



City of Sunset Valley
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AUG 12 2016

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City Council and Citizens,

As required by Section 102.005 of the Texas Local Government Code, the attached Budget for Fiscal Year 2016/2017 for the City of Sunset Valley is filed for consideration by the City Council.

This budget will be presented at the City Council meeting on August 16th. A public hearing will occur on September 6th. Council will adopt a final budget on September 20th. An additional work session will be held on September 13th only if council requests it. Please provide your public input at these meetings.

The following table shows the proposed total expenditures by major operating fund:

General Fund	Street Fund	Utility Fund	Drainage Fund	HOT Fund	Green Tax Fund	Underground Utilities Fund	City Facilities Fund	Total
\$4,519,508	\$2,522,653	\$1,772,302	\$324,000	\$284,556	\$1,104,410	\$0	\$6,443,613	\$16,971,042

Significant Budget Items

- **Police and Public Works Facilities Project**

During the past three years, the City Council has been setting aside funding and completing preliminary planning work to construct a permanent facility for our Police and Public Works Departments (both currently work from inadequate portable buildings). In October 2015, the Council approved the general plan for the facilities and much work has been done since that time to address funding, site issues, preliminary design and construction management. The City Council recently completed a series of Town Hall meetings to review and discuss all aspects of the project. Additionally, the City Council has created the Sunset Valley Crime Control and Prevention District with the objective of allowing the voters to decide in November if a Sales Tax will be added which will provide financial support for the new Police Facility (the additional tax would put our city sales tax equal to that of Austin).

For this budget, a new project fund will be established for the Facilities project. This new fund will consolidate the reserves that have been previously established as well as additional sources of funding. This budget includes the recommendations from the Budget, Finance and Administrative Committee to use the existing balance in the Underground Utility Fund as well as the projected Utility Franchise Fee revenue for FY 16-17 to provide \$690,000 for the

Facilities Project Fund. The Committee has also recommended that any excess funds be added to the Facilities Project Fund.

The proposed excess funds for FY 16-17 are \$308,033. When projected Sales Tax (assuming passage of the proposition in November) of \$200,000 is added, this leaves a needed balance of \$3,024,227 to fund the project, which has previously been discussed by the Council as coming from the General Fund Operating Reserve. This amount of funding would leave the General Fund Operating Reserve at \$1,977,426 which represents approximately 5 months of operating expenses. This is within the range that was considered acceptable by the Council and the Budget, Finance and Administrative Committee in previous deliberation on this issue.

- **Revenue and Reserve Funding**

The budget projects an increase in Sales Tax Revenue following the methods established by the Long Range Planning Committee in 2012 and continued in an update of this Plan earlier this year. As noted above, the General Fund Operating Reserve will be reduced to provide funding for the Facilities Project with the intention of rebuilding this Reserve in subsequent years.

- **Utility Rates**

The Finance Committee included a 3% increase in wholesale water and wastewater contract expenses from the City of Austin along with corresponding adjustments in rates for both residential and commercial customers; however, we have recently been notified that the City of Austin will not be increasing wholesale rates this year in anticipation of developing a new rate model during 2017, so the budget reflects no change in utility rates.

- **Projects**

There are several projects that were not completed during FY 15-16 that are being carried over to the FY 16-17 Budget. Additionally, there are a few new projects. Total funding for these new projects is \$43,379, which is a much smaller amount than in recent years; however, this is to be expected given the magnitude of the Facilities project.

Proposed Changes to the Committee Recommendations

The following three items are the only deviations from the Committee Recommendations and are included in the Mayor's proposed budget that has been filed today. One trail item was funded last year and the committee recommended defunding it; I have refunded and matched the previous budget contribution. Second, the HOT fund applicant increase relates to a request I have made in recent years to have a matrix that evaluates how and why we fund certain events at a greater or lower level. The final item relates to recent realizations I have come to in meeting individually with each of our police officers. This final increase is unplanned. Nonetheless, I absolutely believe it is imperative and an immediate need.

I will advocate for these deviations and will have relevant stakeholders and applicants submit written support and attend the upcoming hearing to support these increases. All of these items increase our connection and service to residents and the greater community. They all involve

spending money to support our local commercial district, which Council has indicated is a priority. Last, they all support the welcoming of visitors and enhance the public image and safety offered by our City to residents and visitors. For these reasons, I implore Council to retain them in the final, adopted budget.

- **\$30,000—Trails Master Plan Funding**—Specifically for the circle around and connections within the AISD block.
 - I have added the \$15,000 that the committee defunded from this fiscal year and added another \$15,000 for the upcoming fiscal year. When I advocated for this amount last year, my intention was that the City would match it each year until the loop and connections around the AISD block were completed.
 - This is part of an existing project, The Trails Master Plan. Specifically, the objective to have one continuous, attractive and safe trail that circles the AISD block and allows for additional cut-throughs ensuring safety of pedestrians, handicapped and families with strollers. The current path has: some crushed granite trails; areas that have untended greenspace (corner of Earnest Robles/290); no trail; or very unsafe concrete sidewalks. It needs attention and improvements.
 - Additionally, the City received a significant donation of \$15,000 from the PGA that was specifically designated toward this project, which is why it makes no sense to defund and not continue growing the funding for implementation when outsiders are willing to donate funds so long as the City is also actively funding.
 - The PGA has offered to donate additional funds to this project. It would be a disingenuous move toward the PGA and AISD for our City to de-fund the project before constructing anything new. Likewise, I believe AISD expects us to follow through with the project, which is in part why they did not oppose a trail donation to the City for use of their parking lot.
 - This project will benefit all families and pedestrians who walk around the AISD block. It will increase trail and public access in and around the commercial area at 4715 South Lamar.
 - This project has the potential to add way finding paths and lighting that could connect the Farmer’s Market Area to the Uplands, and the AISD parking lot to the 4715 South Lamar commercial area.
 - I believe the City has a duty to be involved and actively supportive to improving: the more public/commercial trail access to the thousands of visitors this area of the city receives; the tax revenue we take in from the 4715 South Lamar commercial zone. ; and the current and prospective community activities that occur in and around this area. If that doesn’t convince you, simply take a stroller and walk the AISD block with the intention of visiting the 4715 South Lamar commercial zone.

- **\$5,000 additional HOT Funds for JDRF.**
 - This is not a new event. This event received no HOT funds during their initial event, last year.

- They have requested \$10,000, which is incredibly reasonable considering: the magnitude of their event set-up, which they fund without additional assistance from Sunset Valley; we have asked them to pick up the tab for additional police use that was not required to be paid for during their first year; they are committed to including and working with our commercial district to include them in any marketing opportunities available on the day of the event (pop-up tents, sponsored activities, recognized teams, giveaways, etc.).
 - Most importantly, this is the exact type of new event HOT funds are designed to attract. The concept of HOT funds is to assist events in order to bring new visitors to the city. This one-day event brought in over 5,000 visitors last year. It is a family-friendly event. The City has asked them to retain their set-up longer this year to allow for more families to enjoy the event past the completion of the walk, which they eagerly agreed to do.
 - If this is not convincing, then spend some time looking at other events receiving HOT funds and do a quick head-count comparison of how many potential visitors the city receives for the amount of HOT funds granted.
- **\$30,000 for PD immediate security and safety upgrades**
 - Please refer to my comments at the July 19th City Council meeting, during which many of our own officers were in attendance. As the department continues to work out of a completely inadequate building from an HR and security standpoint . . . the city makes positive and hopeful progress toward initiating construction on a permanent and adequate building.
 - That being said, the current buildings have gone beyond their ability to serve as a temporary solution. Recent events and common sense dictate that until we get the department moved into an appropriate building, the City will now need to spend money to maintain and “patch” the current building.
 - There are some absolute essential lighting and security details that I was appalled to learn the department does not currently have. I have budgeted a large amount and have asked the Chief and City Administrator to prepare a list of needs for approval by the Public Safety Committee and Council. When coming to and from work, officers should feel safe with regard to where they park and how they get to their facility. They should feel as safe as possible while working late in their current building—I propose additional lighting, security cameras and assurance that outsiders cannot look inside the building at night while officers are working inside.
 - There may be other immediate needs that I have not noted. This is also an opportunity for all our budget-minded residents and volunteers to recognize another reason not to delay the City Facilities project. The “patch” cost will continue to impact and grow as we delay the move-in date for permanent buildings.

