



NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, MAY 27, 2021 at 6:00 P.M.

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

Registration URL: <https://attendee.gototraining.com/r/6933882479216880385>

Training ID: 327-897-548

Alternatively, you may participate with audio only by calling:

Long Distance: +1 (510) 365-3332

Access Code: 450-136-802

Notice is hereby given that the Budget and Finance Committee of the City of Sunset Valley, Texas will hold a Regular Meeting on Thursday, May 20, 2021 at 6:00 PM, at which time the following items will be discussed, to-wit:

1. 6:00 P.M. Call to Order
2. 6:00 – 6:05 P.M. Citizen Comments
3. 6:05 – 6:10 P.M. Council Liaison Report
4. 6:10 - 6:15 Approve Minutes from March 25, 2021 and May 20th, 2021 Meetings
5. 6:15 - 6:20 Review and Discuss Sales Tax Revenues through May 6, 2021.
6. 6:20 - 7:05 Review, Discuss, and possibly make a recommendation to the City Council to accept the FY 2019/2020 Annual Audit
7. 7:05 - 7:50 Review, discuss, and possibly make a recommendation to Council for Police Department & Crime Control District Expenses
8. 7:50 - 7:55 Review, discuss, and make recommendations to Council regarding any amendments to FP 107
9. 7:55 - 8:00 Suggestions for Future Agenda Items
10. 8:00 Adjourn

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 22nd day of May 2021 at 6:00 PM.

Sylvia Carrillo
City Administrator

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.

FINANCIAL PLANNING CALENDAR	2021
Discuss Upcoming Budget	April 29, 2021
Auditor's Report Presentation	April 29, 2021
Sales Tax Revenue Discussion	May 20, 2021
Administration Department	May 20, 2021
Police Department & Crime Control District	May 27, 2021
Municipal Court	June 3, 2021
General Government	June 3, 2021
Public Works Department	June 10, 2021
Water Department	June 17, 2021
Wastewater Department	June 17, 2021
Solid Waste Department	June 24, 2021
Drainage Department	June 24, 2021
Street Tax	July 15, 2021
Green Tax	July 15, 2021
HOT Fund Proposals*	July 22, 2021
HOT Funds Department	July 22, 2021
Repair & Replacement/Capital Assets	July 29, 2021
Projects	July 29, 2021
Bring Back Items	July 29, 2021
Revisit Sales Tax Revenues	August 5, 2021
Bring Back Items	August 5, 2021
Mayor Files Budget	August 13, 2021
Present Budget to Council	August 17, 2021
Public Hearing	September 7, 2021
Approve Budget	September 21, 2021
*HOT FUND request must be submitted by May 31, 2021	

COUNCIL MEETING DATE: MAY 27, 2021



BUDGET AND FINANCE – AGENDA #4

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Approve the minutes of the 3/25/2021 and the 5/20/2021 Meeting

APPLICABLE CODE SECTIONS: N/A

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: YES – DRAFT MINUTES BY SEPARATE EMAIL

COUNCIL MEETING DATE: MAY 27, 2021



BUDGET AND FINANCE – AGENDA #5

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Review and Discuss Sales Tax Revenues through May 6, 2021.

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BACKGROUND: Revenues thru May are provided for reference and discussion regarding future revenue projections as they relate to the budget.

