



**NOTICE OF A REGULAR MEETING OF THE  
BUDGET AND FINANCE COMMITTEE  
OF THE CITY OF SUNSET VALLEY, TEXAS  
THURSDAY, MAY 26, 2022 at 6:00 P.M.**

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: 612-081-884

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

the American with Disabilities Act.

Reasonable modifications and equal access to communications will be provided upon request.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 20th day of May at 6:00 PM.

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Sylvia Carrillo  
City Administrator

**BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022**



## **BUDGET AND FINANCE AGENDA ITEM #4**

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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.  
2<sup>nd</sup>: 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. Re-evaluate 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 be 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.

2<sup>nd</sup>: 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  
2<sup>nd</sup>: Shakthi

BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022



## 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 finalized 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: \$51,562
- Franchise Fees: \$125,000
- Interest 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





# THE GENERAL FUND

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.

## 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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Assigned*		*New Type to be created
<b>Total</b>	<b>\$10,380,818</b>	<b>ESTIMATED</b>

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### **Expenses: \$5,751,776**

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Sunset Valley FY22-23 Budget Working Documents Download generated on 05/20/2022 Funds Filter - General 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	2022-23 Proposed Base Budget	2022-23 B&F Proposed Revenue Revisions & Workforce Changes	
103	Misc Expenses	Proposed New Line	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 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	\$ -	\$ -	\$ -	
105	Community Programs	Library Card 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	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 card. The original amount provided funds to reimburse 20 households. In 18/19 the amount increased by 5 households for a total of 25 households at \$120 per household.
106	Community Programs	Volunteer Awards 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	Provides funds for Volunteer Awards Banquet hosted by the Mayor/City to acknowledge volunteerism. Provides for food, beverages, supplies, and door prizes. Due to scheduling, there were no expenses in FY 17/18. Fall of 2018 honored members that served in FY 16/17 and FY 17/10. Mayor put in 19/20 budget.
107	Community Programs	Advertising - SFC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,690.00	\$ 17,167.00	\$ -	\$ -	\$ -	\$ -	
108	Community Programs	SFC- Farmer's Market	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	Sustainable Food Center at the SV Farmer's Market
109	Total Expenses		\$ 1,379,436.00	\$ 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	Revenues Less Expenses		\$ 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 COMMITTEE MEETING DATE: MAY 26, 2022



## BUDGET AND FINANCE AGENDA ITEM #6

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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**

- 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 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



# THE ADMINISTRATION DEPARTMENT

DRAFT – IN REVIEW

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.

## Budget at a Glance

### Revenues: \$5,725,500

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

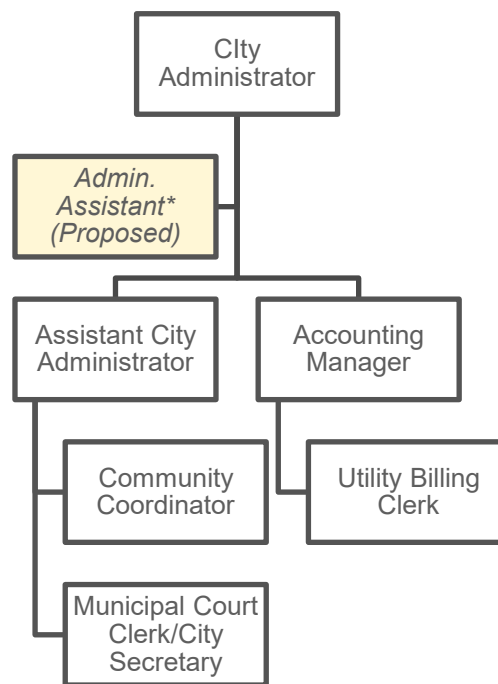
### Expenses: \$2,884,752

- 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









A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Sunset Valley FY22-23 Budget Working Documents Download generated on 05/20/2022																			
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108	Community Programs	SFC- Farmer's Market	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	Sustainable Food Center at the SV Farmer's Market
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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
- 1 Lieutenant
- 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 Safety Overall Budget		
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
<b>TOTAL</b>	<b>\$ (9,670.00)</b>	

