



NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, JULY 22, 2021 at 6:00 P.M.

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

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


Training ID: 327-897-548

Notice is hereby given that the Budget and Finance Committee of the City of Sunset Valley, Texas will hold a Regular Meeting on Thursday, July 22, 2021 at 6:00 PM in the EOC, Police Building, 3207 Jones Rd, 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 7/15/2021 meeting
5. 6:15 – 6:30 Budget Overview – where we are in the process so far
6. 6:30 – 7:00 Review, discuss, and possibly make a recommendation to City Council for Street Department Operating Expenses
7. 7:00 – 7:30 Review, discuss, and possibly make a recommendation to City Council for Venue Tax Department Operating Expenses
8. 7:30 – 8:00 Review, discuss, and possibly make a recommendation to City Council on disposition in excess of budgeted revenue for FY21
9. 8:00 – 8:30 Review, discuss, and possibly make a recommendation to City Council for fully Public Works and bringing back services
10. 8:30 – 8:35 Suggestions for future agenda items
11. 8:35 P.M. Adjourn

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

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 16TH day of July 2021 at 6:00 PM.


Matt Lingafelter
City Secretary

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.

COUNCIL MEETING DATE: JULY 22, 2021



BUDGET AND FINANCE – AGENDA #4

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Approve minutes from the 7/15/2021 meeting

Background:

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: MINUTES



**MINUTES OF THE
BUDGET AND FINANCE COMMITTEE**
THURSDAY, July 15, 2021 at 6:00 P.M.

Members Present

Rudi Rosengarten, Council Liaison
Charles Young, Committee Chair
Ketan Kharod, Vice Chair
Justin Litchfield, Committee Member
Ariel Cloud, Committee Member
Charles Goyette, Committee Member
Terry Cowan, Committee Member
Michael Francis, Committee Member

Members Absent:

Liz Wright, Committee Member
Rose Hargrave, Committee Member

Staff Present

Sylvia Carrillo, City Administrator
Suzanna Fleegal, Accountant
J Horry, Director of Public Works
Carolyn Meredith, Parks and Natural Resource Manager
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

Meeting was called to order at 6:03 PM

2. Citizen Comments

Melissa Gonzales expanded on her comment left on OpenGov regarding engineering

3. Approve minutes from the 6/10/21, 6/17/21, and 7/8/21 meetings

Motion to Approve 6/10 Minutes: Terry

2nd: Charles Goyette

No objections, motion passes

Motion to Approve 6/17 Minutes: Terry

2nd: Charles Goyette

No objections, motion passes

Ketan requested adding (D) Request to discuss solid waste rates

Motion to Approve 7/8 Minutes (with revision): Ketan

2nd: Charles Goyette

No objections, motion passes

4. Review and discuss the sales tax revenue for July 2021

Chip noted that we are 12% above our projected sales tax. Sylvia noted that most cities are at about the same amount of growth as Sunset Valley is currently. Sylvia offered to send top 10 revenue generators to the committee.

5. Budget Overview – where we are in the process so far

Suzanna presented the report from OpenGov showing what has been approved so far by the committee.

6. Review, discuss, and possibly make a recommendation to City Council for Public Works Department Operating Expenses

PW budget brought back due to \$100,000 planning line item pertaining to Parks and Open Space Master Plan and Land Development Code. Email was brought up from the chair of PW committee that was expanded on by Carolyn. Curbside brush pickup was discussed with relation to the requested new maintenance technician. Another discussed item was brought up by both Michael and Terry about the Grounds Maintenance where the committee expressed concern about the mowing contract increasing 20%. The staff explained that the contract is proposed at the amount the council approved at the end of FY20.

Motion to Approve: Terry

2nd: Michael

6 for, 1 against (Chip), motion passes

7. Review, discuss, and possibly make a recommendation to City Council for Drainage Department Operating Expenses

Justin requested a small discussion of what each department does, who runs it, and how it relates to the rest of the budget. Sylvia and Rudi described each of those questions. Questions were raised by Michael about why the increase between actuals and budget for past years in Repair & Maintenance Drainage, Streets, & ROW.

Motion to Approve: Ketan

2nd: Justin

6 for, 1 against (Ariel), Motion Passes

8. Suggestions for future agenda items

(1) Rudi suggested totals on Workforce spreadsheet

(2) Chip suggested a few bring back items: contingencies for CCD (8/5), engineer on staff for PW, sales tax revenues revisited (8/5), emergency preparations (7/29)

(3) Justin would like to know what we need to do to get PW back to 100%- (7/22)

(4) Michael would like to bring back PD regarding staff retention- (8/5)

(5) Solid Waste revenue (8/5)

9. Adjourn

Motion: Michael

2nd: Terry

No objections, committee adjourned at 7:53 PM

DRAFT

COMMITTEE MEETING DATE: JULY 22, 2021



BUDGET AND FINANCE – AGENDA #5

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Budget Overview- where we are in the process so far

Background: [Access the Budget Process Report here.](#)

To date, the committee has reviewed revenues of \$6,884,909 and expenses of \$6,276,045. This is not the complete budget, and more expenses and revenues will be added as the budget progresses.

While the overall budget began at (\$1.3M) dollars, that amount was based on prior year activity and a reduced revenue projection. The committee work has moved the overall budget to a positive position of \$608,864. This amount does not include funds and departments, or projects not yet reviewed by the committee.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: LINKS PROVIDED IN THE COVERSHEET

COUNCIL MEETING DATE: JULY 22, 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 City Council for Street Department Operating Expenses

[Please access the budget here in OpenGov](#)