- **Consider possibility for PW to add an amount for immediate security and safety upgrades.**
 - During the budget public hearing, should there be any needed, Public Works can present a list of immediate security and safety upgrades for the Public Works facility.

I plan to meet with the Committee at their August 25th meeting to discuss my reasoning for these items and seek the support of the Committee as I know that will assist Council in their deliberations and show my genuine desire to collaborate as much as possible with the Committee.

In closing I would like to acknowledge the work of the Budget, Finance and Administrative Committee in reviewing each of the budget requests and in assisting with the development of the budget. Each year I have served as Mayor, this process has gotten faster and more cohesive in terms of collaboration between staff, the committee and me. There was significantly more focus on each line item of the operating budget due to the need to finalize funding for the Facilities Project. We are very fortunate to live in a city where the advisory committees, council and Mayor can work together and get projects big and small completed.

Small governments have the capacity to accomplish so much more in an efficient manner and this year's budget work toward the Facilities funding is a reflection of good government. Thank you again to the committee, applicants and residents who attended and participated in the months of meetings the Budget and Finance Committee put into the budget recommendations. As you can see, I have proposed very few deviations from the Committee's recommendations. Many may have been incorporated by the committee had there been time to fit in a final meeting between the committee and myself.

The remainder of the work now lies in the hands of Council and residents. Please attend the public hearing if you would like to participate in any changes or discussion needed prior to adoption of the next budget.

Respectfully submitted this 12th day of August, 2016



Rose Cardona
Mayor

FY 2016/2017: GENERAL FUND - SUMMARY PAGE	PROPOSED BUDGET 2016/2017	Finance Committee recommendations	Revised Proposed Budget FY 2016/2017	Adopted/ Amended Budget 2015/2016	Over/Under 15/16 Budget	% of Increase /Decrease
GENERAL FUND REVENUE						
Court Fines and Fees	\$45,000		\$45,000	\$45,000	\$0	0.00%
Court Income	\$10,000		\$10,000	\$10,000	\$0	0.00%
Court Warrant Fee Collections	\$0		\$0	\$5,000	-\$5,000	-100.00%
Donations	\$0		\$0	\$0	\$0	0.00%
Event Revenue	\$4,000		\$4,000	\$4,000	\$0	0.00%
Fire District Collections	\$25,000		\$25,000	\$21,000	\$4,000	19.05%
Interest	\$14,000		\$14,000	\$10,000	\$4,000	40.00%
Miscellaneous	\$4,000		\$4,000	\$5,000	-\$1,000	-20.00%
Mixed Beverage Sales Tax	\$35,000		\$35,000	\$36,000	-\$1,000	-2.78%
Permits	\$0		\$0	\$0	\$0	0.00%
Permits, Licenses, and Fees	\$50,000		\$50,000	\$50,000	\$0	0.00%
Property Lease Revenues	\$6,600		\$6,600	\$6,600	\$0	0.00%
Sales and Use Tax	\$4,952,758		\$4,952,758	\$4,808,503	\$144,255	3.00%
Sale of Assets	\$0		\$0	\$0	\$0	0.00%
Total General Fund Revenue	\$5,146,358	\$0	\$5,146,358	\$5,001,103	\$145,255	2.90%
GENERAL FUND EXPENSES						
Capital Outlay - General Government	\$9,000	-\$7,000	\$2,000	\$9,000	-\$7,000	-77.78%
Community Programs - Administrative	\$10,700	-\$5,000	\$5,700	\$5,700	\$0	0.00%
Community Programs - Arts Commission	\$8,100		\$8,100	\$8,100	\$0	0.00%
Community Programs - CED Committee	\$5,750		\$5,750	\$5,750	\$0	0.00%
Community Programs - Police Department	\$7,850		\$7,850	\$6,350	\$1,500	23.62%
Community Programs - Public Works	\$56,460	-\$9,000	\$47,460	\$70,260	-\$22,800	-32.45%
Contingency Fund	\$50,000		\$50,000	\$50,000	\$0	0.00%
Contractual Services - Administrative	\$219,700	-\$2,500	\$217,200	\$215,100	\$2,100	0.98%
Contractual Services - General Government	\$501,450	-\$1,000	\$500,450	\$487,033	\$13,417	2.75%
Contractual Services - Municipal Court	\$22,750		\$22,750	\$25,750	-\$3,000	-11.65%
Contractual Services - Public Works	\$192,700	-\$2,000	\$190,700	\$192,700	-\$2,000	-1.04%
New Equipment - Administrative/Court	\$500	-\$500	\$0	\$0	\$0	0.00%
New Equipment - Police Department	\$4,950	\$1,650	\$6,600	\$52,046	-\$45,446	-87.32%
New Equipment - Public Works	\$60,000		\$60,000	\$6,600	\$53,400	809.09%
GN FUND Equipment Reserve Addition	\$128,110		\$128,110	\$206,976	-\$78,866	-38.10%
Operational Expenses - Administrative	\$180,500		\$180,500	\$182,350	-\$1,850	-1.01%
Operational Expenses - General Government	\$22,000		\$22,000	\$22,000	\$0	0.00%
Operational Expenses - Municipal Court	\$8,750		\$8,750	\$8,350	\$400	4.79%
Operational Expenses - Police Department	\$146,570		\$146,570	\$142,135	\$4,435	3.12%
Operational Expenses - Public Works	\$138,750		\$138,750	\$126,550	\$12,200	9.64%
Personnel Services - Administrative	\$446,759		\$446,759	\$427,784	\$18,975	4.44%
Personnel Services - Municipal Court	\$61,723		\$61,723	\$61,028	\$695	1.14%
Personnel Services - Police Department	\$1,286,420		\$1,286,420	\$1,209,654	\$76,766	6.35%
Personnel Services - salary increases for UT	\$0		\$0	\$25,021	-\$25,021	-100.00%
Personnel Services - Public Works	\$578,954		\$578,954	\$562,782	\$16,172	2.87%
Total General Fund Expenses	\$4,148,446	-\$25,350	\$4,123,096	\$4,109,019	\$14,077	0.34%
TOTAL FUNDS AVAILABLE FROM GN REVENUE	\$997,912	\$25,350	\$1,023,262	\$892,084	\$131,178	14.70%

FY 2016/2017: GENERAL FUND - SUMMARY PAGE	PROPOSED BUDGET 2016/2017	Finance Committee recommendations	Revised Proposed Budget FY 2016/2017	Adopted/ Amended Budget 2015/2016	Over/Under 15/16 Budget	% of Increase /Decrease
Other Expenditures						
New Projects for FY16/17	\$161,500	-\$118,121	\$43,379	\$122,900	-\$79,521	-64.70%
Mayor added Projects for FY 16/17	\$0	\$0	\$45,000	\$0	\$45,000	100.00%
City Facilities Contribution for FY 16/17	\$0	\$353,033	\$308,033	\$337,956	-\$29,923	-8.85%
Total Other expenditures	\$161,500	\$234,912	\$396,412	\$460,856	-\$64,444	-13.98%
Funds Available after FY 16/17 expenses	\$836,412	-\$209,562	\$626,850	\$431,228	\$195,622	45.36%
Excess Funds from 14/15	\$0	\$0	\$0	\$271,749	\$0	0.00%
Encumbered Funds from FY 15/16 projects	\$0	\$0	\$256,485	\$293,575	-\$37,090	-12.63%
Projects from FY 15/16 funded	\$0	\$0	-\$256,485	-\$293,575	\$37,090	-12.63%
Funds Available before Transfers to Utility	\$836,412	-\$209,562	\$626,850	\$702,977	\$195,622	27.83%
TRANSFER TO UTILITY FUND						
Less funds for GN Contribution to UT Infrastructure	\$196,964	\$0	\$196,964	\$191,228	\$5,736	3.00%
Less Utility Fund Subsidy-Water	\$100,988		\$100,988	\$100,988	\$0	0.00%
Less Utility Fund Subsidy-Wastewater	\$197,383		\$197,383	\$287,436	-\$90,053	-31.33%
Less Utility Fund Subsidy-Solid Waste	\$131,516		\$131,516	\$123,326	\$8,190	6.64%
Sub-Total: Subsidies	\$429,887	\$0	\$429,887	\$511,750	-\$81,863	-16.00%
Total Transfers to Utility Fund	\$626,851	\$0	\$626,851	\$702,978	-\$76,127	-10.83%
BALANCED BUDGET	\$209,561	-\$209,562	\$0	\$0	\$0	0.00%
Mayor's Budget 8/2/2016						

