



NOTICE OF A REGULAR MEETING OF THE  
**BUDGET AND FINANCE COMMITTEE**  
OF THE CITY OF SUNSET VALLEY, TEXAS  
THURSDAY, JUNE 17, 2021 at 6:00 P.M.

***This meeting will be held virtually. To actively participate in the meeting, please register at:***

Registration URL: <https://attendee.gototraining.com/r/6933882479216880385>

Training ID: 327-897-548

Alternatively, you may participate with audio only by calling:

Long Distance: +1 (510) 365-3332

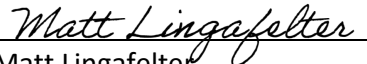
Access Code: 450-136-802

Notice is hereby given that the Budget and Finance Committee of the City of Sunset Valley, Texas will hold a Regular Meeting on Thursday, June 17, 2021 at 6:00 PM, at which time the following items will be discussed, to-wit:

1. 6:00 P.M. Call to Order
2. 6:00 – 6:05 Citizen Comments
3. 6:05 – 6:25 Review and discuss Mayor’s Budget priorities
4. 6:25 – 6:35 Review and discuss Sales Tax Revenue numbers
5. 6:35 – 6:45 Review, discuss, and possibly make a recommendation to the City Council for FY20 Audit
6. 6:45 – 6:55 Budget Overview – where we are in the process so far
7. 6:55 – 7:55 Review, discuss, and possibly make a recommendation to City Council for Public Works Expenses
8. 7:55 – 8:00 Suggestions for future agenda items
9. 8:00 P.M. Adjourn

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 11<sup>TH</sup> day of June 2021 at 6:00 PM.

  
Matt Lingafelter  
City Secretary

The City of Sunset Valley is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

## Sunset Valley Sales Tax Allocation Summary

### JUNE 2021

*Note: this report does not include Crime Control District Revenues*

Date	Sales for the month of		PROJECTED Monthly Collections (Budget) FY21	ACTUAL Monthly Collections FY21	Monthly Overage/ (Shortfall)	% Above or (Below) Monthly Budget	Total Collections FY21 (Cumulative)	% of Total Projected Budget	ACTUAL Monthly Collections FY20	Increase/ (Decrease) from previous year	% Above or (Below) from previous year
Oct	August	2020	\$361,239.67	<b>\$433,705.34</b>	\$72,465.67	20.1%	\$433,705.34	9.6%	\$465,419.82	-\$31,714.48	-6.8%
Nov	September	2020	\$386,187.26	<b>\$497,738.79</b>	\$111,551.53	28.9%	\$931,444.13	20.6%	\$495,228.41	\$2,510.38	0.5%
Dec	October	2020	\$381,046.95	<b>\$476,090.58</b>	\$95,043.63	24.9%	\$1,407,534.71	31.2%	\$517,783.60	-\$41,693.02	-8.1%
Jan	November	2020	\$396,345.10	<b>\$492,701.94</b>	\$96,356.84	24.3%	\$1,900,236.65	42.1%	\$525,321.43	-\$32,619.49	-6.2%
Feb	December	2020	\$512,893.26	<b>\$673,293.18</b>	\$160,399.92	31.3%	\$2,573,529.83	57.0%	\$679,963.17	-\$6,669.99	-1.0%
Mar	January	2021	\$345,343.38	<b>\$430,955.99</b>	\$85,612.61	24.8%	\$3,004,485.82	66.5%	\$462,567.83	-\$31,611.84	-6.8%
Apr	February	2021	\$322,435.93	<b>\$360,764.53</b>	\$38,328.60	11.9%	\$3,365,250.35	74.5%	\$387,192.29	-\$26,427.76	-6.8%
May	March	2021	\$367,010.16	<b>\$652,948.54</b>	\$285,938.38	77.9%	\$4,018,198.89	88.9%	\$388,573.00	\$264,375.54	68.0%
Jun	April	2021	\$332,795.96	<b>\$570,943.00</b>	\$238,147.04	71.6%	\$4,589,141.89	101.6%	\$294,578.24	\$276,364.76	93.8%
Jul	May	2021	\$359,756.50						\$390,052.50		
Aug	June	2021	\$388,923.85						\$487,412.37		
Sep	July	2021	\$364,021.97						\$440,433.85		
<b>Total</b>			<b>\$4,517,999.99</b>	<b>\$4,589,141.89</b>	<b>\$71,141.90</b>	<b>1.6%</b>			<b>\$5,534,526.51</b>		

