SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

FY 2020-2021
APPROVED BUDGET

City of Schertz
Fiscal Year 2020-21
Budget Cover Page

This budget will raise more total property taxes than last year's budget by $777,223 or 3.9% increase, and of that amount, $613,162 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: Councilmember Davis, Councilmember Scott, Councilmember Larson
Councilmember Dahle, Councilmember Heyward, Councilmember Brown

AGAINST: Councilmember Scagliola

PRESENT and not voting: N/A

ABSENT: N/A

Property Tax Rate Comparison

	2020-21	**2019-20**
Property Tax Rate:	$0.5121/100	$0.5146/100
No-new-revenue/Effective Rate:	$0.5079/100	$0.5057/100
No-new-revenue/Effective Maintenance & Operations Tax Rate:	$0.3475/100	$0.3437/100
Voter-approval Rate:	$0.5247/$100	N/A
Rollback Tax Rate:	N/A	$0.5362/100
Debt Rate:	$0.1650/100	$0.1650/100

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

CITY OF SCHERTZ, TEXAS
PROPOSED ANNUAL BUDGET

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

CITY COUNCIL

RALPH GUTIERREZ
Mayor

MARK DAVIS
Council Member, Place 1

ROSEMARY SCOTT
Council Member, Place 2

SCOTT LARSON
Council Member, Place 3

MICHAEL DAHLE
Council Member, Place 4

DAVID SCAGLIOLA
Council Member, Place 5

ALLISON HEYWARD
Council Member, Place 6

TIM BROWN
Council Member, Place 7

PREPARED BY

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

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

City of Schertz

Our Vision

Community. Service. Opportunity.

Our Mission

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

City Policy Values

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

City Operational Values

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

City Core Value

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

CITY OF SCHERTZ 2020-21 BUDGET

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Executive Summary

General Fund

Revenue: General Fund revenue will increase 4.8% over FY 2019-20 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2019-20 are estimated to increase 4.3% and sales taxes are estimated to increase 5%.

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

Miscellaneous Income is expected to decrease 25.4% in FY 2020-21 from the year end estimates due to an anticipated lower yield on investments. The investment income closely follows the Federal Funds Rate which is near zero which will decrease the investment income in the proposed budget year.

Expenses: The overall FY 2020-21 General Fund Operating Budget increased 7.1% from FY 2019-20 year end estimates. This increase includes $386,000 for new positions and personnel programs for Police, Fire, and Planning & Zoning. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City.

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

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

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

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

City Council

The Proposed FY 2019-20 Budget increases 15.2% from the FY 2019-20 year end estimates. The costs of the November 2020 election have been received from the counties and show an increase in cost under City Support Services. New tablets, phones, and monitors will be purchased in FY 2020-21 for councilmembers..

EXECUTIVE SUMMARY

City Manager

The FY 2020-21 Budget increases 9.0% from the year end estimates due to a higher salary for the Economic Development Director, which is offset by the contract with the Economic Development Corporation.

Municipal Court

The FY 2020-21 Budget increased 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.

311 Customer Service

The FY 2020-21 Budget increases 5.3% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

Planning & Zoning

The FY 2020-21 Budget increases $488,343 from the FY 2019-20 year end estimate with the addition of a Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update for $400,000. To manage the long term planning for the City, an additional Senior Planner is to be hired for $88,000.

Legal Services

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

City Secretary

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

Non-Departmental

The FY 2020-21 Budget decreases 4.1% from the FY 2019-20 year end estimate with the expiration of the Amazon.com and Capital Group tax abatements.

Public Affairs

The FY 2020-21 Budget increases 7.3% from the FY 2019-20 year end estimate due to a citizen satisfaction survey that is done every other year. Personnel also increases with the classification and compensation study recommendation.

Engineering

The FY 2020-21 Budget increases 27.8% from the year end estimate due to personnel changes. FY 2020-21 will have a full year funding of the new engineer position approved in FY 2019-20, funding of the promotion of the Project Manager to an Engineer, and include pay adjustments from the classification and compensation study recommendation.

GIS

This budget has been combined with Information Technology (IT).

Police

The FY 2020-21 Budget increases 6.2% from the FY 2019-20 year end estimate for

EXECUTIVE SUMMARY

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

Fire Rescue

The FY 2020-21 Budget will increase 6.2% from the FY 2019-20 year end estimate from higher personnel costs to hire a new Emergency Management Coordinator to oversee the Emergency Operations Center during events, coordinate the update of emergency plans, and apply for applicable grants. Capital Outlay will increase to begin replacing handheld radios over 3 years.

Inspections

The FY 2020-21 Budget increases 5.4% from the FY 2019-20 year end estimate with the implementation of the classification and compensation recommendation.

Streets

The FY 2020-21 Budget will decrease 11.6% from the FY 2019-20 year end estimate. Increases in personnel expenditures related to the classification and compensation study implementation is offset with fewer capital purchases planned in FY 2020-21.

Parks

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

Pools

The FY 2020-21 Budget will increase 17.6% from the FY 2019-20 year end estimate in anticipation of opening both pools in summer of 2021.

Event Facilities

The FY 2020-21 Budget will increase 10.7% from the FY 2019-20 year end estimate due to full staffing and the purchase of replacement equipment.

Library

The FY 2020-21 Budget increases 1.5% from the FY 2019-20 year end estimate with no changes in operations.

Animal Services

This budget was combined into the Police Department Budget.

Information Technology

The Information Technology FY 2020-21 Budget increases 11.7% from the FY 2019-20 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve

EXECUTIVE SUMMARY

transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

Human Resources

The FY 2020-21 Budget will increase 9.1% from the FY 2019-20 year end estimate. FY 2019-20 had additional savings related to COVID-19 as training and staff events did not happen. The increase represents returning to normal operations.

Finance

The FY 2020-21 Budget will increase 5.3% from the FY 2019-20 year end estimate due to additional compensation awarded from the classification and compensation study.

Purchasing & Asset Management

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

Fleet Services

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

Facility Services

The FY 2020-21 Budget increases 2.7% from the FY 2019-20 year end estimates due personnel expenditures related to the classification and compensation study recommendation.

City Assistance

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

Court Restricted Funds

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

Interest & Sinking Fund

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

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

Water & Sewer Fund

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

Expenses: The FY 2020-21 Budget decreases 14.9% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the W&S Administration.

EXECUTIVE SUMMARY

Utility Billing
The FY 2020-21 Budget decreases 6.4% from the FY 2019-20 year end estimate. Personnel increases from the classification and compensation study recommendation are offset by no capital outlay purchases and no software upgrades for FY 2020-21.

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

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

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

Drainage Fund
Revenue: The FY 2020-21 revenue from drainage fees is expected to increase 17.6% with a transfer from reserves to purchase replacement capital equipment.

Expenses: The FY 2020-21 Budget will increase 16.5% from the FY 2019-20 year end estimate to purchase additional capital equipment and provide additional mowing that will no longer be covered by the state.

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

Expenses: The FY 2020-21 Budget will increase 4.1% from the FY 2019-20 year end estimate. Additional personnel expenditures for new staff are offset by additional revenue brought in by the calls those staff will be on.

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

EXECUTIVE SUMMARY

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

Special Events Fund

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

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

Public, Educational, and Governmental Access (PEG) Fund

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

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

Hotel Motel Tax Fund

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

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

Park Fund

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

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

Tree Mitigation

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

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

Library Fund

EXECUTIVE SUMMARY

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

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

Historical Committee

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

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

FINANCIAL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	20,507,460	22,193,926	23,448,050	21,979,743	23,749,050	25,198,550	
Franchises	2,308,335	2,270,107	2,184,000	1,831,814	2,305,000	2,334,000	
Permits	2,244,153	1,539,511	1,742,250	1,515,561	1,760,793	1,767,250	
Licenses	73,381	65,787	56,860	46,945	57,117	56,860	
Fees	2,587,847	2,459,972	2,390,134	1,915,374	2,144,597	2,338,234	
Fines & Forfeitures	20,902	14,583	12,000	6,384	10,000	11,000	
Inter-Jurisdictional	887,256	926,570	977,436	986,561	988,143	1,066,925	
Fund Transfers	2,989,901	2,697,683	8,124,257	2,330,225	2,878,317	4,069,892	
Miscellaneous	918,108	1,252,501	907,250	883,985	847,586	632,100	
TOTAL REVENUES	32,537,343	33,420,639	39,842,237	31,496,591	34,740,603	37,474,811	
EXPENDITURE SUMMARY							
NON PROGRAM							
GENERAL GOVERNMENT							
CITY COUNCIL	79,763	92,341	129,542	101,689	116,704	134,488	
CITY MANAGER	1,256,251	1,086,888	1,194,870	1,053,429	1,171,009	1,276,356	
MUNICIPAL COURT	368,540	347,078	340,383	293,812	331,054	367,740	
CUSTOMER RELATIONS-311	121,141	117,254	107,747	99,590	108,135	113,869	
PLANNING & ZONING	220,761	227,535	253,322	163,266	207,806	696,149	
LEGAL SERVICES	129,958	135,598	150,000	62,600	145,000	150,000	
CITY SECRETARY	200,851	207,930	201,461	187,764	213,942	208,840	
NONDEPARTMENTAL	2,424,967	2,171,669	3,058,375	2,563,386	2,729,808	2,616,733	
PUBLIC AFFAIRS	301,935	609,184	596,624	514,178	585,745	628,421	
RECORDS MANAGEMENT	62,624	0	0	0	0	0	
SCHERTZ TALES MAGAZINE	370,241	(350)	0	0	0	0	
ENGINEERING	639,481	703,456	767,011	599,066	687,134	878,126	
GIS	172,851	177,700	182,674	170,366	185,375	0	
TOTAL GENERAL GOVERNMENT	6,349,363	5,876,284	6,982,009	5,809,143	6,481,711	7,070,722	
PUBLIC SAFETY							
POLICE	7,238,194	8,077,388	9,079,000	7,856,307	8,687,438	10,172,678	
FIRE RESCUE	4,806,193	5,287,798	5,563,624	5,086,913	5,789,056	6,150,356	
INSPECTIONS	923,193	962,856	999,402	789,580	971,323	1,023,497	
MARSHAL'S OFFICE	372,049	0	0	0	0	0	
TOTAL PUBLIC SAFETY	13,339,628	14,328,041	15,642,026	13,732,800	15,447,817	17,346,531	

FINANCIAL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PUBLIC ENVIRONMENT							
STREETS	1,230,206	1,301,880	1,883,260	1,343,593	1,772,801	1,567,620	
TOTAL PUBLIC ENVIRONMENT	1,230,206	1,301,880	1,883,260	1,343,593	1,772,801	1,567,620	
PARKS & RECREATION							
PARKS	1,059,505	1,483,637	1,620,028	1,159,378	1,557,535	1,586,590	
SWIM POOL	578,573	567,606	569,878	434,871	484,658	569,878	
EVENT FACILITIES	125,438	323,241	395,017	284,060	354,913	393,047	
TOTAL PARKS & RECREATION	1,763,517	2,374,484	2,584,923	1,878,309	2,397,106	2,549,515	
CULTURAL							
LIBRARY	945,948	999,857	1,025,736	922,987	1,047,241	1,062,442	
TOTAL CULTURAL	945,948	999,857	1,025,736	922,987	1,047,241	1,062,442	
HEALTH							
ANIMAL SERVICES	529,980	499,493	699,825	591,603	701,233	0	
ENVIRONMENTAL HEALTH	199,779	0	0	0	0	0	
TOTAL HEALTH	729,759	499,493	699,825	591,603	701,233	0	
INTERNAL SERVICE							
INFORMATION TECHNOLOGY	1,838,909	2,218,800	2,470,537	1,615,196	2,175,490	2,637,316	
HUMAN RESOURCES	506,860	658,495	704,174	586,661	657,592	717,584	
FINANCE	565,676	595,797	608,893	569,301	619,004	651,798	
PURCHASING & ASSET MGT	230,539	227,974	233,183	210,991	237,130	243,431	
FLEET SERVICE	750,015	801,809	1,046,481	812,009	982,284	1,061,752	
BUILDING MAINTENANCE	1,442,251	1,491,452	1,608,197	1,290,573	1,588,760	1,631,808	
TOTAL INTERNAL SERVICE	5,334,250	5,994,326	6,671,465	5,084,730	6,260,260	6,943,689	
MISC & PROJECTS							
PROJECTS	0	0	4,000,000	0	0	581,300	
CITY'S ASSISTANCE	312,091	303,127	330,000	256,686	332,666	330,000	
COURT-RESTRICTED FUNDS	6,500	2,607	22,992	624	19,765	22,992	
TOTAL MISC & PROJECTS	318,591	305,733	4,352,992	257,310	352,431	934,292	
TOTAL EXPENDITURES	30,011,261	31,680,098	39,842,237	29,620,475	34,460,599	37,474,811	
REVENUE OVER/(UNDER) EXPENDITURES	2,526,081	1,740,541	0	1,876,116	280,003	0	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Taxes							
000-411100 Advalorem Tax-Current	11,849,652	13,471,714	14,060,000	14,025,894	14,055,000	14,554,500	
000-411110 Disable Veterans Assist Pymnt	0	201,117	300,000	0	0	500,000	
000-411200 Advalorem Tax-Delinquent	73,378	55,579	50,000	38,312	45,000	50,000	
000-411300 Advalorem Tax-P&I	85,694	70,356	50,000	69,406	80,000	50,000	
000-411500 Sales Tax Revenue-Gen Fund	8,455,341	8,334,642	8,944,000	7,775,992	9,489,000	9,964,000	
000-411600 Bingo Tax	11	24	50	28	50	50	
000-411700 Mixed Beverage Tax	43,384	60,494	44,000	70,111	80,000	80,000	
TOTAL Taxes	20,507,460	22,193,926	23,448,050	21,979,743	23,749,050	25,198,550	
Franchises							
000-421200 Center Point/Entex Energy	80,245	92,448	90,000	82,100	90,000	95,000	
000-421220 City Public Service	975,967	943,529	1,020,000	776,627	1,020,000	1,020,000	
000-421240 Guadalupe Valley Elec Co-op	454,085	445,505	455,000	346,168	445,000	455,000	
000-421250 New Braunfels Utilities	71,119	66,591	78,000	56,103	78,000	78,000	
000-421300 Time Warner-State Franchise	305,571	310,384	180,000	221,099	320,000	250,000	
000-421460 AT&T Franchise Fee	137,206	129,614	75,000	144,255	66,000	150,000	
000-421480 Other Telecom Franchise - ROW	129,917	125,415	130,000	85,254	130,000	130,000	
000-421500 Solid Waste Franchise Fee	154,225	156,621	156,000	120,208	156,000	156,000	
TOTAL Franchises	2,308,335	2,270,107	2,184,000	1,831,814	2,305,000	2,334,000	
Permits							
000-431100 Home Occupation Permit	490	525	500	525	650	500	
000-431205 Bldg Permit-Residential	688,249	528,025	550,000	540,830	550,000	550,000	
000-431210 Bldg Permit-Commercial	687,368	154,369	350,000	164,318	300,000	350,000	
000-431215 Bldg Permit-General	329,072	362,898	350,000	307,042	350,000	350,000	
000-431300 Mobile Home Permit	350	750	400	300	750	400	
000-431400 Signs Permit	5,458	9,231	5,600	4,313	5,550	5,600	
000-431500 Food Establishmnt Permit	60,950	62,460	63,000	64,770	66,000	63,000	
000-431600 Garage Sale Permit	2,135	0	0	0	0	0	
000-431700 Plumbing Permit	161,472	125,205	138,950	117,478	138,500	138,950	
000-431750 Electrical Permit	82,140	70,860	70,900	60,240	66,000	70,900	
000-431800 Mechanical Permit	76,940	65,740	68,300	61,860	69,500	68,300	
000-431900 Solicitor/Peddler Permit	2,620	6,500	2,300	1,626	6,500	2,300	
000-431950 Animal/Pet Permit	90	15	500	15	50	500	
000-432000 Cert of Occupancy Prmt	6,450	9,250	6,300	6,900	9,000	6,300	
000-432100 Security Alarm Permit	51,697	48,506	43,000	35,411	39,293	43,000	
000-432300 Grading/Clearing Permit	14,646	15,118	12,500	9,495	9,000	12,500	
000-432400 Development Permit	39,252	52,297	50,000	108,281	115,000	75,000	
000-435000 Fire Permit	33,025	27,763	30,000	32,158	35,000	30,000	
000-436010 Network Nodes	1,750	0	0	0	0	0	
TOTAL Permits	2,244,153	1,539,511	1,742,250	1,515,561	1,760,793	1,767,250	
Licenses							
000-441000 Alcohol Beverage License	7,085	7,543	8,100	7,378	8,000	8,100	
000-441300 Mobile Home License	80	80	160	120	160	160	
000-442000 Contractors License	63,660	55,600	45,600	38,490	48,000	45,600	
000-444000 Pet License	2,556	2,564	3,000	957	957	3,000	
TOTAL Licenses	73,381	65,787	56,860	46,945	57,117	56,860	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Fees							
000-451000 Municipal Court Fines	642,041	689,543	664,160	581,851	629,238	664,160	
000-451100 Arrest Fee	24,743	26,448	25,680	19,776	21,518	25,680	
000-451110 Expunction Fee	0	30	160	100	200	160	
000-451200 Warrant Fees	75,203	72,813	73,560	62,422	70,469	73,560	
000-451210 Court-Claims & Judgements	0	(215)	0	0	0	0	
000-451220 Officer Jury Fee	0	0	0	91	200	400	
000-451310 Restitution Fee-Local	0	0	0	126	0	0	
000-451320 Civil Justice Fee-Court	0	0	0	0	250	500	
000-451340 Judicial Fee-City	3,315	3,516	3,432	1,486	2,151	3,432	
000-451400 Traffic Fine Costs TTL	11,712	12,521	12,168	9,118	9,699	12,168	
000-451510 Juvenile Case Mgmt Fee	27,696	29,338	28,668	12,401	17,930	28,668	
000-451520 Truancy Fees	4,889	5,448	5,352	12,140	12,500	5,352	
000-451530 Local Municipal Jury Fund	0	0	0	198	200	400	
000-451600 Technology Fund Fee	22,098	23,423	22,992	18,017	19,765	22,992	
000-451700 Security Fee	16,678	17,567	17,244	17,286	17,321	17,244	
000-451800 Time Payment Fee-City	4,986	4,968	4,968	3,818	4,514	4,968	
000-451850 State Fines 10% Service Fee	29,598	35,756	38,752	32,615	37,000	38,752	
000-451900 DPS Payment-Local	5,916	5,501	5,592	4,711	5,296	5,592	
000-452000 Child Safety Fee	6,798	9,743	10,356	5,449	6,000	10,356	
000-452100 Platting Fees	53,000	52,500	59,000	29,750	40,250	59,000	
000-452200 Site Plan Fee	36,000	31,500	36,000	7,500	20,000	36,000	
000-452300 Plan Check Fee	817,115	527,531	625,000	491,284	560,000	625,000	
000-452320 Tree Mitigation Admin Fee	17,369	5,280	15,000	10,707	15,000	15,000	
000-452400 BOA/Variance Fees	5,778	3,250	5,000	1,000	1,500	5,000	
000-452600 Specific Use/Zone Chng Fee	23,938	18,800	18,000	22,090	23,000	18,000	
000-452710 Zoning Ltr & Dev Rights	1,950	4,500	1,950	3,150	5,400	1,950	
000-453100 Reinspection Fees	169,225	226,667	170,000	184,051	198,000	190,000	
000-453110 Swim Pool Inspection Fee	2,620	1,430	2,500	2,970	2,900	2,500	
000-453200 Lot Abatement	1,615	2,508	5,000	8,552	10,000	5,000	
000-453211 Admin Fee-Inspections	24,600	11,100	18,600	10,800	12,000	18,600	
000-453310 Misc Inspection Fees	3,613	400	0	300	500	0	
000-453710 Foster Care	1,100	403	500	500	500	500	
000-454200 Pool Gate Admission Fee	23,053	24,312	24,000	12,339	12,000	24,000	
000-454300 Seasonal Pool Pass Fee	4,410	4,234	5,000	1,380	1,400	5,000	
000-456120 Senior Center Meal Fee	802	401	0	18,495	20,000	20,000	
000-456500 HAZ MAT Fees	0	1,041	5,000	0	5,000	5,000	
000-456600 Fire Re-inspection Fee	1,145	493	1,000	550	750	1,000	
000-458000 Sale of General Fixed Assets	19,252	0	20,000	0	0	20,000	
000-458100 Sale of Merchandise	0	2,111	0	360	3,000	0	
000-458110 Sale of Mdse - GovDeals	86,052	113,073	80,000	48,148	50,000	80,000	
000-458400 Civic Center Rental Fees	210,428	211,568	200,000	3,850	150,000	130,900	
000-458401 Capital Recovery Fee-Civic C	8,220	17,940	7,500	11,275	15,000	0	
000-458402 Civic Center Ancillary Fees	0	0	0	200	0	0	
000-458450 North Center Rental Fees	26,582	27,797	23,000	14,538	15,000	14,000	
000-458460 Senior Center Rental	4,600	8,101	7,000	3,650	7,000	7,000	
000-458500 Community Center Rental Fees	40,651	45,211	35,000	15,576	20,000	23,800	
000-458501 Community Center Service Fees	0	250	0	550	0	0	
000-458510 Grand Ballroom Rental Fees	0	27,219	0	104,868	0	0	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
000-458520 Cut-Off Hall Rental Fees	0	5,644	0	10,568	0	0	
000-458530 Conference Hall Rental Fees	0	269	0	1,788	0	0	
000-458540 Bluebonnet Hall Rental Fees	0	20,250	0	22,201	0	0	
000-458550 Pavilion Rental Fees	20,380	20,672	20,000	4,080	15,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,500	7,800	7,800	7,500	
000-458570 Non-Resident SYSA League	13,080	19,170	10,000	8,590	10,000	10,000	
000-458580 HOA Meeting Rental Fees	0	450	0	1,125	0	0	
000-458581 Funeral Reception Rental Fees	0	225	0	600	0	0	
000-458582 Quality of Life Rental Fees	0	1,860	0	4,875	0	0	
000-458590 Cancellation Fees-Event Renta	0	250	0	6,345	0	0	
000-458650 NonResident User Fee-BVYA	9,670	10,710	10,000	6	5,000	10,000	
000-458660 BVYA Utility Reimbursement	21,919	13,490	15,000	0	0	15,000	
000-458670 SYSA Utility Reimbursement	5,465	4,883	7,500	4,494	5,000	7,500	
000-458675 Lions Futbol Utility Reimbrsm	8,860	17,064	10,000	16,098	17,000	10,000	
000-458685 Recreation Programs	0	0	0	0	0	1,000	
000-458685.Rec Prgrm-Kickball Leagues	0	0	0	24	(24)	2,600	
000-458700 Vehicle Impoundment	10,920	7,820	10,000	8,520	10,000	10,000	
000-459200 NSF Check Fee	25	100	100	125	200	100	
000-459300 Notary Fee	96	42	100	42	125	100	
000-459400 Maps,Copies,UDC & Misc Fees	35	30	0	5	45	0	
000-459600 Animal Adoption Fee	18,827	12,423	12,000	13,155	15,000	12,000	
000-459700 Pet Impoundment Fee	6,257	6,099	5,000	10,185	12,000	5,000	
000-459800 Police Reports Fee	5,723	4,702	5,800	4,714	5,000	5,800	
TOTAL Fees	2,587,847	2,459,972	2,390,134	1,915,374	2,144,597	2,338,234	
Fines & Forfeitures							
000-463000 Library Fines	20,902	14,583	12,000	6,384	10,000	11,000	
TOTAL Fines & Forfeitures	20,902	14,583	12,000	6,384	10,000	11,000	
Inter-Jurisdictional							
000-473100 Bexar Co - Fire	36,886	5,269	21,077	21,078	21,077	21,077	
000-473200 City of Seguin-Fire Contract	30,108	30,108	30,107	27,599	30,108	30,107	
000-473300 Guadalupe Co-Library	217,152	217,152	217,152	217,152	217,152	203,191	
000-473400 Randolph AFB-Animal Control	200	0	500	0	200	500	
000-474200 Library Services-Cibolo	35,002	35,000	40,000	40,030	40,000	40,000	
000-474210 Library Services-Selma	21,750	23,475	24,000	26,505	26,506	26,000	
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	160,000	160,000	166,000	
000-474600 School Crossing Guard-Bexar C	43,763	41,418	36,000	35,894	36,000	36,000	
000-474610 School Cross Guard-Guadalupe	43,636	39,748	39,000	39,994	41,000	41,000	
000-474700 School Officer Funding	255,000	349,400	353,600	355,810	353,600	453,050	
000-474750 Crime Victim Liaison Agreemen	43,760	25,000	50,000	62,500	62,500	50,000	
TOTAL Inter-Jurisdictional	887,256	926,570	977,436	986,561	988,143	1,066,925	
Fund Transfers							
000-480000 Indirect Costs-EMS	170,087	141,587	179,100	149,250	179,100	182,600	
000-480100 Indirect Costs-Hotel/Motel	67,605	67,582	74,428	62,023	74,428	72,464	
000-481000 Transfer In - Reserves	0	0	4,995,915	0	0	1,081,160	
000-482200 Transfer In-Vehicle Replace	0	0	250,025	0	0	0	
000-482300 Transfer In-Resrv Child Safet	0	0	60,000	0	60,000	0	
000-485000 Interfund Charges-Drainage-5%	271,430	295,157	243,114	202,593	243,114	285,506	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
000-486000 Interfund Chrges-Admin W&S	1,344,140	1,365,998	1,404,372	1,154,167	1,404,372	1,450,827	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000	
000-487000 Interfund Charges-Fleet	344,026	370,729	361,258	300,556	361,258	398,618	
000-488000 Interfund Charges-4B	441,395	456,630	461,045	461,636	461,045	503,717	
000-489000 Transfer In	86,219	0	86,000	0	86,000	86,000	
000-489620 Contribution-SEDC	265,000	0	0	0	0	0	
TOTAL Fund Transfers	2,989,901	2,697,683	8,124,257	2,330,225	2,878,317	4,069,892	
Miscellaneous							
000-491000 Interest Earned	26,901	68,504	80,000	24,989	25,000	15,000	
000-491200 Investment Income	242,255	407,593	400,000	238,035	256,000	120,000	
000-491800 Gain/Loss	(16,292)	(9,867)	0	0	0	0	
000-491900 Unrealized Gain/Loss-CapOne	(777)	22,386	0	28,369	0	0	
000-492500 Proceeds from Capital Lease	42,829	0	0	0	0	0	
000-493000 Donations-Others	20	50	0	100	100	0	
000-493120 Donations-Public Library	6,854	9,692	10,000	2,163	10,000	10,000	
000-493400 Donations-Animal Control	12,979	4,769	5,000	3,978	5,000	5,000	
000-493401 Donations-A/C Microchip	675	382	0	1,020	1,020	0	
000-493402 Donations-Spay&Neuter	87	0	0	0	0	0	
000-493460 Donations- Parks	11,356	11,718	10,000	500	1,000	10,000	
000-493465 Donations-Senior Center	11,472	11,494	10,000	5,918	10,000	10,000	
000-493502 Donations-PD	27,000	930	0	200	500	0	
000-493503 Donation-Fire Rescue	15,350	1,740	0	2,200	3,000	0	
000-493505 Donations-Police Events	0	0	3,000	0	0	0	
000-493618 Donation - Veteran's Memorial	0	390	0	1,350	750	0	
000-493700 July 4th Activities	0	0	26,000	235	0	26,000	
000-493701 Proceeds-Holidazzle	0	0	1,500	12,320	12,320	12,500	
000-493704 Moving on Main	0	0	3,000	100	0	4,000	
000-493706 Music, Movies in the Park	0	0	0	8,000	8,000	0	
000-494481 LawEnforcemtOfficersStnd&Educ	3,823	4,341	0	5,082	5,500	5,000	
000-494482 Grants-Police, Fire, Gen Fund	1,474	8,000	2,500	0	2,100	2,500	
000-495100 Mobile Stage Rental Fees	3,650	2,050	2,100	1,550	2,050	2,100	
000-497000 Misc Income-Gen Fund	27,727	93,439	25,000	218,298	100,000	40,000	
000-497005 Schertz Magazine Advertising	147,755	143,420	140,000	122,075	134,000	120,000	
000-497100 Misc Income-Police	11,240	14,743	9,000	7,435	12,712	9,000	
000-497106 Misc Income-Special Events	0	0	14,150	0	0	0	
000-497150 Misc Income-Fire Department	970	0	0	0	0	0	
000-497200 Misc Income-Library	5,331	4,930	4,500	2,236	4,300	4,500	
000-497210 Misc Income-Library Copier	19,558	21,843	18,000	9,568	10,000	18,000	
000-497300 Misc Income-Animal Control	299	325	0	224	225	0	
000-497400 Misc Income-Streets Dept	28,275	35,980	30,000	19,864	30,000	30,000	
000-497460 Misc Income-Parks	0	140	0	42	0	0	
000-497500 Misc Income-TML Ins. Claims	36,098	19,623	20,000	26,591	30,000	25,000	
000-497550 Misc Income-TML WC Reimbursmn	2,074	3,407	10,000	11,129	8,000	10,000	
000-497600 Misc Income-Vending Mach	2,365	2,824	2,500	1,063	2,500	2,500	
000-497610 Misc Income-Muni Court	2,036	154	0	0	0	0	
000-498000 Reimbursmnt-Gen Fund	8,355	0	20,000	15,443	25,000	20,000	
000-498105 Reimbursmt Police OT-DEA	17,213	17,830	18,000	27,865	35,000	18,000	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
000-498110 Reimburmnt Fire-Emg Acti-OT	212,799	336,655	30,000	72,533	100,000	100,000	
000-498150 Reimbursement - Library	6,355	13,018	13,000	13,509	13,509	13,000	
TOTAL Miscellaneous	918,108	1,252,501	907,250	883,985	847,586	632,100	
TOTAL REVENUES	32,537,343	33,420,639	39,842,237	31,496,591	34,740,603	37,474,811	

