



**NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, JUNE 16, 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 16, 2022 at **6:00 P.M.** in the Emergency Operations Center in the Police Building, 3207 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 6/2/2022 meeting
5. 6:15 – 6:30 Presentation, review, and discussion of FY23 Budget- Overview
6. 6:30 – 7:00 Review, discuss, and possibly recommend the Municipal Court Department for the FY23 Budget
7. 7:00 – 7:30 Review, discuss, and possibly recommend the General Government Department for the FY23 Budget
8. 7:30 – 7:45 Discuss and possibly move into the FY23 proposed budget one or all of the Mayor's request items and Parking Lot items
9. 7:45 – 7:50 Suggestions for future agenda items
10. 7:50 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 10th day of June at 6:00 PM.


Matt Lingafelter
Assistant City Administrator

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 16, 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 06/02/2022 meeting

BACKGROUND: N/A

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 06/02/2022



MINUTES OF THE BUDGET AND FINANCE COMMITTEE

THURSDAY, June 9, 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
Carolyn Meredith, PW Director
Kyle Sorahan, Accountant

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

1. Call to Order at 6:05 PM by Chip.
2. Citizen Comments – Can go to PW to view the equipment at public works if you would like to see it. Keep pictures of the equipment and serial numbers for all equipment. City investments, what kind of return we can get on investments? City property that is appreciating.

Chip- Looking at the website, minutes and recording posted as of April 8, 2022.
Suzanna to post them. Also having issues getting into OpenGov- corrected during meeting.

3. Approve minutes from the 05/26/2022 meeting

Change wording on GL Subsidies code wording.
Fire Safety is coded on Fire contractual for city of Austin services.
Correct date to 5/26/22.

Motion to Approve: Terry, 2nd: Jose Passes unanimously

4. Presentation, review, and discussion of FY23 Budget- Overview

The overview budget at a glance, doesn't show the changes. The bullet points for Administration and General Gov. need to be updated.

5. Review, discuss, and possibly recommend Public Works Department for the FY23 Budget – **Motion: Approve Green business and PEAS.**

Park the equipment purchases and additional staffing discussion, including the additional GIS intern.

Equipment - \$50,000

- 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

Approve

- iPads for field use - \$3,600
- Continuation of IT Proof of Concept Software
- PubWorks - \$3,050
- ERSI/GIS - \$2,000

Motion to approve: Chip

2nd: Ariel Opposed by Terry.

Terry amended the motion to include PubWorks software cost and iPad. \$21,150.

Chip approved the amendment, 2nd: Ariel – Passed Unanimously

Motion to approve operational Budget with emergency fund of \$50,000 to PW and PD each emergency fund instead of just showing in the PW budget: Jose, 2nd: Terry – Passes Unanimously.

Discuss parked items in July at the end of the budget cycle.

6. Review, discuss, and possibly recommend the Public Works portion of Repair & Replacement for the FY23 Budget - **Motion to postpone Repair and Replacement for PW discussion to a future meeting: Terry, 2nd: Ariel – Passes Unanimously.**
7. Review, discuss, and possibly recommend for approval to City Council the April 2022 Financial Statements **Motion to approve: Terry, 2nd: Jose – Passes Unanimously**
8. Review, discuss, and possibly recommend for approval to City Council Budget Adjustment #12 – **Motion to approve all but the \$122,238 for radios. Radios push to council to approve. Motion: Ariel, 2nd: Terry – Passes Unanimously.**
9. Review and discuss the FY23 Budget calendar – **Move Gen. Gov and Municipal Court to June 16, and PW to June 23. No meeting on June 9th: Chip, 2nd: Shakthi – Passes Unanimously.**
10. Review and discuss changes to the FY23 Budget based on the mayor's requested items - **postpone to later date.**

11. Suggestions for future agenda items

12. Adjourned at 9:00 pm – **Motion: Chip, 2nd: Terry.**

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 16, 2022



BUDGET AND FINANCE AGENDA ITEM #5

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:

Projected Year End Fund Balances*

FY 22-23 Proposed Budget Summary at a Glance					
How much money will the City have in the bank at the start of FY23?					
Fund	Reserve	Committed	Non-	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				153,363	\$ 153,363
GN Equipment Repair & Replacement Fund		431,577			\$ 431,577
City Facilities Fund		72,768			\$ 72,768
Drainage Fund		753,086			\$ 753,086
Total	5,730,020	7,347,384	3,589,459	10,495,308	\$ 27,162,172