APPLICABLE CODE SECTIONS: NA

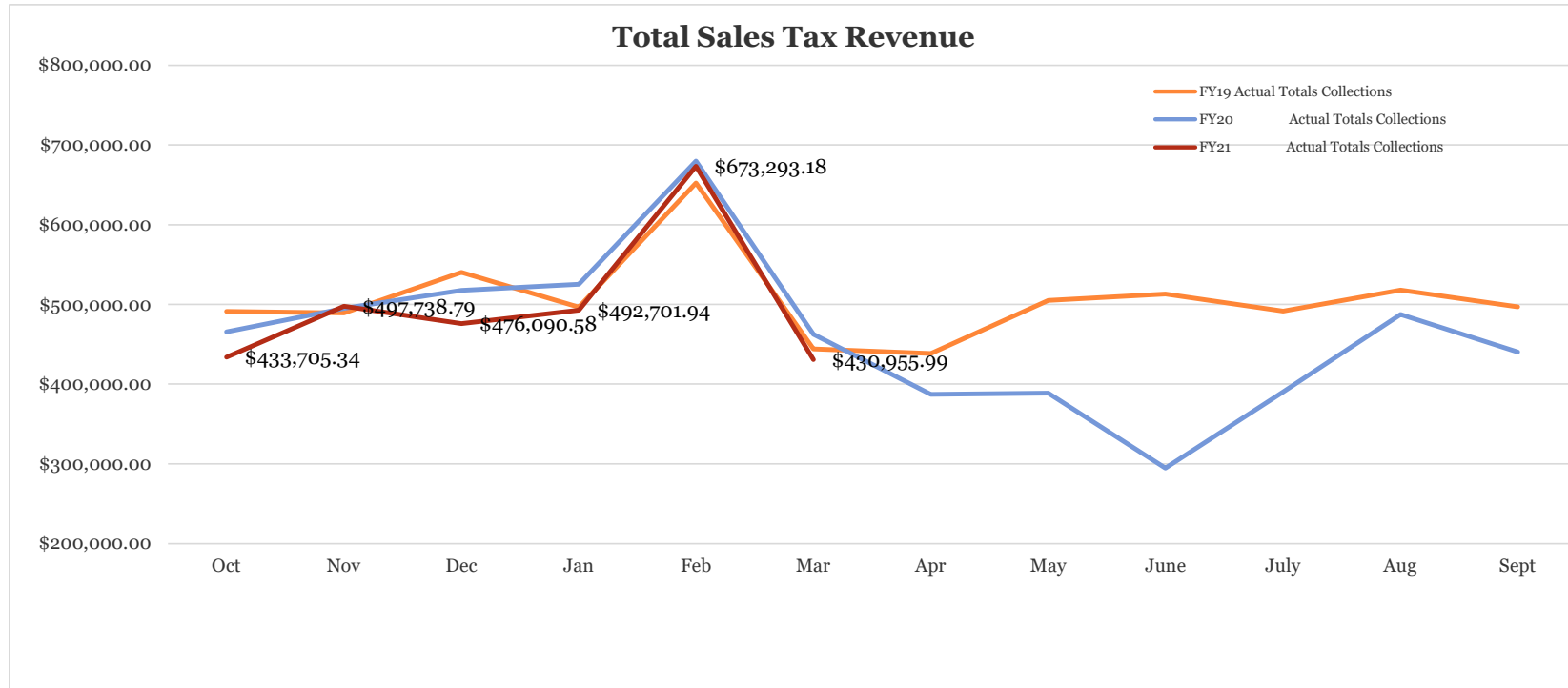
FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: YES ATTACHED

