

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

Registration URL: https://attendee.gototraining.com/r/8632944611442774018
Training ID: 612, 001, 004

Training ID: 612-081-884

Notice is hereby given that the Budget & Finance Committee of the City of Sunset Valley, Texas will hold a regular meeting on Thursday May 26, 2022 at **6:00 P.M.** in the Public Works Meeting Room in the Public Works Building, 3203 Jones Road, Sunset Valley, Texas, and also virtually via GoToTraining 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 6:10 Council Liaison Report
- 4. 6:10 6:15 Approve minutes from the 05/12/2022 meeting
- 5. 6:15 6:30 Overview presentation, review, and discussion of the General Fund FY23 Budget, including the Mayor's requested items
- 6. 6:30 7:00 Review, discuss, and possibly recommend Administration Department for the FY23 Budget
- 7. 7:00 7:30 Review, discuss, and possibly recommend Public Safety & Crime Control Departments for the FY23 Budget
- 8. 7:30 8:00 Review, discuss, and possibly recommend the Public Safety portion of Repair & Replacement for the FY23 Budget
- 9. 8:00 8:30 Review, discuss, and possibly make a recommendation to City Council on FP-315 Travel Expense Reimbursement
- 10. 8:30 8:35 Suggestions for future agenda items
- 11. 8:35 P.M. Adjourn

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken. The City of Sunset Valley is committed to the compliance with

Reasonable modifications and eq request.	ual access to communications will be provided upon
I certify that the above notice of n Valley, Texas, on the 20th day of M	neeting was posted at City Hall, 3205 Jones Road, Sunseflay at 6:00 PM.
	Sylvia Carrillo City Administrator

the American with Disabilities Act.

BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022



BUDGET AND FINANCE AGENDA ITEM #4

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

SUBJECT: MINUTES

DESCRIPTION: Approve minutes from the 05/12/2022 meeting

BACKGROUND: N/A

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

• DRAFT MINUTES 05/12/2022



MINUTES OF THE BUDGET AND FINANCE COMMITTEE

THURSDAY, May 12, 2022 at 6:00 P.M.

Members Present

Rudi Rosengarten, Council Liaison Charles Young, Committee Chair Ariel Cloud, Committee Vice Chair Terry Cowan, Committee Member Shakthi Shrima, Committee Member Jose Flores, Committee Member

Members Absent:

Staff Present

Sylvia Carrillo, City Administrator Suzanna Fleegal, Accountant Lori Comstock, AP/Utility Clerk Lenn Carter, Chief of Police

This is not an official transcript of the minutes; the recorded audio is the official record.

- 1. 6:02 P.M. Call to Order Thursday May 12, 2022
- 2. 6:00 6:05 Citizen Comments No Comments
- 3. 6:05 6:10 Council Liaison Report May 3 Council work session along with B&F Comm. Review hand out from Rudi R.
 - Question from Charles Y. Improvements on cameras for \$62,139. Is any of the items under warranty, will check contract.
- 4. 6:10 6:15 Approve minutes from the 04/29/2022 meeting #3 add the first of our fiscal year.

Decrease rev. projections by 3% on #7.

Motion: Charles Y.

2nd: Jose F.

5. 6:15 – 6:45 Presentation, review, and discussion with the Mayor regarding the FY23 Budget Review Key Items. Subsidies reduced - Graduated fees. Continue to plan for Utility infrastructure.

Replacement fund for small tools and review the needs for each department.

COLA raised to 5-6% due to inflation. Need some analysis for living increase. Caution to make the best estimate we can to increase the Insurance and medical Benefits.

Break out a repair and replacement fund. Capital Improvement project, outside realm 3-5, which ones can be pushed out further. Target projects for Burger Center, Upper Cougar Creek, the community center, and Pool, Pickleball court or recreational needs. Solar panels to other city facilities.

Increase PEAS at the elementary to \$10,000.

Beautification for 290 would like to have a combined project.

City Council and Mayor getting laptops due to open records request can request the laptop as part of the open records. Getting more information from City attorney on this matter. Also, would be a benefit to have phones for council members and the residents. Can we get an estimate of cost for these items for future reference?

Subsidies – equalize cost in the next few years. Give to residents at the end of the year opposed to each month.

COLA Adjustment – Would be just for this year and then review each year based on inflation? Due to inflation and housing cost in the city. Should be built into the budget each year. Reevaluate each year.

Parks & Open space coming out of the 700K? Need to look at the projects more holistically of all CIP projects. Lights for trails could fall into multiple line items for improvement of the trails. PW – Fire safety concern with the forest area in the Home Depot/Country white area as a CIP project.

Long range financial plan to help inform where we are going to be in the future. Needs to be made a priority after budget is complete.

Can we do all these items added to the table? Need to prioritize all items.

Line-item priority of safety projects.

6. 6:45 – 7:00 Review, discuss, and possibly recommend revenue projections for the FY23 budget

Sales tax is a higher in the last few months, don't think it will last due to 8% inflation, supply chain problems, and think the projection of 12% is too high. Population has increased so the 12% may not been too high. We are 17% higher in sales tax, than last year. Should be based on FY21. 5.7M to 5,105,213 12% reduction. Comfort level of 5.4M, reduce it down and then come back and reevaluate. Park project items until we get other budget items established.

Propose reduce projected revenues by 5% and then determine, revisit it at a future date. Reduction to 5,415,000 as opposed to the 5.7M requisite decrease of 5%.

\$5.7M reduced to \$5,415,000

\$750,000 reduced to \$712,500

\$475,000 reduced to \$451,250

\$475,000 reduced to \$451,250 new total of \$7,030,000.

Motion: Charles Y.

2nd: Shakthi

Pass Unanimously

- 7. 7:00 7:55 Review & discuss FY23 Repair & Replacement Budget- some issues with documentation, and tracking. Budget FY22 \$654,317.00.
 - (A) General Fund
 - (B) Crime Control Fund

Need a long range of infrastructure of repair and replacement. What is the cost year by year? Need to sort it out before we meet with PW. Gant budget presentation per department. Capital, ongoing maintenance, infrastructure.

- 8. 7:55 8:00 Suggestions for future agenda items
 - (A) FP 315 Travel Expense Reimbursement should be paid prior to the trip due financial hardship.
 - (B) Lights on the trails- should be brought to Public Safety Committee as suggestion
- 9. 8:44 P.M. Adjourn

Motion: Ariel 2nd: Shakthi



BUDGET AND FINANCE AGENDA ITEM #5

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

SUBJECT: FY23 BUDGET - OVERVIEW OF THE GENERAL FUND

DESCRIPTION: Overview presentation, review, and discussion of the General Fund FY23 Budget, including the mayor's requested items, which have not yet been incorporated into the budget.

In this session of Budget and Finance, we will dive into detail into the Administration Budget, as well as Public Safety.

To view a copy of this budget in OpenGov, please click this link.

Overall General Fund Budget at a Glance:

Adopted FY 21-22 Estimated Ending Fund Balance: \$8,107,678*

(*This will be finaled at Audit Completion)

FY 22-23 Beginning Fund Balance (Estimated): \$10,380,818

		General Fund Balance
Reserve	\$5,355,022	Reserve as required by policy
Committed	\$1,417,032	Committed to CIP, Beautification, etc
Non-Committed	\$3,589,459	Available for assignment
Restricted	\$19,305	Restricted allocations with a restricted expense type
Assigned*		*New Type to be created
Total	\$10,380,818	ESTIMATED

Revenues: \$5,771,746

• Sales Tax Revenue: \$5,415,000

Misc Revenues: \$51,562Franchise Fees: \$125,000Interest Revenue: \$50,000

Transfers/Subsidy: \$0

• Court Fees and Fines: \$35,183

• Permits: \$45,000

• Mixed Beverage Tax: \$50,000

Expenses: \$5,751,776

Administration: \$2,884,752
Public Safety: \$2,022,411
Municipal Court: \$73,352
Public Works: \$694,661

• General Government: \$76,600

STAFF RECOMMENDATION: Review and recommend any changes to the draft documents

SUPPORTING MATERIALS PROVIDED: YES

- BUDGET BY HYPERLINK
- EXCEL SHEETS FOR REVIEW



DRAFT - IN REVIEW

Budget at a Glance

Revenues: \$5,771,746 Expenses: \$5,751,776

- Administration: \$2,884,752
- Public Safety: \$2,022,411
- Municipal Court: \$73,352
- Public Works: \$694,661
- General Government: \$76.600

Capital Projects:

 Allocated Per Department. See Department Sheets and CIP Sheets for more detail.

THE GENERAL FUND

RESPONSIBILITIES

The General Fund is the overall "workhorse" of a City Budget. It is the area where the base operating fund resides and accounts items that are "general" in nature and do not typically generate revenue to sustain them. This includes things such as parks, fire, police, and administration.

This area also contains contractual obligations, interlocal agreements, City Administration, City Secretary, and Public Safety for both fire and police.

Governmental Accounting

Municipal governments are bound by Governmental Accounting Standards Board (GASB) and must meet stringent guidelines for accounting.

The City also utilizes Fund Accounting which allocates costs to the appropriate cost center, for accountability and monitoring each cost segment in the overall budget. This is the fund where subsidies are transferred to the other funds to ensure a balanced budget for each fund.

The City of Sunset Valley's General Fund consists of:

- Administration
- Public Safety
- Municipal Court
- Public Works
- General Government



THE GENERAL FUND

Overall General Fund Budget at a Glance:

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(*This will be finaled at Audit Completion)

FY 22-23 Beginning Fund Balance (Estimated): \$10,380,818

		General Fund Balance
Reserve	\$5, <mark>3</mark> 55,022	Reserve as required by policy
Committed	\$1,4 17,032	Committed to CIP, Beautification, etc
Non-Committed	\$3, 589,459	Available for assignment
Restricted	\$19,305	Restricted allocations with a restricted expense type
Assigned*		*New Type to be created
Total	\$10, <mark>3</mark> 80,818	ESTIMATED

Revenues: \$5,771,746

• Sales Tax Revenue: \$5,415,000

Misc Revenues: \$51,562
Franchise Fees: \$125,000
Interest Revenue: \$50,000

Transfers/Subsidy: \$0

• Court Fees and Fines: \$35,183

• Permits: \$45,000

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Expenses: \$5,751,776

Administration: \$2,884,752
 Public Safety: \$2,022,411
 Municipal Court: \$73,352
 Public Works: \$694,661

• General Government: \$76,600

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Sunset FY22-23 Budget W Download genera	•															2022-23 Proposed	2022-23 B&F Proposed Revenue Revisions &	d
Funds Filter - Gene		2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Actual 20	017-18 Budget	2018-19 Actual	2018-19 Budget	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Actual	2021-22 Budget	Base Budget	Workforce Changes	In FY 15/16 sales tax revenue received was the highest amount the City has ever earned. Using the Long Range Plan, in FY 16/17 a
1 Sales Tax Revenue	Sales & Use Tax	\$ 4,808,503.00	\$ 4,861,522.00	\$ 4,952,758.00	\$ 4,877,947.00	\$ 4,923,353.00 \$	4,826,780.00	\$ 4,861,535.00	\$ 4,819,200.00	\$ 4,819,200.00 \$	4,427,629.00	\$ 3,614,400.00	\$ 5,105,213.00	\$ 3,261,749.00	\$ 4,243,108.00	\$ 5,700,000.00	\$ 5,415,000.00	3% increase was projected in sales tax revenue. For the FY 17/18 it is estimated that the sales tax revenue will be flat and be in the range of the actual amounts received in FY 15/16 and FY 16/17. FY 22/23 sales tax revenue adjusted down 5% from proposed based on 8&F recommendation.
2 Misc Revenues	Fire District Collection Fees	\$ 21,000.00	\$ 25,224.00	\$ 25,000.00	\$ 27,438.00	\$ 32,804.00 \$	25,000.00	\$ 34,977.00	\$ 33,000.00	\$ 34,500.00 \$	61,499.00	\$ 34,500.00	\$ 62,440.00	ş -	\$ 32,389.00	\$ 35,000.00	\$ 35,000.00	Fire District tax payments are a result of an Interlocal Agreement between Travis County Emergency Services District No. 3 and Sunset Valley. The City's contract with the Austin Fire Department to provide fire protection services within Sunset Valley's City limits includes a provision covering the area within Sunset Valley's Extraterritorial Jurisdiction (ETJ). This was because the Austin Fire Department was concerned that not providing coverage to the ETJ would create islands with little to no coverage while creating loss in Sunset Valley should a substantial fire occur. The City negotiated an agreement with Travis County ESD No. 3 provides for any taxes collected be remitted to Sunset Valley to help offset the City's cost for providing the service.
Misc Revenues Misc Revenues	Other Revenues Miscellaneous Fees & Charges	\$ 5,000.00	\$ 7,636.00 \$ 4,187.00	\$ 4,000.00	\$ -	\$ - \$	4,000.00	\$ 67,981.00	\$ -	\$ - \$	8,125.00	\$ -	\$ 203,278.00 \$ 2,283.00	\$ 165.00 \$ 999.00	\$ 24,000.00	\$ -	\$ -	Miscellaneous service fees and charges is revenue from various fees charged for copies and services provided by the City. Any fees for Public Information Request are included in Miscellaneous income.
5 Misc Revenues	Sale of Assets	\$ -	\$ 26,326.00	\$ -	\$ -	\$ - \$	- !	\$ -	\$ -	\$ - \$	7,031.00	\$ -	\$ 20,200.00	\$ -	\$ -	\$ -	\$ -	The City does not budget for donations. If donations are received during the year, the City Council will usually commit those funds
6 Misc Revenues	Donations	\$ -	\$ 15,000.00	\$ -	\$ 5,000.00	\$ - \$	- !	\$ 4,929.00	\$ 5,000.00	\$ 5,000.00 \$	-	\$ -	\$ -	\$ -	\$ 1,561.00	\$ -	\$ -	to a certain project. In PY 15/16 The City received a \$15,000 donation from the PGA. In FY 17/18 the City received \$5,000 from the PGA. It is expected that \$5,000 will be received from the PGA. These funds are proposed to be committed for a trail project around the Burger Center.
7 Misc Revenues	Insurance Recovery of Loss Credit Card Convenience	\$ -	\$ -	\$ -	\$ -	\$ 11,111.00 \$	- :	\$ -	\$ -	\$ - \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8 Misc Revenues	Fees General Fees &	\$ -	\$ -	\$ -	\$ -	\$ 215.00 \$	- :	\$ 463.00	\$ 200.00	\$ 500.00 \$	182.00	\$ 500.00	\$ -	\$ -	\$ 392.00	\$ 500.00	\$ 500.00	This program started in FY 17/18. It was stopped during COVID and is proposed to be reinstated in FY 22-23
9 Misc Revenues	Inspections Revenue - Ant Bait	\$ -	\$ -	\$ -	\$ -	\$ - \$	- !	\$ -	\$ -	\$ - \$	-	\$ -	\$ -	\$ 3,420.00	\$ -	\$ -	\$ -	
10 Misc Revenues 11 Franchise Fees	Program Franchise Fee - COA Utilities	\$ -	\$ -	\$ -	\$ -	\$ - \$	- !	\$ -	\$ 96,000.00	\$ 86.000.00 \$	80,213.00	\$ 86,000.00	\$ 42.00 \$ 41,489.00	\$ - ¢	\$ 54.228.00	\$ 86,000,00	\$ -	In FY 2010-2011 the City signed a Franchise Agreement with the City of Austin for the Electric Utility
12 Franchise Fees	Franchise Tax	\$ -	\$ -	\$ -	\$ -	\$ - \$	- :			\$ 34,000.00 \$		\$ 34,000.00		\$ 20,314.00	\$ 22,633.00			Franchise fees are assessments for a company's use of the City's right-of-way such as telecommunications, gas, and cable. Several years ago, the City waived the franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees generally increase as a result of increased customers and/or increased customers review to the City being basically built out, there is no expected increase. The Greater Austin Area Telecommunications Network has lines in the City ROW serving the AISD facilities. Based on the length of line within the City, an annual fee was adopted. below. Historically interest income on funds deposited in TexPool had been a primary source of revenue generated by the City. When
																		TexPool interest rates declined, the City purchased Certificates of Deposits. TexPool's interest rate increased and CDs were not renewed. TexPool rates continue to stay at a higher level. Taking into consideration that a portion of the reserve funds were
13 Interest Revenue 14 Transfers/Subsidy	Interest Operating Transfers In	\$ 10,000.00 \$ -	\$ 36,535.00 \$ -	\$ 14,000.00 \$ -	\$ 53,963.00 \$ -	\$ 86,217.00 \$ \$ - \$	38,000.00	\$ 126,570.00 \$ -	\$ 67,500.00 \$ 18,726.00		69,367.00	\$ 27,500.00 \$ -	\$ 7,699.00 \$ -	\$ 5,006.00 \$ -	\$ 76,091.00 \$ -	\$ 50,000.00 \$ -	\$ 50,000.00 \$ -	transferred to the City Facilities Fund, the proposed budget is based on the current balance in the fund.
15 Permits	Permits, Licenses & Fees	\$ 50,000.00	\$ 37,329.00	\$ 50,000.00	\$ 45.036.00	\$ 39,766.00 \$	40,000.00	\$ 29,343.00	\$ 40,000.00	\$ 30,000.00 \$	26,814.00	\$ 22,500.00	\$ 22,069.00	\$ 46,112.00	\$ 29,010.00	\$ 45,000.00	\$ 45,000.00	Building and development revenue is collected from a variety of fees and charges for permits encompassing all activity from single family and commercial development. The majority of revenue generated will be from residential building and remodels and some commercial re-development. Fees collected are based on the adopted fee schedule.
16 Permits	Permit Billing	\$ -	\$ 1,141.00	\$ -	\$ 3,570.00		- !	\$ 225.00		\$ - \$	-	\$ -	\$ 266.00	\$ -	\$ -	\$ -	\$ -	commercian is descriptional real concessor and bosed on the boophed real serieums.
17 Mixed Beverage Tax	Mixed Beverage Receipts Tax	\$ 36,000.00	\$ 35,075.00	\$ 35,000.00	\$ 38,413.00	\$ 36,825.00 \$	35,000.00	\$ 40,488.00	\$ 35,000.00	\$ 35,000.00 \$	35,170.00	\$ 26,250.00	\$ 34,464.00	\$ 19,817.00	\$ 32,795.00	\$ 50,000.00	\$ 50,000.00	Restaurants collect sales tax from its customers just like any other sales tax. However, the restaurant must still pay the 7% mixed beverage gross receipts tax to be remitted to the State Comptroller. Mixed Beverage taxes are paid to the City quarterly.
18 Revenues	Insurance Recovery for Assets	\$ -	\$ -	\$ -	\$ -	\$ - \$	- !	\$ -	\$ -	\$ - \$. 747 702 00	\$ -	\$ 3,457.00	\$ 5,389.00	\$ -	\$ -	\$ -	
20 Salary, Benefits, and		\$ 4,930,503.00	\$ 5,049,975.00	\$ 5,080,758.00	\$ 5,058,089.00	\$ 5,137,526.00 \$	4,968,780.00	\$ 5,289,229.00	\$ 5,152,126.00	\$ 5,157,700.00 \$	4,747,703.00	\$ 3,848,275.00	\$ 5,542,087.00	\$ 3,362,971.00	\$ 4,516,207.00	\$ 6,010,500.00	\$ 5,725,500.00	
21 Other Compensation Salary, Benefits, and	Salaries	\$ 73,053.00	\$ 73,991.00	\$ 75,244.00	\$ 75,223.00	\$ 81,149.00 \$	78,254.00	\$ 80,556.00	\$ 80,601.00	\$ 82,617.00 \$	83,550.00	\$ 361,327.00	\$ 361,327.00	\$ 231,122.00	\$ 417,864.00	\$ 474,374.00	\$ 474,374.00	Sum of Administration Employee Salaries
Salary, Benefits, and	Salary - City Administrator Salary - Assistant City	\$ 133,602.00	\$ 135,386.00	\$ 137,622.00	\$ 137,580.00	\$ 142,912.00 \$	137,622.00	\$ 126,828.00	\$ 138,247.00		161,846.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Rolled into 5000 - Salaries. Last use of this was FY20.
23 Other Compensation Salary, Benefits, and 24 Other Compensation	Administrator TMPS City Contribution	\$ 85,708.00 \$ 40,347.00	\$ 86,737.00 \$ 41,374.00	\$ 88,270.00 \$ 43,427.00		\$ 95,250.00 \$ \$ 45,803.00 \$	91,801.00 S	\$ 98,748.00 \$ 51,110.00	\$ 103,563.00 \$ 56,270.00		9,838.00 52,547.00	\$ -	\$ 40,248.00	\$ -	\$ 48,770.00	\$ -	\$ -	Rolled into 5000 - Salaries. Last use of this was FY20. Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.
Salary, Benefits, and 25 Other Compensation	Medical Insurance	\$ 28,570.00	\$ 29,053.00	\$ 31,680.00	\$ 24,216.00	\$ 26,558.00 \$	32,165.00	\$ 37,766.00	\$ 39,900.00		39,315.00		\$ 28,849.00	\$ 28,140.00	\$ 40,815.00	\$ 77,648.00		Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.
	Salary - Accounting Clerk	\$ 35,233.00	\$ 35,607.00	\$ 36,642.00	\$ 36,628.00	\$ 39,521.00 \$	37,923.00	\$ 49,504.00	\$ 49,536.00	\$ 55,793.00 \$	56,926.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Rolled into 5000 - Salaries. Last use of this was FY20.
27 Other Compensation	Salary - Development Permit Coordinator Medicare Tax - Employers	\$ -	\$ -	\$ -	\$ -	\$ 946.00 \$	- :	\$ 48,480.00	\$ 49,179.00	\$ 50,408.00 \$	30,033.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position has been eliminated
28 Other Compensation Salary, Benefits, and		\$ 5,180.00	\$ 5,301.00	\$ 5,201.00	\$ 5,018.00	\$ 5,791.00 \$	5,489.00	\$ 5,548.00	\$ 6,286.00	\$ 6,558.00 \$	5,377.00	\$ 4,948.00	\$ 4,948.00	\$ 4,670.00	\$ 5,445.00	\$ 7,033.00	\$ 7,033.00	Employer match to the Medicare portion of social security benefits.
29 Other Compensation	Salary - Accountant Salary - Administrative	\$ -	\$ -	\$ -	\$ -	\$ - \$	- !	\$ -	\$ -	\$ 31,000.00 \$	32,596.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Rolled into 5000 - Salaries. Last use of this was FY20.
30 Other Compensation Salary, Benefits, and		\$ -	\$ 3,286.00				14,096.00	\$ -	\$ -	\$ - \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	Ŧ	Position has been eliminated
31 Other Compensation Salary, Benefits, and Other Compensation	,	\$ 2,238.00	\$ 1,621.00 \$ 1.965.00	\$ 1,990.00 \$ 2,270.00	\$ 1,139.00 \$ 1,764.00	\$ 1,270.00 \$ \$ 1,896.00 \$	2,540.00	\$ 752.00 \$ 2.441.00	\$ 2,500.00		3,398.00 1.765.00	\$ 2,406.00 \$ 1.834.00	\$ 2,406.00	\$ 305.00 \$ 1.343.00	\$ 2,275.00	\$ 4,000.00 \$ 2,209.00		Overtime for 2 positions" Bookkeeper/Utility Billing and Development Permit Coordinator. Employer nav: 100% of Dental Insurance Premiums for the employee.
Salary, Benefits, and Other Compensation	Salary - Cell phone	\$ 2,064.00	\$ 1,965.00	\$ 2,270.00		\$ 1,896.00 \$	2,960.00	\$ 2,441.00	\$ 3,000.00		1,765.00	\$ 1,834.00	\$ 1,669.00	\$ 1,343.00	\$ 1,823.00	\$ 2,209.00	7 -,	Employer pays 100% or Dental insurance Premiums for the employee. Monthly allowance paid to key personnel in the admin. department to maintain a cell phone for city use. Includes allowance amount for equipment reimbursement.
Salary, Benefits, and Other Compensation		\$ 1,636.00	\$ 2,223.00	\$ 1,828.00		\$ 2,934.00 \$	2,020.00	\$ 2,212.00			1,888.00		\$ 1,619.00	\$ 544.00	\$ 544.00			Paid to employees who have worked for the City for more than 5 years. Paid at \$4.00 per month for the number of years employed.
35 Other Compensation		\$ 1,256.00	\$ 996.00	\$ 1,382.00	\$ 1,125.00	\$ 1,199.00 \$	1,214.00	\$ 1,167.00	\$ 1,561.00	\$ 1,977.00 \$	1,029.00	\$ 1,492.00	\$ 1,492.00	\$ 1,007.00	\$ 5,930.00	\$ 2,155.00	\$ 2,155.00	Provides state mandated coverage in the event an employee is injured on the job.
36 Other Compensation	Long Term Disability Insurance Short Term Disability	\$ 1,287.00	\$ 1,234.00	\$ 1,860.00	\$ 1,520.00	\$ 1,454.00 \$	1,647.00	\$ 1,398.00	\$ 1,768.00	\$ 1,598.00 \$	1,357.00	\$ 1,167.00	\$ 1,167.00	\$ 819.00	\$ 1,352.00	\$ 1,638.00	\$ 1,638.00	Employer pays 100% of Long-term Disability Insurance Premiums for the employee.
37 Other Compensation Salary, Benefits, and	Insurance	\$ 761.00	\$ 733.00	\$ 885.00	\$ 885.00	\$ 923.00 \$	956.00	\$ 935.00	\$ 1,248.00	\$ 1,077.00 \$	918.00	\$ 785.00	\$ 785.00	\$ 564.00	\$ 1,040.00	\$ 1,260.00	\$ 1,260.00	Employer pays 100% of Short-term Disability Insurance Premiums for the employee. Provides funds for state mandated employer contribution to unemployment compensation fund. Tax is calculated for the first
38 Other Compensation Salary, Benefits, and		\$ 1,080.00	,	\$ 1,080.00	\$ 36.00	\$ 973.00 \$	600.00	\$ 837.00	\$ 900.00	l	45.00		\$ 59.00	\$ 564.00	\$ 960.00			\$9000 in wages for each employee. Employee incentive started in FY 09/10. It is an incentive to attract college-educated applicants to apply for positions and
39 Other Compensation Salary, Benefits, and		\$ -	\$ (50.00)		\$ -	\$ - \$	- !	\$ -	\$ -	\$ 250.00 \$	250.00	\$ 1,268.00	\$ 1,268.00	\$ 1,138.00	\$ 1,500.00			encourage current employees to pursue higher education. This is a monthly payment
40 Other Compensation Salary, Benefits, and 41 Other Compensation		\$ 294.00	\$ 293.00	\$ 317.00	\$ 291.00	\$ 321.00 \$	314.00	\$ 374.00	\$ 480.00	\$ 423.00 \$	345.00	\$ 369.00	\$ 334.00	\$ 273.00	\$ 357.00	\$ 433.00 \$ 2.500.00		Employer pays 100% of Vision Insurance Premiums for the employee. Employee tuition reimbursement
Salary, Benefits, and Other Compensation		\$ 240.00	\$ 203.00	\$ 264.00	\$ 203.00	\$ 50.00 \$	219.00	\$ 198.00	\$ 300.00	\$ 240.00 \$	184.00	\$ 194.00	\$ 194.00	\$ 154.00	\$ 203.00	, , , , , , , , , , , , , , , , , , , ,		Employer pays 100% of the Life Insurance Premium for the employee.
Salary, Benefits, and Other Compensation	Salary - Licensing	\$ -	\$ -	\$ -	\$ -	\$ - \$	- !	\$ <u>-</u>	\$ -	s - s	-	\$ 265.00	\$ 265.00	\$ 175.00	\$ 500.00	\$ 600.00		\$50 month - Licensing
Salary, Benefits, and Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ - \$	1.054.075	\$ -	\$ -	s - s	-	\$ 75.00	\$ 75.00	\$ 175.00	\$ 300.00	\$ 300.00		Employee incentive started in FY 09/10. Meant as an incentive for bi-lingual employees to join organization and maintain foreign language proficiency. This is a monthly payment of \$100 per month.
45 Transfers/Subsidies 46 Transfers/Subsidies		\$ -	\$ 821,135.00 \$ -	\$ 1,182,727.00 \$ -	\$ 1,182,727.00 \$ -	\$ 1,051,070.00 \$ \$ - \$	1,051,070.00	\$ 668,025.00 \$ -	\$ 656,144.00	\$ - \$ \$ - \$	14,634.00	\$ - \$ -	\$ 452,040.00 \$ -	\$ - \$ -	\$ 102,806.00	\$ 500,000.00 \$ 897,345.00		Transfer out for Repair & Replacement Subsidy to Utility Fund Provides funds for: electricity to all City facilities/properties; security system monitoring fee; telephone system; internet services;
Other Operating 47 Expenses	elec/water/wastewater/te lephone/gas	\$ 70,105.00	\$ 70,105.00	\$ 75,000.00	\$ 75,825.00	\$ 68,883.00 \$	75,000.00	\$ 87,924.00	\$ 87,521.00	\$ 80,000.00 \$	101,798.00	\$ 87,978.00	\$ 87,978.00	\$ 46,013.00	\$ 100,000.00	\$ 100,000.00		rrownes funds or a eccuracy to an city ractinesy properties; security system monitoring ree; telepriorie system; miterines services, cable services; electricity to trail lights, street lights, water quality ponds, and signal lights; water for city facilities; MDC wireless; and gas service
Other Operating Expenses Other Operating	Software Maintenance Fees	\$ 16,000.00	\$ 11,408.00	\$ 14,700.00	\$ 17,696.00	\$ 16,736.00 \$	14,700.00	\$ 18,306.00	\$ 18,307.00	\$ 24,500.00 \$	27,427.00	\$ 67,748.00	\$ 67,748.00	\$ 80,859.00	\$ 91,000.00	\$ 91,000.00	\$ 91,000.00	Provides funding for software maintenance fees for the Administrative Department and the Public Works Department.
49 Expenses	Capital Outlay Insurance -	\$ -	\$ 424,387.00	\$ -	\$ 98,717.00	\$ 26,695.00 \$	- !	\$ -	\$ -	\$ - \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Operating 50 Expenses	Fire/Theft/Vandalism/Bon ds	\$ -	\$ -	\$ -	\$ -	\$ - \$	- :	\$ -	\$ (29,742.00)	\$ 41,826.00 \$	41,826.00	\$ 41,400.00	\$ 41,400.00	\$ 45,955.00	\$ 45,955.00	\$ 45,885.00	\$ 45,885.00	Provides funds for insurance coverage for fire, theft or vandalism to city property, buildings, and mobile equipment. Provides for liability coverage and bonding positions. 14/15 included lawsuit settlement claim.
Other Operating 51 Expenses	Insurance - Liability	\$ 26,400.00	\$ 19,524.00	\$ 24,000.00	\$ 21,057.00	\$ 23,563.00 \$	24,000.00	\$ 32,508.00	\$ 32,509.00	\$ - \$	-	\$ 3,942.00	\$ 3,942.00	\$ -	\$ -	\$ 2,155.00	\$ 2,155.00	Provides liability insurance against liability claims for the administration department.

