	87,045	82,000	90,000	58,261	110,000	110,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>95,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	0	95,500	0	0	0	
<u>Miscellaneous</u>							
TOTAL REVENUES	<u>87,045</u>	<u>82,000</u>	<u>185,500</u>	<u>58,261</u>	<u>110,000</u>	<u>110,000</u>	

110-PUBLIC, EDU, GOVMNT FEE

MISC & PROJECTS  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDE	(----- 2021-2022 -----) ADOPTED BUDGET
PROJECTS =====							
<u>Supplies</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Operating Equipment</u>							
900-571400 Communications Equipmnt-Minor	0	0	0	0	0	100,000	
TOTAL Operating Equipment	0	0	0	0	0	100,000	
<u>Capital Outlay</u>							
900-581400 Communication Equipment	3,259	0	185,500	0	3,259	0	
TOTAL Capital Outlay	3,259	0	185,500	0	3,259	0	
TOTAL PROJECTS	3,259	0	185,500	0	3,259	100,000	
TOTAL MISC & PROJECTS	3,259	0	185,500	0	3,259	100,000	
TOTAL EXPENDITURES	3,259	0	185,500	0	3,259	100,000	

202-WATER & SEWER

MISC & PROJECTS  
 EXPENDITURES

	2020-2021			2021-2022			
	2018-2019 ACTUAL	2019-2020 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	7,883	0	0	
TOTAL Professional Services	0	0	0	7,883	0	0	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
900-551900 CONSTRUCTION	0	0	0	762,717	1,638,000	0	
TOTAL Maintenance Services	0	0	0	762,717	1,638,000	0	
<u>Rental/Leasing</u>							
TOTAL PROJECTS	0	0	0	770,599	1,638,000	0	

# 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 five 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 and Candlewood Suites with 80 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	2019-20 Actual	2020-21 Estimate	2021-2 Budget
<i>Revenue</i>			
Taxes	\$268,946	\$340,000	\$520,000
Miscellaneous	26,223	2,600	5,250
<i>Total</i>	<i>\$295,169</i>	<i>\$342,600</i>	<i>\$525,250</i>
<i>Expenses</i>			
City Support Services	\$80,458	\$95,650	\$112,466
Operations Support	11,996	14,000	31,000
Professional Services	3,500	3,500	3,500
Fund Charges/Transfers	74,428	74,428	74,443
Building Maintenance	0	0	50,000
Capital Outlay	223,189	223,189	20,000
<i>Total</i>			<i>\$291,409</i>
	<i>\$393,571</i>	<i>\$410,767</i>	

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenue for FY 2021-22 is expected to increase 53.3% from the FY 2020-21 year end estimates. Recent events during FY 2020-21 causing decreased capacity are expected to improve during FY 2021-22 with the opening of the new Candlewood Suites hotel.

**Expenses:** The Hotel Motel Tax Fund FY 2021-22 Budget decrease 29.1% from FY 2020-21 year end estimates due to the Civic Center remodel and chair upgrades completed during FY 2020-21.

314-HOTEL TAX

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	514,678	268,946	520,000	253,642	340,000	520,000	_____
Fund Transfers	0	0	44,888	0	0	0	_____
Miscellaneous	<u>51,086</u>	<u>26,223</u>	<u>20,750</u>	<u>1,800</u>	<u>2,600</u>	<u>5,250</u>	=====
TOTAL REVENUES	565,764	295,169	585,638	255,442	342,600	525,250	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>197,846</u>	<u>393,571</u>	<u>294,818</u>	<u>265,265</u>	<u>410,767</u>	<u>291,409</u>	=====
TOTAL GENERAL GOVERNMENT	<u>197,846</u>	<u>393,571</u>	<u>294,818</u>	<u>265,265</u>	<u>410,767</u>	<u>291,409</u>	=====
TOTAL EXPENDITURES	197,846	393,571	294,818	265,265	410,767	291,409	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>367,919</u>	<u>( 98,402)</u>	<u>290,820</u>	<u>( 9,824)</u>	<u>( 68,167)</u>	<u>233,841</u>	=====

314-HOTEL TAX

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	514,678	268,946	520,000	253,642	340,000	520,000	
TOTAL Taxes	514,678	268,946	520,000	253,642	340,000	520,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	44,888	0	0	0	
TOTAL Fund Transfers	0	0	44,888	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	2,175	502	750	59	100	250	
000-491200 Investment Income	45,840	25,722	20,000	1,741	2,500	5,000	
000-497000 Misc Income	3,071	0	0	0	0	0	
TOTAL Miscellaneous	51,086	26,223	20,750	1,800	2,600	5,250	
TOTAL REVENUES	565,764	295,169	585,638	255,442	342,600	525,250	

