



NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, JUNE 3, 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, June 3, 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 May 27th, 2021 Meetings
5. 6:15 - 6:45 Review, Discuss, and possibly make a recommendation to the City Council to accept the FY 2019/2020 Annual Audit
6. 6:45 - 7:10 Review, Discuss, and possibly make a recommendation to the City Council for Municipal Court Expenses
7. 7:10 - 7:55 Review, discuss, and possibly make a recommendation to Council for General Government Expenses
8. 7:55 - 8:00 Suggestions for Future Agenda Items
9. 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 28TH 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	Rev. 5.28.21
Discuss Upcoming Budget	April 29, 2021
Auditor's Report Presentation	May 27, 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
HOT Fund Proposals*	June 10, 2021
HOT Funds Department	June 10, 2021
Public Works Department	June 17, 2021
Water Department	June 24, 2021
Wastewater Department	June 24, 2021
Solid Waste Department	July 15, 2021
Drainage Department	July 15, 2021
Street Tax	July 22, 2021
Green Tax	July 22, 2021
Repair & Replacement/Capital Assets	July 29, 2021
Projects	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	



BUDGET AND FINANCE COMMITTEE
THURSDAY, MAY 27, 2021 at 6:00 P.M.

Members Present

Rudi Rosengarten, Council Liaison
Charles Young, Committee Chair
Ketan Kharod, Vice Chair
Rose Hargrave, Committee Member
Liz Wright, Committee Member
Terry Cowan, Committee Member

Justin Litchfield, Committee Member
Ariel Cloud, Committee Member

Staff Present

Sylvia Carrillo, City Administrator
Suzanna Fleegal, Accountant
Lenn Carter, Chief of Police

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

1. Call to Order

The meeting was called to order at ___ pm.

2. Citizen Comments

Charles Goyette made a comment regarding a change in sales tax report format he requested. Discussion was moved to the item related to that matter, item 5 on this agenda.

3. Council Liaison Report

Councilmember Rosengarten gave an update on Council activities.

4. Approve Minutes from March 25, 2021 and May 20th, 2021 Meetings.

Motion was made by Ketan, seconded by Michael to amend the minutes to remove the time block on the agenda, remove council quorum note, and list Terry Cowan as present; and to correct item #6, showing Michael and Charles voting against. Motion was approved unanimously.

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

Charles Goyette presented an amendment to the sales tax report format. The committee accepted the changes and asked staff to verify all formulas in the sheet. Justin moved to approve the new format for the future, seconded by Ariel. Motion passed unanimously.

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

Haynie and Company presented the City's annual audit. Questions were raised by several committee members for "bring back items". Haynie is provide that to the staff, with a possible recommendation to Council at the next committee meeting of June 3, 2021.

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

Committee reviewed the revenues and expenses for both areas and asked they be consolidated for budget planning purposes and ease of understanding.

A Motion made by Michael seconded by Rose to approve the PD budget and not include the additional staffer, but rather include the staffer as a “bring back item”. Motion passed unanimously.

A motion by Charles Young to accept the Crime Control expenses; however, the revenue projection should be adjusted to prior information, as a “place holder”. Additionally, the revenues will be a “bring back item” at a future meeting. No vote was taken. (2:18:22 into the meeting)

8. Review, discuss, and make recommendations to Council regarding any amendments to FP 107
Motion was made by Charles Goyette and seconded by Ketan to approve the amendments to FP 107 and forward to Council for approval. Motion passed unanimously.
9. Suggestions for Future Agenda Items
Amend the financial calendar to move the HOT fund item to the June 10th meeting and all other subsequent meetings will fall back a week. Request made by the Chair to include an amended financial calendar in the next packet.
10. Adjourn at 8:38 PM

COUNCIL MEETING DATE: JUNE 3, 2021



BUDGET AND FINANCE – AGENDA #5

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

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APPLICABLE CODE SECTIONS: NA

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: YES ATTACHED

COUNCIL MEETING DATE: JUNE 3, 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 for Municipal Court Expenses