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Court Warrant Fee Collections	\$0		\$0	\$5,000	-\$5,000	-100.00%
Donations	\$0		\$0	\$0	\$0	0.00%
Event Revenue	\$4,000		\$4,000	\$4,000	\$0	0.00%
Fire District Collections	\$25,000		\$25,000	\$21,000	\$4,000	19.05%
Interest	\$14,000		\$14,000	\$10,000	\$4,000	40.00%
Miscellaneous	\$4,000		\$4,000	\$5,000	-\$1,000	-20.00%
Mixed Beverage Sales Tax	\$35,000		\$35,000	\$36,000	-\$1,000	-2.78%
Permits	\$0		\$0	\$0	\$0	0.00%
Permits, Licenses, and Fees	\$50,000		\$50,000	\$50,000	\$0	0.00%
Property Lease Revenues	\$6,600		\$6,600	\$6,600	\$0	0.00%
Sales and Use Tax	\$4,952,758		\$4,952,758	\$4,808,503	\$144,255	3.00%
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City Facilities Contribution for FY 16/17	\$0	\$353,033	\$308,033	\$337,956	-\$29,923	-8.85%
Total Other expenditures	\$161,500	\$234,912	\$396,412	\$460,856	-\$64,444	-13.98%
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Mayor's Budget 8/2/2016						

CITY OF SUNSET VALLEY - 5 Year History
 General Fund Revenue
 FY 2016-2017

		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to receive 2015/2016	% of Budget projected to receive/spend 2015/2016	Adopted/ Amended Budget 2015/2016	Proposed Budget 2016/2017	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
4030	Court - Fines and Fees-Court	\$73,297	\$75,257	\$51,451	\$52,514	\$54,955	\$55,000	122.22%	\$45,000	\$45,000	0.00%	-18.18%
4020	Court Income	\$37,595	\$26,489	\$12,345	\$8,750	\$16,194	\$17,000	170.00%	\$10,000	\$10,000	0.00%	-41.18%
4230	Court - Warrant Fee Collections	\$7,735	\$10,874	\$10,238	\$7,948	\$4,321	\$2,862	57.24%	\$5,000	\$0	-100.00%	-100.00%
4025	Donations	\$1,200	\$800	\$0	\$0	\$0	\$15,000	100.00%	\$0	\$0	0.00%	-100.00%
4028	Event Revenue	\$2,314	\$1,825	\$3,277	\$3,882	\$3,990	\$4,700	117.50%	\$4,000	\$4,000	0.00%	-14.89%
4040	Fire District Collection Fees	\$18,520	\$17,722	\$19,119	\$21,402	\$23,720	\$25,224	120.12%	\$21,000	\$25,000	19.05%	-0.89%
4050	Franchise Tax <i>(moved to UGU 14/15)</i>	\$30,660	\$26,370	\$40,296	\$36,977	\$0	\$0	0.00%	\$0	\$0	0.00%	0.00%
4095	Interest	\$31,339	\$20,985	\$21,095	\$16,840	\$14,856	\$14,000	140.00%	\$10,000	\$14,000	40.00%	0.00%
4110	Miscellaneous	\$14,170	\$38,876	\$68,574	\$16,313	\$2,778	\$3,000	60.00%	\$5,000	\$4,000	-20.00%	33.33%
4182	Mixed Beverage Tax	\$39,219	\$31,082	\$32,542	\$40,772	\$36,778	\$34,715	96.43%	\$36,000	\$35,000	-2.78%	0.82%
4699	Other Revenue	\$36,185	\$3,832	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%	0.00%
4121	Permit Billing	\$0	\$0	\$6,650	\$9,613	\$12,944	\$1,000	100.00%	\$0	\$0	0.00%	-100.00%
4120	Permits, Licenses, and Fees	\$73,297	\$65,625	\$77,867	\$65,364	\$62,899	\$58,000	116.00%	\$50,000	\$50,000	0.00%	-13.79%
4009	Property Lease Revenues	\$6,600	\$6,050	\$7,175	\$6,600	\$6,950	\$6,600	92.31%	\$7,150	\$6,600	-7.69%	0.00%
4180	Sales and Use Tax	\$3,885,163	\$4,091,407	\$4,320,159	\$4,594,913	\$4,921,737	\$4,910,000	102.11%	\$4,808,503	\$4,952,758	3.00%	0.87%
4699	Sales of Assets	\$0	\$21,957	\$4,120	\$0	\$1,175	\$26,325	100.00%	\$0	\$0	0.00%	-100.00%
	Total Revenue	4,257,294	4,439,149	4,674,909	4,881,889	5,163,296	5,173,426	103.43%	5,001,653	5,146,358	2.89%	-0.52%

Finance Committee Review 6/30/2016

Mayor's Budget 8/12/2016

General Fund - Revenue						
FY 2016/2017		Details				
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
GENREAL FUND REVENUE						
4030	Court - Fines and Fees	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.	\$45,000	\$45,000	\$0	0.00%
4020	Court - Court Income	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 keeps 10% of some of the fees.	\$10,000	\$10,000	\$0	0.00%
4230	Court - Warrant Fees Collections	Currently the City is not collecting warrants fees. In FY 12/13 the City contracted with a collection agency, but that contract was cancelled in November 2015. There are not plans to contract with another warrant officer. Unpaid tickets are reported to TDPS through OMNI and collections of fines must be obtained before a driver's license can be renewed.	\$0	\$5,000	-\$5,000	-100.00%
4025	Donations	The City does not budget for donations. If donations are received during the year, the City Council will usually commit those funds to a certain project. In Fy 15/16 The City received a \$15,000 donation from the PGA. These funds are proposed to be committed for a trail project around the Burger Center.	\$0	\$0	\$0	0.00%

General Fund - Revenue						
FY 2016/2017	Details					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
4028	Event Revenue	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. The second source is the booth rental fee and merchandise sales at the annual ArtFest. ArtFest expenses are listed in the general government department to off-set that portion of the revenue which is estimated to be \$3600.	\$4,000	\$4,000	\$0	0.00%
4040	Fire District Collections	Fire District tax payments are a result of an Interlocal Agreement between Travis County Emergency Services District No. 3 and Sunset Valley. The City's contract with the Austin Fire Department to provide fire protection services within Sunset Valley's City limits includes a provision covering the area within Sunset Valley's Extraterritorial Jurisdiction (ETJ). This was because the Austin Fire Department was concerned that not providing coverage to the ETJ would create islands with little to no coverage while creating loss in Sunset Valley should a substantial fire occur. The City negotiated agreement with Travis County ESD No. 3 provides any taxes collected be remitted to Sunset Valley to help offset the City's cost for providing the service.	\$25,000	\$21,000	\$4,000	19.05%

