



**NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, JUNE 2, 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 June 2, 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 Approve minutes from the 05/26/2022 meeting
4. 6:10 – 6:25 Presentation, review, and discussion of FY23 Budget- Overview
5. 6:25 – 6:55 Review, discuss, and possibly recommend Public Works Department for the FY23 Budget
6. 6:55 – 7:25 Review, discuss, and possibly recommend the Public Works portion of Repair & Replacement for the FY23 Budget
7. 7:25 – 7:55 Review, discuss, and possibly recommend for approval to City Council the April 2022 Financial Statements
8. 7:55 – 8:10 Review, discuss, and possibly recommend for approval to City Council Budget Adjustment #12
9. 8:10 – 8:20 Review and discuss the FY23 Budget calendar
10. 8:20 – 8:30 Review, discuss, and possibly approve changes to the FY23 Budget based on the Mayor's requested items
11. 8:30 – 8:35 Suggestions for future agenda items
12. 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 27th day of May at 6:00 PM.

Matt Lingafelter
Matt Lingafelter
City Secretary

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #3

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

SUBJECT: MINUTES

DESCRIPTION: Approve minutes from the 05/26/2022 meeting

BACKGROUND: N/A

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 05/26/2022



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
Matt Lingafelter, Assistant City Administrator

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

1. Call to Order
Meeting started at 6:04 PM

2. Citizen Comments

Can we get the packets printed out or in Excel in the future, they are too small to read online. Also, would like the account numbers back on the spreadsheet as well. Freeze top and side panes.

Create a dropbox to put files in for access and send link to all members.
Need permanent PDF's

3. Council Liaison Report

Rudi R. gave detailed presentation of all council items. Regarding item #3 should city sell property without citizen approval? Trail enforcement officer will come from general fund, has been council approved.

4. Approve minutes from the 05/12/2022 meeting

1 correction on #7 should be R&R instead of gant.

Motion: Shakthi, 2nd: Jose. Approved unanimously.

5. Overview presentation, review, and discussion of the General Fund FY23 Budget, including the Mayor's requested items

Council has only approved the new positions. Prior years fire safety was in General Government Department and was moved to Public Safety Department during last years budget at the request of Budget & Finance Committee.

Ariel questioned transfers out for Repair & Replacement and utility subsidies stating that it made Admin dpt look top heavy. Sylvia suggested moving it to general government instead of admin. GL code for subsidies is not included in opengov.

6. Review, discuss, and possibly recommend Administration Department for the FY23 Budget

Increase in salary question: That does not include the mayor's request for increased COLA, Includes 4% COLA and Step program. Do we do the increased COLA from Revenues or Reserves? Committee decided to look at COLA later- Sylvia suggested an ending agenda item for each meeting to discuss Mayor requested items.

Committed funds in CIP is 1.4 Million. \$700,000 of beautification is part of the committed funds. Estimated an increase on insurance of 15%.

Contract Services is only shredding no longer have storage facilities- reduced line from \$6000 to \$3500

Motion to move Utility subsidies, infrastructure and Repair and replacement \$1,670,345. to General Gov instead of admin: Ariel, 2nd: Terry Approved unanimously

Motion to approve proposed admin budget with changes: Charles 2nd: Terry Approved unanimously

7. Review, discuss, and possibly recommend Public Safety & Crime Control Departments for the FY23 Budget Potential CIP ask in Public Safety.

Motion to approve Public Safety operational budget: Ariel, 2nd Jose, Approved unanimously

Crime Control surplus to be made from the Crime Control reserves Motion: Chip, 2nd Ariel, Approved unanimously

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

\$30k is a recurring amount, and \$90k is one time for the vehicle. Replacing 2017 vehicles with all blue vehicles. Options are Crime control reserve fund, repair and replace or General fund.

Motion to approve with vehicle replacement and cameras to come from Crime control fund \$90k. Motion Terry, 2nd Shakthi, Approved unanimously

9. Review, discuss, and possibly make a recommendation to City Council on FP-315 Travel Expense Reimbursement Travel

Should be paid prior to travel rather than a refund. Travel time won't be paid if you are not working. Food is not tolerated or not available should still be able to be paid for meal based on state standard GSA Rate of per diem.

Add clause that requires a receipt for travel, etc that must be turned in within 7 days or the employee must reimburse the city within 30 days or may be docked from their pay. Memorialize URLs.

Motion to approve travel with the added clause. Motion: Terry, 2nd: Shakthi, Approved unanimously

10. Suggestions for future agenda items

Move meeting to a larger space.

Discussion of the COLA. Put a Parking Lot at the end of each agenda.

Total compensation to all employees in the city. Salary compensation letter for employees each year.

11. Adjourn Motion: Shakthi, 2nd: Chip

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #4

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

SUBJECT: FY23 BUDGET – FY23 BUDGET OVERVIEW

DESCRIPTION: Presentation, review, and discussion of FY23 Budget- Overview

In this session of Budget and Finance, we will dive into detail into the budget overview including the work to date.

[To view a copy of this budget in OpenGov, please click this link.](#)

Overall Budget at a Glance:

How much money will the City have in the bank at the start of FY23?					
Fund	Reserve	Committed	Non-Committed	Restricted	Total Balance
General Fund	5,355,022	1,417,032	3,589,459	19,305	\$ 10,380,818
Utility Fund	374,998	4,640,094			\$ 5,015,092
Street Fund				8,319,511	\$ 8,319,511
Hotel Occupancy Tax Fund				704,366	\$ 704,366
Venue Tax Fund		32,828		1,298,763	\$ 1,331,591
Crime Control & Prevention District				431,363	\$ 431,363
GN Equipment Repair & Replacement Fund		153,577			\$ 153,577
City Facilities Fund		72,768			\$ 72,768
Drainage Fund		753,086			\$ 753,086
Total	5,730,020	7,069,384	3,589,459	10,773,308	\$ 27,162,172

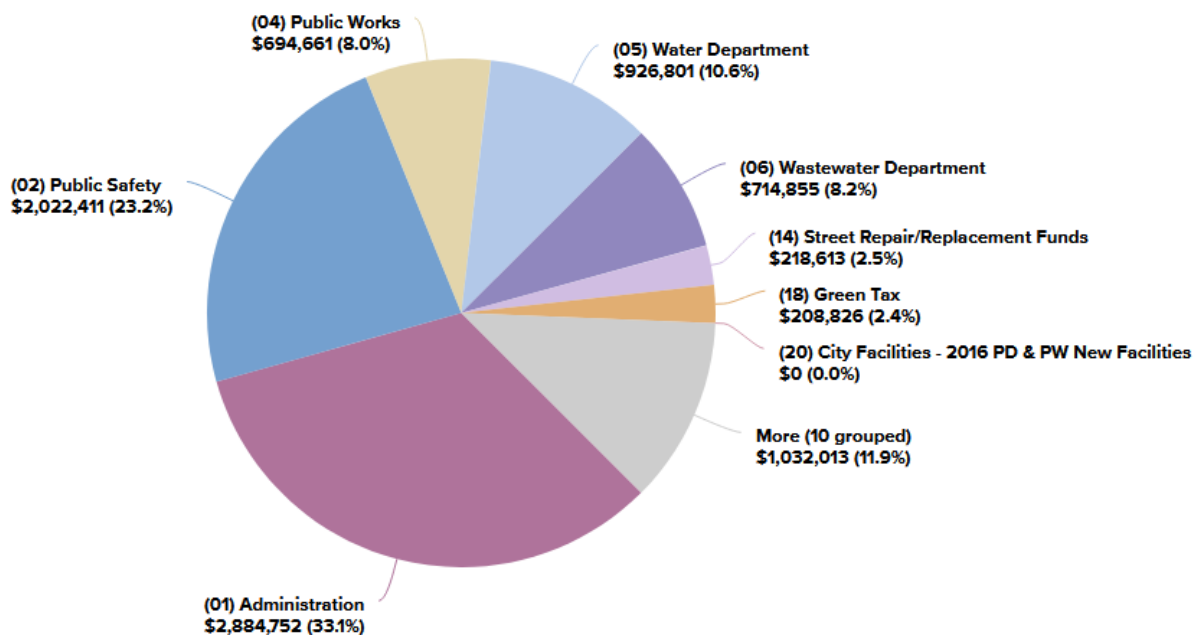
Revenues: \$10,358,733

- Sales Tax Revenue: \$7,030,000
- Transfers/Subsidy: \$1,263,019
- Utility Sales: \$1,075,572
- HOT Tax: \$255,000
- Misc Revenues: \$271,336
- Interest: \$208,623
- Franchise Fees: \$125,000
- Court Fees & Fines: \$35,183
- Permits: \$45,000
- Mixed Beverage Tax: \$50,000

Expenses: \$8,702,931

- Administration: \$2,884,752
- Public Safety: \$2,022,411

- Municipal Court: \$73,352
- Public Works: \$694,661
- General Government: \$76,600
- Water: \$926,801
- Wastewater: \$714,855
- Solid Waste: \$212,868
- Street: \$218,613
- Hotel Occupancy Tax: \$106,350
- Venue/Green Tax: \$208,826
- Crime Control: \$461,420
- Drainage: \$101,423