A B	С	D	E	F	G	н	ı	J	K	L	М	N	0	P	Q	R	S	Ť
Sunse	t Valley											İ	i					
	orking Documents																2022-23 B&F Proposed	
	ted on 05/20/2022															2022-23 Proposed	Revenue Revisions &	
Funds Filter - Gene	eral Operating Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Actual	2017-18 Budget	2018-19 Actual	2018-19 Budget	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Actual	2021-22 Budget	Base Budget	Workforce Changes	
																		Provides for expenses related to general office supplies for all departmental operations of the City. Also includes all delivery service
Other Operating	Office Supplies/Delivery																	fees such as Federal Express, UPS, and inter-city delivery. Increased costs in 16/17; moved toner to this line item away from
Other Operating	Pees Pees	\$ 13,929.00	\$ 11,214.00	\$ 18,000.00	\$ 9,107.00	\$ 8,047.00	\$ 18,000.00	\$ 10,370.00	\$ 15,000.00	\$ 15,000.00	\$ 4,903.00	\$ 10,173.00	\$ 10,173.00	\$ 5,451.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	printing. Newsletter supplies are funded from this line item.
53 Expenses	Rental Expense - Equipment	\$ 9,500.00	\$ 9,459.00	\$ 9,500.00	\$ 6,806.00	\$ 6,914.00	ć 7.500.00	\$ 4,859.00	\$ 7,248.00	ć 7.500.00	\$ 5,946.00	4 601 00	\$ 4,681.00	\$ 1,765.00	\$ 4,750.00	\$ 6,000.00	ć c000.00	Provides funds for the lease purchase of the Admin copier, PD copier and PW copier. Copy costs are in printing budget.
55 Expenses	Equipment	\$ 9,500.00	\$ 9,459.00	\$ 9,500.00	\$ 6,806.00	\$ 6,914.00	\$ 7,500.00	\$ 4,859.00	\$ 7,248.00	\$ 7,500.00	\$ 5,946.00	\$ 4,681.00	\$ 4,681.00	\$ 1,765.00	\$ 4,750.00	\$ 6,000.00	\$ 6,000.00	
Other Operating																		Provides funds for complimentary coffee service. Also provides for complimentary food for City Council meetings, some committee meetings, and for other functions that may provide food and beverages. Funds also provide for supplies used for City
54 Expenses	Coffee / Food Service	\$ 10,017.00	\$ 10,016.00	\$ 10,000.00	\$ 8,943.00	\$ 8,405.00	\$ 10,000.00	\$ 9,869.00	\$ 10,000.00	\$ 6,500.00	\$ 2,711.00	\$ 1,181.00	\$ 1,181.00	\$ 1,824.00	\$ 2,325.00	\$ 2,500.00	\$ 2500.00	events and meetings and cleaning supplies. In FY 19/20 council food was discontinued.
Other Operating		Ç 10,017.00	7 10,010.00	\$ 10,000.00	Ç 0,545.00	\$ 0,403.00	\$ 10,000.00	ý 3,003.00	7 10,000.00	\$ 0,500.00	Ç 2,711.00	ÿ 1,101.00	7 1,101.00	ŷ 1,024.00	\$ 2,525.00	2,500.00	2,300.00	9
55 Expenses	Software Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,778.00	\$ 47,778.00	s -	\$ -	\$ -	\$ -	\$ -	\$ -	
	·				,	•			•							•		Provides for expenses related to reproducing documents, stationary, pre-printed forms, checks, purchase orders, business cards,
Other Operating																		the monthly newsletter, flyers, postcards, notices, GIS maps, and other city information. Decreased costs in 16/17; moved toner to
56 Expenses	Printing	\$ 9,000.00	\$ 7,990.00	\$ 4,600.00	\$ 5,941.00	\$ 4,600.00	\$ 4,600.00	\$ 4,840.00	\$ 4,852.00	\$ 4,500.00	\$ 3,276.00	\$ 6,069.00	\$ 6,069.00	\$ 4,308.00	\$ 4,775.00	\$ 7,500.00	\$ 7,500.00	office supplies.
																		Provides for expenses related to banking services. The services include management fees and on-line banking fees. As the City
																		continues to increase the use of on-line banking services that include fraud protection, positive pay, check copies, etc. and interest
Other Operating																		rates continue to stay at the level they are at currently, banking fees will continue to stay at the rate they are now. The City keeps a
57 Expenses	Bank / Management Fee	s \$ 5,200.00	\$ 4,750.00	\$ 5,200.00	\$ 4,199.00	\$ 3,319.00	\$ 5,200.00	\$ 3,190.00	\$ 5,200.00	\$ 5,200.00	\$ 4,137.00	\$ 7,186.00	\$ 7,186.00	\$ 2,931.00	\$ 4,750.00	\$ 10,000.00	\$ 10,000.00	balance in the account to help keep the cost down.
Other Operating								.				1.						Provides for expenses related to postage costs and equipment rental, maintenance and supplies. FY 17/18 funds were reduced.
58 Expenses	Postage	\$ 9,000.00	\$ 8,960.00	\$ 7,000.00	\$ 3,440.00	\$ 5,777.00	\$ 6,000.00	\$ 5,901.00	\$ 6,000.00	\$ 6,000.00	\$ 2,387.00	\$ 4,467.00	\$ 4,467.00	\$ 1,851.00	\$ 2,850.00	\$ 5,000.00	\$ 5,000.00	Will decrease mail outs and provide more information on the website.
011	C																	
Other Operating 59 Expenses	Computer Equip/Softwar Acquisition	ė	\$ (2,894.00)	c	ė	ė	e		e		ė	\$ 4,760.00	\$ 4,760.00	\$ 26,186.00	\$ 41,227.00	e	c	
Other Operating	Advertising / Public	, -	3 (2,034.00)	, -	, -	, -	, -	, -	, -	, .	, .	3 4,700.00	3 4,700.00	3 20,100.00	3 41,227.00	, -	, -	Provides funds for expenses related to the advertisement of public notices as required by ordinance and statute, job vacancies,
60 Expenses	Notices	\$ 4,000.00	\$ 2,627.00	\$ 4,000.00	\$ 2,071.00	\$ 2,765.00	\$ 4,000.00	\$ 3,165.00	\$ 4,000.00	\$ 4,000.00	\$ 3,538.00	\$ 2,027.00	\$ 2,027.00	\$ 2,522.00	\$ 3,325.00	\$ 3,500.00	\$ 3,500,00	request for proposals, bids, and other required notices and advertisements.
oo Expenses	Notices	y 4,000.00	2,027.00	3 4,000.00	ÿ 2,071.00	\$ 2,703.00	3 4,000.00	ÿ 3,103.00	7 4,000.00	\$ 4,000.00	3,330.00	\$ 2,027.00	\$ 2,027.00	2,322.00	3,323.00	3,300.00	3,300.00	request for proposats, ones, and other required notices and advertisements.
Other Operating	Dues / Subscriptions /																	Provides for expenses related to newspaper subscriptions, Austin Business Journal subscription, Governmental Code updates,
61 Expenses	Fees	\$ 2,000.00	\$ 1,884.00	\$ 2,000.00	\$ 1,928.00	\$ 1,998.00	\$ 2,000.00	\$ 1,788.00	\$ 2,000.00	\$ 2,000.00	\$ 1,744.00	\$ 4,863.00	\$ 4,863.00	\$ 2,921.00	\$ 4,325.00	\$ 6,000.00	\$ 6.000.00	Governmental Filing fees (deed, etc.), CAPCOG dues, Municipal Clerks Association dues, TML dues and Purchasing Co-op dues.
Other Operating	Training & Education -	,	.,	,	-,30	.,	,	,	,		2,	,	,	,===:0	,	,,	,,	
62 Expenses	City Staff	\$ 2,000.00	\$ 1,304.00	\$ 1,500.00	\$ 120.00	\$ 1,283.00	\$ 1,500.00	\$ 985.00	\$ 1,295.00	\$ 1,000.00	\$ 2,685.00	\$ 2,729.00	\$ 2,729.00	\$ 2,286.00	\$ 7,125.00	\$ 7,500.00	\$ 7,500.00	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills.
Other Operating	Organizational																	
63 Expenses	Memberships	\$ 4,000.00	\$ 3,618.00	\$ 1,000.00	\$ 982.00	\$ 999.00	\$ 1,000.00	\$ 735.00	\$ 1,000.00	\$ 1,000.00	\$ 687.00	\$ 1,688.00	\$ 1,688.00	\$ 584.00	\$ 1,425.00	\$ 2,500.00	\$ 2,500.00	Membership dues for organizations that the City will join.
Other Operating	Small Equipment	1.		I						1.		l						
64 Expenses	Repair/Purchase	\$ 1,695.00	\$ 281.00	\$ 1,800.00	\$ 1,049.00	\$ 1,318.00	\$ 1,800.00	\$ 150.00	\$ 1,593.00	\$ 1,800.00	\$ 681.00	\$ 688.00	\$ 688.00	\$ -	\$ 950.00	\$ 1,000.00	\$ 1,000.00	Provides funds for expenses related to the replacement, repair, service, and parts for office equipment.
Other Operating																		
65 Expenses	Employee Appreciation	\$ 1,000.00	\$ 999.00	\$ 1,000.00	\$ 1,511.00	\$ 938.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 771.00	\$ 665.00	\$ 665.00	\$ 160.00	\$ 950.00	\$ 1,500.00	\$ 1,500.00	Provides for funds for employee appreciation expenditures such as retirement expenses, food, awards, and certificates.
Other Operating	Condit Const 5],	ć	[ا	_ [,	التتتا	Face about the second control of the second that the
66 Expenses Other Operating	Credit Card Fees	> -	> -	> -	ş -	\$ 192.00	> -	\$ 648.00	\$ 1,000.00	\$ 1,000.00	\$ 841.00	\$ 1,357.00	\$ 1,357.00	\$ 394.00	\$ 950.00	\$ 2,000.00	\$ 2,000.00	Fees charged by service provider to use credit cards.
Other Operating 67 Expenses	Election Expense	\$ 754.00	\$ 753.00	\$ 800.00	\$ 477.00	\$ 427.00	\$ 800.00	\$ 506.00	\$ 800.00	\$ 800.00	\$ 459.00	\$ 488.00	\$ 488.00	\$ 422.00	\$ 950.00	\$ 950.00	\$ 000.00	Funding provides for contracting with Travis County for one election each year
Other Operating	Training - Mileage	<i>3</i> /54.00	y /55.00	00.00	4//.00	427.00	9 800.00	y 506.00	y 600.00	\$ 800.00	459.00	\$ 488.00	488.00	÷ 422.00	÷ 320.00	950.00	950.00	Funding provides for contracting with Travis County for one election each year.
68 Expenses	Reimbursement	\$ 500.00	s -	\$ 250.00	\$ 101.00	\$ 250.00	\$ 250.00	, . I	\$ 220.00	\$ 250.00	\$ 213.00	s -	s -	s .	\$ 237.00	\$ 250.00	\$ 250.00	Provides funding for mileage, lodging, per diem meals, and other travel expenses incurred for Training and Education.
Other Operating	Personal Vehicle Use	ÿ 300.00	· -	ÿ 230.00	ÿ 101.00	ÿ 230.00	ÿ 250.00	,	ÿ 220.00	\$ 230.00	ý 213.00	,	,	,	Ç 237.00	ý 250.00	ÿ 230.00	TOTALS for micego, roughly per dich mean, and other dates expenses meaned for maning and conduction.
69 Expenses	Mileage Expense	\$ 250.00	\$ 237.00	\$ 150.00	\$ 67.00	\$ 141.00	\$ 150.00	\$ 12.00	\$ 150.00	\$ 150.00	\$ 149.00	\$ 15.00	\$ 15.00	s -	\$ 119.00	\$ 150.00	\$ 150.00	Provides funds to reimburse staff for using their personal vehicle on city business.
Other Operating		230.00	257.00	3 130.00	φ 07.00	7 141.00	7 130.00	7 12.00	7 130.00	7 130.00	7 145.00	13.00	3.00	,	ÿ 113.00	7 130.00	7 130.00	
70 Expenses	Audio System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	s -	\$ -	\$ -	\$ -	\$ 86.00	\$ -	\$ -	\$ -	
Other Operating	i i											ľ						
71 Expenses	Equipment Acquisition	\$ -	\$ (388.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
																		Provides funds for legal counsel to the City Council, Staff, Boards and Commissions. Includes research, advisement, and attendance
72 Contract Services	Attorney	\$ 53,749.00	\$ 47,289.00	\$ 50,000.00	\$ 48,408.00	\$ 29,708.00	\$ 50,000.00	\$ 55,928.00	\$ 56,000.00	\$ 50,000.00	\$ 64,267.00	\$ 30,645.00	\$ 30,645.00	\$ 48,182.00	\$ 80,512.00	\$ 56,000.00	\$ 56,000.00	at meetings. The attorney contract is on a per hour basis.
																		Provides for expenses related to performance of a yearly audit of City's prior year finances and any state or federal mandated
73 Contract Services	Audit	\$ 45,251.00	\$ 53,213.00	\$ 50,000.00	\$ 46,890.00	\$ 51,029.00	\$ 50,000.00	\$ 46,679.00	\$ 50,000.00	\$ 50,000.00	\$ 47,500.00	\$ 44,000.00	\$ 44,000.00	\$ -	\$ 47,500.00	\$ 50,000.00	\$ 50,000.00	single audit provisions.
																		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
74 Contract Services	IT Management Services	\$ 26,000.00	\$ 23,592.00	\$ 35,000.00	\$ 34,836.00	\$ 36,413.00	\$ 35,000.00	\$ 38,454.00	\$ 38,500.00	\$ 40,000.00	\$ 46,172.00	\$ 32,508.00	\$ 32,508.00	\$ 23,030.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	and budget consulting as needed. Increase is due to added services.
	F																	Provides funding for engineering and planning services to Council, Commissions, Boards, and Staff; review of plan submittals from
==	Engineer - Review &											l						outside entity's and potential inspections for code violations. Includes expenses related to permit review in subdivision, site
75 Contract Services	Inspection Fees	\$ 26,767.00	\$ 2,056.00	\$ 15,000.00	\$ 2,680.00	\$ -	\$ 15,000.00	\$ 900.00	\$ 15,000.00	\$ 15,000.00	\$ 7,818.00	\$ 36,977.00	\$ 36,977.00	\$ 42,685.00	\$ 58,275.00	\$ 50,000.00	\$ 50,000.00	planning, zoning, and construction which are recoupable through permit fees.
	Building Inspections/Structural																	Particular in the control of the con
76 Contract Services	Engineer	\$ 25,137.00	\$ 25,137.00	\$ 20,000.00	\$ 27,247.00	\$ 21,051.00	\$ 20,000.00	\$ 18,388.00	\$ 20,000.00	\$ 20,000.00	\$ 10,816.00	\$ 10,158.00	\$ 10,158.00	\$ 13,222.00	\$ 24,250.00	\$ 27,500.00	¢ 27 500 00	Provide building plans and foundation reviews; building inspections during permit process and construction activities. Some of these services are billed back to residents or commercial entity's for costs on a project.
76 Contract Services	Liigilieei	\$ 23,137.00	\$ 23,137.00	\$ 20,000.00	3 27,247.00	\$ 21,031.00	\$ 20,000.00	3 10,300.00	\$ 20,000.00	\$ 20,000.00	3 10,010.00	3 10,136.00	\$ 10,136.00	3 13,222.00	\$ 24,230.00	\$ 27,300.00	\$ 27,300.00	Provides funds to investigate or design potential projects that may come under consideration during the fiscal year that were not
77 Contract Services	Engineer - Design Fees	\$ 30,000.00	٠ .	\$ 25,000.00	٠ .	\$ 686.00	\$ 25,000.00	, .	\$ 19,000.00	\$ 25,000.00	\$ 2,845.00	\$ 79,108.00	\$ 79,108.00	٠ .	\$ 10,376.00	٠ .	٠ .	identified as a project during the budget process.
77 Contract Services	Economic Development		· -	ÿ 23,000.00	,	ý 000.00	\$ 25,000.00	,	3 13,000.00	\$ 25,000.00	2,043.00	7 73,100.00	7 73,100.00	,	ÿ 10,370.00	,	,	nemined as a project during the budget process.
78 Contract Services	Business Survey	\$ -	š -	s -	s -	s -	s -	s -	s -	s -	\$ -	s -	s -	\$ 12,507.00	\$ 66,512.00	\$ -	s -	
	,																	Provides funds for the proper storage and disposal of city documents. Includes off-site storage rental, supplies, professional
79 Contract Services	Records Management	\$ 5,493.00	\$ 5,492.00	\$ 5,400.00	\$ 4,517.00	\$ 4,419.00	\$ 5,400.00	\$ 5,404.00	\$ 5,700.00	\$ 5,700.00	\$ 4,221.00	\$ 3,881.00	\$ 3,881.00	\$ 1,503.00	\$ 4,250.00	\$ 6,000.00	\$ 6,000.00	document shredding, and required document destruction.
	Ordinance Codification																	
80 Contract Services	Maintenance	\$ 3,307.00	\$ 2,409.00	\$ 4,000.00	\$ 3,984.00	\$ 2,578.00	\$ 3,500.00	\$ 2,053.00	\$ 3,500.00	\$ 3,500.00	\$ 2,027.00	\$ 2,477.00	\$ 2,477.00	\$ 8,513.00	\$ 10,500.00	\$ 10,000.00	\$ 10,000.00	Provide funds to keep the codification of the ordinances up to date and maintained.
																		Provides funds for time clock services and for payroll services including pay checks and payroll tax services. Increase is due to an
81 Contract Services	Payroll Services	\$ 5,000.00	\$ 5,058.00	\$ 5,000.00	\$ 4,995.00	\$ 4,837.00	\$ 5,000.00	\$ 4,902.00	\$ 5,200.00	\$ 4,320.00	\$ 4,236.00		\$ 4,354.00	\$ 2,985.00	\$ 4,275.00	\$ 5,000.00	\$ 5,000.00	increase in services. In 19/20 time clock services were discontinued for a savings of \$880.
82 Contract Services	Emergency Fund	Ş -	ş -	Ş -	Ş -	\$ -	\$ -	Ş -	Ş -	Ş -	\$ 11,214.00	\$ 28,493.00	\$ 28,493.00	ş -	\$ -	Ş -	\$ -	
																		Provides landscape planning services. Funds allow for investigation of complaints and on-going compliance as well as potential
																		design and review of city projects that are considered/presented through the year. Includes expenses related to review and inspection of landscape plan submittals, which are recognishly through permit fees. Consulting for substantial revisions of the City's
																		inspection of landscape plan submittals, which are recoupable through permit fees. Consulting for substantial revisions of the City! landscape and tree regulations, develop additional regulations for seed and vegetation, have sufficient collaborations with the City
83 Contract Services	Landscape Architect Fees	s \$ 5,000.00	\$	\$ 5,000.00	\$	\$	\$ 5,000.00	\$	\$ 5,000.00	\$ 5,000.00	\$	5	\$	\$	s	\$	\$	landscape and tree regulations, develop additional regulations for seed and vegetation, have sufficient collaborations with the City Council and attend hearings as necessary.
Contract Services		. 9 3,000.00		2,000.00	-	,	- 5,000.00		- 5,000.00	2 3,000.00		ľ			,		-	Provides funding for professional planning and inspection services related to water quality issues. Funds allow for investigation of
							!	I				1						complaints, concerns, on-going compliance and ordinance review. Expenses include review and inspection services of water quality
84 Contract Services	Water Quality Consultan	ts \$ 5,000.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	facility applications, which are recoupable though permit fees.
																		Provides funds for administrative support during absences and assignments or projects that are beyond the daily administrative
85 Contract Services	Temporary Help	\$ 300.00	\$ -	\$ 300.00	\$ 36.00	\$ 48.00	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 132.00	\$ 132.00	\$ -	\$ 285.00	\$ 1,500.00	\$ 1,500.00	
	Jones Rd. Right Turn at	Ι. Π		Ι. Τ	l	Ι. Π	I. T	. Т		I. T		L	i. T	. Т	Ι. Τ	. 7	Ι. Π	
86 Project	West Gate	\$ 153,000.00	\$ 903.00	\$ 153,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	ş -	\$ -	\$ -	ş -	\$ -	\$ -	\$ -	
97 Daniant	City Facilities-New PW/P		ć	ć	ć	ć	ć			ć			ć	ć	ć	ć	ć	
87 Project 88 Project	Building	\$ 141,539.00	\$ -	\$ -	\$ -	\$ -	\$ -	> -	5 -	5 -	5 -	5 -	\$ -	· -	\$ -	\$ -	\$ -	
oo Project	Uplands Planning 14/15 Yellow Tail Cove-Nature	\$ 34,200.00	ş -	\$ 34,200.00	\$ 34,083.00	ş -	> -	> -	> -	\$ 30,000.00	\$ 6,700.00	> -	ş -	> -	> -	> -	ş -	
89 Project	Trail Connection 14/15	\$ 26,000.00	<	\$ 41,000.00	\$	\$ 500.00	\$ 41,000.00	\$	5	s	\$	5	\$	\$	s	\$	\$	
os Froject	Water System Master	20,000.00	-	J 41,000.00		2 089.00	y 41,000.00	,	-	, .	-	,			,	-	-	
90 Project	Plan	\$ 74.000.00	\$ 1.015.00	\$ 22,985.00	s -	s .	\$ 500.00	, . I	s -	s -	s -	s -	s	s .	s -	s -	s -	
		- ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, 2,013.00	, 22,505.00			, 550.00											
91 Project	34 Reese - Improvement	s \$ 34,500.00	s -	\$ 14,500.00	\$ -	\$ -	\$ -	\$ 1,064.00	\$ 9,500.00	\$ -	\$ -	s -	\$ -	\$ -	s -	\$ -	\$ -	
,	, provement			2.,200.00					2,500.00			ľ						
	Sunset Valley Elementary	y					!	I				1						
92 Project	Support 14/15	\$ 4,400.00	\$ 3,626.00	\$ 4,500.00	\$ 4,500.00	\$ 2,210.00	\$ 2,500.00	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	
	Valley Creek Park		,		,			, , , , ,										
93 Project	Boundary Fencing 14/15	\$ 20,738.00	\$ (75.00)	\$ 15,379.00	\$ 1,084.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Trails Projects - Master																	
94 Project	Plan - 14/15	\$ 19,000.00	\$ -	\$ 5,000.00	\$ (1,084.00)	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Land Development																	
95 Project	Revisions	\$ 12,500.00	\$ 32.00		\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96 Project	New Projects	\$ -	ş -	\$ 18,500.00	\$ 3,612.00	\$ -	ş -	ş -	Ş -	\$ -	ş -	\$ -	ş -	ş -	\$ -	ş -	Ş -	
97 Project	Utility Rate Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
00 0:	Greenspace Boundary	6 15 171 01		ا ا		ا ا	ļ .	,	ė		ė		ļ [.		ا	ا ا	
98 Project	Fencing/Signs 14/15	\$ 15,171.00	\$ 75.00	> -	ş -	> -	> -	> -	> -	\$ -	\$ -	> -	ş -	> -	> -	> -	> -	
99 Project	34 Reese - Environmenta Study	\$ 5,000.00	¢	\$ 5,000.00	¢	¢	c	,	c	c	¢	·	¢	¢	c	¢	¢	
55 Project	Valley Creek Park	φ 5,000.00	· -	0,000.00	-	· -	· -	, -	-	- د		, .	-	-	· -	-	-	
100 Project	Improvements	s -	s -	s -	s -	\$ 3,031.00	\$ 5,000.00	, . I	s -	s -	s -	s -	s -	s .	s -	s -	s -	
1 Toject	SFC Fee Reimbursement		·	,	-	, 3,031.00	- 5,000.00	-	-	-	*	1	, ,	, .	, .	* -	, .	
101 Project	Program 14/15	\$ 925.00	s -	s -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	s -	\$ -	\$ -	s -	\$ -	\$ -	
		7 525.00								·		1						
102 Utilities Expenses	Utility Line Infrastructure	e \$ -	\$ -	ş -	\$ -	\$ -	ş -	ş -	\$ -	\$ -	\$ -	ş -	ş -	ş -	ş -	\$ 210,000.00	\$ 210.000.00	Provides funds for utility line infrastructure
					•											.,	.,	