General Fund - Revenue						
FY 2016/2017	Details					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
4095	Interest	Historically interest income on funds deposited in TexPool had been a primary source of revenue generated by the City. When the interest rates continued to stay at a low rate, the City purchased Certificated of Deposits to increase revenue. TexPool is showing an increase in revenue so the City has not renewed the CDs and deposited the money back into TexPool. The City continues carry the CDs that have a higher rate.	\$14,000	\$10,000	\$4,000	40.00%
4110	Miscellaneous Income	Miscellaneous service fees and charges is revenue from various fees charged for copies and services provided by the City. Any fees for Public Information Request are included in Miscellaneous income.	\$4,000	\$5,000	-\$1,000	-20.00%
4182	Mixed Beverage Tax	Restaurants collect sales tax from its customers just like any other sales tax. However, the restaurant must still pay the 7% mixed beverage gross receipts tax to be remitted to the State Comptroller. Mixed Beverage taxes are paid to the City quarterly.	\$35,000	\$36,000	-\$1,000	-2.78%
4121	Permit Billing	This revenue code was added when a revised permit fee schedule was adopted in FY 12/13 to have applicants for site plan and watershed permits pay for the actual review cost by the city's consultants. Any cost that is incurred for these reviews is billed to the applicant, so revenue will offset any expense.	\$0	\$0	\$0	0.00%

General Fund - Revenue						
FY 2016/2017	Details					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
4120	Permits, Licenses, and Fees	Building and development revenue is collected from a variety of fees and charges for permits encompassing all activity from single family and commercial development. The majority of revenue generated will be from residential building and remodels and some commercial re-development. Fees collected are based on the adopted fee schedule.	\$50,000	\$50,000	\$0	0.00%
4009	Property Lease Revenues	In 2010, Sunset Valley entered into an agreement with Sustainable Food Center to lease the property known as The Triangle, to operate a Farmer's Market. SFC pays the City \$550 per month. Revenue is also generated from the tenant sign for the Homestead Shopping Center.	\$6,600	\$7,150	-\$550	-7.69%
4180	Sales and Use Tax	Revenue projections were based on the Long Range Planning Committee's recommendation of using a 3% growth increase for revenue. See attachment for more detailed information.	\$4,952,758	\$4,808,053	\$144,705	3.01%
4699	Sales of Assets	During the year it is possible that City equipment could be sold and the revenue is deposited in the General Fund. This line item as \$0 in the budget because, there are not specific items to be sold.	\$0	\$0	\$0	0.00%
			\$5,146,358	\$5,001,203	\$145,155	2.90%
<i>Finance Committee Review 6/30/2016</i>						
<i>Mayor's Budget 8/12/2016</i>						

CITY OF SUNSET VALLEY 5 Year History
Administration
FY 2016-2017

G/L Code		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend 2015/2016	% of Budget projected to spend	Adopted Amended Budget 2015/2016	Proposed Budget 2016-2017	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
	Personnel Services:											
	SALARIES											
5000	Accountant/City Secretary (exempt)	59,956	61,766	63,628	66,125	68,122	73,054	100.00%	73,054	73,054	0.00%	0.00%
5057	Administrative Assistant/Court Clerk (30%)	36,006	26,610	6,910	34,122	15,300	13,226	100.00%	13,226	13,226	0.00%	0.00%
5027	Assistant City Administrator/IT Manager (exempt)	57,340	61,819	63,680	70,002	72,277	85,708	100.00%	85,708	85,708	0.00%	0.00%
5001	Bookkeeper/UT Billing Clerk (80%)	16,370	17,394	18,121	20,635	31,018	35,233	100.00%	35,233	35,233	0.00%	0.00%
5025	City Administrator (exempt)	109,479	110,686	114,012	120,815	124,722	133,602	100.00%	133,602	133,602	0.00%	0.00%
5070	Receptionist	26,261	27,020	28,080	0	0	0	0.00%	0	0	0.00%	0.00%
5090	City - Overtime	627	1,073	1,511	1,525	1,260	2,423	108.27%	2,238	2,423	8.27%	0.00%
	OTHER COMPENSATION											
5084	Cell Phone Allowance	960	960	1,730	2,380	2,384	2,760	93.24%	2,960	2,960	0.00%	7.25%
5046	Longevity Incentive	480	528	816	624	1,346	1,636	100.00%	1,636	1,828	11.74%	11.74%
5086	Bilingual Incentive	600	600	175	0	0	0	0.00%	0	0	0.00%	0.00%
5087	Education Incentive	1,200	1,200	775	600	550	0	0.00%	0	0	0.00%	0.00%
	Merit Increases	0								10,346	n/a	
	Merit Increases Benefits	0								1,534	n/a	
	BENEFITS											
5120	Insurance- Life	474	355	235	236	253	240	100.00%	240	264	10.00%	10.00%
5121	Insurance- Medical	37,458	36,898	30,251	28,630	30,774	28,800	100.00%	28,800	31,680	10.00%	10.00%
5122	Insurance- Dental	1,936	2,046	1,921	1,844	2,121	2,064	100.00%	2,064	2,270	10.00%	10.00%
5123	Insurance - Vision		\$232	\$370	\$642	\$244	\$288	100.00%	\$288	317	10.00%	10.00%
5124	Insurance - Long Term Disability		\$601	\$971	\$1,087	\$1,206	\$1,116	100.00%	\$1,116	\$1,190	6.63%	6.63%
5126	Insurance - Short Term Disability		\$404	\$652	\$654	\$716	\$708	100.00%	\$708	\$670	-5.37%	-5.37%
5150	Insurance- Workman's Comp	\$1,360	\$821	\$720	\$814	\$1,005	\$1,256	100.00%	\$1,256	1,382	10.00%	10.00%
5130	Medicare Tax- Employer Match	4,487	4,487	4,296	4,504	4,393	5,180	100.00%	5,180	5,046	-2.59%	-2.59%
5135	Social Security Tax- Employer Match	0	0	0	0	0	0	0.00%	0	0	0.00%	0.00%
5131	State Unemployment Insurance (SUTA)	1,067	1,566	48	1,035	828	1,080	100.00%	1,080	1,080	0.00%	0.00%
5140	TMRS (Retirement)	34,173	31,760	28,941	30,995	37,957	39,395	100.00%	39,395	42,947	9.02%	9.02%
	Total Personnel Services	390,232	388,827	367,843	387,270	396,476	427,769	100.00%	427,784	446,759	4.44%	4.44%