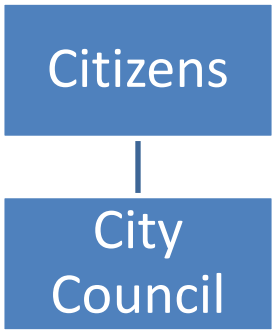
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Number of ordinances passed	48	32	40
Number of resolutions passed	172	165	160
Requests for Information	28	10	10

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

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Meeting Attendance rate	96	93	95

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$36,426	$38,654	$37,633
Supplies	645	650	750
City Support Services	24,677	44,500	59,205
Operations Support	178	300	300
Staff Support	22,615	27,600	28,600
Professional Services	7,800	5,000	6,000
Operating Equipment	0	0	2,000
Total	*$92,341*	*$116,704*	*$134,488*

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2019-20 Budget increases 15.2% from the FY 2019-20 year end estimates. The costs of the November 2020 election have been received from the counties and show an increase in cost under City Support Services. New tablets, phones, and monitors will be purchased in FY 2020-21 for councilmembers.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
CITY COUNCIL							
Personnel Services							
150-511110 Regular	26,699	24,457	24,462	24,426	26,300	25,023	
150-511240 Allowances	6,195	9,293	9,711	8,903	9,600	9,936	
150-511310 FICA-Employer	2,516	2,676	2,614	2,549	2,754	2,674	
TOTAL Personnel Services	35,410	36,426	36,787	35,878	38,654	37,633	
Supplies							
150-521000 Operating Supplies	63	158	400	312	400	500	
150-521100 Office Supplies	80	486	250	60	250	250	
TOTAL Supplies	143	645	650	373	650	750	
City Support Services							
150-532350 Software Maintenance	0	0	4,500	4,500	4,500	4,500	
150-532600 City Elections	19,137	17,110	34,205	28,578	35,000	40,205	
150-532800 Special Events	1,441	7,567	14,500	6,702	5,000	14,500	
TOTAL City Support Services	20,578	24,677	53,205	39,780	44,500	59,205	
Utility Services							
150-533330 Telephone/Internet	625	0	0	0	0	0	
TOTAL Utility Services	625	0	0	0	0	0	
Operations Support							
150-534200 Printing & Binding	29	178	300	174	300	300	
TOTAL Operations Support	29	178	300	174	300	300	
Staff Support							
150-535100 Uniforms	117	374	400	244	400	400	
150-535200 Awards	0	0	2,000	75	1,000	2,000	
150-535300 Memberships	11,808	11,777	13,000	12,028	13,000	13,000	
150-535400 Publications	0	0	200	57	200	200	
150-535500 Training/Travel	11,055	10,463	13,000	11,107	13,000	13,000	
TOTAL Staff Support	22,979	22,615	28,600	23,510	27,600	28,600	
Professional Services							
150-541300 Other Consl/Prof Services	0	7,800	8,000	1,975	5,000	6,000	
TOTAL Professional Services	0	7,800	8,000	1,975	5,000	6,000	
Rental/Leasing							

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Operating Equipment							
150-571300 Computer & Periphe. < $5,000	0	0	2,000	0	0	2,000	
TOTAL Operating Equipment	0	0	2,000	0	0	2,000	
TOTAL CITY COUNCIL	79,763	92,341	129,542	101,689	116,704	134,488	

DEPARTMENT: 151 CITY MANAGER

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$1,061,361	$1,148,271	$1,243,531
Supplies	1,892	2,000	2,000
City Support Services	4,338	6,000	6,000
Utility Services	414	0	0
Operations Support	0	50	50
Staff Support	17,512	14,688	24,775
Operating Equipment	1,370	0	0
Total	*$1,086,888*	*$1,171,009*	*$1,276,356*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 9.0% from the year end estimates due to a higher salary for the Economic Development Director, which is offset by the contract with the Economic Development Corporation.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
CITY MANAGER							
Personnel Services							
151-511110 Regular	909,699	793,330	856,019	780,717	855,074	908,859	
151-511120 Overtime	0	0	485	1,060	1,050	240	
151-511180 LTD	2,349	2,301	2,654	555	555	2,817	
151-511210 Longevity	7,456	8,115	6,896	6,332	6,332	7,267	
151-511220 Clothing Allowance	312	96	0	0	0	0	
151-511230 Certification Allowance	2,880	886	0	0	0	0	
151-511240 Allowances	9,692	7,200	6,984	6,646	7,200	6,912	
151-511310 FICA - Employer	61,081	59,465	66,034	55,548	61,315	70,080	
151-511350 TMRS-Employer	151,653	131,159	139,054	116,467	135,072	150,608	
151-511355 ICMA Contributions - Employer	10,000	0	0	0	0	0	
151-511410 Health-Employer	75,106	57,761	82,830	73,235	80,722	95,580	
151-511500 Workers' Compensation	900	1,048	1,089	951	951	1,168	
TOTAL Personnel Services	1,231,129	1,061,361	1,162,045	1,041,511	1,148,271	1,243,531	
Supplies							
151-521100 Office Supplies	448	1,892	2,000	1,370	2,000	2,000	
151-521300 Motor Veh. Supplies	9	0	0	0	0	0	
TOTAL Supplies	457	1,892	2,000	1,370	2,000	2,000	
City Support Services							
151-532800 Special Events	8,154	4,338	6,000	3,809	6,000	6,000	
TOTAL City Support Services	8,154	4,338	6,000	3,809	6,000	6,000	
Utility Services							
151-533500 Vehicle Fuel	1,635	414	0	0	0	0	
TOTAL Utility Services	1,635	414	0	0	0	0	
Operations Support							
151-534200 Printing & Binding	0	0	50	0	50	50	
TOTAL Operations Support	0	0	50	0	50	50	
Staff Support							
151-535100 Uniforms	278	748	775	0	775	775	
151-535200 Employee Recognition	1,865	917	5,000	1,147	1,800	5,000	
151-535300 Memberships	1,231	4,131	4,000	2,336	4,113	4,000	
151-535400 Publications	781	383	515	393	500	500	
151-535500 Training/Travel	6,518	8,795	11,485	2,321	5,000	11,500	
151-535510 Meeting Expenses	2,757	2,538	3,000	541	2,500	3,000	
TOTAL Staff Support	13,429	17,512	24,775	6,738	14,688	24,775	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
Rental/Leasing							
Operating Equipment							
151-571000 Furniture & Fixtures	1,447	1,370	0	0	0	0	
TOTAL Operating Equipment	1,447	1,370	0	0	0	0	
Capital Outlay							
TOTAL CITY MANAGER	1,256,251	1,086,888	1,194,870	1,053,429	1,171,009	1,276,356	

DEPARTMENT: 152 MUNICIPAL COURT

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

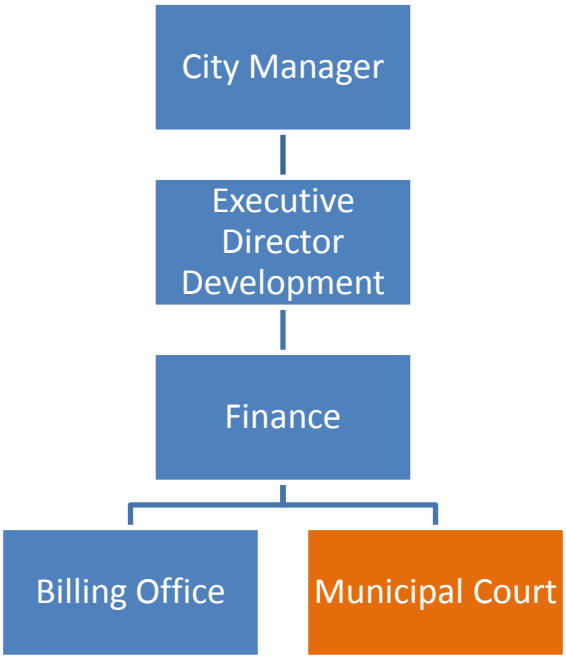
GOALS AND OBJECTIVES

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

- Implement the use of new technology and other innovative practices to maintain efficient and security.

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	$280,788	$265,387	$282,900
Supplies	1,987	1,517	1,500
City Support Services	326	750	500
Operations Support	1,967	1,500	2,000
Staff Support	6,988	5,150	6,910
Court Support	450	500	1,080
Professional Services	52,773	54,300	69,850
Maintenance Services	1,800	1,950	3,000
Total	*$347,078*	*$331,054*	*$367,740*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 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.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
MUNICIPAL COURT							
Personnel Services							
152-511110 Regular	199,766	191,719	170,114	162,924	175,606	182,591	
152-511120 Overtime	0	0	0	165	160	192	
152-511180 LTD	645	571	527	139	139	566	
152-511210 Longevity	6,563	7,247	7,957	7,402	7,402	8,545	
152-511230 Certification Allowance	1,200	1,073	1,746	462	670	1,728	
152-511310 FICA - Employer	15,281	14,927	13,738	12,279	13,184	14,728	
152-511350 TMRS-Employer	33,488	32,439	28,697	25,049	28,047	31,446	
152-511410 Health-Employer	39,660	32,584	37,817	36,572	40,092	42,859	
152-511500 Workers' Compensation	228	226	227	87	87	245	
TOTAL Personnel Services	296,831	280,788	260,823	245,078	265,387	282,900	
Supplies							
152-521100 Office Supplies	1,668	1,987	1,500	1,559	1,517	1,500	
TOTAL Supplies	1,668	1,987	1,500	1,559	1,517	1,500	
City Support Services							
152-532800 Special Events	158	326	750	741	750	500	
TOTAL City Support Services	158	326	750	741	750	500	
Utility Services							
Operations Support							
152-534200 Printing & Binding	730	1,967	2,500	38	1,500	2,000	
TOTAL Operations Support	730	1,967	2,500	38	1,500	2,000	
Staff Support							
152-535100 Uniforms	439	548	600	299	600	600	
152-535300 Memberships	520	750	810	545	550	810	
152-535400 Publications	473	390	500	0	500	500	
152-535500 Training/Travel	1,935	3,304	3,000	659	2,000	3,500	
152-535500.Training/Travel - Juv Case Mg	770	659	700	109	500	0	
152-535510 Meeting Expenses	1,329	1,338	1,500	957	1,000	1,500	
TOTAL Staff Support	5,465	6,988	7,110	2,568	5,150	6,910	
Court Support							
152-536500 Court/Jury Cost	96	450	700	372	500	1,080	
TOTAL Court Support	96	450	700	372	500	1,080	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
152-541310 Judges Services	39,245	34,073	42,300	28,475	35,000	42,900	
152-541320 Prosecutor Services	22,200	18,700	21,000	13,331	19,000	26,250	
152-541330 Interpreter Services	197	0	700	0	300	700	
TOTAL Professional Services	61,642	52,773	64,000	41,806	54,300	69,850	
Maintenance Services							
152-551800 Other Maintenance Agreements	1,950	1,800	3,000	1,650	1,950	3,000	
TOTAL Maintenance Services	1,950	1,800	3,000	1,650	1,950	3,000	
Rental/Leasing							
Operating Equipment							
Capital Outlay							
TOTAL MUNICIPAL COURT	368,540	347,078	340,383	293,812	331,054	367,740	

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

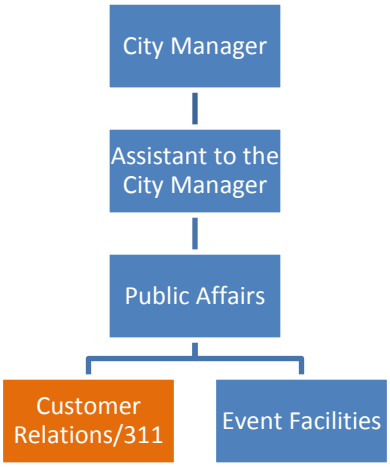
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Work Orders (initiated for other depts.)	604	600	600
Calls Received	53,351	55,000	54,000
Calls Not Answered	2,333	2,466	2,400
Average Calls Per Day Received	221	200	220

Budget	2019-20 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$116,692	$107,165	$113,239
Supplies	97	100	100
Staff Support	195	870	530
Operating Equipment	270	0	0
Total	*$117,254*	*$108,135*	*$113,869*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 5.3% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
CUSTOMER RELATIONS-311							
Personnel Services							
153-511110 Regular	86,753	84,268	76,906	73,125	79,132	81,131	
153-511120 Overtime	22	237	243	127	130	224	
153-511180 LTD	222	205	191	47	47	197	
153-511210 Longevity	3,785	5,061	1,774	1,774	1,774	2,038	
153-511310 FICA - Employer	6,882	7,010	6,033	5,671	6,117	6,373	
153-511350 TMRS-Employer	14,615	14,526	12,603	10,991	12,346	13,594	
153-511410 Health-Employer	8,020	5,274	8,967	6,858	7,520	9,576	
153-511500 Workers' Compensation	97	113	100	99	99	106	
TOTAL Personnel Services	120,394	116,692	106,817	98,690	107,165	113,239	
Supplies							
153-521100 Office Supplies	89	97	100	99	100	100	
TOTAL Supplies	89	97	100	99	100	100	
Staff Support							
153-535100 Uniforms	103	195	196	196	220	180	
153-535500 Training/Travel	0	0	634	604	650	350	
TOTAL Staff Support	103	195	830	800	870	530	
Operating Equipment							
153-571000 Furniture & Fixtures	555	270	0	0	0	0	
TOTAL Operating Equipment	555	270	0	0	0	0	
TOTAL CUSTOMER RELATIONS-311	121,141	117,254	107,747	99,590	108,135	113,869	

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.

- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.

- Review and update the Comprehensive Land Plan for the City, specifically in areas that are currently under delayed annexation development agreements and soon to be annexed, which will shape the future of Schertz to meet the desires and goals of the residents.

- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents and make the development process more efficient and effective.

- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.

- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial developments, and providing information on public hearing on the city's webpage.

- Promote staff development including continued education and cross training to provide outstanding customer service.

- Scan remaining project case files into a digital records retention system to improve access and availability.

- Ensure that a new article for the Schertz Magazine – From the Development Whiteboard column is published quarterly to provide helpful information, transparency, and improved customer service for all residents.

- Continue to provide regular updates to the website feature, "What's Developing in Schertz" to ensure residents are provided information on current residential and commercial projects within the City.

- Implement a yearly program to raise awareness for National Community Planning Month to include school presentations, community outreach via social media, and an article in the Schertz Magazine.

ACCOMPLISHMENTS

- Received the 2019 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Staff for the sixth year in a row.

- Formulated and implemented an annexation process for the various properties currently under delayed annexation development agreements expiring over the next 18 months, including proper notification of all stakeholders to maximize property owner awareness.

- Maintained the partnership with Joint Base San Antonio (JBSA).

- Implemented new certification review process for all plats and plans based on state law changes from the TX 86th legislature, including amendments to the Unified Development Code (UDC) and the creation of new development process flowcharts and application checklists.

- Amended the Unified Development Code to comply with new state law changes and to allow more flexibility for property owners and developers, including changes to Exterior Construction and Design Standards (UDC Sec. 21.9.5); Screening and Fencing Materials (UDC Sec. 21.9.8); Accessory Buildings, Uses, and Structures (UDC Sec. 21.8.2); and Carports/Porte-Cocheres (UDC Sec. 21.8.3)

- Attended various continuing education classes including National APA Conference, Texas APA State Conference, Certified Floodplain Manager training, Smart City Short Term Rentals Conference, and the Hog Wild Municipal Conference.

- Implemented new *ESRI* Story Map feature into our “What’s Developing in Schertz” website to make the site more user friendly and aesthetically pleasing.

- Maintained partnerships with developers and landowners to create and update Planned Development Districts that contain a mix of residential and commercial land uses.

- Improved partnerships with local utility providers to include, Guadalupe Valley Electric Coop., Cibolo Creek Municipal Authority, Texas Department of Transportation, by increasing communication.

- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.

- Contributed to the Schertz Magazine reoccurring column entitled “From the Development Whiteboard”.

- Successfully implemented a new agenda software to be utilized for the various boards and commissions to increase agenda creation and modification efficiency.

ORGANIZATIONAL CHART

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

PERFORMANCE INDICATORS

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$202,044	$178,065	$264,117
Supplies	694	1,970	1,873
Operations Support	7	186	186
Staff Support	23,537	27,085	29,548
Professional Services	27	100	400,100
Operating Equipment	1,225	400	325
Total	*$227,534*	*$207,806*	*$696,149*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases $488,343 from the FY 2019-20 year end estimate with the addition of a Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update for $400,000. To manage the long term planning for the City, an additional Senior Planner is to be hired for $88,000.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PLANNING & ZONING							
Personnel Services							
154-511110 Regular	139,803	148,186	145,456	114,625	126,857	176,455	
154-511120 Overtime	3,901	3,582	4,850	1,099	2,000	4,833	
154-511180 LTD	436	354	451	92	92	547	
154-511210 Longevity	1,140	992	1,364	1,296	1,296	1,330	
154-511230 Certification Allowance	900	900	873	104	104	1,728	
154-511310 FICA - Employer	10,801	12,142	11,666	8,874	9,845	14,098	
154-511350 TMRS-Employer	23,523	24,896	24,370	17,113	19,852	30,072	
154-511410 Health-Employer	23,438	10,808	21,497	16,974	17,857	34,825	
154-511500 Workers' Compensation	158	183	186	162	162	229	
TOTAL Personnel Services	204,100	202,044	210,713	160,339	178,065	264,117	
Supplies							
154-521000 Operating Supplies	916	244	607	210	801	704	
154-521100 Office Supplies	358	450	900	523	800	900	
154-521600 Equip Maint Supplies	0	0	269	0	369	269	
TOTAL Supplies	1,274	694	1,776	733	1,970	1,873	
City Support Services							
Utility Services							
Operations Support							
154-534200 Printing & Binding	162	7	186	81	186	186	
TOTAL Operations Support	162	7	186	81	186	186	
Staff Support							
154-535100 Uniforms	710	548	650	0	650	650	
154-535300 Memberships	1,379	1,134	1,685	1,013	1,685	1,610	
154-535400 Publications	146	0	750	254	750	500	
154-535500 Training/Travel Staff	7,248	15,891	22,868	(297)	10,000	18,898	
154-535500.Training/Travel Commission	5,578	5,836	13,000	794	13,000	7,390	
154-535510 Meeting Expenses	0	129	1,000	0	1,000	500	
TOTAL Staff Support	15,060	23,537	39,953	1,764	27,085	29,548	
Professional Services							
154-541400 Consulting	0	0	0	0	0	400,000	
154-541500 State/County Admin Fees	10	27	100	31	100	100	
TOTAL Professional Services	10	27	100	31	100	400,100	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Rental/Leasing							
Operating Equipment							
154-571000 Furniture & Fixtures	155	1,225	594	318	400	325	
TOTAL Operating Equipment	155	1,225	594	318	400	325	
Capital Outlay							
TOTAL PLANNING & ZONING	220,761	227,535	253,322	163,266	207,806	696,149	

DEPARTMENT: 155 LEGAL SERVICES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
LEGAL SERVICES							
Operations Support							
155-534100 Advertising/Legal Notices	9,057	9,071	10,000	1,064	10,000	10,000	
TOTAL Operations Support	9,057	9,071	10,000	1,064	10,000	10,000	
Professional Services							
155-541200 Legal Svcs	120,901	126,526	140,000	61,536	135,000	140,000	
TOTAL Professional Services	120,901	126,526	140,000	61,536	135,000	140,000	
TOTAL LEGAL SERVICES	129,958	135,598	150,000	62,600	145,000	150,000	

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

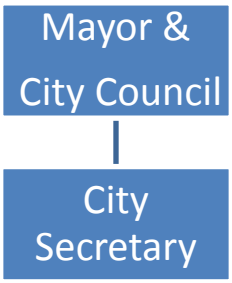
GOALS AND OBJECTIVES

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

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

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

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

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

Budget	2018-19 Actual	2019-20 Estimated	2020-21 Budget
Personnel	$198,764	$190,842	$192,155
Supplies	1,154	1,150	1,150
City Support Services	3,846	10,000	10,000
Operations Support	28	50	150
Staff Support	4,137	4,700	4,350
Operating Equipment	0	0	1,035
Total	*$207,930*	*$206,742*	*$208,840*

PROGRAM JUSTIFICATION AND ANALYSIS

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

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
CITY SECRETARY							
Personnel Services							
164-511110 Regular	135,370	146,025	132,945	126,811	137,525	135,523	
164-511180 LTD	427	401	412	95	95	420	
164-511210 Longevity	2,189	2,776	1,804	1,804	1,804	2,068	
164-511310 FICA - Employer	10,343	11,444	10,304	9,490	10,280	10,519	
164-511350 TMRS-Employer	22,201	24,122	21,524	18,862	21,323	22,438	
164-511410 Health-Employer	15,872	13,823	18,102	17,926	19,667	21,012	
164-511500 Workers' Compensation	148	173	170	148	148	175	
TOTAL Personnel Services	186,550	198,764	185,261	175,137	190,842	192,155	
Supplies							
164-521100 Office Supplies	974	1,154	1,150	812	1,150	1,150	
TOTAL Supplies	974	1,154	1,150	812	1,150	1,150	
City Support Services							
164-532700 Records Management	9,743	3,846	9,000	6,838	10,000	10,000	
TOTAL City Support Services	9,743	3,846	9,000	6,838	10,000	10,000	
Utility Services							
Operations Support							
164-534200 Printing & Binding	60	28	150	0	50	150	
TOTAL Operations Support	60	28	150	0	50	150	
Staff Support							
164-535100 Uniforms	30	0	150	0	0	0	
164-535300 Memberships	958	903	400	370	400	750	
164-535400 Publications	228	238	950	784	8,000	600	
164-535500 Training/Travel	2,307	2,996	4,000	3,823	3,500	3,000	
TOTAL Staff Support	3,523	4,137	5,500	4,976	11,900	4,350	
Professional Services							
Maintenance Services							
Operating Equipment							
164-571000 Furniture & Fixtures	0	0	400	0	0	1,035	
TOTAL Operating Equipment	0	0	400	0	0	1,035	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Capital Outlay							
TOTAL CITY SECRETARY	200,851	207,930	201,461	187,764	213,942	208,840	