SALES TAX REVENUE
FY21

Total Sales Tax

Date	Sales for the month of		PROJECTED Monthly Collections (Budget) FY21	Actual Funds Received FY21	% of Total Projected Budget	Monthly Overage/ (Shortfall)	% Above or (Below) Monthly Budget	Y-T-D Overage/ (Shortfall)	% Above or (Below) Total Budget	Actual Received FY20	Increase/ (Decrease) from previous year	% Above or (Below) from previous year
October	August	2020	\$361,239.67	\$433,705.34	10%	\$72,465.67	20%	\$72,465.67	2%	\$465,419.82	-\$31,714.48	-7%
November	September	2020	\$386,187.26	\$497,738.79	11%	\$111,551.53	29%	\$184,017.19	4%	\$495,228.41	\$2,510.38	1%
December	October	2020	\$381,046.95	\$476,090.58	11%	\$95,043.63	25%	\$279,060.83	6%	\$517,783.60	-\$41,693.02	-8%
January	November	2020	\$396,345.10	\$492,701.94	11%	\$96,356.84	24%	\$375,417.66	8%	\$525,321.43	-\$32,619.49	-6%
February	December	2020	\$512,893.26	\$673,293.18	15%	\$160,399.92	31%	\$535,817.58	12%	\$679,963.17	-\$6,669.99	-1%
March	January	2021	\$345,343.38	\$430,955.99	10%	\$85,612.61	25%	\$621,430.19	14%	\$462,567.83	-\$31,611.84	-7%
April	February	2021	\$322,435.93	\$360,764.53	8%	\$38,328.60	12%	\$659,758.79	15%	\$387,192.29	-\$26,427.76	-7%
May	March	2021	\$367,010.16	\$652,948.54	14%	\$285,938.38	78%	\$945,697.17	21%	\$388,573.00	\$264,375.54	68%
June	April	2021	\$332,795.96	\$0.00	0%	(\$332,795.96)	-100%	\$612,901.21	14%	\$294,578.24	-\$294,578.24	-100%
July	May	2021	\$359,756.50	\$0.00	0%	(\$359,756.50)	-100%	\$253,144.71	6%	\$390,052.50	-\$390,052.50	-100%
August	June	2021	\$388,923.85	\$0.00	0%	(\$388,923.85)	-100%	(\$135,779.14)	-3%	\$487,412.37	-\$487,412.37	-100%
September	July	2021	\$364,021.97	\$0.00	0%	(\$364,021.97)	-100%	(\$499,801.11)	-11%	\$440,433.85	-\$440,433.85	-100%
Totals			\$4,518,000.00	\$4,018,198.89	111%	(\$499,801.11)	-11%	(\$499,801.11)	-11%	\$5,534,526.51	-\$1,516,327.62	-27%



COUNCIL MEETING DATE: MAY 27, 2021



BUDGET AND FINANCE – AGENDA #6

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, Discuss, and possibly make a recommendation to the City Council to accept the FY 2019/2020 Annual Audit.

BACKGROUND: The draft audit is provided for committee review and recommendation. It is provided by hyperlink.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: YES BY [HYPERLINK](#)

COUNCIL MEETING DATE: MAY 27, 2021



BUDGET AND FINANCE – AGENDA #7

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

SUBJECT: PUBLIC SAFETY

DESCRIPTION: Review and Discuss Sales Tax Revenues through May 6, 2021.

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BACKGROUND: Review, discuss, and possibly make a recommendation to Council for Police Department & Crime Control District Expenses

APPLICABLE CODE SECTIONS: NA

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: YES ATTACHED

POLICE DEPARTMENT

RESPONSIBILITIES

The Sunset Valley Police Department provides 24-hour law enforcement services within Sunset Valley. In doing so our mission is to provide the most remarkable law enforcement services “under the sun” to residents and visitors to Sunset Valley. There are 14 employees within the police department which includes 1 civilian employee and 13 officers. Their duties are as follows:

Civilian Employee (1): Front desk, law enforcement records, TCOLE licensing, evidence technician.

Police Chief (1): Oversight of department, planning, professional standards, CJIS compliance, TCOLE compliance, social media, community programs, animal control, emergency management, interdepartmental relations, recruitment purchasing and budget.

Police Lieutenant (1): Responsible for daily operations including staffing, training, vehicle maintenance and equipment maintenance, purchasing, community programs, TCOLE licensing, equipment acquisition, fitness standards, new employee orientation and supplementing patrol supervision when needed.

Detective Sergeant (1): Criminal investigations, employment background investigations, administrative investigations, and supplementing patrol supervision when needed.