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEETS ATTACHED

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|---|--------------------------------|-------------|---------------------------------|----------|--------------|---|----------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|-------------|---|
| 1 | Funds | Funds Name | Departments | Departments Name | Type | Account Code | Account Name | FY17 Actuals | FY18 Actuals | FY19 Actuals | FY20 Actuals | FY21 Budget | FY22 Base | FY22 Adjustments | FY22 Proposed | Variance | Description |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | Street Tax Proposed FY 22 Budget | | | | | | | | | | | | | | | | |
| 6 | Revenues | | | | | | | | | | | | | | | | |
| 7 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Revenues | 4095 | Interest | 38,258 | 87,409 | 141,497 | 72,423 | 18,750 | 18,750 | 59,675 | 78,425 | 318% | |
| 8 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Revenues | 4185 | Sales and Use Tax - R&M Street | 812,971 | 820,538 | 810,236 | 737,920 | 602,385 | 602,385 | 104,782 | 707,167 | 17% | |
| 9 | | | | | | | Totals | 851,229 | 907,948 | 951,733 | 810,343 | 621,135 | 621,135 | 164,457 | 785,592 | 26% | |
| 10 | | | | | | | | | | | | | | | | | |
| 11 | Expenses | | | | | | | | | | | | | | | | |
| 12 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5000 | Salaries | 0 | 0 | 0 | 0 | 0 | 34,986 | 0 | 34,986 | 100% | Moving all employees to one line per industry standard |
| 14 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5030 | Salary - Parks & Natural Resources Mgr. | 0 | 0 | 0 | 0 | 4,523 | 4,523 | -4,523 | 0 | -100% | |
| 15 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5046 | Salary - Longevity | 0 | 0 | 0 | 0 | 112 | 59 | 0 | 59 | -48% | |
| 16 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5062 | Salary - Maintenance Tech (DV) | 0 | 0 | 0 | 0 | 3,120 | 3,120 | -3,120 | 0 | -100% | |
| 17 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5063 | Salary - Maintenance Tech 1 (RS) | 0 | 0 | 0 | 0 | 3,224 | 3,224 | -3,224 | 0 | -100% | |
| 18 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5066 | Salary - Ground Maintenance Supervisor | 0 | 0 | 0 | 0 | 6,614 | 6,614 | -6,614 | 0 | -100% | |
| 19 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5080 | Salary - Utilities Superintendent | 0 | 0 | 0 | 0 | 13,229 | 13,229 | -13,229 | 0 | -100% | |
| 20 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5084 | Salary - Cell phone allowance | 0 | 0 | 0 | 0 | 264 | 241 | 0 | 241 | -9% | |
| 21 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5086 | Salary - Bilingual | 0 | 0 | 0 | 0 | 120 | 132 | 0 | 132 | 10% | Increased employees means higher incentive amounts |
| 22 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5087 | Salary - Education | 0 | 0 | 0 | 0 | 225 | 45 | 0 | 45 | -80% | |
| 23 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5090 | Salary - Overtime | 0 | 0 | 0 | 0 | 786 | 1,054 | 0 | 1,054 | 34% | Increased employees means more overtime possibilities |
| 24 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5091 | Salary - Licensing Incentives | 0 | 0 | 0 | 0 | 300 | 276 | 0 | 276 | -8% | |
| 25 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5120 | Life Insurance Benefits | 0 | 0 | 0 | 0 | 28 | 31 | 0 | 31 | 12% | More employees |
| 26 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5121 | Medical Insurance Benefits | 0 | 0 | 0 | 0 | 4,422 | 5,389 | 0 | 5,389 | 22% | More employees |
| 27 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5122 | Dental Insurance Benefits | 0 | 0 | 0 | 0 | 273 | 282 | 0 | 282 | 3% | More employees |
| 28 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5123 | Vision Insurance | 0 | 0 | 0 | 0 | 57 | 55 | 0 | 55 | -3% | |
| 29 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5124 | Long Term Disability Insurance | 0 | 0 | 0 | 0 | 159 | 209 | 0 | 209 | 31% | More employees |
| 30 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5126 | Short Term Disability Insurance | 0 | 0 | 0 | 0 | 105 | 161 | 0 | 161 | 53% | More employees |
| 31 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5130 | Medicare Tax - Employers Contribution | 0 | 0 | 0 | 0 | 624 | 534 | 0 | 534 | -15% | |
| 32 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5131 | TWC - Employers Contribution | 0 | 0 | 0 | 0 | 156 | 161 | 0 | 161 | 3% | More employees |
| 33 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5135 | Social Security Contribution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | |
| 34 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5140 | TMRS City Contribution | 0 | 0 | 0 | 0 | 4,993 | 4,294 | 0 | 4,294 | -14% | |
| 35 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5150 | Workers Compensation Benefits | 0 | 0 | 0 | 0 | 2,025 | 1,765 | 0 | 1,765 | -13% | |
| 36 | 14 | Street Replacement/Repair Fund | 14 | Street Repair/Replacement Funds | Expenses | 5750 | Repair & Maintenance - Streets & Drainage | 72,366 | 34,556 | 81,218 | 253,078 | 82,000 | 82,000 | 37,000 | 45,000 | -45% | Routine maintenance of streets including crack seal, pothole repair, and signage (\$10,000). Starting a new crack seal program as well (\$35,000). *Dependent on CIP Budget |
| 37 | | | | | | | Totals | 72,366 | 34,556 | 81,218 | 253,078 | 127,359 | 162,383 | 6,290 | 94,673 | -26% | |

COUNCIL MEETING DATE: JULY 22, 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 City Council for Venue Tax Department Operating Expenses

[Please access the budget here in OpenGov](#)