DEPARTMENT: 167 NON-DEPARTMENTAL

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

Budget	2018-19 Actual	2019-20 Estimated	2020-21 Budget
City Support Services	$438,072	$505,990	$872,200
Operations Support	157,974	154,900	123,000
Staff Support	73	0	200
City Assistance	1,463,272	2,004,583	1,557,048
Professional Services	47,922	53,585	53,535
Fund Charges/Transfers	64,356	10,750	10,750
Total	*$2,171,669*	*$2,729,808*	*$2,616,733*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget decreases 4.1% from the FY 2019-20 year end estimate with the expiration of the Amazon.com and Capital Group tax abatements.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
NONDEPARTMENTAL							
Supplies							
City Support Services							
167-532200 County Appraisal District	206,572	226,275	230,000	240,279	239,712	242,000	
167-532210 Tax Assessor/Collector-Sevice	0	0	18,000	0	22,672	6,000	
167-532500 City Insurance-Commercial	180,505	210,680	210,000	243,251	243,000	233,700	
167-532900 Contingencies	3,886	1,116	36,607	3,494	606	200,000	
167-532901 Contingencies-Personnel	0	0	375,000	0	0	190,500	
TOTAL City Support Services	390,963	438,072	869,607	487,024	505,990	872,200	
Utility Services							
Operations Support							
167-534000 Postage	9,117	4,014	11,000	8,546	10,000	11,000	
167-534300 Equipment Maint - Copiers	129,204	131,036	140,000	100,641	135,000	110,000	
167-534500 Memberships - Organizations	7,500	7,500	0	8,900	8,900	0	
167-534810 Electronic Filing Services	2,717	143	5,000	386	1,000	2,000	
167-534999 Misc. Expense	227	15,281	0	100	0	0	
TOTAL Operations Support	148,764	157,974	156,000	118,573	154,900	123,000	
Staff Support							
167-535500 Training/Travel	160	73	200	0	0	200	
TOTAL Staff Support	160	73	200	0	0	200	
City Assistance							
167-537100 Medical Services-EMS Contract	556,325	581,537	602,583	602,583	602,583	667,048	
167-537200 Main Street Local Program	0	20,000	35,000	88,588	65,000	50,000	
167-537450 Tax Reimbursements/Abatements	1,149,619	861,735	1,337,000	1,223,379	1,337,000	840,000	
TOTAL City Assistance	1,705,944	1,463,272	1,974,583	1,914,550	2,004,583	1,557,048	
Professional Services							
167-541300 Other Consl/Prof Services	2,460	0	0	0	0	0	
167-541500 State/County Admin Fees	35	0	35	0	35	35	
167-541600 Misc Bank Charges	699	729	700	746	750	700	
167-541650 Investment Management Fee	3,400	0	0	0	0	0	
167-541800 Credit Card Service Fee	54,126	44,353	45,000	40,816	50,000	50,000	
167-541810 Credit Cards Fees - AMEX	2,734	2,840	1,500	1,677	2,800	2,800	
TOTAL Professional Services	63,454	47,922	47,235	43,239	53,585	53,535	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Fund Charges/Transfers							
167-548000 Transfer Out	0	1,592	0	0	0	0	
167-548106 Transfer Out- Special Events	65,683	59,893	0	0	0	0	
167-548401 Transfer Out - Bond Fund	50,000	0	0	0	0	0	
167-548615 Transfer Out - Hist. Committe	0	2,871	10,750	0	10,750	10,750	
TOTAL Fund Charges/Transfers	115,683	64,356	10,750	0	10,750	10,750	
Maintenance Services							
Operating Equipment							
Capital Outlay							
TOTAL NONDEPARTMENTAL	2,424,967	2,171,669	3,058,375	2,563,386	2,729,808	2,616,733	

DEPARTMENT: 170 PUBLIC AFFAIRS

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

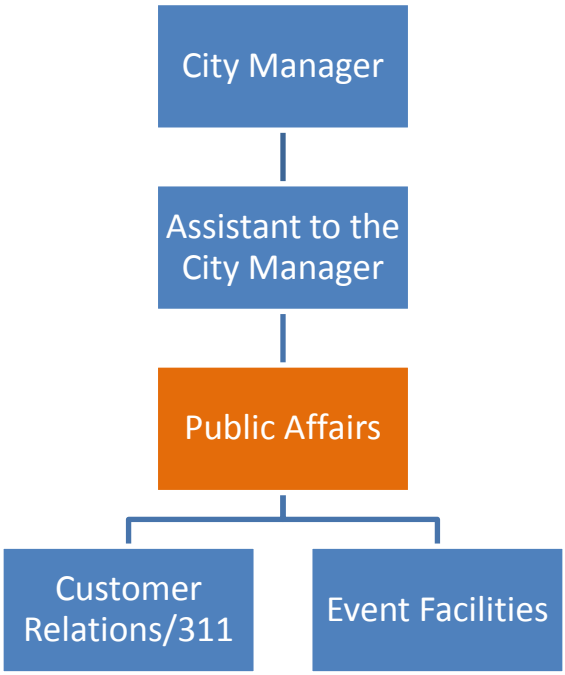
Public Affairs publishes *Schertz Magazine,* one of the leading publications in the Tri County area with a circulation of 15,500 copies; including 14,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional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

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

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

Average cost per Advertising Run outside of the magazine	200	200	200

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$286,833	$291,976	$301,129
Supplies	733	670	1,700
City Support Services	1,975	990	0
Operations Support	21,895	35,995	46,643
Staff Support	7,818	5,739	11,100
Professional Services	286,850	250,375	267,000
Operating Equipment	3,080	0	0
Total	*$609,184*	*$585,745*	*$628,421*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 7.3% from the FY 2019-20 year end estimate due to a citizen satisfaction survey that is done every other year. Personnel also increases with the classification and compensation study recommendation.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PUBLIC AFFAIRS							
Personnel Services							
170-511110 Regular	203,058	207,661	202,351	193,563	209,066	212,564	
170-511120 Overtime	311	687	970	228	400	981	
170-511180 LTD	637	530	627	149	149	659	
170-511210 Longevity	4,629	3,828	4,258	3,808	3,808	4,636	
170-511230 Certification Allowance	0	300	0	650	650	0	
170-511310 FICA - Employer	15,791	16,703	15,870	14,822	15,966	16,677	
170-511350 TMRS-Employer	33,566	34,432	33,151	29,031	32,656	35,571	
170-511410 Health-Employer	18,941	22,432	28,693	26,508	29,053	30,613	
170-511500 Workers' Compensation	234	259	261	228	228	277	
TOTAL Personnel Services	277,168	286,833	286,181	268,987	291,976	301,978	
Supplies							
170-521000 Operating Supplies	224	95	146	120	120	1,000	
170-521010 Operating Supplies-Events	925	0	0	0	0	0	
170-521100 Office Supplies	976	638	554	318	550	700	
TOTAL Supplies	2,125	733	700	438	670	1,700	
City Support Services							
170-532800 Other Events	0	1,975	1,000	990	990	0	
TOTAL City Support Services	0	1,975	1,000	990	990	0	
Operations Support							
170-534000 Postage	1,036	1,111	17,850	6,540	15,000	18,050	
170-534100 Advertising	10,920	7,904	7,750	5,436	5,500	7,050	
170-534200 Printing & Binding	3,770	12,392	20,832	11,099	15,000	21,000	
170-534500 Memberships - Organizations	187	255	255	255	255	255	
170-534550 Business Meetings/Networking	328	234	288	144	240	288	
TOTAL Operations Support	16,241	21,895	46,975	23,475	35,995	46,643	
Staff Support							
170-535100 Uniforms	32	117	220	76	220	220	
170-535300 Memberships	20	0	0	0	0	0	
170-535400 Publications	0	130	200	88	150	200	
170-535500 Training/Travel	3,202	7,570	10,480	1,779	5,000	10,480	
170-535510 Meeting Expenses	0	0	369	341	369	200	
TOTAL Staff Support	3,253	7,818	11,269	2,283	5,739	11,100	
Professional Services							
170-541300 Other/Consl/Prof Services	0	40,799	20,000	13,738	22,000	36,500	
170-541305 Prof Services-Writers/Photogr	0	6,823	10,000	6,080	8,000	10,000	
170-541350 Magazine-Printing Services	0	92,292	94,000	83,382	94,000	94,000	
170-541355 Design Services	3,120	87,550	65,000	62,808	65,000	65,000	
170-541360 Magazine-Postage	0	57,886	60,000	51,248	60,000	60,000	
170-541365 Delivery Services	0	1,500	1,500	750	1,375	1,500	
TOTAL Professional Services	3,120	286,850	250,500	218,005	250,375	267,000	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Operating Equipment							
170-571000 Furniture & Fixtures	28	3,080	0	0	0	0	
TOTAL Operating Equipment	28	3,080	0	0	0	0	
TOTAL PUBLIC AFFAIRS	301,935	609,184	596,624	514,178	585,745	628,421	

GENERAL GOVERNMENT
EXPENDITURES

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

101-GENERAL FUND

GENERAL GOVERNMENT
EXPENDITURES

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

DEPARTMENT: 173 ENGINEERING

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

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

ORGANIZATIONAL CHART

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

ACCOMPLISHMENTS AND GOALS

FY 2019-2020 Accomplishments

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
    - Corbett Elevated Storage Tank and Associated Distribution Mains – construction complete
    - Woman Hollering Creek Wastewater Trunk Main – completed design and easement acquisition completed (without the need for condemnation)
    - 2018 Street Preservation and Maintenance Projects – construction complete
    - 2020 Street Preservation and Maintenance Projects – in design and construction
    - Trail and Bike Lane Project (technical support for Parks) – design complete
- Collaborated with City of Cibolo and developer on the design and construction administration and inspection of the extension of the Ripps-Kreusler extension and expansion of the portion of Cibolo Valley Drive within the City of Schertz.

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

Commercial Subdivision Construction – dollar value of public improvements (completed projects)	$2.3 Million	$4.6 Million	$2.0 Million

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$633,491	$632,854	$808,237
Supplies	1,167	2,650	2,350
City Support Services	0	448	500
Utility Services	7,061	5,544	4,350
Operations Support	0	100	100
Staff Support	12,762	12,238	18,704
Professional Services	19,831	30,000	40,000
Operating Equipment	538	3,300	3,885
Capital Outlay	28,607	0	0
Total	*$703,456*	*$687,134*	*$878,126*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 27.8% from the year end estimate due to personnel changes. FY 2020-21 will have a full year funding of the new engineer position approved in FY 2019-20, funding of the promotion of the Project Manager to an Engineer, and include pay adjustments from the classification and compensation study recommendation.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
ENGINEERING							
Personnel Services							
173-511110 Regular	441,845	459,705	470,890	403,775	442,556	560,037	
173-511120 Overtime	0	0	0	171	150	0	
173-511180 LTD	1,396	1,346	1,522	318	318	1,736	
173-511210 Longevity	4,399	5,287	6,811	6,246	6,246	8,047	
173-511230 Certification Allowance	3,000	3,000	2,619	2,216	3,000	2,592	
173-511310 FICA - Employer	32,690	35,116	38,259	29,618	34,092	43,632	
173-511350 TMRS-Employer	72,507	75,835	79,919	60,274	71,428	93,068	
173-511410 Health-Employer	56,689	50,775	73,380	67,665	72,836	96,363	
173-511500 Workers' Compensation	2,029	2,427	2,551	2,228	2,228	2,762	
TOTAL Personnel Services	614,555	633,491	675,951	572,510	632,854	808,237	
Supplies							
173-521000 Operating Supplies	0	490	1,200	39	1,200	1,000	
173-521100 Office Supplies	1,192	603	1,100	806	1,100	1,000	
173-521300 Motor Vehicle Supplies	132	74	350	30	350	350	
TOTAL Supplies	1,324	1,167	2,650	875	2,650	2,350	
City Support Services							
173-532400 Computer Fees & Licenses	650	0	448	432	448	500	
TOTAL City Support Services	650	0	448	432	448	500	
Utility Services							
173-533330 Telephone/Internet	0	3,632	839	2,044	2,044	850	
173-533500 Vehicle Fuel	2,908	3,429	3,000	3,730	3,500	3,500	
TOTAL Utility Services	2,908	7,061	3,839	5,773	5,544	4,350	
Operations Support							
173-534000 Postage	48	0	0	0	0	0	
173-534200 Printing & Binding	0	0	100	31	100	100	
TOTAL Operations Support	48	0	100	31	100	100	
Staff Support							
173-535100 Uniforms	1,735	2,173	3,198	483	3,198	3,338	
173-535300 Memberships	315	434	2,420	892	2,420	2,420	
173-535400 Publications	0	596	500	0	500	500	
173-535500 Training/Travel	6,181	8,588	12,156	1,538	5,000	11,156	
173-535510 Meeting Expenses	76	241	620	311	550	620	
173-535600 Professional Certification	578	730	570	231	570	670	
TOTAL Staff Support	8,886	12,762	19,464	3,455	12,238	18,704	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
173-541100 Engineering Services	5,399	8,661	30,000	8,000	15,000	20,000	
173-541300 Other Professional Services	0	11,170	30,000	7,791	15,000	20,000	
173-541310 Prof Svcs-Plan Review	5,712	0	0	0	0	0	
TOTAL Professional Services	11,111	19,831	60,000	15,791	30,000	40,000	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
173-571000 Furniture & Fixtures	0	538	900	0	900	900	
173-571300 Computer & Periphe. < $5000	0	0	3,659	199	2,400	2,985	
TOTAL Operating Equipment	0	538	4,559	199	3,300	3,885	
Capital Outlay							
173-581200 Vehicles & Access. Over $5,00	0	28,607	0	0	0	0	
TOTAL Capital Outlay	0	28,607	0	0	0	0	
TOTAL ENGINEERING	639,481	703,456	767,011	599,066	687,134	878,126	

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DEPARTMENT: 256 POLICE

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

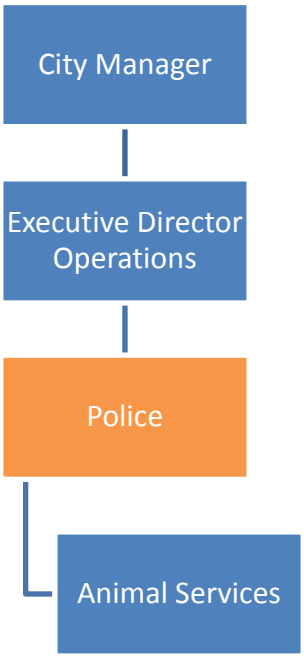
- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.

- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.

- To increase department participation in community programs and increase citizen interest and participation in police department programs which lends to an attractive, safe community and promotes economic prosperity.

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

ORGANIZATIONAL CHART



POLICE

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

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

PERFORMANCE INDICATORS

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

Workload/Output Marshals Division	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$7,319,850	$7,325,884	$8,598,839
Supplies	98,547	106,436	120,176
City Support Services	27,192	25,401	26,000
Utility Services	155,544	158,779	211,800
Operations Support	8,066	16,875	18,685
Staff Support	145,132	132,341	188,898
City Assistance	50,555	74,141	81,100
Professional Services	108,697	78,109	84,583
Maintenance Services	64,190	72,368	90,705
Rental/Leasing	0	44,544	0
Operating Equipment	399,511	273,386	211,173
Capital Outlay	199,597	692,455	540,720
Total	*$8,576,881*	*$9,377,445*	*$10,172,678*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 8.5% from the FY 2019-20 year end estimate for additional personnel expenditures. These personnel increases include a new Student Resource Officer and a new Captain position for the Police Department. Other personnel increases include a pay increase as recommended by the classification and compensation study. The FY 2020-21 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
POLICE							
Personnel Services							
256-511110 Regular	4,191,212	4,765,561	5,111,319	4,495,484	4,851,535	5,722,899	
256-511120 Overtime	197,721	247,200	179,450	245,876	255,000	203,597	
256-511180 LTD	13,224	13,859	15,474	3,497	3,497	17,507	
256-511210 Longevity	95,568	102,756	108,221	108,647	108,458	100,958	
256-511220 Clothing Allowance	59,606	66,384	72,059	59,282	66,008	73,253	
256-511230 Certification Allowance	39,577	39,556	43,262	41,927	43,802	58,560	
256-511310 FICA - Employer	340,504	400,619	429,825	363,505	407,730	459,468	
256-511350 TMRS-Employer	725,510	819,967	885,321	707,607	851,702	990,614	
256-511410 Health-Employer	522,959	499,951	715,177	643,728	699,490	921,512	
256-511500 Workers' Compensation	35,514	42,826	44,273	38,662	38,662	50,471	
TOTAL Personnel Services	6,221,395	6,998,680	7,604,381	6,708,216	7,325,884	8,598,839	
Supplies							
256-521000 Operating Supplies	21,116	33,558	42,325	31,960	39,303	60,641	
256-521100 Office Supplies	4,270	6,004	6,400	5,685	6,186	8,500	
256-521150 Child Safety Supplies	10,152	0	3,450	2,835	3,400	4,325	
256-521200 Medical/Chem Supplies	0	0	0	0	0	28,300	
256-521300 Motor Veh. Supplies	13,566	17,024	17,510	17,290	17,290	18,410	
TOTAL Supplies	49,104	56,586	69,685	57,769	66,179	120,176	
City Support Services							
256-532500 City Insurance-Commercial	24,230	26,264	26,000	26,401	26,401	26,000	
TOTAL City Support Services	24,230	26,264	26,000	26,401	26,401	26,000	
Utility Services							
256-533200 Electric Utility Service	0	0	0	0	0	29,400	
256-533310 Telephone/Cell Phone	0	81	0	5,936	7,500	0	
256-533330 Telephone/Internet	0	189	39,000	0	0	0	
256-533410 Water Utility Service	0	0	0	0	0	21,600	
256-533500 Vehicle Fuel	89,017	97,644	123,549	70,600	94,995	160,800	
TOTAL Utility Services	89,017	97,914	162,549	76,536	102,495	211,800	
Operations Support							
256-534100 Advertising	0	0	7,400	1,654	6,293	7,400	
256-534200 Printing & Binding	2,991	7,836	10,686	3,978	10,389	11,285	
TOTAL Operations Support	2,991	7,836	18,086	5,632	16,682	18,685	
Staff Support							
256-535100 Uniforms	40,788	43,954	43,027	27,546	42,891	54,033	
256-535200 Awards	1,800	1,316	3,100	3,046	3,055	3,250	
256-535210 Employee Recognition-Morale	2,122	4,268	4,900	4,306	4,300	5,500	
256-535300 Memberships	2,078	1,526	3,690	2,247	3,690	3,620	
256-535400 Publications	306	(402)	490	74	490	490	
256-535500 Training/Travel	68,656	81,678	49,150	29,664	65,879	118,255	
256-535510 Meeting Expenses	760	3,220	3,250	912	3,014	3,750	
TOTAL Staff Support	116,509	135,559	107,607	67,794	123,320	188,898	

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
City Assistance							
256-537100 Medical Services	15,108	9,783	0	0	0	70,800	
256-537800 Community Outreach	4,607	6,960	9,100	6,992	8,647	10,300	
TOTAL City Assistance	19,715	16,742	9,100	6,992	8,647	81,100	
Professional Services							
256-541300 Prof Services/Consulting	53,396	80,629	73,993	51,576	70,659	73,503	
256-541310 Contract Service - Crematory	0	0	0	0	0	800	
256-541700 Microchip Service	0	0	0	0	0	10,280	
TOTAL Professional Services	53,396	80,629	73,993	51,576	70,659	84,583	
Fund Charges/Transfers							
Maintenance Services							
256-551100 Building Maintenance	1,000	0	0	0	0	0	
256-551400 Minor & Other Equip Maint	1,753	1,505	3,818	2,542	2,542	4,300	
256-551700 Abatement/Lot Cleaning	0	8,050	10,000	7,505	8,630	20,000	
256-551800 Other Maintenance Agreements	745	795	775	775	775	825	
256-551810 Maintenance Agr. - Radios	50,080	51,680	57,840	37,400	57,840	65,580	
TOTAL Maintenance Services	53,578	62,030	72,433	48,223	69,788	90,705	
Debt Service							
Rental/Leasing							
256-561200 Lease/Purchase Payments	0	0	44,544	44,544	44,544	0	
TOTAL Rental/Leasing	0	0	44,544	44,544	44,544	0	
Operating Equipment							
256-571000 Furniture & Fixtures	4,094	5,248	6,155	6,014	6,155	9,620	
256-571200 Vehicles & Access. LESS $5,00	28,885	307,437	202,041	141,275	163,256	150,500	
256-571300 Computer & Periphe. < $5000	0	0	68,257	66,220	66,220	29,970	
256-571600 Donation-Expense	545	27,655	0	125	125	0	
256-571800 Equipment under $5,000	45,308	55,210	67,155	29,234	37,792	21,083	
TOTAL Operating Equipment	78,831	395,551	343,608	242,867	273,548	211,173	
Capital Outlay							
256-581200 Vehicles & Access. Over $5,00	504,003	199,597	351,635	324,804	351,038	333,485	
256-581300 Computer & Periphe. > $5,000	0	0	0	0	0	13,080	
256-581800 Equipment Over $5,000	25,425	0	195,380	194,952	208,252	194,155	
TOTAL Capital Outlay	529,428	199,597	547,015	519,757	559,291	540,720	
TOTAL POLICE	7,238,194	8,077,388	9,079,000	7,856,307	8,687,438	10,172,678	

PUBLIC SAFETY
EXPENDITURES

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

101-GENERAL FUND

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Maintenance Services							
259-551800 Other Maintenance Agreements	1,656	0	0	0	0	0	
259-551810 Maintenance Agr. - Radios	2,600	0	0	0	0	0	
TOTAL Maintenance Services	4,256	0	0	0	0	0	
Operating Equipment							
259-571800 Equipment Less $5,000	4,756	0	0	0	0	0	
TOTAL Operating Equipment	4,756	0	0	0	0	0	
Capital Outlay							
TOTAL MARSHAL'S OFFICE	372,049	0	0	0	0	0	
TOTAL PUBLIC SAFETY	13,339,628	14,328,041	15,642,026	13,732,800	15,447,817	17,346,531	

HEALTH
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
ANIMAL SERVICES							
Personnel Services							
762-511110 Regular	187,676	196,431	242,632	207,680	236,200	0	
762-511120 Overtime	7,560	29,697	38,800	12,666	17,500	0	
762-511180 LTD	493	551	730	148	148	0	
762-511210 Longevity	2,514	1,435	1,264	870	870	0	
762-511220 Clothing Allowance	1,703	0	0	0	0	0	
762-511230 Certification Allowance	1,500	1,525	3,089	1,200	1,300	0	
762-511310 FICA - Employer	14,733	17,646	21,800	16,340	19,574	0	
762-511350 TMRS-Employer	32,164	37,347	45,538	32,391	40,888	0	
762-511410 Health-Employer	35,695	34,033	50,816	49,001	57,723	0	
762-511500 Workers' Compensation	2,392	2,505	2,889	2,523	2,523	0	
TOTAL Personnel Services	286,430	321,170	407,558	322,819	376,726	0	
Supplies							
762-521000 Operating Supplies	15,440	19,252	17,910	14,425	18,278	0	
762-521100 Office Supplies	426	79	2,000	621	1,740	0	
762-521200 Medical/Chem Supplies	21,076	22,528	25,386	23,416	25,000	0	
762-521300 Motor Veh. Supplies	0	102	1,385	28	208	0	
TOTAL Supplies	36,941	41,961	46,681	38,490	45,226	0	
City Support Services							
762-532800 Promotional Events	792	928	0	0	0	0	
TOTAL City Support Services	792	928	0	0	0	0	
Utility Services							
762-533200 Electric Utility Service	21,091	22,548	21,996	20,570	28,683	0	
762-533410 Water Utility Service	21,690	28,422	19,808	11,410	22,375	0	
762-533500 Vehicle Fuel	10,417	6,660	5,213	3,602	5,226	0	
TOTAL Utility Services	53,198	57,630	47,017	35,581	56,284	0	
Operations Support							
762-534200 Printing & Binding	442	230	1,000	93	193	0	
TOTAL Operations Support	442	230	1,000	93	193	0	
Staff Support							
762-535100 Uniforms	3,361	5,652	7,611	2,508	6,318	0	
762-535200 Awards	0	0	250	0	0	0	
762-535210 Employee Recognition-Morale	0	0	1,200	277	278	0	
762-535500 Training/Travel	2,757	3,891	3,000	465	2,425	0	
762-535510 Meeting Expenses	226	29	500	37	50	0	
TOTAL Staff Support	6,344	9,573	12,561	3,287	9,071	0	

HEALTH
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
City Assistance							
762-537100 Medical Services	18,863	33,813	56,213	47,880	65,494	0	
762-537105 TNR Program	255	0	0	0	0	0	
TOTAL City Assistance	19,118	33,813	56,213	47,880	65,494	0	
Professional Services							
762-541300 Other Consl/Prof Services	0	1,920	0	0	0	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	637	1,197	800	477	800	0	
762-541700 Microchip Service	2,036	4,951	4,290	3,325	6,650	0	
762-541702 Spay & Neuter	18,107	20,000	0	0	0	0	
TOTAL Professional Services	20,781	28,068	5,090	3,802	7,450	0	
Fund Charges/Transfers							
Maintenance Services							
762-551100 Building Maintenance	14,286	85	0	0	0	0	
762-551400 Minor & Other Equip Maint	0	155	500	0	500	0	
762-551700 Abatement	330	0	0	0	0	0	
762-551810 Maintenance Agr. - Radios	2,080	1,920	2,400	1,440	2,080	0	
TOTAL Maintenance Services	16,696	2,160	2,900	1,440	2,580	0	
Rental/Leasing							
Operating Equipment							
762-571000 Furniture & Fixtures	0	0	437	437	437	0	
762-571200 Vehicles & Access. Less $5,00	250	0	3,200	2,367	2,367	0	
762-571500 Equipment	1,505	3,450	2,241	2,241	2,241	0	
762-571600 Donation-Expense	20,889	0	0	0	0	0	
762-571700 Improvements under $5,000	174	510	0	0	0	0	
762-571800 Equipment Under $5,000	1,509	0	0	0	0	0	
TOTAL Operating Equipment	24,327	3,960	5,878	5,046	5,045	0	
Capital Outlay							
762-581200 Vehicles & Access. Over $5,00	64,912	0	60,754	58,887	58,887	0	
762-581600 Donation Expense-Capital	0	0	0	20,103	20,103	0	
762-581800 Equipment Over $5,000	0	0	54,174	54,174	54,174	0	
TOTAL Capital Outlay	64,912	0	114,928	133,164	133,164	0	
TOTAL ANIMAL SERVICES	529,980	499,493	699,825	591,603	701,233	0	

HEALTH
EXPENDITURES

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

101-GENERAL FUND

HEALTH
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Operating Equipment							
772-571000 Furniture & Fixtures	431	0	0	0	0	0	
772-571800 Equipment < $5,000	1,236	0	0	0	0	0	
TOTAL Operating Equipment	1,667	0	0	0	0	0	
Capital Outlay							
772-581200 Vehicles & Access. > $5,000	31,807	0	0	0	0	0	
TOTAL Capital Outlay	31,807	0	0	0	0	0	
TOTAL ENVIRONMENTAL HEALTH	199,779	0	0	0	0	0	
TOTAL HEALTH	729,759	499,493	699,825	591,603	701,233	0	

DEPARTMENT: 257 FIRE RESCUE

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

GOALS AND OBJECTIVES

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

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

ORGANIZATIONAL CHART

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

PERFORMANCE INDICATORS

Input	2018-19 Actual	2019-20 Estimate	2020-21 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	2018-19 Actual	2019-20 Estimate	2020-21 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	20,000	18,000
Fire Inspections Conducted	463	450	600
Plan Reviews Completed	205	260	260
Training Hours Provided	7,949	10,504	12,500

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$4,611,501	$4,948,288	$5,249,151
Supplies	18,529	23,355	23,855
Utility Services	55,221	83,000	76,600
Operations Support	392	1,000	2,150
Staff Support	172,038	195,600	196,600
City Assistance	20,868	24,000	23,000
Professional Services	33,465	69,000	55,500
Maintenance Services	70,560	76,400	76,000
Other Costs	1,594	2,061	0
Rental/Leasing	25,581	10,600	13,500
Operating Equipment	100,193	167,046	143,000
Capital Outlay	177,855	188,706	291,000
Total	*$5,287,797*	*$5,789,056*	*$6,150,356*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 6.2% from the FY 2019-20 year end estimate from higher personnel costs to hire a new Emergency Management Coordinator to oversee the Emergency Operations Center during events, coordinate the update of emergency plans, and apply for applicable grants. Capital Outlay will increase to begin replacing handheld radios over 3 years.