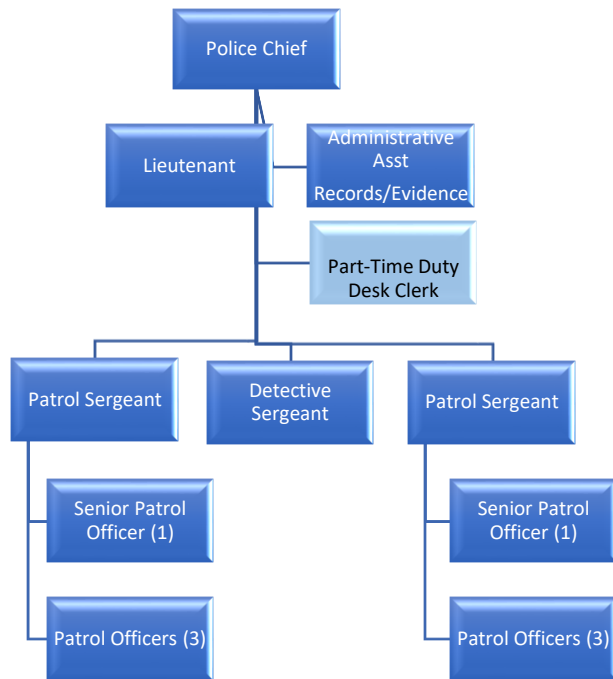
Patrol Sergeant (2): Patrol response and supervision, community relations, staffing and scheduling.

Officers (8): Patrol response, community programs, community liaisons. 8 patrol officers are responsible for 24-hour patrol coverage within the city of Sunset Valley. The department responds to between 4,500 and 5,000 calls per year.

STAFFING (Historical)

YEAR	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
FTEs	14	14	14	14	14	14	14	14	14.5*

* Part-time front desk duty clerk



Crime Control & Prevention District Tax Revenues

Proposal	Account String	Funds	Funds Name	Type	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	FY 21 Adopted	Proposed Amendments to FY 22 Budget	Proposed FY 22	Description
19 Crime Control & Prevention District Tax	19-19-4095	19	Crime Control & Prevention District Tax	Revenues	Interest	\$ -	\$ 231.94	\$ 6,506.07	\$ 4,726.08	\$ 198.62	\$ 2,500.00	\$ 500.00	\$ 3,000.00	Interest earned at TexPool/TexStar
19 Crime Control & Prevention District Tax	19-19-4181	19	Crime Control & Prevention District Tax	Revenues	Sales & Use Tax - Crime Control and Prevention Tax	\$ -	\$ 132,256.63	\$ 403,044.25	\$ 398,627.15	\$ 221,946.51	\$ 301,215.00	\$ 121,500.00	\$ 422,715.00	Projected Sales Tax Revenue Based on Existing Collections
19 Crime Control & Prevention District Tax	19-19-4300	19	Crime Control & Prevention District Tax	Revenues	Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19 Crime Control & Prevention District Tax	19-19-XFER	19	Crime Control & Prevention District Tax	Revenues	Transfer in from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,806.00	\$ (52,806.00)	\$ 50,000.00	Reduction in the GF Transfer to balance the budget and also begin to replenish the reserve account that was drawn to near \$0.
							\$ 132,488.57	\$ 409,550.32	\$ 403,353.23	\$ 222,145.13	\$ 406,521.00	\$ 69,194.00	\$ 475,715.00	