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEETS ATTACHED

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | |
|----|-------|----------------------|-------------|------------------|----------|--------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|------------|--|--|
| 1 | Funds | Funds Name | Departments | Departments Name | Type | Account Code | Account Name | FY17 Actuals | FY18 Actuals | FY19 Actuals | FY20 Actuals | FY21 Budget | FY22 Base | FY22 Adjustments | FY22 Proposed | Variance | Description | |
| 2 | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | |
| 7 | 18 | Green Sales Tax Fund | 18 | Green Tax | Revenues | 4095 | Interest | 11,312.44 | 18,819.54 | 30,903.83 | 17,173.52 | 7,000.00 | 7,000.00 | 10,962.40 | 17,962.40 | 157% | Reduced rates *This amount differs from originally proposed amount of \$18,907.79 | |
| 8 | 18 | Green Sales Tax Fund | 18 | Green Tax | Revenues | 4184 | Sales and Use Tax - Green Tax | 406,515.93 | 410,299.95 | 405,148.31 | 368,987.56 | 301,215.00 | 301,215.00 | 52,395.03 | 353,610.03 | 17% | No description provided | |
| 9 | | | | | | | Total | 417,828.37 | 429,119.49 | 436,052.14 | 386,161.08 | 308,215.00 | 308,215.00 | 63,357.43 | 371,572.43 | 21% | | |
| 10 | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | |
| 13 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5000 | Salaries | - | - | - | - | - | 76,750.23 | - | 76,750.23 | 100% | Moving all employees to one line per industry standard | |
| 14 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5030 | Salary - Parks & Natural Resources Mgr. | - | - | - | - | 27,137.53 | 27,137.53 | - | 27,137.53 | 0% | | |
| 15 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5046 | Salary - Longevity | - | - | - | - | 409.20 | 543.40 | - | 543.40 | 33% | Changes in employee allocations plus increased amount for those on longevity | |
| 16 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5062 | Salary - Maintenance Tech (DV) | - | - | - | - | 3,120.00 | 3,120.00 | - | 3,120.00 | 0% | | |
| 17 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5063 | Salary - Maintenance Tech 1 (RS) | - | - | - | - | 3,224.00 | 3,224.00 | - | 3,224.00 | 0% | | |
| 18 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5066 | Salary - Ground Maintenance Supervisor | - | - | - | - | 16,536.00 | 16,536.00 | - | 16,536.00 | 0% | | |
| 19 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5080 | Salary - Utilities Superintendent | - | - | - | - | 6,614.40 | 6,614.40 | - | 6,614.40 | 0% | | |
| 20 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5084 | Salary - Cell phone allowance | - | - | - | - | 408.00 | 414.00 | - | 414.00 | 1% | | |
| 21 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5086 | Salary - Bilingual | - | - | - | - | 210.00 | 210.00 | - | 210.00 | 0% | | |
| 22 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5087 | Salary - Education | - | - | - | - | 390.00 | 360.00 | - | 360.00 | -8% | | |
| 23 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5090 | Salary - Overtime | - | - | - | - | 885.00 | 1,602.07 | - | 1,602.07 | 81% | More employees means higher potential for overtime | |
| 24 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5091 | Salary - Licensing Incentives | - | - | - | - | 375.00 | 435.00 | - | 435.00 | 16% | More employees means more license incentives | |
| 25 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5099 | Payroll Expenses - Payroll Services | - | - | 41,451.13 | 45,872.00 | - | - | - | - | 0% | Employee salaries paid to General Fund | |
| 26 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5120 | Life Insurance Benefits | - | - | - | - | 41.00 | 53.82 | - | 53.82 | 31% | More employees | |
| 27 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5121 | Medical Insurance Benefits | - | - | - | - | 6,464.00 | 8,905.59 | - | 8,905.59 | 38% | More employees | |
| 28 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5122 | Dental Insurance Benefits | - | - | - | - | 400.00 | 483.97 | - | 483.97 | 21% | More employees | |
| 29 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5123 | Vision Insurance | - | - | - | - | 83.00 | 94.81 | - | 94.81 | 14% | More employees | |
| 30 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5124 | Long Term Disability Insurance | - | - | - | - | 263.00 | 358.80 | - | 358.80 | 36% | More employees | |
| 31 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5126 | Short Term Disability Insurance | - | - | - | - | 173.00 | 276.00 | - | 276.00 | 60% | More employees | |
| 32 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5130 | Medicare Tax - Employers Contribution | - | - | - | - | 1,012.00 | 1,164.56 | - | 1,164.56 | 15% | More employees | |
| 33 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5131 | TWC - Employers Contribution | - | - | - | - | 228.00 | 276.00 | - | 276.00 | 21% | More employees | |
| 34 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5133 | Urban Forestry | - | - | 3,488.97 | 1,264.63 | 5,000.00 | 5,000.00 | - | 5,000.00 | 0% | Provides funds for the planting, care, and maintenance of City-owned trees | |
| 35 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5135 | Social Security Contribution | - | - | - | - | - | - | - | - | 0% | | |
| 36 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5140 | TMRS City Contribution | - | - | - | - | 8,102.00 | 9,372.73 | - | 9,372.73 | 16% | More employees | |
| 37 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5150 | Workers Compensation Benefits | - | - | - | - | 3,018.00 | 3,453.32 | - | 3,453.32 | 14% | More employees | |
| 38 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5350 | Grounds Maintenance | - | - | - | - | 30,000.00 | - | - | 25,260.00 | -16% | Mowing Contract of Water Quality Ponds | |
| 39 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5381 | Water Quality Consultants | - | - | 10,954.02 | 4,037.18 | 15,000.00 | 15,000.00 | - | 15,000.00 | 0% | Provides funds for professional assistance in water quality program management. | |
| 40 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5446 | Environmental Monitoring Program | - | - | 1,441.33 | - | 2,500.00 | 2,500.00 | - | 2,500.00 | 0% | Provides funds for Water Quality Monitoring program. | |
| 41 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5660 | Land Acquisition | 1,542.42 | - | - | - | - | - | - | - | - | 0% | |
| 42 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5711 | Open Space Management | - | - | 22,291.92 | 14,539.61 | 40,000.00 | 40,000.00 | - | 40,000.00 | 0% | Provides funds for tasks related to open space management as outlined in the water quality protection program. This will include Wildfire Mitigation of City-Owned Property, | |
| 43 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5745 | Repair & Maintenance - Equipment | - | - | 3,000.00 | 440.78 | 3,000.00 | 3,000.00 | - | 3,000.00 | 0% | Provides funds for the repair and maintenance of equipment involved in Water Quality Protection. | |
| 44 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5749 | Repair and Maintenance - Natural Waterways | - | - | 11,049.47 | 1,873.75 | 12,000.00 | 12,000.00 | - | 12,000.00 | 0% | Provides funds to maintain creeks and waterways. Including areas within Sunset Valley tributary and drainage easements within the City. | |
| 45 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5753 | Repair & Maintenance - Trails & Footpaths | - | - | - | - | 2,000.00 | 2,000.00 | - | 2,000.00 | 0% | Maintain trails and foothpaths to prevent erosion. | |