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
FIRE RESCUE							
Personnel Services							
257-511110 Regular	2,567,507	2,940,564	2,891,488	2,935,807	3,094,509	3,254,823	
257-511120 Overtime	430,940	380,812	440,000	210,314	400,000	425,000	
257-511180 LTD	8,160	8,758	8,432	2,149	2,149	9,552	
257-511210 Longevity	62,328	63,571	68,486	64,128	65,450	71,860	
257-511220 Clothing Allowance	12,720	13,524	13,316	12,744	14,000	13,478	
257-511230 Certification Allowance	41,755	43,670	47,336	35,405	42,000	47,597	
257-511310 FICA - Employer	231,811	263,091	263,396	237,338	276,620	289,985	
257-511350 TMRS-Employer	502,724	563,873	550,205	476,246	577,830	618,540	
257-511410 Health-Employer	313,707	309,147	400,802	413,756	453,962	489,772	
257-511500 Workers' Compensation	20,051	24,492	24,927	21,768	21,768	28,544	
TOTAL Personnel Services	4,191,703	4,611,501	4,708,388	4,409,657	4,948,288	5,249,151	
Supplies							
257-521000 Operating Supplies	4,059	5,064	7,590	2,646	7,000	7,500	
257-521100 Office Supplies	1,976	2,574	3,200	1,909	3,200	3,200	
257-521200 Medical/Chem Supplies	5,266	9,324	11,003	7,851	10,955	10,955	
257-521300 Motor Veh. Supplies	37	136	1,000	469	1,000	1,000	
257-521600 Equip Maint Supplies	905	1,433	1,200	593	1,200	1,200	
TOTAL Supplies	12,244	18,529	23,992	13,468	23,355	23,855	
City Support Services							
Utility Services							
257-533100 Gas Utility Service	3,150	5,409	7,000	5,077	7,000	7,000	
257-533200 Electric Utility Service	9,393	9,685	25,000	16,025	20,000	25,000	
257-533320 Telephone/Air Cards	0	0	3,000	0	0	3,000	
257-533330 Telephone/Internet	1,023	142	0	0	0	0	
257-533410 Water Utility Service	1,821	1,347	21,800	18,505	18,000	3,600	
257-533500 Vehicle Fuel	33,643	38,638	38,000	27,730	38,000	38,000	
TOTAL Utility Services	49,030	55,221	94,800	67,337	83,000	76,600	
Operations Support							
257-534100 Advertising	0	0	150	0	0	150	
257-534200 Printing & Binding	142	392	1,000	335	1,000	2,000	
TOTAL Operations Support	142	392	1,150	335	1,000	2,150	
Staff Support							
257-535100 Uniforms	82,009	87,750	97,600	76,940	97,600	98,600	
257-535210 Employee Recognition-Morale	4,325	4,452	4,700	1,316	4,700	4,700	
257-535300 Memberships	2,643	3,058	3,500	3,307	3,500	3,500	
257-535400 Publications	1,966	1,854	3,500	1,472	3,500	2,300	
257-535500 Training/Travel	56,503	65,122	72,199	57,780	72,000	73,000	
257-535510 Meeting Expenses	3,499	2,907	4,388	2,198	4,300	4,500	
257-535600 Professional Certification	6,012	6,894	10,000	6,937	10,000	10,000	
TOTAL Staff Support	156,958	172,038	195,887	149,951	195,600	196,600	

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
City Assistance							
257-537800 Community Outreach	15,183	20,868	24,000	18,898	24,000	23,000	
TOTAL City Assistance	15,183	20,868	24,000	18,898	24,000	23,000	
Professional Services							
257-541300 Other Professional Services	25,875	33,465	68,000	59,161	69,000	55,500	
TOTAL Professional Services	25,875	33,465	68,000	59,161	69,000	55,500	
Fund Charges/Transfers							
Maintenance Services							
257-551400 Minor & Other Equip Maint	54	284	2,500	882	15,000	2,500	
257-551800 Other maintenance agreement	20,001	20,964	31,012	19,006	31,400	43,500	
257-551810 Maintenance Agr. - Radios	14,040	13,100	15,000	10,080	15,000	15,000	
257-551900 Construction	24,873	36,213	15,000	6,408	15,000	15,000	
TOTAL Maintenance Services	58,968	70,560	63,512	36,376	76,400	76,000	
Other Costs							
257-554200 Deployment-Reimb-TIFMAS	15,160	1,594	0	3,726	2,061	0	
TOTAL Other Costs	15,160	1,594	0	3,726	2,061	0	
Debt Service							
Rental/Leasing							
257-561200 Lease/Purchase Payments	15,916	25,581	10,600	8,990	10,600	13,500	
TOTAL Rental/Leasing	15,916	25,581	10,600	8,990	10,600	13,500	
Operating Equipment							
257-571000 Furniture & Fixtures	14,582	14,417	49,803	39,314	39,034	22,000	
257-571200 Vehicles & Access. LESS $5,00	5,544	7,995	8,000	7,114	8,125	10,000	
257-571300 Computer & Periphe. < $5000	14,545	13,907	19,787	18,829	19,750	18,000	
257-571310 Computer Software	1,278	6,417	8,000	7,167	8,000	15,000	
257-571400 Communication Equip LESS $500	4,054	11,964	17,937	11,153	17,937	18,000	
257-571600 Police/Fire/Medical Equipment	97,767	40,568	87,180	58,298	65,000	46,000	
257-571800 Equipment under $5,000	5,429	4,926	9,200	7,428	9,200	14,000	
TOTAL Operating Equipment	143,199	100,193	199,907	149,302	167,046	143,000	
Capital Outlay							
257-581200 Vehicles & Access. Over $5,00	89,953	177,855	132,000	114,050	132,000	134,000	
257-581400 Communication Equip Over $500	0	0	25,388	25,388	25,388	135,000	
257-581600 Donation-Expense	24,864	0	0	15,318	15,318	0	
257-581800 Equipment Over $5,000	7,000	0	16,000	14,957	16,000	22,000	
TOTAL Capital Outlay	121,817	177,855	173,388	169,712	188,706	291,000	
TOTAL FIRE RESCUE	4,806,193	5,287,798	5,563,624	5,086,913	5,789,056	6,150,356	

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.

- Continue to improve department processes to expedite the plan review and permitting process.

- Strive to provide superior customer service through courteous and professional relationships with the community.

- Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.

- Promote the use of automated technology in permit application and inspection software (SharePoint, WebQA, and permitting software City View) which will streamline the process and provide the applicant with on-line access to projects.

- Continue to provide and improve upon a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.

- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.

- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month activities.

- Review, adopt and implement new Building Codes in order to ensure the health and safety of Schertz residents.

ACCOMPLISHMENTS

- Inspections staff obtained various International Code Council (ICC) and Texas State Board of Plumbing Examiners Inspector.

- Attended various continuing education classes virtually related to building code regulations, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.

- Continually improved upon the customer service with the addition of some graphic brochures for permitting, carports, sheds, etc.

- Continued the yearly program to raise awareness for Building Safety Month which included safety tips on the City social media site and an article in the Schertz Magazine.

- Successfully continued with the digital plan and permit submittal and review process by utilizing SharePoint and WebQA to increase efficiency and customer service and added organization to provide for internal improvements.

- Continually reviewed and improved the online inspection request system based on customer input to improve communication with customers.

- Continued the monthly contractor meetings and quarterly meetings with the Greater San Antonio Builders Association (GSABA) to foster partnerships with the building community.

- Increased focus on continued training for staff.

ORGANIZATIONAL CHART

INSPECTIONS	2018-19	2019-20	2020-21
Dir. of Planning & Comm. Dev.	1	1	1
Executive Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	1
Building Inspector	3	5	5
Permit Technician	2	2	2
Development Specialists*	0	1	1
TOTAL POSITIONS	9	12	12

*Split with Utility Billing

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
New Residential Construction	338	360	360
New Commercial Construction	19	26	26
Reroof Permits	903	850	850
Accessory/Temporary Building Permits	49	25	25
Deck/Patio Permits	83	60	60
Sign Permits	102	100	100
Other Permits	2986	3000	3000
Mechanical Permits	1116	900	900

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

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Standard Inspections (i.e. framing) and Re-Inspections	13,338	15,000	15,000

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$802,083	$816,684	$897,110
Supplies	2,897	5,378	5,076
Utility Services	6,047	6,000	8,400
Operations Support	1,206	2,400	1,000
Staff Support	25,975	41,261	41,261
Professional Services	69,720	70,000	70,000
Operating Equipment	2,841	600	650
Capital Outlay	52,087	29,000	0
Total	*$962,856*	*$971,323*	*$1,023,497*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 5.4% from the FY 2019-20 year end estimate with the implementation of the classification and compensation recommendation.

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
INSPECTIONS							
Personnel Services							
258-511110 Regular	420,670	568,258	567,480	533,892	569,659	608,575	
258-511120 Overtime	27,467	14,090	17,460	5,984	18,000	15,212	
258-511180 LTD	1,300	1,611	1,759	438	438	1,887	
258-511210 Longevity	7,295	8,672	13,952	11,849	11,849	12,809	
258-511230 Certification Allowance	0	182	291	277	300	288	
258-511310 FICA - Employer	33,516	44,918	45,805	40,640	43,265	48,682	
258-511350 TMRS-Employer	73,523	95,749	95,683	79,638	89,331	103,840	
258-511410 Health-Employer	64,366	67,260	97,084	83,756	82,507	104,162	
258-511500 Workers' Compensation	1,081	1,342	1,529	1,335	1,335	1,655	
TOTAL Personnel Services	629,218	802,083	841,043	757,809	816,684	897,110	
Supplies							
258-521000 Operating Supplies	1,056	1,287	1,614	597	1,614	1,600	
258-521100 Office Supplies	1,399	1,378	1,890	756	2,400	2,400	
258-521300 Motor Vehicle Supplies	72	159	864	151	864	576	
258-521600 Equip Maint Supplies	22	73	500	0	500	500	
TOTAL Supplies	2,549	2,897	4,868	1,503	5,378	5,076	
City Support Services							
Utility Services							
258-533500 Vehicle Fuel	4,461	6,047	9,720	4,018	6,000	8,400	
TOTAL Utility Services	4,461	6,047	9,720	4,018	6,000	8,400	
Operations Support							
258-534200 Printing & Binding	1,781	1,206	2,400	155	2,400	1,000	
TOTAL Operations Support	1,781	1,206	2,400	155	2,400	1,000	
Staff Support							
258-535100 Uniforms	4,857	5,306	8,690	2,738	8,690	8,690	
258-535300 Memberships	259	318	745	388	745	745	
258-535400 Publications	1,589	1,345	2,298	93	2,298	2,298	
258-535500 Training/Travel Staff	9,942	16,133	23,341	7,794	23,341	23,341	
258-535510 Meeting Expenses	666	830	2,100	430	2,100	2,100	
258-535600 Professional Certification	1,941	2,042	4,087	874	4,087	4,087	
TOTAL Staff Support	19,254	25,975	41,261	12,316	41,261	41,261	
City Assistance							

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
258-541300 Other Consl/Prof Services	260,540	69,720	70,000	13,225	70,000	70,000	
TOTAL Professional Services	260,540	69,720	70,000	13,225	70,000	70,000	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
258-571000 Furniture & Fixtures	5,391	903	1,110	553	600	650	
258-571200 Vehicles&Access. LESS $5,000	0	1,938	0	0	0	0	
TOTAL Operating Equipment	5,391	2,841	1,110	553	600	650	
Capital Outlay							
258-581200 Vehicles & Access. Over $5,00	0	52,087	29,000	0	29,000	0	
TOTAL Capital Outlay	0	52,087	29,000	0	29,000	0	
TOTAL INSPECTIONS	923,193	962,856	999,402	789,580	971,323	1,023,497	

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

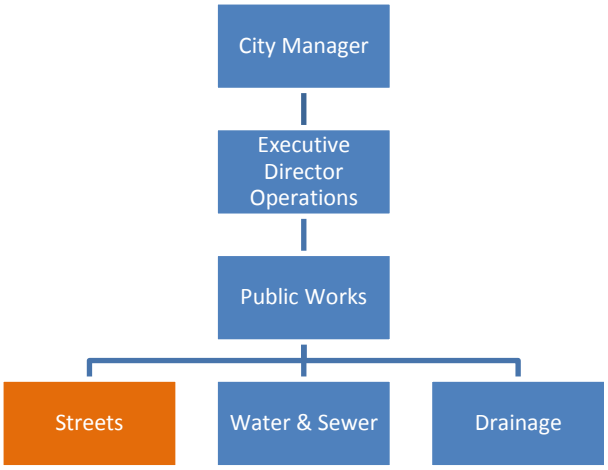
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
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	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Hours spent on roadway maintenance	2340	2380	2600

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$725,346	$764,448	$933,250
Supplies	92,910	118,900	117,950
City Support	0	2,000	0
Utility Services	184,414	174,600	176,000
Staff Support	17,397	15,338	21,120
Professional Services	6,345	15,000	18,000
Maintenance Services	40,561	331,869	285,500
Rental/Leasing	5,043	5,000	6,000
Operating Equipment	41,318	3,400	9,800
Capital Outlay	188,545	342,125	0
Total	*$1,301,880*	*$1,772,801*	*$1,567,620*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will decrease 11.6% from the FY 2019-20 year end estimate. Increases in personnel expenditures related to the classification and compensation study implementation is offset with fewer capital purchases planned in FY 2020-21.

PUBLIC ENVIRONMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
STREETS							
Personnel Services							
359-511110 Regular	507,802	491,977	570,015	437,946	495,927	602,025	
359-511120 Overtime	5,124	6,032	6,305	7,733	9,200	6,240	
359-511180 LTD	1,601	1,478	1,767	389	389	1,866	
359-511210 Longevity	15,381	16,927	17,138	16,786	16,786	19,162	
359-511230 Certification Allowance	2,389	2,112	2,910	1,569	2,000	2,880	
359-511310 FICA - Employer	40,314	40,391	45,206	34,739	40,070	47,776	
359-511350 TMRS-Employer	85,636	83,788	95,097	67,434	83,702	102,467	
359-511410 Health-Employer	101,200	66,618	121,404	89,008	100,817	131,464	
359-511500 Workers' Compensation	13,958	16,024	17,954	15,678	15,678	19,370	
TOTAL Personnel Services	773,404	725,346	877,796	671,283	764,569	933,250	
Supplies							
359-521000 Operating Supplies	2,342	2,515	3,250	2,199	3,500	3,750	
359-521050 Operating Supplies-Sign	19,967	16,691	52,300	36,582	35,000	30,000	
359-521055 Operating Supplies-StreetMain	56,259	71,658	65,200	48,768	77,200	80,000	
359-521100 Office Supplies	295	350	400	328	400	400	
359-521200 Medical/Chem Supplies	1,000	465	1,000	510	1,000	2,000	
359-521300 Motor Veh. Supplies	995	1,232	1,800	1,108	1,800	1,800	
TOTAL Supplies	80,858	92,910	123,950	89,495	118,900	117,950	
City Support Services							
359-532800 EMPLOYEE APPRECIATION EVENTS	0	0	2,500	1,229	2,000	0	
TOTAL City Support Services	0	0	2,500	1,229	2,000	0	
Utility Services							
359-533200 Electric Utility Service	135,545	140,869	140,000	123,407	142,000	140,000	
359-533210 Utilities - Poles	0	4,440	0	0	0	0	
359-533410 Water Utility Service	559	473	0	487	600	0	
359-533500 Vehicle Fuel	36,954	38,631	35,000	28,092	32,000	36,000	
TOTAL Utility Services	173,057	184,414	175,000	151,986	174,600	176,000	
Operations Support							
Staff Support							
359-535100 Uniforms	8,351	13,338	12,000	11,383	12,000	13,500	
359-535300 Memberships	0	149	0	0	0	0	
359-535500 Training/Travel	1,423	3,023	2,100	2,084	2,138	5,000	
359-535510 Meeting Expenses	495	726	1,200	541	700	1,200	
359-535600 Professional Certification	227	161	20	0	500	1,420	
TOTAL Staff Support	10,496	17,397	15,320	14,008	15,338	21,120	

101-GENERAL FUND

PUBLIC ENVIRONMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
City Assistance							
Professional Services							
359-541310 Contractual Services	18,193	6,345	9,800	9,765	15,000	18,000	
TOTAL Professional Services	18,193	6,345	9,800	9,765	15,000	18,000	
Maintenance Services							
359-551400 Minor & Other Equip Maint	0	320	500	0	500	500	
359-551600 Outsourced Street Maintenance	70,181	40,241	331,369	142,252	331,369	285,000	
TOTAL Maintenance Services	70,181	40,561	331,869	142,252	331,869	285,500	
Debt Service							
Rental/Leasing							
359-561100 Rental-Equipment	3,201	5,043	3,200	1,900	5,000	6,000	
TOTAL Rental/Leasing	3,201	5,043	3,200	1,900	5,000	6,000	
Operating Equipment							
359-571000 Furniture & Fixtures	300	0	300	0	0	300	
359-571200 Vehicles & Access under $5,00	1,166	0	0	0	0	5,000	
359-571800 Equipment under $5,000	5,196	41,318	1,400	1,201	3,400	4,500	
TOTAL Operating Equipment	6,662	41,318	1,700	1,201	3,400	9,800	
Capital Outlay							
359-581200 Vehicles & Access. Over $5,00	7,475	156,398	282,125	250,025	282,125	0	
359-581750 Street Crossing Improvements	25,818	0	60,000	10,449	60,000	0	
359-581800 Equipment Over $5,000	60,860	32,147	0	0	0	0	
TOTAL Capital Outlay	94,153	188,545	342,125	260,474	342,125	0	
TOTAL STREETS	1,230,206	1,301,880	1,883,260	1,343,593	1,772,801	1,567,620	
TOTAL PUBLIC ENVIRONMENT	1,230,206	1,301,880	1,883,260	1,343,593	1,772,801	1,567,620	

DEPARTMENT: 460 PARKS, RECREATION AND COMMUNITY SERVICES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

- Continue to develop a system of parks, open space, recreational facilities, and leisure services that will meet the needs of an expanding community.

- Implement the on-going Parks and Open Space Master Plan recommendations and priorities to keep pace with the needs of an expanding community.

- Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings.

- Provide recreational and leisure opportunities to City of Schertz residents of all ages through the provision of high quality parks and recreational facilities, swimming pools, and senior center.

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.

- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

ORGANIZATIONAL CHART

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

PERFORMANCE INDICATORS

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

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$568,334	$599,005	$711,570
Supplies	68,853	99,425	99,350
City Support Services	20,808	105,934	86,500
Utility Services	225,783	246,500	246,000
Operations Support	1,847	1,530	2,000
Staff Support	17,338	15,240	19,670
Professional Services	151,897	137,500	137,500
Maintenance Services	11,688	99,164	24,000
Rental/Leasing	13,630	10,000	10,000

Operating Equipment	93,040	66,829	65,000
Capital Outlay	310,419	176,408	185,000
Total	*$1,483,637*	*$1,557,535*	*$1,586,590*

PROGRAM JUSTIFICATION AND ANALYSIS

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

PARKS & RECREATION
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PARKS							
Personnel Services							
460-511110 Regular	301,260	384,802	433,586	370,081	391,154	470,136	
460-511120 Overtime	16,047	17,549	14,793	13,009	17,800	16,448	
460-511180 LTD	885	1,106	1,326	237	237	1,439	
460-511210 Longevity	6,669	9,832	4,022	3,157	2,900	3,608	
460-511230 Certification Allowance	2,908	3,485	6,984	1,227	1,768	6,912	
460-511310 FICA - Employer	24,030	31,366	35,142	28,502	31,653	38,017	
460-511350 TMRS-Employer	52,016	66,696	72,479	54,964	66,083	80,121	
460-511410 Health-Employer	51,281	49,453	83,806	65,660	83,982	90,565	
460-511500 Workers' Compensation	3,379	4,045	3,926	3,428	3,428	4,324	
TOTAL Personnel Services	458,475	568,334	656,064	540,265	599,005	711,570	
Supplies							
460-521000 Operating Supplies	41,419	29,117	31,671	30,990	34,250	34,250	
460-521100 Office Supplies	430	1,330	1,000	1,510	1,550	1,500	
460-521200 Medical/Chem Supplies	2,502	1,348	2,600	2,125	2,500	2,600	
460-521300 Motor Vehicle Supplies	256	29	500	514	550	500	
460-521310 Landscaping Supplies-Parks	21,397	15,071	25,500	13,439	25,500	25,500	
460-521315 Landscaping Supplies-Campus	943	17,107	30,500	17,979	30,500	30,500	
460-521400 Plumbing Supplies	4,221	4,277	4,000	2,612	4,000	4,000	
460-521610 Building Maintenance Supplies	619	575	500	99	575	500	
TOTAL Supplies	71,788	68,853	96,271	69,267	99,425	99,350	
City Support Services							
460-532601 Holidazzle	0	0	25,559	25,559	25,559	26,000	
460-532604 4th of July Jubilee	0	0	26,000	12,316	26,000	26,000	
460-532607 National Night Out	0	0	500	0	0	0	
460-532619 Schertz Sweetheart	0	0	10,941	2,583	2,500	10,000	
460-532620 Sweetheart Scholarships	0	0	4,000	4,000	4,000	4,000	
460-532626 Other Events	0	0	37,125	11,501	37,500	6,500	
460-532629 MOVING ON MAIN	0	0	375	375	375	4,000	
460-532800 Music, Movies in the Park	10,437	20,808	10,000	2,295	10,000	10,000	
TOTAL City Support Services	10,437	20,808	114,500	58,629	105,934	86,500	
Utility Services							
460-533200 Electric Utility Service	73,034	67,279	76,000	51,577	76,000	76,000	
460-533310 Telephone/Cell Phones	28	0	0	0	0	0	
460-533410 Water Utility Service	171,163	147,692	160,000	130,853	160,000	160,000	
460-533500 Vehicle Fuel	11,804	10,812	8,500	7,725	10,500	10,000	
TOTAL Utility Services	256,028	225,783	244,500	190,155	246,500	246,000	

PARKS & RECREATION
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Operations Support							
460-534100 Advertising	999	1,847	1,000	1,038	1,000	1,000	
460-534800 Temporary Empl. Services	0	0	105	106	530	1,000	
TOTAL Operations Support	999	1,847	1,105	1,144	1,530	2,000	
Staff Support							
460-535100 Uniforms	3,853	7,244	7,195	6,328	6,750	7,195	
460-535300 Memberships	201	2,015	1,625	1,657	1,750	1,625	
460-535500 Training/Travel	3,830	6,897	10,000	5,266	5,890	10,000	
460-535510 Meeting Expenses	316	1,182	850	571	850	850	
TOTAL Staff Support	8,200	17,338	19,670	13,823	15,240	19,670	
City Assistance							
Professional Services							
460-541300 Other Consl/Prof Services	1,646	8,571	7,500	1,868	6,000	6,000	
460-541310 Contract Services	114,246	143,326	131,500	106,996	131,500	131,500	
TOTAL Professional Services	115,892	151,897	139,000	108,863	137,500	137,500	
Maintenance Services							
460-551100 Building Maintenance	1,078	479	2,500	1,460	1,500	2,500	
460-551400 Minor & Other Equip Maint	5,418	4,336	5,000	2,745	2,700	5,000	
460-551600 Street Maintenance Materials	0	0	60,000	0	60,000	10,000	
460-551618 Veteran's Memorial Maint.	2,316	761	29,878	29,964	29,964	1,500	
460-551710 Landscaping	4,906	6,113	5,000	4,838	5,000	5,000	
TOTAL Maintenance Services	13,718	11,688	102,378	39,006	99,164	24,000	
Rental/Leasing							
460-561100 Rental-Equipment	2,321	13,630	8,015	8,858	10,000	10,000	
460-561200 Lease Payments - Principal	27,172	0	0	0	0	0	
TOTAL Rental/Leasing	29,494	13,630	8,015	8,858	10,000	10,000	
Operating Equipment							
460-571000 Furniture & Fixtures	2,574	783	1,829	1,829	1,829	0	
460-571600 Donation-Expense	13,970	0	0	0	0	0	
460-571700 Improvements under $5,000	0	71,718	48,500	44,657	50,000	50,000	
460-571800 Equipment under $5,000	7,523	20,539	15,000	12,124	15,000	15,000	
TOTAL Operating Equipment	24,067	93,040	65,329	58,609	66,829	65,000	
Capital Outlay							
460-581200 Vehicles & Access. Over $5,00	0	133,974	0	0	0	0	
460-581700 Improvements Over $5,000	0	153,733	128,196	34,246	131,631	140,000	
460-581800 Equipment Over $5,000	70,408	22,712	45,000	36,514	44,777	45,000	
TOTAL Capital Outlay	70,408	310,419	173,196	70,761	176,408	185,000	
TOTAL PARKS	1,059,505	1,483,637	1,620,028	1,159,378	1,557,535	1,586,590	

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.

- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.

- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

ORGANIZATIONAL CHART

PERFORMANCE INDICATORS

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

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

*Cost per resident with the new Schertz Aquatics Center

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Supplies	$15,344	$25,500	$25,500
Utility Services	27,256	28,000	16,500
Professional Services	2,993	0	0
Maintenance Services	519,889	434,158	527,878
Operating Equipment	2,125	0	0
Total	*$567,606*	*$484,658*	*$569,878*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 17.6% from the FY 2019-20 year end estimate in anticipation of opening both pools in summer of 2021.