Α	В	С	D	E	F	G	Н	I	J	K	L	М	N	0	P	Q	R	S	Т
	Sunset	Valley																	
	FY22-23 Budget W	orking Documents																2022-23 B&F Propose	i
	Download generat	ed on 05/20/2022															2022-23 Proposed	Revenue Revisions &	
	Funds Filter - Gene	ral Operating Fund	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Actual	2017-18 Budget	2018-19 Actual	2018-19 Budget	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Actual	2021-22 Budget	Base Budget	Workforce Changes	
103	lisc Expenses	Proposed New Line	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 64,000.00	Accountant (PT for 9 mo) (FT for 3 months)(\$64,000)
104	lisc Expenses	Miscellaneous Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,553.00	\$ -	\$ -	\$ 11,650.00	\$ -	\$ -	\$ -	
																			In FY 2015/2016, this program was reinstated because the City of Austin began charging Sunset Valley residents for library cards
																			again, after not doing so for years. Residents receive \$120 per year, per household after providing proof of purchasing a library
		Library Card																	card. The original amount provided funds to reimburse 20 households. In 18/19 the amount increased by 5 households for a total
105	ommunity Programs	Reimbursement	\$ 3,600.00	\$ 2,880.00	\$ 2,400.00	\$ 3,000.00	\$ 4,680.00	\$ 2,400.00	\$ 4,434.00	\$ 4,435.00	\$ 5,000.00	\$ 2,422.00	\$ 2,435.00	\$ 2,435.00	\$ 1,484.00	\$ 2,375.00	\$ 2,500.00	\$ 2,500.00	of 25 households at \$120 per household.
																			Provides funds for Volunteer Awards Banquet hosted by the Mayor/City to acknowledge volunteerism. Provides for food,
		Volunteer Awards																	beverages, supplies, and door prizes. Due to scheduling, there were no expenses in FY 17/18. Fall of 2018 honored members that
106	ommunity Programs	Banquet	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 1,987.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 2,189.00	\$ 2,189.00	\$ 53.00	\$ 2,375.00	\$ 6,000.00	\$ 6,000.00	served in FY 16/17 and FY 17/10. Mayor put in 19/20 budget.
107	ommunity Programs	Advertising - SFC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,690.00	\$ 17,167.00	\$ -	\$ -	\$ -	\$ -	
		SFC- Farmer's Market	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	Sustainable Food Center at the SV Farmer's Market
109	otal Expenses		\$ 1,379,436.00	\$ 2,005,654.00	\$ 2,356,435.00	\$ 2,096,653.00	\$ 1,862,039.00	\$ 1,960,931.00	\$ 1,553,138.00	\$ 1,629,243.00	\$ 1,028,595.00	\$ 1,025,189.00	\$ 1,002,921.00	\$ 1,447,990.00	\$ 688,880.00	\$ 1,327,817.00	\$ 2,884,751.00	\$ 2,884,751.00	
110																			
111	evenues Less Expen	ses	\$ 3,551,067.00	\$ 3,044,321.00	\$ 2,724,323.00	\$ 2,961,436.00	\$ 3,275,487.00	\$ 3,007,849.00	\$ 3,736,091.00	\$ 3,522,883.00	\$ 4,129,105.00	\$ 3,722,514.00	\$ 2,845,354.00	\$ 4,094,097.00	\$ 2,674,091.00	\$ 3,188,390.00	\$ 3,125,749.00	\$ 2,840,749.00	



BUDGET AND FINANCE AGENDA ITEM #6

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

SUBJECT: FY 22-23 PROPOSED ADMINISTRATION DEPARTMENT BUDGET

DESCRIPTION: Review, discuss, and possibly recommend Administration Department for the FY23 Budget

BACKGROUND: The Administration Department (01) is situated in the General Fund. This is also the department where Sales Tax and other revenues are booked when received into the General Fund.

This item will discuss the budget in both an overall and line by line perspective.

To view this budget in OpenGov, please click the link here.

Budget at a Glance:

Revenues: \$5,725,500

o Sales Tax: \$5,415,000

o Other Revenues: \$310,500

Expenses: \$2,884,752

o Salary & Benefits: \$702,017

o Utility Subsidy: \$897,345

o Other Expenses: \$785,390

o Transfer for Repair & Replacement: \$500,000 (Mayor Priority)

Total Staffing: 6, a proposed position by the City Council is being discussed, however, no formal decision as to FT/PT status as been determined.

STAFF RECOMMENDATION: Review and recommend any changes to the draft document.

SUPPORTING MATERIALS PROVIDED: FY 22-23 ADMINISTRATION BUDGET



DRAFT - IN REVIEW

Budget at a Glance

Revenues: \$5,725,500

- Sales Tax: \$5,415,000
- Other Revenues: \$310,500

Expenses: \$2,884,752

- Salary & Benefits: \$702,017
- Utility Subsidy: \$897,345
- Other Expenses: \$785,390
- Transfer for Repair & Replacement: \$500,000 (Mayor Priority)

Total Staffing: 6

 A proposed position by the City Council is inserted here and not included in the total count. No determination has been decided on FT/PT status.

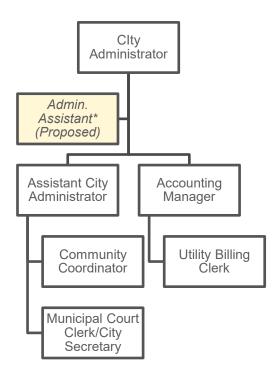
Capital Projects: TBD

THE ADMINISTRATION

DEPARTMENT

The City of Sunset Valley operates under the Mayor-Council form of government. Under this system, the City Council appoints a City Administrator who then manages the Department Directors and City staff to develop and implement policies guiding the City.

This management includes coordination of daily operations, preparation of information for City Council agendas, long range planning, preparation of budgets, development and implementation of personnel regulations, financial and administrative policies and other actions as directed by the Mayor and City Council, or the Code of Ordinances of the City of Sunset Valley.