**Assumes projections remain on target and no other draw down of any reserve balance occurs.*

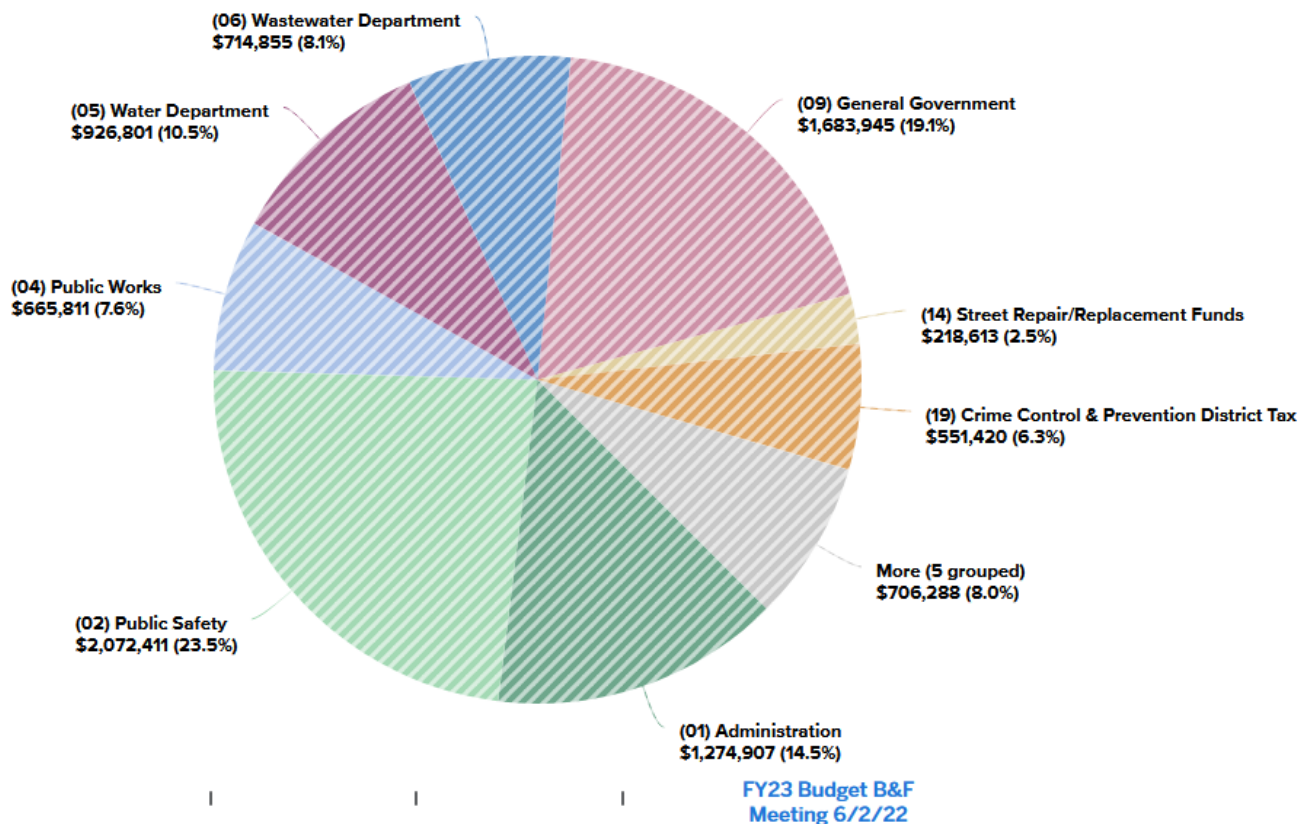
Revenues: \$10,359,894

- Sales Tax Revenue: \$7,030,000
- Transfers/Subsidy: \$1,263,019
- Utility Sales: \$1,075,572
- HOT Tax: \$255,000
- Misc Revenues: \$272,000
- Interest: \$208,623
- Franchise Fees: \$125,000

- Court Fees & Fines: \$35,680
- Permits: \$45,000
- Mixed Beverage Tax: \$50,000

Expenses: \$8,815,050

- Administration: \$1,274,907
- Public Safety: \$2,072,411
- Municipal Court: \$72,821
- Public Works: \$665,811
- General Government: \$1,683,945
- 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: \$551,420
- Drainage: \$105,423



Changes to the overall revenue projections, and the Administration, Public Safety, and Crime Control budget has resulted in the following changes to Fund and Department Budgets:

Fund	Department	Proposed Budget			Changes	Net Result	Notes
		Revenues	Expenses	Net			
General Fund		6,056,746.00	5,751,776.00	304,970.00	(301,956.00)	3,014.00	
	Administration	6,010,500.00	2,884,752.00	3,125,748.00	1,324,845.00	4,450,593.00	Reduction in sales tax, moved subsidies/transfers
	Public Safety	-	2,022,411.00	(2,022,411.00)	(50,000.00)	(2,072,411.00)	Moved \$50k from PW to PD for emergency line
	Municipal Court	36,569.00	73,352.00	(36,783.00)	1,694.00	(35,089.00)	Changes from staff
	Public Works	4,913.00	694,661.00	(689,748.00)	28,850.00	(660,898.00)	Addition of several requests, moved \$50k to PD
	General Government	4,764.00	76,600.00	(71,836.00)	(1,607,345.00)	(1,679,181.00)	Moved subsidies/transfer to GG from Admin
Utilities		2,000,621.00	1,854,524.00	146,097.00	-	146,097.00	
	Water	853,247.00	926,801.00	(73,554.00)		(73,554.00)	
	Wastewater	670,049.00	714,855.00	(44,806.00)		(44,806.00)	
	Solid Waste	199,853.00	212,868.00	(13,015.00)		(13,015.00)	
	General Government	67,472.00	-	67,472.00		67,472.00	
	Water Utility Infrastructure	120,000.00	-	120,000.00		120,000.00	
	Wastewater Utility Infra.	90,000.00	-	90,000.00		90,000.00	
Street							
	Street	828,425.00	218,613.00	609,812.00	(37,500.00)	572,312.00	Reduction in sales tax
Hotel Occupancy							
	Hotel Occupancy	264,636.00	106,350.00	158,286.00		158,286.00	
Venue							
	Venue	476,800.00	208,826.00	267,974.00	(23,750.00)	244,224.00	Reduction in sales tax
Crime Control							
	Crime Control	475,500.00	461,420.00	14,080.00	(113,750.00)	(99,670.00)	Reduction in sales tax, R&R funded from CC
Repair & Replacement							
	Repair & Replacement	500,000.00	-	500,000.00		500,000.00	
Drainage							
	Drainage	126,004.00	101,423.00	24,581.00	(4,000.00)	20,581.00	error found and fixed in budget
CIP							
	CIP	-	-	-		-	