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

SUPPORTING MATERIALS PROVIDED: YES

- [BUDGET BY HYPERLINK](#)
- EXCEL SHEETS FOR REVIEW

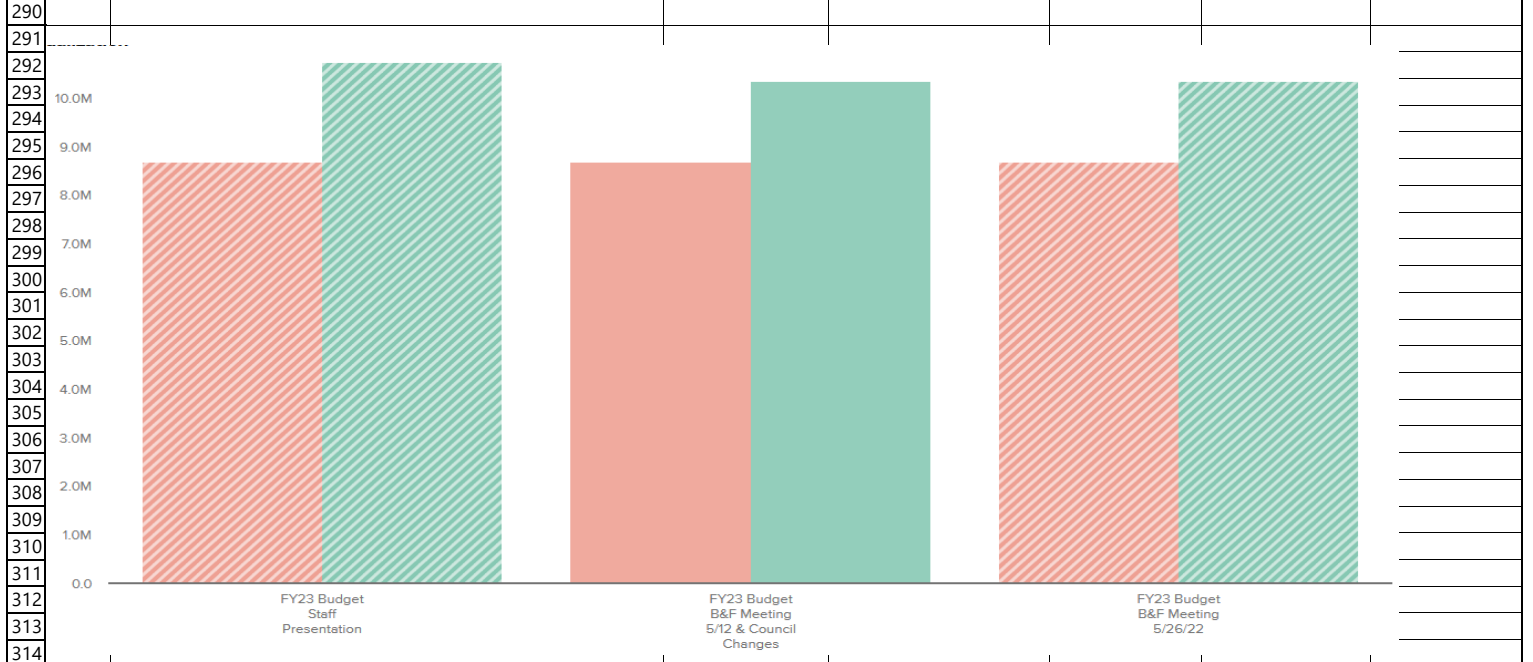
	A	B	C	D	E	F	G
1		Sunset Valley					
2		Draft PROPOSED FY 22-23 Budget - Types					
3		Download generated on 05/27/2022					
4			FY23 Budget Staff Presented	FY23 Budget B&F 5/12 & Council Changes	Changes	FY23 Budget B&F 5/26 Changes	Changes
5		Revenues					
6		Sales Tax Revenue					
7		(4180) Sales & Use Tax	5,700,000	5,415,000	Reduction of 5% per B&F	5,415,000	
8		(4185) Sales and Use Tax - R&M Street	750,000	712,500	Reduction of 5% per B&F	712,500	
9		(4184) Sales and Use Tax - Green Tax	475,000	451,250	Reduction of 5% per B&F	451,250	
10		(4181) Sales & Use Tax - Crime Control and Prevention Tax	475,000	451,250	Reduction of 5% per B&F	451,250	
11			7,400,000	7,030,000		7,030,000	
12		Transfers/Subsidy					
13		(4300) Operating Transfers In	495,000	495,000		495,000	
14		(SUBSIDIES) Subsidy Transfer	768,019	768,019		768,019	
15			1,263,019	1,263,019		1,263,019	
16		Utility Sales					
17		(4220) Utility Sales	1,075,572	1,075,572		1,075,572	
18							
19		Hotel Occupancy Tax					
20		(4080) Hotel Occupancy Tax	255,000	255,000		255,000	
21							
22		Misc Revenues					
23		(4190) Sale of Assets	0	0		0	
24		(REP&REP) Repair & Replacement	215,000	215,000		215,000	
25		(4040) Fire District Collection Fees	35,000	35,000		35,000	
26		(4699) Other Revenues	0	0		0	
27		(4110) Miscellaneous Fees & Charges	5,000	5,000		5,000	
28		(4000) Adopt A Tree Energy Program	4,724	4,724		4,724	
29		(4028) Event Revenue	4,764	4,764		4,764	
30		(4009) Property Lease Revenue	0	0		0	
31		(4025) Donations	0	0		0	
32		(4100) Late Fees (A/R)	1,548	1,548		1,548	
33		(4070) Grant Revenue	0	0		0	
34		(4022) Credit Card Convenience Fees	1,755	1,755		1,755	
35		(4090) Insurance Recovery of Loss	0	0		0	
36		(4060) General Fees & Inspections	1,488	1,488		1,488	
37		(4210) Tap Fees - Reconnects	839	839		839	
38		(4105) Loose Funds - State Comptroller	0	0		0	
39		(4200) School Zone Fees - County/City (Restricted Use)	550	550		550	
40		(4001) Revenue - Ant Bait Program	189	189		189	
41		(4115) Penalties/Fines/Surcharges	317	317		317	
42		(4170) Recycle / Reclamation Sales	162	162		162	
43			271,336	271,336		271,336	
44		Interest Revenue					
45		(4095) Interest	208,623	208,623		208,623	
46							
47		Franchise Fees					
48		(4228) Franchise Fee - COA Utilities	86,000	86,000		86,000	
49		(4050) Franchise Tax	39,000	39,000		39,000	
50			125,000	125,000		125,000	
51		Court Fees and Fines					
52		(4030) Court Income Fines	18,079	18,079		18,079	
53		(4020) Court Income - Fees	13,305	13,305		13,305	
54		(4230) Warrant Fee Collections	2,967	2,967		2,967	
55		(4038) Court Technology Fee	438	438		438	
56		(4035) Court Security Fee	328	328		328	
57		(4036) Court-Truancy Prevention Fund	32	32		32	
58		(4032) Court-Time Payment Fee	32	32		32	
59		(4037) Court - Jury Fund	3	3		3	
60			35,183	35,183		35,183	
61		Mixed Beverage Tax					
62		(4182) Mixed Beverage Receipts Tax	50,000	50,000		50,000	

	A	B	C	D	E	F	G
4			FY23 Budget Staff Presented	FY23 Budget B&F 5/12 & Council Changes	Changes	FY23 Budget B&F 5/26 Changes	Changes
63							
64		Permits					
65		(4120) Permits, Licenses & Fees	45,000	45,000		45,000	
66		(4121) Permit Billing	0	0		0	
67			45,000	45,000		45,000	
68							
69		Total Revenues	10,728,733	10,358,733		10,358,733	
70							
71							
72		Expenses					
73		Salary, Benefits, and Other Compensation					
74		(5000) Salaries	1,924,266	2,043,928	Add new positions per council	2,043,928	
75		(5140) TMRS City Contribution	248,216	248,216		248,216	
76		(5121) Medical Insurance Benefits	282,642	282,642		282,642	
77		(5050) Salary - Patrol Officer	0	0		0	
78		(5090) Salary - Overtime	110,205	110,205		110,205	
79		(5025) Salary - City Administrator	0	0		0	
80		(5075) Salary - Sergeants	0	0		0	
81		(5150) Workers Compensation Benefits	64,889	64,889		64,889	
82		(5015) Salary - Chief of Police	0	0		0	
83		(5060) Salary - Public Works Director	0	0		0	
84		(5030) Salary - Parks & Natural Resources Mgr.	0	0		0	
85		(5048) Salary - Lieutenant	0	0		0	
86		(5045) Salary - Detective	0	0		0	
87		(5027) Salary - Assistant City Administrator	0	0		0	
88		(5010) Salary - PW Operations Manager	0	0		0	
89		(5130) Medicare Tax - Employers Contribution	32,473	32,473		32,473	
90		(5066) Salary - Ground Maintenance Supervisor	0	0		0	
91		(5093) Salary - Holiday Pay	31,000	31,000		31,000	
92		(5080) Salary - Utilities Superintendent	0	0		0	
93		(5055) Salary - Police Records Admin Assist	0	0		0	
94		(5077) Salary - Youth Program	40,000	40,000		40,000	
95		(5001) Salary - Accounting Clerk	0	0		0	
96		(5091) Salary - Licensing Incentives	42,350	42,350		42,350	
97		(5057) Salary - Administrative Clerk	0	0		0	
98		(5006) Salary - Assistant to the City Administration	0	0		0	
99		(5065) Salary - Development Permit Coordinator	0	0		0	
100		(5064) Salary - Maintenance Tech (QD)	0	0		0	
101		(5063) Salary - Maintenance Tech 1 (RS)	0	0		0	
102		(5068) Salary - Maintenance Tech (CW)	0	0		0	
103		(5122) Dental Insurance Benefits	13,536	13,536		13,536	
104		(5084) Salary - Cell phone allowance	7,040	7,040		7,040	
105		(5046) Salary - Longevity	9,772	9,772		9,772	
106		(5124) Long Term Disability Insurance	10,035	10,035		10,035	
107		(5035) Salary - Reserves	25,000	25,000		25,000	
108		(5357) Salary - Municipal Judge	0	0		0	
109		(5088) Salary - Shift Differential	5,400	5,400		5,400	
110		(5061) Salary - Maintenance Tech (GG)	0	0		0	
111		(5087) Salary - Education	6,700	6,700		6,700	
112		(5126) Short Term Disability Insurance	7,719	7,719		7,719	
113		(5127) Health Savings Account	15,000	15,000		15,000	
114		(5062) Salary - Maintenance Tech (DV)	0	0		0	
115		(5089) Tuition Reimbursement	12,000	12,000		12,000	
116		(5131) TWC - Employers Contribution	7,708	7,708		7,708	
117		(5094) Salary-Water Sampling	0	0		0	
118		(5086) Salary - Bilingual	5,347	5,347		5,347	
119		(5092) Salary - Holiday Traffic Control	5,000	5,000		5,000	
120		(5002) Salary - Accountant	0	0		0	
121		(5078) Salary - Teen Program	0	0		0	
122		(5135) Social Security Contribution	5,347	5,347		5,347	
123		(5123) Vision Insurance	2,652	2,652		2,652	
124		(5072) Reserve Officer - Part Time	0	0		0	
125		(5120) Life Insurance Benefits	1,505	1,505		1,505	