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEET ATTACHED

GENERAL OPERATING FUND PROPOSED FY 22 BUDGET

Revenues														
Account String	Funds	Funds Name	Department	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	Proposed	Description
01-09-4009	01	General Operating Fund	09	General Government	Revenues	4009	Property Lease Revenue	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 1,650.00	\$ -	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
01-09-4028	01	General Operating Fund	09	General Government	Revenues	4028	Event Revenue	\$ 5,231.80	\$ 5,608.00	\$ 5,279.00	\$ 7,765.00	\$ -	\$ 5,014.57	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.
01-09-4300	01	General Operating Fund	09	General Government	Revenues	4300	Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,014.00	**NOTE** Amount from the GF that was previously received from the SFC lease payment above.
								\$ 11,831.80	\$ 12,208.00	\$ 11,879.00	\$ 14,365.00	\$ 1,650.00	\$ 10,028.57	
Expenses														
Account String	Funds	Funds Name	Department	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	Proposed	Description
01-09-5089	01	General Operating Fund	09	General Government	Expenses	5089	Tuition Reimbursement	\$ 2,340.00	\$ 2,250.00	\$ -	\$ 2,500.00	\$ 1,357.06	\$ 4,500.00	Provides funds to reimburse tuition fees paid by employees in accordance with the tuition reimbursement policy.
01-09-5321	01	General Operating Fund	09	General Government	Expenses	5321	Contingency Fund	\$ 2,427.08	\$ 15,624.66	\$ -	\$ 1,099.52	\$ -	\$ 10,000.00	Provides EMERGENCY contingency expenses in unplanned events.
01-09-5336	01	General Operating Fund	09	General Government	Expenses	5336	Fire and Emergency Services	\$ 480,582.91	\$ 495,000.40	\$ 509,850.41	\$ 509,850.41	\$ 538,320.00	\$ 551,640.00	Provides funds for fire protection services through a contract with the City of Austin Fire Department. Annual increase is incorporated each year.
01-09-5348	01	General Operating Fund	09	General Government	Expenses	5348	Legal Defense Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	**REMOVED** Provides legal services for the defense and or filing of lawsuits. This amount is in the budget to allow for an expense that would require a budget transfer.
01-09-5552	01	General Operating Fund	09	General Government	Expenses	5552	Sunset Valley Arts Commission-Community Program	\$ 7,936.18	\$ 1,598.87	\$ 5,974.90	\$ 8,403.43	\$ 1,486.89	\$ 8,690.00	* May be amended - Committee is finalizing**Request by the Arts Commission
01-09-5558	01	General Operating Fund	09	General Government	Expenses	5558	Community Events - Spring Fling	\$ 3,651.76	\$ 3,834.82	\$ 3,900.17	\$ 2,207.82	\$ -	\$ 4,400.00	* May be amended - Committee is finalizing**
01-09-5559	01	General Operating Fund	09	General Government	Expenses	5559	Community Events - Activity Program for Seniors	\$ 250.00	\$ 61.36	\$ 111.81	\$ -	\$ -	\$ -	* May be amended - Committee is finalizing**
01-09-5561	01	General Operating Fund	09	General Government	Expenses	5561	Community Events - Business Appreciation	\$ 999.79	\$ 841.89	\$ 1,000.00	\$ 1,036.71	\$ -	\$ 4,000.00	* May be amended - Committee is finalizing**
01-09-5605	01	General Operating Fund	09	General Government	Expenses	5605	Easement Acquisition	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ -	Easements should be part of a project budget
01-09-5660	01	General Operating Fund	09	General Government	Expenses	5660	Land Acquisition	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	Not needed. Should be part of a project budget
01-09-5726	01	General Operating Fund	09	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	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.
01-09-5825	01	General Operating Fund	09	General Government	Expenses	5825	Training & Supplies - City Council	\$ 2,886.08	\$ 2,016.45	\$ 180.14	\$ 2,712.42	\$ 1,726.74	\$ 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.
01-09-TL	01	General Operating Fund	09	General Government	Expenses	TL	Tree Lighting/Holiday Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	* May be amended - Committee is finalizing**
01-09-7127	01	General Operating Fund	09	General Government	Expenses	7127	Community Fire Planning	\$ 13,999.89	\$ 9,808.12	\$ 12,205.23	\$ 13,115.72	\$ -	\$ -	Combine with Green Tax Open Space Management
								\$ 520,173.69	\$ 536,236.57	\$ 539,322.66	\$ 546,626.03	\$ 545,490.69	\$ 589,430.00	

COUNCIL MEETING DATE: JUNE 3, 2021



BUDGET AND FINANCE – AGENDA #7

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to Council for General Government Expenses