CITY OF SUNSET VALLEY 5 Year History
Administration
FY 2016-2017

		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend 2015/2016	% of Budget projected to spend	Adopted Amended Budget 2015/2016		Proposed Budget 2016-2017	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
	Contractual Services:												
5306	Attorney	47,544	55,506	46,446	45,996	38,548	50,000	100.00%	50,000		50,000	0.00%	0.00%
5309	Auditor/Financial Advisor	35,355	45,479	40,399	49,896	45,671	45,000	100.00%	45,000		50,000	11.11%	11.11%
5312	Inspections	15,267	13,206	19,616	29,985	27,020	20,000	100.00%	20,000		20,000	0.00%	0.00%
5327	Engineer-Design	12,901	12,261	27,780	20,963	0	30,000	100.00%	30,000		25,000	-16.67%	100.00%
5330	Engineer-Review & Inspect	14,140	13,703	11,536	16,627	10,761	20,000	100.00%	20,000		15,000	-25.00%	-25.00%
5343	IT Management	16,731	20,308	23,230	22,615	23,329	26,000	100.00%	26,000		35,000	34.62%	34.62%
5345	Landscape Architect	236	2,181	2,350	1,574	1,458	0	0.00%	5,000		5,000	0.00%	100.00%
5362	Ordinance Codification Maintenance	0	0	3,298	2,052	1,281	3,600	90.00%	4,000		4,000	0.00%	11.11%
5366	Records Management	3,243	3,794	3,989	4,004	4,203	4,800	100.00%	4,800		5,400	12.50%	12.50%
5200	Temporary Help/Teen Program	0	0	470	0	0	300	100.00%	300		300	0.00%	100.00%
5367	Payroll Services	4,232	4,356	4,796	4,786	4,639	4,820	96.40%	5,000		5,000	0.00%	3.73%
5370	Travis Co. Tax Collection	0	0	0	0	0	0	0.00%	0		0	0.00%	0.00%
5381	Water Quality Consultant	1,805	5,280	4,863	540	0	0	0.00%	5,000		2,500	-50.00%	100.00%
	Total Contractual Services:	151,454	176,075	188,774	199,040	156,910	204,520	95.08%	215,100		217,200	0.98%	6.20%
	Community Programs:												
5420	City Directory	3,150	2,679	0	1,375	1,125	0	0.00%	0		0	100.00%	100.00%
	Library Card Reimbursement						2,400	100.00%	2,400		2,400	0.00%	0.00%
5480	New Resident Information	0	0	193	0	0	0	0.00%	300		300	100.00%	100.00%
5475	Volunteer Awards Banquet	2,684	1,971	2,483	2,012	3,010	3,000	100.00%	3,000		3,000	0.00%	0.00%
	Total Community Programs	5,834	4,649	2,676	3,387	4,135	5,400	94.74%	5,700		5,700	0.00%	5.56%
	Operational Expenses:												
5515	Bank Fees	731	417	4,555	4,991	4,432	5,200	100.00%	5,200		5,200	0.00%	0.00%
5535	Cell Phone (for City use)	194	259	281	0	0	0	0.00%	0		0	0.00%	0.00%
5545	Coffee / Food Service	9,489	7,763	7,879	8,969	8,907	10,000	100.00%	10,000		10,000	0.00%	0.00%
5600	Dues, Fees & Subscriptions	2,337	1,969	1,870	2,361	1,997	2,000	100.00%	2,000		2,000	0.00%	0.00%
5601	Organizational Memberships	0	0	166	962	836	1,000	100.00%	1,000		1,000	0.00%	0.00%
5615	Election Expenses	659	686	0	529	0	0	0.00%	754		800	6.10%	100.00%
5704	Employee Appreciation by Employees	616	723	783	999	350	1,000	100.00%	1,000		1,000	0.00%	0.00%
5735	Equipment Leases- Copier	8,834	8,065	8,880	9,153	9,372	9,500	100.00%	9,500		9,500	0.00%	0.00%
5655	Insurance: Fire/Theft/Vandalism/Liability/Position Bond	18,291	16,932	16,842	22,923	29,289	21,800	82.58%	26,400		24,000	-9.09%	10.09%
5706	Postage and Postage Equipment & Supplies	9,000	10,000	6,488	7,839	8,940	7,000	77.78%	9,000		7,000	-22.22%	0.00%
5705	Office Supplies: General Supplies - ALL DEPARTMENTS	16,261	13,929	12,784	10,189	11,386	13,946	100.00%	13,946		18,000	29.07%	29.07%
5725	Printing and Copying	6,596	7,786	6,580	7,286	9,833	8,600	95.56%	9,000		4,600	-48.89%	-46.51%

CITY OF SUNSET VALLEY 5 Year History
Administration
FY 2016-2017

		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend 2015/2016	% of Budget projected to spend	Adopted Amended Budget 2015/2016		Proposed Budget 2016-2017	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
	Operational Expenses Continued:												
5500	Public Notices/Employment Recruitment	5,095	2,805	2,160	2,829	2,832	4,000	100.00%	4,000		4,000	0.00%	0.00%
5770	Small Office Equipment Repair & Replacement	350	270	672	1,800	1,288	1,800	100.00%	1,800		1,800	0.00%	0.00%
5782	Software Maintenance Fees	10,213	11,584	12,381	11,946	14,678	16,000	100.00%	16,000		14,700	-8.13%	-8.13%
5820	Training & Education - Admin. Staff	1,137	485	488	735	2,043	1,500	75.00%	2,000		1,500	-25.00%	0.00%
5815	Training & Education: Mileage Reimburse / per diem	24	216	2	959	272	0	0.00%	500		250	-50.00%	100.00%
5835	Utilities: Electric/Water/Gas/Wastewater/Telephone	59,663	60,494	61,603	70,759	72,711	70,000	100.00%	70,000		75,000	7.14%	7.14%
5720	Vehicle Expense-Personal Mileage	64	126	80	24	0	100	40.00%	250		150	-40.00%	50.00%
	Total Operational Expenses:	149,555	144,507	144,495	165,253	179,167	173,446	95.12%	182,350		180,500	-1.01%	4.07%
	Grand Total Administration	697,075	714,058	703,788	754,950	736,688	811,135	97.62%	830,934		850,159	2.31%	4.81%

Finance Committee Review 6/30/2016
Mayor's Budget 8/12/2016

General Fund Administrative Department						
FY 2016/2017 Details Page						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
PERSONNEL SERVICES						
SALARIES						
01-01-5000	Accountant/City Secretary	No salary adjustment in FY15/16. Exempt Position	\$73,054	\$73,054	\$0	0.00%
01-01-5057	Administrative Assistant/Court Clerk	30% of the total salary of \$44,085 is allotted to the Administrative Assistant duties of this hourly position. Salary adjustment received for FY15/16. Hourly position. Most of the benefits for this employee are covered in the Court Budget.	\$13,226	\$13,226	\$0	0.00%
01-01-5027	Assistant City Administrator/IT Manager	Acting City Administrator in absence of City Administrator. Exempt Position. Salary adjustment received for FY 15/16.	\$85,708	\$85,708	\$0	0.00%
01-01-5001	Bookkeeper/UT Billing Clerk	80% of the total salary of \$44,041 is allocated to the Administrative Department and 20% is allocated to the Utility Fund. No salary adjustment in FY 15/16.	\$35,233	\$35,233	\$0	0.00%
01-01-5025	City Administrator	No salary adjustment in FY15/16. Exempt Position	\$133,602	\$133,602	\$0	0.00%
01-01-5070	Receptionist	Hourly Position. Receptionist position merged with Admin Asst. Court Clerk position in FY 13-14.	\$0	\$0	\$0	0.00%
01-01-5090	Overtime for Administration Department	Overtime for 2 positions.	\$2,423	\$2,238	\$185	8.27%
OTHER COMPENSATION						
01-01-5084	Cell Phone Allowance	Monthly allowance paid to key personnel in the admin. department to maintain a cell phone for city use. Includes allowance amount for equipment reimbursement.	\$2,960	\$2,960	\$0	0.00%
01-01-5046	Incentive- Longevity	Paid to employees who have worked for the City for more than 5 years. Paid at \$4.00 per month for the number of years employed. 4 Admin employees are eligible. Administrative Assistant/Court Clerk is in the Court budget.	\$1,828	\$1,636	\$192	11.74%
01-01-5086	Incentive- Bilingual	Paid to employees that passed a test that is certified by the City. Paid at \$50.00 per month.	\$0	\$0	\$0	0.00%

General Fund Administrative Department						
FY 2016/2017 Details Page						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-01-5087	Incentive- Education/Certification	Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications.	\$0	\$0	\$0	0.00%
	Merit Increases	Calculated at 3% of total salaries	\$10,346	included in salaries	n/a	n/a
	Merit Increases Benefits		\$1,534	included in salaries	n/a	n/a
BENEFITS						
01-01-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$264	\$240	\$24	10.00%
01-01-5121	Insurance- Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage. 4 employees/3 with dependents	\$31,680	\$28,800	\$2,880	10.00%
01-01-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$2,270	\$2,064	\$206	9.98%
01-02-5123	Insurance - Vision Insurance	Employer pays 100% of Vision Insurance Premiums for the employee.	\$314	\$288	\$26	9.03%
01-02-5124	Insurance - Long Term Disability Insurance	Employer pays 100% of LTD Insurance Premiums for the employee.	\$1,190	\$1,116	\$74	6.63%
01-02-5126	Insurance - Short Term Disability Insurance	Employer pays 100% of STD Insurance Premiums for the employee.	\$670	\$708	-\$38	-5.37%
01-01-5150	Insurance- Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$1,382	\$1,256	\$126	10.03%
01-01-5130	Medicare Tax- Employer Match (.0145%)	Employer match to the Medicare portion of social security benefits.	\$5,046	\$5,180	-\$134	-2.59%
01-01-5135	Social Security Tax- Employer Match (6.2%)	Employer match to social security benefits. No employees that are time qualified.	\$0	\$0	\$0	0.00%
01-01-5131	State Unemployment Insurance (SUTA)	Provides funds for state mandated employer contribution to unemployment compensation fund. Tax is calculated for \$9000 in wages.	\$1,080	\$1,080	\$0	0.00%
01-01-5140	TMRS Match (Retirement)	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System. Rate is based on 11.34% per month.	\$42,947	\$39,395	\$3,552	9.02%
		Total Personnel	\$446,757	\$427,784	\$18,973	4.44%