COUNCIL MEETING DATE: JUNE 17, 2021



## BUDGET AND FINANCE – AGENDA #5

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STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal  
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, Discuss, and possibly make a recommendation to the City Council for the FY20 Audit

**Background:** This item is coming back due to a question posed during the last discussion on the FY20 audit regarding Utility sales decreasing while expenses increased.

The Utility Contractual Services (expense) There are a few items that stood out to me as one-time reductions in revenue- \$20654.30 was reduced from the Homestead irrigation account and our master meters has a large reduction of \$15268.05 and \$30536.10. I could not find any backup to explain the reduction more than the description on the entry itself.

Please feel free to explore this information in the below report in OpenGov. The transactional data is particularly useful to show individual transactions.

[Access OpenGov Report Here.](#)

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: LINKS IN COVERSHEET

COUNCIL MEETING DATE: JUNE 17, 2021



## BUDGET AND FINANCE – AGENDA #6

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STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal  
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Budget Overview- where we are in the process so far

Background: [Access the budget in OpenGov here.](#)

[Access the Budget Process Report here.](#)

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: LINKS IN COVERSHEET

COUNCIL MEETING DATE: JUNE 17, 2021



## BUDGET AND FINANCE – AGENDA #7

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STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal  
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, Discuss, and possibly make a recommendation to the City Council for Public Works Expenses