Crime Control & Prevention District Tax Expenses

19 Crime Control & Prevention District Tax	19-19-5035	19	Crime Control & Prevention District Tax	Expenses	Salary - Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00		\$ 20,000.00	Part-time police reserve officer pay was approved in FY 19/20. Pays for reserve officers to act as supplemental patrol officers in shopping areas and other locations as needed.
19 Crime Control & Prevention District Tax	19-19-5045	19	Crime Control & Prevention District Tax	Expenses	Salary - Detective	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,088.12		\$ 85,088.12	
19 Crime Control & Prevention District Tax	19-19-5046	19	Crime Control & Prevention District Tax	Expenses	Salary - Longevity	\$ -	\$ -	\$ -	\$ -	\$ 1,168.00	\$ 1,312.00		\$ 1,312.00	
19 Crime Control & Prevention District Tax	19-19-5050	19	Crime Control & Prevention District Tax	Expenses	Salary - Patrol Officer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,142.28		\$ 122,142.28	
19 Crime Control & Prevention District Tax	19-19-5084	19	Crime Control & Prevention District Tax	Expenses	Salary - Cell phone allowance	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 360.00	\$ -	\$ 360.00	
19 Crime Control & Prevention District Tax	19-19-5088	19	Crime Control & Prevention District Tax	Expenses	Salary - Shift Differential	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ 2,400.00	\$ -	\$ 2,400.00	
19 Crime Control & Prevention District Tax	19-19-5090	19	Crime Control & Prevention District Tax	Expenses	Salary - Overtime	\$ -	\$ -	\$ -	\$ -	\$ 19,899.27	\$ 10,672.37	\$ -	\$ 10,672.37	
19 Crime Control & Prevention District Tax	19-19-5091	19	Crime Control & Prevention District Tax	Expenses	Salary - Licensing Incentives	\$ -	\$ -	\$ -	\$ -	\$ 1,400.00	\$ 3,600.00	\$ -	\$ 3,600.00	
19 Crime Control & Prevention District Tax	19-19-5092	19	Crime Control & Prevention District Tax	Expenses	Salary - Holiday Traffic Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	Pays overtime for officers to work traffic control in shopping centers and along Brodie Lane from Black Friday through New Year's Day
19 Crime Control & Prevention District Tax	19-19-5120	19	Crime Control & Prevention District Tax	Expenses	Life Insurance Benefits	\$ -	\$ -	\$ -	\$ -	\$ 11.23	\$ 4,800.00	\$ -	\$ 4,800.00	
19 Crime Control & Prevention District Tax	19-19-5121	19	Crime Control & Prevention District Tax	Expenses	Medical Insurance Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,779.80	\$ -	\$ 26,779.80	
19 Crime Control & Prevention District Tax	19-19-5122	19	Crime Control & Prevention District Tax	Expenses	Dental Insurance Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,683.36	\$ -	\$ 1,683.36	
19 Crime Control & Prevention District Tax	19-19-5123	19	Crime Control & Prevention District Tax	Expenses	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329.76	\$ -	\$ 329.76	
19 Crime Control & Prevention District Tax	19-19-5124	19	Crime Control & Prevention District Tax	Expenses	Long Term Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 68.56	\$ 28,000.00	\$ -	\$ 28,000.00	
19 Crime Control & Prevention District Tax	19-19-5126	19	Crime Control & Prevention District Tax	Expenses	Short Term Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 46.72	\$ 20,000.00	\$ -	\$ 20,000.00	
19 Crime Control & Prevention District Tax	19-19-5130	19	Crime Control & Prevention District Tax	Expenses	Medicare Tax - Employers Contribution	\$ -	\$ -	\$ -	\$ -	\$ 2,239.59	\$ 3,795.98	\$ -	\$ 3,795.98	
