



MINUTES OF A CALLED MEETING OF THE  
BUDGET AND FINANCE COMMITTEE  
OF THE CITY OF SUNSET VALLEY, TEXAS  
THURSDAY, MARCH 4, 2021 AT 6:00 P.M.

*This meeting was held virtually at:* <https://attendee.gototraining.com/r/9194441000673977857>  
Training ID: 336-699-836

**COMMITTEE MEMBERS PRESENT**

Charles Young, Chairperson  
Ketan Kharod, Vice-Chairperson  
Terry Cowan  
Michael Francis  
Charles Goyette  
Liz Wright  
Justin Litchfield  
Rose Hargrave  
Ariel Cloud  
Council Member Rudi Rosengarten, Council Liaison

**STAFF IN ATTENDANCE**

Sylvia Carrillo, City Administrator

1. Meeting called to order at 6:07 P.M.
2. Citizen/Public Comments.  
Rose- wants chairman to tell group how to vote and read it back for the record.  
Charles- please vote by chat and staff/chair can read back vote
3. Council Liaison Report.  
Rudi- lift station update, permit software update, upper cougar creek development discussion, special taxes on ballot, Terracon hired for pond, Google fiber no longer working in the city, emergency order for severe weather, approved MyPermitNow and amended fees to help pay for it, approved Oct & Nov Financial Statements, approved SUP for alcohol at Mighty Fine, approved Doc's to manage playground, joint meeting between committee chairs and council on March 2.  
Sylvia- FEMA for severe weather, MyPermitNow info
4. Approve the meeting minutes from the January 28, 2021 meeting.  
Motion: Michael  
2<sup>nd</sup>: Ketan  
All in favor  
Passes
5. Presentation on Monthly Sales Tax Revenue and Funds  
Charles Y- would like to strictly adhere to Open Meetings Act, suggested times on agenda to keep to 2 hour meeting  
Rose- how to ask for future agenda items. Sylvia responded public comments Chip responded item "Suggestions for Future Agenda Items"

Rose- why committee login for opengov? Sylvia responded that it is for working documents. Charles Y- likes to dig into reports, is that still available? Sylvia responded you can dig into portal if you like. Ariel thinks digging down into data is very important and doesn't want it to see it. Rose agrees and wants more information when drilled down (check numbers, invoice, etc). Sylvia drilled down to show where information can be found. Charles Y- should this be a future agenda item? Rose said she is fine with the answers she received. Ariel said she would like to discuss the actual financials more than OpenGov. Charles Y agreed.

Charles Y- went over taxes and showed a table with the last 2 years' sales tax revenues by category for reference.

Justin- is there somewhere committee can see fund balances? Sylvia- not in OpenGov, have Suzanna create a table, balance sheet.

Rose- wants to know what HOT is owed, owed utilities, ETJ fire payment owed. Sylvia- it is in drill down. HOT is self reported, hard to determine exact amount. Utilities owed at \$50,000, down from \$80,000; establishing a repayment plan

Ketan- is Mixed Beverage part of GF? Sylvia: yes. Ketan- Fire payment is in OpenGov as fire collection fees

Charles Y- would like to give a packet of info to new committee members on Sales Taxes

Michael- would like to see fund balances as part of monthly presentations

Charles G- would like restricted items broken out in fund balances

Charles Y- Sales taxes look good, only down 1% for the month, 4% for the year compared to last year. Michael- would like to lock down revenue numbers better for next year.

6. Review, Discussion, and Recommendation to the City Council of the December 2020 Monthly Financial Statement

Ketan- would like information to be published once, not live if it's not ready to be viewed.

Charles G- CARES money- how dependent are we on it? Sylvia- we have already received \$32,000 from Travis County and is not continuous or ongoing

Ariel- increased janitorial costs- connected with building move? Sylvia- no, contract cost was increased despite going out for bid on a new vendor

Ketan- emergency fund not budgeted? Sylvia- used in emergency situation for tracking

Motion: Terry

2<sup>nd</sup>: Justin

6 in favor, 1 against

Passes

7. Review, Discussion, and Recommendation to City Council of the January 2021 Monthly Financial Statement.

Charles Y- prorated budget, Ketan- finds it useful.

Ketan- contract services expenses- grounds maintenance is it more than anticipated or unusual? Sylvia- contract is more but has more flexibility

Ketan- proposed new line? Sylvia- project- portion of sunset trail. May or may not occur

Charles Y- some items will be over budget if we keep going at this pace. Sylvia- some will have adjusting entries, legal fees looks like it will exceed budget if not reigned in

Motion: Ketan

2<sup>nd</sup>: Ariel

6 in favor, 1 against

Passes

8. Review, Discussion, and Possible Action on Committee Goals.

Rudi- these are goals for the year, not forever

Sylvia- any investments must be FDIC insured. Will bring item back with a framework

Michael- we should invest money that is sitting there waiting for payments

Ariel- we must go through council for investing public money

Terry- would like to work on goals

Rudi- suggestion on goal 2 a. change threats to impacts

Motion to set up working session to discuss committee goals: Terry

2<sup>nd</sup>: Michael

All in favor

Passes

Date set for March 11<sup>th</sup> at 7 PM

9. Review and Discussion on Financial Policies Schedule.

Charles Y- suggested 101-105 should be discussed before budget. 101-103 in March, 105 in April

10. Review, Discussion, and Possible Action on Long-Range Financial Plan.

Charles Y- can we do a long range financial plan?

Sylvia- needs to be based on more specific data from business partners

Michael- suggested either putting it off to next year or after budget is done

Charles Y- clear consensus that we cannot fit in before the budget cycle

11. Review, Discussion, and Possible Action on 2021 Financial Calendar.

Charles Y- items missing from the agenda

Michael- would like one or two meetings of what the budget process will look like

Sylvia- suggested bringing calendar into working session on March 11<sup>th</sup>

Charles Y- March 11<sup>th</sup>- recommendation for goals and calendar

March 25<sup>th</sup>- approve goals, FP 101-103, audit

April- Staff presentation on budget process, Cost of Service, FP 105-107

12. Suggestions for Future Agenda Items.

Rose- update on grant program, recommendation from staff for improvements in financials, status update on inventory, update on Cost of Service, clearer idea of crime control tax uses, discuss venue tax merits, money owed by hotel

Ariel- cost to city of winter storm

Ketan- status of rebate programs

13. Adjourn.

Motion: Terry

2<sup>nd</sup>: Charles G

All in Favor

9:09 PM

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Charles Young  
Chairman

MINUTES APPROVED ON \_\_\_\_\_.