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEETS ATTACHED

## Public Works Proposed FY 22 Budget

Revenues																
Account String	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	Proposed	Salaries Breakdown	Position Request	Description
01-04-4000	01	General Operating Fund	04	Public Works	Revenues	4000	Adopt A Tree Energy Program	12,899.19	7,187.91	5,770.22	9,147.33	(590.35)	4,723.89			Plant sales - reduction in program - * reduction in originally proposed amount of \$4972.52
01-04-4001	01	General Operating Fund	04	Public Works	Revenues	4001	Revenue - Ant Bait Program	308.04	496.50	117.54	449.36	104.03	188.97			Program was suspended in last year's budget * reduction in originally proposed amount of \$188.97
							<b>Total</b>	<b>13,207.23</b>	<b>7,684.41</b>	<b>5,887.76</b>	<b>9,596.69</b>	<b>(486.32)</b>	<b>4,912.86</b>			
Expenses																
Account String	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	Proposed	Salaries Breakdown	Position Request	Description
01-04-5000	01	General Operating Fund	04	Public Works	Expenses	5000	Salaries	-	-	-	-	50,162.29	73,398.28		3,276.00	
					Expenses	5000	Salary- Utility Supervisor							4,713.28		
01-04-5010	01	General Operating Fund	04	Public Works	Expenses	5010	Salary - PW Operations Manager	49,620.55	51,035.76	55,159.01	73,910.60	178.20	-			Position eliminated FY20
01-04-5030	01	General Operating Fund	04	Public Works	Expenses	5030	Salary - Parks & Natural Resources Mgr.	72,153.42	74,270.10	79,829.20	83,326.60	-	-	26,406.65		
01-04-5057	01	General Operating Fund	04	Public Works	Expenses	5057	Salary - Administrative Clerk	31,145.14	27,830.88	30,128.38	42,570.80	-	-			Position eliminated FY20
01-04-5060	01	General Operating Fund	04	Public Works	Expenses	5060	Salary - Public Works Director	67,520.31	68,577.97	74,037.06	111,897.95	5,460.86	-	9,500.00		
01-04-5061	01	General Operating Fund	04	Public Works	Expenses	5061	Salary - Maintenance Tech	-	-	17,905.25	26,402.87	-	-	3,432.00		
01-04-5062	01	General Operating Fund	04	Public Works	Expenses	5062	Salary - Maintenance Tech	-	-	14,158.60	30,262.40	-	-	3,432.00		
01-04-5063	01	General Operating Fund	04	Public Works	Expenses	5063	Salary - Maintenance Tech	13,233.60	7,155.43	6,824.24	26,163.00	-	-	3,432.00		
01-04-5064	01	General Operating Fund	04	Public Works	Expenses	5064	Salary - Maintenance Tech	31,825.11	28,292.64	30,356.11	42,369.60	-	-			Position eliminated FY20
01-04-5066	01	General Operating Fund	04	Public Works	Expenses	5066	Salary - Ground Maintenance Supervisor	52,678.12	54,193.14	58,309.99	64,479.60	-	-	22,482.35		
01-04-5068	01	General Operating Fund	04	Public Works	Expenses	5068	Salary - Maintenance Tech	20,534.93	23,549.40	20,149.56	22,731.32	-	-			Position eliminated FY20
01-04-5080	01	General Operating Fund	04	Public Works	Expenses	5080	Salary - Utilities Superintendent	-	100.00	1,197.60	64,435.20	-	-			
01-04-5046	01	General Operating Fund	04	Public Works	Expenses	5046	Salary - Longevity	3,727.40	3,258.00	5,011.00	3,490.00	582.60	526.68			Paid to employees to have worked for the City for more than 5 years. Paid at \$4.00 per month for the number of years employed.
01-04-5077	01	General Operating Fund	04	Public Works	Expenses	5077	Salary - Youth Program	17,289.87	14,379.06	24,036.66	23,924.77	-	38,880.00			The Youth Program provides salaries for Teen employees and Interns. The Planning and Environmental Committee has recommended reinstating this program to full funding in FY21.
01-04-5084	01	General Operating Fund	04	Public Works	Expenses	5084	Salary - Cell phone allowance	6,912.00	7,475.00	7,160.00	10,120.00	259.50	407.00			Monthly personal phone allowance paid to employees that are required to have a cell phone/radio for city use. Includes funds for 3 replacement phone allowance (every 2 years)
01-04-5086	01	General Operating Fund	04	Public Works	Expenses	5086	Salary - Bilingual	2,400.00	2,350.00	2,350.00	2,250.00	157.50	258.00			Paid to employees that passed a test that is certified by the City. 4 employees paid at \$50 per month.
01-04-5087	01	General Operating Fund	04	Public Works	Expenses	5087	Salary - Education	1,925.00	2,737.50	1,900.00	2,800.00	245.00	270.00			Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications.
01-04-5089	01	General Operating Fund	04	Public Works	Expenses	5089	Tuition Reimbursement	-	-	-	-	-	1,500.00			
01-04-5090	01	General Operating Fund	04	Public Works	Expenses	5090	Salary - Overtime	5,050.43	3,482.52	2,217.76	3,134.82	895.65	1,875.00			Overtime calculates for hourly employees. This amount also includes call back and standby. This item reduced in FY 16/17 because water sampling was moved to a separate line item.