314-HOTEL TAX

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) 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	59,369	62,465	62,466	49,038	60,650	62,466	
101-532820 Community Programs	<u>27,764</u>	<u>17,993</u>	<u>50,000</u>	<u>0</u>	<u>35,000</u>	<u>50,000</u>	
TOTAL City Support Services	87,133	80,458	112,466	49,038	95,650	112,466	
<u>Operations Support</u>							
101-534100 Advertising	0	0	28,000	0	0	15,000	
101-534120 Advertising-Billboards	<u>14,941</u>	<u>11,996</u>	<u>14,000</u>	<u>14,096</u>	<u>14,000</u>	<u>16,000</u>	
TOTAL Operations Support	14,941	11,996	42,000	14,096	14,000	31,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	28,189	500	0	570	500	500	
101-541400 Auditor/Accounting Service	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Professional Services	28,189	3,500	3,000	3,570	3,500	3,500	
<u>Fund Charges/Transfers</u>							
101-548100 Interfund Transfer Out	<u>67,582</u>	<u>74,428</u>	<u>72,464</u>	<u>54,348</u>	<u>74,428</u>	<u>74,443</u>	
TOTAL Fund Charges/Transfers	67,582	74,428	72,464	54,348	74,428	74,443	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>144,213</u>	<u>0</u>	<u>50,000</u>	
TOTAL Maintenance Services	0	0	20,000	144,213	0	50,000	
<u>Operating Equipment</u>							
101-571500 Operating Equipment	<u>0</u>	<u>0</u>	<u>44,888</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	0	44,888	0	0	0	
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	<u>0</u>	<u>223,189</u>	<u>0</u>	<u>0</u>	<u>223,189</u>	<u>20,000</u>	
TOTAL Capital Outlay	0	223,189	0	0	223,189	20,000	
TOTAL NON DEPARTMENTAL	197,846	393,571	294,818	265,265	410,767	291,409	
TOTAL GENERAL GOVERNMENT	197,846	393,571	294,818	265,265	410,767	291,409	
TOTAL EXPENDITURES	197,846	393,571	294,818	265,265	410,767	291,409	
	=====	=====	=====	=====	=====	=====	=====

# 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	2019-20 Actual	2020-21 Estimate	2021-21 Budget
<i>Revenue</i>			
Fees	\$4,000	\$70,000	\$318,000
Fund Transfers	0	0	0
Miscellaneous	3,326	615	125
<i>Total</i>	<i>\$7,326</i>	<i>\$70,615</i>	<i>\$319,025</i>
<i>Expenses</i>			
Professional Services	\$5,760	\$25,000	\$25,000
Operating Equipment	0	0	0
Capital Outlay	0	100,000	100,000
<i>Total</i>	<i>\$5,760</i>	<i>\$125,000</i>	<i>\$125,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2021-22 is expected to decrease 12.1% from the FY 2020-21 year end estimates from new development.

**Expenses:** The FY 2021-22 Budget is not expected to change from FY 2020-21 year end estimate.

317-PARK FUND

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	11,000	4,000	70,000	0	70,000	318,000	
Fund Transfers	0	0	51,500	0	0	0	
Miscellaneous	<u>7,601</u>	<u>3,326</u>	<u>3,500</u>	<u>255</u>	<u>615</u>	<u>1,025</u>	
TOTAL REVENUES	18,601	7,326	125,000	255	70,615	319,025	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>102,092</u>	<u>5,760</u>	<u>125,000</u>	<u>0</u>	<u>125,000</u>	<u>125,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>102,092</u>	<u>5,760</u>	<u>125,000</u>	<u>0</u>	<u>125,000</u>	<u>125,000</u>	
TOTAL EXPENDITURES	102,092	5,760	125,000	0	125,000	125,000	
REVENUE OVER/ (UNDER) EXPENDITURES	( 83,491)	1,566	0	255	( 54,385)	194,025	

317-PARK FUND

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-458800 Parkland Dedication	11,000	4,000	70,000	0	70,000	318,000	
TOTAL Fees	11,000	4,000	70,000	0	70,000	318,000	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	0	0	51,500	0	0	0	
TOTAL Fund Transfers	0	0	51,500	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,093	375	500	9	15	25	
000-491200 Investment Income	6,507	2,950	3,000	246	600	1,000	
000-493700 Donations	0	1	0	0	0	0	
TOTAL Miscellaneous	7,601	3,326	3,500	255	615	1,025	
TOTAL REVENUES	18,601	7,326	125,000	255	70,615	319,025	