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEET

MUNICIPAL COURT PROPOSED FY 22 BUDGET

Proposal	Worksheet	Account String	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	Proposed	Description
01 General Operating Fund	03 Municipal Court	01-03-4020	01	General Operating Fund	03	Municipal Court	Revenues	4020	Court Income - Fees	\$22,855.12	\$19,894.03	\$29,210.29	\$ 7,805.03	\$ 1,736.85	\$ 14,005.11	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.
01 General Operating Fund	03 Municipal Court	01-03-4022	01	General Operating Fund	03	Municipal Court	Revenues	4022	Credit Card Convenience Fees	\$ -	\$ -	\$ 915.95	\$ 1,221.70	\$ -	\$ 879.22	This program had been 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 program started in FY 17/18.
01 General Operating Fund	03 Municipal Court	01-03-4030	01	General Operating Fund	03	Municipal Court	Revenues	4030	Court Income Fines	\$65,872.43	\$37,443.58	\$25,309.76	\$ 19,280.81	\$ 6,344.80	\$ 19,030.19	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. Decrease is due to the decrease in the amount of tickets being written due to COVID-19.
01 General Operating Fund	03 Municipal Court	01-03-4032	01	General Operating Fund	03	Municipal Court	Revenues	4032	Court-Time Payment Fee	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ 33.00	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 costs, restitution, or other reimbursement fee.
01 General Operating Fund	03 Municipal Court	01-03-4035	01	General Operating Fund	03	Municipal Court	Revenues	4035	Court Security Fee	\$ -	\$ -	\$ -	\$ 137.08	\$ 176.49	\$ 346.00	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.
01 General Operating Fund	03 Municipal Court	01-03-4036	01	General Operating Fund	03	Municipal Court	Revenues	4036	Court-Truancy Prevention Fund	\$ -	\$ -	\$ -	\$ -	\$ 219.50	\$ 33.00	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.
01 General Operating Fund	03 Municipal Court	01-03-4037	01	General Operating Fund	03	Municipal Court	Revenues	4037	Court - Jury Fund	\$ -	\$ -	\$ -	\$ -	\$ 3.90	\$ 3.00	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.
Total										\$88,727.55	\$57,337.61	\$55,436.00	\$ 28,444.62	\$ 8,496.54	\$ 34,329.52	