| 46 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5820 | Training & Education - City Staff | - | - | - | - | 2,000.00 | 2,000.00 | - | 2,000.00 | 0% | Training and education for staff regarding Water Quality Protection. | |
| 47 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5823 | Education Programs | - | - | - | 285.00 | 2,000.00 | 2,000.00 | 1,000.00 | 3,000.00 | 50% | Provides funds for educational activities related to Water Quality Protection. Due to Covid this was not reduced in 2021, we will return to these activities in 2022. | |
| 48 | 18 | Green Sales Tax Fund | 18 | Green Tax | Expenses | 5880 | Water Quality Ponds | - | - | 4,440.97 | 3,351.51 | 15,000.00 | 15,000.00 | - | 15,000.00 | 0% | Provides funds for maintenance and repair of City Water Quality facilities. | |
| 49 | | | | | | | Totals | 1,542.42 | - | 98,117.81 | 71,664.46 | 207,593.13 | 259,886.22 | 1,000.00 | 286,146.22 | 38% | | |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|----|-------------------------------------|----------------------------|-------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|-----------------|-----------------|-------------------|------------------|-----------------|-----------------|------------------|------------------|-------------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| 1 | Position Name* | Departments | Incumbent Name | Salary | Overtime | Longevity | Education | Licensing | Shift Differential | Bilingual | Cell Allowance | TMRS | Medicare | FICA | TWC | Worker's Comp | Dental | Medical | Vision | AD&D | LTD | STD | Totals |
| 2 | Lieutenant | 02 | Early, Tyler | 89,421.51 | 4,471.08 | 576.00 | | 1,200.00 | | | 360.00 | 11,206.54 | 1,392.41 | | 240.00 | 3,335.42 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 123,031.63 |
| 3 | Reserve Officers | 19 | Various | 30,000.00 | | | | | | | | 3,501.00 | 435.00 | 1,860.00 | 240.00 | 1,119.00 | 420.84 | - | 82.44 | 46.80 | 312.00 | 240.00 | 38,257.08 |
| 4 | Sr Patrol Officer | 19 | Pierce, Jeremy | 66,779.14 | 3,338.96 | 336.00 | | 1,200.00 | 1,200.00 | | | 8,502.07 | 1,056.38 | | 240.00 | 2,490.86 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 95,972.10 |
| 5 | Maintenance Tech 1 | 04, 05, 06, 07, 14, 18, 25 | Moore, Duncan | 34,320.00 | 1,716.00 | | | | | | 360.00 | 4,247.41 | 527.74 | | 240.00 | 1,952.81 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 51,792.64 |
| 6 | Patrol Officer | 02 | Strong, Charles | 57,578.07 | 2,878.90 | | | 1,200.00 | | | | 7,195.37 | 894.03 | | 240.00 | 2,147.66 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 80,562.71 |
| 7 | Detective | 19 | Stern, Robert | 87,640.76 | 4,382.04 | 656.00 | | 1,200.00 | | | 360.00 | 10,997.67 | 1,366.46 | | 240.00 | 3,269.00 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 118,540.61 |
| 8 | Records, Property, & Evidence Tech | 02 | Neubauer, Shanna | 58,508.94 | 2,925.45 | 448.00 | | | | | | 7,221.68 | 897.29 | | 240.00 | 2,182.38 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 80,852.42 |
| 9 | Patrol Officer | 02 | Varga, Levi | 52,176.01 | 2,608.80 | | | 300.00 | | | 360.00 | 6,470.41 | 803.95 | | 240.00 | 1,946.17 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 73,334.01 |
| 10 | Parks and Nautral Resources Manager | 04, 05, 06, 07, 14, 18, 25 | Meredith, Carolyn | 88,022.17 | | 836.00 | 900.00 | 600.00 | | | 360.00 | 10,586.81 | 1,315.41 | | 240.00 | 3,705.73 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 114,994.80 |
| 11 | Sargent | 02 | Open | 69,831.53 | 3,491.58 | | | 1,200.00 | | | 360.00 | 8,738.86 | 1,085.81 | | 240.00 | 2,604.72 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 98,381.16 |
| 12 | Accounting Clerk | 01, 05, 06, 07 | Comstock, Lori | 57,459.17 | 2,872.96 | | | | | | 7,040.76 | 874.82 | | 240.00 | 258.57 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 79,574.96 | |
| 13 | Patrol Officer | 02 | Eller, Robert | 57,578.07 | 2,878.90 | | | 600.00 | 1,200.00 | | | 7,265.39 | 902.73 | | 240.00 | 2,147.66 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 83,641.43 |
| 14 | Patrol Officer | 02 | Open | 34,320.00 | 1,716.00 | | | 300.00 | | | | 4,240.41 | 526.87 | | 240.00 | 1,280.14 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 53,452.10 |
| 15 | Assistant to the City Administrator | 01 | Lingafelter, Matt | 77,250.00 | | 544.00 | 900.00 | | | | | 9,183.59 | 1,141.06 | | 240.00 | 347.63 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 98,034.96 |
| 16 | City Administrator | 01 | Carrillo, Sylvia | 160,000.00 | | | | | | | | 18,672.00 | 2,320.00 | | 240.00 | 720.00 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 192,780.68 |
| 17 | Sargent | 02 | Open | 69,831.53 | 3,491.58 | | | 1,200.00 | | | 360.00 | 8,738.86 | 1,085.81 | | 240.00 | 2,604.72 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 98,381.16 |
| 18 | Maintenance Tech 1 | 04, 05, 06, 07, 14, 18, 25 | Thompson, Jordan | 34,320.00 | 1,716.00 | | | | | | 360.00 | 4,247.41 | 527.74 | | 240.00 | 1,952.81 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 54,192.64 |
| 19 | Patrol Officer | 02 | Paddon, Katie | 57,578.07 | 2,878.90 | | 600.00 | 600.00 | | | | 7,195.37 | 894.03 | | 240.00 | 2,147.66 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 80,562.71 |
| 20 | Municipal Judge | 03 | Johnson, Kent | 13,000.00 | | | | | | | | 1,517.10 | 188.50 | 806.00 | 240.00 | - | 420.84 | | 82.44 | 46.80 | 312.00 | 240.00 | 16,853.68 |
| 21 | Sr Patrol Officer | 19 | Gill, Crystal | 59,027.40 | 2,951.37 | 320.00 | | 1,200.00 | 1,200.00 | | | 7,550.35 | 938.13 | | 240.00 | 2,201.72 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 86,457.66 |
| 22 | Public Works Director | 04, 05, 06, 07, 14, 18, 25 | Horry, J | 95,000.00 | | | | | | | 360.00 | 11,128.51 | 1,382.72 | | 240.00 | 3,999.50 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 120,539.41 |
| 23 | Police Chief | 02 | Carter, Lenn | 128,719.50 | | | 900.00 | 1,200.00 | | | 360.00 | 15,308.65 | 1,902.10 | | 240.00 | 4,801.24 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 164,260.17 |
| 24 | Ground Maintenance Supervisor | 04, 05, 06, 07, 14, 18, 25 | Cantu, Sam | 68,128.32 | 3,406.42 | 836.00 | | 300.00 | | 600.00 | 360.00 | 8,592.71 | 1,067.65 | | 240.00 | 2,868.20 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 94,827.97 |
| 25 | Maintenance Tech 1 | 04, 05, 06, 07, 14, 18, 25 | Jimenez, Michael | 34,320.00 | 1,716.00 | | | - | | | 360.00 | 4,247.41 | 527.74 | | 240.00 | 1,952.81 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 54,192.64 |
| 26 | City Accountant | 01 | Fleegal, Suzanna | 77,250.00 | | | 600.00 | - | | | 360.00 | 9,127.11 | 1,134.05 | | 240.00 | 347.63 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 99,887.46 |
| 27 | Administrative Assistant | 01, 03 | Marquez, Melissa | 53,560.00 | 2,678.00 | | | - | | 600.00 | | 6,632.99 | 824.15 | | 240.00 | 241.02 | 420.84 | 9,726.60 | 82.44 | 46.80 | 312.00 | 240.00 | 75,604.84 |
| 28 | Utilities Supervisor | 04, 05, 06, 14, 18 | Sandoval, Rolando | 47,132.80 | 2,356.64 | | | 1,200.00 | | 600.00 | 360.00 | 6,027.49 | 748.92 | | 240.00 | 2,681.86 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 69,776.39 |
| 29 | Patrol Officer | 02 | Saucedo, Luis | 71,698.09 | 3,584.90 | 704.00 | | 1,200.00 | | 600.00 | | 9,077.74 | 1,127.91 | | 240.00 | 2,674.34 | 420.84 | 7,326.60 | 82.44 | 46.80 | 312.00 | 240.00 | 99,335.67 |
| 30 | | | Totals | 1,830,451.10 | 58,060.47 | 5,256.00 | 3,900.00 | 14,700.00 | 3,600.00 | 2,400.00 | 5,040.00 | 224,461.66 | 27,889.41 | 2,666.00 | 6,720.00 | 57,981.25 | 11,783.52 | 224,091.60 | 2,308.32 | 1,310.40 | 8,736.00 | 6,720.00 | 2,498,075.73 |