101-GENERAL FUND

PARKS & RECREATION
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
SWIM POOL							
Personnel Services							
Supplies							
463-521000 Operating Supplies	3,850	2,271	4,500	3,588	4,500	4,500	
463-521200 Chem/Med/Lab Supplies	16,070	13,033	18,000	9,198	18,000	18,000	
463-521600 Equip Maint Supplies	570	40	0	0	0	3,000	
TOTAL Supplies	20,490	15,344	22,500	12,786	22,500	25,500	
City Support Services							
Utility Services							
463-533200 Electric Utility Service	11,354	17,482	10,000	13,413	16,000	10,000	
463-533410 Water Utility Service	16,481	9,773	6,500	2,714	12,000	6,500	
TOTAL Utility Services	27,835	27,256	16,500	16,127	28,000	16,500	
Operations Support							
Staff Support							
Professional Services							
463-541300 Other Consl/Prof Services	0	2,993	0	0	0	0	
TOTAL Professional Services	0	2,993	0	0	0	0	
Maintenance Services							
463-551100 Building Maintenance	0	0	0	95	0	0	
463-551400 Minor & Other Equip Maint	14,143	12,385	13,000	16,657	16,657	10,000	
463-551700 Contract Maintenance	515,073	507,504	517,878	389,207	417,501	517,878	
TOTAL Maintenance Services	529,217	519,889	530,878	405,959	434,158	527,878	
Rental/Leasing							
Operating Equipment							
463-571000 Furniture & Fixtures	1,032	2,125	0	0	0	0	
TOTAL Operating Equipment	1,032	2,125	0	0	0	0	
Capital Outlay							
TOTAL SWIM POOL	578,573	567,606	569,878	434,871	484,658	569,878	

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

DEPARTMENT DESCRIPTION

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

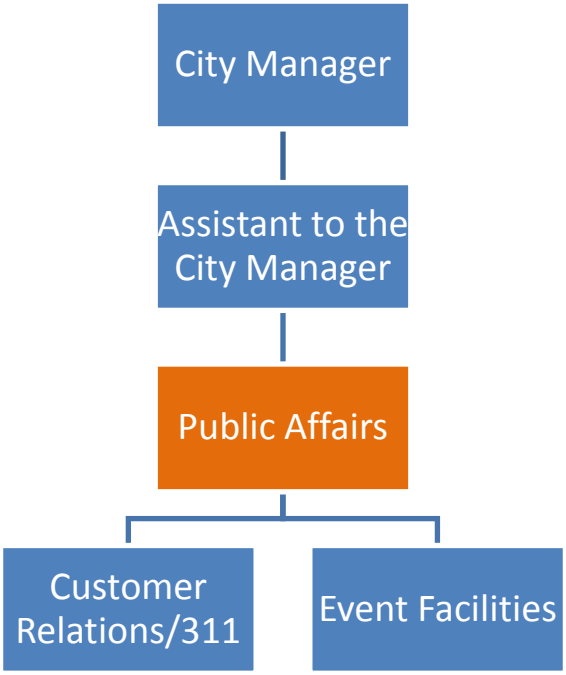
GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshows/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	2018-19	2019-20	2020-21
Civic Center Manager	1	1	1
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	2	2
P/T Event Attendant	1	2	2
TOTAL POSITIONS	6	6	6

PERFORMANCE INDICATORS

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

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

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

Budget	2017-18 Actual	2018-19 Estimate	2019-20 Budget
Personnel Services	$239,440	$268,222	$286,964
Supplies	3,246	5,740	6,150
Utility Services	40,823	46,800	47,650
Operations Support	10,368	6,172	12,358
Staff Support	3,057	3,479	4,925
Maintenance Services	0	12,000	13,000
Operating Equipment	26,307	12,500	22,000
Total	*$323,240*	*$354,913*	*$393,047*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 10.7% from the FY 2019-20 year end estimate due to full staffing and the purchase of replacement equipment.

PARKS & RECREATION
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
EVENT FACILITIES							
Personnel Services							
464-511110 Regular	33,609	174,298	193,177	179,104	195,839	198,508	
464-511120 Overtime	76	3,271	5,000	1,022	1,000	3,352	
464-511180 LTD	94	450	478	115	115	494	
464-511210 Longevity	10	2,805	3,668	3,321	3,321	4,185	
464-511310 FICA - Employer	2,578	14,052	15,430	13,883	15,133	15,752	
464-511350 TMRS-Employer	5,433	29,225	32,231	26,989	30,185	33,599	
464-511410 Health-Employer	6,523	15,085	28,803	20,452	22,413	30,822	
464-511500 Workers' Compensation	47	253	247	216	216	252	
TOTAL Personnel Services	48,371	239,440	279,034	245,101	268,222	286,964	
Supplies							
464-521000 Operating Supplies	3,351	2,477	4,832	2,518	4,800	5,000	
464-521050 Ancillary Products	65	235	450	240	240	450	
464-521100 Office Supplies	351	534	700	366	700	700	
TOTAL Supplies	3,766	3,246	5,982	3,124	5,740	6,150	
Utility Services							
464-533100 Gas Utility Service	804	709	850	521	800	850	
464-533200 Electric Utility Service	36,939	34,033	40,000	21,366	38,000	40,000	
464-533330 Telephone/Internet	1,302	0	0	0	0	0	
464-533410 Water Utility Service	5,807	6,081	5,800	6,384	8,000	6,800	
TOTAL Utility Services	44,852	40,823	46,650	28,271	46,800	47,650	
Operations Support							
464-534100 Advertising	4,320	1,908	5,100	1,046	1,100	6,100	
464-534200 Printing & Binding	29	968	2,150	0	1,000	1,150	
464-534550 Business Meetings/Networking	15	431	108	72	72	108	
464-534800 Temporary Empl. Services	11,371	7,061	5,000	215	4,000	5,000	
TOTAL Operations Support	15,735	10,368	12,358	1,332	6,172	12,358	
Staff Support							
464-535100 Uniforms	45	744	2,000	957	1,100	1,500	
464-535300 Memberships	190	201	275	202	210	275	
464-535500 Training/Travel	307	2,112	3,050	2,006	2,000	2,950	
464-535510 Meeting Expenses	0	0	169	169	169	200	
TOTAL Staff Support	542	3,057	5,494	3,333	3,479	4,925	
Professional Services							

PARKS & RECREATION
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Maintenance Services							
464-551800 Other Maintenance Agreements	0	0	13,000	5,477	12,000	13,000	
TOTAL Maintenance Services	0	0	13,000	5,477	12,000	13,000	
Rental/Leasing							
Operating Equipment							
464-571000 Furniture and Fixtures < $500	941	6,906	2,500	875	2,500	0	
464-571500 Operating Equipment <$5,000	10,199	19,401	13,000	(3,453)	10,000	12,000	
464-571550 Capital Recovery Equipment	1,032	0	10,000	0	0	10,000	
TOTAL Operating Equipment	12,172	26,307	25,500	(2,579)	12,500	22,000	
Capital Outlay							
464-581800 Equipment Over $5,000	0	0	7,000	0	0	0	
TOTAL Capital Outlay	0	0	7,000	0	0	0	
TOTAL EVENT FACILITIES	125,438	323,241	395,017	284,060	354,913	393,047	

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library:

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

2020-21 GOALS

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

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

2019-20 HIGHLIGHTS AND ACCOMPLISHMENTS

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

Operations and Collections

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

Programming

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

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

Outreach and Partnerships

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

ORGANIZATION CHART

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

PERFORMANCE INDICATORS

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

LIBRARY

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Circulation per Capita	4.24	2.31	2.70
Library Visits per Capita	2.25	0.95	1.69
Program Attendance per Capita	.18	0.06	0.07
Collection Turnover Rate	2.96	1.79	2.07
Total Circulation	447,379	250,000	300,000
Total Library Visits	237,821	103,000	187,500
Total Program Attendance	18,906	6,200	8,000

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Cost per Person Served	9.47	9.61	9.45
Cost per Circulation	2.23	4.16	3.50
Circulation per Circulation FTE	52,633	29,412	35,294

Effectiveness	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Percentage of Service Population With Library Cards	31.34%	29.60%	28.83%
Materials Expenditures per Capita	$1.18	$1.29	$1.13
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	12.43%	13.27%	11.91%
Items per Capita (striving to meet 1.53 items per capita standard)	1.43	1.29	1.31

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	$786,234	$799,557	$832,762
Supplies	12,466	15,000	15,000
Utility Services	57,547	67,500	65,500
Operations Support	2,852	5,080	3,600
Staff Support	4,512	8,120	8,280
Professional Services	2,364	1,984	2,300
Maintenance Services	0	0	0
Operating Equipment	133,882	150,000	135,000
Total	*$999,857*	*$1,047,241*	*$1,062,442*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 1.5% from the FY 2019-20 year end estimate with no changes in operations.

CULTURAL
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
LIBRARY							
Personnel Services							
665-511110 Regular	536,336	569,319	548,668	521,885	565,051	575,656	
665-511120 Overtime	886	892	1,067	229	500	1,056	
665-511180 LTD	1,280	1,224	1,266	317	317	1,334	
665-511210 Longevity	10,024	11,410	15,036	12,863	12,863	16,636	
665-511230 Certification Allowance	1,200	1,200	582	1,108	1,200	576	
665-511310 FICA - Employer	40,410	43,977	43,215	39,064	42,214	45,384	
665-511350 TMRS-Employer	84,199	89,096	85,965	75,147	84,407	92,247	
665-511410 Health-Employer	73,611	68,448	86,468	84,250	92,404	99,142	
665-511500 Workers' Compensation	582	668	688	601	601	731	
TOTAL Personnel Services	748,527	786,234	782,955	735,463	799,557	832,762	
Supplies							
665-521000 Operating Supplies	11,158	9,760	12,000	6,327	12,000	12,000	
665-521100 Office Supplies	2,684	2,706	3,000	2,106	3,000	3,000	
TOTAL Supplies	13,842	12,466	15,000	8,433	15,000	15,000	
City Support Services							
Utility Services							
665-533100 Gas Utility Service	2,148	2,352	2,500	2,190	2,500	2,500	
665-533200 Electric Utility Service	46,147	44,745	45,000	26,818	45,000	45,000	
665-533410 Water Utility Service	12,644	10,450	10,000	19,621	20,000	18,000	
TOTAL Utility Services	60,938	57,547	57,500	48,628	67,500	65,500	
Operations Support							
665-534000 Postage	2,392	2,852	3,000	1,534	3,000	3,000	
665-534200 Printing & Binding	1,670	0	2,350	2,080	2,080	600	
TOTAL Operations Support	4,062	2,852	5,350	3,614	5,080	3,600	
Staff Support							
665-535100 Uniforms	28	395	400	7	100	400	
665-535200 Awards	171	138	300	154	300	300	
665-535300 Memberships	1,202	1,247	1,520	1,252	1,520	1,580	
665-535500 Training/Travel	3,250	2,600	10,000	4,634	6,000	5,700	
665-535510 Meeting Expenses	91	132	300	93	200	300	
TOTAL Staff Support	4,742	4,512	12,520	6,140	8,120	8,280	
Professional Services							
665-541365 Courier/Delivery Services	2,318	2,364	2,411	1,984	1,984	2,300	
TOTAL Professional Services	2,318	2,364	2,411	1,984	1,984	2,300	

CULTURAL
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
665-571000 Furniture & Fixtures < $5,000	0	0	1,000	0	1,000	0	
665-571400 Library Materials	104,667	124,315	139,000	117,968	139,000	125,000	
665-571600 Donation-Expense	6,853	9,567	10,000	757	10,000	10,000	
TOTAL Operating Equipment	111,519	133,882	150,000	118,725	150,000	135,000	
Capital Outlay							
TOTAL LIBRARY	945,948	999,857	1,025,736	922,987	1,047,241	1,062,442	
TOTAL CULTURAL	945,948	999,857	1,025,736	922,987	1,047,241	1,062,442	

DEPARTMENT: 853 INFORMATION TECHNOLOGIES (IT)

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

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

INFORMATION TECHNOLOGY	2018-19	2019-20	2020-21
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
TOTAL POSITIONS	10	10	10

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

Efficiency	2018-19 Actual	2019-20 Estimate	2020-21 Budget
% Work Orders Completed 0-1 Day	73%	46%	55%
% Work Orders Completed 2-3 Days	12%	8%	15%
% Work Orders Completed 4-6 Days	7%	11%	10%
% Work Orders Completed 7-10 Days	4%	7%	10%
%Work Orders Completed >11 Days	5%	28%	10%
Average Number of Days to Work Orders	2.91	12.65	4.0
% 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	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$836,549	$822,968	$855,478
Supplies	5,340	6,235	6,800
City Support Services	709,039	899,862	974,666
Utility Services	232,362	272,994	285,125
Staff Support	43,033	31,050	43,628
Professional Services	216,399	88,475	102,599
Maintenance Services	13,946	14,500	10,000
Rental/Leasing	2,084	3,259	3,651
Operating Equipment	300,645	193,452	320,369
Capital Outlay	37,103	28,070	35,000
Total	*$2,391,561*	*$2,360,865*	*2,637,316*

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2020-21 Budget increases 11.7% from the FY 2019-20 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

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

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
INFORMATION TECHNOLOGY							
Personnel Services							
853-511110 Regular	362,580	446,491	437,979	395,681	435,556	589,305	
853-511120 Overtime	43,509	45,966	31,189	45,367	48,280	29,606	
853-511180 LTD	918	1,194	1,358	320	320	1,827	
853-511210 Longevity	3,352	4,373	4,800	5,080	4,830	9,067	
853-511310 FICA - Employer	30,421	37,600	36,261	33,191	36,427	47,319	
853-511350 TMRS-Employer	66,095	79,775	75,744	65,764	78,345	102,411	
853-511410 Health-Employer	46,554	48,953	58,969	40,802	45,131	74,944	
853-511500 Workers' Compensation	411	538	559	488	488	999	
TOTAL Personnel Services	553,840	664,890	646,859	586,695	649,377	855,478	
Supplies							
853-521100 Office Supplies	1,564	1,784	2,000	1,962	1,960	2,200	
853-521300 Motor Vehicle Supplies	9	71	800	36	800	800	
853-521600 Equip Maint Supplies	5,600	3,485	3,500	1,330	2,375	3,800	
TOTAL Supplies	7,173	5,340	6,300	3,329	5,135	6,800	
City Support Services							
853-532300 Computer Consulting	30,132	920	15,000	11,784	12,500	10,000	
853-532355 Software Maint-City Wide	285,385	291,591	413,006	326,594	408,140	481,876	
853-532360 Software Maint-Dept Specific	350,282	406,420	438,840	145,902	430,117	444,295	
853-532400 Computer Fees & Licenses	17,667	10,108	70,015	29,591	46,480	38,495	
TOTAL City Support Services	683,465	709,039	936,861	513,870	897,237	974,666	
Utility Services							
853-533300 Telephone/Land Line	40,865	44,810	56,975	34,990	54,040	62,770	
853-533310 Telephone/Cell Phones	47,437	60,089	73,234	69,661	75,000	68,225	
853-533320 Telephone/Air Cards	39,867	46,880	56,700	36,154	59,448	59,240	
853-533330 Telephone/Internet	70,511	79,755	94,837	67,434	83,656	93,390	
853-533500 Vehicle Fuel	851	828	1,500	376	850	1,500	
TOTAL Utility Services	199,530	232,362	283,246	208,615	272,994	285,125	
Operations Support							
Staff Support							
853-535100 Uniforms	750	1,512	1,360	931	1,050	1,200	
853-535300 Memberships	865	1,314	1,250	402	1,200	1,250	
853-535500 Training/Travel	31,219	36,250	49,910	22,596	24,000	41,178	
TOTAL Staff Support	32,834	39,076	52,520	23,929	26,250	43,628	

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
853-541300 Other Consl/Prof Services	1,320	206,997	190,424	68,616	88,475	101,949	
853-541800 IT Services-Web Design/Maint	5,745	9,402	0	0	0	650	
TOTAL Professional Services	7,065	216,399	190,424	68,616	88,475	102,599	
Fund Charges/Transfers							
Maintenance Services							
853-551300 Computer Maintenance	12,028	13,946	15,500	4,137	14,500	10,000	
TOTAL Maintenance Services	12,028	13,946	15,500	4,137	14,500	10,000	
Rental/Leasing							
853-561200 Lease/Purchase Payments	0	0	0	0	0	3,651	
TOTAL Rental/Leasing	0	0	0	0	0	3,651	
Operating Equipment							
853-571000 Furniture & Fixtures	2,499	797	1,050	697	697	500	
853-571200 Vehicles & Access Under $5000	0	126	0	0	0	0	
853-571300 Computer & Periphe. < $5000	248,918	206,184	237,042	161,535	170,000	297,369	
853-571401 Communication Equip LESS $500	11,172	90,407	45,165	15,739	21,860	22,500	
853-571800 Equipment under $5,000	0	3,132	0	895	895	0	
TOTAL Operating Equipment	262,589	300,645	283,257	178,866	193,452	320,369	
Capital Outlay							
853-581200 Vehicles & Access. > $5000	0	25,430	0	0	0	35,000	
853-581300 Computer & Periphe. > $5000	80,384	5,367	28,070	27,139	28,070	0	
853-581800 Equipment Over $5,000	0	6,306	27,500	0	0	0	
TOTAL Capital Outlay	80,384	37,103	55,570	27,139	28,070	35,000	
TOTAL INFORMATION TECHNOLOGY	1,838,909	2,218,800	2,470,537	1,615,196	2,175,490	2,637,316	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
GIS							
Personnel Services							
174-511110 Regular	118,673	123,024	121,024	115,529	124,960	0	
174-511120 Overtime	0	0	0	285	400	0	
174-511180 LTD	377	364	375	92	92	0	
174-511210 Longevity	2,708	3,108	3,396	3,396	3,396	0	
174-511310 FICA - Employer	9,166	9,902	9,510	9,051	9,763	0	
174-511350 TMRS-Employer	19,589	20,440	19,866	17,474	19,588	0	
174-511410 Health-Employer	15,506	14,475	14,347	13,358	15,081	0	
174-511500 Workers' Compensation	299	347	356	311	311	0	
TOTAL Personnel Services	166,318	171,659	168,874	159,496	173,591	0	
Supplies							
174-521000 Operating Supplies	405	0	1,000	474	1,000	0	
174-521100 Office Supplies	81	0	200	60	100	0	
TOTAL Supplies	487	0	1,200	534	1,100	0	
City Support Services							
174-532400 Computer Fees & Licenses	0	0	2,625	2,625	2,625	0	
TOTAL City Support Services	0	0	2,625	2,625	2,625	0	
Staff Support							
174-535500 Training/Travel	3,963	3,957	6,975	4,764	4,800	0	
TOTAL Staff Support	3,963	3,957	6,975	4,764	4,800	0	
Professional Services							
Rental/Leasing							
174-561200 Lease/Purchase Payments	2,084	2,084	3,000	2,946	3,259	0	
TOTAL Rental/Leasing	2,084	2,084	3,000	2,946	3,259	0	
Operating Equipment							
TOTAL GIS	172,851	177,700	182,674	170,366	185,375	0	
TOTAL GENERAL GOVERNMENT	6,349,363	5,876,284	6,982,009	5,809,143	6,481,711	7,070,722	

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

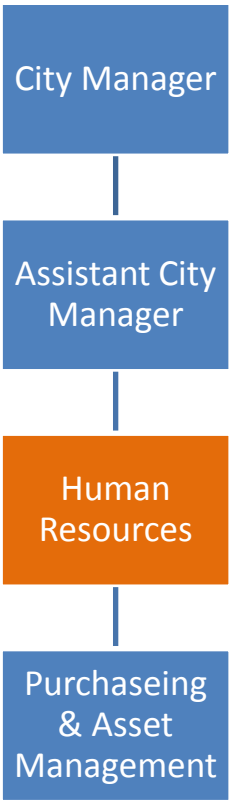
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$412,221	$416,457	$454,784
Supplies	606	2,200	2,700
Human Services	141,714	130,300	190,600
Operations Support	4,027	5,000	6,000
Staff Support	28,562	22,000	38,150
City Assistance	13,860	10,000	10,000
Professional Services	56,433	71,285	15,000
Operating Equipment	1,071	350	350
Total	*$658,495*	*$657,592*	*$717,584*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 9.1% from the FY 2019-20 year end estimate. FY 2019-20 had additional savings related to COVID-19 as training and staff events did not happen. The increase represents returning to normal operations.

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
HUMAN RESOURCES							
Personnel Services							
866-511110 Regular	282,257	302,120	289,120	274,722	297,388	302,654	
866-511120 Overtime	1,584	0	340	537	1,000	259	
866-511180 LTD	892	885	896	204	204	938	
866-511210 Longevity	3,959	4,794	6,218	3,772	3,772	4,476	
866-511310 FICA - Employer	21,295	23,927	22,605	20,578	22,235	23,501	
866-511350 TMRS-Employer	46,331	50,443	47,220	40,854	46,425	50,129	
866-511410 Health-Employer	34,301	24,568	39,157	36,390	40,108	52,436	
866-511500 Workers' Compensation	378	534	372	325	325	391	
866-511600 Unemployment Compensation	12,951	4,951	16,000	2,445	5,000	20,000	
TOTAL Personnel Services	403,949	412,221	421,928	379,827	416,457	454,784	
Supplies							
866-521000 Operating Supplies	0	0	3,446	1,728	1,500	2,000	
866-521100 Office Supplies	823	606	700	471	700	700	
TOTAL Supplies	823	606	4,146	2,199	2,200	2,700	
Human Services							
866-531100 Pre-employment Check	5,071	5,018	4,000	2,032	4,000	4,000	
866-531150 Interview Expenses	2,569	0	3,000	124	300	1,500	
866-531160 COBRA FSA/HSA Adm Services	0	3,390	4,500	4,671	6,000	6,000	
866-531170 Broker Services	0	75,000	75,000	62,500	75,000	75,000	
866-531200 Medical Co-pay	1,950	1,061	3,000	625	1,500	3,000	
866-531300 Employee Assistance	19,915	23,772	8,000	11,244	12,000	9,600	
866-531400 Tuition Reimbursement	9,217	15,000	19,000	18,214	19,000	15,000	
866-531500 Employee Wellness Program	5,450	6,634	57,000	10,112	7,500	57,000	
866-531600 Training Classes	17,255	11,840	19,500	1,214	5,000	19,500	
TOTAL Human Services	61,427	141,714	193,000	110,735	130,300	190,600	
City Support Services							
866-532400 Computer Fees & Licenses	204	0	0	0	0	0	
TOTAL City Support Services	204	0	0	0	0	0	
Utility Services							
866-533320 Telepohne/Air Card	494	0	0	0	0	0	
TOTAL Utility Services	494	0	0	0	0	0	
Operations Support							
866-534000 Postage	0	59	0	0	0	0	
866-534100 Advertising	2,964	2,576	6,000	775	3,000	3,000	
866-534200 Printing & Binding	1,261	1,393	3,000	1,342	2,000	3,000	
866-534800 Temporary Empl. Services	4,114	0	0	0	0	0	
TOTAL Operations Support	8,339	4,027	9,000	2,117	5,000	6,000	

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Staff Support							
866-535100 Uniforms	312	424	500	227	500	500	
866-535210 Employee Recognition-Morale	5,961	21,432	28,150	9,468	12,000	28,150	
866-535300 Memberships	2,292	2,175	2,500	1,429	2,500	2,500	
866-535400 Publications	450	0	2,000	947	2,000	2,000	
866-535500 Training/Travel	2,057	4,532	5,000	7	5,000	5,000	
TOTAL Staff Support	11,073	28,562	38,150	12,079	22,000	38,150	
City Assistance							
866-537100 Medical Services	10,775	13,860	10,000	8,071	10,000	10,000	
TOTAL City Assistance	10,775	13,860	10,000	8,071	10,000	10,000	
Professional Services							
866-541300 Other Consl/Prof Services	9,162	56,433	27,600	71,285	71,285	15,000	
TOTAL Professional Services	9,162	56,433	27,600	71,285	71,285	15,000	
Maintenance Services							
Operating Equipment							
866-571000 Furniture & Fixtures	613	210	350	349	350	350	
866-571300 Computer & Periphe. < $5000	0	861	0	0	0	0	
TOTAL Operating Equipment	613	1,071	350	349	350	350	
TOTAL HUMAN RESOURCES	506,860	658,495	704,174	586,661	657,592	717,584	

DEPARTMENT: 868 FINANCE

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

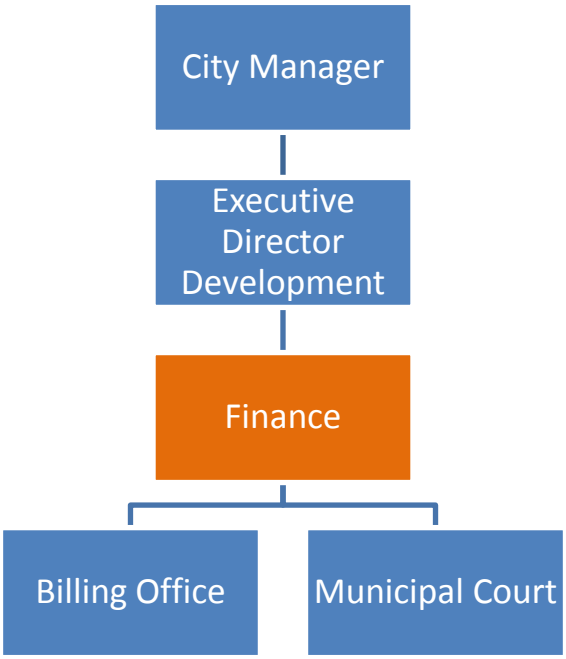
Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees. Finance handles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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

FINANCE



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

PERFORMANCE INDICATORS

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$554,199	$579,871	$603,589
Supplies	4,065	3,500	3,700
Staff Support	3,676	5,135	9,455
Professional Services	31,499	28,887	34,500
Operating Equipment	2,358	1,611	554
Total	*$595,797*	*$619,004*	*$651,798*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 5.3% from the FY 2019-20 year end estimate due to additional compensation awarded from the classification and compensation study.