Proposal	Worksheet	Account String	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 21 YTD	Proposed	Description
01 General Operating Fund	03 Municipal Court	01-03-5000	01	General Operating Fund	03	Municipal Court	Expenses	5000	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 15,778.87	\$ 39,780.00	New employee replaced Assistant to the CA
01 General Operating Fund	03 Municipal Court	01-03-5006	01	General Operating Fund	03	Municipal Court	Expenses	5006	Salary - Assistant to the City Administration	\$30,212.79	\$31,775.52	\$34,411.95	\$ 50,679.60	\$ -	\$ -	Removed to Admin
01 General Operating Fund	03 Municipal Court	01-03-5046	01	General Operating Fund	03	Municipal Court	Expenses	5046	Salary - Longivity	\$ 346.40	\$ 320.00	\$ 492.00	\$ 392.00	\$ 96.80	\$ -	New Employee, not subject to
01 General Operating Fund	03 Municipal Court	01-03-5087	01	General Operating Fund	03	Municipal Court	Expenses	5087	Salary - Education	\$ 600.00	\$ 625.00	\$ 550.00	\$ 600.00	\$ 70.00	\$ -	New Employee
01 General Operating Fund	03 Municipal Court	01-03-5090	01	General Operating Fund	03	Municipal Court	Expenses	5090	Salary - Overtime	\$ 2,005.42	\$ 1,825.55	\$ 951.35	\$ 1,109.63	\$ 506.33	\$ 1,339.00	New employee
01 General Operating Fund	03 Municipal Court	01-03-5091	01	General Operating Fund	03	Municipal Court	Expenses	5091	Salary - Licensing Incentives	\$ -	\$ -	\$ 225.00	\$ 300.00	\$ 35.00	\$ -	New Employee not subject to
01 General Operating Fund	03 Municipal Court	01-03-5120	01	General Operating Fund	03	Municipal Court	Expenses	5120	Life Insurance Benefits	\$ 50.64	\$ 50.64	\$ 46.30	\$ 43.20	\$ 26.82	\$ 1,800.00	Employer pays 100% of Life Insurance Premiums for the employee.
01 General Operating Fund	03 Municipal Court	01-03-5121	01	General Operating Fund	03	Municipal Court	Expenses	5121	Medical Insurance Benefits	\$ 4,616.64	\$ 4,815.96	\$ 5,317.67	\$ 5,457.76	\$ 4,042.95	\$ 4,863.30	Employer pays 100% of Medical Insurance Premiums for the employee. In 18/19 all premiums are in Court. Dept.
01 General Operating Fund	03 Municipal Court	01-03-5122	01	General Operating Fund	03	Municipal Court	Expenses	5122	Dental Insurance Benefits	\$ 509.04	\$ 441.04	\$ 454.71	\$ 463.80	\$ 264.56	\$ 631.26	Employer pays 100% of Dental Insurance Premiums for the employee.
01 General Operating Fund	03 Municipal Court	01-03-5123	01	General Operating Fund	03	Municipal Court	Expenses	5123	Vision Insurance	\$ 74.28	\$ 74.28	\$ 76.89	\$ 77.76	\$ 54.96	\$ 123.66	Employer pays 100% of Vision Insurance Premiums for the employee.
01 General Operating Fund	03 Municipal Court	01-03-5124	01	General Operating Fund	03	Municipal Court	Expenses	5124	Long Term Disability Insurance	\$ 207.60	\$ 207.60	\$ 196.12	\$ 387.09	\$ 248.67	\$ 10,500.00	Employer pays 100% of LTD Insurance Premiums for the employee. New rates were issued in March 2018.
01 General Operating Fund	03 Municipal Court	01-03-5126	01	General Operating Fund	03	Municipal Court	Expenses	5126	Short Term Disability Insurance	\$ 117.12	\$ 117.12	\$ 120.90	\$ 133.56	\$ 101.69	\$ 7,500.00	Employer pays 100% of STD Insurance Premiums for the employee. New rates were issued in March 2018.
01 General Operating Fund	03 Municipal Court	01-03-5130	01	General Operating Fund	03	Municipal Court	Expenses	5130	Medicare Tax - Employers Contribution	\$ 463.84	\$ 828.26	\$ 705.97	\$ 976.88	\$ 239.44	\$ 600.58	Employer match to the Medicare portion of social security benefits. A portion of these taxes are included in the payroll benefits transfer.
01 General Operating Fund	03 Municipal Court	01-03-5131	01	General Operating Fund	03	Municipal Court	Expenses	5131	TWC - Employers Contribution	\$ 296.41	\$ 18.01	\$ 323.93	\$ 221.11	\$ 2.91	\$ 360.00	Provides funds for state mandated employer contribution to unemployment compensation fund. The first \$9000 of all employees earnings are taxable wages. There was an increase in rated in FY 17/18 which has been carried over into FY18/19. New rates are issued in January 2019.
01 General Operating Fund	03 Municipal Court	01-03-5135	01	General Operating Fund	03	Municipal Court	Expenses	5135	Social Security Contribution	\$ 1,274.10	\$ 1,464.29	\$ 806.31	\$ 834.21	\$ 462.21	\$ 806.00	Employer's portion of the Social Security benefits. Social Security taxes are paid on the Municipal Judge earnings.
01 General Operating Fund	03 Municipal Court	01-03-5140	01	General Operating Fund	03	Municipal Court	Expenses	5140	TMRS City Contribution	\$ 4,097.94	\$ 5,814.14	\$ 6,202.41	\$ 7,077.06	\$ 5,938.93	\$ 3,137.46	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System. The Municipal Judge is not eligible.
01 General Operating Fund	03 Municipal Court	01-03-5150	01	General Operating Fund	03	Municipal Court	Expenses	5150	Workers Compensation Benefits	\$ 154.22	\$ 142.40	\$ 127.00	\$ 139.08	\$ 112.51	\$ 120.51	Provides state mandated coverage in the event an employee is injured on the job. All employees are covered by Worker's Comp insurance.