19 Crime Control & Prevention District Tax	19-19-5131	19	Crime Control & Prevention District Tax	Expenses	TWC - Employers Contribution	\$ -	\$ -	\$ -	\$ -	\$ 30.90	\$ 960.00	\$ -	\$ 960.00	
19 Crime Control & Prevention District Tax	19-19-5135	19	Crime Control & Prevention District Tax	Expenses	Social Security Contribution	\$ -	\$ -	\$ -	\$ -	\$ 337.14	\$ 1,860.00	\$ -	\$ 1,860.00	
19 Crime Control & Prevention District Tax	19-19-5140	19	Crime Control & Prevention District Tax	Expenses	TMRS City Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,901.80	\$ -	\$ 28,901.80	
19 Crime Control & Prevention District Tax	19-19-5150	19	Crime Control & Prevention District Tax	Expenses	Workers Compensation Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,080.58	\$ -	\$ 9,080.58	
19 Crime Control & Prevention District Tax	19-19-5439	19	Crime Control & Prevention District Tax	Expenses	Community Partnership	\$ -	\$ -	\$ -	\$ -	\$ 156.40	\$ 2,250.00	\$ -	\$ 2,250.00	Provides funds for all Eyes on Sunset Valley community events and activities such as SOWing Community, Corridor Cleanup, Coffee with a Cop, and other crime prevention initiatives.
19 Crime Control & Prevention District Tax	19-19-5455	19	Crime Control & Prevention District Tax	Expenses	National Crime Nite Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	Annual community building partnership event to promote police-community relations.
19 Crime Control & Prevention District Tax	19-19-5600	19	Crime Control & Prevention District Tax	Expenses	Dues / Subscriptions / Fees	\$ -	\$ -	\$ 500.00	\$ 600.00	\$ -	\$ 500.00	\$ -	\$ 500.00	Dues membership to professional law enforcement organizations for department members.
19 Crime Control & Prevention District Tax	19-19-5613	19	Crime Control & Prevention District Tax	Expenses	800 mghz Operation and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 9,000.36	\$ 9,495.00	\$ 1,000.00	\$ 10,495.00	Paid to Travis County for portable radio and MDC maintenance costs. Cost is based on estimated 3% annual increase.
19 Crime Control & Prevention District Tax	19-19-5614	19	Crime Control & Prevention District Tax	Expenses	911 Call Share	\$ -	\$ -	\$ -	\$ -	\$ 59,847.00	\$ 59,847.00	\$ 7,806.00	\$ 67,653.00	Paid to Travis County S.O. for dispatching services at CTECC, a centralized dispatch center responsible for emergency calls throughout Travis Co. SVPD pays fair share based percentage of total calls dispatched. Based on an average of 15% increase each year
19 Crime Control & Prevention District Tax	19-19-5625	19	Crime Control & Prevention District Tax	Expenses	Equipment Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No planned equipment acquisition in FY 2020
19 Crime Control & Prevention District Tax	19-19-5775	19	Crime Control & Prevention District Tax	Expenses	Small Tools	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19 Crime Control & Prevention District Tax	19-19-5782	19	Crime Control & Prevention District Tax	Expenses	Software Maintenance Fees	\$ -	\$ -	\$ -	\$ -	\$ 3,559.48	\$ 23,906.78	\$ (23,906.78)	\$ -	*Moved to Administration* Annual software licensing and renewal agreements for criminal justice records programs (INCODE) including Public Safety Records Management System, Code Red, evidence management software, and mobile data software.
						\$ -	\$ -	\$ 500.00	\$ 600.00	\$ 99,314.65	\$ 472,764.83	\$ (12,600.78)	\$ 460,164.05	