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

SUPPORTING MATERIALS PROVIDED: YES

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

**FY23 Proposed Budget
As of 6/2/22 Meeting**

	FY23 Budget Staff Presentation	FY23 Budget B&F Meeting 5/12 & Council Changes	Notes	FY23 Budget B&F Meeting 5/26/22	Notes	FY23 Budget B&F Meeting 6/2/22	Notes
Revenues							
Sales Tax Revenue							
(4180) Sales & Use Tax	5,700,000	5,415,000	Reduction of 5% per B&F	5,415,000		5,415,000	
(4185) Sales and Use Tax - R&M Street	750,000	712,500	Reduction of 5% per B&F	712,500		712,500	
(4181) Sales & Use Tax - Crime Control and Prevention Tax	475,000	451,250	Reduction of 5% per B&F	451,250		451,250	
(4184) Sales and Use Tax - Green Tax	475,000	451,250	Reduction of 5% per B&F	451,250		451,250	
Total Sales Tax Revenue	7,400,000	7,030,000		7,030,000		7,030,000	
Transfers/Subsidy							
(4301) Subsidy Transfer In	768,019	768,019		768,019		768,019	
(4300) Operating Transfers In	495,000	495,000		495,000		495,000	
Total Transfers/Subsidy	1,263,019	1,263,019		1,263,019		1,263,019	
Utility Sales							
(4220) Utility Sales	1,075,572	1,075,572		1,075,572		1,075,572	
Total Utility Sales	1,075,572	1,075,572		1,075,572		1,075,572	
Misc Revenues							
(REP&REP) Repair & Replacement	215,000	215,000		215,000		215,000	
(4040) Fire District Collection Fees	35,000	35,000		35,000		35,000	
(4110) Miscellaneous Fees & Charges	5,000	5,000		5,000		5,000	
(4028) Event Revenue	4,764	4,764		4,764		4,764	
(4000) Adopt A Tree Energy Program	4,724	4,724		4,724		4,724	
(4022) Credit Card Convenience Fees	1,755	1,755		1,755		2,419	
(4100) Late Fees (A/R)	1,548	1,548		1,548		1,548	
(4060) General Fees & Inspections	1,488	1,488		1,488		1,488	
(4210) Tap Fees - Reconnects	839	839		839		839	
(4200) School Zone Fees - County/City (Restricted Use)	550	550		550		550	
(4115) Penalties/Fines/Surcharges	317	317		317		317	
(4001) Revenue - Ant Bait Program	189	189		189		189	
(4170) Recycle / Reclamation Sales	162	162		162		162	
Total Misc Revenues	271,336	271,336		271,336		272,000	
Hotel Occupancy Tax							
(4080) Hotel Occupancy Tax	255,000	255,000		255,000		255,000	
Total Hotel Occupancy Tax	255,000	255,000		255,000		255,000	
Interest Revenue							
(4095) Interest	208,623	208,623		208,623		208,623	
Total Interest Revenue	208,623	208,623		208,623		208,623	
Franchise Fees							
(4228) Franchise Fee - COA Utilities	86,000	86,000		86,000		86,000	
(4050) Franchise Tax	39,000	39,000		39,000		39,000	
Total Franchise Fees	125,000	125,000		125,000		125,000	
Mixed Beverage Tax							
(4182) Mixed Beverage Receipts Tax	50,000	50,000		50,000		50,000	
Total Mixed Beverage Tax	50,000	50,000		50,000		50,000	
Permits							
(4120) Permits, Licenses & Fees	45,000	45,000		45,000		45,000	
Total Permits	45,000	45,000		45,000		45,000	
Court Fees and Fines							
(4030) Court Income Fines	18,079	18,079		18,079		18,079	
(4020) Court Income - Fees	13,305	13,305		13,305		13,305	
(4230) Warrant Fee Collections	2,967	2,967		2,967		2,967	
(4038) Court Technology Fee	438	438		438		438	
(4035) Court Security Fee	328	328		328		450	Staff changes to Court
(4032) Court-Time Payment Fee	32	32		32		400	Staff changes to Court
(4036) Court-Truancy Prevention Fund	32	32		32		32	
(4037) Court - Jury Fund	3	3		3		10	Staff changes to Court
Total Court Fees and Fines	35,184	35,184		35,184		35,681	
Total Revenues	10,763,917	10,393,917		10,393,917		10,359,895	