COUNCIL MEETING DATE: JULY 22, 2021



BUDGET AND FINANCE – AGENDA #8

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to City Council on disposition in excess of budgeted revenue for FY21

BACKGROUND: Sunset Valley had budgeted \$3,765,053 up to July and have received \$5,161,943 in sales tax revenue (not including the CCD tax), so there is a surplus of \$1,396,888 over what was budgeted. There are of course other factors that will affect this (actual expenses, budget amendments, etc.) but it's clear we will have a considerable revenue surplus at the end of the year. This discussion is about what to do with that surplus. The default is for it to go into the general fund. The Mayor, in his budget priorities document, suggested setting aside funds for infrastructure investments and commercial district investments which could be another way to use this surplus revenue, which we can discuss.

Members of the committee are encouraged to come up with additional ideas for how we could use the surplus.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: SALES TAX REVENUE

SUPPORTING MATERIALS PROVIDED: WORKSHEETS ATTACHED

Table 1

| | FY 20/21 Actual ¹ | FY 20/21 Budgeted ² | FY 19/20 Actual ¹ | FY 18/19 Actual ¹ | FY 17/18 Actual ¹ | |
|------------------------------|--|--------------------------------|------------------------------|------------------------------|------------------------------|---|
| October | \$433,705.34 | \$361,239.67 | \$465,419.82 | \$491,235.72 | \$463,807.62 | |
| November | \$497,738.79 | \$386,187.26 | \$495,228.41 | \$489,434.29 | \$533,899.21 | |
| December | \$476,090.58 | \$381,046.95 | \$517,793.22 | \$540,146.30 | \$440,419.40 | |
| January | \$492,701.94 | \$396,345.10 | \$525,321.43 | \$496,433.01 | \$536,750.03 | |
| February | \$673,293.18 | \$512,893.26 | \$679,963.17 | \$652,244.23 | \$684,586.64 | |
| March | \$430,955.99 | \$345,343.38 | \$462,567.83 | \$444,118.14 | \$451,270.00 | |
| April | \$360,764.53 | \$322,435.38 | \$387,192.29 | \$438,609.51 | \$442,077.68 | |
| May | \$652,948.54 | \$367,010.16 | \$388,573.30 | \$504,871.63 | \$549,709.26 | |
| June | \$570,943.47 | \$332,795.96 | \$294,578.24 | \$512,956.67 | \$501,082.22 | |
| July | \$572,800.71 | \$359,756.50 | \$390,052.50 | \$491,551.15 | \$533,027.43 | |
| August | | \$388,923.85 | \$487,412.37 | \$518,180.56 | \$523,729.74 | |
| September | | \$364,021.97 | \$440,433.85 | \$497,137.97 | \$493,831.92 | |
| Year-to-date | \$5,161,943.07 | \$3,765,053.62 | \$4,606,690.21 | \$5,061,600.65 | \$5,136,629.49 | |
| Full Year | | \$4,517,999.44 | \$5,534,536.43 | \$6,076,919.18 | \$6,154,191.15 | |
| FY20/21 \$ Over/Under | | \$1,396,889.45 | \$555,252.86 | \$100,342.42 | \$25,313.58 | |
| FY20/21 % Over/Under | | 37.10% | 12.05% | 1.98% | 0.49% | 0 |
| | | | | | | |
| | | | | | | |
| | ¹ All Actual Sales Tax Revenue numbers are from the Texas State Comptrollers Website via the Texas Open Data Center. Information can be downloaded via this link (click the "Export" button on the top right of the page. | | | | | |
| | ² Budget numbers in Column C are from the Sunset Valley FY21 Monthly Financial Update - March | | | | | |
| | Latest Monthly Sales Tax Revenue Report By City can be found here | | | | | |
| | | | | | | |
| | | | | | | |

Backup provided by Chair and has not been reviewed by staff

Mayor's Budget Priorities – FY2022

Sales Tax Revenue Forecast

Based on the performance of the current fiscal year, I am cautiously optimistic for a strong recovery of our local economy in FY2022. However, I believe it would be prudent to continue our conservative approach to budgeting, allowing us to continue to assess our revenue throughout the year and re-budget where appropriate.

I suggest B&F set a conservative target for revenue based on the available data. For example, our current FY2021 revenue through the first 7 months is down ~5% from the similar period of FY2019, the last full year of pre-COVID revenue. This may be an appropriate revenue target for budgeting expenditures in FY2022.

Special Taxes

Two special taxes are set to expire next year – Crime Control & Prevention District (CCPD) and Street Tax – and will need to go before voters in November to renew.

Over the past two budgets, we have become increasingly reliant on the CCPD tax to fund the PD budget. Because of this, and the continued uncertainty for revenue recovery, I believe we should prioritize renewal of the CCPD tax, but we need to have a contingency plan in case the tax is not renewed. Currently the tax is set to expire on 3/31/2022, leaving 6 months of contingency that needs to be planned for.

Open Space Investment

We have a number of projects that are either in the planning stage or have been put on hold due to COVID. As a city, we need to go through a community-driven process to decide which projects to invest in; however, we should plan for some type of continued investment in our public spaces that reflects our values.

I would like to include in our FY2022 budget funding for projects that the community prioritizes. That funding could be used to provide additional planning, engineering, or development depending on what is prioritized.

For example, these are some of the projects we may decide to invest in next year based on community priorities:

- Uplands Concept Plan
- Upper Cougar Creek Concept Plan
- Reese Trail Connection
- 37 Lone Oak Rezoning/Parking
- Burger Center Trail Loop

Emergency Preparation

The recent winter storm highlighted the need to invest in emergency preparation, whether that is another snow event or other natural disaster such as wildfires or flooding. In addition to

developing our emergency management plans, we need to invest in infrastructure to allow us to better operate during an emergency event.

Some of the infrastructure costs might be offset by federal and state funding, for example, portable generators and equipment. Other items will not be, however, and where appropriate, we should plan to invest in additional critical infrastructure that can support city needs during events that cause widespread failures in critical services such as power, water, and gas.

I would like to include in our FY2022 budget funding for emergency infrastructure that the staff and council prioritizes. For example, these are some of the types of investments we should consider funding:

- Invest in a micro-treatment capability to provide potable water from the city well during water emergencies. This does not need to restore full service of potable water from the well, but could include options to treat and store 500-1000 gallons of potable water, for example.
- Invest in equipment and supplies needed to quickly convert City Hall into an emergency shelter. During the last event, PD had limited shelter capacity in the EOC, requiring the utilization of hotel rooms to supplement resident evacuations. City Hall should be equipped as an overnight shelter, including any infrastructure changes required to connect to a portable generator for power.
- Invest in on-site storage of generator and vehicle fuel for operations during prolonged events. Fuel became a critical concern at times during the recent winter emergency, and we need to ensure we have enough reserve fuel onsite to operate for a recommended amount of time (e.g. 24, 48, or 72 hours).
- Investment in renewables infrastructure such as solar panels and battery storage for city facilities to augment operational needs during emergency events. Even if this is not specific to emergencies, given the continuing reduction in cost of renewable energy sources, there is also a basic return on investment to developing our renewable infrastructure to offset our utility costs. There may also be additional sources of grant funding available that could supplement any direct city-investment.

Continue to Reduce Utilities Dependency on Subsidies

We need to continue to reduce our utility system's reliance on subsidies. This includes both anticipated rate increases from Austin Water as well as infrastructure and service costs that are currently subsidized out of the general fund.

In addition to continuing to pass on any rate increases from Austin Water, there are discrete utility services that are known costs that do not require a rate study that we can begin to offset, such as solid waste services. Our current contract with TDS for residential solid waste service has averaged \$68K over the last three years, whereas our annual revenues from residential utility payments for solid waste total \$6K, leaving an average of \$62K in annual subsidized costs for our contracted solid waste service to residents each year. While the TDS contract is up for renewal this year, in past years the contract cost has also increased 4.5% each year, and we can likely anticipate similar cost increases in the future.