# FUND: 319 TREE MITIGATION

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## 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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$52,427	\$240,000	\$70,000
Miscellaneous	6,069	875	1,400
<i>Total</i>	<i>\$58,496</i>	<i>\$240,875</i>	<i>\$71,400</i>
<i>Expenses</i>			
Maintenance Services	\$28,675	\$60,000	\$70,000
<i>Total</i>	<i>\$28,675</i>	<i>\$60,000</i>	<i>\$70,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2021-22 is expected to decrease by 70.4% from 2020-21 year end estimate with an expected reduction in new development.

**Expenses:** The FY 2021-22 Budget will increase by 16.7% from the FY 2020-21 year end estimate for additional tree trimming and planting shade trees throughout the city.

319-TREE MITIGATION

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	19,162	52,427	70,000	219,513	240,000	70,000	
Miscellaneous	<u>10,307</u>	<u>6,069</u>	<u>4,500</u>	<u>561</u>	<u>875</u>	<u>1,400</u>	
TOTAL REVENUES	29,469	58,496	74,500	220,074	240,875	71,400	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>27,867</u>	<u>28,675</u>	<u>70,000</u>	<u>16,695</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>27,867</u>	<u>28,675</u>	<u>70,000</u>	<u>16,695</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL EXPENDITURES	27,867	28,675	70,000	16,695	60,000	70,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,602</u>	<u>29,821</u>	<u>4,500</u>	<u>203,379</u>	<u>180,875</u>	<u>1,400</u>	

319-TREE MITIGATION

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-458900 Tree Mitigation	19,162	52,427	70,000	219,513	240,000	70,000	
TOTAL Fees	19,162	52,427	70,000	219,513	240,000	70,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	840	446	500	19	25	200	
000-491200 Investment Income	9,467	5,123	4,000	542	850	1,200	
000-497000 Misc Income	0	500	0	0	0	0	
TOTAL Miscellaneous	10,307	6,069	4,500	561	875	1,400	
TOTAL REVENUES	29,469	58,496	74,500	220,074	240,875	71,400	

319-TREE MITIGATION

PUBLIC ENVIRONMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
TREE MITIGATION =====							
<u>Supplies</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
302-551110 Trees	27,867	28,675	70,000	16,695	60,000	70,000	
TOTAL Maintenance Services	27,867	28,675	70,000	16,695	60,000	70,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL TREE MITIGATION	27,867	28,675	70,000	16,695	60,000	70,000	
TOTAL PUBLIC ENVIRONMENT	27,867	28,675	70,000	16,695	60,000	70,000	
TOTAL EXPENDITURES	27,867	28,675	70,000	16,695	60,000	70,000	

# FUND: 431 ROADWAY IMPACT FEE AREA 1

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## DESCRIPTION

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$305,384	\$200,000	\$200,000
Miscellaneous	730	1,200	900
<i>Total</i>	<i>\$306,114</i>	<i>\$201,200</i>	<i>\$200,900</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

431-CAP RCVRY-RDWYS AREA 1

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	2,022	305,384	5,000	165,123	200,000	200,000	
Miscellaneous	<u>1,124</u>	<u>730</u>	<u>0</u>	<u>478</u>	<u>1,200</u>	<u>900</u>	
TOTAL REVENUES	3,146	306,114	5,000	165,601	201,200	200,900	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>32,511</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	32,511	0	5,000	0	0	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	32,511	0	5,000	0	0	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	( 29,364)	306,114	0	165,601	201,200	195,900	

431-CAP RCVRY-RDWYS AREA 1

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-455921 CapitalRcvry-RoadwaysSrvArea	2,022	305,384	5,000	165,123	200,000	200,000	
TOTAL Fees	2,022	305,384	5,000	165,123	200,000	200,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,124	730	0	194	600	300	
000-491200 Investment Income	0	0	0	284	600	600	
TOTAL Miscellaneous	1,124	730	0	478	1,200	900	
TOTAL REVENUES	3,146	306,114	5,000	165,601	201,200	200,900	

431-CAP RCVRY-RDWYS AREA 1

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	32,511	0	0	0	0	0	
TOTAL Fund Charges/Transfers	32,511	0	0	0	0	0	
TOTAL NON DEPARTMENTAL	32,511	0	5,000	0	0	5,000	
TOTAL GENERAL GOVERNMENT	32,511	0	5,000	0	0	5,000	