## **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			
Remaining Balance after Purchases in FY22	\$ 153,841.00			\$ 90,000.00	PD-1 vehicle and 1 ATV
				\$ 80,000.00	PW-Chipper, Mower, Kabota Tractor
Requests for FY 22-23				\$ 170,000.00	
<b>Fund Balance at the End of FY 22-23 (Not including any additional funding)</b>				<b>\$</b>	<b>(16,159.00)</b>

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
  - o Ford Explorer Police AWD 4 Dr. purchased 12/30/2016 - Unit # 1731 \$56,000

FY 22-23 Proposed Expenses

- \$90,000
  - 1 Vehicle - \$60,000
  - 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



# PUBLIC SAFETY DEPARTMENT

DRAFT – IN REVIEW

## 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.

## 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

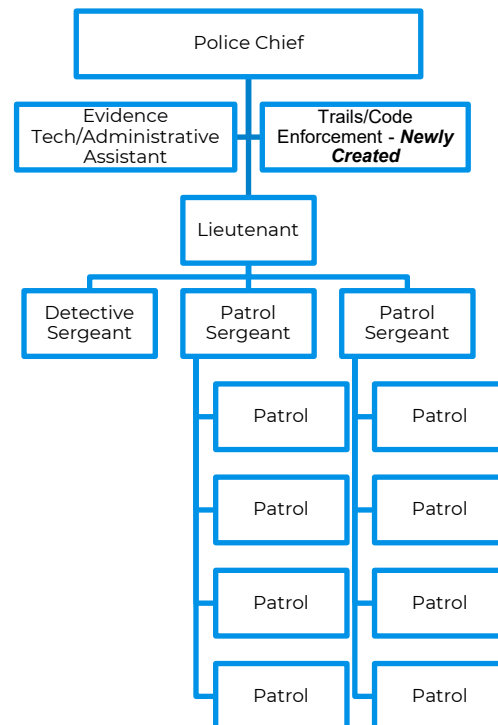
#### Equipment Repair/Replacement: \$90,000