Even if it is gradual over a period of years, we need to begin offsetting these costs rather than continuing to subsidize them from the general fund. I would like B&F to review offsetting the solid waste contract costs, potentially with a schedule to both absorb rate increases similar to our pass-through of rate increases for water, and to fully offset the cost of our solid waste contract service over a period of 5 to 10 years.

Invest in Staff

In addition to reviewing merit and cost of living increases for staff for the current FY2021, we should plan on resuming merit and cost of living increases for FY2022.

We also need to ensure we are offering competitive salaries to retain and attract staff. Austin is a growth-heavy market, and in addition to rising costs of living, employers face increased hiring competition. We need to conduct a salary survey and plan to incorporate necessary changes to continue to ensure we can recruit staff. For budget planning, we should anticipate at least some increases to salary and/or benefits for certain positions (e.g. police) based on the effects of the larger surrounding economy.

We should also budget for hiring additional staff positions based on resuming city programs and services post-COVID. Some of these positions may actually start in FY2021, but will be part of our FY2022 budget. In addition to the new Assistant Administrator/Court Clerk position authorized by council that starts this May, based on recommendations from staff, I anticipate the need to hire up to two maintenance technicians in PW.

Save for our next Major Infrastructure Investment

In the past, the city has set aside funding for future projects to continue our pay-as-we-go approach to budgeting. For example, reserves for PW and PD buildings were funded for years prior to starting those projects. I strongly believe that the city should begin planning to invest in public infrastructure that enhances the quality of life for our residents, and would like to start setting aside funding for that purpose.

While we need to go through a process of community engagement to determine what public infrastructure should be prioritized, some of the types of projects we could potentially start planning for include:

- A neighborhood park/court/pool. There are wonderful examples of local neighborhoods that have invested in parks that provide amenities such as playgrounds, tennis courts, and pools, and I would love the city to consider creating a similar space for our community. If a small neighborhood association can develop a neighborhood park space, we should be able to.
- A community center. This may include transformation of existing facilities such as City Hall to better serve resident needs.
- Art parks. This type of amenity can also potentially have a positive impact on our local economy, especially if we consider how we can integrate with our retail areas.

Commercial District Investment

While some types of investments that supports our retail spaces may be covered under open spaces or public infrastructure, I would like the city to consider funding smaller projects that can enhance and attract visitors to our retail areas. This should also be considered in the CED committee and Ad hoc Marketing committees as what the best types of investments are, but for example:

- Placing holiday lights/decorations along Ernest Robles or Brodie lane. This could be a relatively small investment that augments our retail area during heavy shopping months of Nov-Jan.
- Micro-parks/spaces. Outdoor amenities for shoppers to enjoy as part of the retail footprint that encourages longer stays.
- Enhancing connectivity across retail areas. For example, creating a corridor to cross Brodie, or enhancing the connectivity across Ernest Robles between shopping areas.

COUNCIL MEETING DATE: JULY 22, 2021



BUDGET AND FINANCE – AGENDA #9

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

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to City Council for fully Public Works and bringing back services

BACKGROUND: Planning & Environmental Committee requested some services to be reinstated in Public Works. Please find attached the minutes and agenda item from that meeting. Also find attached a Public Works org chart from before the COVID layoffs and list of services suspended but not requested by P&E.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING:

SUPPORTING MATERIALS PROVIDED: YES

COMMITTEE MEETING DATE: MAY 10TH, 2021



PLANNING AND ENVIRONMENTAL COMMITTEE

AGENDA ITEM #4

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith
cmeredith@sunsetvalley.org

SUBJECT: PUBLIC WORKS AND ENVIRONMENTAL SERVICES

DESCRIPTION: Discussion and possible recommendation regarding 2021-2022 budget requests.

BACKGROUND: In 2020, the committee reviewed and ranked various projects and services. The Committee will review those items and make recommendations to the Budget and Finance Committee and City Council regarding these programs. Committee will discuss possible budget requests for the 2021-2022 budget year including suspended programs and services, projects, and conservation rebates.

At the committee meeting on May 6th, 2021 the committee discussed and reached a consensus on returning the following programs/service:

| Program/Service | Recommendation |
|--------------------------------|---|
| Mulch Delivery | Return program with fee for delivery |
| Adopt A Tree | Return program using a similar process that was used in April 2021. |
| Wildfire Preparedness Outreach | Develop educational program for Wildfire preparedness using volunteers and available resources |
| Electronics/HHW recycling | Determine if Sunset Valley residents are eligible for the Austin/Travis County program. Develop interlocal agreement. |
| Curbside Brush Chipping | Return to monthly brush chipping and develop educational component. Possible use of a different vendor for curbside services. |
| Community Garden | Possible increase in community garden. Codify relationship between the City and the organization that runs the garden. |
| Summer Youth Program | Return program to full funding. |
| Spring Cleaning Month | Fund program. |
| Trailer Usage | Allow with fee. |

The committee also discussed the following projects:

Parks and Open Space Master Plan \$50,000

Land Development Code Revisions \$50,000

The committee will finalize any further recommendations to program/services as well as recommendations to the rebate programs.

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: N/A

SUPPORTING MATERIALS PROVIDED:

SERVICE AND PROGRAM INFORMATION
REBATE PROGRAM INFORMATION



MINUTES OF A REGULAR MEETING OF THE
PLANNING AND ENVIRONMENTAL COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
MONDAY MAY 10th, 2021
6:00 P.M. - 8:00 P.M.

Community Members Present:

Helen Besse, Committee Member
Dawn Dickson, Committee Member
Melissa Gonzales, Committee Member
Katherine Johnson, Committee Vice Chair
Zoe Trieff, Committee Chair
Lisa Versaci, Committee Member
Karen Medicus, City Council Liaison
Alfonso Carmona, City Council Member
Wanda Reetz, City Council Member
Rudi Rosengarten, City Council Member
Sylvia Carrillo, City Administrator
Carolyn Meredith, Parks and Natural Resource Manager

1. Call to Order
Meeting called to order at 6:03.
2. Citizen Comments
The Committee discussed the comment made by Bradford Moncrieff on Open Town Hall. Helen mentioned the need to consider parking for any new trails on Reese.
3. Consider approval of minutes from the April 12th, 2021 meeting.
Minutes from April 12, 2021 approved. Katherine motioned; Dawn seconded. All in favor. Helen abstained.
4. Discussion and possible recommendation regarding 2021-2022 budget requests.
 - i. Action Sought: Committee will discuss possible budget requests for the 2021-2022 budget year including suspended programs, services, projects, and conservation rebates.
 - ii. Action Approved: Committee recommended the program and services list as listed on the agenda for the 2021-2022 budget. Helen motioned; Katherine seconded.
 - iii. Next Meeting Steps: The committee will review the number of times per month regarding brush chipping at the next meeting. The committee will also review rebates between now and the next meeting and make recommendations on the rebate programs.
 - iv. Adoption:
 - v. Supporting Documents: Rebate Programs
5. Discussion and possible recommendation to Council regarding proposed changes to Chapter 2 of the Land Development Code and a new chapter within the Code of Ordinances.