Expenses
Salary, Benefits, and Other Compensation

	FY23 Budget Staff Presentation	FY23 Budget B&F Meeting 5/12 & Council Changes	Notes	FY23 Budget B&F Meeting 5/26/22	Notes	FY23 Budget B&F Meeting 6/2/22	Notes
			Add new positions per				
(5000) Salaries	1,924,266	2,043,928	council	2,043,928		2,043,928	
(5121) Medical Insurance Benefits	282,642	282,642		282,642		282,642	
(5140) TMRS City Contribution	248,216	248,216		248,216		248,216	
(5090) Salary - Overtime	110,205	110,205		110,205		110,205	
(5150) Workers Compensation Benefits	64,889	64,889		64,889		64,889	
(5091) Salary - Licensing Incentives	42,350	42,350		42,350		42,350	
(5077) Salary - Youth Program	40,000	40,000		40,000		40,000	
(5130) Medicare Tax - Employers Contribution	32,473	32,473		32,473		32,473	
(5093) Salary - Holiday Pay	31,000	31,000		31,000		31,000	
(5035) Salary - Reserves	25,000	25,000		25,000		25,000	
(5127) Health Savings Account	15,000	15,000		15,000		15,000	
(5122) Dental Insurance Benefits	13,536	13,536		13,536		13,536	
(5089) Tuition Reimbursement	12,000	12,000		12,000		12,000	
(5124) Long Term Disability Insurance	10,035	10,035		10,035		10,035	
(5046) Salary - Longevity	9,772	9,772		9,772		9,772	
(5126) Short Term Disability Insurance	7,719	7,719		7,719		7,719	
(5131) TWC - Employers Contribution	7,708	7,708		7,708		7,708	
(5084) Salary - Cell phone allowance	7,040	7,040		7,040		7,040	
(5087) Salary - Education	6,700	6,700		6,700		6,700	
(5088) Salary - Shift Differential	5,400	5,400		5,400		5,400	
(5086) Salary - Bilingual	5,347	5,347		5,347		5,347	
(5135) Social Security Contribution	5,347	5,347		5,347		5,347	
(5092) Salary - Holiday Traffic Control	5,000	5,000		5,000		5,000	
(5123) Vision Insurance	2,652	2,652		2,652		2,652	
(5120) Life Insurance Benefits	1,505	1,505		1,505		1,505	
Total Salary, Benefits, and Other Compensation	2,915,802	3,035,464		3,035,464		3,035,464	
Utilities Expenses							
(5373) Utility Contractual Services	1,258,660	1,258,660		1,258,660		1,258,660	
(5841) Utility Line Infrastructure	210,000	210,000		210,000		210,000	Moved to line 7001- 0 Utility Subsidy
(5798) Annual WW Line Inspections	20,000	20,000		20,000		20,000	
(5374) Utility Dumpster Rental	7,000	7,000		7,000		7,000	
(5375) Utility Inspections	750	750		750		750	
Total Utilities Expenses	1,496,410	1,496,410		1,496,410		1,286,410	
Transfers/Subsidies							
(7001) Utility Subsidy Out	897,345	897,345		897,345	Moved from admin to Gen Gov	1,107,345	
(7000) Operating Transfers Out	500,000	500,000		500,000	Moved from admin to Gen Gov	500,000	
Total Transfers/Subsidies	1,397,345	1,397,345		1,397,345		1,607,345	
Other Operating Expenses							
(5750) Repair & Maintenance - Streets & Drainage	150,000	150,000		150,000		150,000	
(5782) Software Maintenance Fees	139,077	139,077		139,077		143,256	Add PubWorks & ESRI sw changes, change to total in court from staff
(5835) Utilities: elec/water/wastewater/telephone/gas	105,200	105,200		105,200		105,200	
(5614) 911 Call Share	80,000	80,000		80,000		80,000	
(5758) Repairs & Maintenance - System	50,000	50,000		50,000		50,000	
(5655) Insurance - Fire/Theft/Vandalism/Bonds	45,885	45,885		45,885		45,885	
(5711) Open Space Management	45,000	45,000		45,000		45,000	
(5645) Fuel	38,750	38,750		38,750		38,750	
(5523) Building Services	38,000	38,000		38,000		38,000	
(5820) Training & Education - City Staff	36,850	36,850		36,850		37,000	change in court by staff
(5740) Repair & Maintenance - Buildings	30,000	30,000		30,000		30,000	
(5755) Repair & Maintenance - Vehicles	26,700	26,700		26,700		26,700	
(5877) Water Conservation Program	20,000	20,000		20,000		20,000	
(5699) Storm Water Program	20,000	20,000		20,000		20,000	
(5746) Repair & Maint. - Drainage-Streets & ROW	19,000	19,000		19,000		19,000	
(5745) Repair & Maintenance - Equipment	17,400	17,400		17,400		17,400	
(5625) Equipment Acquisition	16,000	16,000		46,000	\$30k for cameras in crime control	46,000	
(5860) Vehicle Insurance	15,810	15,810		15,810		15,810	
(5600) Dues / Subscriptions / Fees	15,125	15,125		15,125		15,125	
(5845) Vehicle Acquisition	0	0		60,000	1 new vehicle from Crime Control	60,000	
(5880) Water Quality Ponds	15,000	15,000		15,000		15,000	
(5830) Uniforms	14,800	14,800		14,800		14,800	
(5613) 800 mghz Operation and Maintenance	13,500	13,500		13,500		13,500	
(5744) Repair & Maintenance - Parks & Grounds	12,000	12,000		12,000		12,000	
(5515) Bank / Management Fees	12,000	12,000		12,000		12,000	

	FY23 Budget B&F			FY23 Budget B&F	
	FY23 Budget Staff Presentation	Meeting 5/12 & Council Changes	Notes	Meeting 5/26/22	B&F Meeting 6/2/22
(5749) Repair and Maintenance - Natural Waterways	12,000	12,000		12,000	12,000
(5705) Office Supplies/Delivery Fees	11,300	11,300		11,300	11,300
(5815) Training - Mileage Reimbursement	9,550	9,550		9,550	9,850 staff change in court by
(5725) Printing	9,200	9,200		9,200	8,700 staff change in court by
(5735) Rental Expense - Equipment	8,750	8,750		8,750	8,750
(5656) Insurance - Liability	7,655	7,655		7,655	7,655
(5753) Repair & Maintenance - Trails & Footpaths	6,500	6,500		6,500	6,500
(5726) Property Lease Expense	5,200	5,200		5,200	5,200
(5706) Postage	5,000	5,000		5,000	5,500 staff change in court by
(5516) Credit Card Fees	5,000	5,000		5,000	5,000
(5505) Ammunition	4,800	4,800		4,800	4,800
(5743) Repair & Maintenance - Landscaped Areas	4,500	4,500		4,500	4,500
(5525) Bullet Proof Vests	4,000	4,000		4,000	4,000
(5823) Education Programs	3,750	3,750		3,750	3,750
(5510) Animal Control	3,500	3,500		3,500	3,500
(5500) Advertising / Public Notices	3,500	3,500		3,500	3,500
(5695) Eco Event/Native Tree Planting	3,000	3,000		3,000	3,000
(5565) Conservation Rangers	3,000	3,000		3,000	3,000
(5570) Consumables	2,900	2,900		2,900	2,900
(5100) Exams/ Testing / Certifications	2,700	2,700		2,700	2,700
(5748) Repair & Maintenance - Fencing	2,500	2,500		2,500	2,500
(5601) Organizational Memberships	2,500	2,500		2,500	2,500
(5575) Wildlife Management & Implementation	2,500	2,500		2,500	2,500
(5545) Coffee / Food Service	2,500	2,500		2,500	2,500
(5762) Reprographics Services	2,000	2,000		2,000	2,000
(5650) Hazardous Material Disposal	1,500	1,500		1,500	1,500
(5704) Employee Appreciation	1,500	1,500		1,500	1,500
(5825) Training & Supplies - City Council	1,000	1,000		1,000	1,000
(5770) Small Equipment Repair/Purchase	1,000	1,000		1,000	1,000
(5615) Election Expense	950	950		950	950
(5560) Computer Equip/Software Acquisition	0	0		0	3,600 new software Tablet purchase for
(5795) Tire Recycling	800	800		800	800
(5720) Personal Vehicle Use Mileage Expense	650	650		650	650
(5690) Municipal Court Supplies	150	150		150	0 staff change in court from
(5761) Repair & Maintenance - Water Quality Ponds	-500	-500		-500	Error found, fix in 3500 drainage budget
Total Other Operating Expenses	1,110,952	1,110,952		1,200,952	1,213,031
Contract Services					
(5350) Grounds Maintenance	218,404	218,404		218,404	218,404
(5343) IT Management Services	126,584	126,584		126,584	124,624 staff change in court by
(5326) Emergency Fund	100,000	100,000		100,000	100,000
(5321) Contingency Fund	63,800	63,800		63,800	63,800
(5306) Attorney	62,000	62,000		62,000	64,000 staff change in court by
(5330) Engineer - Review & Inspection Fees	50,000	50,000		50,000	50,000
(5309) Audit	50,000	50,000		50,000	50,000
(5312) Building Inspections/Structural Engineer	27,500	27,500		27,500	27,500
(5324) Emergency Response Services-non City	15,000	15,000		15,000	15,000
(5381) Water Quality Consultants	12,000	12,000		12,000	12,000
(5362) Ordinance Codification Maintenance	10,000	10,000		10,000	10,000
(5367) Payroll Services	5,000	5,000		5,000	5,000
(5366) Records Management	6,000	6,000		3,500 Removed offsite storgae	3,500
(5303) Aquifer District Fees	3,500	3,500		3,500	3,500
(5327) Engineer - Design Fees	3,000	3,000		3,000	3,000
(5200) Temporary Help	1,500	1,500		1,500	1,500
(5354) Municipal Court Services	500	500		500	500
Total Contract Services	754,788	754,788		752,288	752,328
Fire & Emergency Services					
(5336) Fire and Emergency Services	579,222	579,222		579,222	579,222
Total Fire & Emergency Services	579,222	579,222		579,222	579,222
Community Programs					
(6551) Advertising - Art Fest	41,435	41,435		41,435	41,435
(5551) Sunset Valley Arts Commission-Arts Fest	39,915	39,915		39,915	39,915
(5556) SFC- Farmer's Market	27,500	27,500		27,500	27,500
(5552) Sunset Valley Arts Commission-Community Programs	26,400	26,400		26,400	26,400
(5444) Energy Conservation Rebates	15,000	15,000		15,000	15,000
(5410) Brush Chipping Program	15,000	15,000		15,000	15,000
(5133) Urban Forestry	10,000	10,000		10,000	10,000