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

#### Capital Projects:

- TBD

Total Staff: 14.5







34	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.
35	Other Operating Expenses	Software Maintenance 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
36	Other Operating 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	Provides funds to replace worn uniforms, jackets, raincoats, etc. Also provides funds for new uniforms for new hires. Accounts for costs of newly purchased bullet-proof vests @ \$1000 each and increased price of uniforms and accessories.
37	Other Operating 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.
39	Other Operating Expenses	Training & Education - City Staff	\$ 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	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills. Also includes required training for officers. 5 officers need to complete training to advance from Basic to Intermediate certification
40	Other Operating Expenses	Equipment Acquisition	\$ 10,605	\$ 580	\$ 6,600	\$ -	\$ -	\$ -	\$ 6,840	\$ 7,836	\$ -	\$ -	\$ 9,310	\$ 9,310	\$ 8,560	\$ 9,000	\$ 9,000	\$ 9,000	Brazos Ticket Writer - Electronic Ticket Writing Equipment Lease. 3 year lease will renew in FY23 with expected increase
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	Provides funds for dues, subscriptions and fees such as Notary license fees, and law enforcement association memberships. Also covers fees associated with State requirement that all officers be sent for FBI fingerprinting and background processing.
42	Other Operating 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	Provides funds to supply annual weapons qualification and issue ammunition for training classes .
43	Other Operating Expenses	Repair & Maintenance - Equipment	\$ 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	Provides funds for parts and labor for the repair of items such as radios, weapons, in-car video systems, and other police equipment.
44	Other Operating Expenses	Training - Mileage 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	Provides funding for mileage, lodging, per diem meals, and other travel expenses incurred for Training and Education.
45	Other Operating 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	Provides funds to replace one-time use items such as drug test kits, film, evidence bags, crime scene supplies, batteries, flares, first aid supplies, latex gloves. etc.
46	Other Operating Expenses	Exams/ Testing / 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	Applicant testing, includes physical and drug screens, background fingerprinting and investigation, psychological test, written and physical aptitude test for applicants.
47	Other Operating Expenses	Printing	\$ 930	\$ 929	\$ 900	\$ 413	\$ 173	\$ 900	\$ 838	\$ 900	\$ 900	\$ 502	\$ 900	\$ 850	\$ 758	\$ 900	\$ 1,200	\$ 1,200	Provides funds for printing of letterhead, envelopes, business cards, certificates, ID cards, law books. Police Department now issues city ID cards to all employees.
48	Other Operating Expenses	Bullet Proof Vests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 930	\$ 930	\$ 930	\$ 930	\$ 4,000	\$ 4,000	Cost of replacing 4 vests. Vests are replaced every 5 years. They are custom fitted to each wearer and cannot be re-used.
49	Other Operating Expenses	Personal Vehicle Use Mileage Expense	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	Personal use reimbursement. Reimburses employees for use of personal vehicles used for duty-related activities such as cart cleanups and trail cleanups.
50	Other Operating Expenses	Training - LEOSE Funds	\$ -	\$ 1,331	\$ -	\$ -	\$ 1,300	\$ -	\$ 1,390	\$ 1,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	Other Operating Expenses	Credit Card Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 930	\$ -	\$ -	
52	Fire & Emergency Services	Fire and Emergency Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 551,640	\$ 579,222	\$ 579,222	Provides funds for fire protection services through a contract with the City of Austin Fire Department (Formerly under 09 - General Government)
53	Contract Services	IT Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,566	\$ 12,819	\$ 11,024	\$ 41,132	\$ 45,245	\$ 45,245	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 non-maintenance services \$45,245.00 - Total services; Police Department - 5 MDCs and 16 computers: \$20,566
54	Contract Services	Contingency Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	1.5% of the department budget reserved for unplanned emergency spending, likely to cover the annual cost for city crime control surveillance cameras.
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	\$ -	\$ -	\$ -	\$ -	\$ 369	\$ 369	\$ -	\$ -	
57	Community Programs	Crime Prevention Program / Child Safety ID	\$ 1,500	\$ -	\$ 1,000	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
58	Community Programs	Neighborhood Watch Program	\$ 750	\$ 163	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
59	Misc Expenses	Small Tools	\$ 2,610	\$ 2,263	\$ 3,000	\$ 2,687	\$ 2,205	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,957	\$ 3,000	\$ 2,591	\$ 1,134	\$ 3,000	\$ 3,000	\$ 3,000	Provides funds for purchase and repair of small equipment, tools, and accessories.
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)	\$ (1,438,413)	\$ (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)	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
	Sunset Valley FY 22-23 Budget Working Documents Download generated 05/20/2022 Funds Filter - Crime Control & Prevention District Tax Departments Filter - Crime Control &		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	2022-23 Proposed Revenue Revisions & Workforce Changes		
1	Sales Tax Revenue	Sales & Use Tax - Crime Control and Prevention Tax	\$ -	\$ -	\$ 200,000.00	\$ 132,257.00	\$ 403,044.00	\$ 400,000.00	\$ 398,627.00	\$ 408,077.00	\$ 400,000.00	\$ 365,836.00	\$ 301,215.00	\$ 421,818.00	\$ 270,969.00	\$ 349,247.00	\$ 475,000.00	\$ 451,250.00	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 B&F recommendation.	
2	Transfers/Subsidy	Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,807.00	\$ -	\$ -	\$ -	\$ -	\$ -		
3	Interest Revenue	Interest	\$ -	\$ -	\$ -	\$ 232.00	\$ 6,506.00	\$ -	\$ 4,726.00	\$ -	\$ -	\$ 2,444.00	\$ 2,500.00	\$ 358.00	\$ 481.00	\$ 4,349.00	\$ 500.00	\$ 500.00	Interest earned	
4	Total Revenue		\$ -	\$ -	\$ 200,000.00	\$ 132,489.00	\$ 409,550.00	\$ 400,000.00	\$ 403,353.00	\$ 408,077.00	\$ 400,000.00	\$ 368,280.00	\$ 406,522.00	\$ 422,176.00	\$ 271,450.00	\$ 353,596.00	\$ 475,500.00	\$ 451,750.00	Sum of employee salaries for crime control	
5																				
6	Salary, Benefits, and Other Compensation	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,326.00	\$ 188,148.00	\$ 60,789.00	\$ 268,859.00	\$ 202,760.00	\$ 202,760.00	Crime Control & Prevention Employee Salaries	