01-04-5091	01	General Operating Fund	04	Public Works	Expenses	5091	Salary - Licensing Incentives	1,650.00	2,537.50	600.00	2,950.00	331.25	399.00			Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications. Increase due to additional certifications.
01-04-5094	01	General Operating Fund	04	Public Works	Expenses	5094	Salary-Water Sampling	-	-	166.06	5,784.54	379.54	7,893.00			Provides for weekend water testing and lift station inspections.
01-04-5100	01	General Operating Fund	04	Public Works	Expenses	5100	Exams/ Testing / Certifications	-	-	275.00	670.00	-	1,500.00			Applicant testing, includes physical and drug screens, psychological test, written and physical aptitude test for applicants.
01-04-5120	01	General Operating Fund	04	Public Works	Expenses	5120	Life Insurance Benefits	405.12	447.32	460.07	457.20	150.59	43.00		5.00	Employer pays 100% of the Life Insurance Premium for the employee.
01-04-5121	01	General Operating Fund	04	Public Works	Expenses	5121	Medical Insurance Benefits	50,421.94	51,175.57	64,787.98	73,667.02	27,341.05	8,759.00			Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.
01-04-5122	01	General Operating Fund	04	Public Works	Expenses	5122	Dental Insurance Benefits	4,439.96	4,111.84	4,404.63	5,282.70	1,719.64	476.00		42.00	Employer pays 100% of Dental Insurance Premiums for the employee.
01-04-5123	01	General Operating Fund	04	Public Works	Expenses	5123	Vision Insurance	660.42	687.09	698.79	808.44	364.10	93.00		8.00	New benefit started in March 2012. Employer pays 100% of premium
01-04-5124	01	General Operating Fund	04	Public Works	Expenses	5124	Long Term Disability Insurance	1,689.39	2,241.65	2,199.95	2,185.13	769.47	353.00		31.00	New benefit started in March 2012. Employer pays 100% of premium
01-04-5126	01	General Operating Fund	04	Public Works	Expenses	5126	Short Term Disability Insurance	988.67	1,265.18	1,357.53	1,558.27	574.49	271.00		24.00	New benefit started in March 2012. Employer pays 100% of premium
01-04-5130	01	General Operating Fund	04	Public Works	Expenses	5130	Medicare Tax - Employers Contribution	6,364.36	6,143.90	5,486.88	9,133.48	728.55	1,118.00		48.00	Employer match to the Medicare portion of social security benefits for teens, interns, and non-regular part-time employees.
01-04-5131	01	General Operating Fund	04	Public Works	Expenses	5131	TWC - Employers Contribution	2,206.13	124.88	2,028.32	1,904.18	11.98	271.00		24.00	Provides funds for state mandated employer contribution to unemployment compensation fund. \$9000 max salary. Increase due to an increase in the rate.
01-04-5133	01	General Operating Fund	04	Public Works	Expenses	5133	Urban Forestry	7,162.92	10,009.79	9,448.23	4,084.63	995.62	4,000.00			The Urban Forestry funds a cover the cost of maintaining and enhancing the Sunset Valley urban forest including residential assistance with Oak Wilt. This fund has been reduced as part of the funding for this program is found within the Venue Tax as part of the Water Quality Protection Program. The funds allocated in the general fund is used for hazard mitigation and street tree removal.
01-04-5135	01	General Operating Fund	04	Public Works	Expenses	5135	Social Security Contribution	1,750.98	2,287.46	1,477.01	1,633.33	10.53	-			Employer match to social security benefits for teens, interns, and non-regular part-time employees.
01-04-5140	01	General Operating Fund	04	Public Works	Expenses	5140	TMRS City Contribution	44,452.92	52,456.17	49,367.20	81,780.66	29,048.55	9,001.00			Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.
01-04-5150	01	General Operating Fund	04	Public Works	Expenses	5150	Workers Compensation Benefits	20,696.90	14,434.93	16,627.72	20,937.18	3,566.00	3,312.00			Provides state mandated coverage in the event an employee is injured on the job.
01-04-5325	01	General Operating Fund	04	Public Works	Expenses	5325	Construction Management Services	1,559.85	-	-	-	-	-			Billed to project- \$0 expense in this fund. Provides funds for contract project management assistance for city improvements. Move \$5000 Green Tax FY18/19.
01-04-5332	01	General Operating Fund	04	Public Works	Expenses	5332	Planning Services	3,450.00	52.07	-	2,022.00	29.00	100,000.00			Land Development Code and Parks and Open Space Master Plan. The City does not have Parks and Open Space Master Plan. The proposed funds will include using a third party to facilitate a community planning process for these areas. Additionally, funds are included to assist with revisions to the Land Development Code.