- i. Action Sought: Committee will review and discuss proposed changes to Chapter 2 of the Land Development Code. Committee may make a recommendation to council to adopt these changes.
 - ii. Action Approved: *Committee recommended that the city exclude credit access businesses from allowed uses within the City of Sunset Valley. Dawn motioned; Katherine seconded. All in favor; Lisa abstained.*
 - iii. Next Meeting Steps: *The recommendation will now be presented to the Zoning Commission.*
 - iv. Adoption:
 - v. Supporting Documents: Credit Access Business documents

6. Presentation by staff on Chapter 10 of the Land Development Code - Parking and Fire Lanes regarding the difference between Gross Floor Area and Net Floor Area.
 - i. Action Sought: Possible recommendation to Council regarding amendment to Chapter 10 Parking and Fire Lane (Table 1) from Gross Floor Area to Net Floor Area.
 - ii. Action Approved: *The Committee motioned to change Chapter 10 of the Land Development Code regarding the calculation of parking spaces to net floor area. Lisa motioned; Jay seconded. Lisa, Zoe, Jay, and Helen in favor. Katherine and Dawn abstained. Melissa opposed.*
 - iii. Next Meeting Steps:
 - iv. Adoption:
 - v. Supporting Documents: Chapter 10

7. Presentation by staff on impervious cover and discussion on an impervious cover workshop to develop code changes regarding Chapter 4 of the Land Development Code.
 - i. Action Sought: Staff will provide a presentation on impervious cover. The Committee will begin discussion of code changes regarding watershed regulations at the June 3rd meeting.
 - ii. Action Approved:
 - iii. Next Meeting Steps: *The Committee will meet on May 19th. This will be the first item of business on the agenda.*
 - iv. Adoption:
 - v. Supporting Documents:

8. Adjourn
Meeting adjourned at 8:04

Public Works Services Discontinued/Suspended in FY20 not requested in FY22 Budget:

Ant Bait

On-site Chipping

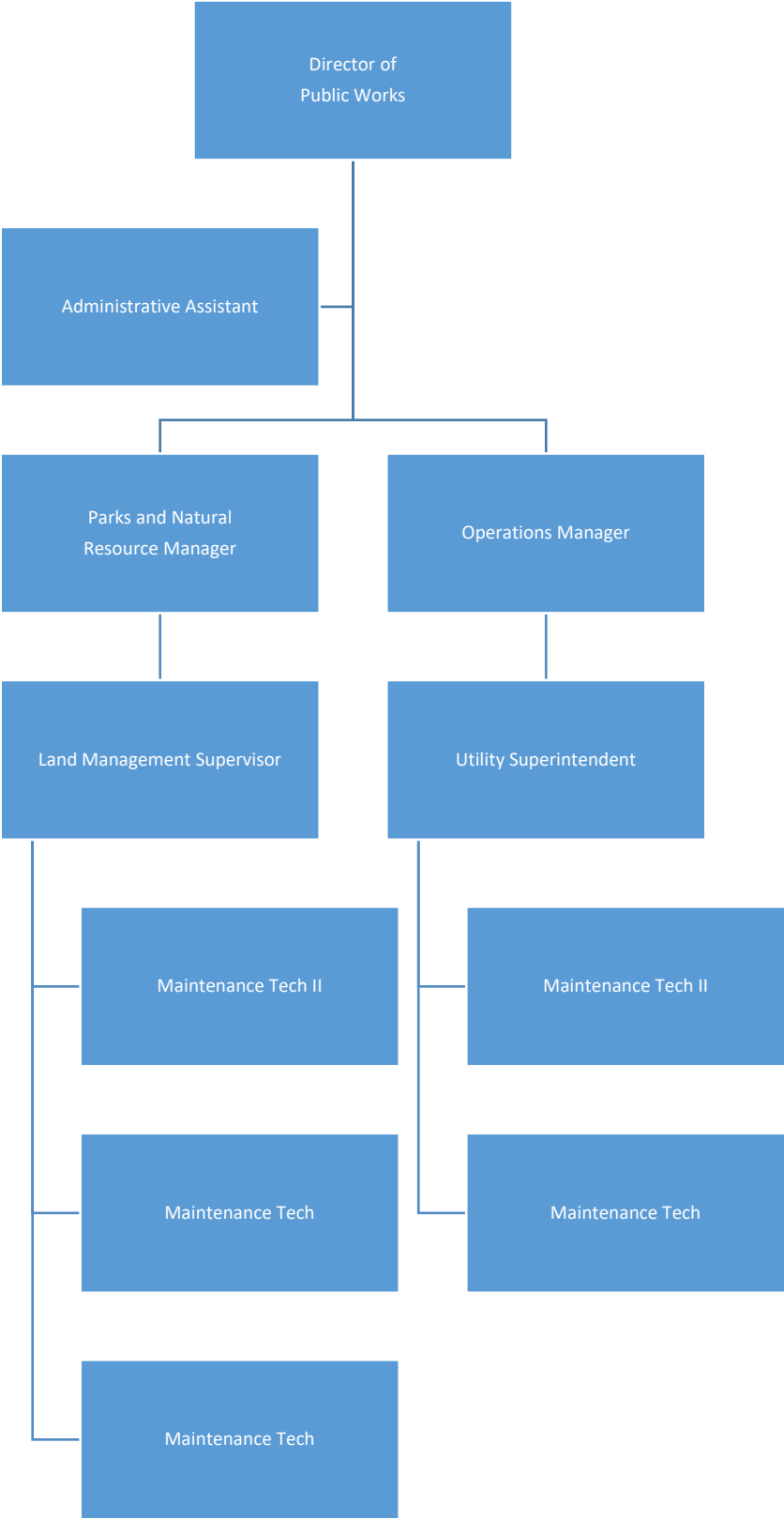
Soil Delivery

Consultations

Environmental Seminars (funded, but not reinstated due to COVID restrictions)

Residential Request and Assistance

PUBLIC WORKS & ENVIRONMENTAL SERVICES 2017 ORGANIZATION



PUBLIC WORKS & ENVIRONMENTAL SERVICES 2017 ORGANIZATION

Development Services *

(Moved to Administration in 17/18)

- Sign Permits & Enforcement
- Building Permits and Inspections
- Building Code Enforcement
- CSI/Back Flow Database
- Drainage Utility Database
- Floodplain Permit Applications
- Floodplain Enforcement
- Fill Permits
- Zoning Applications
- Zoning Enforcement
- Subdivision Applications
- Watershed/Site Plan Applications
- Utility Tap/Service applications (Molly & Tonya)
- Capital Recovery Fees Database (Tonya)
- WW Only Customer Reporting (Breana & Tonya)
- WW Averaging Reporting (Breana & Tonya)
- Utility Billing (Tonya)
- Consumption Reports/Water Loss (Tonya/Breana)