7	Salary, Benefits, and Other Compensation	Salary - Patrol Officer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,159.00	\$ 118,493.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Milne, Adam & LeBlanc, Brandon. Pays for two officers to act as coordinators with retailers.	
8	Salary, Benefits, and Other Compensation	TMRS City Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,411.00	\$ 28,411.00	\$ 16,474.00	\$ 30,131.00	\$ 30,279.00	\$ 30,279.00	All full-time employees are provided retirement benefits through TMRS.	
9	Salary, Benefits, and Other Compensation	Salary - Detective	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,888.00	\$ 76,627.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Sterns, Robert. Det. Sergeant is sole investigator within the Department. He is responsible for investigating criminal incidents that occur city-wide. More than 80% of cases originate within shopping centers.	
10	Salary, Benefits, and Other Compensation	Medical Insurance Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,931.00	\$ 22,266.00	\$ 18,221.00	\$ 28,150.00	\$ 28,037.00	\$ 28,037.00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.	
11	Salary, Benefits, and Other Compensation	Salary - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,959.00	\$ 23,959.00	\$ 1,911.00	\$ 10,672.00	\$ 23,878.00	\$ 23,878.00	Covers overtime costs related to late calls, special assignments and staffing-related issues.	
12	Salary, Benefits, and Other Compensation	Salary - Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,445.00	\$ 8,569.00	\$ 2,023.00	\$ 2,023.00	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	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 locations as needed. Reserves are paid a flat \$25 per hour.	
13	Salary, Benefits, and Other Compensation	Workers Compensation Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,730.00	\$ -	\$ -	\$ 8,581.00	\$ 9,304.00	\$ 9,304.00	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 occupational injuries or illness.	
14	Salary, Benefits, and Other Compensation	Salary - Holiday Traffic Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Pays overtime for officers to work traffic control in shopping centers and along Brodie Lane from Black Friday through New Year's Day	
15	Salary, Benefits, and Other Compensation	Salary - Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,906.00	\$ 9,906.00	\$ 3,057.00	\$ -	\$ -	\$ -	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 Thanksgiving Day, Christmas Day, and New Years Day they receive Double time and a half.	
16	Salary, Benefits, and Other Compensation	Medicare Tax - Employers Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,557.00	\$ 3,115.00	\$ 1,887.00	\$ 3,744.00	\$ 3,873.00	\$ 3,873.00	Employers contribution to Medicare portion of Social Security	
17	Salary, Benefits, and Other Compensation	Salary - Shift Differential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,700.00	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 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.	
18	Salary, Benefits, and Other Compensation	Dental Insurance Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,262.00	\$ 1,250.00	\$ 873.00	\$ 1,683.00	\$ 1,768.00	\$ 1,768.00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.	
19	Salary, Benefits, and Other Compensation	Social Security Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477.00	\$ 476.00	\$ 1,597.00	\$ 849.00	\$ (1,896.00)	\$ 1,860.00	\$ 1,953.00	\$ 1,953.00	The City does not participate in Social Security program except for the trails officer.	
20	Salary, Benefits, and Other Compensation	Long Term Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867.00	\$ 867.00	\$ 546.00	\$ 1,248.00	\$ 1,310.00	\$ 1,310.00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.	
21	Salary, Benefits, and Other Compensation	Salary - Licensing Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 2,000.00	\$ 100.00	\$ 500.00	\$ -	\$ -	Paid monthly to officers who progress to Advanced Police Officer and Master Police Officer on State Peace Officer Licenses. New officers begin with Basic License and progress to Intermediate, Advanced and Master based on years in service combined with formal education and completed training hours.	
22	Salary, Benefits, and Other Compensation	Short Term Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 585.00	\$ 585.00	\$ 376.00	\$ 960.00	\$ 1,008.00	\$ 1,008.00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.	
23	Salary, Benefits, and Other Compensation	Salary - Longevity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,168.00	\$ 1,168.00	\$ 656.00	\$ 1,312.00	\$ -	\$ -	Paid to employees who have at least 5 years of seniority. Accrues at \$4 per month for each year of continuous service upon the completion of 5 years of service.	
24	Salary, Benefits, and Other Compensation	TWC - Employers Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 960.00	\$ 36.00	\$ 89.00	\$ 960.00	\$ 1,008.00	\$ 1,008.00	The City's insurance carrier pays employees who are injured on duty at no expense to the employee.	
25	Salary, Benefits, and Other Compensation	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262.00	\$ 253.00	\$ 178.00	\$ 330.00	\$ 346.00	\$ 346.00	Optional insurance program for employees through voluntary payroll deductions	
26	Salary, Benefits, and Other Compensation	Salary - Cell phone allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480.00	\$ 370.00	\$ 210.00	\$ 360.00	\$ -	\$ -	\$30 per month for Det. Sergeant's cell phone allowance.	
27	Salary, Benefits, and Other Compensation	Salary - Bilingual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	Paid as an incentive to attract and retain bilingual employees. Paid monthly at \$100 per month.	
28	Salary, Benefits, and Other Compensation	Life Insurance Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142.00	\$ 142.00	\$ 103.00	\$ 187.00	\$ 197.00	\$ 197.00	All regular full-time employees are provided with health, dental, accidental death, and life insurance with coverages approved by City Council.	
29	Transfers/Subsidies	Operating Transfers Out	\$ -	\$ -	\$ 200,000.00	\$ -	\$ 364,010.00	\$ 399,500.00	\$ 512,634.00	\$ 400,000.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30	Other Operating Expenses	911 Call Share	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,041.00	\$ 52,041.00	\$ 59,847.00	\$ 59,847.00	\$ -	\$ 67,653.00	\$ 80,000.00	\$ 80,000.00	Paid to Travis County S.O. for dispatching services at CTECC, a centralized dispatch center responsible for emergency calls throughout Travis Co. SVPD pays fair share based percentage of total calls dispatched. Based on an average of 15% increase each year	