01-04-5343	01	General Operating Fund	04	Public Works	Expenses	5343	IT Management Services	-	-	-	-	4,936.69	19,586.00	Provides funds for contract services to maintain the city computers, servers, and back-up services. Trouble shooting support for windows, office, police and utility billing, accounting software, updates for all software including firewall and anti-virus, and project and budget consulting as needed. Increase is due to added services. \$38,400.00 - Annual fee for monthly maintenance for 6 servers, 5 MDCs, and 35 computers. \$6,650.00 - Annual fee for hourly services to cover 70 hours of non-maintenance services \$45,050.00 - Total services; Public Works - 10 Computers \$9,793
01-04-5350	01	General Operating Fund	04	Public Works	Expenses	5350	Grounds Maintenance	109,980.00	112,565.82	111,251.95	116,757.20	117,492.79	161,702.00	Funds to employ contractors to mow, pick up litter and provide landscape and irrigation maintenance services on some of the public grounds and right of ways. Increase due to TexasScapes mowing the residential right of ways and other areas of the City.
01-04-5379	01	General Operating Fund	04	Public Works	Expenses	5379	Traffic Consultant	-	-	-	-	-	-	Funds for professional services for traffic surveys and engineering.
01-04-5400	01	General Operating Fund	04	Public Works	Expenses	5400	Adopt A Tree Energy Conservation	13,313.55	7,080.68	5,764.83	10,187.68	2,882.70	7,500.00	3 times per year
01-04-5401	01	General Operating Fund	04	Public Works	Expenses	5401	Ant Bait Program	643.27	734.40	702.81	-	-	-	This program has been removed as a non-essential service.
01-04-5436	01	General Operating Fund	04	Public Works	Expenses	5436	Trails Master Plan	4,949.55	-	930.08	4,297.95	-	1,500.00	This is for signage, etc along the Trails.
01-04-5437	01	General Operating Fund	04	Public Works	Expenses	5437	Community Gardens	1,233.13	1,904.49	918.37	1,144.09	701.58	1,000.00	The Community Garden is in use and requires maintenance. Provides funds to help support a Community Garden including maintenance of common areas and water system.
01-04-5438	01	General Operating Fund	04	Public Works	Expenses	5438	Community Habitat Program-Rebates	-	-	-	-	-	-	Program cancelled.
01-04-5444	01	General Operating Fund	04	Public Works	Expenses	5444	Energy Conservation Rebates	18,622.00	23,619.20	15,710.00	21,810.00	4,250.00	10,000.00	Reinstated in FY 2021.
01-04-5445	01	General Operating Fund	04	Public Works	Expenses	5445	Env & Planning Library / Information	-	-	-	-	-	-	
01-04-5446	01	General Operating Fund	04	Public Works	Expenses	5446	Environmental Monitoring Program	-	-	-	-	-	-	Moved to green tax.
01-04-5447	01	General Operating Fund	04	Public Works	Expenses	5447	Pollution reduction Program	268.33	714.44	952.94	601.95	367.29	1,000.00	This program aims to reduce air, light, soil, and water pollution. This item was reduced to not include funds for rebates. The remaining funds will be used for program funds.
01-04-5472	01	General Operating Fund	04	Public Works	Expenses	5472	Spring Cleaning Program	2,791.67	1,885.27	-	3,703.30	-	3,750.00	This program is recommended to be reinstated in FY22.
01-04-5476	01	General Operating Fund	04	Public Works	Expenses	5476	Teen Program Expenses	1,654.08	1,928.58	1,472.61	1,882.97	-	2,000.00	Provides uniforms, training, and misc. costs associated with the Teen Program.
01-04-5490	01	General Operating Fund	04	Public Works	Expenses	5490	Tree Fund - Expenses	-	-	-	-	-	-	
01-04-5523	01	General Operating Fund	04	Public Works	Expenses	5523	Building Services	20,287.46	20,240.74	18,683.42	24,009.85	28,083.98	38,000.00	Contractual Building Services for Admin, Police, and Public Works to include janitorial services, pest control, fire extinguishers/inspections, heating and AC maintenance, door mat service, and solar panel semi-annual maintenance. Increase for cost inflation.
01-04-5547	01	General Operating Fund	04	Public Works	Expenses	5547	Ice Service	2,009.80	2,117.40	998.36	1,012.87	179.00	-	
01-04-5565	01	General Operating Fund	04	Public Works	Expenses	5565	Conservation Rangers	2,737.83	2,353.31	1,059.17	-	-	-	Volunteer Program in Green Tax
01-04-5570	01	General Operating Fund	04	Public Works	Expenses	5570	Consumables	474.32	588.86	608.15	559.01	344.48	900.00	Provides funds to replace one-time use items such as batteries and first aid supplies.
01-04-5575	01	General Operating Fund	04	Public Works	Expenses	5575	Wildlife Management & Implementation	3,271.29	39.15	2,619.08	-	-	2,500.00	Provides funds for deer management and Golden Cheek Warbler Surveys which happens every other year