01 General Operating Fund	03 Municipal Court	01-03-5306	01	General Operating Fund	03	Municipal Court	Expenses	5306	Attorney	\$14,751.65	\$ 9,559.15	\$ 4,752.00	\$ 6,364.50	\$ 2,040.00	\$ 6,000.00	Provides funds for the prosecuting attorney for the Municipal Court. Budget is for monthly docket services and other services such as jury trials and other legal Municipal Court services. Decrease is due to smaller dockets over the past few years.
01 General Operating Fund	03 Municipal Court	01-03-5343	01	General Operating Fund	03	Municipal Court	Expenses	5343	IT Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,960.00	Provides funds for contract services to maintain the city computers, servers, and back-up services. Trouble shooting support for windows, office, police and utility billing, accounting software, updates for all software including firewall and anti-virus, and project and budget consulting as needed. Increase is due to added services. \$38,400.00 - 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 \$45,050.00 - Total services; Municipal Court - 1 Computer \$980
01 General Operating Fund	03 Municipal Court	01-03-5354	01	General Operating Fund	03	Municipal Court	Expenses	5354	Municipal Court Services	\$ -	\$ 187.50	\$ -	\$ -	\$ -	\$ 500.00	Provides for expenses related to auxiliary aids and services to ensure due process of law and the right to a fair trial. Funds can be utilized for foreign language interpreters, hearing impaired services, and other needed assistance programs. Decrease is due to smaller dockets.
01 General Operating Fund	03 Municipal Court	01-03-5357	01	General Operating Fund	03	Municipal Court	Expenses	5357	Salary - Municipal Judge	\$20,550.00	\$23,617.50	\$13,005.00	\$ 13,455.00	\$ -	\$ -	This is an appointed position (non-regular part-time position) and is not eligible for City benefits and is not exempt from Social Security taxes. The Presiding Judge of the Sunset Valley Municipal Court prepares for, presides over and adjudicates jury and non-jury trials, holds show cause, pretrial and other hearings, meets with and accepts pleas from juvenile defendants, reviews the docket, meets and communicates with the Court Clerk, reviews requests for defensive driving and other types of deferred dispositions, drafts standing orders, jury charges, summons, and other Court-related documents, reviews and executes interim and final judgments, orders to appear, and warrants for arrest, and takes other actions as required by law.
01 General Operating Fund	03 Municipal Court	01-03-5516	01	General Operating Fund	03	Municipal Court	Expenses	5516	Credit Card Fees	\$ 2,100.38	\$ 2,198.21	\$ 1,049.18	\$ 1,105.77	\$ 841.03	\$ 1,500.00	Provides for fees charged by the credit card company and by Incode to allow credit card payments in-house, over the phone, and online via the website.
01 General Operating Fund	03 Municipal Court	01-03-5600	01	General Operating Fund	03	Municipal Court	Expenses	5600	Dues / Subscriptions / Fees	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	Provides for expenses related to dues, fees, and subscriptions to journals, traffic law updates, and participation in associations. There are not any dues or subscriptions planned FY 18/19. Amount in the budget is for unanticipated fees that can occur during the court process.
01 General Operating Fund	03 Municipal Court	01-03-5690	01	General Operating Fund	03	Municipal Court	Expenses	5690	Municipal Court Supplies	\$ -	\$ 162.00	\$ 275.96	\$ 60.00	\$ -	\$ 150.00	Provides for expenses related to supplies or equipment used by the Municipal Court. This line also includes the red pocket folders which are purchased from an office supply source. Ticket writer supplies.
01 General Operating Fund	03 Municipal Court	01-03-5725	01	General Operating Fund	03	Municipal Court	Expenses	5725	Printing	\$ 1,943.06	\$ 316.76	\$ 1,488.82	\$ -	\$ -	\$ 500.00	Provides for expenses for , business cards, and other printing used solely by the Municipal Court.
01 General Operating Fund	03 Municipal Court	01-03-5782	01	General Operating Fund	03	Municipal Court	Expenses	5782	Software Maintenance Fees	\$ 3,335.48	\$ 3,457.26	\$ 3,585.12	\$ 3,719.37	\$ 3,891.37	\$ 5,371.34	Provides funding for software maintenance fees for InCode Municipal Court System and Database
01 General Operating Fund	03 Municipal Court	01-03-5815	01	General Operating Fund	03	Municipal Court	Expenses	5815	Training - Mileage Reimbursement	\$ 144.00	\$ 546.74	\$ -	\$ -	\$ -	\$ 200.00	Provides funding for mileage, per diem meals, and other travel expenses incurred for Training and Education. Increase due to training for both the Municipal Judge and Certified Court Clerk, and InCode training for the Clerk.
01 General Operating Fund	03 Municipal Court	01-03-5820	01	General Operating Fund	03	Municipal Court	Expenses	5820	Training & Education - City Staff	\$ 293.96	\$ 600.00	\$ 200.00	\$ -	\$ -	\$ 350.00	Provides funding for annual classes for state and legislative updates affecting Municipal operations, as well as required Judicial continuing education.
Total										\$88,219.97	\$89,164.93	\$75,364.59	\$ 93,597.38	\$ 34,755.05	\$ 88,093.10	