Property of the Property of	В	c	D	E	F	G	н	ı		K	L	М	N C)	P	Q	R	S T
Property of the Property of	unset Valley	Deciments Decimeles	_															
Part																	2022-23 Proposed	
Part	perating Fund - Administr	ation Dept.	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Actual	2017-18 Budget 2	2018-19 Actual	2018-19 Budget	2019-20 Budget	2019-20 Actual	2020-21 Budget 2	2020-21 Actual	2021-22 Actual	2021-22 Budget	Base Budget	
Control Cont																		a 3% increase was projected in sales tax revenue. For the FY 17/18 it is estimated that the sales tax revenue will be flat and by
Part	Color Ton Donor	Color O Hay Ton	¢ 4000 503 00	4 054 533 00	ć 4052 750 00	4 4 6 7 7 6 4 7 6 6	4 022 252 00	4 4 026 700 00	4 004 535 00	ć 4.040.200.00	4 4 040 200 00	4 427 620 00	ć 264440000	5 405 343 00	ć 2264 740 00	£ 434340000	ć 5.700.000.00	the range of the actual amounts received in FY 15/16 and FY 16/17. FY 22/23 sales tax revenue adjusted down 5% from propo
The second secon	Sales Tax Revenue	Sales & Use Tax	\$ 4,808,503.00	\$ 4,861,522.00	\$ 4,952,758.00	\$ 4,877,947.00	\$ 4,923,353.00	\$ 4,826,780.00	\$ 4,861,535.00	\$ 4,819,200.00	\$ 4,819,200.00	\$ 4,427,629.00	\$ 3,614,400.00	5,105,213.00	\$ 3,261,749.00	\$ 4,243,108.00	\$ 5,700,000.00	\$ 5,415,000.00 based on B&F recommendation.
March Marc																		Fire District tax payments are a result of an Interlocal Agreement between Travis County Emergency Services District No. 3 and
Mary																		
Property		Fire Birthia Celleration																
Control Cont	Misc Revenues	Fees	\$ 21,000.00	\$ 25,224.00	\$ 25,000.00	\$ 27,438.00	\$ 32,804.00	\$ 25,000.00	\$ 34,977.00	\$ 33,000.00	\$ 34,500.00	\$ 61,499.00	\$ 34,500.00	62,440.00	\$ -	\$ 32,389.00	\$ 35,000.00	
Property	Misc Revenues		\$ -	\$ 7,636.00	\$ -	\$ -	\$ -	\$ - ;	\$ -	\$ -	\$ -	\$ -	\$ - !	203,278.00	\$ 165.00	\$ -	\$ -	\$ -
Part	Misc Revenues		\$ 5,000.00	\$ 4,187.00	\$ 4,000.00	\$ 6,722.00	\$ 5,185.00	\$ 4,000.00	\$ 67,981.00	\$ 3,500.00	\$ 3,500.00	\$ 8,125.00	\$ 2,625.00	2,283.00	\$ 999.00	\$ 24,000.00	\$ 5,000.00	
Part	Misc Revenues	Sale of Assets	\$ -	\$ 26,326.00	\$ -	\$ -	\$ -	\$ - 5	\$ -	\$ -	\$ -	\$ 7,031.00	\$ - !	20,200.00	\$ -	\$ -	\$ -	\$ -
Column C																		funds to a certain project. In FY 15/16 The City received a \$15,000 donation from the PGA. In FY 17/18 the City received \$5,00
March Marc															_			from the PGA. It is expected that \$5,000 will be received from the PGA. These funds are proposed to be committed for a trail
Part	IVIISC Revenues		\$ -	\$ 15,000.00	> -	\$ 5,000.00	· -	, - ;	\$ 4,929.00	\$ 5,000.00	\$ 5,000.00	ş -	\$ - :	-	· -	\$ 1,561.00	-	5 - project around the burger center.
Column C	Misc Revenues	Loss	\$ -	\$ -	\$ -	\$ -	\$ 11,111.00	\$ - 5	\$ -	\$ -	\$ -	\$ -	\$ - !	-	\$ -	\$ -	\$ -	\$ -
March Marc	Misc Revenues	Fees	\$ -	\$ -	\$ -	\$ -	\$ 215.00	\$ - 5	\$ 463.00	\$ 200.00	\$ 500.00	\$ 182.00	\$ 500.00	-	\$ -	\$ 392.00	\$ 500.00	\$ 500.00 This program started in FY 17/18. It was stopped during COVID and is proposed to be reinstated in FY 22-23
Column	Micc Poyonuos		c	ć	ć	ć	ć			ć	ć	ć			ć 3.430.00	ć	ć	
Control Cont	IVIISC Revenues		\$ -	Ş -	\$ -	Ş -	\$ -	> - ;	-	\$ -	\$ -	\$ -	\$ - :	-	\$ 3,420.00	\$ -	\$ -	
Second	Misc Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ - \$	\$ -	\$ -	\$ -	\$ -	\$ -	42.00	\$ -	\$ -	\$ -	\$ -
Part	1 Franchise Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 5	\$ 85,247.00	\$ 96,000.00	\$ 86,000.00	\$ 80,213.00	\$ 86,000.00	41,489.00	\$ -	\$ 54,228.00	\$ 86,000.00	\$ 86,000.00 In FY 2010-2011 the City signed a Franchise Agreement with the City of Austin for the Electric Utility
Part																		Franchise fees are assessments for a company's use of the City's right-of-way such as telecommunications, gas, and cable. See
Column C																		years ago, the City waived the franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable companies in an effort to keep residential cable costs down. Franchise fees for cable costs down. Franchise fees fees fees fees fees fees fees f
The first 1,000	2 Franchica F	Franchica Tau	ė	ć	ė	ė	ė		ė 27 474 CC	ć 34.000.00	6 34000.00	6 24 672 62	ć 34.000.00	20.407.00	ė 20.244C2	ć 22.022.02	ć 20.000 ==	there is no expected increase. The Greater Austin Area Telecommunications Network has lines in the City ROW serving the Al
Mart	rranchise rees	rranchise rax	ş -	2 -	· ·	ş -	, -	S	3/,4/1.00	54,000.00 ¢	3 34,000.00	\$ 31,6/3.00	. 34,000.00	39,187.00	φ 20,314.00	22,633.00	39,000.00	Historically interest income on funds deposited in TexPool had been a primary source of revenue generated by the City. When
Part																		TexPool interest rates declined, the City purchased Certificates of Deposits. TexPool's interest rate increased and CDs were not
Control Cont	3 Interest Revenue	Interest	\$ 10,000.00	\$ 36,535.00	\$ 14,000.00	\$ 53,963.00	\$ 86,217.00	\$ 38,000.00	\$ 126,570.00	\$ 67,500.00	\$ 110,000.00	\$ 69,367.00	\$ 27,500.00	7,699.00	\$ 5,006.00	\$ 76,091.00	\$ 50,000.00	
Mart	4 Transfers/Subsidy	Operating Transfers In		\$ -	\$ -	\$ -	\$ -	\$ - 5	\$ -			\$ -	\$ - !	-	\$ -	\$ -	\$ -	\$ -
Property																		
Part	5 Permits		s \$ 50,000.00		\$ 50,000.00			\$ 40,000.00		,	\$ 30,000.00	\$ 26,814.00	\$ 22,500.00	,	\$ 46,112.00	\$ 29,010.00	\$ 45,000.00	
Control Cont	6 Permits	Permit Billing	\$ -	\$ 1,141.00	\$ -	\$ 3,570.00	\$ 2,050.00	\$ - ;	\$ 225.00	\$ -	\$ -	5 -	\$ - !	266.00	\$ -	\$ -	\$ -	\$ -
Maria Mari																		Restaurants collect sales tax from its customers just like any other sales tax. However, the restaurant must still pay the 7% mix
Control Cont	7 Mixed Beverage Tax		\$ 36,000.00	\$ 35,075.00	\$ 35,000.00	\$ 38,413.00	\$ 36,825.00	\$ 35,000.00 \$	\$ 40,488.00	\$ 35,000.00	\$ 35,000.00	\$ 35,170.00	\$ 26,250.00	34,464.00	\$ 19,817.00	\$ 32,795.00	\$ 50,000.00	50,000.00 beverage gross receipts tax to be remitted to the State Comptroller. Mixed Beverage taxes are paid to the City quarterly.
Processing Pro		Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 5	\$ -	\$ -	\$ -	\$ -	\$ - !				\$ -	\$ -
Processing Pro	0		\$ 4,930,503.00	\$ 5,049,975.00	\$ 5,080,758.00	\$ 5,058,089.00	\$ 5,137,526.00	\$ 4,968,780.00	\$ 5,289,229.00	\$ 5,152,126.00	\$ 5,157,700.00	\$ 4,747,703.00	\$ 3,848,275.00	5,542,087.00	\$ 3,362,971.00	\$ 4,516,207.00	\$ 6,010,500.00	\$ 5,/25,500.00
State Stat		Colorino	¢ 72.052.00	ć 72.004.00	ć 75.244.00	4 75 222 00	6 01 110 00	70.354.00		ć 00.504.00	6 02 647 00	6 03.550.00	6 264 227 00	254 227 00	ć 224.422.00	447.064.00	474.274.00	C 474 774 00 Cum of Administration Employee Calorine
Page	Salary, Benefits, and	Salary - City	\$ 73,053.00	\$ 73,991.00	\$ 75,244.00	\$ 75,223.00	\$ 81,149.00	\$ 78,254.00	\$ 80,556.00	\$ 80,001.00	3 82,617.00	\$ 83,350.00	\$ 361,327.00	5 361,327.00	3 231,122.00	\$ 417,864.00	\$ 474,374.00	
Processing Pro			\$ 133,602.00	\$ 135,386.00	\$ 137,622.00	\$ 137,580.00	\$ 142,912.00	\$ 137,622.00	\$ 126,828.00	\$ 138,247.00	\$ 160,000.00	\$ 161,846.00	\$ - :	-	\$ -	\$ -	\$ -	\$ - Rolled into 5000 - Salaries. Last use of this was FY20.
Process Proc			\$ 85,708.00	\$ 86,737.00	\$ 88,270.00	\$ 88,245.00	\$ 95,250.00	\$ 91,801.00	\$ 98,748.00	\$ 103,563.00	\$ 11,786.00	\$ 9,838.00	\$ - !	-	\$ -	\$ -	\$ -	\$ - Rolled into 5000 - Salaries. Last use of this was FY20.
No. Control		TMRS City Contribution	\$ 40 347 00	\$ 41 374 00	\$ 43,427,00	\$ 42,666,00	\$ 45.803.00	\$ 45,997.00	\$ 51 110 00	\$ 56 270 00	\$ 60,692,00	\$ 52.547.00	\$ 40.248.00	40 248 00	\$ 25.345.00	\$ 48 770 00	\$ 53,910,00	\$ 53,910,00 Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System
Section Control Cont	Salary, Benefits, and	Medical Insurance																
Way Sample Way Sample Way Sample Way W			\$ 28,570.00	\$ 29,053.00	\$ 31,680.00	\$ 24,216.00	\$ 26,558.00	\$ 32,165.00	\$ 37,766.00	\$ 39,900.00	\$ 42,510.00	\$ 39,315.00	\$ 32,097.00	28,849.00	\$ 28,140.00	\$ 40,815.00	\$ //,648.00	5 //,648.00 Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.
Procession Pro			k \$ 35,233.00	\$ 35,607.00	\$ 36,642.00	\$ 36,628.00	\$ 39,521.00	\$ 37,923.00	\$ 49,504.00	\$ 49,536.00	\$ 55,793.00	\$ 56,926.00	\$ - !	-	\$ -	\$ -	\$ -	\$ - Rolled into 5000 - Salaries. Last use of this was FY20.
Secondary 1	7 Other Compensation	Permit Coordinator	\$ -	\$ -	\$ -	\$ -	\$ 946.00	\$ - 5	\$ 48,480.00	\$ 49,179.00	\$ 50,408.00	\$ 30,033.00	\$ - !	-	\$ -	\$ -	\$ -	\$ - Position has been eliminated
Sect				\$ 5,301,00	\$ 5,201,00	\$ 5,018,00	\$ 5.791.00	\$ 5,489.00	\$ 5,548,00	\$ 6.286.00	\$ 6558.00	\$ 5,377,00	\$ 4,948,00	4 948 00	\$ 4,670,00	\$ 5,445,00	\$ 7,033,00	5 7 033 00 Employer match to the Medicare nortion of social security henefits
Mart Prince	Salary, Benefits, and		7 0,200.00	7 0,000	, ,,,,,,,,,,,	7 0,000.00	7 0,000	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,	7 0,11000	7,722.02	
The content of the			\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 5	\$ -	\$ -	\$ 31,000.00	\$ 32,596.00	\$ - !	-	\$ -	\$ -	\$ -	\$ - Rolled into 5000 - Salaries. Last use of this was FY20.
Sect	Other Compensation	Clerk	\$ -	\$ 3,286.00	\$ 13,622.00	\$ 13,618.00	\$ 14,345.00	\$ 14,096.00	\$ -	\$ -	\$ -	\$ -	\$ - !	-	\$ -	\$ -	\$ -	\$ - Position has been eliminated
Soft Exercise for Continue			\$ 2,238.00	\$ 1.621.00	\$ 1,990.00	\$ 1,139,00	\$ 1,270,00	\$ 2.540.00	\$ 752.00	\$ 2,500.00	\$ 6.035.00	\$ 3,398.00	\$ 2,406.00	2.406.00	\$ 305.00	\$ 2,275.00	\$ 4.000.00	\$ 4,000,00 Overtime for 2 positions" Bookkeeper/Utility Billing and Development Permit Coordinator.
Silvery Service Companies of Market Companie	Salary, Benefits, and	·																
Confunctional part Confunc			ts 5 2,064.00	\$ 1,965.00	\$ 2,270.00	\$ 1,764.00	\$ 1,896.00	\$ 1,944.00	\$ 2,441.00	\$ 3,000.00	\$ 2,459.00	\$ 1,765.00	\$ 1,834.00	1,669.00	\$ 1,343.00	\$ 1,823.00	\$ 2,209.00	
District Conference Confere	3 Other Compensation		\$ 2,960.00	\$ 1,875.00	\$ 2,960.00	\$ 3,020.00	\$ 3,045.00	\$ 2,960.00	\$ 2,310.00	\$ 2,960.00	\$ 960.00	\$ 600.00	\$ 616.00	616.00	\$ 210.00	\$ 360.00	\$ 2,450.00	\$ 2,450.00 amount for equipment reimbursement.
Size, Francis and Worker Companients beet to Perfect Companients been to Perfect Companients and manients of the Perfect Companients and manients		Salary - Longevity	\$ 1,636.00	\$ 2,223.00	\$ 1,828.00	\$ 1,924.00	\$ 2,934.00	\$ 2,020.00	\$ 2,212.00	\$ 2,212.00	\$ 1,888.00	\$ 1,888.00	\$ 1,619.00	1,619.00	\$ 544.00	\$ 544.00	\$ 2,000.00	
Solito, perfects, seed Conf. Temporal Processing Con	Salary, Benefits, and	Workers Compensation																
Other Comparation Configuration Configur			\$ 1,256.00	ş 996.00	\$ 1,382.00	\$ 1,125.00	ş 1,199.00	p 1,214.00 S	ə 1,167.00	ş 1,561.00	\$ 1,977.00	\$ 1,029.00	\$ 1,492.00 I	1,492.00	\$ 1,007.00	\$ 5,930.00	ş 2,155.00	2,135.00 Provides state mandated coverage in the event an employee is injured on the job.
Control Composed No. Control Contr	6 Other Compensation	Insurance	\$ 1,287.00	\$ 1,234.00	\$ 1,860.00	\$ 1,520.00	\$ 1,454.00	\$ 1,647.00	\$ 1,398.00	\$ 1,768.00	\$ 1,598.00	\$ 1,357.00	\$ 1,167.00	1,167.00	\$ 819.00	\$ 1,352.00	\$ 1,638.00	\$ 1,638.00 Employer pays 100% of Long-term Disability Insurance Premiums for the employee.
Solity Exercises and Combination Society Exercises Society Solity Exercises Society			\$ 761.00	\$ 733.00	\$ 885.00	\$ 885.00	\$ 923.00	\$ 956.00	\$ 935.00	\$ 1,248.00	\$ 1,077.00	\$ 918.00	\$ 785.00	785.00	\$ 564.00	\$ 1,040.00	\$ 1,260.00	\$ 1,260.00 Employer pays 100% of Short-term Disability Insurance Premiums for the employee.
Silvery Execution Silvery - Execution	Salary, Benefits, and	TWC - Employers	ć 1000 co	6 755.00	ć 1,000.00	6 20.00	6 073.00	ć (00.00	6 007.00					50.00				Provides funds for state mandated employer contribution to unemployment compensation fund. Tax is calculated for the first
Other Compensation Salivary, Exercising			\$ 1,080.00	ş 755.00	p 1,080.00	\$ 36.00	p 973.00	> 6U0.00	ə 837.00	φ 900.00	\$ 1,200.00	ş 45.00	\$ 59.00	59.00	> 564.00			
Other Compensation Value Office Compensation Value O	9 Other Compensation	Salary - Education	\$ -	\$ (50.00)	\$ -	\$ -	\$ -	\$ - !	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 1,268.00	1,268.00	\$ 1,138.00	\$ 1,500.00	\$ 2,500.00	
Salary, Benefits, and Cuber Compensation Tution Reimbursement			\$ 294.00	\$ 293.00	\$ 317.00	\$ 291.00	\$ 321.00	\$ 314.00	\$ 374.00	\$ 480.00	\$ 423.00	\$ 345.00	\$ 369.00	334.00	\$ 273.00	\$ 357.00	\$ 433.00	\$ 433.00 Employer pays 100% of Vision Insurance Premiums for the employee.
Salary, Benefits, and Colher Composing Control Use Insurance Benefits S 240,00 S 230,00 S 260,00 S 230,00 S 250,00 S 230,00 S 240,00 S 2	Salary, Benefits, and			ć		ć	6	ć	ć	ć	ć	ć	ć		ć	ć		
Other Compersation Utilities Separate Utilities Separate Utilities Separate Separat			. \$ -	Ş -	> -	> -	> -	> - !	- -	ş -	\$ -	÷ -	ş - !	-	÷ -	\$ -	\$ 2,500.00	ع دريان Employee tuition reimoursement
Other Compensation Content of Salary, Bendings	2 Other Compensation	Life Insurance Benefits	\$ 240.00	\$ 203.00	\$ 264.00	\$ 203.00	\$ 50.00	\$ 219.00	\$ 198.00	\$ 300.00	\$ 240.00	\$ 184.00	\$ 194.00	\$ 194.00	\$ 154.00	\$ 203.00	\$ 246.00	\$ 246.00 Employer pays 100% of the Life Insurance Premium for the employee.
Salary, Benefits, and Other Comparison Salary, Benefits, and Other Comparison Salary, Benefits, and Salary, Benefi			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265.00	\$ 265.00	\$ 175.00	\$ 500.00	\$ 600.00	\$ 600.00 \$50 month - Licensing
Transfers/Subsidies Operating Transfers/Subsidies Operat			¢	ė	4	¢	ć		<u> </u>	¢	ė	4	\$ 75.00	75.00	¢ 475.00	\$ 200.00	\$ 200.00	Employee incentive started in FY 09/10. Meant as an incentive for bi-lingual employees to join organization and maintain fore
Utilities: Utilities:	5 Transfers/Subsidies	Operating Transfers Out	t \$ -	\$ 821,135.00	\$ 1,182,727.00	\$ 1,182,727.00	\$ 1,051,070.00	\$ 1,051,070.00	\$ 668,025.00	\$ 656,144.00) \$ -	\$ 14,634.00					\$ 500,000.00	\$ 500,000.00 Transfer out for Repair & Replacement
Other Operating Expenses Ex	6 Transfers/Subsidies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ - !	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -		
Expenses Insurance Insur	Other Operating																	services; cable services; electricity to trail lights, street lights, water quality ponds, and signal lights; water for city facilities; N
Expenses Fees S 16,000.0 S 11,408.0 S 14,700.0 S	1			\$ 70,105.00	\$ 75,000.00	\$ 75,825.00	\$ 68,883.00	\$ 75,000.00	\$ 87,924.00	\$ 87,521.00	\$ 80,000.00	\$ 101,798.00	\$ 87,978.00	\$ 87,978.00	\$ 46,013.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00 wireless; and gas service
Expenses Capital Outlay S S 424,387.00 S S 98,717.00 S 26,695.00 S S S S S S S S S	8 Expenses	Fees		\$ 11,408.00	\$ 14,700.00	\$ 17,696.00	\$ 16,736.00	\$ 14,700.00	\$ 18,306.00	\$ 18,307.00	\$ 24,500.00	\$ 27,427.00	\$ 67,748.00	67,748.00	\$ 80,859.00	\$ 91,000.00	\$ 91,000.00	\$ 91,000.00 Provides funding for software maintenance fees for the Administrative Department and the Public Works Department.
Other Operating Expenses ds S - S - S - S - S - S - S - S - S - S		Capital Outlay	s .	\$ 424 387 00	\$ -	\$ 98 717 00	\$ 26,695,00	s -	s -	5 -	s -	s	s -	,	s -	\$ -	s	5 -
Expenses ds \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	·	Insurance -		. 12-1,507.00	,	. 33,717.00	20,055.00				-					,		
Other Operating		Fire/Theft/Vandalism/Bo	on s -	s -	s -	s -	\$ -	s -	\$ -	\$ (29.742.00) \$ 41 826.00	\$ 41 826 00	\$ 41 400 00	\$ 41,400,00	\$ 45.055.00	\$ 45,055,00	\$ 45 885 00	Provides funds for insurance coverage for fire, theft or vandalism to city property, buildings, and mobile equipment. Provides 1. 45.885.00 liability coverage and bonding positions. 14/15 included lawsuit settlement claim.
Expenses Insurance - Liability \$ 26,400.00 \$ 19,524.00 \$ 21,057.00 \$ 21,057.00 \$ 21,057.00 \$ 23,563.00 \$ 23,563.00 \$ 32,509.00 \$ - \$ - \$ 3,942.00 \$ - \$ - \$ 5,000 \$ - \$	Other Operating			-		-	-		-			7 71,020.00				, 43,333.00		
	1 Expenses	Insurance - Liability	\$ 26,400.00	\$ 19,524.00	\$ 24,000.00	\$ 21,057.00	\$ 23,563.00	\$ 24,000.00	\$ 32,508.00	\$ 32,509.00) \$ -	\$ -	\$ 3,942.00	3,942.00	\$ -	\$ -	\$ 2,155.00	\$ 2,155.00 Provides liability insurance against liability claims for the administration department.