	A	B	C	D	E	F	G
4			FY23 Budget Staff Presented	FY23 Budget B&F 5/12 & Council Changes	Changes	FY23 Budget B&F 5/26 Changes	Changes
126		(5067) Salary - PW - Contract Services Specialist	0	0		0	
127		(5076) Salary - PW Maintenance Tech (QD)	0	0		0	
128		(5535) Cellular Phones/ Pagers	0	0		0	
129		(5099) Payroll Expenses - Payroll Services	0	0		0	
130			2,915,802	3,035,464		3,035,464	
131		Other Operating Expenses					
132		(6000) Capital Outlay	0	0		0	
133		(5750) Repair & Maintenance - Streets & Drainage	150,000	150,000		150,000	
134		(5758) Repairs & Maintenance - System	50,000	50,000		50,000	
135		(5782) Software Maintenance Fees	139,077	139,077		139,077	
136		(5835) Utilities: elec/water/wastewater/telephone/gas	105,200	105,200		105,200	
137		(5500) Advertising / Public Notices	3,500	3,500		3,500	
138		(5614) 911 Call Share	80,000	80,000		80,000	
139		(5523) Building Services	38,000	38,000		38,000	
140		(5645) Fuel	38,750	38,750		38,750	
141		(5655) Insurance - Fire/Theft/Vandalism/Bonds	45,885	45,885		45,885	
142		(5711) Open Space Management	45,000	45,000		45,000	
143		(5590) Depreciation Expense	0	0		0	
144		(5820) Training & Education - City Staff	36,850	36,850		36,850	
145		(5755) Repair & Maintenance - Vehicles	26,700	26,700		26,700	
146		(5740) Repair & Maintenance - Buildings	30,000	30,000		30,000	
147		(5877) Water Conservation Program	20,000	20,000		20,000	
148		(5656) Insurance - Liability	7,655	7,655		7,655	
149		(5625) Equipment Acquisition	16,000	16,000		16,000	
150		(5860) Vehicle Insurance	15,810	15,810		15,810	
151		(5745) Repair & Maintenance - Equipment	17,400	17,400		17,400	
152		(5830) Uniforms	14,800	14,800		14,800	
153		(5764) Security System - Buildings	0	0		0	
154		(5613) 800 mghz Operation and Maintenance	13,500	13,500		13,500	
155		(5705) Office Supplies/Delivery Fees	11,300	11,300		11,300	
156		(5600) Dues / Subscriptions / Fees	15,125	15,125		15,125	
157		(5761) Repair & Maintenance - Water Quality Ponds	-500	-500		-500	
158		(5560) Computer Equip/Software Acquisition	0	0		0	
159		(5746) Repair & Maint. - Drainage-Streets & ROW	19,000	19,000		19,000	
160		(5753) Repair & Maintenance - Trails & Footpaths	6,500	6,500		6,500	
161		(5744) Repair & Maintenance - Parks & Grounds	12,000	12,000		12,000	
162		(5515) Bank / Management Fees	12,000	12,000		12,000	
163		(5725) Printing	9,200	9,200		9,200	
164		(5749) Repair and Maintenance - Natural Waterways	12,000	12,000		12,000	
165		(5735) Rental Expense - Equipment	8,750	8,750		8,750	
166		(5880) Water Quality Ponds	15,000	15,000		15,000	
167		(5815) Training - Mileage Reimbursement	9,550	9,550		9,550	
168		(5699) Storm Water Program	20,000	20,000		20,000	
169		(5845) Vehicle Acquisition	0	0		0	
170		(5545) Coffee / Food Service	2,500	2,500		2,500	
171		(5706) Postage	5,000	5,000		5,000	
172		(5726) Property Lease Expense	5,200	5,200		5,200	
173		(5780) Software Acquisition	0	0		0	
174		(5743) Repair & Maintenance - Landscaped Areas	4,500	4,500		4,500	
175		(5516) Credit Card Fees	5,000	5,000		5,000	
176		(5727) Audio System	0	0		0	
177		(5505) Ammunition	4,800	4,800		4,800	
178		(5696) City Facilities Infrastructure	0	0		0	
179		(5570) Consumables	2,900	2,900		2,900	
180		(5510) Animal Control	3,500	3,500		3,500	
181		(5748) Repair & Maintenance - Fencing	2,500	2,500		2,500	
182		(5525) Bullet Proof Vests	4,000	4,000		4,000	
183		(5601) Organizational Memberships	2,500	2,500		2,500	
184		(5575) Wildlife Management & Implementation	2,500	2,500		2,500	
185		(5695) Eco Event/Native Tree Planting	3,000	3,000		3,000	
186		(5825) Training & Supplies - City Council	1,000	1,000		1,000	
187		(5100) Exams/ Testing / Certifications	2,700	2,700		2,700	
188		(5823) Education Programs	3,750	3,750		3,750	
189		(5565) Conservation Rangers	3,000	3,000		3,000	
190		(5626) ATV Vehicles	0	0		0	

	A	B	C	D	E	F	G
4			FY23 Budget Staff Presented	FY23 Budget B&F 5/12 & Council Changes	Changes	FY23 Budget B&F 5/26 Changes	Changes
191		(5622) Police Equipment Reserve	0	0		0	
192		(5704) Employee Appreciation	1,500	1,500		1,500	
193		(5547) Ice Service	0	0		0	
194		(5770) Small Equipment Repair/Purchase	1,000	1,000		1,000	
195		(5720) Personal Vehicle Use Mileage Expense	650	650		650	
196		(5615) Election Expense	950	950		950	
197		(5762) Reprographics Services	2,000	2,000		2,000	
198		(5650) Hazardous Material Disposal	1,500	1,500		1,500	
199		(5630) Fencing	0	0		0	
200		(5795) Tire Recycling	800	800		800	
201		(5810) Training - LEOSE Funds	0	0		0	
202		(5808) Trail Replacement/Major Repairs	0	0		0	
203		(5624) Backhoe - Replacement	0	0		0	
204		(5690) Municipal Court Supplies	150	150		150	
205		(5559) Community Events - Activity Program for Seniors	0	0		0	
206		(5698) MDC - Replacement	0	0		0	
207			1,110,952	1,110,952		1,110,952	
208		Transfers/Subsidies					
209		(7000) Operating Transfers Out	500,000	500,000		500,000	Moved from admin to gen gov
210		(SUBSIDY) Utility Subsidy	897,345	897,345		897,345	Moved from admin to gen gov
211			1,397,345	1,397,345		1,397,345	
212							
213		Utilities Expenses					
214		(5373) Utility Contractual Services	1,258,660	1,258,660		1,258,660	
215		(5841) Utility Line Infrastructure	210,000	210,000		210,000	
216		(5798) Annual WW Line Inspections	20,000	20,000		20,000	
217		(5374) Utility Dumpster Rental	7,000	7,000		7,000	
218		(5375) Utility Inspections	750	750		750	
219			1,496,410	1,496,410		1,496,410	
220		Contract Services					
221		(5350) Grounds Maintenance	218,404	218,404		218,404	
222		(5343) IT Management Services	126,584	126,584		126,584	
223		(5306) Attorney	62,000	62,000		62,000	
224		(5327) Engineer - Design Fees	3,000	3,000		3,000	
225		(5309) Audit	50,000	50,000		50,000	
226		(5326) Emergency Fund	100,000	100,000		100,000	
227		(5330) Engineer - Review & Inspection Fees	50,000	50,000		50,000	
228		(5312) Building Inspections/Structural Engineer	27,500	27,500		27,500	
229		(5321) Contingency Fund	63,800	63,800		63,800	
230		(5310) Economic Development - Business Survey	0	0		0	
231		(5381) Water Quality Consultants	12,000	12,000		12,000	
232		(5362) Ordinance Codification Maintenance	10,000	10,000		10,000	
233		(5324) Emergency Response Services-non City	15,000	15,000		15,000	
234		(5332) Planning Services	0	0		0	
235		(5367) Payroll Services	5,000	5,000		5,000	
236		(5366) Records Management	6,000	6,000		3,500	Removed offsite storage from budget
237		(5303) Aquifer District Fees	3,500	3,500		3,500	
238		(5349) Digital Mapping Services	0	0		0	
239		(5200) Temporary Help	1,500	1,500		1,500	
240		(5354) Municipal Court Services	500	500		500	
241		(5325) Construction Management Services	0	0		0	
242		(5360) Playground / Park Funds/Recreation Venue	0	0		0	
243		(5371) Industrial Waste Services	0	0		0	
244			754,788	754,788		752,288	
245		Fire & Emergency Services					
246		(5336) Fire and Emergency Services	579,222	579,222		579,222	
247							
248		Community Programs					
249		(5551) Sunset Valley Arts Commission-Arts Fest	39,915	39,915		39,915	

	A	B	C	D	E	F	G
4			FY23 Budget Staff Presented	FY23 Budget B&F 5/12 & Council Changes	Changes	FY23 Budget B&F 5/26 Changes	Changes
250		(6551) Advertising - Art Fest	41,435	41,435		41,435	
251		(6556) Advertising - SFC	0	0		0	
252		(5444) Energy Conservation Rebates	15,000	15,000		15,000	
253		(5552) Sunset Valley Arts Commission-Community Programs	26,400	26,400		26,400	
254		(5410) Brush Chipping Program	15,000	15,000		15,000	
255		(5556) SFC- Farmer's Market	27,500	27,500		27,500	
256		(5133) Urban Forestry	10,000	10,000		10,000	
257		(5400) Adopt A Tree Energy Conservation	7,500	7,500		7,500	
258		(5554) JDRF One Walk 2016	5,000	5,000		5,000	
259		(5558) Community Events - Spring Fling	6,000	6,000		6,000	
260		(5472) Spring Cleaning Program	7,500	7,500		7,500	
261		(5455) National Crime Nite Out	3,500	3,500		3,500	
262		(5450) Library Card Reimbursement	2,500	2,500		2,500	
263		(5475) Volunteer Awards Banquet	6,000	6,000		6,000	
264		(5439) Community Partnership	3,000	3,000		3,000	
265		(5436) Trails Master Plan	1,500	1,500		1,500	
266		(5476) Teen Program Expenses	2,000	2,000		2,000	
267		(5446) Environmental Monitoring Program	2,500	2,500		2,500	
268		(5437) Community Gardens	1,000	1,000		1,000	
269		(5447) Pollution reduction Program	1,500	1,500		1,500	
270		(5651) American Indian Heritage Pow Wow	0	0		0	
271		(5649) Youth Event	0	0		0	
272		(5561) Community Events	0	0		0	
273		(5401) Ant Bait Program	0	0		0	
274		(5490) Tree Fund - Expenses	0	0		0	
275		(5555) Holiday Kick-off Event-Shipping Centers	0	0		0	
276		(5445) Env & Planning Library / Information	0	0		0	
277		(5460) Neighborhood Watch Program	0	0		0	
278		(5440) Crime Prevention Program / Child Safety ID	0	0		0	
279			224,750	224,750		224,750	
280		Misc Expenses					
281		(PROPOSED) Proposed New Line	94,000	94,000		94,000	
282		(5775) Small Tools	10,000	10,000		10,000	
283		(5201) Miscellaneous Expenses	0	0		0	
284		(5678) Sales & Use Tax	0	0		0	
285			104,000	104,000		104,000	
286							
287		Total Expenses	8,583,269	8,702,931		8,700,431	
288							
289		Revenues Less Expenses	2,025,801	1,655,801		1,658,301	



BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #5 & #6

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

SUBJECT: FY 22-23 OVERALL PUBLIC WORKS BUDGET

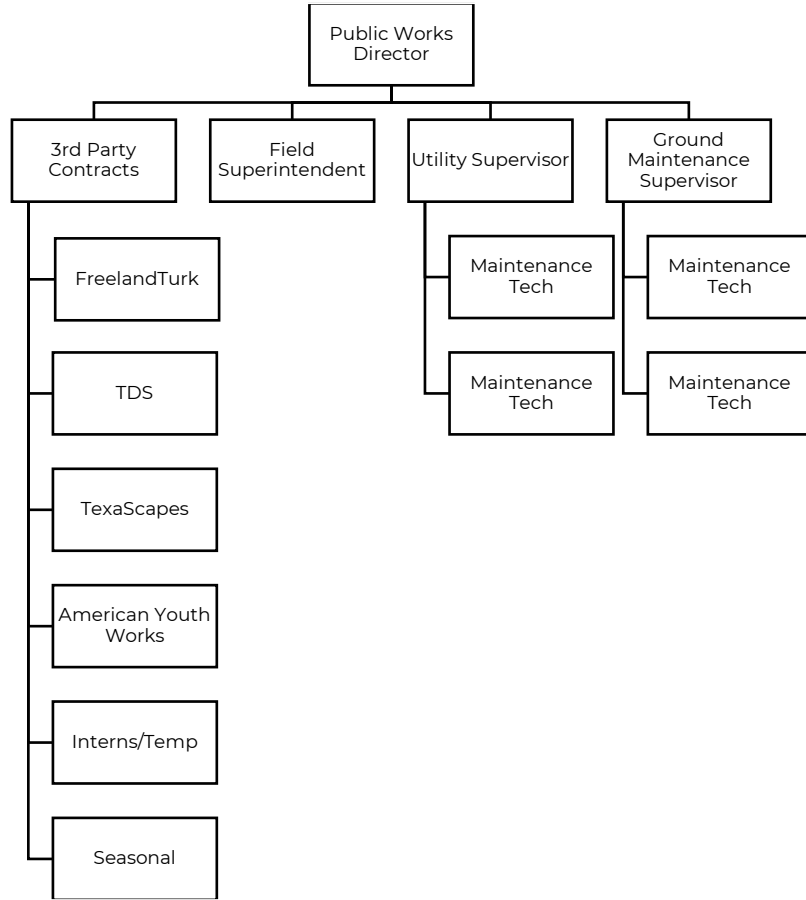
DESCRIPTION: Review, discuss, and possibly recommend Public Works Department for the FY23 Budget

BACKGROUND: Traditionally, these are shown as separate funds, however, a consolidated version is shown here.

Separate itemized budgets are shown in the backup material.

The Public Works Department is responsible for maintaining all the City's infrastructure, public lands, and other assets. The Public Works Department provides water, wastewater, solid waste, drainage, streets, parks, facilities, and green space maintenance services throughout the City. The City of Sunset Valley has an extensive amount of infrastructure and amenities packed into one square mile. The Public Works Department strives to make Sunset Valley a wonderful place to live and visit. The Public Works Department provides a variety of services and programs for residents, businesses, and visitors to Sunset Valley including:

- Water Operation
- Wastewater Operations
- Solid Waste Services
- Watershed Protection
- CIP Management
- Parks and Open Space
- Urban Forestry
- Wildlife Management
- Streets & Drainage
- Facilities Maintenance



Budget at a Glance

Revenue: \$740,461

- General Fund - \$689,748
- Adopt-a-Tree and Ant Bait Revenue: \$4,913
- Mulch Delivery Fees - \$1,800
- Equipment Repair & Replacement - \$44,000

Expenses: \$694,661

- Salaries & Benefits: \$159,628
- Contract Services: \$332,083
- Community Programs: \$41,000
- Other Expenses: \$161,950

Equipment Repair & Replacement: \$44,000

- Mower \$8,000
- Kubota Tractor - \$36,000

Public Works - General Fund Overall Budget		
Revenue	\$ 689,748	General Fund
	\$ 4,913	Adopt-a-Tree/Ant Bait
	\$ 1,800	Mulch Delivery
	\$ 44,000	Equipment Repair & Replacement
	\$ 740,461	
Expenses	\$ 696,461	General Fund
	\$ 44,000	Equipment Repair & Replacement
	\$ 740,461	
Additional Request		
	\$ 30,000	Staff
	\$ 58,650	Equipment
	\$ 12,500	Programs
	\$ 101,150	

Proposed Additional – Not Currently Included in the Budget - \$101,150

Programs - \$12,500

- Green Business Program - \$5,000.00
- Sponsor PEAS at the elementary school - \$7,500.00 *(One-time expense - can be funded from restricted funds in the General Fund as part of a surcharge from tickets in school zones. The restricted funds have not been used and have accumulated an amount of ~\$12,000. These funds are restricted to specific programs designed to enhance child safety, health, or nutrition.)*

Equipment - \$58,650

- Additional vehicle for PW/Admin use such as a Ford Explorer to be used by staff to visit job sites, inspections, etc. All other vehicles are accounted for by field use - \$30,000.
- Small chipper for trail use to help mitigate wildfire concerns - \$20,000
- iPads for field use - \$3,600
- Continuation of IT Proof of Concept Software
 - PubWorks - \$3,050
 - ERSI/GIS - \$2,000

Staff - \$30,000

- PT GIS intern (no benefits) - \$30,000

Public Works 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 Works 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 \$181,250 being PW expenses (\$164,250 facilities plus \$17,000 Kubota).

The Repair & Replacement items affected by Public Works in the FY23 Budget would be shown in yellow highlight in the table below.

- \$44,000
 - Mower \$8,000
 - Kubota Tractor - \$36,000

The longer-term impact to Public Works Replacement Schedule estimates the following (not adjusted for inflation):

- FY 23-24 \$99,000
- FY 24-25 \$8,000
- FY 25-26 \$14,500
- FY 26-27 \$37,038
- Beyond FY 27 \$90,000

CITY OF SUNSET VALLEY GENERAL FUND-EQUIPMENT REPAIR/REPLACEMENT FUND FY 22-23		Date of Purchase	Amount to replace	Life Expentency of Item in years	Age as of 9/30/22	YR to Replace
	Public Works					
5618-04	ESRI GPS Tablet (No replacement required)	2012	\$6,200	5	10	will not be replaced
5629-04	Large Scanner and Color Printer - Canon - 1 units	2017	\$14,500	5	5	25-26
5685-04	2015 SCAG 61" Tiger Cat Mower - 4-22-2015	2015	\$8,000	5	7	22-23
5685-04	2016 52" Scag Cub Mower	2017	\$8,000	5	5	24-25
5621-04	2012 Kubota Utility Tractor Package (purchased 2012)	2012	\$36,000	5	10	22-23
5625-04	2017 Bob-cat Skid-steer with Auger Drive/Auger Bits/low prf. Bucketsweeper/track kit	2017	\$70,000	15	5	32-33
5845-04	2013 Chevy Silverado 1500 4x4 General Svcs (3385)(8/14/2013) Unit #402	2013	\$32,000	8	9	23-24
5845-04	2015 Ford Dump Truck F450 4x4 Environmental (1523) 2-15-2015	2015	\$52,000	8	7	23-24
5845-04	2018 Chevrolet Crew Cab	2018	\$37,038	8	4	26-27
5626-04	2011 Kubota RTV 1140 (ATV Vehicle - Kubota (purchased 12-6-11))	2012	\$17,000	5	10	21-22
5626-04	2016 Kubota-RTV - Utility Vehicle RTV-X900W (purchased 03/25/2016)	2016	\$15,000	5	6	23-24
5808-04	Village Trail Buffer Bridge	1999	\$20,000	30	23	30-31
7178-04	Lovegrass Lane Split Rail Fence (installed Aug. 2014) (Will not be replaced)	2014	\$35,000	10	8	Will not be replaced

Repair and Replacement Fund Balance

- FY 21-22 Ending Fund Balance: \$153,841 (Estimate using the below costs)
- 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 Purchases in FY22	\$ 153,841.00			\$ 80,000.00	PW-Chipper, Mower, Kabota Tractor
Requests for FY 22-23				\$ 170,000.00	
Fund Balance at the End of FY 22-23 (Not including any additional funding)				\$	(16,159.00)