General Fund Administrative Department						
FY 2016/2017 Details Page						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
CONTRACTUAL SERVICES						
01-01-5306	Attorney	Provides funds for legal counsel to the City Council, Staff, Boards and Commissions. Includes research, advisement, and attendance at meetings. The attorney contract is based on a per hour basis.	\$50,000	\$50,000	\$0	0.00%
01-01-5309	Auditor/Financial Advisor	Provides for expenses related to performance of a yearly audit of City's prior year finances and any state or federal mandated single audit provisions.	\$50,000	\$45,000	\$5,000	11.11%
01-01-5312	Building Inspector	Provide building plans and foundation reviews; building inspections during permit process and construction activities. Some of these services are billed back to residents or commercial entity's for costs on a project.	\$20,000	\$20,000	\$0	0.00%
01-01-5327	Engineer Design	Provides funds to investigate or design potential projects that may come under consideration during the fiscal year that were not identified as a project during the budget process.	\$25,000	\$30,000	-\$5,000	-16.67%
01-01-5330	Engineer -Review and Inspections	Provides funding for engineering and planning services to Council, Commissions, Boards, and Staff; review of plan submittals from outside entity's and potential inspections for code violations. Includes expenses related to permit review in subdivision, site planning, zoning, and construction which are recoupable through permit fees.	\$15,000	\$20,000	-\$5,000	-25.00%
01-01-5343	IT Management Services	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. Currently these costs are being negotiated to provide the best services for the City at the best rate.	\$35,000	\$26,000	\$9,000	34.62%

General Fund Administrative Department						
FY 2016/2017 Details Page						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-01-5345	Landscape Architect	Provides landscape planning services. Funds allow for investigation of complaints and on-going compliance as well as potential design and review of city projects that are considered/presented through the year. Includes expenses related to review and inspection of landscape plan submittals, which are recoupable through permit fees. Consulting for substantial revisions of the City's landscape and tree regulations, develop additional regulations for seed and vegetation, have sufficient collaborations with the City Council and attend hearings as necessary.	\$5,000	\$5,000	\$0	0.00%
01-01-5362	Ordinance Codification Maintenance	Provide funds to keep the codification of the ordinances up to date and maintained.	\$4,000	\$4,000	\$0	0.00%
01-01-5366	Records Management	Provides funds for the proper storage and disposal of city documents. Includes off-site storage rental, supplies, professional document shredding, and required document destruction.	\$5,400	\$4,800	\$600	12.50%
01-01-5200	Temporary Help/Reserve	Provides funds for administrative support during absences and assignments or projects that are beyond the daily administrative work load.	\$300	\$300	\$0	0.00%
01-01-5367	Payroll Services	Provides funds for time clock services and for payroll services including pay checks and payroll tax services.	\$5,000	\$5,000	\$0	0.00%
01-01-5370	Travis County Tax Collections	Provide appraisal services associated with tax assessments and real/property tax collection in lieu of in-house processing. Proposed amount based on City adopting a "zero" tax rate.	\$0	\$0	\$0	0.00%
01-01-5381	Water Quality Consultant	Provides funding for professional planning and inspection services related to water quality issues. Funds allow for investigation of complaints, concerns, on-going compliance and ordinance review. Expenses include review and inspection services of water quality facility applications, which are recoupable though permit fees. Reduced funding in FY 16/17 as recommended by Finance Committee.	\$2,500	\$5,000	-\$2,500	-50.00%
		Total Contractual	\$217,200	\$215,100	\$2,100	0.98%

General Fund Administrative Department						
FY 2016/2017	Details Page					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
COMMUNITY PROGRAMS						
01-01-5420	City Directory	A listing of residents that have provided information on a voluntary basis to be in a residential directory. The latest version of the directory was published in 2014 but the process started in 12/13. Since the latest directory was published in 2014 no funds were in the 15/16 budget to publish a book in 2015-2016. There are several residents that opt out of the directory. The increased amount is for outsourcing the directory because the project has become too large and cumbersome to prepared in-house. Finance Committee and Mayor recommended not funding.	\$0	\$0	\$0	100.00%
01-01-5450	Library Card Reimbursement Program	In FY 2015/2016, this program was reinstated because the City of Austin began charging Sunset Valley residents for library cards again, after not doing so for years. Residents receive \$120 per year, per household after providing proof of purchasing a library card. This amount will reimburse 20 residents.	\$2,400	\$2,400	\$0	100.00%
01-01-5480	New Resident Information	Provides funds to purchase tote bags to be used to provide new residents with information on city services and programs as well as to encourage involvement in the city government. Funds can also be used for small incidentals to be used to welcome new residents. In 14/15 the City used these funds for the Volunteer banquets since we did two years in one.	\$300	\$300	\$0	0.00%
01-01-5475	Volunteer Awards Banquet	Provides funds for Volunteer Awards Banquet hosted by the Mayor/City to acknowledge volunteerism. Provides for food, beverages and door prizes. In the FY 15/16 budget, funds were used for committee members that served in FY 14/15 and Fee 15/16.	\$3,000	\$3,000	\$0	0.00%
		Total Community Programs	\$5,700	\$5,700	\$0	0.00%

General Fund Administrative Department						
FY 2016/2017 Details Page						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
OTHER OPERATING						
01-01-5515	Bank Fees	Provides for expenses related to banking services. The services include management fees and on-line banking fees. As the City continues to increase the use of on-line banking services that include fraud protection, positive pay, check copies, etc. and interest rates continue to stay at the level they are at currently, banking fees will continue to stay at the rate they are now. The City keeps a balance in the account to help keep the cost down.	\$5,200	\$5,200	\$0	0.00%
01-01-5535	Cell Phone	The Administrative Department does not have a city cell phone as of FY 13/14.	\$0	\$0	\$0	0.00%
01-01-5545	Food Services	Provides funds for complimentary coffee service. Also provides for complimentary food for City Council meetings, some committee meetings, and for other functions that may provide food and beverages. Funds also provide for supplies used for City events and meetings and cleaning supplies.	\$10,000	\$10,000	\$0	0.00%
01-01-5600	Dues, Subscriptions and Fees	Provides for expenses related to newspaper subscriptions, Austin Business Journal subscription, Governmental Code updates, Governmental Filing fees (deed, etc.), CAPCOG dues, Municipal Clerks Association dues, TML dues and Purchasing Co-op dues.	\$2,000	\$2,000	\$0	0.00%
01-01-5601	Organizational Memberships	Membership dues for organizations that the City will join.	\$1,000	\$1,000	\$0	0.00%
01-01-5615	Election Expenses	Funding provides for contracting with Travis County for up to two elections each year.	\$800	\$754	\$46	6.10%
01-01-5704	Employee Appreciation	Provides for funds for employee appreciation expenditures such as retirement expenses, food, awards, and certificates.	\$1,000	\$1,000	\$0	0.00%
01-01-5735	Equipment Leases- Copier and Postage Equipment	Provides funds for the lease purchase of the Admin copier, PD copier and PW copier. Copy costs are in printing budget.	\$9,500	\$9,500	\$0	0.00%