A B Sunset Valley FY22-23 Budget Working I	C	D	E	F	G	Н	I	J	:	L	M	N	0	P (Q	R		23 B&F ed Revenue	Т
Download generated on 0 Funds Filter - General Ope		2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Actual	2017-18 Budget	2018-19 Actual	2018-19 Budget	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Proposed Base Budget	Revision Change	ons & Workforce	
Other Operating	Office Supplies/Delivery																		Provides for expenses related to general office supplies for all departmental operations of the City. Also includes all delivery service fees such as Federal Express, UPS, and inter-city delivery. Increased costs in 16/17; moved toner to this line item away
52 Expenses Other Operating	Rental Expense -	\$ 13,929.00	\$ 11,214.00		\$ 9,107.00		,		15,000.00			\$ 10,173.00	\$ 10,173.00	5,451.00	\$ 9,500.00	\$ 9,500.0			from printing. Newsletter supplies are funded from this line item.
53 Expenses	Equipment	\$ 9,500.00	\$ 9,459.00	\$ 9,500.00	\$ 6,806.00	5 6,914.00	\$ 7,500.00	\$ 4,859.00	7,248.00	\$ 7,500.00	\$ 5,946.00	\$ 4,681.00	\$ 4,681.00	1,765.00	\$ 4,750.00	\$ 6,000.	.00 \$	6,000.00	Provides funds for the lease purchase of the Admin copier, PD copier and PW copier. Copy costs are in printing budget. Provides funds for complimentary coffee service. Also provides for complimentary food for City Council meetings, some
Other Operating Expenses	Coffee / Food Service	\$ 10,017.00	\$ 10,016.00	\$ 10,000.00	\$ 8,943.00	\$ 8,405.00	\$ 10,000.00	\$ 9,869.00	\$ 10,000.00	\$ 6,500.00	\$ 2,711.00	\$ 1,181.00	\$ 1,181.00	\$ 1,824.00	\$ 2,325.00	\$ 2,500.0	.00 \$	2,500.00	committee meetings, and for other functions that may provide food and beverages. Funds also provide for supplies used for City events and meetings and cleaning supplies. In FY 19/20 council food was discontinued.
Other Operating Expenses	Software Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - :	\$ -	\$ 47,778.00	\$ 47,778.00	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
Other Operating	Defeation of			¢ 4.000.00	ć 5044.00	4 600 00	4.500.00	4 040 00		4 500 00	2 275 00	6 6 6 6 6 6 6	ć	4 200 00	ć 477F.00	4 7.500	.00	7.500.00	Provides for expenses related to reproducing documents, stationary, pre-printed forms, checks, purchase orders, business cards, the monthly newsletter, flyers, postcards, notices, GIS maps, and other city information. Decreased costs in 16/17; moved toner
56 Expenses	Printing	\$ 9,000.00	\$ 7,990.00	\$ 4,600.00	\$ 5,941.00	\$ 4,600.00	\$ 4,600.00	\$ 4,840.00	4,852.00	\$ 4,500.00	\$ 3,276.00	\$ 6,069.00	\$ 6,069.00	4,308.00	\$ 4,775.00	\$ 7,500.0	.00 \$	7,500.00	to office supplies. Provides for expenses related to banking services. The services include management fees and on-line banking fees. As the City
Other Operating	Bank / Management Fees	ć 5200.00	\$ 4,750.00	\$ 5,200.00	\$ 4,199.00	3,319.00	\$ 5,200.00	\$ 3,190.00	5 5,200.00	\$ 5,200.00	\$ 4,137.00	\$ 7,186.00	\$ 7,186.00	5 2,931.00	\$ 4,750.00	\$ 10,000.	.00	40.000.00	continues to increase the use of on-line banking services that include fraud protection, positive pay, check copies, etc. and interest rates continue to stay at the level they are at currently, banking fees will continue to stay at the rate they are now. The
57 Expenses Other Operating 58 Expenses		\$ 9,000.00	\$ 4,750.00		\$ 4,199.00				5 6.000.00			\$ 4,467.00	\$ 7,186.00	5 2,951.00	\$ 2.850.00	\$ 5,000.0			City keeps a balance in the account to help keep the cost down. Provides for expenses related to postage costs and equipment rental, maintenance and supplies. FY 17/18 funds were reduced. Will decrease mail outs and provide more information on the website.
Other Operating	Postage Computer Equip/Software	3 3,000.00	3 8,500.00	3 7,000.00	3 3,440.00	3,777.00	3 0,000.00	3,301.00	5 0,000.00	\$ 0,000.00	3 2,387.00	3 4,407.00	3 4,407.00	3 1,831.00	3 2,830.00	3 3,000.	.00 3	3,000.00	will declease man outs and provide more information on the website.
59 Expenses Other Operating	Acquisition Advertising / Public	\$ -	\$ (2,894.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,760.00	\$ 4,760.00	\$ 26,186.00	\$ 41,227.00	\$ -	- \$	-	Provides funds for expenses related to the advertisement of public notices as required by ordinance and statute, job vacancies,
60 Expenses	Notices	\$ 4,000.00	\$ 2,627.00	\$ 4,000.00	\$ 2,071.00	\$ 2,765.00	\$ 4,000.00	\$ 3,165.00	\$ 4,000.00	\$ 4,000.00	\$ 3,538.00	\$ 2,027.00	\$ 2,027.00	\$ 2,522.00	\$ 3,325.00	\$ 3,500.0	.00 \$	3,500.00	request for proposals, bids, and other required notices and advertisements.
Other Operating 61 Expenses	Dues / Subscriptions /	\$ 2.000.00	\$ 1,884.00	\$ 2,000,00	\$ 1,928.00	5 1,998.00	\$ 2,000.00	\$ 1,788.00	\$ 2,000.00	\$ 2,000.00	\$ 1,744.00	\$ 4,863.00	\$ 4,863.00	\$ 2,921.00	\$ 4.325.00	\$ 6,000.	00 \$	6,000,00	Provides for expenses related to newspaper subscriptions, Austin Business Journal subscription, Governmental Code updates, Governmental Filing fees (deed, etc.), CAPCOG dues, Municipal Clerks Association dues, TML dues and Purchasing Co-op dues.
Other Operating 62 Expenses	Training & Education - City Staff	\$ 2,000.00			\$ 120.00				\$ 1,295.00	\$ 1,000.00		\$ 2,729.00	\$ 2,729.00	\$ 2,286.00	\$ 7,125.00	\$ 7,500.		•	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills.
Other Operating Expenses Expenses	Organizational Memberships	\$ 4,000.00			\$ 982.00				\$ 1,000.00			\$ 1,688.00		5 584.00	\$ 1,425.00	\$ 2,500.			Membership dues for organizations that the City will join.
Other Operating Expenses	Small Equipment Repair/Purchase	\$ 1,695.00			\$ 1,049.00				5 1,593.00			\$ 688.00		501.00	\$ 950.00	\$ 1,000.0			Provides funds for expenses related to the replacement, repair, service, and parts for office equipment.
Other Operating 65 Expenses	Employee Appreciation	\$ 1,000.00			\$ 1,511.00				\$ 1,000.00	\$ 1,000.00		\$ 665.00		\$ 160.00	\$ 950.00	\$ 1,500.0			Provides for funds for employee appreciation expenditures such as retirement expenses, food, awards, and certificates.
Other Operating 66 Expenses	Credit Card Fees	\$ 1,000.00	\$ 333.00	\$ -	\$ 1,511.00	\$ 192.00		\$ 648.00	\$ 1,000.00	\$ 1,000.00		\$ 1,357.00	\$ 1,357.00	\$ 394.00	\$ 950.00	\$ 2,000.0			Fees charged by service provider to use credit cards.
Other Operating 67 Expenses	Election Expense	\$ 754.00	\$ 753.00	\$ 800.00	\$ 477.00				\$ 800.00	\$ 800.00		\$ 488.00	\$ 488.00	\$ 422.00	\$ 950.00	\$ 950.			Funding provides for contracting with Travis County for one election each year.
Other Operating 68 Expenses	Training - Mileage Reimbursement	\$ 500.00		\$ 250.00	\$ 101.00				\$ 220.00			\$ 400.00	\$ 455.50	422.00	\$ 237.00	\$ 250.			Provides funding for mileage, lodging, per diem meals, and other travel expenses incurred for Training and Education.
Other Operating Expenses Expenses	Personal Vehicle Use Mileage Expense	\$ 250.00			\$ 67.00				5 150.00	\$ 150.00		\$ 15.00	\$ 15.00		\$ 119.00	\$ 150.0			Provides funds to reimburse staff for using their personal vehicle on city business.
Other Operating Expenses	Audio System	\$ -	\$ -	\$ -	\$ -	\$ 212.00	\$ -	\$ -	, 150.00	\$ -	\$ -	\$ -	\$ -	\$ 86.00	\$ -	\$ -	- 5	-	Tronds and to remain a same the personal venice of the domest.
Other Operating 71 Expenses	Equipment Acquisition	¢ .	\$ (388.00)	ė .	¢ .	ė .	4 -	¢ .		4 -	\$.	¢ .	¢ .	5 50.00	¢ _	¢ .			
72 Contract Services	Attorney	\$ 53,749.00	\$ 47,289.00	,	\$ 48,408.00	\$ 29,708.00	\$ 50,000.00	\$ 55,928.00	\$ 56,000.00	\$ 50,000.00	\$ 64,267.00	\$ 30,645.00	\$ 30,645.00	\$ 48,182.00	\$ 80,512.00	\$ 56,000.0	00 \$	56,000,00	Provides funds for legal counsel to the City Council, Staff, Boards and Commissions. Includes research, advisement, and attendance at meetings. The attorney contract is on a per hour basis.
73 Contract Services	Audit	\$ 45,251.00	\$ 53,213.00	\$ 50,000.00	\$ 46,890.00			\$ 46,679.00	\$ 50,000.00			\$ 44,000.00	\$ 44,000.00	40,102.00	\$ 47,500.00	\$ 50,000.			Provides for expenses related to performance of a yearly audit of City's prior year finances and any state or federal mandated single audit provisions.
25 contract services	710010	\$ 45,231.00	33,213.00	30,000.00	40,030.00	31,023.00	3 30,000.00	40,073.00	30,000.00	30,000.00	\$ 47,300.00	3 44,000.00	7 44,000.00	,	7 47,500.00	30,000.	.00 \$	30,000.00	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
74 Contract Services	IT Management Services	\$ 26,000.00	\$ 23,592.00	\$ 35,000.00	\$ 34,836.00	\$ 36,413.00	\$ 35,000.00	\$ 38,454.00	38,500.00	\$ 40,000.00	\$ 46,172.00	\$ 32,508.00	\$ 32,508.00	\$ 23,030.00	\$ 50,000.00	\$ 50,000.	.00 \$	50,000.00	Project and budget consulting as needed. Increase is due to added services. Provides funding for englineering and planning services to Council, Commissions, Boards, and Staff; review of plan submittals
75 Contract Services	Engineer - Review &	\$ 26,767.00	\$ 2,056.00	\$ 15,000.00	\$ 2,680.00) \$ -	\$ 15,000.00	\$ 900.00	\$ 15,000.00	\$ 15.000.00	\$ 7,818.00	\$ 36,977.00	\$ 36,977.00	\$ 42,685.00	\$ 58,275.00	\$ 50,000.	.00 \$	50.000.00	from outside entity's and potential inspections for code violations. Includes expenses related to permit review in subdivision, site planning, zoning, and construction which are recoupable through permit fees.
	Building Inspections/Structural		, , , , , , , , , , , , , , , , , , , ,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				,					, , , , , , , , , , , , , , , , , , , ,				,	Provide building plans and foundation reviews; building inspections during permit process and construction activities. Some of
76 Contract Services	Engineer	\$ 25,137.00	\$ 25,137.00	\$ 20,000.00	\$ 27,247.00	\$ 21,051.00	\$ 20,000.00	\$ 18,388.00	\$ 20,000.00	\$ 20,000.00	\$ 10,816.00	\$ 10,158.00	\$ 10,158.00	\$ 13,222.00	\$ 24,250.00	\$ 27,500.	.00 \$	27,500.00	these services are billed back to residents or commercial entity's for costs on a project. Provides funds to investigate or design potential projects that may come under consideration during the fiscal year that were not
77 Contract Services	Engineer - Design Fees Economic Development -	\$ 30,000.00	\$ -	\$ 25,000.00	\$ -	\$ 686.00	\$ 25,000.00	\$ - :	\$ 19,000.00	\$ 25,000.00	\$ 2,845.00	\$ 79,108.00	\$ 79,108.00	\$ -	\$ 10,376.00	\$ -	- \$	-	identified as a project during the budget process.
78 Contract Services	Business Survey	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,507.00	\$ 66,512.00	\$ -	- \$	-	Provides funds for the proper storage and disposal of city documents. Includes off-site storage rental, supplies, professional
79 Contract Services	Records Management Ordinance Codification	\$ 5,493.00	\$ 5,492.00	\$ 5,400.00	\$ 4,517.00	\$ 4,419.00	\$ 5,400.00	\$ 5,404.00	5,700.00	\$ 5,700.00	\$ 4,221.00	\$ 3,881.00	\$ 3,881.00	1,503.00	\$ 4,250.00	\$ 6,000.	.00 \$	6,000.00	document shredding, and required document destruction.
80 Contract Services	Maintenance	\$ 3,307.00	\$ 2,409.00	\$ 4,000.00	\$ 3,984.00	\$ 2,578.00	\$ 3,500.00	\$ 2,053.00	3,500.00	\$ 3,500.00	\$ 2,027.00	\$ 2,477.00	\$ 2,477.00	\$ 8,513.00	\$ 10,500.00	\$ 10,000.	.00 \$	10,000.00	Provide funds to keep the codification of the ordinances up to date and maintained. Provides funds for time clock services and for payroll services including pay checks and payroll tax services. Increase is due to an
81 Contract Services 82 Contract Services	Payroll Services Emergency Fund	\$ 5,000.00	\$ 5,058.00	\$ 5,000.00 \$ -	\$ 4,995.00	\$ 4,837.00	\$ 5,000.00	\$ 4,902.00	5,200.00	\$ 4,320.00	\$ 4,236.00 \$ 11,214.00	\$ 4,354.00 \$ 28,493.00	\$ 4,354.00 \$ 28,493.00	2,985.00	\$ 4,275.00 \$ -	\$ 5,000.0	.00 \$	5,000.00	increase in services. In 19/20 time clock services were discontinued for a savings of \$880.
																			Provides landscape planning services. Funds allow for investigation of complaints and on-going compliance as well as potential design and review of city projects that are considered/presented through the year. Includes expenses related to review and inspection of landscape plan submittals, which are recoupable through permit fees. Consulting for substantial revisions of the City's landscape and tree regulations, develop additional regulations for seed and vegetation, have sufficient collaborations with
83 Contract Services	Landscape Architect Fees	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	the City Council and attend hearings as necessary. Provides funding for professional planning and inspection services related to water quality issues. Funds allow for investigation of the City Council and attend hearings are necessary.
84 Contract Services	Water Quality Consultants	\$ 5,000.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	<u> </u>	\$ -	\$ -	- \$		complaints, concerns, on-going compliance and ordinance review. Expenses include review and inspection services of water quality facility applications, which are recoupable though permit fees.
85 Contract Services	Temporary Help	\$ 300.00		\$ 300.00	\$ 36.00	\$ 48.00			\$ 300.00			\$ 132.00	\$ 132.00	\$ -	\$ 285.00	\$ 1,500.0	.00 \$	1,500.00	Provides funds for administrative support during absences and assignments or projects that are beyond the daily administrative work load.
86 Project	Jones Rd. Right Turn at West Gate	\$ 153,000.00		\$ 153,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
87 Project	City Facilities-New PW/PD Building	\$ 141,539.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
88 Project	Uplands Planning 14/15 Yellow Tail Cove-Nature			\$ 34,200.00	\$ 34,083.00	\$ -	\$ -	\$ -	-	\$ 30,000.00	\$ 6,700.00	\$ -	\$ -	-	\$ -	\$ -	- \$	-	
89 Project	Trail Connection 14/15 Water System Master	\$ 26,000.00		\$ 41,000.00	\$ -	\$ 689.00			-	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	- \$	-	
90 Project	Plan	\$ 74,000.00		\$ 22,985.00		\$ -	\$ 500.00	\$ -	-	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	- \$		
91 Project	34 Reese - Improvements	\$ 34,500.00	\$ -	\$ 14,500.00	\$ -	\$ -	\$ -	\$ 1,064.00	9,500.00	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	- \$	-	
92 Project	Sunset Valley Elementary Support 14/15	\$ 4,400.00	\$ 3,626.00	\$ 4,500.00	\$ 4,500.00	\$ 2,210.00	\$ 2,500.00	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	- \$		
93 Project	Valley Creek Park Boundary Fencing 14/15	\$ 20,738.00			\$ 1,084.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
94 Project	Trails Projects - Master Plan - 14/15	\$ 19,000.00	\$ -	\$ 5,000.00	\$ (1,084.00	0) \$ -	\$ 5,000.00	\$ -	<u> </u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
95 Project	Land Development Revisions	\$ 12,500.00			\$ -	\$ -	\$ 500.00	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
96 Project 97 Project	New Projects Utility Rate Study	\$ -	\$ -	\$ 18,500.00	\$ 3,612.00 \$ -	\$ -	\$ - \$ -	\$ -	20,000.00	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	; -	\$ - \$ -	\$ - \$ -	- \$ - \$	-	
98 Project	Greenspace Boundary Fencing/Signs 14/15	\$ 15,171.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
99 Project	34 Reese - Environmental Study	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
100 Project	Valley Creek Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ 3,031.00	\$ 5,000.00	\$ -	\$ <u>-</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
101 Project	SFC Fee Reimbursement Program 14/15	\$ 925.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- \$	-	
102 Utilities Expenses	Utility Line Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000.	.00 \$	210,000.00	Provides funds for utility line infrastructure
		-																	

Α	В	С	D	E	F		G	Н		I	J	K	L	M		N	0	P	(Q	R	S	S T
Sunse	Valley																					2	2022-23 B&F
FY22-	3 Budget Working Do	cuments																				Pı	Proposed Revenue
Down	oad generated on 05	/20/2022																			2022-23 Propos	ed R	Revisions & Workforce
	Filter - General Opera		2015-16 Bu	dget 2015-1	.6 Actual	2016-17 Budget	2016-17 Actual	201	17-18 Actual	2017-18 Budge	t 2018-19 Actual	2018-19 Bud	get 2019-20 Bud	iget 2019-2	20 Actual	2020-21 Budget	2020-21 Actual	2021-22 A	ctual	2021-22 Budget	Base Budget	CI	Changes
	Misc Expenses	Proposed New Line	\$	- \$	-	\$ -	\$	- \$	-	\$ -	\$ -	\$	- \$	- \$	-	\$ -	\$	- \$	-	\$ -	\$ 64,	00.00 \$	\$ 64,000.00 Accountant (PT for 9 mo) (FT for 3 months) (\$64,000)
104	Misc Expenses	Miscellaneous Expenses	\$	- \$	-	\$ -	\$	- \$	-	\$ -	\$ -	\$	- \$	- \$	62,553.00	\$ -	\$	- \$	11,650.00	\$ -	\$	- Ś	\$ -
						•									·								In FY 2015/2016, this program was reinstated because the City of Austin began charging Sunset Valley residents for library cards
																							again, after not doing so for years. Residents receive \$120 per year, per household after providing proof of purchasing a library
	Community	Library Card																					card. The original amount provided funds to reimburse 20 households. In 18/19 the amount increased by 5 households for a
105	Programs	Reimbursement	\$ 3,6	00.00 \$	2,880.00	\$ 2,400.00	\$ 3,	000.00 \$	4,680.00	\$ 2,400.0	0 \$ 4,434.0	\$ 4,435	.00 \$ 5,00	0.00 \$	2,422.00	\$ 2,435.00	\$ 2,435	5.00 \$	1,484.00	\$ 2,375.0	0 \$ 2,	500.00 \$	\$ 2,500.00 total of 25 households at \$120 per household.
																							Provides funds for Volunteer Awards Banquet hosted by the Mayor/City to acknowledge volunteerism. Provides for food,
	Community	Volunteer Awards																					beverages, supplies, and door prizes. Due to scheduling, there were no expenses in FY 17/18. Fall of 2018 honored members
106	Programs	Banquet	\$ 3,0	00.00 \$	3,000.00	\$ 3,000.00	\$	- \$	-	\$ 3,000.0	0 \$ 1,987.0	\$ 3,000	.00 \$ 3,00	0.00 \$	-	\$ 2,189.00	\$ 2,189	9.00 \$	53.00	\$ 2,375.0	0 \$ 6,	00.00 \$	\$ 6,000.00 that served in FY 16/17 and FY 17/10. Mayor put in 19/20 budget.
	Community																						
107	Programs	Advertising - SFC	\$	- \$	-	\$ -	\$	- \$	-	\$ -	\$ -	\$	- \$	- \$	-	\$ 20,690.00	\$ 17,167	7.00 \$	-	\$ -	\$	- \$	s -
	Community																						
108	Programs	SFC- Farmer's Market	\$	- \$	-	\$ -	\$	- \$	-	\$ -	\$ -	\$	- \$	- \$	-	\$ -	\$	- \$	-	\$ -	\$ 7,	500.00 \$	\$ 7,500.00 Sustainable Food Center at the SV Farmer's Market
109	Total Expenses		\$ 1,379,4	36.00 \$	2,005,654.00	\$ 2,356,435.00	\$ 2,096,	553.00 \$	1,862,039.00	\$ 1,960,931.0	0 \$ 1,553,138.0	\$ 1,629,243	.00 \$ 1,028,59	5.00 \$	1,025,189.00	\$ 1,002,921.00	\$ 1,447,990	0.00 \$	688,880.00	\$ 1,327,817.0	0 \$ 2,884,	751.00 \$	\$ 2,884,751.00
110																							
111	Revenues Less Expen	ses	\$ 3,551,0	57.00 \$	3,044,321.00	\$ 2,724,323.00	\$ 2,961,	436.00 \$	3,275,487.00	\$ 3,007,849.0	0 \$ 3,736,091.0	\$ 3,522,883	.00 \$ 4,129,10	5.00 \$	3,722,514.00	\$ 2,845,354.00	\$ 4,094,097	7.00 \$ 2	2,674,091.00	\$ 3,188,390.0	0 \$ 3,125,	749.00 \$	\$ 2,840,749.00

BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022



BUDGET AND FINANCE AGENDA ITEM #7 & #8

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

SUBJECT: FY 22-23 OVERALL PUBLIC SAFETY BUDGET

DESCRIPTION: Review, discuss, and possibly recommend Public Safety Budget which is funded out of both the General Fund and the Crime Control Fund. Traditionally, this is shown as separate funds, however, a consolidated version is shown here.