	FY23 Budget B&F			FY23 Budget B&F		FY23 Budget	
	FY23 Budget Staff Presentation	Meeting 5/12 & Council Changes	Notes	Meeting 5/26/22	Notes	B&F Meeting 6/2/22	Notes
(5472) Spring Cleaning Program	7,500	7,500		7,500		7,500	
(5400) Adopt A Tree Energy Conservation	7,500	7,500		7,500		7,500	
(5558) Community Events - Spring Fling	6,000	6,000		6,000		6,000	
(5475) Volunteer Awards Banquet	6,000	6,000		6,000		6,000	
(5554) JDRF One Walk 2016	5,000	5,000		5,000		5,000	
(5455) National Crime Nite Out	3,500	3,500		3,500		3,500	
(5439) Community Partnership	3,000	3,000		3,000		3,000	
(5450) Library Card Reimbursement	2,500	2,500		2,500		2,500	
(5446) Environmental Monitoring Program	2,500	2,500		2,500		2,500	
(5476) Teen Program Expenses	2,000	2,000		2,000		2,000	
(5436) Trails Master Plan	1,500	1,500		1,500		1,500	
(5447) Pollution reduction Program	1,500	1,500		1,500		1,500	
							New program
(5415) Green Business Program	0	0		0		0	5,000 approved by B&F
(5437) Community Gardens	1,000	1,000		1,000		1,000	
Total Community Programs	224,750	224,750		224,750		229,750	
Misc Expenses							
(PROPOSED) Proposed New Line	94,000	94,000		94,000		94,000	
(5775) Small Tools	10,000	10,000		10,000		10,000	
Total Misc Expenses	104,000	104,000		104,000		104,000	
Project							
(7188) Sunset Valley Elementary Support	0	0		0		0	7,500 PEAS program
Total Project	0	0		0		7500	
Total Expenses	8,583,269	8,702,931		8,790,431		8,815,050	
Revenues less Expenses	2,180,648	1,690,986		1,603,486		1,544,845	
							General Fund
							3,014.00
							Utilities Fund
							146,097.00
							Street Fund
							572,312.00
							HOT Fund
							158,286.00
							Venue Fund
							244,224.00
							Crime Control Fund
							(99,670.00)
							Repair &
							Replacement Fund
							500,000.00
							Drainage Fund
							20,581.00
							CIP Fund
							-
							1,544,844.00

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 16, 2022



BUDGET AND FINANCE AGENDA ITEM #6

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

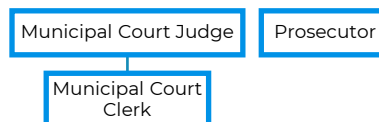
SUBJECT: FY 22-23 MUNICIPAL COURT BUDGET

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

BACKGROUND: The Municipal Court Department is nestled within the General Fund. It is composed of one staffer and a part time Municipal Court Judge. This fund also handles Prosecutor expenses covered in the existing City Attorney fees.

Chapter 30, Subchapter A allows for the creation of a Municipal Court in the City. The Court is not considered a "Court of Record", and its proceedings are not recorded. If the defendant appeals the case, the defendant will be granted a new trial.

The Court handles multiple violation types including traffic citation, code enforcement, and other Code of Ordinance violation when required



Budget at a Glance

Revenue: \$72,821

- General Fund - \$33,039
- Court Fees & Fines - \$37,731
- Misc Revenue - \$2,051