- Facilities Projects \$164,250 – *(Council approved \$42,120 on 5/17/2022)*

FY 22-23 Proposed Expenses

- \$44,000
 - Mower \$8,000
 - Kubota Tractor - \$36,000

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

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

SUPPORTING MATERIALS PROVIDED: YES

- FY23 PUBLIC WORKS GENERAL FUND AND REPAIR & REPLACEMENT BUDGET

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Sunset Valley FY 22-23 Budget Working Documents Funds Filter - General Operating Fund Departments Filter - Public Works	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Base Budget	2022-23 Proposed Budget	Notes
2	Revenue																	
3	(4000) Adopt A Tree Energy Program	\$ 7,000	\$ 12,899	\$ 7,000	\$ 7,188	\$ 7,000	\$ 5,770	\$ 9,147	\$ 9,147	\$ 7,000	\$ 8,213	\$ -	\$ 4,283	\$ 4,724	\$ -	\$ 4,724	\$ 4,724	
4	(4001) Revenue - Ant Bait Program	\$ 800	\$ 308	\$ 800	\$ 497	\$ 800	\$ 118	\$ 800	\$ 449	\$ 800	\$ 190	\$ -	\$ 104	\$ 189	\$ 56	\$ 189	\$ 189	
5	(4229) Mulch Delivery Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	
6	Total Revenue	\$ 7,800	\$ 13,207	\$ 7,800	\$ 7,685	\$ 7,800	\$ 5,888	\$ 9,947	\$ 9,596	\$ 7,800	\$ 8,403	\$ -	\$ 4,387	\$ 4,913	\$ 406	\$ 4,913	\$ 4,913	
7																		
8	Salary, Benefits, and Other Compensation																	
9	(5000) Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,865	\$ 86,865	\$ 76,830	\$ 41,603	\$ 83,454	\$ 83,454	Sum of Public Works Salaries
10	(5030) Salary - Parks & Natural Resources Mgr.	\$ 71,439	\$ 72,153	\$ 74,297	\$ 74,270	\$ 76,898	\$ 79,829	\$ 83,374	\$ 83,327	\$ 90,458	\$ 90,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Exempt Position
11	(5060) Salary - Public Works Director	\$ 66,603	\$ 67,520	\$ 68,601	\$ 68,578	\$ 70,655	\$ 74,037	\$ 111,961	\$ 111,898	\$ 104,760	\$ 35,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
12	(5121) Medical Insurance Benefits	\$ 53,171	\$ 50,422	\$ 57,301	\$ 51,176	\$ 61,885	\$ 64,788	\$ 79,140	\$ 73,667	\$ 79,602	\$ 58,829	\$ 9,277	\$ 5,166	\$ 10,230	\$ 5,606	\$ 10,988	\$ 10,988	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.
13	(5140) TMRS City Contribution	\$ 50,283	\$ 44,453	\$ 48,099	\$ 52,456	\$ 52,567	\$ 49,367	\$ 82,758	\$ 81,781	\$ 90,195	\$ 61,400	\$ 11,838	\$ 11,838	\$ 9,380	\$ 5,189	\$ 10,614	\$ 10,614	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.
14	(5066) Salary - Ground Maintenance Supervisor	\$ 52,135	\$ 52,678	\$ 54,221	\$ 54,193	\$ 56,111	\$ 58,310	\$ 64,527	\$ 64,480	\$ 66,140	\$ 66,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
15	(5010) Salary - PW Operations Manager	\$ 49,092	\$ 49,621	\$ 51,055	\$ 51,036	\$ 52,842	\$ 55,159	\$ 75,986	\$ 73,911	\$ 80,828	\$ 46,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
16	(5077) Salary - Youth Program	\$ 16,000	\$ 17,290	\$ 17,280	\$ 14,379	\$ 38,880	\$ 24,037	\$ 38,800	\$ 23,925	\$ 38,800	\$ 385	\$ 11,093	\$ 11,093	\$ 38,880	\$ 252	\$ 40,000	\$ 40,000	The Youth Program provides salaries for Teen employees and Interns. This program is integral to helping to get small projects completed throughout the City during the summer. The program will cover 10 teens and up to 4 interns.
17	(5057) Salary - Administrative Clerk	\$ 27,023	\$ 31,145	\$ 27,833	\$ 27,831	\$ 28,813	\$ 30,128	\$ 42,604	\$ 42,571	\$ 43,669	\$ 26,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
18	(5064) Salary - Maintenance Tech (QD)	\$ 27,548	\$ 31,825	\$ 28,375	\$ 28,293	\$ 28,945	\$ 30,356	\$ 42,591	\$ 42,370	\$ 43,656	\$ 20,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
19	(5150) Workers Compensation Benefits	\$ 16,126	\$ 20,697	\$ 17,739	\$ 14,435	\$ 19,158	\$ 16,628	\$ 28,000	\$ 20,937	\$ 33,583	\$ 20,007	\$ 3,678	\$ 3,566	\$ 19,483	\$ 13,395	\$ 3,868	\$ 3,868	Provides state mandated coverage in the event an employee is injured on the job.
20	(5080) Salary - Utilities Superintendent	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 1,198	\$ 64,522	\$ 64,435	\$ 66,135	\$ 56,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	(5068) Salary - Maintenance Tech (CW)	\$ 21,039	\$ 20,535	\$ 23,561	\$ 23,549	\$ 19,193	\$ 20,150	\$ 26,994	\$ 22,731	\$ 31,200	\$ 30,692	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
22	(5065) Salary - Development Permit Coordinator	\$ 37,573	\$ 47,488	\$ 39,077	\$ 38,872	\$ 25,274	\$ 22,043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	(5063) Salary - Maintenance Tech 1 (RS)	\$ 6,885	\$ 13,234	\$ 7,160	\$ 7,155	\$ 7,374	\$ 6,824	\$ 34,825	\$ 26,163	\$ 37,794	\$ 31,226	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
24	(5061) Salary - Maintenance Tech (GG)	\$ -	\$ -	\$ -	\$ -	\$ 29,120	\$ 17,905	\$ 27,851	\$ 26,403	\$ 37,346	\$ 19,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
25	(5062) Salary - Maintenance Tech (DV)	\$ -	\$ -	\$ -	\$ -	\$ 14,560	\$ 14,159	\$ 30,285	\$ 30,262	\$ 34,320	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Position eliminated FY20
26	(5130) Medicare Tax - Employers Contribution	\$ 6,435	\$ 6,364	\$ 6,596	\$ 6,144	\$ 5,985	\$ 5,487	\$ 9,903	\$ 9,133	\$ 10,308	\$ 6,573	\$ 1,353	\$ 1,353	\$ 1,165	\$ 946	\$ 1,319	\$ 1,319	Employer match to the Medicare portion of social security benefits for teens, interns, and non-regular part-time employees.
27	(5084) Salary - Cell phone allowance	\$ 7,040	\$ 6,912	\$ 7,140	\$ 7,475	\$ 7,200	\$ 7,160	\$ 11,100	\$ 10,120	\$ 5,280	\$ 3,820	\$ 504	\$ 417	\$ 443	\$ 216	\$ 983	\$ 983	Monthly personal phone allowance paid to employees that are required to have a cell phone/radio for city use. Includes funds for 3 replacement phone allowance (every 2 years)
28	(5078) Salary - Teen Program	\$ 21,000	\$ 10,144	\$ 21,600	\$ 22,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29	(5090) Salary - Overtime	\$ 8,539	\$ 5,050	\$ 5,000	\$ 3,483	\$ 8,252	\$ 2,218	\$ 10,294	\$ 3,135	\$ 10,808	\$ 3,942	\$ 1,083	\$ 1,029	\$ 2,046	\$ 1,273	\$ -	\$ -	Overtime calculates for hourly employees. This amount also includes call back and standby. This item reduced in FY 16/17 because water sampling was moved to a separate line item.
30	(5094) Salary-Water Sampling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166	\$ 7,440	\$ 5,785	\$ 7,893	\$ 7,564	\$ 7,893	\$ 6,308	\$ 7,893	\$ 4,391	\$ -	\$ -	Provides for weekend water testing and lift station inspections.
31	(5122) Dental Insurance Benefits	\$ 4,320	\$ 4,440	\$ 4,576	\$ 4,112	\$ 4,942	\$ 4,405	\$ 6,600	\$ 5,283	\$ 5,409	\$ 3,535	\$ 521	\$ 289	\$ 518	\$ 269	\$ 588	\$ 588	Employer pays 100% of Dental Insurance Premiums for the employee.
32	(5046) Salary - Longevity	\$ 2,770	\$ 3,727	\$ 3,010	\$ 3,258	\$ 3,506	\$ 5,011	\$ 3,490	\$ 3,490	\$ 4,006	\$ 4,006	\$ 583	\$ 583	\$ 627	\$ 627	\$ 3,064	\$ 3,064	Paid to employees to have worked for the City for more than 5 years. Paid at \$4.00 per month for the number of years employed.
33	(5091) Salary - Licensing Incentives	\$ -	\$ 1,650	\$ 1,500	\$ 2,538	\$ 1,500	\$ 600	\$ 2,950	\$ 2,950	\$ 3,300	\$ 2,270	\$ 630	\$ 630	\$ 6,174	\$ 1,360	\$ -	\$ -	Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications. Increase due to additional certifications.
34	(5087) Salary - Education	\$ 4,200	\$ 1,925	\$ 2,100	\$ 2,738	\$ 2,100	\$ 1,900	\$ 2,800	\$ 2,800	\$ 2,100	\$ 2,200	\$ 480	\$ 365	\$ 270	\$ 240	\$ 150	\$ 150	Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications.
35	(5086) Salary - Bilingual	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,350	\$ 2,400	\$ 2,350	\$ 2,650	\$ 2,250	\$ 2,400	\$ 2,225	\$ 325	\$ 325	\$ 258	\$ 220	\$ 325	\$ 325	Paid to employees that passed a test that is certified by the City. 4 employees paid at \$50 per month.
36	(5124) Long Term Disability Insurance	\$ 1,716	\$ 1,689	\$ 2,093	\$ 2,242	\$ 2,260	\$ 2,200	\$ 2,314	\$ 2,185	\$ 2,425	\$ 1,812	\$ 325	\$ 129	\$ 384	\$ 228	\$ 436	\$ 436	Employer pays 100% of premium as of March 2012
37	(5131) TWC - Employers Contribution	\$ 2,970	\$ 2,206	\$ 3,972	\$ 125	\$ 2,000	\$ 2,028	\$ 1,980	\$ 1,904	\$ 2,880	\$ 107	\$ 276	\$ 28	\$ 295	\$ 51	\$ 324	\$ 324	Provides funds for state mandated employer contribution to unemployment compensation fund. \$9000 max salary. Increase due to an increase in the rate.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Sunset Valley FY 22-23 Budget Working Documents Funds Filter - General Operating Fund Departments Filter - Public Works	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Base Budget	2022-23 Proposed Budget	Notes
38	(5135) Social Security Contribution	\$ 2,294	\$ 1,751	\$ 2,411	\$ 2,287	\$ 2,411	\$ 1,477	\$ 2,425	\$ 1,633	\$ 2,406	\$ 58	\$ -	\$ -	\$ -	\$ (944)	\$ -	\$ -	Employer match to social security benefits for teens, interns, and non-regular part-time employees.