Separate itemized budgets are shown in the backup material.

BACKGROUND: The Sunset Valley Police Department provides 24-hour law enforcement services to the City of Sunset Valley. There are 14.5 employees within the police department which includes:

- 1 Police Chief
- 1 Civilian Employee
- 1Lieutenant
- 1 Detective Sergeant
- 2 Patrol Sergeant
- 8 Officers
- Trails Patrol Officer (Part-time) Added May 17, 2022
- Additional Reserve Officers who assist with special assignments, or council meetings, and holiday retail area patrols.

Public	Saf	fety Overall Bud	dget
Revenue	\$	2,022,411.00	General Fund
	\$	451,750.00	Crime Control
	\$	90,000.00	Equipment R&R
	\$	2,564,161.00	
Expenses	\$	2,022,411.00	General Fund
	\$	461,420.00	Crime Control
	\$	90,000.00	Equipment R&R
	\$	2,573,831.00	
Net	\$	-	General Fund
	\$	(9,670.00)	Crime Control
	\$		Equipment R&R
TOTAL	\$	(9,670.00)	

Budget at a Glance

Revenue: \$2,564,161

- Sales Tax Crime Control Budget \$451,750 (Includes the reduced revenue projection by B&F on 5.12.22)
- General Fund \$2,022,411
- Equipment Repair & Replacement \$90,000

Expenses: \$2,573,831

General Fund - \$2,022,411

- Salaries & Benefits: \$1,233,184 (Includes the additional trail position)
- Fire & Emergency: \$579,222
- Other Expenses: \$210,005

Crime Control - \$461,420

- Salaries \$338,720
- Other Operating Expenses \$116,200
- Community Programs \$6,500

Equipment Repair/Replacement: \$90,000

- 1 Vehicle \$60,000
- Annual cameras \$30,000

Other Detail:

Crime Control Fund Balance:

- FY 21-22 Ending Fund Balance: \$431,363 (Estimated until Audit is complete)
- FY 22-23 Ending Fund Balance: \$435,773 (includes a drawdown of the \$9,670 deficit above if elected by B&F and Council)

Public Safety Equipment Repair/Replacement:

The full Repair & Replacement FY23 budget was discussed at the meeting on 5/12/22. It was suggested to instead break it up between each department so the department heads could help make decisions as to what changes needed to occur. For this agenda, Public Safety is the only department that has Repair & Replacement funding.

The current fiscal year has an expected draw down of Repair & Replacement funds of \$500,476 with \$278,000 being PD expenses.

The related Repair & Replacement items affected by Public Safety in the FY23 Budget would be:

Replacement Fund:

- Vehicles (suggestion of \$150,000 annual commitment between Public Works and Public Safety)
- Duty Gear \$25,000

Repair and Replacement Fund Balance

- FY 21-22 Ending Fund Balance: \$153,841 (Estimated until Audit is complete)
- FY 22-23 Ending Fund Balance: \$(16,159)

				Equipment R	&R			
FY 21-22				FY 21	-22		FY	22-23
Fund Balance 9/30/21	\$	551,511.00						
Budget Transfer FY 21-22	\$	102,806.00	\$	41,226.00	Computers			
	\$	654,317.00	\$	278,000.00	PD Expenses			
			\$	17,000.00	PW/Kabota			
			\$	164,250.00	Facilities			
			\$	500,476.00				
						\$	90,000.00	PD-1 vehicle and 1 ATV
Remaining Balance after P	urch	ases in FY22	s	153,841.00		\$	80.000.00	PW-Chipper, Mower, Kabota Tractor
Jaianos artor r	2.011		*	,011.00	1	Ť	22,300.00	
Requests for FY 22-23						\$	170,000.00	
Fund Balance at the End of	FY 2	22-23 (Not in	clu din	ng any addition	al funding)			\$ (16,159.00)

FY 21-22 Expenses:

- \$278,000
 - o Handheld radios (14 hand held) RZ (APX 6000) \$112,000
 - o Taser with holster (20 each) purchased 2/1/2016 \$36,000
 - o John Deere ATV Vehicle PD-treasury 12/6/2011 \$18,000
 - o Ford Explorer purchased 12/11/2015 Unit 1530 \$56,000
 - Ford Explorer Police AWD 4 Dr. purchased 12/30/2016 Unit # 1731 \$56,000

FY 22-23 Proposed Expenses

- \$90,000
 - o 1 Vehicle \$60,000
 - o Cameras \$30,000

As a result of the competing interests in the Repair and Replacement fund, staff has suggested to create a replacement fund beginning with \$285,000 to cover the annual expense of:

- Vehicles \$150,000 (PD&PW)
- IT Assets \$35,000
- Key Duty Gear (PD) \$25,000
- Equipment (Mowers, etc) \$75,000

For purposes of this discussion, only the Vehicles and Key Duty Gear are discussed and calculated in the proposed FY 22-23 budget. That amount remains in the Replacement budget until such time as a transfer is made, then it is realized as revenue in the department budget.

STAFF RECOMMENDATION: Review and recommend any changes to the draft documents.

SUPPORTING MATERIALS PROVIDED: YES

- FY23 PUBLIC SAFETY & CRIME CONTROL BUDGET



DRAFT - IN REVIEW

Budget at a Glance

Revenue: \$2,564,161

- \$2,022,411 General Fund
- \$451,750 Crime Control
- \$90,000 Equipment R&R

Expenses: \$2,573,831

General Fund - \$2,022,411

- Salaries & Benefits: \$1,573,104
 (Includes the additional trail position)
- Fire & Emergency: \$579,222
- Other Expenses: \$331,505

Crime Control - \$461,420

- Salaries \$338.720
- Other Operating Expenses \$116,200
- Community Programs \$6.500

Equipment Repair/Replacement: \$90,000

- 1 Vehicle \$60.000
- Annual cameras \$30,000

Capital Projects:

• TBD

Total Staff: 14.5

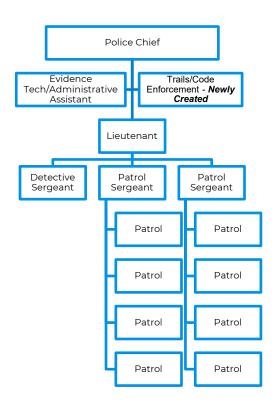
PUBLIC SAFETY

DEPARTMENT

RESPONSIBILITIES

The Sunset Valley Police Department provides 24-hour law enforcement services to the City of Sunset Valley. In doing so the mission is to provide the most remarkable law enforcement services "under the sun" to residents and visitors to Sunset Valley. There are 14 employees within the police department which includes:

- · 1 Police Chief
- · 1 Civilian Employee
- · 1 Lieutenant
- · 1 Detective Sergeant
- · 2 Patrol Sergeant
- · 8 Officers
- · Additional Reserve Officers who assist with special assignments, or council meetings, and holiday retail area patrols.



Α	В	С	D E	<u> </u>	F	G	Н	I	J	K L	М		N	0	Р	Q	R S	Т
	Sunset Valley	•																DD22-23 B&F DD0sed
	FY22-23 Budget Workin	ng Documents															Re	venue
	Download generated 05																	visions & orkforce
	Funds Filter - General O Departments Filter - Pu		2015-16 Budget 2	015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Actual	2017-18 Budget	2018-19 Actual	2018-19 Budget 20:	19-20 Budget 20	19-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Actual		•	anges
	Salary, Benefits, and													4 =========	4	4		
1	Other Compensation Salary, Benefits, and	Salaries	\$ - \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - \$	- \$	-	\$ 726,160	\$ 703,439	\$ 512,137	\$ 803,790	\$ 847,973 \$	847,973 Sum of Public Safety Employee Salaries
2	Other Compensation	Salary - Patrol Officer	\$ 415,330 \$	422,456	\$ 429,545	\$ 393,269	\$ 367,940	\$ 435,236	\$ 414,989	\$ 422,387 \$	333,016 \$	335,141	\$ -	\$ -	\$ -	\$ -	\$ - \$	- Rolled into 5000 - Salaries. Last use of this was FY20.
	Salary, Benefits, and																	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System. This amount could
3	Other Compensation	TMRS City Contribution	104,343	107,206	\$ 119,251	\$ 109,100	\$ 113,153	\$ 124,575	\$ 128,371	\$ 128,928 \$	137,415 \$	137,414	\$ 106,540	\$ 106,540	\$ 50,876	\$ 91,609	\$ 100,530 \$	100,530 change when the new contribution rate is received in June 2018.
4	Salary, Benefits, and Other Compensation	Medical Insurance Benefits	\$ 90,000 \$	76,484	\$ 99,000	\$ 83,383	\$ 95,686	\$ 106,920	\$ 102,696	\$ 103,560 \$	108,837 \$	102,579	\$ 87,442	\$ 75,896	\$ 56,072	\$ 99,851	\$ 99.742 \$	Employer pays 100% of the Medical Insurance Premium for the employee 99,742 and contributes \$200 to dependent coverage.
7	Salary, Benefits, and	Deficites	30,000 7	70,404	33,000	7 03,303	33,000	7 100,320	7 102,030	Ţ 103,500 Ţ	100,037 7	102,373	ÿ 07, 11 2	7 73,030	3 30,072	33,631	<i>y</i> 55,742 <i>y</i>	55,742 and continues \$250 to dependent coverage.
5	Other Compensation Salary, Benefits, and	Salary - Sergeants	\$ 133,018 \$	135,292	\$ 136,147	\$ 135,706	\$ 144,485	\$ 139,582	\$ 138,443	\$ 139,582 \$	137,879 \$	138,334	\$ -	\$ -	\$ -	\$ -	\$ - \$	- Rolled into 5000 - Salaries. Last use of this was FY20.
6	Other Compensation	Salary - Chief of Police	\$ 102,819 \$	104,079	\$ 105,989	\$ 98,399	\$ 116,337	\$ 115,000	\$ 119,332	\$ 119,600 \$	122,590 \$	123,855	\$ -	\$ -	\$ -	\$ -	\$ - \$	- Rolled into 5000 - Salaries. Last use of this was FY20.
7	Salary, Benefits, and Other Compensation	Salary - Lieutenant	\$ 82,812 \$	82,783	\$ 86,124	\$ 51,311	\$ 89,498	\$ 89,569	\$ 92,204	\$ 92,257 \$	94,562 \$	95,631	ć	ė	ė	\$ -	\$ - \$	- Rolled into 5000 - Salaries. Last use of this was FY20.
/	Salary, Benefits, and	Salary - Lieuteriant	3 62,612 3	02,703	3 00,124	\$ 51,511	\$ 69,436	\$ 69,309	3 92,204	3 92,237 3	94,302 3	93,031	ў -	- -	٠ -	, -	3 - 3	- Notice that 3000 - Salaties. Last use of this was F120.
8	Other Compensation	Salary - Overtime	\$ 49,986 \$	19,012	\$ 26,492	\$ 32,994	\$ 29,214	\$ 25,000	\$ 24,122	\$ 25,000 \$	25,691 \$	25,569	\$ 67,576	\$ 67,576	\$ 54,026	\$ 30,926	\$ 68,000 \$	68,000 Time and a half for overtime worked by FT employees.
9	Salary, Benefits, and Other Compensation	Salary - Detective	\$ 75,991 \$	77,274	\$ 76,995	\$ 77,481	\$ 81,993	\$ 80,888	\$ 82,053	\$ 82,053 \$	- \$	958	\$ -	\$ -	\$ -	\$ -	\$ - \$	- Rolled into 5000 - Salaries. Last use of this was FY20.
	Salary, Benefits, and	Salary - Police Records	4		4					4								In FY 16/17 this position was reclassified from Administrative Assistant to
10	Other Compensation	Admin Assist	\$ 42,805 \$	43,328	\$ 52,261	\$ 52,144	\$ 55,700	\$ 53,817	\$ 55,381	\$ 55,431 \$	56,809 \$	57,447	\$ -	\$ -	\$ -	\$ -	\$ - \$	Records and Evidence Tech which included an increase in salary. Provides state mandated coverage in the event an employee is injured on
	Salary, Benefits, and	Workers Compensation										0.4 = 0.0		4 40 400				the job. This amount could change once the new rate sheet is submitted by
11	Other Compensation	Benefits	\$ 28,905 \$	26,719	\$ 30,985	\$ 26,854	\$ 28,015	\$ 33,464	\$ 19,646	\$ 32,000 \$	41,358 \$	21,532	\$ 26,835	\$ 13,488	\$ 21,075	\$ 26,417	\$ 31,339 \$	31,339 the insurance company. In FY 11-12 City Council approved a new pay rate for employees that work
																		holidays. If employee works a holiday they receive double time, except for
12	Salary, Benefits, and Other Compensation	Salary - Holiday Pay	\$ - \$	17,504	\$ 25,000	\$ 16,310	\$ 15,658	\$ 25,000	\$ 16,214	\$ 25,000 \$	25,000 \$	30,024	\$ 28,563	\$ 30,306	\$ 39,856	\$ 25,000	\$ 31,000 \$	Thanksgiving Day, Christmas Day, and New Years Day they receive Double 31,000 time and a half.
	·	, ,			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,	, ,,,,,,,	,	-,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,			, , , , , , ,		, ,,,,,		
13	Salary, Benefits, and Other Compensation	Medicare Tax - Employers Contribution	\$ 14,236 \$	13,171	\$ 14,012	\$ 12,886	\$ 12,942	\$ 14,864	\$ 13,689	\$ 14,355 \$	14,820 \$	14,437	\$ 11,629	\$ 11,479	\$ 11,507	\$ 11,382	\$ 13.463 \$	13,463 Employer match to the Medicare portion of social security benefits.
	Salary, Benefits, and	Salary - Licensing		·								·						
14	Other Compensation Salary, Benefits, and	Incentives Dental Insurance	\$ 5,400 \$	4,600	\$ 7,700	\$ 7,275	\$ 6,600	\$ 10,800	\$ 7,800	\$ 7,800 \$	9,600 \$	9,600	\$ 6,000	\$ 7,100	\$ 4,900	\$ 1,200	\$ 7,100 \$	7,100 Employee incentive started in FY 09/10. Based on licenses by TCOLE.
15	Other Compensation	Benefits	\$ 7,392 \$	6,929	\$ 8,131	\$ 5,640	\$ 6,253	\$ 8,781	\$ 7,386	\$ 8,400 \$	6,884 \$	5,705	\$ 4,687	\$ 4,290	\$ 2,686	\$ 4,629	\$ 5,303 \$	5,303 Employer pays 100% of Dental Insurance Premiums for the employee.
16	Salary, Benefits, and Other Compensation	Salary - Shift Differential	\$ 8,100 \$	8,000	\$ 7,200	\$ 7,550	\$ 7,500	\$ 7,200	\$ 6,900	\$ 7,100 \$	5,100 \$	5,100	\$ 2,400	\$ 3,000	\$ 3,900	\$ 1,200	\$ 3,000 \$	Employee incentive started in FY 09/10. Paid to 4 employees assigned to 3,000 nights. This is a monthly payment.
10	other compensation		, 0,100 y	0,000	7 7,200	7,550	7,500	7,200	7 0,300	7,100 7	3,100 7	3,100	2,400	3,000	3,300	7 1,200	3,000 \$	Monthly allowance paid to Chief, LT. Detective, and Sgts Also includes
17	Salary, Benefits, and Other Compensation	Salary - Cell phone allowance	\$ 5,400 \$	5,500	\$ 5,700	\$ 5,130	\$ 5,455	\$ 6,780	\$ 5,500	\$ 5,700 \$	2,400 \$	2,400	\$ 1,920	\$ 1,750	\$ 1,230	\$ 1,800	\$ 1,440 \$	amounts for equipment replacement allowance. Cell phone allowance is 1,440 currently \$30 per month.
17	Salary, Benefits, and	Long Term Disability	3,400 9	3,300	3,700	ý 3,130						·				7 1,000	,	
18	Other Compensation Salary, Benefits, and	Insurance Reserve Officer - Part	\$ 3,400 \$	3,399	\$ 4,028	\$ 3,610	\$ 3,547	\$ 4,350	\$ 3,601	\$ 3,602 \$	3,680 \$	3,680	\$ 2,978	\$ 2,900	\$ 2,003	\$ 3,432	\$ 3,931 \$	3,931 Employer pays 100% of the premium for the employee.
19	Other Compensation	Time	\$ 6,000 \$	4,770	\$ 5,000	\$ 4,006	\$ 4,483	\$ 5,000	\$ 4,995	\$ 5,000 \$	5,000 \$	3,893	\$ -	\$ -	\$ -	\$ -	\$ - \$	
20	Salary, Benefits, and Other Compensation	Salary - Longevity	\$ 2,244 \$	3,280	\$ 2,824	\$ 2,762	\$ 4,112	\$ 3,036	\$ 2,696	\$ 2,696 \$	3,224 \$	3,224	\$ 2,648	\$ 2,648	\$ 2,048	\$ 2,048	\$ 3,200 \$	Paid to employees who have worked for the City for more than 5 years. 3,200 Paid at \$4.00 per month for the number of years employed.
20	·	Said y Longerty	2,244	3,200	ψ 2,024	2,702	7 7,112	ÿ 3,030	2,030	2,030 7	3,224 9	3,224	2,040	2,040	2,040	2,040	ŷ 3,200 ŷ	Employee incentive started in FY 09/10. It is an incentive to attract college-
21	Salary, Benefits, and Other Compensation	Salary - Education	\$ 3,000 \$	3,125	\$ 3,300	\$ 2,713	\$ 2,563	\$ 2,100	\$ 2,200	\$ 2,200 \$	2,550 \$	2,550	\$ 2,700	\$ 1,900	\$ 775	\$ 1,500	\$ 2,700 \$	educated applicants to apply for positions and encourage current 2,700 employees to pursue higher education. This is a monthly payment
	Salary, Benefits, and	Salary - Holiday Traffic									2,330 7	2,330	2,700	7 1,500	7 773	7 1,500	2,700 \$	2,700 cmp. of cost of parset maner and cost of the cos
22	Other Compensation	Control	\$ 5,000 \$	3,315	\$ 5,000	\$ 5,583	\$ 5,088	\$ 5,000	\$ 3,937	\$ 5,000 \$	- \$	-	\$ -	\$ -	\$ -	\$ -	\$ - \$	Provides funds for state mandated employer contribution to
	Salary, Benefits, and	TWC - Employers																unemployment compensation fund. Tax is calculated for the first \$9000 in
23	Other Compensation Salary, Benefits, and	Contribution Short Term Disability	\$ 3,780 \$	2,394	\$ 3,780	\$ 147	\$ 2,370	\$ 3,780	\$ 2,380	\$ 2,520 \$	3,107 \$	144	\$ 2,640	\$ 134	\$ 912	\$ 2,640	\$ 3,024 \$	3,024 wages for each employee.
24	Other Compensation	Insurance	\$ 1,980 \$	1,980	\$ 2,277	\$ 2,038	\$ 2,227	\$ 2,459	\$ 2,369	\$ 2,370 \$	2,428 \$	2,427	\$ 1,976	\$ 1,956	\$ 1,378	\$ 2,640	\$ 3,024 \$	3,024 Employer pays 100% of the premium for the employee.
	Salary, Benefits, and																	Employee incentive started in FY 09/10. Meant as an incentive for bi- lingual employees to join organization and maintain foreign language
25	Other Compensation	Salary - Bilingual	\$ 1,200 \$	1,150	\$ 1,200	\$ 1,450	\$ 2,300	\$ 1,200	\$ 1,800	\$ 1,800 \$	600 \$	600	\$ 1,200	\$ 600	\$ 650	\$ 1,200	\$ 1,200 \$	1,200 proficiency. This is a monthly payment of \$100 per month.
26	Salary, Benefits, and Other Compensation	Vision Insurance	\$ 1,028 \$	1,027	\$ 1,109	\$ 941	\$ 1,147	\$ 1,198	\$ 1,232	\$ 1,344 \$	1,186 \$	1,132	\$ 961	\$ 908	\$ 547	\$ 907	\$ 1,039 \$	1,039 Employer pays 100% of the premium for the employee.
	Salary, Benefits, and			<u> </u>			,							·				
27	Other Compensation Salary, Benefits, and	Life Insurance Benefits	\$ 840 \$	709	\$ 924	\$ 641	\$ 614	\$ 998	\$ 601	\$ 840 \$	672 \$	580	\$ 475	\$ 472	\$ 377	\$ 515	\$ 590 \$	590 Employer pays 100% of the Life Insurance Premium for the employee.
28	Other Compensation	Tuition Reimbursemen	t \$ - \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - \$	- \$	-	\$ -	\$ -	\$ -	\$ 1,500	\$ 3,000 \$	3,000 Two police employees are pursuing college degrees
29	Salary, Benefits, and Other Compensation	Social Security Contribution	s	<u>-</u>	\$ -	\$ 142	\$ -	\$ -	\$ 194	\$ 195 \$	_	(7)	\$ -	\$ -	\$ (200)	\$ -	\$ 2,588 \$	2,588 Employer portion of social security contribution for the trails officer
	Salary, Benefits, and		Ţ								,				, (200)			
30	Other Compensation Other Operating	Cellular Phones/ Pager	s \$ 1,428 \$	1,153	\$ 900	\$ 120	\$ -	\$ -	\$ -	\$ - \$	- \$	-	\$ -	\$ -	\$ -	\$ -	\$ - \$	-
31	Expenses	Capital Outlay	\$ - \$	140,236	\$ -	\$ 79,569	\$ 37,714	\$ -	\$ -	\$ - \$	- \$	131,696	\$ -	\$ -	\$ -	\$ -	\$ - \$	-
	Other Operating																	Fuel costs have fluctuated over the years and prices are currently extremely high. Proposed increase for FY 22/23 will account for price
32	Expenses	Fuel	\$ 31,191 \$	19,476	\$ 28,585	\$ 19,005	\$ 21,115	\$ 28,000	\$ 20,318	\$ 24,350 \$	22,463 \$	17,074	\$ 19,000	\$ 18,436	\$ 13,232	\$ 13,000	\$ 25,000 \$	25,000 fluctuations.
33	Other Operating Expenses	911 Call Share	\$ 35,579 \$	35,578	\$ 37,000	\$ 36,836	\$ 52,323	\$ 52,323	\$ 45,253	\$ 45,253 \$	ė		\$ -	\$ -	\$ -	\$ -	\$ _ ¢	
55	,	,	7 33,373 7	33,376	37,000	50,030	52,323	7 32,323	+ -10,200	+ +3,233 J	1 7		7	I *	7	7	- I Y	