Expenses: \$72,821

- Salaries & Benefits: \$56,821

- Contract Services: \$8,500
- Other Expenses: \$7,500

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

SUPPORTING MATERIALS PROVIDED: YES
- FY23 MUNICIPAL COURT BUDGET

	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	FY23 Budget														
2	General Fund- Municipal Court														
3	Funds Name	Departments Nam	Type	GL	GL Description	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Base Budget	FY23 Adjustment	FY23 Proposed Budget	Description
4	General Operating Fund	Municipal Court	Revenues	4020	Court Income - Fees	19,894.00	29,210.00	7,805.03	8,256.90	4,060.69	2,683.25	13,305.00	(0.15)	13,305	In addition to traffic fines and fees, the City collects miscellaneous court fees. The majority of those fees are sent to the State but the City retains a percentage of some of the fees. Decrease is due to the decrease in the amount of tickets being written because of COVID-19.
5	General Operating Fund	Municipal Court	Revenues	4022	Credit Card Convenience Fees	-	916.00	1,221.70	523.55	-	84.51	835.00	665.00	1,500	This revenue was suspended due to COVID. It is now active. The City collects a 3% convenience fee for all payments by credit cards for fines and court fees. This revenue stream began in FY 17/18.
6	General Operating Fund	Municipal Court	Revenues	4030	Court Income Fines	37,444.00	25,310.00	19,280.81	11,538.26	11,378.90	9,425.10	18,079.00	(0.32)	18,079	Revenues generated are primarily from traffic citations. A traffic ticket is a notice issued by a law enforcement official to a motorist or other road user, accusing violation of traffic laws. Traffic tickets generally come in two forms, citing a moving violation, such as exceeding the speed limit, or a non-moving violation, such as a parking violation. Prior year decrease was due to the decrease in the amount of tickets being written due to COVID-19. Citations are on the increase.
7	General Operating Fund	Municipal Court	Revenues	4032	Court-Time Payment Fee	-	-	-	-	15.00	7.37	32.00	(0.33)	32	Recent code addition. Funds are collected when a person convicted of an offense shall pay a reimbursement fee of \$15 if the person has been convicted of a misdemeanor and pays any part of a fine, court costs, or restitution, or another, reimbursement fee, on or after the 31st day after the date on which a judgement is entered assessing the fine, court cots, restitution, or other reimbursement fee.
8	General Operating Fund	Municipal Court	Revenues	4035	Court Security Fee	-	-	137.08	325.13	380.56	414.88	328.00	0.41	450	Under Article 102.017 of the Texas Code of Criminal Procedures, a Municipal Court may establish a Municipal Court Building Security Fund. This fund is to be administered by the governing body of the municipality and is to be used for security personnel, services and items related to buildings that house the operations of municipal courts. A municipality may collect \$3 per conviction for a misdemeanor offense to fund the Municipal Court Building Security Fund. The \$3 fee is to be collected upon conviction, which includes when a sentence or judgment is imposed upon the defendant, or when the Court defers final disposition of the defendant's case. The term "security personnel, services, and items" includes identification cards and systems, electronic locking and surveillance equipment, signage, bailiffs or contract security personnel, and continuing education on security issues for court personnel and security personnel. The Sunset Valley Municipal Court is physically located within City Hall, and all proceedings of the Court take place inside.
9	General Operating Fund	Municipal Court	Revenues	4036	Court-Truancy Prevention Fund	-	-	-	85.00	442.33	414.15	32.00	(0.33)	400	Truancy Prevention Fee: Money allocated under Section 134.103 to the local truancy prevention and diversion fund maintained in the municipal treasury as required by Section 134.151 may be used by a municipality to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses relating to the position of a juvenile case manager employed under Article 45.056, Code of Criminal Procedure. Money in the fund may not be used to supplement the income of an employee whose primary role is not that of a juvenile case manager. The City of Sunset Valley does not employ a juvenile case manager.
10	General Operating Fund	Municipal Court	Revenues	4037	Court - Jury Fund	-	-	-	2.10	22.65	8.29	3.00	0.17	10	Juror Reimbursement Fee: Money allocated to the municipal jury fund, as required by Section 134.151, may be used by a municipality only to fund juror reimbursements and otherwise finance jury services.
11	General Operating Fund	Municipal Court	Revenues	4038	Court Technology Fee	-	-	182.77	353.60	351.42	339.31	438.00	(0.12)	438	Under Article 102.0172 of the Texas Code of Criminal Procedures, a Municipal Court may create a Technology Fund. The fund is to be administered by the governing body of the municipality and is used to finance the purchase or maintenance of technological enhancements for a municipal court. A municipality may collect a fee not to exceed \$4 per conviction for a misdemeanor offense to fund the Municipal Court Building Security Fund. The fee is to be collected upon conviction, which includes when a sentence or judgment is imposed upon the defendant, or when the Court defers final disposition of the defendant's case. The Technology Fund may be used for the following related to the operations of the Municipal Court: computer systems, networks, hardware, software, imaging systems, electronic ticket writers and docket management systems. The Sunset Valley Municipal Court currently uses the Incode Docket Management and Cash Collection Software, provided by Tyler Technologies. The Police Department will also be purchasing electronic ticket writers through Tyler Technologies which will be integrated with the Court's Incode software system.
12	General Operating Fund	Municipal Court	Revenues	4200	School Zone Fees - County/City (Restricted Use)	846.00	867.00	870.58	808.05	928.09	474.03	550.00	0.39	550	The City receives monthly revenue from Travis County of their portion of the fines paid for violations received in the school zone. These funds are restricted and can only be spent on items for school safety.