39	(5110) Merit and Benefits Increases	\$ -	\$ -	\$ -	\$ -	\$ 10,240	\$ -	\$ 6,074	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	(5126) Short Term Disability Insurance	\$ 1,044	\$ 989	\$ 1,180	\$ 1,265	\$ 1,274	\$ 1,358	\$ 1,559	\$ 1,558	\$ 1,595	\$ 1,192	\$ 214	\$ 151	\$ 295	\$ 157	\$ 335	\$ 335	Employer pays 100% of premium as of March 2012
41	(5123) Vision Insurance	\$ 661	\$ 660	\$ 713	\$ 687	\$ 770	\$ 699	\$ 1,056	\$ 808	\$ 932	\$ 677	\$ 105	\$ 57	\$ 101	\$ 55	\$ 115	\$ 115	Employer pays 100% of premium as of March 2012
42	(5089) Tuition Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 3,000	\$ 3,000	Employee Tuition Reimbursement
43	(5120) Life Insurance Benefits	\$ 540	\$ 405	\$ 503	\$ 447	\$ 543	\$ 460	\$ 660	\$ 457	\$ 528	\$ 346	\$ 50	\$ 36	\$ 58	\$ 43	\$ 65	\$ 65	Employer pays 100% of the Life Insurance Premium for the employee.
44	(5535) Cellular Phones/ Pagers	\$ 1,000	\$ 480	\$ 900	\$ 883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45	(5093) Salary - Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113	\$ 113	\$ -	\$ -	\$ -	\$ -	
46	(5099) Payroll Expenses - Payroll Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (376,587)	\$ (260,192)	\$ (354,717)	\$ (241,563)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Salary, Benefits, and Other Compensation	\$ 561,846	\$ 569,855	\$ 580,293	\$ 568,790	\$ 637,658	\$ 602,435	\$ 530,926	\$ 582,160	\$ 586,039	\$ 370,108	\$ 137,207	\$ 130,342	\$ 176,830	\$ 75,176	\$ 159,628	\$ 159,628	
48																		
49	Contract Services																	
50	(5350) Grounds Maintenance	\$ 117,300	\$ 109,980	\$ 117,300	\$ 112,566	\$ 112,300	\$ 111,252	\$ 116,792	\$ 116,757	\$ 135,000	\$ 128,400	\$ 113,923	\$ 113,923	\$ 161,702	\$ 112,313	\$ 188,404	\$ 188,404	Funds to employ contractors to mow, pick up litter and provide landscape and irrigation maintenance services on some of the public grounds and right of ways. The contract is anticipated to increase. An alternative proposal to bring this service in house is being proposed by the Public Works Department which will help to reduce cost and add more flexibility to the department.
51	(5326) Emergency Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 21,030	\$ 100,000	\$ 100,000	Funds set aside for emergency response due to natural disasters.
52	(5343) IT Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,882	\$ 11,882	\$ 19,586	\$ 11,129	\$ 29,379	\$ 29,379	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; Public Works - 10 Computers \$9,793
53	(5325) Construction Management Services	\$ 15,000	\$ 1,560	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 10,000	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Billed to project- \$0 expense in this fund. Provides funds for contract project management assistance for city improvements. Move \$5000 Green Tax FY18/19.
54	(5332) Planning Services	\$ 15,000	\$ 3,450	\$ 15,000	\$ 52	\$ 12,000	\$ -	\$ 7,000	\$ 2,022	\$ 7,000	\$ 27	\$ 29	\$ 29	\$ -	\$ -	\$ -	\$ -	
55	(5200) Temporary Help	\$ 13,000	\$ 12,597	\$ 13,000	\$ 10,173	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 169	\$ -	\$ -	\$ -	\$ -	
56	(5321) Contingency Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,300	\$ 14,300	Provides flexibility for items that may exceed anticipated costs. Given rising rate of inflation and supply chain issues, this fund will be available for transfer money to line items that may potentially go over budget.
57	(5379) Traffic Consultant	\$ 4,500	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
58	Total Contract Services	\$ 164,800	\$ 127,587	\$ 162,800	\$ 122,791	\$ 141,800	\$ 111,252	\$ 136,292	\$ 118,779	\$ 162,000	\$ 128,427	\$ 126,003	\$ 126,003	\$ 231,288	\$ 144,472	\$ 332,083	\$ 332,083	
59																		
60	Other Operating Expenses																	
61	(5523) Building Services	\$ 27,900	\$ 20,287	\$ 27,900	\$ 20,241	\$ 25,900	\$ 18,683	\$ 26,936	\$ 24,010	\$ 33,670	\$ 32,497	\$ 40,425	\$ 40,425	\$ 38,000	\$ 23,097	\$ 38,000	\$ 38,000	Contractual Building Services for Admin, Police, and Public Works to include janitorial services, pest control, fire extinguishers/inspections, heating and AC maintenance, door mat service, and solar panel semi-annual maintenance. Increase for cost inflation.
62	(5740) Repair & Maintenance - Buildings	\$ 12,151	\$ 12,151	\$ 12,000	\$ 6,572	\$ 10,500	\$ 11,452	\$ 10,500	\$ 7,170	\$ 10,500	\$ 4,576	\$ 27,484	\$ 27,484	\$ 57,120	\$ 7,980	\$ 30,000	\$ 30,000	Provides funds for repair and maintenance of all City buildings including repair/replacement of mechanical equipment, light bulbs, etc. Also includes janitorial, toiletries, and cleaning supplies. The increase includes upkeep on City Hall which is not being utilized..
63	(5645) Fuel	\$ 10,602	\$ 6,832	\$ 13,362	\$ 7,540	\$ 12,000	\$ 7,315	\$ 11,520	\$ 9,891	\$ 12,000	\$ 6,187	\$ 8,000	\$ 5,474	\$ 8,000	\$ 5,469	\$ 12,000	\$ 12,000	Provides funds for fuel for Public Works department vehicles. Increase due to the cost of gas increasing.
64	(5745) Repair & Maintenance - Equipment	\$ 12,100	\$ 11,134	\$ 15,800	\$ 11,364	\$ 11,800	\$ 9,070	\$ 6,083	\$ 6,083	\$ 6,000	\$ 3,522	\$ 6,069	\$ 6,069	\$ 6,000	\$ 4,595	\$ 7,500	\$ 7,500	Provides funds for the repairs, maintenance, purchase and replacement of Public Works equipment. This includes maintenance of large equipment such as the backhoe and tractor as well as maintenance and purchase of smaller equipment such as chainsaws.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Sunset Valley FY 22-23 Budget Working Documents Funds Filter - General Operating Fund Departments Filter - Public Works	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Base Budget	2022-23 Proposed Budget	Notes
65	(5744) Repair & Maintenance - Parks & Grounds	\$ 5,000	\$ 3,863	\$ 10,500	\$ 7,742	\$ 6,500	\$ 3,271	\$ 9,001	\$ 9,001	\$ 9,000	\$ 5,743	\$ 8,000	\$ 7,802	\$ 8,200	\$ 112	\$ 12,000	\$ 12,000	Provides funding to maintain the safety and maintenance of city parks and grounds including playground equipment, sidewalks, facilities, signage, safety surfacing. Increase due to inflationary cost of items.
66	(6000) Capital Outlay	\$ -	\$ 34,236	\$ -	\$ 71,033	\$ -	\$ 5,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67	(5860) Vehicle Insurance	\$ 4,435	\$ 4,434	\$ 4,400	\$ 4,400	\$ 4,752	\$ 4,241	\$ 5,710	\$ 5,708	\$ 5,230	\$ 8,045	\$ 7,638	\$ 7,638	\$ 6,088	\$ 6,088	\$ 8,000	\$ 8,000	Provides funds for vehicle insurance including deductibles. Anticipated increase in cost.
68	(5755) Repair & Maintenance - Vehicles	\$ 5,806	\$ 5,805	\$ 5,500	\$ 3,468	\$ 5,000	\$ 5,254	\$ 5,000	\$ 3,360	\$ 5,000	\$ 5,822	\$ 6,312	\$ 6,312	\$ 5,000	\$ 619	\$ 8,000	\$ 8,000	Provide funds for tires, batteries, oil changes, car washes, misc. maintenance, parts and repairs of City owned vehicles.
69	(5711) Open Space Management	\$ 12,851	\$ 12,850	\$ 12,000	\$ 11,552	\$ 5,000	\$ 2,274	\$ 511	\$ 510	\$ 500	\$ 152	\$ 3,901	\$ 3,901	\$ 500	\$ -	\$ 5,000	\$ 5,000	Provides funds for repair and maintenance to the open areas. This funding is used to manage nearly 270 acres of greenspaces. This line item remains in the General Fund for any open space management activity not related to the watershed protection program.
70	(5743) Repair & Maintenance - Landscaped Areas	\$ 6,500	\$ 4,979	\$ 6,500	\$ 4,625	\$ 4,500	\$ 2,684	\$ 4,417	\$ 4,417	\$ 4,500	\$ 4,185	\$ 4,500	\$ 2,841	\$ 4,500	\$ 2,298	\$ 4,500	\$ 4,500	Provides funds to purchase replacement plants material, irrigation supplies and contractual assistance for the repair and maintenance of city landscaping and ROW.
71	(5820) Training & Education - City Staff	\$ 4,700	\$ 4,076	\$ 4,700	\$ 3,479	\$ 5,700	\$ 2,795	\$ 5,000	\$ 2,177	\$ 5,000	\$ 2,986	\$ 2,500	\$ 875	\$ 7,300	\$ 585	\$ 7,300	\$ 7,300	Provides continued instructional and informational classes for employees in areas relating to departmental responsibilities. Includes exams fees and licensing.
72	(5753) Repair & Maintenance - Trails & Footpaths	\$ 4,389	\$ 4,389	\$ 6,500	\$ 6,804	\$ 3,000	\$ 3,157	\$ 4,320	\$ 3,763	\$ 4,500	\$ 2,706	\$ 2,990	\$ 2,990	\$ 3,500	\$ 620	\$ 4,500	\$ 4,500	Provides funds for the repair and maintenance of trails and footpaths in the city. This fund is primarily used for the maintenance of granite gravel trails.
73	(5625) Equipment Acquisition	\$ 926	\$ 388	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