24	Other Operating Expenses	Repair & Maintenance - Vehicles	\$ 12,800	\$ 12,246	\$ 13,200	\$ 11,815	\$ 11,421	\$ 13,200	\$ 13,202	\$ 13,202	\$ 15,655	\$ 15,654	\$ 17,898	\$ 17,898	\$ 11,287	\$ 11,200	¢ 15 200	¢ 15.200	Increased cost of supplies for FY 22/23. Provide funds for tires, batteries, oil changes, car washes, misc. maintenance parts and repairs.
34	Other Operating	Software Maintenance	\$ 12,800	ÿ 12,240	3 13,200	ÿ 11,813	7 11,421	3 13,200	3 13,202	3 13,202	3 13,033	3 13,034	3 17,838	3 17,838	7 11,207	3 11,200	3 13,200	3 13,200	on changes, car wasnes, mise. maintenance parts and repairs.
35	Expenses	Fees	\$ 11,550	\$ 10,671	\$ 15,950	\$ 15,499	\$ 12,821	\$ 18,700	\$ 17,815	\$ 22,434	\$ -	\$ -	\$ 10,334	\$ 10,334	\$ 7,266	\$ 7,266	\$ 19,000	\$ 19,000	Annual fees for Brazos, TLO, Police One, Zoom and other soft
																			Provides funds to replace worn uniforms, jackets, raincoats, etc. Also
	Other Operating																		provides funds for new uniforms for new hires. Accounts for costs of newly purchased bullet-proof vests @ \$1000 each and increased price of
36	Expenses	Uniforms	\$ 7,109	\$ 7,108	\$ 6,000	\$ 8,193	\$ 11,652	\$ 9,800	\$ 7,989	\$ 8,000	\$ 8,000	\$ 7,420	\$ 13,807	\$ 13,807	\$ 8,517	\$ 9,500	\$ 11,000	\$ 11,000	uniforms and accessories.
	Other Operating																		
37	Expenses	Insurance - Liability	\$ 9,393	\$ 8,462	\$ 9,752	\$ 9,042	\$ 8,734	\$ 8,750	\$ 9,495	\$ 9,710	\$ 10,945	\$ 7,885	\$ 8,508	\$ 8,508	\$ 9,520	\$ 9,520	\$ 5,500	\$ 5,500	Provides funds for liability insurance for police officers.
38	Other Operating Expenses	Vehicle Insurance	\$ 6,000	\$ 5,539	\$ 5,868	\$ 5,867	\$ 7,634	\$ 7,655	\$ 7,339	\$ 7,340	\$ 7,810	\$ 6,632	\$ 7,810	\$ 7,638	\$ 7,269	\$ 7,810	\$ 7,810	\$ 7.810	Provides funds for vehicle insurance including deductibles.
50			φ 0,000	ψ 3,555	φ 3,000	φ 3,55.	7,001	7 1,033	7,555	7,5.0	7,010	Ç 0,002	7,010	7,000	γ /,203	7,616	γ //626	ψ //010	Provides funding for attendance to seminars and educational programs to
																			enhance/improve employee skills. Also includes required training for
20	Other Operating	Training & Education - City Staff	ć 5.000	ć 5.400	ć 5.000	ć 2.60F	ć 6400	ć 7,000	ć 6,000	ć 7,000	ć 6,060	ć 2.604	ć 0.030	ć 0.030	ć 4026	¢ 0.200	ć 13.000	ć 12.000	officers. 5 officers need to complete training to advance from Basic to
39	Expenses Other Operating	City Stall	\$ 5,000	\$ 5,498	\$ 5,000	\$ 2,685	\$ 6,188	\$ 7,000	\$ 6,999	\$ 7,000	\$ 6,860	\$ 3,684	\$ 8,030	\$ 8,030	\$ 4,936	\$ 8,200	\$ 13,000	\$ 13,000	Intermediate certification Brazos Ticket Writer - Electronic Ticket Writing Equipment Lease. 3 year
40	Expenses	Equipment Acquisition	\$ 10,605	\$ 580	\$ 6,600	\$ -	\$ -	\$ -	\$ 6,840	\$ 7,836	\$ -	\$ -	\$ 9,310	\$ 9,310	\$ 8,560	\$ 9,000	\$ 9,000	\$ 9,000	lease will renew in FY23 with expected increase
																			Provides funds for dues, subscriptions and fees such as Notary license fees,
	011 0 11	5 (5) (and law enforcement association memberships. Also covers fees
41	Other Operating Expenses	Dues / Subscriptions / Fees	\$ 1,367	\$ 1,367	\$ 3,165	\$ 2,997	\$ 3,033	\$ 3,050	\$ 2,388	\$ 3,250	\$ 3,250	\$ 3,170	\$ 4,050	\$ 2,800	\$ 2,179	\$ 4,850	\$ 4,850	\$ 4.850	associated with State requirement that all officers be sent for FBI fingerprinting and background processing.
71	Other Operating	. 005	7 1,307	7 1,307	ý 3,103	2,337	ý 3,033	y 3,030	2,300	y 3,230	y 3,230	3,170	7 4,030	2,000	2,173	7 4,650	7 4,650	7 4,030	Provides funds to supply annual weapons qualification and issue
42	Expenses	Ammunition	\$ 3,000	\$ 2,575	\$ 3,000	\$ 2,799	\$ 2,673	\$ 3,000	\$ 299	\$ 2,800	\$ 2,800	\$ 1,078	\$ 2,800	\$ 2,773	\$ 3,709	\$ 3,800	\$ 4,800	\$ 4,800	ammunition for training classes .
42	Other Operating	Repair & Maintenance -	4 2250	4 602	4 3.250	4 205	4 2.222	6 6450	4 206	4 2000	4 2.002	A 2.004	á 2.000	. 2.025	425	4 2.000	4 200	. 4 200	Provides funds for parts and labor for the repair of items such as radios,
43	Expenses Other Operating	Equipment Training - Mileage	\$ 2,250	\$ 1,692	\$ 2,250	\$ 1,386	\$ 2,232	\$ 6,150	\$ 1,286	\$ 2,998	\$ 3,082	\$ 3,081	\$ 3,000	\$ 2,826	\$ 435	\$ 3,000	\$ 4,200	\$ 4,200	weapons, in-car video systems, and other police equipment. Provides funding for mileage, lodging, per diem meals, and other travel
44		Reimbursement	\$ 1,700	\$ 931	\$ 1,700	\$ 824	\$ 2,413	\$ 2,500	\$ 2,354	\$ 3,890	\$ 2,640	\$ 2,640	\$ 2,500	\$ 1,454	\$ 2,467	\$ 3,500	\$ 3,500	\$ 3,500	expenses incurred for Training and Education.
																			Provides funds to replace one-time use items such as drug test kits, film,
	Other Operating	6 11									4 0000					4	4	4	evidence bags, crime scene supplies, batteries, flares, first aid supplies,
45	Expenses	Consumables	\$ 2,055	\$ 2,054	\$ 2,000	\$ 1,705	\$ 1,202	\$ 2,000	\$ 1,814	\$ 2,000	\$ 2,000	\$ 1,487	\$ 1,600	\$ 1,545	\$ 1,273	\$ 1,600	\$ 2,000	\$ 2,000	latex gloves. etc. Applicant testing, includes physical and drug screens, background
	Other Operating	Exams/ Testing /																	fingerprinting and investigation, psychological test, written and physical
46	Expenses	Certifications	\$ 1,000	\$ 75	\$ 1,000	\$ 379	\$ 195	\$ 1,000	\$ 769	\$ 1,000	\$ 1,000	\$ 688	\$ 1,000	\$ 1,184	\$ 1,293	\$ 1,500	\$ 1,200	\$ 1,200	aptitude test for applicants.
	011 0 11																		Provides funds for printing of letterhead, envelopes, business cards,
47	Other Operating Expenses	Printing	\$ 930	\$ 929	\$ 900	\$ 413	\$ 173	\$ 900	\$ 838	\$ 900	\$ 900	\$ 502	\$ 900	\$ 850	\$ 758	\$ 900	\$ 1,200	\$ 1200	certificates, ID cards, law books. Police Department now issues city ID cards to all employees.
	Other Operating		y 330	y 323	ý 300	7 413	Ų 173	ŷ 300	y 030	y 300	y 300	y 302	<i>φ</i> 300	γ 030	730	y 300	7 1,200	7 1,200	Cost of replacing 4 vests. Vests are replaced every 5 years. They are
48	Expenses	Bullet Proof Vests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 930	\$ 930	\$ 930	\$ 930	\$ 4,000	\$ 4,000	custom fitted to each wearer and cannot be re-used.
	Other Operating	Darsanal Vahiala Haa																	Personal use reimbursement. Reimburses employees for use of personal
49	Other Operating Expenses	Personal Vehicle Use Mileage Expense	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	vehicles used for duty-related activities such as cart cleanups and trail cleanups.
	Other Operating	imicage Expense	*	Y	Ψ	Ψ	φ 3,000	<i>ϕ</i> 3,000	*	*	Ψ	Ψ	Ψ	Ψ	-	7	φ 300	ψ 500	oleanaps.
50	Expenses	Training - LEOSE Funds	\$ -	\$ 1,331	\$ -	\$ -	\$ 1,300	\$ -	\$ 1,390	\$ 1,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
F1	Other Operating Expenses	Credit Card Fees	\$ -	\$ -	\$ -	ć	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	ć	\$ 930	\$ -	ć	
21	Expenses	Credit Card rees	\$ -	\$ -	\$ -	> -	\$ -	> -	\$ -	\$ -	Ş -	> -	> -	> -	э -	\$ 930	Ş -	\$ -	
	Fire & Emergency	Fire and Emergency																	Provides funds for fire protection services through a contract with the City
52	Services	Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 551,640	\$ 579,222	\$ 579,222	of Austin Fire Department (Formerly under 09 - General Government)
																			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. \$38,595.00 -
																			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
		IT Management																	non-maintenance services \$45,245.00 – Total services; Police Department
53	Contract Services	Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,566	\$ 12,819	\$ 11,024	\$ 41,132	\$ 45,245	\$ 45,245	– 5 MDCs and 16 computers: \$20,566
																			1.5% of the department budget reserved for unplanned emergency spending, likely to cover the annual cost for city crime control surveillance
54	Contract Services	Contingency Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.000	\$ 30,000	
		<u> </u>																	
55	Community Programs	National Crime Nite Out	\$ 3,000	\$ 3,000	\$ 6,000	\$ 5,987	\$ 6,000	\$ 6,000	\$ 5,878	\$ 5,879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	Community Programs	Community Partnership	\$ 100	\$ -	\$ 100	¢ _	\$ 1,172	\$ 2,500	\$ 1,771	\$ 1,771	\$ -	\$ -	ς _	٠ _ ا	\$ 369	\$ 369	\$ -	¢ -	
30	Community Flograms	Crime Prevention	100 ب	- ب	Å 100	· -	1,1/2	2,500	1,//1	1,//1	- ب	- ب	- ·	· -	209 ب	209 ب	- ب	- ب	
		Program / Child Safety																	
57	Community Programs	ID	\$ 1,500	\$ -	\$ 1,000	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
58	Community Programs	Neighborhood Watch Program	\$ 750	\$ 163	\$ 750	\$ -	\$ -	\$ <u>-</u>	\$ -	\$ -	\$ -	\$ -	\$ -	ς _	\$ -	\$ -	\$ -	\$ -	
30	Community Flograms	i i ograni	730 پ	ý 103	y /30	· -	· -	· -	· -	· -	· -	· -		· -	· -	· -	· -	· -	Provides funds for purchase and repair of small equipment, tools, and
59	Misc Expenses	Small Tools	\$ 2,610															\$ 3,000	, , , , , , , , , , , , , , , , , , , ,
60	Total Expenses		\$ 1,345,926	\$ 1,438,413	\$ 1,413,694	\$ 1,347,305	\$ 1,402,080	\$ 1,487,125	\$ 1,417,768	\$ 1,470,723	\$ 1,234,813	\$ 1,329,597	\$ 1,220,373	\$ 1,160,115	\$ 862,913	\$ 1,806,833	\$ 2,022,413	\$ 2,022,413	
61 62	Revenue less Expenses		\$ (1.345.926)	\$ (1 438 412)	\$ (1.413.694)	\$ (1.347.305)	\$ (1,402,080)	\$ (1.487.125)	\$ (1.417.768)	\$ (1.470.722)	\$ (1.234.812)	\$ (1 320 507)	\$ (1 220 372)	\$ (1.160.115)	\$ (862.912)	\$ (1,806,833)	\$ (2.022.412)	\$ (2 022 412)	
02	veride iess Experises		Y (1,373,320)	Y (1,730,413)	y (1,713,034)	Ψ (±,3 - 7,303)	Y (1,702,000)	y (1,707,123)	· (1,717,700)	y (1,770,723)	~ (1,23 1 ,013)	Y (1,323,337)	y (1,220,373)	y (1,100,113)	y (002,313)	7 (1,000,000)	y (2,022,413)	Y (2,022,413)	1

	C	D	E	F	G	lH .	lı .	J	lk l	L	M	N	0	P	0	R	S	lτ
Sunset Valley FY 22-23 Budget Wo Download generate Funds Filter - Crime	•								K		vi	IV.			<u>u</u>	2022-23	2022-23 B&F Proposed Revenue Revisions &	
District Tax																Proposed	Workforce	
Departments Filter -	Sales & Use Tax - Crime Control and Prevention		2015-16 Actual						2018-19 Budget	J					Ū			In FY 15/16 sales tax revenue received was the highest amount the City has ever earned. Using the Long Range Plan, in FY 16/17 a 3% increase was projected in sales tax revenue. For the FY 17/18 it is estimated that the sales tax revenue will be flat and be in the range of the actual amounts received in FY 15/16 and FY 16/17. FY 22/23 sales tax revenue adjusted down 5% from proposed based on
Sales Tax Revenue	Tax	\$ -	\$ -	\$ 200,000.00	1	-	1 .	1 .	\$ 408,077.00	\$ 400,000.00	<u> </u>			\$ 270,969.00	\$ 349,247.00	\$ 475,000.0	00 \$ 451,250.00	B&F recommendation.
Transfers/Subsidy Interest Revenue	Operating Transfers In Interest	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ - \$ -	\$ - \$ -	\$ -	\$ 102,807.00 \$ 2,500.00	<u> </u>	\$ -	\$ 4,349.00	\$ 500.0	\$ - 00 \$ 500.00	Interest earned
Total Revenue	interest	\$ -	\$ -	\$ 200.000.00		· · ·			\$ 408,077.00	\$ 400,000.00	\$ 368,280.00	\$ 406,522.00		\$ 271,450.00	\$ 353,596.00	\$475,500.0		Sum of employee salaries for crime control
		*	7		7 ===,::::::	7 100/200100	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	+ 100,000100	7 100,011100	+ 100,000100	+ 000,=00.00	· · · · · · · · · · · · · · · · · · ·	7,2	7 = 1 = 7 :00 :00	+	7	, in a ,	
Salary, Benefits, and Other Compensation		ć	ė	ė	ė	ė	ė	ė	ć	ć	\$ -	¢ 221 226 00	¢ 100 140 00	\$ 60.790.00	¢ 269 950 00	¢ 202 760 0	00 \$ 202 760 00	Crime Control & Prevention Employee Salaries
Salary, Benefits, and		· -	, -	, -	γ -	, -	· -	· -	· -	· -	-	\$ 221,320.00	3 100,140.00	\$ 00,789.00	\$ 200,039.00	\$ 202,760.0	3 202,760.00	Milne, Adam & LeBlanc, Brandon. Pays for two officers to act as coordinators
	Salary - Patrol Officer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,159.00	\$ 118,493.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	with retailers.
Salary, Benefits, and Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,411.00	\$ 28,411.00	\$ 16,474.00	\$ 30,131.00	\$ 30,279.0	00 \$ 30,279.00	All full-time employees are provided retirement benefits through TMRS.
·	·			,							<u>, </u>	, ,			· · ·			Sterns, Robert. Det. Sergeant is sole investigator within the Department. He is
	n Salary - Detective	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,888.00	\$ 76,627.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	responsible for investigating criminal incidents that occur city-wide. More than 80% of cases originate within shopping centers.
Salary, Benefits, and Other Compensation	Medical Insurance	ė .	ė -	ė .	ė	ė .	\$ -	ė .	ė .	ė -	ė -	\$ 22.021.00	\$ 22,266.00	\$ 18,221.00	\$ 28 150 00	\$ 28.027.0	00 \$ 28 027 00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.
Salary, Benefits, and		, -	, -	7	, -	7	, -	, -	, -	· -	, -	\$ 22,931.00	3 22,200.00	3 18,221.00	20,130.00	\$ 28,037.0	30 3 28,037.00	Covers overtime costs related to late calls, special assignments and staffing-
Other Compensation	n Salary - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,959.00	\$ 23,959.00	\$ 1,911.00	\$ 10,672.00	\$ 23,878.0	00 \$ 23,878.00	related issues.
Salary, Benefits, and	4																	Part-time police reserve officer pay was approved in FY 19/20. Pays for reserve officers to act as supplemental patrol officers in shopping areas and other
• • • • • • • • • • • • • • • • • • • •	n Salary - Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,445.00	\$ 8,569.00	\$ 2,023.00	\$ 2,023.00	\$ -	\$ -	\$ 25,000.0	00 \$ 25,000.00	locations as needed. Reserves are paid a flat \$25 per hour.
Calary Popofits and	d Workers Compensation																	Employees who are injured on the job are eligible for worker's compensation benefits at no expense to employee. TWC is the sole source of disability pay for
Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,730.00	\$ -	\$ -	\$ 8,581.00	\$ 9,304.0	00 \$ 9,304.00	occupational injuries or illness.
Salary, Benefits, and	d Salary - Holiday Traffic											,	,					Pays overtime for officers to work traffic control in shopping centers and along
Other Compensation	n Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.0	00 \$ 5,000.00	Brodie Lane from Black Friday through New Year's Day
																		In FY 11-12 City Council approved a new pay rate for employees that work holidays. If employee works a holiday they receive double time, except for
Salary, Benefits, and	b																	Thanksgiving Day, Christmas Day, and New Years Day they receive Double time
Other Compensation	n Salary - Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,906.00	\$ 9,906.00	\$ 3,057.00	\$ -	\$ -	\$ -	and a half.
Salary, Benefits, and	d Medicare Tax -																	
	n Employers Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,557.00	\$ 3,115.00	\$ 1,887.00	\$ 3,744.00	\$ 3,873.0	00 \$ 3,873.00	Employers contribution to Medicare portion of Social Security
Salary, Benefits, and Other Compensation		ė .	ė .	ė .	\$ -	ė .	\$ -	ė .	\$ -	ė .	\$ -	\$ 2,400,00	\$ 1,700.00	\$ -	\$ 2,400,00	\$ 2,400.0	00 \$ 2,400,00	Paid as an incentive for employees assigned to work overnight shifts. Four employees are assigned overnight hours with less supervision and support.
•	Dental Insurance	7	7	7	7	7	7	7	,	Į.	7	2,400.00	7 1,700.00	7	2,400.00	7 2,400.0	2,400.00	All regular full-time employees are provided with health, dental, accidental
Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,262.00	\$ 1,250.00	\$ 873.00	\$ 1,683.00	\$ 1,768.0	00 \$ 1,768.00	death, and life insurance with coverages approved by City Council.
Salary, Benefits, and Other Compensation	, , , , , , , , , , , , , , , , , , ,	ć	ć	ć	c		ć	خ	ć	\$ 477.00	¢ 476.00	ć 1 F07 00	\$ 849.00	¢ (1.806.00)	ć 1,960,00	ć 10F20	00 \$ 1,953.00	The City does not participate in Social Security program except for the trails
•	d Long Term Disability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477.00	\$ 476.00	\$ 1,597.00	\$ 849.00	\$ (1,896.00)	\$ 1,860.00	\$ 1,953.0	5 1,953.00	All regular full-time employees are provided with health, dental, accidental
Other Compensation	,	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867.00	\$ 867.00	\$ 546.00	\$ 1,248.00	\$ 1,310.0	00 \$ 1,310.00	death, and life insurance with coverages approved by City Council.
																		Paid monthly to officers who progress to Advanced Police Officer and Master
Salary, Benefits, and	d Salary - Licensing																	Police Officer on State Peace Officer Licenses. New officers begin with Basic License and progress to Intermediate, Advanced and Master based on years in
Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 2,000.00	\$ 100.00	\$ 500.00	\$ -	\$ -	service combined with formal education and completed training hours.
Salary, Benefits, and Other Compensation	Short Term Disability	¢ -	¢ .	¢ -		\$ -	\$ -	¢ .	¢ .	٠ .	¢ -	\$ 585.00	\$ 585.00	\$ 376.00	\$ 960.00	\$ 1,008,0	00 \$ 1,008,00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.
other compensation	T Insurance	,	Ţ	7	7	7	7	7	Ţ	J.	7	\$ 565.00	\$ 363.00	\$ 370.00	7 300.00	7 1,000.0	7 1,008.00	Paid to employees who have at least 5 years of seniority. Accrues at \$4 per
Salary, Benefits, and																		month for each year of continuous service upon the completion of 5 years of
	n Salary - Longevity d TWC - Employers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,168.00	\$ 1,168.00	\$ 656.00	\$ 1,312.00	\$ -	\$ -	service. The City's insurance carrier pays employees who are injured on duty at no
Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 960.00	\$ 36.00	\$ 89.00	\$ 960.00	\$ 1,008.0	00 \$ 1,008.00	expense to the employee.
Salary, Benefits, and	d																	
Other Compensation	Nision Insurance Salary - Cell phone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262.00	\$ 253.00	\$ 178.00	\$ 330.00	\$ 346.0	00 \$ 346.00	Optional insurance program for employees through voluntary payroll deduction
Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480.00	\$ 370.00	\$ 210.00	\$ 360.00	\$ -	\$ -	\$30 per month for Det. Sergeant's cell phone allowance.
Salary, Benefits, and	d																	Paid as an incentive to attract and retain bilingual employees. Paid monthly at
Other Compensation Salary, Benefits, and		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.0	00 \$ 600.00	\$100 per month. All regular full-time employees are provided with health, dental, accidental
Other Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142.00	\$ 142.00	\$ 103.00	\$ 187.00	\$ 197.0	00 \$ 197.00	death, and life insurance with coverages approved by City Council.
•	Operating Transfers																	
	10 1	1 6	<u> </u>	C 200 000 00	1 6	C 204 040 00	C 200 F00 00	1 6 F42 C24 00	6 400 000 00	A	400.00		1.0	l ¢	¢ _	ļ\$ -	Š -	
Transfers/Subsidies	Out	\$ -	\$ -	\$ 200,000.00	\$ -	\$ 364,010.00	\$ 399,500.00	\$ 512,634.00	\$ 400,000.00	\$ -	\$ 100.00	\$ -	\$ -	7 -	7	Ψ	7	Daid to Travis County C.O. for diseast-bine services of CTCCC and talk
Transfers/Subsidies Other Operating	Out	\$ -	\$ -	\$ 200,000.00	\$ -	\$ 364,010.00	\$ 399,500.00	\$ 512,634.00	\$ 400,000.00	\$ -	\$ 100.00	\$ -	\$ -	, -	V	7	· ·	Paid to Travis County S.O. for dispatching services at CTECC, a centralized dispatch center responsible for emergency calls throughout Travis Co. SVPD pay fair share based percentage of total calls dispatched. Based on an average of 15