ENVIRONMENTAL SERVICES/ PARKS

- Watershed Protection
- Watershed Plan Review

- Parks and Trails/Playgrounds
- Community Programs
- Teen Program
- Environmental Rebates
- Solid Waste Services
- Landscape/Irrigation and ROW Maintenance
- Animal Control
- Wildlife Management
- Urban Forestry
- Tree Removal Permits
- Pesticide & IPM Program
- Environmental Code Enforcement
- Drainage Utility Operations
 - WQ Pond Inspections and Permits
 - WQ/Flood Control Pond O&M (re-irrigation)
 - Pollution Reduction Mitigation Program
 - Dam Management
 - Drainage System Maintenance
 - Natural Waterways
- GIS Maps
- Purchasing
- Fleet/Equipment Services

PUBLIC WORKS

- Water/Wastewater Operations
 - Meter Reading
 - Repairs and Maintenance
 - Backflow Device Enforcement
- Water Conservation Program
 - Irrigation Audits

- Water Rebates
- Enforcement
- Wastewater/Industrial Waste
 - FOG Education/Enforcement
 - WW Line Inspections/Cleaning
- Streets
 - ROW Permits
 - Pavement Program
 - Street Signs
 - Traffic Signals
 - Street Lights
 - Street Drainage/Storm Sewer Maintenance
- Facilities/Building Maint/HVAC/Cleaning Contract
- Pest Control Contract
- Utility Code Enforcement
- Purchasing
- Fleet/Equipment Services
- Site Plan Review

3rd Party

Engineering

- CIP Management
- Construction Management
- Plan Review
- Inspection
- Design
- Planning

TexaScapes

- Limited Mowing

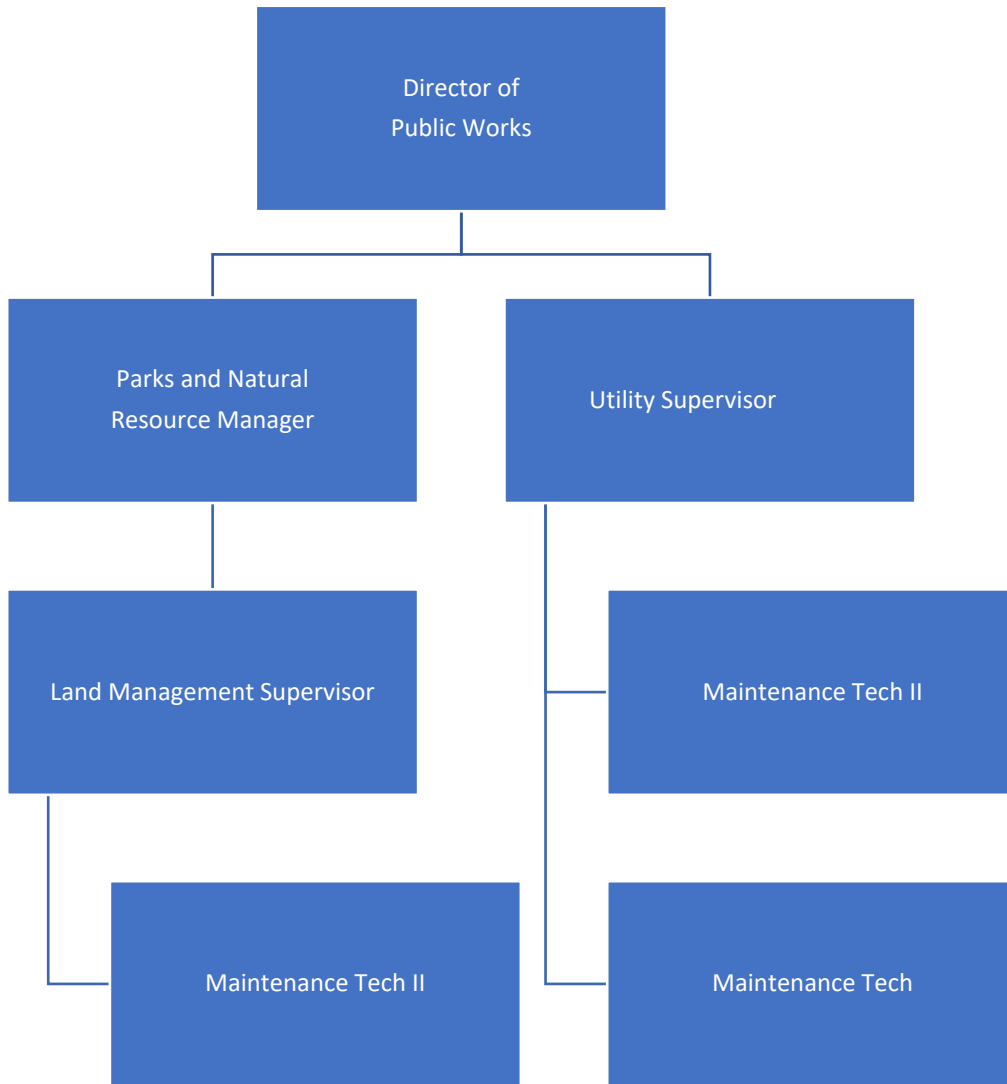
American Youth Works

- Annual Assistance

Temporary Staffing

- As Needed

PUBLIC WORKS & ENVIRONMENTAL SERVICES 2021 ORGANIZATION



3rd Party

- Engineering
- TexaScapes
- American Youth Works
- Temporary Staff

PUBLIC WORKS & ENVIRONMENTAL SERVICES 2021 ORGANIZATION

ENVIRONMENTAL SERVICES/ PARKS

- Watershed Protection
- Watershed Plan Review
- Parks and Trails/Playgrounds
- Community Programs
- Teen Program
- Environmental Rebates
- Solid Waste Services
- Landscape/Irrigation and ROW Maintenance
- Animal Control
- Wildlife Management
- Urban Forestry
- Tree Removal Permits
- Pesticide & IPM Program
- Environmental Code Enforcement
- Drainage Utility Operations
 - WQ Pond Inspections and Permits
 - WQ/Flood Control Pond O&M (re-irrigation)
 - Pollution Reduction Mitigation Program
 - Dam Management
 - Drainage System Maintenance
 - Natural Waterways
- GIS Maps
- Purchasing
- Fleet/Equipment Services

PUBLIC WORKS

- Water/Wastewater Operations
 - Meter Reading
 - Repairs and Maintenance
 - Backflow Device Enforcement
- Water Conservation Program
 - Irrigation Audits

- Water Rebates
- Enforcement
- Wastewater/Industrial Waste
 - FOG Education/ Enforcement
 - WW Line Inspections/Cleaning
- Streets
 - ROW Permits
 - Pavement Program
 - Street Signs
 - Traffic Signals
 - Street Lights
 - Street Drainage/Storm Sewer Maintenance
- Facilities/Building Maint/HVAC/Cleaning Contract
- Pest Control Contract
- Utility Code Enforcement
- Purchasing
- Fleet/Equipment Services
- Site Plan Review

3rd Party

Engineering

- CIP Management
- Construction Management
- Plan Review
- Inspection
- Design
- Planning

TexaScapes

- Limited Mowing

American Youth Works

- Annual Assistance

Temporary Staffing

- As Needed