01-04-5600	01	General Operating Fund	04	Public Works	Expenses	5600	Dues / Subscriptions / Fees	979.51	906.13	918.58	295.24	408.18	1,000.00	Provides funds for payment of dues, subscriptions, and fees related to the Public Works field. Includes certifications and exams.; additional staff
01-04-5645	01	General Operating Fund	04	Public Works	Expenses	5645	Fuel	6,832.37	7,539.53	7,314.99	9,891.41	2,428.18	8,000.00	Provides funds for fuel for Public Works department vehicles. In FY 15/16 transferred \$500 to Vehicle expense-Insurance
01-04-5695	01	General Operating Fund	04	Public Works	Expenses	5695	Eco Event/Native Tree Planting	1,926.54	1,075.60	1,114.26	1,339.14	-	1,500.00	Promotional materials for Arbor Day Event in November 2021.
01-04-5711	01	General Operating Fund	04	Public Works	Expenses	5711	Open Space Management	12,850.37	11,551.55	2,274.24	510.33	1,040.63	500.00	Provides funds for repair and maintenance to the open areas. This funding is used to manage nearly 270 acres of greenspaces. This line item remains in the General Fund for any open space management activity not related to the watershed protection program. Moved to Green Tax FY 18/19.
01-04-5735	01	General Operating Fund	04	Public Works	Expenses	5735	Rental Expense - Equipment	630.23	443.01	543.47	33.61	-	750.00	Provides funds for rental equipment needed in the Public Works Department.
01-04-5740	01	General Operating Fund	04	Public Works	Expenses	5740	Repair & Maintenance - Buildings	12,150.85	6,572.18	11,451.59	7,170.01	8,550.63	15,000.00	Provides funds for repair and maintenance of all City buildings including repair/replacement of mechanical equipment, light bulbs,etc. Also includes janitorial, toiletries, and cleaning supplies. The increase includes upkeep on City Hall which is not being utilized..
01-04-5743	01	General Operating Fund	04	Public Works	Expenses	5743	Repair & Maintenance - Landscaped Areas	4,979.23	4,625.38	2,683.73	4,416.88	1,421.11	4,500.00	Provides funds to purchase replacement plants material, irrigation supplies and contractual assistance for the repair and maintenance of city landscaping and ROW.
01-04-5744	01	General Operating Fund	04	Public Works	Expenses	5744	Repair & Maintenance - Parks & Grounds	3,862.91	7,741.59	3,270.54	9,000.87	6,963.66	10,000.00	Provides funding to maintain the safety and maintenance of city parks and grounds including playground equipment, sidewalks, facilities, signage, safety surfacing
01-04-5745	01	General Operating Fund	04	Public Works	Expenses	5745	Repair & Maintenance - Equipment	11,133.64	11,363.67	9,069.56	6,082.58	783.79	6,000.00	Provides funds for the repairs, maintenance, purchase and replacement of Public Works equipment. This includes maintenance of large equipment such as the backhoe and tractor as well as maintenance and purchase of smaller equipment such as chainsaws.
01-04-5748	01	General Operating Fund	04	Public Works	Expenses	5748	Repair & Maintenance - Fencing	1,688.76	2,965.97	1,158.46	2,496.58	263.75	2,500.00	Provides funds for the repair, replacement, or minor construction of fencing, signage, gates, and other boundary markers. This includes maintenance and repair of the storage yard gate.
01-04-5753	01	General Operating Fund	04	Public Works	Expenses	5753	Repair & Maintenance - Trails & Footpaths	4,388.50	6,804.28	3,156.86	3,762.90	2,487.35	3,500.00	Provides funds for the repair and maintenance of trails and footpaths in the city. This fund is primarily used for the maintenance of granite gravel trails.
01-04-5755	01	General Operating Fund	04	Public Works	Expenses	5755	Repair & Maintenance - Vehicles	5,805.43	3,468.31	5,253.70	3,360.48	3,282.49	5,000.00	Provide funds for tires, batteries, oil changes, car washes, misc. maintenance, parts and repairs of City owned vehicles.
01-04-5762	01	General Operating Fund	04	Public Works	Expenses	5762	Reprographics Services	103.44	35.13	12.00	21.12	-	500.00	Provides funds for reproducing plans and other copies as required for misc. projects and file management.
01-04-5775	01	General Operating Fund	04	Public Works	Expenses	5775	Small Tools	3,513.70	3,994.89	3,596.93	3,872.27	1,190.60	3,000.00	Provides funds for the purchase of various smaller tools/supplies and accessories as needed. This item includes consumable items such as weed eater string, disinfectant for tools, screws, nails, etc.
01-04-5815	01	General Operating Fund	04	Public Works	Expenses	5815	Training - Mileage Reimbursement	3,479.60	1,270.22	561.45	287.26	-	3,000.00	Increase due to anticipated travel for training courses. Provides funds to purchase or reimburse employees for travel expenses including hotel, travel expenses, meal per Diem, and other expenses.