General Fund Administrative Department						
FY 2016/2017	Details Page					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
	OTHER OPERATING CONTINUED					
01-01-5655	Insurance: Fire/Theft/Vandalism/Liability, Bond	Provides funds for insurance coverage for fire, theft or vandalism to city property, buildings, and mobile equipment. Provides for liability coverage and bonding positions. 14/15 included lawsuit settlement claim.	\$24,000	\$26,400	-\$2,400	-9.09%
01-01-5705	Office Supplies: General Supplies	Provides for expenses related to general office supplies for all departmental operations of the City. Also includes all delivery service fees such as Federal Express, UPS, and inter-city delivery. Increase includes moving the costs of toner to this line item away from printing. Newsletter supplies are funded from this line item.	\$18,000	\$13,946	\$4,054	29.07%
01-01-5706	Postage and Postage Supplies	Provides for expenses related to postage costs and equipment rental, maintenance and supplies.	\$7,000	\$9,000	-\$2,000	-22.22%
01-01-5725	Printing and Copying	Provides for expenses related to reproducing documents, stationary, pre-printed forms, checks, purchase orders, business cards, the monthly newsletter, flyers, postcards, notices, GIS maps, and other city information. Decrease is due to moving the costs of toner to office supplies.	\$4,600	\$9,000	-\$4,400	-48.89%
01-01-5500	Public Notices/Employment Recruitment	Provides funds for expenses related to the advertisement of public notices as required by ordinance and statute, job vacancies, request for proposals, bids, and other required notices and advertisements.	\$4,000	\$4,000	\$0	0.00%
01-01-5770	Small Office Equip Repair & Replacement	Provides funds for expenses related to the replacement, repair, service, and parts for office equipment.	\$1,800	\$1,800	\$0	0.00%
01-01-5782	Software Maintenance Fees	Provides funding for software maintenance fees for the Administrative Department and the Public Works Department. There is a decrease because some maintenance agreements purchased last year had a two-year term and will not be renewed until FY 17/18.	\$14,700	\$16,000	-\$1,300	-8.13%

General Fund Administrative Department						
FY 2016/2017 Details Page						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
	OTHER OPERATING CONTINUED					
01-01-5820	Training and Education	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills.	\$1,500	\$2,000	-\$500	-25.00%
01-01-5815	Training Travel Expenses	Provides funding for mileage, lodging, per diem meals, and other travel expenses incurred for Training and Education.	\$250	\$500	-\$250	-50.00%
01-01-5835	Utilities	Provides funds for: electricity to all City facilities/properties; security system monitoring fee; telephone system; internet services; cable services; electricity to trail lights, street lights, water quality ponds, and signal lights; water for city facilities; MDC wireless; and gas service;	\$75,000	\$70,000	\$5,000	7.14%
01-01-5720	Vehicle -Personal Mileage Reimbursement	Provides funds to reimburse staff for using their personal vehicle on city business.	\$150	\$250	-\$100	-40.00%
		Total Operating Costs	\$180,500	\$182,350	-\$1,850	-1.01%
		Totals	\$850,157	\$830,934	\$19,223	2.31%

CITY OF SUNSET VALLEY - 5 YEAR HISTORY
 CITY FACILITIES FUND
 FY 2016/2017

		Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to receive/spend in 2015/2016	% of Budget projected to receive/spend 2015/2016	Adopted Budget 2015/2016		Proposed Budget 2016/2017	% over/under Adopted Budget 2015/2016	% over/under Projection 2015/2016
	Balance as of 10/01	\$0	\$0	\$0	\$0	0.00%	\$0		\$0		
G/L Code	REVENUE										
New	Proposed Crime Presentation Tax	\$0	\$0	\$0	\$0	0.00%	\$0		\$200,000	100.00%	100.00%
4228	COA Electric Co. Franchise Tax	\$0	\$0	\$0	\$0	0.00%	\$0		\$96,000	100.00%	100.00%
4050	Other Utility Franchise Tax	\$0	\$0	\$0	\$0	0.00%	\$0		\$37,000	100.00%	100.00%
4095	Interest Earned	\$0	\$0	\$0	\$0	0.00%	\$0		\$2,400	100.00%	100.00%
	Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0		\$335,400	100.00%	100.00%
	Sub-total Funds Available	0	0	0	0	0.00%	0		\$335,400	100.00%	100.00%
	TRANSFERS IN TO CITY FACILITIES RESERVES										
	Contribution from FY 15/16 revenues	0	0	0	0	0.00%	0		\$308,033	100.00%	100.00%
	Transfer from the General Fund										
	Operating Reserve	0	0	0	0	0.00%	0		\$3,024,227		
	15/16 Sales Tax Revenue Surplus	0	0	0	0	0.00%	0		\$103,000	100.00%	100.00%
	Building Reserve	0	0	0	0	%	0		\$835,088	100.00%	100.00%
	<i>Professional Services spent in FY 15/16</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>%</i>	<i>0</i>		<i>-\$200,000</i>	<i>100.00%</i>	<i>100.00%</i>
	14/15 Surplus	0	0	0	0	0.00%	0		\$550,000	100.00%	100.00%
	sub-total transfers in from GN Fund	\$0	\$0	\$0	\$0	0.00%	\$0		\$4,620,348	100.00%	100.00%
	Transfer from Green Tax										
	Purchase of 37 Lone Oak (2007)	\$0	\$0	\$0	\$0	0.00%	\$0		\$652,799	100.00%	100.00%
	Purchase of 34 Reese (2015)	\$0	\$0	\$0	\$0	0.00%	\$0		\$279,000	100.00%	100.00%
	sub-total transfers in from Green Tax Fund	\$0	\$0	\$0	\$0	0.00%	\$0		\$931,799	100.00%	100.00%
	Transfer from Underground Utilities										
	Balance of funds	\$0	\$0	\$0	\$0	\$0	\$0		\$556,066	100.00%	100.00%
	sub-total transfers in from Underground Utilities	\$0	\$0	\$0	\$0	\$0	\$0		\$556,066	100.00%	100.00%
	TOTAL TRANSFERS IN	\$0	\$0	\$0	\$0	\$0	\$0		\$6,108,213	100.00%	100.00%
	TOTAL FUNDS AVAILABLE	\$0	\$0	\$0	\$0	0%	\$0		\$6,443,613	100.00%	100.00%
	EXPENDITURES										
New	Professional Services	\$0	\$0	\$0	\$0	0.00%	\$0		\$500,000	100.00%	100.00%
New	Construction Costs	\$0	\$0	\$0	\$0	0.00%	\$0		\$5,843,613	100.00%	100.00%
New	Furniture and Fixtures	\$0	\$0	\$0	\$0	0.00%	\$0		\$100,000	100.00%	100.00%
	TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00		\$6,443,613	100.00%	100.00%
	Balance as of 9/30	\$0	\$0	\$0	\$0	\$0	\$0		\$0		