	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
3	Funds Name	Departments Nam	Type	GL	GL Description	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Base Budget	FY23 Adjustment	FY23 Proposed Budget	Description	
13	General Operating Fund	Municipal Court	Revenues	4230	Warrant Fee Collections	2,730.00	3,368.00	3,751.29	2,536.28	1,488.74	1,470.00	2,967.00	0.09	2,967	The City does not outsource warrant collections. There are no plans to contract with a warrant officer. Unpaid tickets are reported to DPS through OMNI, and the warrant must be paid to the City before a driver's license can be renewed.	
14					Total Revenues	60,914.00	59,671.00	33,249.26	24,428.87	19,068.38	15,320.89	36,569.00	664.81	37,731		
15																
16																
17	General Operating Fund	Municipal Court	Expenses	5000	Salaries	-	-	-	-	28,334.69	27,036.82	41,142.50	2,057.13	43,200	New employee replaced Assistant to the CA	
18	General Operating Fund	Municipal Court	Expenses	5006	Salary - Assistant to the City Administration	31,776.00	34,412.00	50,679.60	60,194.07	-	-	-	-	-	-	
19	General Operating Fund	Municipal Court	Expenses	5046	Salary - Longevity	320.00	492.00	392.00	440.00	96.80	-	-	-	-	-	New Employee, not subject to
20	General Operating Fund	Municipal Court	Expenses	5084	Salary - Cell phone allowance	-	-	250.00	-	24.00	-	-	-	-	-	
21	General Operating Fund	Municipal Court	Expenses	5086	Salary - Bilingual	-	-	-	-	75.00	200.00	300.00	-	300	New employee receives a bilingual stipend	
22	General Operating Fund	Municipal Court	Expenses	5087	Salary - Education	625.00	550.00	600.00	600.00	132.50	100.00	-	-	-	-	
23	General Operating Fund	Municipal Court	Expenses	5090	Salary - Overtime	1,826.00	951.00	1,109.63	1,153.81	540.13	364.53	1,407.13	-	1,407	New employee is hourly and subject to OT	
24	General Operating Fund	Municipal Court	Expenses	5091	Salary - Licensing Incentives	-	225.00	300.00	300.00	35.00	-	-	-	-	-	
25	General Operating Fund	Municipal Court	Expenses	5120	Life Insurance Benefits	51.00	46.00	43.20	43.20	8.51	9.97	70.20	-	70	Employer pays 100% of Life Insurance Premiums for the employee.	
26	General Operating Fund	Municipal Court	Expenses	5121	Medical Insurance Benefits	4,816.00	5,318.00	5,457.76	5,532.07	1,855.49	2,811.52	4,863.30	-	4,863	Employer pays 100% of Medical Insurance Premiums for the employee. In 18/19 all premiums were in Court. Dept.	
27	General Operating Fund	Municipal Court	Expenses	5122	Dental Insurance Benefits	441.00	455.00	463.80	413.58	104.16	134.31	631.26	-	631	Employer pays 100% of Dental Insurance Premiums for the employee.	
28	General Operating Fund	Municipal Court	Expenses	5123	Vision Insurance	74.00	77.00	77.76	81.27	21.09	27.33	123.66	-	124	Employer pays 100% of Vision Insurance Premiums for the employee.	
29	General Operating Fund	Municipal Court	Expenses	5124	Long Term Disability Insurance	208.00	196.00	387.09	203.00	146.15	52.07	468.00	-	468	Employer pays 100% of LTD Insurance Premiums for the employee.	
30	General Operating Fund	Municipal Court	Expenses	5126	Short Term Disability Insurance	117.00	121.00	133.56	134.00	34.22	35.92	360.00	-	360	Employer pays 100% of STD Insurance Premiums for the employee.	
31	General Operating Fund	Municipal Court	Expenses	5130	Medicare Tax - Employers Contribution	828.00	706.00	976.88	1,027.02	474.81	550.30	621.32	-	621	Employer match to the Medicare portion of social security benefits. A portion of these taxes are included in the payroll benefits transfer.	
32	General Operating Fund	Municipal Court	Expenses	5131	TWC - Employers Contribution	18.00	324.00	221.11	17.81	8.92	46.41	360.00	-	360	Provides funds for state mandated employer contribution to unemployment compensation fund. The first \$9000 of all employees earnings are taxable wages.	
33	General Operating Fund	Municipal Court	Expenses	5135	Social Security Contribution	1,464.00	806.00	834.21	571.39	672.28	(534.59)	806.00	-	806	Employer's portion of the Social Security benefits. Social Security taxes are paid on the Municipal Judge earnings.	
34	General Operating Fund	Municipal Court	Expenses	5140	TMRS City Contribution	5,814.00	6,202.00	7,077.06	7,370.00	2,367.55	2,534.51	3,483.45	-	3,483	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System. The Municipal Judge is not eligible.	
35	General Operating Fund	Municipal Court	Expenses	5150	Workers Compensation Benefits	142.00	127.00	139.08	149.51	112.51	121.00	126.64	-	127	Provides state mandated coverage in the event an employee is injured on the job. All employees are covered by Worker's Comp insurance.	
36	General Operating Fund	Municipal Court	Expenses	5306	Attorney	9,559.00	4,752.00	6,364.50	4,590.00	2,737.00	6,588.25	6,000.00	2,000.00	8,000	Increased case load, new Prosecutor in FY22	
37	General Operating Fund	Municipal Court	Expenses	5343	IT Management Services	-	-	-	-	75.00	-	1,960.00	(1,960.00)	-	Remove Line item, IT Services covered by Admin Department	
38	General Operating Fund	Municipal Court	Expenses	5354	Municipal Court Services	188.00	-	-	212.50	-	-	500.00	-	500	Interpreter and/or other Contractual services as needed	
39	General Operating Fund	Municipal Court	Expenses	5357	Salary - Municipal Judge	23,618.00	13,005.00	13,455.00	9,603.00	-	-	-	-	-	Line added to 5000- salaries above	
40	General Operating Fund	Municipal Court	Expenses	5516	Credit Card Fees	2,198.00	1,049.00	1,105.77	1,311.40	1,609.11	1,122.41	1,500.00	500.00	2,000	Elavon Fees have increased	
41	General Operating Fund	Municipal Court	Expenses	5690	Municipal Court Supplies	162.00	276.00	60.00	212.50	-	-	150.00	(150.00)	-	Office Supplies paid out of admin	
42	General Operating Fund	Municipal Court	Expenses	5725	Printing	317.00	1,489.00	-	-	-	-	500.00	(500.00)	-	No Court Printing	
43	General Operating Fund	Municipal Court	Expenses	5782	Software Maintenance Fees	3,457.00	3,585.00	3,719.37	3,860.34	3,891.37	4,040.95	5,371.00	(871.00)	4,500	Incude Docket Software	
44	General Operating Fund	Municipal Court	Expenses	5815	Training - Mileage Reimbursement	547.00	-	-	-	-	-	200.00	300.00	500	Increased Training Budget for Clerk and Judge	
45	General Operating Fund	Municipal Court	Expenses	5820	Training & Education - City Staff	600.00	200.00	-	200.00	-	-	200.00	350.00	500	Increased Training Budget for Clerk and Judge	
46					Total Expenses	89,166.00	75,364.00	93,847.38	98,220.47	43,356.29	45,441.71	71,294.46	1,526.13	72,821		

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 16, 2022



BUDGET AND FINANCE AGENDA ITEM #7

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

SUBJECT: FY 22-23 GENERAL GOVERNMENT BUDGET

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

BACKGROUND: The General Government Department in the General Fund is the repository where many general government expenses, such as Council expenses, leases, and other contracts are assigned.