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
FINANCE							
Personnel Services							
868-511110 Regular	369,450	396,687	391,824	375,301	405,073	416,716	
868-511120 Overtime	909	2,707	1,067	2,040	1,500	924	
868-511180 LTD	1,181	1,161	1,215	295	295	1,292	
868-511210 Longevity	10,314	11,310	9,457	9,457	9,457	10,770	
868-511230 Certification Allowance	2,200	535	291	477	800	288	
868-511310 FICA - Employer	28,446	31,488	30,780	28,529	31,887	32,762	
868-511350 TMRS-Employer	61,740	66,658	64,296	56,657	66,609	69,883	
868-511410 Health-Employer	48,803	43,086	60,522	58,851	63,808	70,409	
868-511500 Workers' Compensation	480	568	506	442	442	545	
TOTAL Personnel Services	523,522	554,199	559,958	532,048	579,871	603,589	
Supplies							
868-521000 Operating Supplies	2,365	1,873	2,700	2,099	2,500	2,700	
868-521100 Office Supplies	1,257	2,192	1,000	614	1,000	1,000	
TOTAL Supplies	3,622	4,065	3,700	2,713	3,500	3,700	
City Support Services							
868-532350 Software Maintenance	138	0	0	0	0	0	
TOTAL City Support Services	138	0	0	0	0	0	
Utility Services							
Operations Support							
868-534200 Printing & Binding	1,200	0	0	0	0	0	
TOTAL Operations Support	1,200	0	0	0	0	0	
Staff Support							
868-535100 Uniforms	242	252	320	0	250	320	
868-535300 Memberships	994	695	1,435	1,385	1,385	1,435	
868-535500 Training/Travel	6,703	2,729	7,476	2,951	3,500	7,700	
TOTAL Staff Support	7,939	3,676	9,231	4,336	5,135	9,455	
Professional Services							
868-541300 Other Consl/Prof Services	13,755	7,285	14,669	13,887	13,887	15,000	
868-541400 Auditor/Accounting Service	15,500	20,752	16,000	11,500	11,500	16,000	
868-541650 Investment Management Fee	0	3,462	3,500	2,983	3,500	3,500	
TOTAL Professional Services	29,255	31,499	34,169	28,369	28,887	34,500	

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Maintenance Services							
Rental/Leasing							
Operating Equipment							
868-571000 Furniture & Fixtures	0	1,502	742	742	518	250	
868-571200 Office Equipment	0	855	1,093	1,093	1,093	304	
TOTAL Operating Equipment	0	2,358	1,835	1,835	1,611	554	
TOTAL FINANCE	565,676	595,797	608,893	569,301	619,004	651,798	

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

DEPARTMENT DESCRIPTION

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

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

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

GOALS AND OBJECTIVES

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

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

ORGANIZATIONAL CHART

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

PERFORMANCE INDICATORS

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$213,721	$219,972	$224,696
Supplies	1,661	650	700
Operations Support	5,819	6,015	7,650
Staff Support	4,609	6,880	6,785
City Assistance	1,994	1,800	2,000
Operating Equipment	170	1,533	1,600
Total	*$227,974*	*$237,130*	*$243,431*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 2.7% from the FY 2019-20 year end estimate due to personnel increase related to the classification and compensation study recommendation.

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PURCHASING & ASSET MGT							
Personnel Services							
872-511110 Regular	143,307	159,444	156,297	149,525	162,056	162,751	
872-511120 Overtime	0	0	0	5	0	0	
872-511180 LTD	454	468	485	117	117	505	
872-511210 Longevity	2,778	3,194	3,602	3,602	3,602	4,010	
872-511230 Certification Allowance	0	0	0	900	700	0	
872-511310 FICA - Employer	10,766	12,813	12,224	11,726	12,685	12,745	
872-511350 TMRS-Employer	23,573	26,354	25,535	22,581	25,542	27,185	
872-511410 Health-Employer	14,981	11,253	16,088	13,774	15,094	17,288	
872-511500 Workers' Compensation	173	195	202	176	176	212	
TOTAL Personnel Services	196,032	213,721	214,433	202,407	219,972	224,696	
Supplies							
872-521000 Operating Supplies	397	1,036	350	118	300	350	
872-521100 Office Supplies	174	625	350	124	350	350	
TOTAL Supplies	571	1,661	700	242	650	700	
City Support Services							
Utility Services							
872-533320 Telephone/Air Card	0	0	280	0	280	0	
872-533500 Vehicle Fuel	253	0	0	0	0	0	
TOTAL Utility Services	253	0	280	0	280	0	
Operations Support							
872-534000 Postage	24	0	50	43	0	50	
872-534100 Advertising	1,049	5,819	6,000	2,335	4,500	6,000	
872-534200 Printing & Binding	29	0	50	0	0	50	
872-534740 Business Memberships	0	0	1,515	1,436	1,515	1,550	
TOTAL Operations Support	1,102	5,819	7,615	3,814	6,015	7,650	
Staff Support							
872-535100 Uniforms	118	237	250	62	250	250	
872-535300 Memberships	1,144	1,335	1,235	1,280	1,280	1,235	
872-535500 Training/Travel	1,719	2,815	3,750	660	5,000	5,000	
872-535510 Meeting Expenses	248	223	350	222	350	300	
TOTAL Staff Support	3,229	4,609	5,585	2,224	6,880	6,785	
City Assistance							
872-537100 Medical Services	749	1,994	3,000	872	1,800	2,000	
TOTAL City Assistance	749	1,994	3,000	872	1,800	2,000	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
Rental/Leasing							
Operating Equipment							
872-571000 Furniture & Fixtures	546	170	320	218	320	600	
872-571300 Computer & Periphe. < $5,000	0	0	1,250	1,213	1,213	0	
872-571500 Operating Equipment	0	0	0	0	0	1,000	
TOTAL Operating Equipment	546	170	1,570	1,431	1,533	1,600	
Capital Outlay							
872-581200 Vehicles & Access. > $5,000	28,058	0	0	0	0	0	
TOTAL Capital Outlay	28,058	0	0	0	0	0	
TOTAL PURCHASING & ASSET MGT	230,539	227,974	233,183	210,991	237,130	243,431	

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

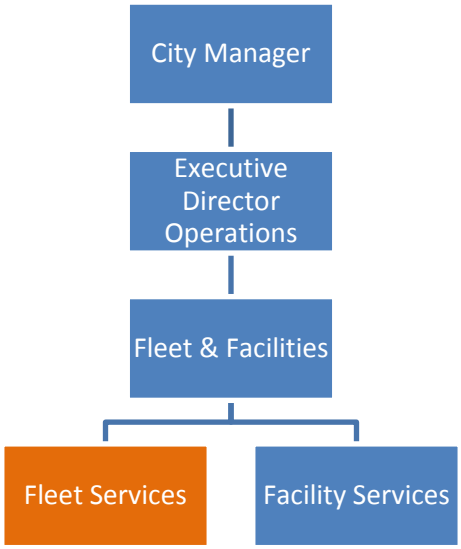
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

Workload/Output	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Work Orders:			
-Police Department vehicles and equipment	682	550	570
-EMS vehicles and equipment	461	425	440
-Streets vehicles and equipment	202	195	180
-Administration vehicles	15	3	5
-Animal Control vehicles	36	35	34
-Facilities Services vehicles	88	85	80
-Fire vehicles and equipment	256	245	250
-Fleet Service vehicles	82	70	70
-I.T	19	12	10
-Inspection vehicles			
-Marshal Service vehicles	0	2	2
-Parks vehicles and equipment	121	115	110
-Water & Sewer vehicles and equipment	232	245	220
-Utility Billing vehicles	40	45	40
-Drainage vehicles and equipment	171	150	150
-Economic Development vehicles	3	8	6
Engineering vehicles	25	16	15
-Purchasing vehicles	1	1	1
-Operations (non-asset specific)	19	11	12
-Motor Pool vehicles	150	63	60
Work Orders(in-house)			
Work Orders(outside vendors)			
Total Work Orders Issued			

FLEET MAINTENANCE

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$271,778	$378,041	$513,152
Supplies	137,606	196,700	216,000
City Support Services	15,887	20,000	15,000
Utility Services	8,744	11,000	12,500
Staff Support	16,752	19,300	29,700
Maintenance Services	241,291	197,000	213,000
Operating Equipment	14,812	8,600	9,800
Capital Outlay	94,940	151,643	52,600
Total	*$801,809*	*$982,284*	*$1,061,752*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget will increase 8.1% from the FY 2019-20 year end estimate due to personnel expenditures. The increase comes from the anticipation of being fully staffed including hiring of an Assistant Public Works Director and from increases related to the classification and compensation study recommendation.

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
FLEET SERVICE							
Personnel Services							
877-511110 Regular	206,834	184,293	319,223	221,605	256,425	348,592	
877-511120 Overtime	5,214	11,550	6,790	11,078	13,000	12,858	
877-511180 LTD	647	537	990	147	147	1,081	
877-511210 Longevity	2,693	1,598	2,834	2,090	2,090	3,578	
877-511310 FICA - Employer	16,368	15,542	25,150	17,814	20,770	27,914	
877-511350 TMRS-Employer	34,638	31,989	52,536	33,542	43,388	59,540	
877-511410 Health-Employer	31,767	23,478	50,110	35,077	39,020	55,540	
877-511500 Workers' Compensation	2,359	2,791	3,666	3,201	3,201	4,049	
TOTAL Personnel Services	300,519	271,778	461,299	324,554	378,041	513,152	
Supplies							
877-521000 Operating Supplies	3,690	3,892	11,600	6,346	12,000	12,300	
877-521005 Supplies - Inspection Sticker	2,219	2,490	2,900	2,060	2,900	2,900	
877-521100 Office Supplies	631	799	800	531	800	800	
877-521200 Oil Lube Suppl, Chem Supplies	17,938	14,190	14,700	13,215	14,500	18,500	
877-521300 Motor Veh. Supplies	172,565	116,043	170,000	145,054	165,000	180,000	
877-521600 Equip Maint Supplies	1,276	190	1,500	239	1,500	1,500	
TOTAL Supplies	198,319	137,606	201,500	167,446	196,700	216,000	
City Support Services							
877-532400 Computer Fees & Licenses	13,118	15,887	8,000	5,517	20,000	15,000	
TOTAL City Support Services	13,118	15,887	8,000	5,517	20,000	15,000	
Utility Services							
877-533500 Vehicle Fuel	10,578	8,744	8,500	5,287	11,000	12,500	
TOTAL Utility Services	10,578	8,744	8,500	5,287	11,000	12,500	
Operations Support							
Staff Support							
877-535100 Uniforms	5,406	7,204	8,250	7,904	8,500	8,000	
877-535200 Awards	0	51	407	45	100	500	
877-535500 Training/Travel	2,772	9,247	2,682	2,223	10,000	20,000	
877-535510 Meeting Expenses	497	251	400	263	700	1,200	
TOTAL Staff Support	8,674	16,752	11,739	10,434	19,300	29,700	
City Assistance							

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
Maintenance Services							
877-551000 Outside Fleet Repair	125,203	220,182	154,000	119,017	145,000	160,000	
877-551050 Outside Collision Repair	43,130	13,404	35,000	21,733	32,000	35,000	
877-551100 Building Maintenance	650	707	0	0	0	0	
877-551400 Minor & Other Equip Maint	3,146	1,319	0	0	0	0	
877-551800 Other Maintenance Agreements	11,246	5,679	10,000	1,966	20,000	18,000	
TOTAL Maintenance Services	183,375	241,291	199,000	142,715	197,000	213,000	
Rental/Leasing							
Operating Equipment							
877-571500 Operating Equipment	8,790	14,812	4,800	4,413	8,600	9,800	
TOTAL Operating Equipment	8,790	14,812	4,800	4,413	8,600	9,800	
Capital Outlay							
877-581200 Vehicles & Access. Over $5,00	26,641	28,697	151,643	151,643	151,643	52,600	
877-581500 Equipment Over $5,000	0	66,243	0	0	0	0	
TOTAL Capital Outlay	26,641	94,940	151,643	151,643	151,643	52,600	
TOTAL FLEET SERVICE	750,015	801,809	1,046,481	812,009	982,284	1,061,752	

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

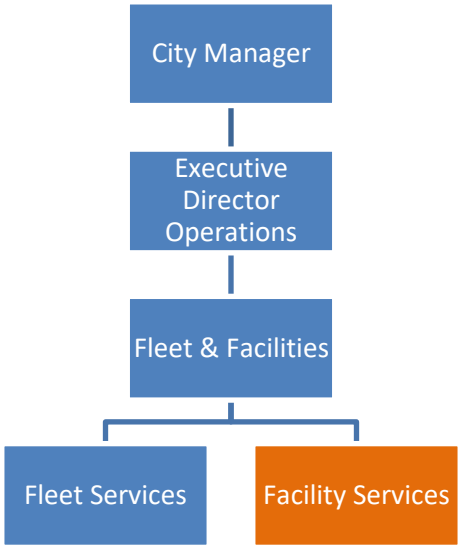
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATION CHART



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

.

PERFORMANCE INDICATORS

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel	$653,672	$726,385	$735,826
Supplies	102,432	69,054	145,900
City Support Services	0	200	5,000
Utility Services	176,962	186,022	171,000
Staff Support	5,605	8,800	12,800
Professional Services	82,988	92,000	85,746
Maintenance Services	427,285	469,299	428,536
Rental Equipment	400	500	500
Operating Equipment	5,670	1,500	16,500
Capital Outlay	36,438	35,000	30,000
Total	*$1,491,452*	*$1,588,760*	*$1,631,808*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget increases 2.7% from the FY 2019-20 year end estimates due personnel expenditures related to the classification and compensation study recommendation.

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
BUILDING MAINTENANCE							
Personnel Services							
878-511110 Regular	490,969	433,234	420,105	427,676	464,953	460,029	
878-511120 Overtime	21,522	19,583	19,012	19,721	22,000	22,769	
878-511180 LTD	1,561	1,291	1,292	329	329	1,416	
878-511210 Lonegevity	13,366	12,458	12,741	11,992	11,992	14,096	
878-511230 Certification Allowance	1,708	1,200	1,302	854	1,200	1,276	
878-511310 FICA-Employer	38,290	34,854	34,880	32,811	38,108	36,887	
878-511350 TMRS-Employer	85,148	75,595	72,861	68,172	79,603	81,019	
878-511410 Health-Employer	104,224	69,599	86,391	93,892	103,343	111,512	
878-511500 Workman's Compensation	6,309	5,859	5,562	4,857	4,857	6,822	
TOTAL Personnel Services	763,096	653,672	654,146	660,306	726,385	735,826	
Supplies							
878-521000 Operating Supplies	89,414	87,488	53,554	43,598	53,554	128,000	
878-521100 Office Supplies	1,277	1,777	1,500	433	1,500	2,000	
878-521200 Medical/Chem Supplies	12,336	10,878	13,000	4,633	13,000	13,000	
878-521300 Motor Vehicle Supplies	1,150	764	500	0	500	1,400	
878-521600 Equip Maint Supplies	1,969	1,525	1,500	0	500	1,500	
TOTAL Supplies	106,145	102,432	70,054	48,663	69,054	145,900	
City Support Services							
878-532400 Computer Fees & Licenses	0	0	200	100	200	5,000	
TOTAL City Support Services	0	0	200	100	200	5,000	
Utility Services							
878-533100 Gas Utility Service	3,705	5,634	5,000	3,739	5,000	5,000	
878-533200 Electric Utility Service	119,391	122,101	118,000	88,931	118,000	118,000	
878-533310 Telephone/Cell Phones	0	0	0	22	22	0	
878-533410 Water Utility Service	55,667	41,513	40,000	52,713	55,000	40,000	
878-533500 Vehicle Fuel	8,553	7,714	8,000	5,769	8,000	8,000	
TOTAL Utility Services	187,316	176,962	171,000	151,174	186,022	171,000	
Operations Support							
878-534800 Temporary Empl. Services	30,671	0	0	0	0	0	
TOTAL Operations Support	30,671	0	0	0	0	0	
Staff Support							
878-535100 Uniforms	6,161	3,567	5,000	3,757	5,000	5,000	
878-535200 Awards	0	255	500	81	500	300	
878-535300 Memberships	321	195	500	373	500	500	
878-535500 Training/Travel	1,388	833	2,000	1,815	2,000	5,500	
878-535510 Meeting Expense	876	755	1,500	247	800	1,500	
TOTAL Staff Support	8,747	5,605	9,500	6,273	8,800	12,800	

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
878-541300 Prof Services/Consultng	0	0	0	(581)	0	0	
878-541310 Contractual Services	46,333	82,988	92,000	76,575	92,000	85,746	
TOTAL Professional Services	46,333	82,988	92,000	75,995	92,000	85,746	
Maintenance Services							
878-551100 Building Maint Misc	176,366	401,087	475,566	161,513	446,299	395,000	
878-551100.Building Maint Misc - CIVIC C	0	0	0	42	0	0	
878-551100.Building Maint Misc - PD	0	0	433	853	0	0	
878-551100.Building Maint Misc - EMS1	0	0	158	158	0	0	
878-551100.Building Maint Misc - FD1	0	0	266	264	0	0	
878-551100.Building Maint Misc -F&F/PARK	0	0	280	280	0	0	
878-551100.Building Maint Misc - SENIOR	0	0	658	658	0	0	
878-551100.Building Maint Misc - LIB	0	0	2,515	2,140	0	0	
878-551100.Building Maint Misc - AAC	0	0	219	196	0	0	
878-551100.Building Maint Misc - BUNKER	0	0	600	600	0	0	
878-551110.Sitework - FD2	0	0	1,195	1,195	0	0	
878-551110.Sitework - LIB	0	0	0	4,608	0	0	
878-551110.Sitework - YMCA	0	0	0	2,500	0	0	
878-551120.Roofing - CH	0	0	4,029	4,029	0	0	
878-551130 Plumbing - Misc.	0	0	62	62	0	0	
878-551130.Plumbing - ADM	0	0	1,255	1,638	0	0	
878-551130.Plumbing - COMM CTR	0	0	0	215	0	0	
878-551130.Plumbing - PD	0	0	1,280	1,480	0	0	
878-551130.Plumbing - EMS1	0	0	299	290	0	0	
878-551130.Plumbing - SENIOR C	0	0	217	217	0	0	
878-551130.Plumbing - FD2	0	0	530	921	0	0	
878-551130.Plumbing - EMS4	0	0	7	6	0	0	
878-551130.Plumbing - LIB	0	0	749	9,646	0	0	
878-551130.Plumbing - YMCA	0	0	1,683	1,683	0	0	
878-551130.Plumbing - AAC	0	0	200	200	0	0	
878-551140 Electric - Misc.	0	0	9,744	9,846	0	0	
878-551140.Electric - CH	0	0	341	393	0	0	
878-551140.Electric - ADM	0	0	0	193	0	0	
878-551140.Electric - CIVIC C	0	0	471	1,166	0	0	
878-551140.Electric - PD	0	0	538	538	0	0	
878-551140.Electric - EMS1	0	0	210	210	0	0	
878-551140.Electric - FD1	0	0	57	57	0	0	
878-551140.Electric - F&F/PARKS	0	0	168	168	0	0	
878-551140.Electric - 11CP	0	0	1,432	518	0	0	
878-551140.Electric - PW	0	0	25	25	0	0	
878-551140.Electric - FD2	0	0	0	250	0	0	
878-551140.Electric - EMS4	0	0	72	72	0	0	
878-551140.Electric - LIB	0	0	9,158	9,158	0	0	
878-551140.Electric - YMCA	0	0	424	424	0	0	
878-551140.Electric - AAC	0	0	0	28	0	0	
878-551140.Electric - FD3	0	0	0	181	0	0	
878-551150 HVAC - Misc.	0	0	2,270	2,744	0	0	
878-551150.HVAC - CIVIC C	0	0	69	5,822	0	0	

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
878-551150.HVAC - PD	0	0	61	61	0	0	
878-551150.HVAC - EMS1	0	0	523	523	0	0	
878-551150.HVAC - 11CP	0	0	0	157	0	0	
878-551150.HVAC - EMS4	0	0	380	395	0	0	
878-551150.HVAC - LIB	0	0	1,074	1,074	0	0	
878-551150.HVAC - YMCA	0	0	0	278	0	0	
878-551150.HVAC - AAC	0	0	2,917	2,917	0	0	
878-551150.HVAC - AQUATIC C	0	0	12,886	13,406	0	0	
878-551150.HVAC - FD3	0	0	199	199	0	0	
878-551160.Windows, Doors - CH	0	0	544	0	0	0	
878-551160.Windows, Doors - ADM	0	0	0	404	0	0	
878-551160.Windows, Doors - CIVIC C	0	0	429	429	0	0	
878-551160.Windows, Doors - PD	0	0	676	1,176	0	0	
878-551160.Windows, Doors - EMS1	0	0	1,068	1,453	0	0	
878-551160.Windows, Doors - FD1	0	0	0	602	0	0	
878-551160.Windows, Doors - EMS/PURCH	0	0	602	235	0	0	
878-551160.Windows, Doors - F&F/PARKS	0	0	235	0	0	0	
878-551160.Windows, Doors - 11CP	0	0	2,349	550	0	0	
878-551160.Windows, Doors - PW	0	0	280	280	0	0	
878-551160.Windows, Doors -FD2	0	0	277	277	0	0	
878-551160.Windows, Doors - LIB	0	0	0	544	0	0	
878-551160.Windows, Doors - AAC	0	0	208	131	0	0	
878-551170.Finishes - ADM	0	0	1,055	1,055	0	0	
878-551170.Finishes - CIVIC C	0	0	1,140	1,140	0	0	
878-551170.Finishes - PD	0	0	151	22,001	0	0	
878-551170.Finishes - EMS1	0	0	16,345	17,926	0	0	
878-551170.Finishes - F&F/PARKS	0	0	379	379	0	0	
878-551170.Finishes - PW	0	0	141	141	0	0	
878-551170.Finishes - FD2	0	0	0	182	0	0	
878-551170.Finishes - AAC	0	0	0	45	0	0	
878-551400 Minor & Other Equip Maint	6,318	6,259	5,000	3,692	5,000	0	
878-551800 Other Maintenance Agreements	31,951	19,939	18,198	15,897	18,000	33,536	
TOTAL Maintenance Services	214,636	427,285	584,297	314,731	469,299	428,536	
Rental/Leasing							
878-561100 Rental-Equipment	4,718	400	500	80	500	500	
TOTAL Rental/Leasing	4,718	400	500	80	500	500	
Operating Equipment							
878-571600 Police/Fire/Medical Equipment	14,520	3,988	1,500	150	1,500	16,500	
878-571700 Improvement Under $5,000	1,760	0	0	0	0	0	
878-571800 Equipment Less $5,000	4,992	1,682	0	650	0	0	
TOTAL Operating Equipment	21,272	5,670	1,500	800	1,500	16,500	

101-GENERAL FUND

INTERNAL SERVICE
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Capital Outlay							
878-581200 Vehicles & Access. Over $5,00	59,316	26,012	25,000	32,452	35,000	30,000	
878-581800 Equipment Over $5,000	0	10,426	0	0	0	0	
TOTAL Capital Outlay	59,316	36,438	25,000	32,452	35,000	30,000	
TOTAL BUILDING MAINTENANCE	1,442,251	1,491,452	1,608,197	1,290,573	1,588,760	1,631,808	
TOTAL INTERNAL SERVICE	5,334,250	5,994,326	6,671,465	5,084,730	6,260,260	6,943,689	

MISC & PROJECTS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PROJECTS							
Professional Services							
Fund Charges/Transfers							
900-548404 Transfer Out - Capital Projec	0	0	4,000,000	0	0	581,300	
TOTAL Fund Charges/Transfers	0	0	4,000,000	0	0	581,300	
Maintenance Services							
Rental/Leasing							
TOTAL PROJECTS	0	0	4,000,000	0	0	581,300	

DEPARTMENT: 901 CITY ASSISTANCE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

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

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

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

MISC & PROJECTS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
CITY'S ASSISTANCE							
Utility Services							
City Assistance							
901-537300 Patient Assistence	5,000	5,000	5,000	5,000	5,000	5,000	
901-537400 Transportation Assistance	28,872	42,666	45,000	42,666	42,666	45,000	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	5,000	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	5,000	5,000	5,000	
901-537700 Senior Citizens Program	259,751	234,145	260,000	194,698	260,000	260,000	
TOTAL City Assistance	303,623	291,811	320,000	252,364	317,666	320,000	
Operating Equipment							
901-571600 Donation-Expense Sr. Center	8,467	11,316	10,000	4,322	15,000	10,000	
TOTAL Operating Equipment	8,467	11,316	10,000	4,322	15,000	10,000	
TOTAL CITY'S ASSISTANCE	312,091	303,127	330,000	256,686	332,666	330,000	

DEPARTMENT: 910 COURT RESTRICTED FUNDS

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Operating Equipment	$2,607	$19,765	$22,992
Total	*$2,607*	*$19,765*	*$22,992*

PROGRAM JUSTIFICAITON & ANALYSIS

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

MISC & PROJECTS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
COURT-RESTRICTED FUNDS							
Fund Charges/Transfers							
Operating Equipment							
910-571600 Court Technology Expenditure	6,500	2,607	22,992	624	19,765	22,992	
TOTAL Operating Equipment	6,500	2,607	22,992	624	19,765	22,992	
TOTAL COURT-RESTRICTED FUNDS	6,500	2,607	22,992	624	19,765	22,992	

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FUND: 505 INTEREST & SINKING FUND

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

FINANCIAL SUMMARY

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

505-TAX I &S

REVENUES

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

GENERAL GOVERNMENT
EXPENDITURES

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

GENERAL GOVERNMENT
EXPENDITURES

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

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FUND: 202 WATER & SEWER

DESCRIPTION

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Revenues			
Franchises	$224,928	$261,992	$238,750
Permits	0	3,000	0
Fees	24,575,500	25,907,843	24,803,500
Fund Transfers	348,302	146,400	146,400
Miscellaneous	2,476,326	855,618	315,718
Total	*$27,124,473*	*$27,174,853*	*$25,504,368*
Expenses			
Non Departmental	$4,691,243	$4,215,105	$0
Business Office	828,453	965,105	903,653
W&S Administration	23,542,137	23,229,289	23,834,892
Projects	0	1,638,000	0
Total	*$28,233,380*	*$29,082,394*	*$24,738,545*

PROGRAM JUSTIFICATION AND ANALYSIS

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

Expenses: The FY 2020-21 Budget decreases 14.9% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the W&S Administration.