# FUND: 432 ROADWAY IMPACT FEE AREA 2

## DESCRIPTION

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$130,495	\$120,000	\$120,000
Miscellaneous	377	300	400
<i>Total</i>	<i>\$130,871</i>	<i>\$120,300</i>	<i>\$120,400</i>
<i>Expenses</i>			
Non Departmental	\$0	\$39,148	\$29,000
<i>Total</i>	<i>\$0</i>	<i>\$39,148</i>	<i>\$29,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$29,000. \$5,000 will be for any professional services or studies that need to be completed and \$24,000 is the expected payment for the development of Ripps-Kruesler Road.

432-CAP RCVRY-RDWYS AREA 2

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	63,067	130,495	5,000	99,807	120,000	120,000	
Miscellaneous	<u>178</u>	<u>377</u>	<u>0</u>	<u>203</u>	<u>300</u>	<u>400</u>	
TOTAL REVENUES	63,246	130,871	5,000	100,009	120,300	120,400	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>48,265</u>	<u>0</u>	<u>5,000</u>	<u>39,148</u>	<u>39,148</u>	<u>29,000</u>	
TOTAL GENERAL GOVERNMENT	48,265	0	5,000	39,148	39,148	29,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	48,265	0	5,000	39,148	39,148	29,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>14,981</u>	<u>130,871</u>	<u>0</u>	<u>60,861</u>	<u>81,152</u>	<u>91,400</u>	

432-CAP RCVRY-RDWYS AREA 2

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-455922 CapitalRcvry-RoadwaysSrvArea	63,067	130,495	5,000	99,807	120,000	120,000	
TOTAL Fees	63,067	130,495	5,000	99,807	120,000	120,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	178	377	0	89	100	200	
000-491200 Investment Income	0	0	0	114	200	200	
TOTAL Miscellaneous	178	377	0	203	300	400	
TOTAL REVENUES	63,246	130,871	5,000	100,009	120,300	120,400	

432-CAP RCVRY-RDWYS AREA 2

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	0	0	0	39,148	39,148	24,000	
TOTAL City Assistance	0	0	0	39,148	39,148	24,000	
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	48,265	0	0	0	0	0	
TOTAL Fund Charges/Transfers	48,265	0	0	0	0	0	
TOTAL NON DEPARTMENTAL	48,265	0	5,000	39,148	39,148	29,000	
TOTAL GENERAL GOVERNMENT	48,265	0	5,000	39,148	39,148	29,000	

# FUND: 433 ROADWAY IMPACT FEE AREA 3

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## DESCRIPTION

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$411,629	\$500,000	\$400,000
Miscellaneous	837	1000	1500
<i>Total</i>	<i>\$412,466</i>	<i>\$501,000</i>	<i>\$401,500</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

433-CAP RCVRY-RDWYS AREA 3

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	69,787	411,629	5,000	468,314	500,000	400,000	
Miscellaneous	<u>142</u>	<u>837</u>	<u>0</u>	<u>775</u>	<u>1,000</u>	<u>1,500</u>	
TOTAL REVENUES	69,929	412,466	5,000	469,090	501,000	401,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>34,760</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	34,760	0	5,000	0	0	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	34,760	0	5,000	0	0	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>35,169</u>	<u>412,466</u>	<u>0</u>	<u>469,090</u>	<u>501,000</u>	<u>396,500</u>	

433-CAP RCVRY-RDWYS AREA 3

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-455923 CapitalRcvry-RoadwaysSrvArea	69,787	411,629	5,000	468,314	500,000	400,000	
TOTAL Fees	69,787	411,629	5,000	468,314	500,000	400,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	142	837	0	441	500	900	
000-491200 Investment Income	0	0	0	334	500	600	
TOTAL Miscellaneous	142	837	0	775	1,000	1,500	
TOTAL REVENUES	69,929	412,466	5,000	469,090	501,000	401,500	

433-CAP RCVRY-RDWYS AREA 3

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	34,760	0	0	0	0	0	
TOTAL Fund Charges/Transfers	34,760	0	0	0	0	0	
<hr/>							
TOTAL NON DEPARTMENTAL	34,760	0	5,000	0	0	5,000	
<hr/>							
TOTAL GENERAL GOVERNMENT	34,760	0	5,000	0	0	5,000	