																													Moved to Administration Annual software licensing and renewal agreements
																													for criminal justice records programs (INCODE) including Public Safety Records
	Other Operating	Software Maintenance																											Management System, Code Red, evidence management software, and mobile
31	Expenses	Fees	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	33,881.0	00 \$	33,175.00 \$	13,750.00	\$ 13,750.	.00 \$	-	\$ -	\$ 15,000	.00 \$	15,000.00	data software.
	Other Operating																												Contingency to replace Cameras damaged as a result of vandalism or some other
32	Expenses	Equipment Acquisition	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	46,776.0	00 \$	7,862.00 \$	-	\$ -	\$	-	\$ 27,500.0	0 \$ 7,000	.00 \$	7,000.00	destruction.
	Other Operating	800 mghz Operation																											Paid to Travis County for portable radio and MDC maintenance costs. Cost is
33	Expenses	and Maintenance	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	8,256.0	00 \$	8,172.00 \$	9,495.00	\$ 9,000.	.00 \$	11,982.00	\$ 15,920.0	0 \$ 13,500	.00 \$	13,500.00	based on estimated 3% annual increase.
	Other Operating	Dues / Subscriptions /																											Dues membership to professional law enforcement organizations for department
34	Expenses	Fees	\$	-	\$ -	\$	-	\$	-	\$	500.00	\$	500.00	\$	600.00	\$	- \$	500.0	00 \$	500.00 \$	500.00	\$ -	\$	-	\$ 500.0	0 \$ 700	.00 \$	700.00	members.
																													Provides funds for all Eyes on Sunset Valley community events and activities such
																													as SOWing Community, Corridor Cleanup, Coffee with a Cop, and other crime
35	Community Program	ns Community Partnership	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	4,500.0	00 \$	1,712.00 \$	2,250.00	\$ 1,468.	.00 \$	317.00	\$ 2,250.0	0 \$ 3,000	.00 \$	3,000.00	prevention initiatives.
																													Annual community building partnership event to promote police-community
36	Community Program	ns National Crime Nite Out	t \$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	2,500.0	00 \$	2,500.00 \$	-	\$ -	\$	-	\$ 2,500.0	0 \$ 3,500	.00 \$	3,500.00	relations.
		Digital Mapping																											
37	Contract Services	Services	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	-	\$	- \$	120.00	\$ 120.	.00 \$	-	\$ -	\$	- \$	-	Digital mapping services using GIS
38	Total Expenses		\$	-	\$ -	\$ 20	200,000.00	\$	-	\$ 36	4,510.00	\$ 40	00,000.00	\$ 513,	,234.00	\$ 400,000	0.00 \$	392,423.0	00 \$	310,227.00 \$	424,928.00	\$ 371,233.	00 \$	115,873.00	\$ 483,260.0	0 \$461,421	.00 \$4	61,421.00	
39																													
40	Revenue less Expense	es	\$	-	\$ -	\$	-	\$ 1	132,489.00	\$ 4	5,040.00	\$	-	\$ (109,	,881.00)	\$ 8,07	7.00 \$	7,577.0	00 \$	58,053.00 \$	(18,406.00)	\$ 50,943.	.00 \$	155,577.00	\$ (129,664.0	0) \$ 14,079	.00 \$	(9,671.00)	

BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022



BUDGET AND FINANCE AGENDA ITEM #8

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

SUBJECT: FY23 BUDGET PUBLIC SAFETY REPAIR & REPLACEMENT

DESCRIPTION: Review, discuss, and possibly recommend the Public Safety portion of Repair & Replacement for the FY23 Budget

BACKGROUND: The full Repair & Replacement FY23 budget was discussed at the meeting on 5/12/22. It was suggested to instead break it up between each department so the department heads could help make decisions as to what changes needed to occur. For this agenda, Public Safety/Crime Control is the only department that has Repair & Replacement funding.

The current fiscal year has an expected draw down of Repair & Replacement funds of \$500,476 with \$278,000 being PD expenses.

The related Repair & Replacement items affected by Public Safety in the FY23 Budget would be:

Replacement Fund:

- Vehicles (suggestion of \$150,000 annual commitment between Public Works and Public Safety)
- Duty Gear

STAFF RECOMMENDATION: Review and recommend any changes to City Council

SUPPORTING MATERIALS PROVIDED: YES

- PUBLIC SAFETY REPAIR & REPLACEMENT SCHEDULE

Α	В	С	D	E	F	G F	l	I	J	K I	-	М	N	0	Р	Q	R	S T
	Sunset Valley																	2022-23 B&F
	FY 22-23 Budget Working Do	cuments																Proposed
	Download generated on 05/	20/2022																Revenue
	Funds Filter - GN-Equipment	Repair & Replacement															2022-23	Revisions &
	Fund																Proposed	Workforce
			2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual 2	017-18 Actual	2017-18 Budget	2018-19 Actual	2018-19 Budget 2	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actua	l 2021-22 Actu	al 2021-22 Budg	et Base Budget	Changes
																		Transfer in from General Fund for Repair and
1	Transfers/Subsidy	Operating Transfers In	\$ -	\$ -	\$ 562,126.00	\$ 562,126.00	\$ 148,255.00	\$ -	\$ 163,426.00	\$ 163,426.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,806.	00 \$ 285,000.0	0 \$ 285,000.00 Replacement. Amount transferred in FY20 \$133,057.
2	Misc Revenues	Repair & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000.0	0 \$ 215,000.00 Building Maintenance Fund - Larger Capital Expenses
3	Interest Revenue	Interest	\$ -	\$ 622.00	\$ -	\$ 4,147.00	\$ 8,831.00	\$ -	\$ 16,046.00	\$ -	\$ -	\$ 7,957.00	\$ -	\$ 602.00	\$ 364.0	0 \$ -	\$ -	\$ -
4	Court Fees and Fines	Court Income Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Total Revenue		\$ -	\$ 622.00	\$ 562,126.00	\$ 566,273.00	\$ 157,086.00	\$ -	\$ 179,472.00	\$ 163,426.00	\$ -	\$ 10,207.00	\$ -	\$ 602.00	\$ 364.0	0 \$ 102,806.	00 \$500,000.0	0 \$500,000.00
6																		
7	Other Operating Expenses	Vehicle Acquisition	\$ 224,809.00	\$ (3,551.00)	\$ 188,600.00	\$ - :	\$ -	\$ 207,146.00	\$ 38,755.00	\$ 214,704.00	\$ 258,381.00	\$ 23,036.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		City Facilities																
8	Other Operating Expenses	Infrastructure	\$ 96,827.00	\$ 3,615.00	\$ 96,827.00	\$ -	\$ -	\$ 101,827.00	\$ 24,320.00	\$ 91,207.00	\$ 78,207.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Communication 800 mghz																
9	Other Operating Expenses	System	\$ 27,148.00	\$ -	\$ 33,500.00	\$ - !	\$ -	\$ 40,067.00	\$ -	\$ 56,818.00	\$ 73,567.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Other Operating Expenses	ATV Vehicles	\$ 44,000.00	\$ 14,835.00	\$ 35,000.00	\$ - :	\$ -	\$ 41,000.00	\$ -	\$ 18,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Computer Equip/Software	2															
11	Other Operating Expenses	Acquisition	\$ 36,489.00	\$ 2,257.00	\$ 22,489.00	\$ - !	\$ 8,584.00	\$ 23,000.00	\$ 10,446.00	\$ 20,010.00	\$ 25,010.00	\$ 2,085.00	\$ 1,156.00	\$ 1,156.00	\$ -	\$ -	\$ -	\$ -
12	Other Operating Expenses	Audio System	\$ 15,000.00	\$ -	\$ 20,000.00	\$ 295.00	\$ -	\$ 24,705.00	\$ 4,985.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Video Cameras																
13	Other Operating Expenses	Replacements	\$ 11,667.00	\$ -	\$ 17,500.00	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 38,200.00	\$ 39,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Other Operating Expenses	MDC - Replacement	\$ 37,500.00	\$ 0.02	\$ 5,000.00	\$ - :	\$ -	\$ 10,000.00	\$ -	\$ 15,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Other Operating Expenses	Equipment Acquisition	\$ 7,000.00	\$ (14,835.00)	\$ -	\$ - :	\$ -	\$ -	\$ 481.00	\$ 10,001.00	\$ 25,684.00	\$ 1,564.00	\$ 26,975.00	\$ 26,975.00) \$ -	\$ -	\$ -	\$ -
16	Other Operating Expenses	Security System - Building	s \$ 6,000.00	\$ 567.00	\$ 9,000.00	\$ - !	\$ -	\$ 12,567.00	\$ -	\$ 15,000.00	\$ 17,433.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Trail Replacement/Major																
17	Other Operating Expenses	Repairs	\$ 10,662.00	\$ -	\$ 11,339.00	\$ -	\$ -	\$ 12,000.00	\$ 3,400.00	\$ 7,667.00	\$ 5,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Other Operating Expenses	Police Equipment Reserve	\$ 4,990.00	\$ 7,756.00	\$ 3,551.00	\$ 2,759.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 2,940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Other Operating Expenses	Bullet Proof Vests	\$ -	\$ -	\$ 4,500.00	\$ 1,854.00	\$ 2,800.00	\$ 6,000.00	\$ -	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Advertising / Public																
20	Other Operating Expenses	Notices	\$ -	\$ -	\$ -	\$ - !	\$ (5,925.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Playground / Park					, ,											
21	Contract Services	Funds/Recreation Venue	\$ 30,000.00	\$ -	\$ 36,000.00	\$ 1,271.00	\$ -	\$ 40,729.00	\$ -	\$ 48,000.00	\$ 54,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Community Programs	Brush Chipping Program	\$ 12,000.00	\$ -	\$ 21,000.00	\$ - :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Total Expenses	5	\$ 564,092.00	\$ 10,644.02	\$ 504,306.00	\$ 6,179.00	\$ 5,459.00	\$ 525,641.00	\$ 82,387.00	\$ 568,207.00	\$ 662,349.00	\$ 29,625.00	\$ 28,131.00	\$ 28,131.00) \$ -	\$ -	\$ -	\$ -
24	•							•			·	•						
25	Revenue less Expenses		\$ (564,092.00)	\$ (10,022.02)	\$ 57,820.00	\$ 560,094.00	\$ 151,627.00	\$ (525,641.00)	\$ 97,085.00	\$ (404,781.00)	\$ (662,349.00)	\$ (19,418.00)	\$ (28,131.00)	\$ (27,529.00) \$ 364.0	0 \$ 102,806.	00 \$500,000.0	0 \$500,000.00
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BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022



BUDGET AND FINANCE AGENDA ITEM #9

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

SUBJECT: FP-315 TRAVEL

DESCRIPTION: Review, discuss, and possibly recommend for approval to City Council FP-315 Travel Expense Reimbursement

BACKGROUND: During a recent training trip for a staff member, it was discovered that the staff member borrowed money to travel due to the City's policy of paying for travel in a reimbursement method. Travel for the benefit of the City should never be an onerous financial burden to staff.

The attached redline version of FP 315 includes staff recommended changes to move from a reimbursement method to an advance payment method with reporting requirements to reconcile the travel documents once complete.

STAFF RECOMMENDATION: Review and recommend changes to City Council.

SUPPORTING MATERIALS PROVIDED: YES

- FP-315 TRAVEL EXPENSE REIMBURSEMENT WITH SUGGESTED CHANGES

Travel Expense Reimbursement

Policy Reference: FP315

Effective Date: April 16, 2013 June 21, 2022

Intent:

To provide general guidelines for travel necessary for City operations, and ensure that all costs are justified and fully supported by appropriate documentation, and original receipts. Reimbursement for travel is intended to provide repayment to City Council and staff members for costs incurred in travel. Travel by staff and Council is intended to advance education and improvement of City operations. Travel should not be an undue burden where an employee or Councilmember is unable to travel due to the inability to pay and then seek reimbursement.

A. General Guidelines

All out of town travel must be approved in advance by the City Administrator. If the City Administrator is not available, the Department Head may approve travel. <u>Travel must be directly related to the employees position or in the interest of the City of Sunset Valley.</u>

No reimbursement will be made for costs not directly related to the City of Sunset Valley; for costs not authorized under the City of Sunset Valley grant rules; for costs not authorized by appropriate supervisory personnel; for undocumented or unreasonable costs; or for expenses not backed by a receipt. Tax exemption certificates must be carried and used in appropriate circumstances.

B. Travel Reimbursement Payment Schedule

Reimbursement shall occur no later than 2 weeks after the aAppropriate in-town and out-of-town travel documentation are received by the Accounting Department and approved by the Department Head. Reimbursement will be made as explained below.Advance payment for travel is made according to US General Services Administration (GSA) guideline maximums per destination traveled. Amounts greater than the GSA maximum will only be approved by the City Administrator and the Mayor.

C. Mileage

Mileage for travel by personal vehicle will be reimbursed at the IRS standard. Distance will be determined by the traveler's vehicle odometer or a software mapping program. For in-town travel, mileage shall be calculated to/from the office. If a business-related errand or training is run before coming to the office or at the end of the business day, distance will be the round trip mileage from the point of origin. For example, if going from the office to bank and

then home at the end of the day, mileage paid will be from office to bank doubled (RT); or if at the beginning of the day employee goes from home to training and then to office, mileage paid will be from home to training doubled (RT)--employee cannot claim from training back to office. For out-of-town travel, mileage shall be calculated to/from home or office - whichever was the actual travel route.

D. In-Town Travel

In-town travel is Sunset Valley, Texas and Austin, Texas. Travelers cannot collect meal per diem for in-town travel. Employees are allowed to claim mileage for in-town business related errands or training (see "Mileage" for more details about how to determine how mileage is calculated for payment). Documentation for reimbursement must include the beginning and ending odometer readings for each day, origination and destination points, and total miles traveled. A software mapping program may also determine distance between points of travel.

E.D. Out-of-Town Travel

Out-of-town travel is defined as travel to locations outside of Sunset Valley and Austin, Texas. All travel to out-of-town locations must be pre-approved by the City Administrator. For out-of-town travel, public transportation (airlines, car rental, taxis) will be reimbursed-advanced on the basis of reasonable cost and with appropriate documentation. Documentation for use of personal vehicle must include beginning and ending odometer readings for each day, origination and destination points, and total miles traveled. A software mapping program may also determine distance between points of travel.

F.E.Travel Time

- 1. When a workday begins and ends with air travel, employees should document their workday as beginning from the time they reach the airport (not to exceed 120 minutes prior to the scheduled flight time) and ending when they leave the airport (not when they arrive home).
- 2. Employees who drive overnight are considered working all the time they are driving and should document their workday accordingly.
- Employees traveling overnight on business (for more than one day) should document their time spent in traveling (except for meal periods) based on their normal working hours on their non-working days, such as Saturday, Sunday, and holidays, as well as on their regular working days.
- 4. Travel time as a passenger on an airplane, train, boat, bus or automobile outside of regular working hours is not considered work time by the Wage and Hour Division unless the employee is engaged in meetings or completing other work assignments (Wage and Hour Division, Department of Labor).
- 5. Meal periods are non-compensable time.

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G.F. Airline Travel

- 1.—All air travel and car rental must be pre-approved in writing by the City Administrator or his/her designee and Department Head prior to purchase/the reservation. In the case of Airline Travel only, a copy of the itinerary must be attached to a signed purchase order and forwarded to the Accounting Department, as this acts as the approval for payment of airline tickets billed through the City's corporate card. Airline travel shall be at less than first class,
- 1. unless unavailable. Employees are required to take the lowest fare available. If they do not, they must have the written approval of the City Administrator.

The portion of the ticket remaining after the flight ticket is used shall serve as the receipt.

H.G. Car Rental

Car rental may be pre-approved via a purchase order for out-of-town travel involving air travel. In all other cases, the staff person is responsible for payment of the rental car (e.g. Sunset Valley will not reimburse for rental) unless prior approval has been granted by the Department Head and the City Administrator or his/her designee. Car rental should be for the least expensive compact automobile immediately available which will serve the needs of the trip. The car rental form/receipt serves as documentation for reimbursement.

Employees who elect to have the car rental agency fill the gas tank are responsible for paying the difference between the market price and the price charged by the rental agency. Receipts for gas must be turned in to close out the travel voucher.

Taxi service will include the cost of the fare. Tips will be reimbursed advanced up to ten percent (10%) of the fare.

J.I. Lodging

Lodging will be paid at actual reasonable cost with efforts made to obtain the State of Texas per diem rate and not exceed the maximum GSA rate. Costs in excess of the GSA rate will require City Administrator and Mayoral approval. of \$104.00 per night. Rates over \$104.00 per night may be approved under special conditions. These special conditions are:

- 1. attending a prior approved training, conference or retreat at the hotel/lodging
- 2. attending a prior approved professional meeting at the hotel
- 3. room is occupied by two staff persons and the cost of one room is less than two separate rooms
- 4. if less expensive lodging will require considerable more travel time

K.J. Per Diem

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For in town training, if meals are not provided with the registration fee, a per diem at the lunch rate will be paid if you are in training for more than 5 hours.

Per diem is paid to reimburse employees for meals during out-of-town travel at the standard GSA rate for the destination traveled. As some meals may cost more than per diem and others less, per diem is paid based upon whether an employee is in a travel status (has left home or office on an out-of-town trip and has not returned to home or office from that trip) at the approximate time of each meal and regardless of the actual cost of meals. Receipts are not required for meals.

Per diem shall be paid on the following basis (State of Texas per diem rates): GSA standard rates for the destination traveled. https://www.gsa.gov/travel/plan-book/per-diem-rates

Out of Town Travel status during: Per diem paid:

 Breakfast 7:00 8:00 a.m.
 \$12.00

 Lunch 12:00 1:00 p.m.
 \$18.00

 Dinner 6:00 - 7:00 p.m.
 \$36.00

If an employee is at a conference or training and registration includes meals, the per diem for those meals will not be paid.

⊢.K.Parking

The City of Sunset Valley will reimburse for parking when conducting City business when documented by an official receipt (i.e. receipts for parking garages, short-term/long-term parking, etc.).

M.L. Tips

Tips related to meals during out of town travel are not reimbursable due to per diem payments.

Adopted: November 8, 2000
Amended: May 8, 2002
Amended: April 16, 2013

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