01-04-5820	01	General Operating Fund	04	Public Works	Expenses	5820	Training & Education - City Staff	4,075.87	3,478.66	2,794.91	2,177.05	502.08	7,300.00			Provides continued instructional and informational classes for employees in areas relating to departmental responsibilities. Includes exams fees and licensing.
01-04-5830	01	General Operating Fund	04	Public Works	Expenses	5830	Uniforms	3,373.37	2,440.64	3,110.62	1,583.60	634.92	2,000.00			Funds to provide new or replacement uniforms for the Public Works personnel .
01-04-5860	01	General Operating Fund	04	Public Works	Expenses	5860	Vehicle Insurance	4,434.08	4,400.34	4,241.30	5,708.38	5,230.00	5,230.00			Provides funds for vehicle insurance including deductibles.
							<b>Total</b>	<b>792,360.12</b>	<b>773,112.17</b>	<b>814,314.75</b>	<b>1,097,104.87</b>	<b>318,387.84</b>	<b>583,321.96</b>	<b>73,398.28</b>	<b>3,458.00</b>	



**>3% Increase FY22/FY21 Public Works Budget**

Account String	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY21 Budget	FY 21 YTD	Proposed	>3% Variance	Description
01-04-5000	01	General Operating Fund	04	Public Works	Expenses	5000	Salaries	-	-	-	-	-	50,162.29	73,398.28	100%	
01-04-5077	01	General Operating Fund	04	Public Works	Expenses	5077	Salary - Youth Program	17,289.87	14,379.06	24,036.66	23,924.77	10,000.00	-	38,880.00	289%	The Youth Program provides salaries for Teen employees and Interns. The Planning and Environmental Committee has recommended reinstating this program to full funding in FY21.
01-04-5089	01	General Operating Fund	04	Public Works	Expenses	5089	Tuition Reimbursement	-	-	-	-	-	-	1,500.00	100%	
01-04-5090	01	General Operating Fund	04	Public Works	Expenses	5090	Salary - Overtime	5,050.43	3,482.52	2,217.76	3,134.82	1,083.00	895.65	1,875.00	73%	Overtime calculates for hourly employees. This amount also includes call back and standby. This item reduced in FY 16/17 because water sampling was moved to a separate line item.
01-04-5100	01	General Operating Fund	04	Public Works	Expenses	5100	Exams/ Testing / Certifications	-	-	275.00	670.00	750.00	-	1,500.00	100%	Applicant testing, includes physical and drug screens, psychological test, written and physical aptitude test for applicants.
01-04-5121	01	General Operating Fund	04	Public Works	Expenses	5121	Medical Insurance Benefits	50,421.94	51,175.57	64,787.98	73,667.02	7,824.00	27,341.05	8,759.00	12%	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.
01-04-5332	01	General Operating Fund	04	Public Works	Expenses	5332	Planning Services	3,450.00	52.07	-	2,022.00	-	29.00	100,000.00	100%	Land Development Code and Parks and Open Space Master Plan. The City does not have Parks and Open Space Master Plan. The proposed funds will include using a third party to facilitate a community planning process for these areas. Additionally, funds are included to assist with revisions to the Land Development Code.
01-04-5343	01	General Operating Fund	04	Public Works	Expenses	5343	IT Management Services	-	-	-	-	9,793.00	4,936.69	19,586.00	100%	Provides funds for contract services to maintain the city computers, servers, and back-up services. Trouble shooting support for windows, office, police and utility billing, accounting software, updates for all software including firewall and anti-virus, and project and budget consulting as needed. Increase is due to added services. \$38,400.00 - Annual fee for monthly maintenance for 6 servers, 5 MDCs, and 35 computers. \$6,650.00 - Annual fee for hourly services to cover 70 hours of non-maintenance services \$45,050.00 - Total services; Public Works - 10 Computers \$9,793