31	Other Operating Expenses	Software Maintenance Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,881.00	\$ 33,175.00	\$ 13,750.00	\$ 13,750.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	*Moved to Administration* Annual software licensing and renewal agreements for criminal justice records programs (INCODE) including Public Safety Records Management System, Code Red, evidence management software, and mobile data software.
32	Other Operating Expenses	Equipment Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,776.00	\$ 7,862.00	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 7,000.00	\$ 7,000.00	Contingency to replace Cameras damaged as a result of vandalism or some other destruction.
33	Other Operating Expenses	800 mghz Operation and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,256.00	\$ 8,172.00	\$ 9,495.00	\$ 9,000.00	\$ 11,982.00	\$ 15,920.00	\$ 13,500.00	\$ 13,500.00	Paid to Travis County for portable radio and MDC maintenance costs. Cost is based on estimated 3% annual increase.
34	Other Operating Expenses	Dues / Subscriptions / Fees	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 600.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 700.00	\$ 700.00	Dues membership to professional law enforcement organizations for department members.
35	Community Programs	Community Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	\$ 1,712.00	\$ 2,250.00	\$ 1,468.00	\$ 317.00	\$ 2,250.00	\$ 3,000.00	\$ 3,000.00	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 prevention initiatives.
36	Community Programs	National Crime Nite Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	Annual community building partnership event to promote police-community relations.
37	Contract Services	Digital Mapping Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.00	\$ 120.00	\$ -	\$ -	\$ -	\$ -	Digital mapping services using GIS
38	Total Expenses		\$ -	\$ -	\$ 200,000.00	\$ -	\$ 364,510.00	\$ 400,000.00	\$ 513,234.00	\$ 400,000.00	\$ 392,423.00	\$ 310,227.00	\$ 424,928.00	\$ 371,233.00	\$ 115,873.00	\$ 483,260.00	\$ 461,421.00	\$ 461,421.00	
39																			
40	Revenue less Expenses		\$ -	\$ -	\$ -	\$ 132,489.00	\$ 45,040.00	\$ -	\$ (109,881.00)	\$ 8,077.00	\$ 7,577.00	\$ 58,053.00	\$ (18,406.00)	\$ 50,943.00	\$ 155,577.00	\$ (129,664.00)	\$ 14,079.00	\$ (9,671.00)	

**BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022**



## **BUDGET AND FINANCE AGENDA ITEM #8**

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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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	<b>Sunset Valley</b> <b>FY 22-23 Budget Working Documents</b> <b>Download generated on 05/20/2022</b> <b>Funds Filter - GN-Equipment Repair &amp; Replacement Fund</b>		<b>2015-16 Budget</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2017-18 Budget</b>	<b>2018-19 Actual</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>	<b>2019-20 Actual</b>	<b>2020-21 Budget</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2021-22 Budget</b>	<b>2022-23 Proposed Base Budget</b>	<b>2022-23 B&amp;F Proposed Revenue Revisions &amp; Workforce Changes</b>	
1	Transfers/Subsidy	Operating Transfers In	\$ -	\$ -	\$ 562,126.00	\$ 562,126.00	\$ 148,255.00	\$ -	\$ 163,426.00	\$ 163,426.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,806.00	\$ 285,000.00	\$ 285,000.00	Transfer in from General Fund for Repair and Replacement. Amount transferred in FY20 \$133,057.
2	Misc Revenues	Repair & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000.00	\$ 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	\$ 364.00	\$ -	\$ -	\$ -	
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	\$ 364.00	\$ 102,806.00	\$ 500,000.00	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	Other Operating Expenses	City Facilities Infrastructure	\$ 96,827.00	\$ 3,615.00	\$ 96,827.00	\$ -	\$ -	\$ 101,827.00	\$ 24,320.00	\$ 91,207.00	\$ 78,207.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Other Operating Expenses	Communication 800 mghz 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Other Operating Expenses	Computer Equip/Software 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13	Other Operating Expenses	Video Cameras 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 - Buildings	\$ 6,000.00	\$ 567.00	\$ 9,000.00	\$ -	\$ -	\$ 12,567.00	\$ -	\$ 15,000.00	\$ 17,433.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	Other Operating Expenses	Trail Replacement/Major 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	Other Operating Expenses	Advertising / Public Notices	\$ -	\$ -	\$ -	\$ -	\$ (5,925.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Contract Services	Playground / Park 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		\$ 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)	\$ 364.00	\$ 102,806.00	\$ 500,000.00	\$ 500,000.00	

**BUDGET AND FINANCE COMMITTEE MEETING DATE: MAY 26, 2022**



## **BUDGET AND FINANCE AGENDA ITEM #9**

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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

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**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.~~

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### 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. ~~Travel must be directly related to the employees position or in the interest of the City of Sunset Valley.~~

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 a~~ Appropriate 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~~ 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.

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#### 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.
3. 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.



#### 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.

#### H.H. Taxi

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

#### H.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>

<del>Out of Town Travel status during:</del>	<del>Per diem paid:</del>
<del>Breakfast 7:00 – 8:00 a.m.</del>	<del>\$12.00</del>
<del>Lunch 12:00 – 1:00 p.m.</del>	<del>\$18.00</del>
<del>Dinner 6:00 – 7:00 p.m.</del>	<del>\$36.00</del>

~~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.).

#### ~~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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