74	(5830) Uniforms	\$ 3,700	\$ 3,373	\$ 3,700	\$ 2,441	\$ 4,200	\$ 3,111	\$ 3,500	\$ 1,584	\$ 3,500	\$ 692	\$ 2,000	\$ 1,108	\$ 2,000	\$ 1,209	\$ 2,000	\$ 2,000	Funds to provide new or replacement uniforms for the Public Works personnel .
75	(5748) Repair & Maintenance - Fencing	\$ 5,500	\$ 1,689	\$ 5,500	\$ 2,966	\$ 2,500	\$ 1,158	\$ 2,500	\$ 2,497	\$ 2,500	\$ 697	\$ 2,500	\$ 335	\$ 2,500	\$ 910	\$ 2,500	\$ 2,500	Provides funds for the repair, replacement, or minor construction of fencing, signage, gates, and other boundary markers. This includes maintenance and repair of the storage yard gate.
76	(5815) Training - Mileage Reimbursement	\$ 3,500	\$ 3,480	\$ 3,500	\$ 1,270	\$ 4,000	\$ 561	\$ 3,500	\$ 287	\$ 3,500	\$ 838	\$ 1,750	\$ 817	\$ 3,000	\$ 348	\$ 3,000	\$ 3,000	Increase due to anticipated travel for training courses. Provides funds to purchase or reimburse employees for travel expenses including hotel, travel expenses, meal per Diem, and other expenses.
77	(5575) Wildlife Management & Implementation	\$ 5,000	\$ 3,271	\$ 4,000	\$ 39	\$ 4,000	\$ 2,619	\$ 1,500	\$ -	\$ 2,500	\$ 399	\$ 2,500	\$ -	\$ 4,300	\$ -	\$ 2,500	\$ 2,500	Provides funds for deer management and Golden Cheek Warbler Surveys.
78	(5565) Conservation Rangers	\$ 6,000	\$ 2,738	\$ 4,500	\$ 2,353	\$ 4,000	\$ 1,059	\$ 1,000	\$ -	\$ 1,000	\$ 363	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	Volunteer Program in Green Tax
79	(5782) Software Maintenance Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,375	\$ 14,375	\$ -	\$ -	\$ -	\$ -	
80	(5695) Eco Event/Native Tree Planting	\$ 5,000	\$ 1,927	\$ 3,000	\$ 1,076	\$ 2,500	\$ 1,114	\$ 1,500	\$ 1,339	\$ 1,500	\$ 1,582	\$ -	\$ -	\$ 1,500	\$ 140	\$ 3,000	\$ 3,000	Promotional materials for Arbor Day Event and other City Environmental Programs. Increase due to return of trails day in the spring of 2023.
81	(5547) Ice Service	\$ 2,500	\$ 2,010	\$ 2,500	\$ 2,117	\$ 2,500	\$ 998	\$ 2,000	\$ 1,013	\$ 2,200	\$ 2,192	\$ 2,200	\$ 179	\$ -	\$ -	\$ -	\$ -	
82	(5762) Reprographics Services	\$ 2,500	\$ 103	\$ 2,500	\$ 35	\$ 2,500	\$ 12	\$ 1,500	\$ 21	\$ 1,500	\$ 591	\$ 500	\$ -	\$ 500	\$ -	\$ 2,000	\$ 2,000	Replacement of signs for trails to match city branding.
83	(5600) Dues / Subscriptions / Fees	\$ 980	\$ 980	\$ 900	\$ 906	\$ 900	\$ 919	\$ 1,500	\$ 295	\$ 1,500	\$ 599	\$ 1,000	\$ 408	\$ 1,000	\$ 352	\$ 1,000	\$ 1,000	Provides funds for payment of dues, subscriptions, and fees related to the Public Works field. Includes certifications and exams.; additional staff
84	(5570) Consumables	\$ 900	\$ 474	\$ 900	\$ 589	\$ 900	\$ 608	\$ 900	\$ 559	\$ 900	\$ 444	\$ 900	\$ 797	\$ 900	\$ 394	\$ 900	\$ 900	Provides funds to replace one-time use items such as batteries and first aid supplies.
85	(5100) Exams/ Testing / Certifications	\$ 320	\$ -	\$ 200	\$ -	\$ 200	\$ 275	\$ 1,000	\$ 670	\$ 1,000	\$ -	\$ 750	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	Applicant testing, includes physical and drug screens, psychological test, written and physical aptitude test for applicants.
86	(5735) Rental Expense - Equipment	\$ 750	\$ 630	\$ 750	\$ 443	\$ 750	\$ 543	\$ 750	\$ 34	\$ 750	\$ -	\$ 750	\$ 300	\$ 750	\$ -	\$ 750	\$ 750	Provides funds for rental equipment needed in the Public Works Department.
87	(5560) Computer Equip/Software Acquisition	\$ 4,600	\$ 2,894	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
88	(5780) Software Acquisition	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
89	(5626) ATV Vehicles	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
90	Total Other Operating Expenses	\$ 150,610	\$ 148,994	\$ 211,112	\$ 173,054	\$ 123,602	\$ 89,098	\$ 110,148	\$ 84,389	\$ 118,250	\$ 84,817	\$ 147,044	\$ 130,130	\$ 162,158	\$ 54,817	\$ 158,950	\$ 158,950	
91																		
92	Community Programs																	
93	(5444) Energy Conservation Rebates	\$ 41,400	\$ 18,622	\$ 25,000	\$ 23,619	\$ 25,000	\$ 15,710	\$ 23,565	\$ 21,810	\$ 25,000	\$ 12,392	\$ 9,500	\$ 7,097	\$ 15,000	\$ 1,300	\$ 15,000	\$ 15,000	Provides for residential energy rebates to encourage energy efficiency and conservation. Reinstated in FY 2021.
94	(5400) Adopt A Tree Energy Conservation	\$ 7,000	\$ 13,314	\$ 7,000	\$ 7,081	\$ 7,000	\$ 5,765	\$ 9,147	\$ 10,188	\$ 7,000	\$ 10,263	\$ 2,883	\$ 2,883	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	This service provides opportunities for residents to buy plants at reduced costs. The service should have a revenue equal to the expense.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Sunset Valley FY 22-23 Budget Working Documents Funds Filter - General Operating Fund Departments Filter - Public Works	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Actual	2020-21 Budget	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Base Budget	2022-23 Proposed Budget	Notes
95	(5133) Urban Forestry	\$ 10,260	\$ 7,163	\$ 11,500	\$ 10,010	\$ 9,500	\$ 9,448	\$ 4,085	\$ 4,085	\$ 4,000	\$ 804	\$ 996	\$ 996	\$ 9,000	\$ 492	\$ 5,000	\$ 5,000	The Urban Forestry funds cover the cost of maintaining and enhancing the Sunset Valley urban forest including residential assistance with Oak Wilt. The funds allocated in the general fund is used for hazard mitigation, general maintenance, and street tree removal. Plantings are done through the Venue Tax.
96	(5436) Trails Master Plan	\$ 5,000	\$ 4,950	\$ 25,000	\$ -	\$ 5,000	\$ 930	\$ 5,000	\$ 4,298	\$ 5,000	\$ 868	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	This is for signage, etc along the Trails.
97	(5472) Spring Cleaning Program	\$ 3,000	\$ 2,792	\$ 2,500	\$ 1,885	\$ 2,500	\$ -	\$ 3,750	\$ 3,703	\$ 3,750	\$ 2,515	\$ -	\$ -	\$ 3,750	\$ -	\$ 7,500	\$ 7,500	This provides funds for Public Works Open House and other events and activities during Spring Cleaning Month.
98	(5476) Teen Program Expenses	\$ 2,000	\$ 1,654	\$ 2,000	\$ 1,929	\$ 2,000	\$ 1,473	\$ 2,000	\$ 1,883	\$ 2,000	\$ -	\$ 2,000	\$ 606	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	Provides uniforms, training, and misc. costs associated with the Teen Program.
99	(5437) Community Gardens	\$ 3,200	\$ 1,233	\$ 3,200	\$ 1,904	\$ 1,700	\$ 918	\$ 1,700	\$ 1,144	\$ 1,700	\$ 405	\$ 702	\$ 702	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	The Community Garden is in use and requires maintenance. Provides funds to help support a Community Garden including maintenance of common areas and water system.
100	(5447) Pollution reduction Program	\$ 2,500	\$ 268	\$ 3,000	\$ 714	\$ 3,000	\$ 953	\$ 1,500	\$ 602	\$ 1,500	\$ 80	\$ 1,000	\$ 531	\$ 1,000	\$ 959	\$ 1,500	\$ 1,500	This program aims to reduce air, light, soil, and water pollution. The remaining funds will be used for program funds for activities as well as rebate programs for composting and outdoor lighting.
101	(5446) Environmental Monitoring Program	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 2,000	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
102	(5401) Ant Bait Program	\$ 800	\$ 643	\$ 800	\$ 734	\$ 800	\$ 703	\$ 800	\$ -	\$ 800	\$ 595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
103	(5445) Env & Planning Library / Information	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
104	(5490) Tree Fund - Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
105	(5438) Community Habitat Program-Rebates	\$ 560	\$ -	\$ 60	\$ -	\$ 60	\$ -	\$ 60	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
106	Total Community Programs	\$ 79,920	\$ 50,639	\$ 84,260	\$ 47,877	\$ 58,760	\$ 35,900	\$ 52,307	\$ 47,713	\$ 51,510	\$ 29,059	\$ 18,580	\$ 12,814	\$ 40,750	\$ 2,750	\$ 41,000	\$ 41,000	
107																		
108	Misc Expenses																	
109	(5775) Small Tools	\$ 5,500	\$ 3,514	\$ 5,500	\$ 3,995	\$ 5,500	\$ 3,597	\$ 5,500	\$ 3,872	\$ 5,500	\$ 3,854	\$ 4,890	\$ 4,890	\$ 3,000	\$ 2,343	\$ 3,000	\$ 3,000	Provides funds for the purchase of various smaller tools/supplies and accessories as needed. This item includes consumable items such as weed eater string, disinfectant for tools, screws, nails, etc. This also includes small equipment such as weedeaters and sprayers.
110	Total Misc Expenses	\$ 5,500	\$ 3,514	\$ 5,500	\$ 3,995	\$ 5,500	\$ 3,597	\$ 5,500	\$ 3,872	\$ 5,500	\$ 3,854	\$ 4,890	\$ 4,890	\$ 3,000	\$ 2,343	\$ 3,000	\$ 3,000	
111																		
112	Total Expenses	\$ 962,676	\$ 900,589	\$ 1,043,965	\$ 916,507	\$ 967,320	\$ 842,282	\$ 835,173	\$ 836,913	\$ 923,299	\$ 616,265	\$ 433,724	\$ 404,179	\$ 614,026	\$ 279,558	\$ 694,661	\$ 694,661	
113																		
114	Revenues Less Expenses	\$ (954,876)	\$ (887,381)	\$ (1,036,165)	\$ (908,823)	\$ (959,520)	\$ (836,395)	\$ (825,226)	\$ (827,316)	\$ (915,499)	\$ (607,862)	\$ (433,722)	\$ (399,791)	\$ (609,113)	\$ (279,152)	\$ (689,748)	\$ (689,748)	