202-WATER & SEWER

FINANCIAL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
REVENUE SUMMARY							
Franchises	263,469	224,928	227,380	268,742	261,992	238,750	
Permits	0	0	0	3,000	3,000	0	
Fees	23,293,054	24,074,917	24,575,500	23,456,229	25,907,843	24,803,500	
Fund Transfers	141,510	348,302	4,271,255	122,000	146,400	146,400	
Miscellaneous	3,495,149	2,476,326	465,218	394,706	455,618	315,718	
TOTAL REVENUES	27,193,182	27,124,473	29,539,353	24,244,678	26,774,853	25,504,368	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	5,877,000	3,862,790	3,250,000	0	3,250,000	0	
BUSINESS OFFICE	822,393	828,453	946,023	850,865	965,105	903,653	
TOTAL GENERAL GOVERNMENT	6,699,393	4,691,243	4,196,023	850,865	4,215,105	903,653	
PUBLIC WORKS							
W & S ADMINISTRATION	21,777,119	23,542,137	23,705,330	20,921,121	23,229,289	23,834,892	
TOTAL PUBLIC WORKS	21,777,119	23,542,137	23,705,330	20,921,121	23,229,289	23,834,892	
MISC & PROJECTS							
PROJECTS	0	0	1,638,000	446,944	1,638,000	0	
TOTAL MISC & PROJECTS	0	0	1,638,000	446,944	1,638,000	0	
TOTAL EXPENDITURES	28,476,512	28,233,380	29,539,353	22,218,930	29,082,394	24,738,545	
REVENUE OVER/(UNDER) EXPENDITURES	(1,283,330)	(1,108,907)	0	2,025,748	(2,307,541)	765,823	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Franchises							
000-421490 Cell Tower Leasing	263,469	224,928	227,380	268,742	261,992	238,750	
TOTAL Franchises	263,469	224,928	227,380	268,742	261,992	238,750	
Permits							
000-436010 Network Nodes	0	0	0	3,000	3,000	0	
TOTAL Permits	0	0	0	3,000	3,000	0	
Fees							
000-455200 Garbage Collection Fee	4,960,183	5,130,049	5,280,000	4,585,932	5,200,000	5,280,000	
000-455500 Water & Sewer Transfer Fee	(10)	10	0	0	0	0	
000-455600 Fire Line Fees	29,015	33,160	33,000	0	0	33,000	
000-455700 Recycle Fee Revenue	305,469	328,531	336,000	303,099	330,000	336,000	
000-455800 W&S Line Constructn Reimbur	36,474	23,182	20,000	26,445	21,427	20,000	
000-457100 Sale of Water	10,666,527	11,089,576	10,914,000	10,912,528	12,000,000	11,100,000	
000-457110 Edwards Water Lease	54,872	34,244	40,000	55,616	55,616	40,000	
000-457120 Water Transfer Charge-Selma	26,420	50,571	30,000	17,169	34,000	30,000	
000-457200 Sale of Meters	143,916	95,390	120,000	96,345	103,000	120,000	
000-457400 Sewer Charges	6,816,996	7,281,618	7,550,000	7,323,964	7,900,000	7,592,000	
000-457500 Water Penalties	250,316	5,659	250,000	132,305	260,000	250,000	
000-459200 NSF Check Fee-Water&Sewer	2,875	2,925	2,500	2,825	3,800	2,500	
TOTAL Fees	23,293,054	24,074,917	24,575,500	23,456,229	25,907,843	24,803,500	
Fund Transfers							
000-486000 Transfer In - Reserves	0	0	4,124,855	0	0	0	
000-486100 Transfer In	0	207,302	0	0	0	0	
000-486204 Interfnd Chrg-Drainage Billin	141,510	141,000	146,400	122,000	146,400	146,400	
TOTAL Fund Transfers	141,510	348,302	4,271,255	122,000	146,400	146,400	
Miscellaneous							
000-490000 Misc Charges	10,989	10,434	5,000	6,012	10,400	10,500	
000-491000 Interest Earned	44,859	69,496	75,000	22,195	40,000	40,000	
000-491200 Investment Income	158,054	227,580	240,000	140,014	200,000	120,000	
000-495013 Capital Contribution-W&S	3,132,348	1,975,524	0	0	0	0	
000-496000 Water Construction Reserve Ac	1	0	0	1	0	0	
000-497000 Misc Income-W&S	17,267	55,590	20,000	75,871	80,000	20,000	
000-498110 Salary Reimb-SSLGC	131,630	137,703	125,218	150,614	125,218	125,218	
000-498200 Reimbursmnt-W&S Project	1	0	0	0	0	0	
TOTAL Miscellaneous	3,495,149	2,476,326	465,218	394,706	455,618	315,718	
TOTAL REVENUES	27,193,182	27,124,473	29,539,353	24,244,678	26,774,853	25,504,368	

GENERAL GOVERNMENT
EXPENDITURES

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

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

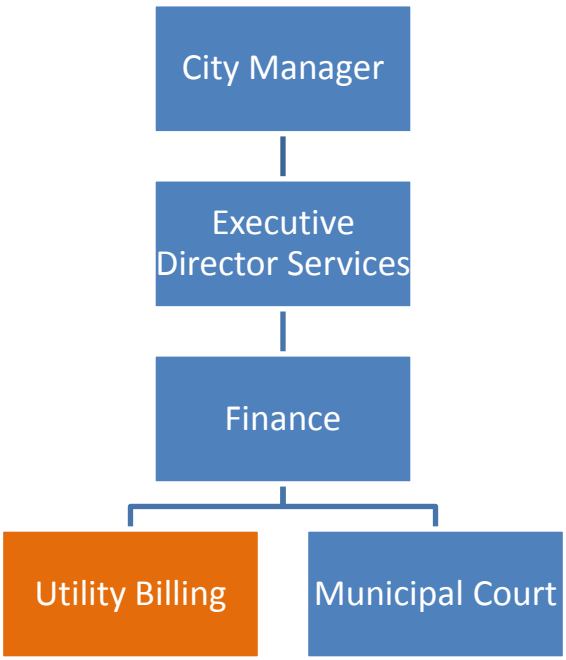
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	$434,343	$481,310	$498,813
Supplies	2,308	3,200	5,100
City Support Services	250	42,900	5,000
Utility Services	6,763	9,200	9,200
Operations Support	126,535	124,500	120,500
Staff Support	4,822	4,460	6,400
Professional Services	246,532	242,800	253,000
Maintenance Services	6,540	6,500	5,040
Operating Equipment	360	430	600
Capital Outlay	0	49,805	0
Total	*$828,453*	*$965,105*	*$903,653*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2020-21 Budget decreases 6.4% from the FY 2019-20 year end estimate. Personnel increases from the classification and compensation study recommendation are offset by no capital outlay purchases and no software upgrades for FY 2020-21.

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
BUSINESS OFFICE							
Personnel Services							
176-511110 Regular	293,782	298,731	317,221	289,849	317,221	325,655	
176-511120 Overtime	6,797	4,945	3,200	5,375	6,000	6,845	
176-511180 LTD	891	816	983	221	221	1,010	
176-511210 Longevity	5,611	4,646	5,546	5,546	5,546	6,164	
176-511310 FICA - Employer	22,643	23,430	24,936	22,138	24,936	25,908	
176-511350 TMRS-Employer	54,856	49,628	52,676	44,358	52,676	55,261	
176-511410 Health-Employer	67,161	50,494	73,290	65,464	73,290	76,284	
176-511500 Workers' Compensation	1,461	1,654	1,626	1,420	1,420	1,686	
TOTAL Personnel Services	453,201	434,343	479,478	434,372	481,310	498,813	
Supplies							
176-521000 Operating Supplies	1,164	873	1,700	1,523	1,700	3,000	
176-521100 Office Supplies	1,752	1,435	2,100	1,404	1,500	2,100	
TOTAL Supplies	2,916	2,308	3,800	2,926	3,200	5,100	
Human Services							
City Support Services							
176-532400 Computer Fees & Licenses	0	0	0	67,064	42,271	0	
176-532900 Contingencies	1	250	4,501	984	629	5,000	
TOTAL City Support Services	1	250	4,501	68,048	42,900	5,000	
Utility Services							
176-533310 Telephone/Cell Phone	1,026	1,914	2,345	1,989	1,700	3,200	
176-533500 Vehicle Fuel	0	4,849	9,000	6,244	7,500	6,000	
TOTAL Utility Services	1,026	6,763	11,345	8,232	9,200	9,200	
Operations Support							
176-534000 Postage	72,670	80,006	93,000	66,054	75,000	90,000	
176-534200 Printing & Binding	43,682	41,915	56,000	17,819	40,000	21,000	
176-534300 Equipment Maintenance - Copie	9,028	4,614	9,500	0	9,500	9,500	
176-534800 Temporary Empl. Services	16,037	0	0	0	0	0	
TOTAL Operations Support	141,417	126,535	158,500	83,873	124,500	120,500	
Staff Support							
176-535100 Uniforms	2,715	1,950	2,709	2,279	2,000	2,300	
176-535200 Awards	30	193	200	0	200	200	
176-535300 Memberships	30	30	100	37	10	100	
176-535500 Training/Travel	802	2,516	3,500	1,636	2,000	3,500	
176-535510 Meeting Expenses	179	133	250	222	250	300	
TOTAL Staff Support	3,755	4,822	6,759	4,175	4,460	6,400	

GENERAL GOVERNMENT
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Professional Services							
176-541800 Credit Card Fees	208,802	243,699	240,000	216,105	240,000	250,000	
176-541810 Credit Cards Fees - AMEX	1,498	2,833	3,000	1,677	2,800	3,000	
TOTAL Professional Services	210,300	246,532	243,000	217,782	242,800	253,000	
Fund Charges/Transfers							
Maintenance Services							
176-551800 Other Maintenance Agreements	6,120	6,540	8,040	4,620	6,500	5,040	
TOTAL Maintenance Services	6,120	6,540	8,040	4,620	6,500	5,040	
Rental/Leasing							
Operating Equipment							
176-571000 Furniture & Fixtures	3,147	360	600	430	430	600	
176-571400 Communication Equip LESS $500	510	0	0	0	0	0	
TOTAL Operating Equipment	3,657	360	600	430	430	600	
Capital Outlay							
176-581200 Vehicles & Access. Over $5,00	0	0	30,000	0	30,000	0	
176-581700 IMPROVEMENTS OVER $5,000	0	0	0	26,406	19,805	0	
TOTAL Capital Outlay	0	0	30,000	26,406	49,805	0	
TOTAL BUSINESS OFFICE	822,393	828,453	946,023	850,865	965,105	903,653	
TOTAL GENERAL GOVERNMENT	6,699,393	4,691,243	4,196,023	850,865	4,215,105	903,653	

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

DEPARTMENT DESCRIPTION

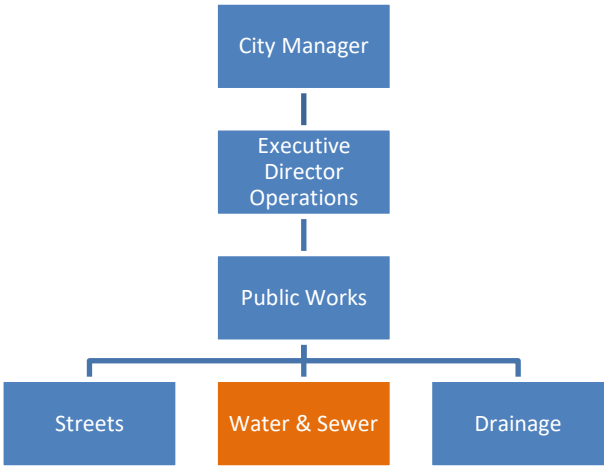
The Water and Wastewater division of Public Works provides reliable water and wastewater services to all Schertz residents through maintenance, repair, strategic planning, inspection of new infrastructure, and the expansion of water and wastewater services. As part of this division's service to the community,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

GOALS AND OBJECTIVES

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

ORGANIZATION CHART

WATER AND SEWER ADMINISTRATION



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

PERFORMANCE INDICATORS

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

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Personnel Services	$1,350,479	$1,494,633	$1,549,996
Supplies	313,562	222,200	187,500
City Support Services	52,962	62,860	166,535
Utility Services	3,480,075	3,554,550	3,575,800
Operations Support	9,193	11,250	11,300
Staff Support	35,762	38,000	39,500
City Assistance	205	500	500
Professional Services	373,084	349,000	409,615
Fund Charges/Transfers	8,545,539	6,355,534	6,470,624
Maintenance Services	8,857,026	8,835,140	9,166,090
Other Costs	38,436	40,000	40,000
Debt Service	480,954	2,100,622	2,106,932
Rental/Leasing	(30,307)	4,000	4,500
Operating Equipment	35,167	12,000	8,000
Capital Outlay	0	149,000	98,000
Total	*$23,542,137*	*$23,229,289*	*$23,834,892*
Projects	$0	$1,638,000	$0

PROGRAM JUSTIFICATION AND ANALYSIS

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

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
W & S ADMINISTRATION							
Personnel Services							
575-511110 Regular	814,575	882,187	949,873	980,129	949,873	988,783	
575-511120 Overtime	35,780	40,045	17,945	49,364	53,000	21,213	
575-511180 LTD	2,577	2,618	3,005	719	719	3,160	
575-511210 Longevity	22,187	20,146	27,542	22,381	22,381	24,270	
575-511230 Certification Allowance	13,606	15,798	13,201	13,117	13,201	13,201	
575-511240 Vehicle/phone Allowance	0	0	0	658	900	900	
575-511310 FICA - Employer	63,139	70,862	76,758	76,425	76,758	79,885	
575-511350 TMRS-Employer	150,648	153,905	160,789	155,372	160,789	170,396	
575-511410 Health-Employer	149,132	155,416	208,469	207,080	208,469	238,201	
575-511500 Workers' Compensation	8,212	9,503	9,783	8,543	8,543	9,987	
TOTAL Personnel Services	1,259,856	1,350,479	1,467,365	1,513,789	1,494,633	1,549,996	
Supplies							
575-521000 Operating Supplies	8,247	11,240	9,000	8,447	9,000	9,000	
575-521100 Office Supplies	1,004	1,478	1,500	1,398	1,500	1,500	
575-521200 Medical/Chem Supplies	1,023	955	1,500	863	1,200	1,500	
575-521400 Plumbing Supplies	17,818	78,927	50,000	34,472	50,000	50,000	
575-521405 Water Meters-New	150,235	220,754	125,000	135,304	160,000	125,000	
575-521600 Equip Maint Supplies	9	208	500	0	500	500	
TOTAL Supplies	178,336	313,562	187,500	180,484	222,200	187,500	
Human Services							
City Support Services							
575-532500 City Insurance-Commercial	45,441	51,068	50,068	56,697	56,697	57,000	
575-532800 Employee Appreciation Events	1,953	1,894	2,500	2,169	2,500	2,500	
575-532900 Contingencies	12,435	0	72,035	0	3,663	107,035	
TOTAL City Support Services	59,829	52,962	124,603	58,866	62,860	166,535	
Utility Services							
575-533100 Gas Utility Service	1,178	1,377	1,500	1,416	1,500	1,500	
575-533200 Electric Utility Service	295,137	302,733	320,000	222,965	305,000	320,000	
575-533310 Telephone/Cell Phones	2,729	2,543	3,500	1,782	3,000	3,500	
575-533320 Telephone/Air Cards	218	170	800	124	350	800	
575-533400 Water Purchase	3,175,122	3,129,241	3,200,000	2,677,005	3,200,000	3,200,000	
575-533410 Water Utility Service	9,456	1,538	10,000	1,511	2,200	10,000	
575-533500 Vehicle Fuel	44,240	42,472	40,000	36,277	42,500	40,000	
TOTAL Utility Services	3,528,081	3,480,075	3,575,800	2,941,079	3,554,550	3,575,800	

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Operations Support							
575-534000 Postage	207	272	300	182	250	300	
575-534100 Advertising	971	2,950	5,000	3,350	5,000	5,000	
575-534200 Printing & Binding	38	284	500	0	500	500	
575-534300 Equipment Maintenance - Copie	5,202	5,687	5,500	6,550	5,500	5,500	
TOTAL Operations Support	6,419	9,193	11,300	10,082	11,250	11,300	
Staff Support							
575-535100 Uniforms	8,982	17,645	15,000	15,689	15,000	16,500	
575-535300 Memberships	5,758	5,946	6,000	5,701	6,000	6,000	
575-535500 Training/Travel	8,973	11,013	15,000	11,106	15,000	15,000	
575-535510 Meeting Expenses	1,648	1,158	2,000	1,235	2,000	2,000	
575-535600 Professional Certification	222	0	0	0	0	0	
TOTAL Staff Support	25,583	35,762	38,000	33,730	38,000	39,500	
City Assistance							
575-537100 Medical Services	333	205	1,500	187	500	500	
TOTAL City Assistance	333	205	1,500	187	500	500	
Professional Services							
575-541200 Legal Svcs	211,625	178,159	200,000	219,117	220,000	200,000	
575-541300 Other Consl/Prof Services	102,431	82,647	147,965	25,232	29,000	112,965	
575-541305 Cell Tower Management Fees	64,122	80,634	68,214	79,610	80,000	71,650	
575-541400 Auditor/Accounting Service	24,000	30,644	24,000	19,000	19,000	24,000	
575-541500 Paying Agent	800	1,000	1,000	1,000	1,000	1,000	
575-541650 Misc Expenses	203	0	0	0	0	0	
TOTAL Professional Services	403,181	373,084	441,179	343,959	349,000	409,615	
Fund Charges/Transfers							
575-548040 Contribution To CVLGC	300,000	480,000	100,000	100,000	100,000	300,000	
575-548050 Contribution to SSLG	2,906,068	3,807,218	4,006,734	3,998,066	4,006,734	3,875,323	
575-548060 Contribution to CCMA	410,650	577,775	726,800	717,400	726,800	723,850	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548106 Transfer Out- Special Events	3,640	0	0	0	0	0	
575-548600 Inter-fund Charges-Admin	1,344,140	1,365,998	1,385,000	1,154,167	1,385,000	1,450,827	
575-548610 Interfund Charge-Fleet	129,890	140,288	132,937	110,781	133,000	116,624	
575-548700 Bad Debt Expense	70,807	0	0	0	0	0	
575-548800 Depreciation Expense	2,150,733	2,162,879	0	0	0	0	
575-548900 Amortization Expense	0	11,381	0	0	0	0	
TOTAL Fund Charges/Transfers	7,315,927	8,545,539	6,355,471	6,080,414	6,355,534	6,470,624	

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Maintenance Services							
575-551100 Building Maintenance	1,572	6	5,000	1,639	5,000	5,000	
575-551300 Computer Maintenance	6,218	6,377	17,500	8,992	12,000	17,500	
575-551400 Minor & Other Equip Maint	25	167	2,500	1,124	2,500	2,500	
575-551500 Water Maintenance	138,060	152,846	155,000	33,294	155,000	155,000	
575-551510 Waste Contractor Expense	4,687,548	4,848,197	4,540,000	4,188,064	4,500,000	4,721,600	
575-551520 Sewer Treatment-CCMA/MUD	3,636,298	3,797,306	4,316,000	3,137,558	4,000,000	4,100,000	
575-551530 Sewer Maintenance	28,650	32,067	84,000	69,604	80,000	84,000	
575-551540 I&I Maintenance	0	6,033	60,000	0	60,000	60,000	
575-551600 Street Maintenance Materials	20,867	13,736	20,000	20,023	20,000	20,000	
575-551720 Low Flow Rebate Program	50	50	250	300	400	250	
575-551800 Other Maintenance Agreements	260	240	240	180	240	240	
TOTAL Maintenance Services	8,519,547	8,857,026	9,200,490	7,460,778	8,835,140	9,166,090	
Other Costs							
575-554100 State Water Fees-TCEQ	36,615	38,436	40,000	36,605	40,000	40,000	
TOTAL Other Costs	36,615	38,436	40,000	36,605	40,000	40,000	
Debt Service							
575-555900 Debt Service	0	0	1,500,000	1,500,000	1,500,000	1,560,000	
575-555900.Interest Expense	382,603	480,954	600,622	600,563	600,622	546,932	
TOTAL Debt Service	382,603	480,954	2,100,622	2,100,563	2,100,622	2,106,932	
Rental/Leasing							
575-561000 Rental-Building & Land	2,783	2,866	3,500	2,952	3,500	3,500	
575-561100 Rental-Equipment	0	0	1,000	0	500	1,000	
575-561200 Lease/Purchase Payments	54,000	(33,173)	0	114,400	0	0	
TOTAL Rental/Leasing	56,783	(30,307)	4,500	117,352	4,000	4,500	
Operating Equipment							
575-571000 Furniture & Fixtures	1,072	3,321	5,000	2,355	5,000	5,000	
575-571200 Vehicles & Access. LESS $5,00	0	3,621	0	0	0	0	
575-571500 Minor Equipment	2,954	0	3,000	6,364	7,000	3,000	
575-571800 Equipment Under $5,000	0	28,224	0	0	0	0	
TOTAL Operating Equipment	4,025	35,167	8,000	8,719	12,000	8,000	
Capital Outlay							
575-581200 Vehicles & Access. Over $5,00	0	0	60,000	0	60,000	0	
575-581800 Equipment Over $5,000	0	0	89,000	34,514	89,000	98,000	
TOTAL Capital Outlay	0	0	149,000	34,514	149,000	98,000	

202-WATER & SEWER

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Water Line Relocation							
Aviation Heights							
TOTAL W & S ADMINISTRATION	21,777,119	23,542,137	23,705,330	20,921,121	23,229,289	23,834,892	
TOTAL PUBLIC WORKS	21,777,119	23,542,137	23,705,330	20,921,121	23,229,289	23,834,892	

MISC & PROJECTS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
900-541100 ENGINEERING	0	0	0	17,743	0	0	
900-541300 PROFESSIONAL SERVICES	0	0	0	500	0	0	
TOTAL Professional Services	0	0	0	18,243	0	0	
Fund Charges/Transfers							
Maintenance Services							
900-551900 CONSTRUCTION	0	0	1,638,000	428,702	1,638,000	0	
TOTAL Maintenance Services	0	0	1,638,000	428,702	1,638,000	0	
Rental/Leasing							
TOTAL PROJECTS	0	0	1,638,000	446,944	1,638,000	0	

FUND: 411 CAPITAL RECOVERY FUND WATER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.

- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.

- Provide citizens with quality projects completed on-time and on-budget.

- Design a 3 million gallon ground storage and booster station
- State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.

PERFORMANCE INDICATORS

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

PROPOSED BUDGET WORKSHEET

411-CAPITAL RECOVERY - WATER AS OF: JUNE 30TH, 2020

FINANCIAL SUMMARY

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

411-CAPITAL RECOVERY - WATER

REVENUES

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

GENERAL GOVERNMENT
EXPENDITURES

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

FUND: 421 CAPITAL RECOVERY FUND SEWER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.

- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.

- Preliminary engineering and land acquisition for a waste water treatment plant for South Schertz. Initiate plans for the Southeast Quad Pump Station and the Ground Storage and Distribution Main for South Schertz. State law mandates that the Water/Wastewater Capital Recovery Plan be updated at least every five years. Last study was in 2011. Currently the Sedona WWTP serves the Crossvine Subdivision area but will be eliminated when the new CCMA WWTP comes on line. A sewer line and lift-station will be needed to accomplish this project.

- Initiate and institute a study to implement reuse water throughout the City.

- Provide citizens with quality projects completed on-time and on-budget.

PERFORMANCE INDICATORS

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

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.

PROPOSED BUDGET WORKSHEET

421-CAPITAL RECOVERY - SEWER AS OF: JUNE 30TH, 2020

FINANCIAL SUMMARY

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

PROPOSED BUDGET WORKSHEET

421-CAPITAL RECOVERY - SEWER AS OF: JUNE 30TH, 2020

REVENUES

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

GENERAL GOVERNMENT
EXPENDITURES

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

FUND: 204 DRAINAGE FUND

DEPARTMENT DESCRIPTION

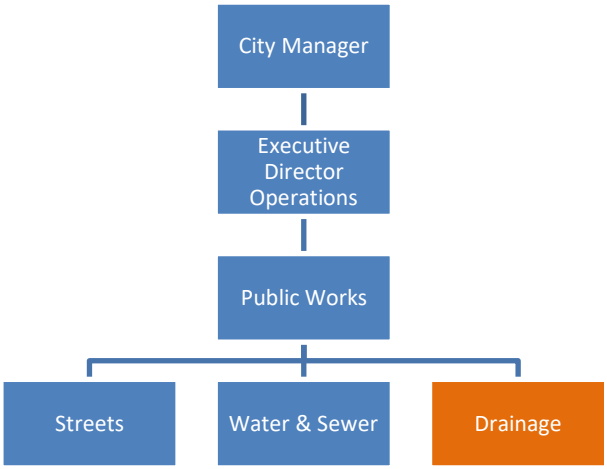
The Public Works Drainage Department is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-ways, alleys, and compliance with regulations, as well as reviewing the issuance of permits for development that might affect the infrastructure such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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

PUBLIC WORKS DRAINAGE



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

PERFORMANCE INDICATORS

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

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Revenue			
Permits	$3,860	$4,000	$4,000
Fees	1,200,722	1,205,000	1,230,000
Fund Transfers	27,000	0	178,564
Miscellaneous	56,610	20,521	33,000
Total	*$1,288,192*	*$1,229,521*	*$1,445,564*
Expenses			
Personnel	$301,277	$395,746	$403,147
Supplies	4,517	5,900	6,000
City Support Services	3,266	5,500	35,500
Utility Services	15,022	10,750	14,700
Operations Support	0	0	1,050
Staff Support	9,597	8,500	13,700
City Assistance	63	150	500
Professional Services	1,475	6,500	41,500
Fund Charges/Transfers	791,503	479,659	532,167
Maintenance Services	32,767	92,000	83,000
Other Costs	100	100	200
Debt Services	5,535	124,200	122,100
Rental/Leasing	55	250	500
Operating Equipment	4,474	1,500	2,500
Capital Outlay	0	110,500	189,000
Projects	0	0	0
Total	*$1,169,651*	*$1,241,255*	*$1,445,564*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2020-21 revenue from drainage fees is expected to increase 17.6% with a transfer from reserves to purchase replacement capital equipment.

Expenses: The FY 2020-21 Budget will increase 16.5% from the FY 2019-20 year end estimate to purchase additional capital equipment and provide additional mowing that will no longer be covered by the state.