# FUND: 434 ROADWAY IMPACT FEE AREA 4

## DESCRIPTION

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$2,696	\$5,000	\$5,000
Miscellaneous	29	10	65
<i>Total</i>	<i>\$2,725</i>	<i>\$5,010</i>	<i>\$5,065</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

434-CAP RCVRY-RDWYS AREA 4

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	4,044	2,696	5,000	3,033	5,000	5,000	
Miscellaneous	<u>5</u>	<u>29</u>	<u>0</u>	<u>7</u>	<u>10</u>	<u>65</u>	
TOTAL REVENUES	4,049	2,725	5,000	3,040	5,010	5,065	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>505</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	505	0	5,000	0	0	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	505	0	5,000	0	0	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,545</u>	<u>2,725</u>	<u>0</u>	<u>3,040</u>	<u>5,010</u>	<u>65</u>	

434-CAP RCVRY-RDWYS AREA 4

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-455924 CapitalRcvry-RoadwaysSrvArea	4,044	2,696	5,000	3,033	5,000	5,000	
TOTAL Fees	4,044	2,696	5,000	3,033	5,000	5,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	5	29	0	3	5	15	
000-491200 Investment Income	0	0	0	4	5	50	
TOTAL Miscellaneous	5	29	0	7	10	65	
TOTAL REVENUES	4,049	2,725	5,000	3,040	5,010	5,065	

434-CAP RCVRY-RDWYS AREA 4

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	505	0	0	0	0	0	
TOTAL Fund Charges/Transfers	505	0	0	0	0	0	
<hr/>							
TOTAL NON DEPARTMENTAL	505	0	5,000	0	0	5,000	
<hr/>							
TOTAL GENERAL GOVERNMENT	505	0	5,000	0	0	5,000	

317-PARK FUND

PUBLIC ENVIRONMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>PARKLAND DEDICATION</u>							
=====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Professional Services</u>							
301-541300 Other Consl/prof Services	5,740	5,760	25,000	0	25,000	25,000	
TOTAL Professional Services	5,740	5,760	25,000	0	25,000	25,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
301-571000 Sign/Fixtures	470	0	0	0	0	0	
301-571700 Improvements Under \$5,000	9,041	0	0	0	0	0	
TOTAL Operating Equipment	9,511	0	0	0	0	0	
<u>Capital Outlay</u>							
301-581700 Improvements Over \$5,000	86,841	0	100,000	0	100,000	100,000	
TOTAL Capital Outlay	86,841	0	100,000	0	100,000	100,000	
TOTAL PARKLAND DEDICATION	102,092	5,760	125,000	0	125,000	125,000	

# 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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$9,024	\$3,200	\$16,000
Fund Transfers	0	0	7,200
Miscellaneous	854	200	200
<i>Total</i>	<i>\$10,058</i>	<i>\$3,400</i>	<i>\$23,400</i>
<i>Expenses</i>			
Supplies	\$63	\$200	\$200
City Support Services	6,393	12,000	12,000
Operating Equipment	4,000	9,000	11,200
<i>Total</i>	<i>\$10,456</i>	<i>\$21,200</i>	<i>\$23,400</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2021-22 is expected to increase from the FY 2020-21 with more book sales.

**Expenses:** The Library Fund's FY 2021-22 Budget increase 10.4% from the FY 2020-21 year end estimates with the purchase of replacement shelving for the bookstore.

609-LIBRARY BOARD

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	21,365	9,204	20,000	4,119	3,200	16,000	_____
Fund Transfers	0	0	0	0	0	7,200	_____
Miscellaneous	<u>1,861</u>	<u>854</u>	<u>1,200</u>	<u>101</u>	<u>200</u>	<u>200</u>	=====
TOTAL REVENUES	23,226	10,058	21,200	4,220	3,400	23,400	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>19,664</u>	<u>10,456</u>	<u>21,200</u>	<u>4,541</u>	<u>21,200</u>	<u>23,400</u>	=====
TOTAL GENERAL GOVERNMENT	<u>19,664</u>	<u>10,456</u>	<u>21,200</u>	<u>4,541</u>	<u>21,200</u>	<u>23,400</u>	=====
TOTAL EXPENDITURES	19,664	10,456	21,200	4,541	21,200	23,400	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,562</u>	<u>( 399)</u>	<u>0</u>	<u>( 321)</u>	<u>( 17,800)</u>	<u>0</u>	=====