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #7

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

SUBJECT: APRIL 2022 FINANCIAL STATEMENTS

DESCRIPTION: Review, discuss, and possibly recommend for approval to City Council the April 2022 Financial Statements

BACKGROUND: The interactive budget links for the financial statements are included above. Also included is information the committee requested to see related to sales tax, expenses, and fund balance information.

[Please use this link to view the interactive OpenGov story for the April 2022 Financial Statements](#)

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED:

- APRIL 2022 FINANCIAL STATEMENTS



April 2022 Financial Statements

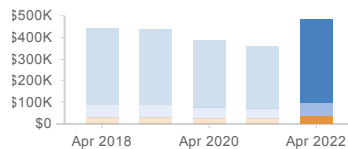
City of Sunset Valley

FY 2021-2022

April Sales Tax Report

Date	Sales for the month of		PROJECTED Monthly Collections (Budget) FY22	ACTUAL Monthly Collections FY22	Monthly Overage/ (Shortfall)	% Above or (Below) Monthly Budget	Total Collections FY22	% of Total Projected Budget	% Above or (Below) Total Budget	ACTUAL Monthly Collections FY21	Increase/ (Decrease) from previous year	% Above or (Below) from previous year
Oct	August	2021	\$360,466.24	\$537,953.08	\$177,486.84	49.2%	\$537,953.08	10.1%	49.2%	\$433,705.00	\$104,248.08	24.0%
Nov	September	2021	\$413,686.97	\$586,084.40	\$172,397.43	41.7%	\$1,124,037.48	21.2%	41.7%	\$497,739.00	\$88,345.40	17.7%
Dec	October	2021	\$395,694.62	\$589,741.53	\$194,046.91	49.0%	\$1,713,779.01	32.3%	49.0%	\$476,091.00	\$113,650.53	23.9%
Jan	November	2021	\$409,500.55	\$609,517.16	\$200,016.61	48.8%	\$2,323,296.17	43.8%	48.8%	\$492,702.00	\$116,815.16	23.7%
Feb	December	2021	\$559,595.57	\$759,866.87	\$200,271.30	35.8%	\$3,083,163.04	58.1%	35.8%	\$673,293.00	\$86,573.87	12.9%
Mar	January	2022	\$358,181.46	\$509,904.94	\$151,723.48	42.4%	\$3,593,067.98	67.7%	42.4%	\$430,956.00	\$78,948.94	18.3%
Apr	February	2022	\$299,843.45	\$484,118.44	\$184,274.99	61.5%	\$4,077,186.42	76.9%	61.5%	\$360,765.00	\$123,353.44	34.2%
May	March	2022	\$542,687.01	\$0.00						\$652,949.00		
Jun	April	2022	\$474,529.18	\$0.00						\$570,943.00		
Jul	May	2022	\$476,073.42	\$0.00						\$572,801.00		
Aug	June	2022	\$532,377.65	\$0.00						\$640,545.00		
Sep	July	2022	\$481,248.88	\$0.00						\$579,028.00		
			\$5,303,885.00	\$4,077,186.42					46.9%	\$6,381,517.00	\$711,935.42	22.1%

FY22 April Sales Tax History 5 Years



\$484,118.44
Revenues in Apr 2022

FY22 April Sales Tax Budget to Actuals

Data Updated today



\$4,077,186.42

In Revenues of \$5,303,885.00 Budgeted through Apr 2022

FY22 April Sales Tax Budget to Actuals

Data Updated today



76.87%

In Revenues of \$5,303,885.00 Budgeted through Apr 2022

Revenues

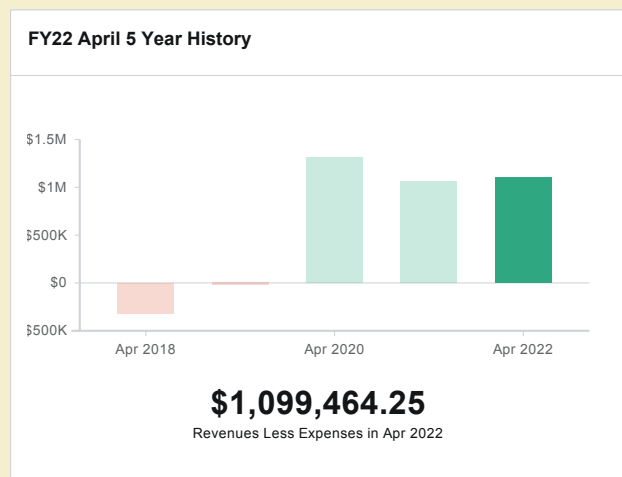
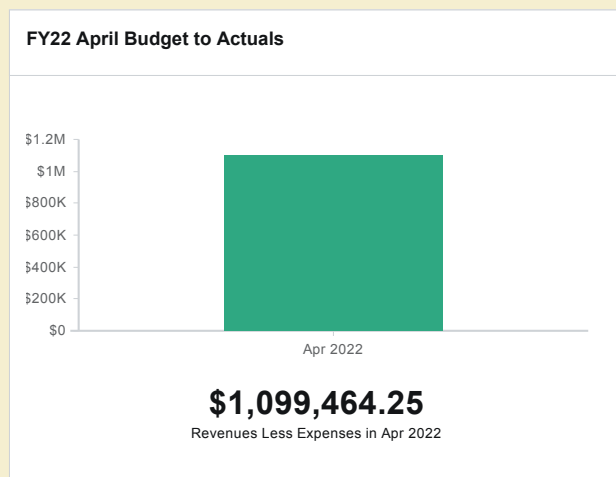
FY22 April Revenues	
Category	Apr 2022
Administration	\$401,115.09
Street Repair/Replacement Funds	\$67,453.72
Water Department	\$49,347.52
Green Tax	\$33,095.25
Wastewater Department	\$32,741.18
Other	\$50,713.35

Expenses

FY22 April Expenses	
Category	Apr 2022
Administration	\$101,070.00
Wastewater Department	\$77,013.83
Water Department	\$60,622.66
Public Safety	\$57,988.17
Crime Control & Prevention Distri...	\$43,804.67
Other	\$97,067.48

[Click here to open April 2022 Financial Transactions PDF- Revenues](#)

[Click here to open April 2022 Financial Transactions PDF- Expenses](#)



FY22 April Ending Balance in Bank by Fund		
General Fund		8,488,683
Utility Fund		4,437,363
Street Fund		8,035,915
Hotel Occupancy Tax Fund		687,756
Venue Tax Fund		2,280,891
Crime Control Tax Fund		844,889
GN Equipment Repair & Replacement Fund		551,576
City Facilities Fund		102,838
Drainage Fund		702,006
Total		26,131,919

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BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #8

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

SUBJECT: BUDGET ADJUSTMENT #12

DESCRIPTION: Review, discuss, and possibly recommend for approval to City Council Budget Adjustment #12

BACKGROUND: Budget Adjustment #12 has two items on it- repair for PD vehicles and new switches for Public Works.

Repair & Maintenance Vehicles:

At the beginning of 2022, PD had an incident that caused damage to one of their vehicles. Insurance covered the claim and paid out \$3051.92. The cost to repair the vehicles was an unexpected cost and has now caused the line to go overbudget. PD is asking to increase the budget for that line item by the revenue received from the insurance claim.

Public Works Switch:

In the Public Works building, there are wall ports that employees need to use to connect to the internet for computers, printers, postage machines, etc and not all of these wall ports are active. These are all controlled by a switch we have in the server room at Public Works that is maintained by our IT company, UniVista. The switch is currently full and we do not have enough active ports for all of the machines we need to use each day. UniVista has provided us with a quote to replace our current switch with an upgraded unit with more capacity. We are requesting this from Repair & Replacement funds as it is a replacement of our current switch.

Motorola Radios:

PD requested new radios to be purchased from Motorola as a replacement for old radios. It was approved by council for purchase on 4/20/21 but no budget adjustment was approved at the time. The PD is now purchasing the radios so the budget adjustment will need to be approved.

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- BUDGET ADJUSTMENT #12

Budget Adjustment #12 FY22

Misc Expenses

Fund	Dpt	GL	GL Description	Adopted Budget	Proposed Increase	Amended Budget	Notes
01	02	5755	Repair & Maintenance - Vehicles	11,200.00	3,051.92	14,251.92	Increase due to cost of repairs from insured damage
01	01	5770	Samll Equipment Repair/Purchase	950.00	5,583.42	6,533.42	Purchase and installation of new switch for PW Building
01	02	5613	800 mgh Operation and Maintenance	-	122,237.93	122,237.93	PD radios- purchase approved by council on 4/20/21
				12,150.00	130,873.27	143,023.27	

Funding

Fund	Dpt	GL	GL Description	Current Balance	Proposed Funding	Ending Balance
01	01	4191	Insurance Recovery for Assets	5,388.60	3,051.92	2,336.68
21			Repair & Replacement Reserves	551,575.88	127,821.35	423,754.53
				556,964.48	130,873.27	426,091.21

Budget Adjustment Total

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #9

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

SUBJECT: FY23 BUDGET CALENDAR

DESCRIPTION: Review and discuss the FY23 Budget calendar

BACKGROUND: Matt & Sylvia will be out of town for training during the 6/9 meeting.
The committee will be asked to review the calendar with that in mind.

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- FY23 BUDGET CALENDAR

Budget and Finance Calendar for Budget Preparation	2022						
Overview of the Budget as a Whole with a Draft Budget Prepared by Staff	April 28, 2022						
Sales Tax Revenue Projections and Assumptions Discussion	April 28, 2022						
Specialty Funds - Repair and Replacement	May 12, 2022	Add an hour to the meeting to cover rev projections					
General Fund	May 26, 2022						
Administration Department	May 26, 2022						
Police Department & Crime Control District	May 26, 2022	Plus R&R for PD					
Public Works Department	June 2, 2022	Plus R&R for PW					
Municipal Court	June 9, 2022						
General Government	June 9, 2022						
Utility Fund	June 16, 2022	Plus R&R for UT					
Water Department	June 16, 2022						
Wastewater Department	June 16, 2022						
Solid Waste Department	June 23, 2022						
Drainage Department	June 23, 2022						
Special Taxes	June 30, 2022						
Street Tax	June 30, 2022						
Green Tax	June 30, 2022						
HOT Fund Proposals*	July 14, 2022						
Committee Requests	July 14, 2022						
Repair & Replacement/Capital Assets	July 14, 2022	Per dpt changes					
Capital Projects	July 21, 2022						
Revisit Sales Tax Revenues	August 4, 2022						
Bring Back Items	August 4, 2022						
Mayor Files Budget	August 12, 2022						
Present Budget to Council	August 16, 2022						
Public Hearing	September 6, 2022						
Approve Budget	September 20, 2022						
*HOT FUND request must be submitted by May 31, 2022							

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 2, 2022



BUDGET AND FINANCE AGENDA ITEM #10

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

SUBJECT: MAYOR'S BUDGET REQUESTS

DESCRIPTION: Review, discuss, and possibly approve changes to the FY23 Budget based on the Mayor's requested items

BACKGROUND: During the 5/26/22 meeting, it was requested to add this item to the end of each agenda for possible discussion, if there was time. This will be to discuss any items the Mayor requested the Budget & Finance Committee consider as part of the FY23 budget.

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: NO