01-04-5350	01	General Operating Fund	04	Public Works	Expenses	5350	Grounds Maintenance	109,980.00	112,565.82	111,251.95	116,757.20	135,000.00	117,492.79	161,702.00	20%	Funds to employ contractors to mow, pick up litter and provide landscape and irrigation maintenance services on some of the public grounds and right of ways. Increase due to TexasScapes mowing the residential right of ways and other areas of the City.
01-04-5400	01	General Operating Fund	04	Public Works	Expenses	5400	Adopt A Tree Energy Conservation	13,313.55	7,080.68	5,764.83	10,187.68	-	2,882.70	7,500.00	100%	3 times per year
01-04-5437	01	General Operating Fund	04	Public Works	Expenses	5437	Community Gardens	1,233.13	1,904.49	918.37	1,144.09	700.00	701.58	1,000.00	43%	The Community Garden is in use and requires maintenance. Provides funds to help support a Community Garden including maintenance of common areas and water system.
01-04-5523	01	General Operating Fund	04	Public Works	Expenses	5523	Building Services	20,287.46	20,240.74	18,683.42	24,009.85	35,354.00	28,083.98	38,000.00	7%	Contractual Building Services for Admin, Police, and Public Works to include janitorial services, pest control, fire extinguishers/inspections, heating and AC maintenance, door mat service, and solar panel semi-annual maintenance. Increase for cost inflation.
01-04-5695	01	General Operating Fund	04	Public Works	Expenses	5695	Eco Event/Native Tree Planting	1,926.54	1,075.60	1,114.26	1,339.14	-	-	1,500.00	100%	Promotional materials for Arbor Day Event in November 2021.
01-04-5740	01	General Operating Fund	04	Public Works	Expenses	5740	Repair & Maintenance - Buildings	12,150.85	6,572.18	11,451.59	7,170.01	10,500.00	8,550.63	15,000.00	43%	Provides funds for repair and maintenance of all City buildings including repair/replacement of mechanical equipment, light bulbs, etc. Also includes janitorial, toiletries, and cleaning supplies. The increase includes upkeep on City Hall which is not being utilized..
01-04-5744	01	General Operating Fund	04	Public Works	Expenses	5744	Repair & Maintenance - Parks & Grounds	3,862.91	7,741.59	3,270.54	9,000.87	8,000.00	6,963.66	10,000.00	25%	Provides funding to maintain the safety and maintenance of city parks and grounds including playground equipment, sidewalks, facilities, signage, safety surfacing.
01-04-5753	01	General Operating Fund	04	Public Works	Expenses	5753	Repair & Maintenance - Trails & Footpaths	4,388.50	6,804.28	3,156.86	3,762.90	2,500.00	2,487.35	3,500.00	40%	Provides funds for the repair and maintenance of trails and footpaths in the city. This fund is primarily used for the maintenance of granite gravel trails.
01-04-5815	01	General Operating Fund	04	Public Works	Expenses	5815	Training - Mileage Reimbursement	3,479.60	1,270.22	561.45	287.26	1,750.00	-	3,000.00	71%	Increase due to anticipated travel for training courses. Provides funds to purchase or reimburse employees for travel expenses including hotel, travel expenses, meal per Diem, and other expenses.
01-04-5820	01	General Operating Fund	04	Public Works	Expenses	5820	Training & Education - City Staff	4,075.87	3,478.66	2,794.91	2,177.05	2,500.00	502.08	7,300.00	192%	Provides continued instructional and informational classes for employees in areas relating to departmental responsibilities. Includes exams fees and licensing.