BUDGET AND FINANCE COMMITTEE
MEETING DATE: MAY 21, 2021



BUDGET AND FINANCE AGENDA ITEM # 8

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal Accountant
sfleegal@sunsetvalley.org

SUBJECT: BUDGET AND FINANCE COMMITTEE – OVERVIEW

DESCRIPTION: Review, Discussion, and Recommendation to City Council on Sections FP-107 of the Financial Policies

BACKGROUND: Continue reviewing and discussing the Sunset Valley Financial Policies. This is a carryover of the prior months meeting. FP-107 will be the only item discussed and possibly recommended to council.

APPLICABLE CODE SECTIONS: N/A

STAFF RECOMMENDATION: N/A

SUPPORTING MATERIALS PROVIDED: YES / NO

Control of Revenue by City Departments

Policy Reference: FP107
Effective Date: April 16, 2013

Intent: To provide a procedure to aid City Departments in the handling and remitting of revenue in order to ensure adequate controls over cash as well as the accurate recording, and timely deposits of revenue.

Scope: All areas of the City whose activities include the sale of goods and services and/or the receipt of revenue funds.

A. Cash Handling & Control - Departmental

1. All revenue collected by all City Offices must be remitted to the Accounting Office weekly.
- ~~1-2.~~ A spreadsheet identifying individual transactions posted by name, type, and amount of revenue will be remitted with the revenue in order to reconcile accounts.
- ~~2.~~ Funds remitted to Accounting must be reconciled by one of the following methods in order to verify that the amount of revenue on hand is correct:
 - ~~a.~~ Cash register tape(s) identifying total amount of revenue for the day being remitted.
 - ~~b.~~ Computer printout identifying individual transactions posted by name, account number, and total amount of revenue for the day being remitted.
3. A copy of the ~~tape or~~ printout reconciling funds remitted each weekday shall be turned in to the Public Works Director/Assistant City Administrator.
4. All checks must be verified for signature, body and figures, and cannot be either stale-dated (older than 6 months) or post-dated. ~~No personal checks will be cashed.~~
5. All individuals remitting payment by cash shall be issued an official City receipt.

~~B. Cash Handling & Control - Reimbursable Accounts~~

- ~~1.~~ All revenue collected through reimbursable programs shall be remitted to the Accounting Office in a timely manner.

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~~2. An official City receipt shall then be issued at the time of purchase for purchases made by means of cash or check. If the purchaser was not present when revenue was collected then a receipt must be mailed to the purchaser. For purchases made by check, the check number must be included on the receipt.~~

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~~3. Funds remitted to Accounting must be reconciled by one of the methods noted in part 2 of Section A above.~~

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~~4. A copy of the tape or printout reconciling funds remitted each day shall be turned into the Assistant City Administrator.~~

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BC. Cash Handling & Control – Accounting Office

1. The Accounting Office will verify that the attached reconciliation(s) equal(s) actual revenue remitted by each department for in house deposits and prepare the deposit.
2. Revenue should be stored in a secured locked area. Funds shall be deposited weekly.
3. All revenue to be deposited shall be delivered to the City's banking institution(s) by a member of the Sunset Valley Police Department, whenever possible.
4. The Accountant will reconcile all monthly bank accounts. In reconciling the bank statements, the Accountant will review deposits, transfers/withdraws, checks that cleared bank, and bank fees to verify that no unauthorized transactions have occurred during the period or any excessive fees have been charged by the bank. The Accountant will also verify that no unauthorized transactions or adjustments have been made to the accounting system during the bank reconciliation process.

~~D. C. Cash Handling & Control – Public Works DirectorAssistant City Administrator~~

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1. The ~~Public Works DirectorAssistant City Administrator~~ will receive a copy of the revenue report submitted by each department to the Accounting Office for in house deposits.
2. The bank receipt from in house deposits, prepared by the accounting office and delivered by the Police Department, will be given to ~~Public Works DirectorAssistant City Administrator~~.
3. When the bank statements have been received, they will be given to the Public Works DirectorAssistant City Administrator to review and initial before giving them to the accountant.
4. After reconciliation of bank statements are prepared by the Accountant, they shall be presented to the Public Works DirectorAssistant City Administrator for review for accuracy and approval for any necessary adjusting entries.

~~5. All cash balances in excess of limits set forth under the General Financial Guidelines shall be deposited through electronic transfer by Automatic Clearing House (ACH) to the appropriate Fund established within TexPool or other City approved investment account(s).~~

6.5. Whenever available, authorization shall be established for the deposit of funds by electronic transfer of all payments owed to the City of Sunset Valley (i.e.: Comptroller of Public Accounts, County School Zone Allocation Fees, COPS Grant).

Adopted: April 6, 1999
Amended: November 8, 2000
Amended: April 16, 2013

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