609-LIBRARY BOARD

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	21,365	9,204	20,000	4,119	3,200	16,000	
TOTAL Fees	21,365	9,204	20,000	4,119	3,200	16,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	7,200	
TOTAL Fund Transfers	0	0	0	0	0	7,200	
<u>Miscellaneous</u>							
000-491000 Interest Earned	690	272	400	48	100	100	
000-491200 Investment Income	1,163	578	600	42	100	100	
000-493000 Donations	0	0	200	0	0	0	
000-497000 Misc. Income - Library	8	4	0	11	0	0	
TOTAL Miscellaneous	1,861	854	1,200	101	200	200	
TOTAL REVENUES	23,226	10,058	21,200	4,220	3,400	23,400	

609-LIBRARY BOARD

GENERAL GOVERNMENT  
 EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	242	63	200	144	200	200	
TOTAL Supplies	242	63	200	144	200	200	
<u>City Support Services</u>							
101-532800 Special Events	9,432	6,393	12,000	4,397	12,000	12,000	
TOTAL City Support Services	9,432	6,393	12,000	4,397	12,000	12,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
101-571000 Furniture & Fixtures	0	0	0	0	0	1,200	
101-571400 Library Materials	9,990	4,000	9,000	0	9,000	10,000	
TOTAL Operating Equipment	9,990	4,000	9,000	0	9,000	11,200	
<u>Capital Outlay</u>							
-----							
TOTAL NON DEPARTMENTAL	19,664	10,456	21,200	4,541	21,200	23,400	
-----							
TOTAL GENERAL GOVERNMENT	19,664	10,456	21,200	4,541	21,200	23,400	
-----							
TOTAL EXPENDITURES	19,664	10,456	21,200	4,541	21,200	23,400	=====

# 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	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$43	\$1,000	\$1,000
Fund Transfers	169	5,250	10,750
<i>Total</i>	<i>\$212</i>	<i>\$6,250</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	\$100	\$900	\$1,500
Operations Support	0	0	500
Staff Support	69	2,250	5,150
Professional Services	0	1,600	1,600
Operating Equipment	0	1,500	3,000
<i>Total</i>	<i>\$169</i>	<i>\$6,250</i>	<i>\$11,750</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2021-22 will remain at the same funding allocation as FY 2020-21.

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

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	813	43	1,000	521	1,000	1,000	
Fund Transfers	2,871	169	10,750	0	5,250	10,750	
Miscellaneous	17	0	0	0	0	0	
TOTAL REVENUES	3,701	212	11,750	521	6,250	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	2,871	169	11,750	3,009	6,250	11,750	
TOTAL CULTURAL	2,871	169	11,750	3,009	6,250	11,750	
TOTAL EXPENDITURES	2,871	169	11,750	3,009	6,250	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	830	43	0	( 2,488)	0	0	

615-HISTORICAL COMMITTEE

REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	813	43	1,000	521	1,000	1,000	
TOTAL Fees	813	43	1,000	521	1,000	1,000	
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	0	0	10,750	0	5,250	10,750	
000-486106 Transfer In-Special Events	2,871	169	0	0	0	0	
TOTAL Fund Transfers	2,871	169	10,750	0	5,250	10,750	
<u>Miscellaneous</u>							
000-497000 Misc. Income	17	0	0	0	0	0	
TOTAL Miscellaneous	17	0	0	0	0	0	
TOTAL REVENUES	3,701	212	11,750	521	6,250	11,750	

615-HISTORICAL COMMITTEE

CULTURAL EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>HISTORICAL COMMITTEE</u>							
<u>Supplies</u>							
609-521000 Operating Supplies	1,187	100	1,500	247	900	1,500	
TOTAL Supplies	1,187	100	1,500	247	900	1,500	
<u>Operations Support</u>							
609-534200 Printing & Binding	84	0	500	0	0	500	
TOTAL Operations Support	84	0	500	0	0	500	
<u>Staff Support</u>							
609-535200 Awards	131	69	1,000	0	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	131	69	5,150	0	2,250	5,150	
<u>Professional Services</u>							
609-541300 Other Consl/Prof Services	1,469	0	1,600	0	1,600	1,600	
TOTAL Professional Services	1,469	0	1,600	0	1,600	1,600	
<u>Operating Equipment</u>							
609-571810 Event Banners	0	0	3,000	2,762	1,500	3,000	
TOTAL Operating Equipment	0	0	3,000	2,762	1,500	3,000	
TOTAL HISTORICAL COMMITTEE	2,871	169	11,750	3,009	6,250	11,750	
TOTAL CULTURAL	2,871	169	11,750	3,009	6,250	11,750	
TOTAL EXPENDITURES	2,871	169	11,750	3,009	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.