Until last budget year, the Fire and Emergency Contract in the Public Safety budget was assigned here. The Budget and Finance Committee recommended the contract amount of over \$500,000 be moved into the Public Safety department.

In the 5/26 Budget & Finance Committee meeting, the Repair & Replacement transfer, and the Utility and Utility Infrastructure subsidies were moved from the Administration budget to the General Government department totaling \$1.6 million.

Budget at a Glance

Revenue: \$1,683,945

- General Fund - \$1,679,181
- Misc Revenues - \$4,764

Expenses: \$1,683,945

- Transfers/Subsidies - \$1,607,345
- Community Programs - \$32,400
- Contract Services - \$19,500
- Salary & Benefits - \$18,500
- Other - \$6,200

Additional Committee Requests: \$23,600

Arts Commission- \$31,000

Currently in the budget for \$26,400, the committee is requesting an additional \$4,600 for the FY23 budget. The committee has a final number, but the programs being funded will not be finalized until the 7/14 meeting per the budget calendar. This item can be added to the parking lot until the committee requests are finalized.

CED- \$25,000

Currently in the budget for \$6,000, this committee is requesting an additional \$19,000 for the FY23 budget. The committee has a final number, but the programs being funded will not be finalized until the 7/14 meeting per the budget calendar. This item can be added to the parking lot until the committee requests are finalized.

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

SUPPORTING MATERIALS PROVIDED: YES

- FY23 GENERAL GOVERNMENT BUDGET

	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	FY23 Budget														
2	General Fund- General Government														
3	Funds Name	Departments Name	Type	GL	GL Description	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Base Budget	FY23 Adjustment	FY23 Proposed Budget	Description
4	General Fund	General Government	Revenues	4009	Property Lease Revenue	6,600.00	6,600.00	6,600.00	4,950.00	7,012.50	-	-	-	-	Prior SFC**NOTE* Change from prior sheet. This was prior SFC rental income. This is now sponsored by the City in the grant to SFC
5	General Fund	General Government	Revenues	4028	Event Revenue	5,608.00	5,279.00	7,765.00	415.00	-	2,625.00	4,764.00	(0.07)	4,763.93	This revenue is received from two sources. One source is the \$25.00 rental fee that is paid to use the City Council Chambers for a personal event. ArtFest Revenue has been moved to General Government.
6					Total Revenues	12,208.00	11,879.00	14,365.00	5,365.00	7,012.50	2,625.00	4,764.00	(0.07)	4,763.93	
7															
8															
9	General Fund	General Government	Expenses	5089	Tuition Reimbursement	2,250.00	-	2,500.00	2,834.00	3,227.31	-	-	3,500.00	3,500.00	Provides funds to reimburse tuition fees paid by employees in accordance with the tuition reimbursement policy.
10	General Fund	General Government	Expenses	5127	Health Reimbursement Account	-	-	-	-	-	-	15,000.00	-	15,000.00	Heath Reimbursement Account approved by City Council for \$15,000 in FY22. Employees who spend >\$2,750 will be reimbursed for their medical deductible up to an amount of \$2,250. Whatever doesn't get used in FY22 will fall to fund balance. This will need to be reupped in FY23 to continue the program.
11	General Fund	General Government	Expenses	5321	Contingency Fund	2,427.00	15,625.00	1,099.52	-	-	-	10,000.00	9,500.00	19,500.00	Provides EMERGENCY contingency expenses in unplanned events.
12	General Fund	General Government	Expenses	5336	Fire and Emergency Services	480,583.00	495,000.00	509,850.41	522,641.00	538,320.00	-	-	-	-	*Moved to Public Safety in FY22*
13	General Fund	General Government	Expenses	5552	Sunset Valley Arts Commission-Community Programs	7,936.00	1,599.00	8,403.43	1,713.60	4,477.57	1,666.97	26,400.00	-	26,400.00	Amount requested by the Arts Commission in FY22. This year, they are requesting an additional \$4,600 for a total of \$31,000
14	General Fund	General Government	Expenses	5558	Community Events - Spring Fling	3,652.00	3,835.00	2,207.82	-	-	8,907.62	6,000.00	-	6,000.00	Amount requested by the Community & Economic Development Committee in FY22. This year, they are requesting an additional \$19,000 for a total of \$25,000.
15	General Fund	General Government	Expenses	5726	Property Lease Expense	5,100.00	5,200.00	5,200.00	5,200.00	2,600.00	-	5,200.00	-	5,200.00	Provides funds for the lease between AISD and the City of Sunset Valley to use a designated area of parking lot on Saturday and Sunday. Currently this space is used for parking during the Sustainable Food Center Farmer's Market. Revenue is received to offset this expense.
16	General Fund	General Government	Expenses	5825	Training & Supplies - City Council	2,886.00	2,016.00	2,712.42	2,067.74	2,321.75	701.90	1,000.00	-	1,000.00	Provides funds for the elected officials to purchase supplies to enhance their abilities to effectively govern the city. Also includes funds for expenses to attend seminars, conferences and training classes, subscriptions for needed materials, and the expenses for the annual Council Retreat.
17	General Fund	General Government	Expenses	7000	Operating Transfers Out	-	-	-	-	-	-	-	500,000.00	500,000.00	*Moved from Admin Budget* Transfer out for Repair & Replacement
18	General Fund	General Government	Expenses	7001	Subsidy Transfer Out	-	-	-	-	-	-	-	1,107,345.00	1,107,345.00	*Moved from Admin Budget* Subsidy to Utility Fund for Utilities (\$897,345) and utility line infrastructure (\$210,000)
19					Total Expenses	504,834.00	523,275.00	531,973.60	534,456.34	550,946.63	11,276.49	63,600.00	1,620,345.00	1,683,945.00	

BUDGET AND FINANCE COMMITTEE MEETING DATE: JUNE 16, 2022



BUDGET AND FINANCE AGENDA ITEM #8

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 and Parking Lot 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