204-DRAINAGE

FINANCIAL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
REVENUE SUMMARY							
Permits	3,960	3,860	4,000	2,920	4,000	4,000	
Fees	1,159,910	1,200,722	1,230,000	1,112,081	1,205,000	1,230,000	
Fund Transfers	0	27,000	49,037	0	0	178,564	
Miscellaneous	194,255	56,610	33,000	12,878	20,521	33,000	
TOTAL REVENUES	1,358,125	1,288,192	1,316,037	1,127,879	1,229,521	1,445,564	
EXPENDITURE SUMMARY							
PUBLIC WORKS							
DRAINAGE	1,013,430	1,169,651	1,265,709	807,126	1,241,255	1,445,564	
TOTAL PUBLIC WORKS	1,013,430	1,169,651	1,265,709	807,126	1,241,255	1,445,564	
MISC & PROJECTS							
PROJECTS	0	0	49,037	9,690	0	0	
TOTAL MISC & PROJECTS	0	0	49,037	9,690	0	0	
TOTAL EXPENDITURES	1,013,430	1,169,651	1,314,746	816,816	1,241,255	1,445,564	
REVENUE OVER/(UNDER) EXPENDITURES	344,696	118,540	1,291	311,063	(11,734)	0	

204-DRAINAGE

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Permits							
000-432400 Floodplain Permit	3,960	3,860	4,000	2,920	4,000	4,000	
TOTAL Permits	3,960	3,860	4,000	2,920	4,000	4,000	
Fees							
000-457500 Drainage Penalties	10,537	32	10,000	4,250	5,000	10,000	
000-457600 Drainage Fee	1,149,373	1,200,690	1,220,000	1,107,831	1,200,000	1,220,000	
TOTAL Fees	1,159,910	1,200,722	1,230,000	1,112,081	1,205,000	1,230,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	49,037	0	0	178,564	
000-486405 Transfer-In Grant Fund	0	27,000	0	0	0	0	
TOTAL Fund Transfers	0	27,000	49,037	0	0	178,564	
Miscellaneous							
000-491000 Interest Earned	3,481	3,366	3,000	402	750	3,000	
000-491200 Investment Income	26,509	29,227	30,000	8,975	15,000	30,000	
000-497000 Misc Income-Drainage	164,265	24,017	0	(229)	(229)	0	
000-497100 MISC INCOME-SCRAP METAL SALES	0	0	0	3,730	5,000	0	
TOTAL Miscellaneous	194,255	56,610	33,000	12,878	20,521	33,000	
TOTAL REVENUES	1,358,125	1,288,192	1,316,037	1,127,879	1,229,521	1,445,564	

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
DRAINAGE							
Personnel Services							
579-511110 Regular	217,842	197,031	254,260	182,846	254,260	243,178	
579-511120 Overtime	7,897	4,209	5,500	3,103	5,500	5,930	
579-511180 LTD	669	597	788	144	144	754	
579-511210 Longevity	7,891	8,341	9,166	8,616	8,616	9,474	
579-511230 Certification Allowance	2,400	2,170	4,800	1,777	2,000	4,800	
579-511310 FICA - Employer	16,826	16,431	20,940	14,150	20,940	20,149	
579-511350 TMRS-Employer	36,687	34,246	44,234	26,183	44,234	42,977	
579-511410 Health-Employer	46,245	34,703	56,886	43,925	56,886	72,405	
579-511500 Workers' Compensation	3,146	3,550	3,626	3,166	3,166	3,480	
TOTAL Personnel Services	339,603	301,277	400,200	283,911	395,746	403,147	
Supplies							
579-521000 Operating Supplies	2,972	1,868	3,300	3,038	3,300	3,300	
579-521100 Office Supplies	198	200	500	348	500	500	
579-521200 Medical/Chem Supplies	1,603	2,448	2,000	1,890	2,000	2,000	
579-521300 Motor Vehicle Supplies	0	0	200	0	100	200	
TOTAL Supplies	4,773	4,517	6,000	5,277	5,900	6,000	
Human Services							
City Support Services							
579-532500 City Insurance-Commercial	5,409	3,266	4,000	4,924	3,500	4,000	
579-532800 EMPLOYEE APPRECIATION EVENTS	0	0	2,500	1,202	2,000	1,500	
579-532900 Contingencies	1,465	0	4,000	0	0	30,000	
TOTAL City Support Services	6,874	3,266	10,500	6,126	5,500	35,500	
Utility Services							
579-533310 Telephone/Cell Phones	1,048	1,059	1,200	499	750	1,200	
579-533500 Vehicle Fuel	12,969	13,963	12,000	9,932	10,000	13,500	
TOTAL Utility Services	14,017	15,022	13,200	10,431	10,750	14,700	
Operations Support							
579-534000 Postage	0	0	50	0	0	50	
579-534200 Printing & Binding	0	0	1,000	0	0	1,000	
TOTAL Operations Support	0	0	1,050	0	0	1,050	
Staff Support							
579-535100 Uniforms	3,340	6,438	6,000	4,368	6,000	6,000	
579-535300 Memberships	0	129	500	500	500	500	
579-535500 Training/Travel	1,998	2,690	5,000	1,475	1,500	5,000	
579-535510 Meeting Expenses	228	191	1,200	0	500	1,200	
579-535600 Professional Certification	192	150	1,000	0	0	1,000	
TOTAL Staff Support	5,758	9,597	13,700	6,343	8,500	13,700	

204-DRAINAGE

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
City Assistance							
579-537100 Medical Services	98	63	500	150	150	500	
TOTAL City Assistance	98	63	500	150	150	500	
Professional Services							
579-541200 Legal Svcs	78	0	5,000	0	0	5,000	
579-541310 Contractual Services	7,340	0	5,000	2,107	5,000	35,000	
579-541400 Auditor/Accounting Service	1,500	1,475	1,500	1,500	1,500	1,500	
TOTAL Professional Services	8,918	1,475	11,500	3,607	6,500	41,500	
Fund Charges/Transfers							
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	1,000	
579-548106 Transfer Out- Special Events	1,213	0	0	0	0	0	
579-548202 Transfer Out to Water & Sewer	0	152,777	0	0	0	0	
579-548500 Interfund Charges-Admin	271,430	295,157	243,114	202,593	243,114	285,506	
579-548600 Interfund Charges-Water	141,510	141,000	146,400	122,000	146,400	146,400	
579-548610 Interfund Charge-Fleet	83,355	95,005	89,145	74,288	89,145	99,261	
579-548700 Bad Debt Expense	3,965	0	0	0	0	0	
579-548800 Depreciation Expense	115,709	107,564	0	0	0	0	
TOTAL Fund Charges/Transfers	617,182	791,503	479,659	398,881	479,659	532,167	
Maintenance Services							
579-551610 Drainage Channel Maintenance	1,090	32,767	92,000	87,251	92,000	83,000	
TOTAL Maintenance Services	1,090	32,767	92,000	87,251	92,000	83,000	
Other Costs							
579-554100 State Storm Water Fee-TCEQ	100	100	200	100	100	200	
TOTAL Other Costs	100	100	200	100	100	200	
Debt Service							
579-555900 Debt Service	0	0	120,000	0	120,000	120,000	
579-555900.Interest Expense	8,206	5,535	4,200	4,185	4,200	2,100	
TOTAL Debt Service	8,206	5,535	124,200	4,185	124,200	122,100	
Rental/Leasing							
579-561100 Rental-Equipment	0	55	500	0	250	500	
TOTAL Rental/Leasing	0	55	500	0	250	500	
Operating Equipment							
579-571200 Vehicles & Access Less $5,000	0	4,474	0	0	0	0	
579-571500 Equipment Under $5,000	6,812	0	2,000	864	1,500	2,500	
TOTAL Operating Equipment	6,812	4,474	2,000	864	1,500	2,500	

PUBLIC WORKS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Capital Outlay							
579-581200 Vehicles & Access. Over $5,00	0	0	35,500	0	35,500	0	
579-581500 Machinery/Equipment	0	0	75,000	0	75,000	189,000	
TOTAL Capital Outlay	0	0	110,500	0	110,500	189,000	
TOTAL DRAINAGE	1,013,430	1,169,651	1,265,709	807,126	1,241,255	1,445,564	
TOTAL PUBLIC WORKS	1,013,430	1,169,651	1,265,709	807,126	1,241,255	1,445,564	

204-DRAINAGE

MISC & PROJECTS
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
PROJECTS							
City Support Services							
900-532900 Contingency	0	0	2,324	0	0	0	
TOTAL City Support Services	0	0	2,324	0	0	0	
Operations Support							
Professional Services							
900-541100 Engineering	0	0	46,713	8,306	0	0	
TOTAL Professional Services	0	0	46,713	8,306	0	0	
Maintenance Services							
900-551900 Construction	0	0	0	1,384	0	0	
TOTAL Maintenance Services	0	0	0	1,384	0	0	
Capital Outlay							
TOTAL PROJECTS	0	0	49,037	9,690	0	0	
TOTAL MISC & PROJECTS	0	0	49,037	9,690	0	0	
TOTAL EXPENDITURES	1,013,430	1,169,651	1,314,746	816,816	1,241,255	1,445,564	

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

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

GOALS AND OBJECTIVES

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

- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.

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

ORGANIZATIONAL CHART

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

PERFORMANCE INDICATORS

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

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

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Revenue			
Fees	$5,941,235	$6,352,296	$6,621,567
Inter-Jurisdictional	3,161,147	2,847,959	3,028,357
Miscellaneous	103,432	147,300	135,500
Total	*$9,205,814*	*$9,347,555*	*$9,785,425*
Expenses			
Personnel	$4,200,948	$4,398,536	$4,620,136
Supplies	393,102	368,600	359,500
City Support Services	64,105	136,879	136,000
Utility Services	133,236	129,500	137,000
Operations Support	63,624	48,639	49,500
Staff Support	56,092	62,700	69,500
City Assistance	556,463	558,367	562,367
Professional Services	97,492	134,000	118,500
Fund Charges/Transfers	3,076,256	2,721,685	2,993,790
Maintenance Services	11,819	29,200	30,000
Debt Service	113,549	281,008	0
Rental/Leasing	100,780	65,118	67,000
Operating Equipment	77,063	65,000	72,000
Capital Outlay	0	346,000	517,000
Total	*$8,944,529*	*$9,345,231*	*$9,732,293*

PROGRAM JUSTIFICATION AND ANALYSIS

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

Expenses: The FY 2020-21 Budget will increase 4.1% from the FY 2019-20 year end estimate. Additional personnel expenditures for new staff are offset by additional revenue brought in by the calls those staff will be on.

FINANCIAL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	4,754,620	5,941,235	6,492,050	4,742,943	6,352,296	6,621,567	
Inter-Jurisdictional	2,861,992	3,161,147	2,991,594	2,847,335	2,847,959	3,028,357	
Miscellaneous	135,601	103,432	115,500	207,646	147,300	135,500	
TOTAL REVENUES	7,752,214	9,205,814	9,599,144	7,797,924	9,347,555	9,785,425	
EXPENDITURE SUMMARY							
PUBLIC SAFETY							
SCHERTZ EMS	7,702,476	8,944,529	9,598,811	7,662,587	9,345,231	9,732,293	
TOTAL PUBLIC SAFETY	7,702,476	8,944,529	9,598,811	7,662,587	9,345,231	9,732,293	
MISC & PROJECTS							
TOTAL EXPENDITURES	7,702,476	8,944,529	9,598,811	7,662,587	9,345,231	9,732,293	
REVENUE OVER/(UNDER) EXPENDITURES	49,738	261,285	333	135,338	2,324	53,132	

REVENUES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Fees							
000-456100 Ambulance/Mileage Transprt Fe	4,517,954	5,652,205	6,210,950	4,514,269	6,097,146	6,340,467	
000-456110 Passport Membership Fees	25,275	23,860	28,000	24,950	27,000	28,000	
000-456120 EMT Class - Fees	98,770	97,379	99,000	87,550	99,000	99,000	
000-456122 CE Class - Fees	23,458	22,312	27,000	17,693	20,000	15,000	
000-456130 Immunization Fees	3,008	2,764	2,000	6,278	7,500	3,000	
000-456140 Billing Fees-External	23,016	23,569	25,000	21,830	24,500	26,000	
000-456150 Standby Fees	38,518	25,185	30,000	15,838	20,000	25,000	
000-456155 Community Services Support	72,888	52,320	50,000	23,202	23,000	50,000	
000-456160 MIH Services	13,960	29,192	20,000	31,234	34,000	35,000	
000-458110 Sale of Merchandise - GovDea(	62,327)	12,399	0	0	0	0	
000-459200 NSF Check Fee	100	50	100	100	150	100	
TOTAL Fees	4,754,620	5,941,235	6,492,050	4,742,943	6,352,296	6,621,567	
Inter-Jurisdictional							
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	843,578	843,577	843,577	
000-474300 Cibolo Support	346,468	410,583	439,612	439,612	439,612	473,115	
000-475100 Comal Co ESD #6	116,813	125,159	133,064	132,439	133,064	141,411	
000-475200 Live Oak Support	213,152	232,140	237,775	237,775	237,775	246,256	
000-475300 Universal City Support	281,284	300,092	305,996	305,996	305,996	321,566	
000-475400 Selma Support	111,886	148,697	161,001	161,001	161,001	171,441	
000-475500 Schertz Support	556,325	581,537	602,583	602,583	602,583	667,049	
000-475600 Santa Clara Support	10,447	10,790	11,137	11,137	11,137	11,455	
000-475800 Marion Support	15,187	16,347	16,849	16,849	16,849	18,375	
000-475910 TASPP Program	366,853	492,224	240,000	96,365	96,365	134,112	
TOTAL Inter-Jurisdictional	2,861,992	3,161,147	2,991,594	2,847,335	2,847,959	3,028,357	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	4,403	5,018	4,000	998	1,800	2,500	
000-491200 Investment Income	6,237	9,919	9,500	9,146	12,000	5,000	
000-493203 Donations-EMS	913	625	2,000	5,727	6,000	2,000	
000-493205 Donations-Golf Tournament	18,595	(2,160)	0	(150)	0	0	
000-497000 Misc Income	49,966	48,056	50,000	53,150	60,000	60,000	
000-497100 Recovery of Bad Debt	55,488	2,977	50,000	7,622	7,500	6,000	
000-497110 Collection Agency-Bad Debt	0	38,996	0	131,153	60,000	60,000	
TOTAL Miscellaneous	135,601	103,432	115,500	207,646	147,300	135,500	
TOTAL REVENUES	7,752,214	9,205,814	9,599,144	7,797,924	9,347,555	9,785,425	

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
SCHERTZ EMS							
Personnel Services							
280-511110 Regular	2,167,653	2,314,458	2,474,883	2,231,212	2,500,000	2,501,046	
280-511120 Overtime	710,157	759,746	734,285	696,373	750,000	723,148	
280-511180 LTD	6,389	6,310	6,494	1,598	1,598	6,625	
280-511210 Longevity	45,125	43,266	44,585	46,492	45,000	46,756	
280-511220 Clothing Allowance	10,980	11,616	12,168	11,452	12,168	12,480	
280-511230 Certification Allowance	18,805	23,080	23,400	12,640	23,400	21,320	
280-511310 FICA - Employer	217,875	241,927	246,355	217,779	247,000	252,813	
280-511350 TMRS-Employer	478,819	474,190	484,783	369,533	450,000	497,124	
280-511410 Health-Employer	350,227	284,039	311,434	395,727	311,434	497,182	
280-511500 Workers' Compensation	37,002	42,315	66,345	57,936	57,936	61,642	
TOTAL Personnel Services	4,043,032	4,200,948	4,404,732	4,040,742	4,398,536	4,620,136	
Supplies							
280-521000 Operating Supplies	657	510	2,000	1,171	2,000	2,000	
280-521010 Operating Supplies-EMT Class	21,940	21,638	26,000	19,354	25,000	25,000	
280-521020 Operating Supplies-CE Class	7,740	4,599	16,000	2,639	15,000	9,000	
280-521025 Community Support Supplies	53,272	41,949	40,000	19,977	20,000	25,000	
280-521030 Operating Supplies- MIH	77	0	1,000	0	0	1,000	
280-521100 Office Supplies	3,200	2,880	3,500	2,096	2,500	3,500	
280-521200 Medical/Chem Supplies	250,857	300,042	265,000	271,372	285,000	275,000	
280-521250 Immunization Supplies	2,922	19,011	14,600	9,868	14,600	14,000	
280-521300 Motor Veh. Supplies	1,335	1,567	4,000	2,293	2,500	2,500	
280-521600 Equip Maint Supplies	4,145	905	4,000	0	2,000	2,500	
TOTAL Supplies	346,144	393,102	376,100	328,771	368,600	359,500	
Human Services							
City Support Services							
280-532350 Software Maintenance	26,390	37,843	62,000	38,812	62,000	70,000	
280-532500 City Insurance-Commercial	22,691	26,363	26,000	24,979	24,979	26,000	
280-532840 Golf Tournament-Dilworth	0	(100)	0	0	0	0	
280-532900 Contingencies	0	0	45,400	0	49,900	40,000	
TOTAL City Support Services	49,081	64,105	133,400	63,791	136,879	136,000	
Utility Services							
280-533100 Gas Utility Service	4,703	6,535	7,000	6,474	7,000	7,000	
280-533200 Electric Utility Service	14,817	11,089	12,000	6,859	13,000	12,000	
280-533300 Telephone/Land Line	2,865	3,539	3,000	995	3,000	3,500	
280-533310 Telephone/Cell Phones	7,097	8,168	14,500	11,370	12,000	10,000	
280-533320 Telephone/Air Cards	11,986	12,428	13,000	3,850	13,000	13,000	
280-533330 Telephone/Internet	3,719	4,092	4,500	3,476	4,500	4,500	
280-533410 Water Utility Service	1,821	5,956	6,500	6,085	7,000	7,000	
280-533500 Vehicle Fuel	73,325	81,429	80,000	61,127	70,000	80,000	
TOTAL Utility Services	120,333	133,236	140,500	100,237	129,500	137,000	

PUBLIC SAFETY
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Operations Support							
280-534000 Postage	10,653	10,625	12,500	6,281	12,000	11,000	
280-534100 Advertising	0	0	1,000	0	0	0	
280-534200 Printing & Binding	7,760	5,396	8,000	2,799	6,000	6,500	
280-534300 Equipment Maintenance - Copie	13,408	9,659	13,500	4,628	6,000	7,500	
280-534400 EMT Class Instructors	16,080	16,160	16,800	10,640	13,000	14,000	
280-534410 CE Class Instructors	2,720	960	3,000	960	1,500	2,500	
280-534420 Community Support-Instructors	3,132	2,240	5,000	1,920	2,000	4,000	
280-534500 Memberships - Organizations	3,420	3,502	3,750	3,750	3,750	4,000	
280-534800 Temporary Empl. Services	0	15,082	0	4,389	4,389	0	
TOTAL Operations Support	57,172	63,624	63,550	35,368	48,639	49,500	
Staff Support							
280-535100 Uniforms	16,073	23,574	25,000	18,327	20,000	22,000	
280-535210 Employee Recognition-Morale	6,490	4,967	6,000	2,023	6,000	6,000	
280-535300 Memberships	20	0	0	0	0	0	
280-535400 Publications	281	489	650	200	200	500	
280-535500 Training/Travel	17,914	23,269	45,500	19,661	30,000	35,000	
280-535510 Meeting Expenses	2,893	2,266	3,000	1,250	2,500	3,000	
280-535600 Professional Certification	1,285	1,527	3,500	3,025	4,000	3,000	
TOTAL Staff Support	44,955	56,092	83,650	44,485	62,700	69,500	
City Assistance							
280-537100 Medical Services	2,381	3,356	9,000	1,543	5,000	9,000	
280-537110 EMS Outsourcing	548,867	548,867	548,867	503,128	548,867	548,867	
280-537800 Community Outreach	9,875	4,240	4,500	3,328	4,500	4,500	
TOTAL City Assistance	561,123	556,463	562,367	507,999	558,367	562,367	
Professional Services							
280-541200 Legal Svcs	3,502	2,204	10,000	59	3,500	5,000	
280-541300 Other Consl/Prof Services	125,690	81,477	130,000	94,448	115,000	98,000	
280-541400 Auditor/Accounting Service	3,000	2,951	3,000	3,000	3,000	3,000	
280-541501 Bond Issuance Costs/Paying Ag	200	0	0	0	0	0	
280-541800 Credit Card Fees	9,512	10,861	15,000	11,936	12,500	12,500	
TOTAL Professional Services	141,903	97,492	158,000	109,443	134,000	118,500	
Fund Charges/Transfers							
280-548101 Tranfer Out - General Fund	0	0	4,000	0	4,000	4,000	
280-548106 Transfer Out- Special Events	3,640	0	0	0	0	0	
280-548505 Contribution I&S	0	0	0	0	0	115,100	
280-548600 Interfund Charges-G/F Admin	170,087	141,587	179,100	149,250	179,100	182,682	
280-548610 Interfund Charges-Admin Fleet	130,000	134,492	138,585	115,488	138,585	181,781	
280-548650 Interest Expense	2,134	0	0	0	0	0	
280-548700 Bad Debt Expense	1,572,421	2,464,173	2,532,520	1,871,408	2,400,000	2,510,227	
280-548800 Depreciation Expense	371,827	336,004	0	0	0	0	
TOTAL Fund Charges/Transfers	2,250,108	3,076,256	2,854,205	2,136,145	2,721,685	2,993,790	

PUBLIC SAFETY
EXPENDITURES

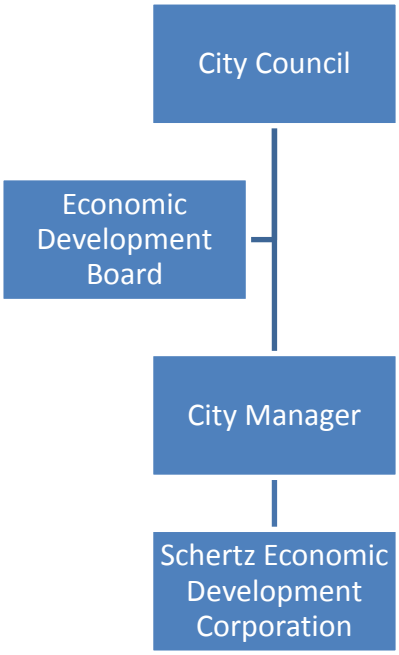
	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
Maintenance Services							
280-551800 Other Maintenance Agreements	0	0	17,000	16,200	16,200	17,000	
280-551810 Maintenance Agr. - Radios	12,480	11,819	13,000	8,640	13,000	13,000	
TOTAL Maintenance Services	12,480	11,819	30,000	24,840	29,200	30,000	
Other Costs							
Debt Service							
280-555639 Tax Notes SR2015 - Principal	0	0	160,000	0	160,000	0	
280-555639.Tax Notes SR2015 - Interest	10,289	(3,076)	2,888	2,877	2,888	0	
280-555900 Debt Service	18,120	116,625	118,120	118,400	118,120	0	
TOTAL Debt Service	28,409	113,549	281,008	121,277	281,008	0	
Rental/Leasing							
280-561200 Lease/Purchase Payments	1,567	100,780	67,000	65,118	65,118	67,000	
TOTAL Rental/Leasing	1,567	100,780	67,000	65,118	65,118	67,000	
Operating Equipment							
280-571000 Furniture & Fixtures	3,902	3,939	5,000	2,813	4,000	4,500	
280-571200 Vehicles&Access. < $5,000	4,642	200	4,000	0	4,000	3,000	
280-571300 Computer&Periphe. < $5000	19,864	23,869	19,000	2,787	15,000	15,000	
280-571400 Communication Equip < $5000	11,623	18,739	10,300	3,559	7,000	9,500	
280-571800 Equipment Under $5,000	6,136	30,317	35,000	30,781	35,000	40,000	
TOTAL Operating Equipment	46,167	77,063	73,300	39,940	65,000	72,000	
Capital Outlay							
280-581200 Vehicles & Access. Over $5,00	0	0	350,000	23,792	325,000	470,000	
280-581800 Equipment Over $5,000	0	0	21,000	20,639	21,000	47,000	
TOTAL Capital Outlay	0	0	371,000	44,431	346,000	517,000	
TOTAL SCHERTZ EMS	7,702,476	8,944,529	9,598,811	7,662,587	9,345,231	9,732,293	
TOTAL PUBLIC SAFETY	7,702,476	8,944,529	9,598,811	7,662,587	9,345,231	9,732,293	

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

MISSION STATEMENT

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

ORGANIZATIONAL CHART



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

PERFORMANCE INDICATORS

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

Budget	2018-19 Actual	2019-20 Estimate	2020-21 Budget
Revenue			
Taxes	$4,167,318	$4,334,011	$4,507,371
Fund Transfers	0	0	3,496,428
Miscellaneous	648,216	302,000	141,000
Total	*$4,815,534*	*$4,636,011*	*$8,144,799*
Expenses			
Supplies	$561	$500	$500
Human Services			
City Support Services	8,469	21,427	21,650
Utility Services	2,155	3,011	3,695
Operations Support	94,263	110,650	148,610
Staff Support	12,999	27,263	28,100
City Assistance	370	102,500	202,500
Professional Services	36,672	61,000	61,300

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

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

620-SED CORPORATION

FINANCIAL SUMMARY

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

620-SED CORPORATION

REVENUES

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

620-SED CORPORATION

GENERAL GOVERNMENT
EXPENDITURES

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

MISC & PROJECTS
EXPENDITURES

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

MISC & PROJECTS
EXPENDITURES

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

FUND: 106 SPECIAL EVENTS

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

FINANCIAL SUMMARY

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

REVENUES

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

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

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

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

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

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

MISC & PROJECTS
EXPENDITURES

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

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

314-HOTEL TAX

FINANCIAL SUMMARY

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

314-HOTEL TAX

REVENUES

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

314-HOTEL TAX

GENERAL GOVERNMENT
EXPENDITURES

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

FUND: 317 PARK FUND

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

FINANCIAL SUMMARY

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

317-PARK FUND

REVENUES

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

PUBLIC ENVIRONMENT
EXPENDITURES

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

FUND: 319 TREE MITIGATION

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

319-TREE MITIGATION

FINANCIAL SUMMARY

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

319-TREE MITIGATION

REVENUES

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

PUBLIC ENVIRONMENT
EXPENDITURES

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

609-LIBRARY BOARD

FINANCIAL SUMMARY

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

609-LIBRARY BOARD

REVENUES

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

609-LIBRARY BOARD

GENERAL GOVERNMENT
EXPENDITURES

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

FUND: 615 HISTORICAL COMMITTEE

MISSION STATEMENT

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

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

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

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

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

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

615-HISTORICAL COMMITTEE

REVENUES

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

CULTURAL
EXPENDITURES

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 CITY ADMIN. RECOMMENDED	2020-2021 ADOPTED BUDGET
HISTORICAL COMMITTEE							
Supplies							
609-521000 Operating Supplies	704	1,187	1,500	100	900	1,500	
TOTAL Supplies	704	1,187	1,500	100	900	1,500	
Operations Support							
609-534200 Printing & Binding	0	84	500	0	0	500	
TOTAL Operations Support	0	84	500	0	0	500	
Staff Support							
609-535200 Awards	0	131	1,000	69	250	1,000	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	4,000	0	2,000	4,000	
TOTAL Staff Support	0	131	5,150	69	2,250	5,150	
Professional Services							
609-541300 Other Consl/Prof Services	1,456	1,469	1,600	0	1,600	1,600	
TOTAL Professional Services	1,456	1,469	1,600	0	1,600	1,600	
Operating Equipment							
609-571810 Event Banners	(263)	0	3,000	0	1,500	3,000	
TOTAL Operating Equipment	(263)	0	3,000	0	1,500	3,000	
TOTAL HISTORICAL COMMITTEE	1,897	2,871	11,750	169	6,250	11,750	
TOTAL CULTURAL	1,897	2,871	11,750	169	6,250	11,750	
TOTAL EXPENDITURES	1,897	2,871	11,750	169	6,250	11,750	

Glossary

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

Glossary

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

Glossary

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

Glossary

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

Glossary

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

Glossary

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