Reviewed by Finance Committee 7/14/2016
 Mayor's Budget 8/12/2015

CITY OF SUNSET VALLEY - 5-year History													
General Government - non-committee													
FY 2016/2017													
		Actual	Actual	Actual	Actual	Actual	Projected	% of Budget	Adopted/		Proposed	% over/under	% over/under
		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	to spend	projected to	Amended		Budget	Adopted	Projected
							2015/2016	2015/2016	2015/2016		2016/2017	Budget	Year End
												2015/2016	2015/2016
	Non-Committee Related												
G/L Code	Contractual Services												
5726	Property Lease Expense-AISD and Homestead Sign	\$6,600	\$5,101	\$5,201	\$5,200	\$5,100	\$5,200	100.00%	\$5,200		\$5,200	0.00%	0.00%
5318	Committee Planning Funds	\$1,000	\$0	\$0	\$0	\$0	\$0	0.00%	\$1,000		\$0	#DIV/0!	100.00%
5336	Fire and Emergency Services	\$410,645	\$418,064	\$426,727	\$453,038	\$466,585	\$480,583	100.00%	\$480,583		\$495,000	2.91%	3.00%
5348	Legal Defense Fund- n/r	\$250	\$0	\$0	\$0	\$0	\$0	0.00%	\$250		\$250	0.00%	100.00%
	Total Contractual Services	\$418,495	\$423,165	\$431,928	\$458,238	\$471,685	\$485,783	99.74%	\$487,033		\$500,450	2.68%	3.02%
	Operational Expenses												
5535	Cell Phone - Mayor's use	\$200	\$300	\$0	\$0	\$0	\$0	0.00%	\$0		\$0	0.00%	0.00%
5825	City Officials Expenses	\$3,500	\$1,706	\$1,194	\$821	\$2,089	\$2,500	71.43%	\$3,500		\$3,500	0.00%	40.00%
7127	Community Fire Planning	\$0	\$19,000	\$2,773	\$8,347	\$7,635	\$10,000	71.43%	\$14,000		\$14,000	0.00%	40.00%
5089	Tuition Reimbursements	\$0	\$2,250	\$2,210	\$1,500	\$1,500	\$0	0.00%	\$4,500		\$4,500	0.00%	100.00%
	Total Operational Expenses	\$3,700	\$23,256	\$6,176	\$10,668	\$11,224	\$12,500	56.82%	\$22,000		\$22,000	0.00%	76.00%
	Contingency Fund												
5321	Contingency Fund	\$50,000	\$12,686	\$2,362	\$9,137	\$45,323	\$5,000	10.00%	\$50,000		\$50,000	0.00%	900.00%
	Capital Outlay												
5605	Easement Acquisition	\$5,000	\$0	\$0	\$1,708	\$0	\$0	0.00%	\$5,000		\$1,000	-400.00%	100.00%
5660	Land Acquisition	\$4,000	\$0	\$0	\$0	\$267,298	\$0	0.00%	\$4,000		\$1,000	-300.00%	100.00%
	Total Capital Outlay	\$9,000	\$0	\$0	\$1,708	\$267,298	\$0	0.00%	\$9,000		\$2,000	-350.00%	100.00%
	Total Non-Committee Related	\$481,195	\$459,107	\$440,466	\$479,751	\$795,530	\$503,283	88.60%	\$568,033		\$574,450	1.12%	14.14%
<i>Finance Committee Review 6/30/2016</i>													
<i>Mayor's Budget 8/12/2016</i>													

CITY OF SUNSET VALLEY - 5-year History												
General Government - non-committee												
FY 2016/2017												
	Actual	Actual	Actual	Actual	Actual	Projected	% of Budget	Adopted/		Proposed	% over/under	% over/under
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	to spend	projected to	Amended		Budget	Adopted	Projected
						2015/2016	2015/2016	2015/2016		2016/2017	Budget	Year End
											2015/2016	2015/2016
Committee Related												
Arts Commission												
	Community Programs											
5551	ArtFest Misc. Expenses	\$0	\$0	\$0	\$0	\$1,336	\$3,600	100.00%	\$3,600	\$3,600	0.00%	0.00%
5552	Community Outreach Programs	\$6,600	\$5,439	\$7,995	\$7,000	\$7,181	\$8,100	100.00%	\$8,100	\$8,100	0.00%	0.00%
	Sub-Total Arts Committee	\$6,600	\$5,439	\$7,995	\$7,000	\$7,181	\$8,100	100.00%	\$8,100	\$8,100	0.00%	0.00%
Community & Economic Development Committee												
	Community Programs											
5561	Business Appreciation	\$0	\$645	\$1,000	\$380	\$1,071	\$1,000	100.00%	\$1,000	\$1,000	0.00%	0.00%
5555	Holiday Kickoff Event	\$0	\$0	\$0	\$549	\$267	\$453	90.65%	\$500	\$500	0.00%	10.31%
5559	Retired Residents Program	\$0	\$62	\$100	\$99	\$0	\$350	100.00%	\$350	\$250	-40.00%	-28.57%
5558	Spring Fling	\$4,350	\$3,417	\$3,279	\$3,491	\$3,947	\$3,572	91.60%	\$3,900	\$4,000	2.50%	11.97%
	Total C & E Committee	\$4,350	\$4,124	\$4,379	\$4,519	\$5,285	\$5,376	93.49%	\$5,750	\$5,750	0.00%	6.97%
	TOTAL	\$492,145	\$468,670	\$452,840	\$491,270	\$807,997	\$516,759	88.81%	\$581,883	\$588,300	1.09%	13.84%
<i>Finance Committee Review 6/30/2016</i>												
<i>Mayor's Budget 8/12/2016</i>												

General Government - Non-Committee Related						
FY 2016/2017	Detail Pages					
	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted Amended Budget	Increase/Decrease	%
CONTRACTUAL SERVICES						
01-09-5726	AISD Parking Lot Lease Agreement	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.	\$5,200	\$5,200	\$0	0.00%
01-09-5318	Committee Planning Funds	Provides funds for the Council Committees for projects that may be considered or presented during the fiscal year. Use of funds require plan, schedule, personnel costs and maintenance costs. Did not fund in FY 16/17.	\$0	\$1,000	-\$1,000	-100.00%
01-09-5336	Fire and Emergency Services	Provides funds for fire protection services through a contract with the City of Austin Fire Department.	\$495,000	\$480,583	\$14,417	3.00%
01-09-5348	Legal Defense Funds	Provides legal services for the defense and or filing of lawsuits. This token amount has been maintined in this line item but any expenes would require a budget transfer.	\$250	\$250	\$0	0.00%
Total Contractual Services			\$500,450	\$487,033	\$13,417	2.75%
OTHER OPERATING EXPENSES						
01-09-5535	Cell Phone - Mayor	At this time the City does not provide a cell phone to the Mayor.	\$0	\$0	\$0	0.00%
01-09-5825	City Official Expenses	Provides funds for the elected officials to purchase materials, equipment, furniture, and 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.	\$3,500	\$3,500	\$0	0.00%
01-09-7127	Community Fire Planning	Provides funds for education and annual event to maintain the City's Fire wise Status and to provide funds to contract for management of new firebreaks. Program initiated in FY 11/12.	\$14,000	\$14,000	\$0	0.00%
01-09-5089	Tuition Reimbursements	Provides funds to reimburse tuition fees paid by employees in accordance with the tuition reimbursement policy.	\$4,500	\$4,500	\$0	0.00%
Total Other Operating Expenses			\$22,000	\$22,000	\$0	0.00%

General Government - Non-Committee Related						
FY 2016/2017	Detail Pages					
	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted Amended Budget	Increase/ Decrease	%
CONTINGENCY FUND						
01-09-5321	Contingency Fund	Provides availability of funds to be transferred into approved line items needed for cost overruns, unanticipated, undetermined or unforeseen expenses.	\$50,000	\$50,000	\$0	0.00%
		Total Contingency Fund	\$50,000	\$50,000	\$0	0.00%
CAPITAL OUTLAY						
01-09-5605	Easement Acquisition	Provides funds for easements, land services, and surveys to purchase land for the City. Decrease in FY 16/17 as there are no plans to purchase property, but if property became available, these funds could be used for services, etc.	\$1,000	\$5,000	-\$4,000	-80.00%
01-09-5660	Land Acquisition and Fees	Provides funds for the acquisition of property to expand greenspaces. Includes all taxes and fees necessary to purchase the land. Decrease in FY 16/17 as there are no plans to purchase property, but if property became available, these funds could be used for fees, etc.	\$1,000	\$4,000	-\$3,000	-75.00%
		Total Capital Outlay	\$2,000	\$9,000	-\$7,000	-77.78%
		TOTAL GENERAL GOVERNMENT-NON-COMMITTEE RELATED	\$574,450	\$568,033	\$6,417	1.13%
<i>Finance Committee Review 6/30/2016</i>						
<i>Mayor's Budget 08/12/2016</i>						

General Fund

Community Event Budget Budget Request FY 2016/2017

July 1, 2016

Up to 4 Events Total

Budget from general funds

Operation Budget \$8,100	
Professional fees (teachers, musicians, etc.)	3,500
Refreshments	2,000
Printing/Materials	500
Equipment rentals	1,100
Supplies & Decorations	1,000
Sub- Total	\$8,100

Community and Economic Development Budget and Planned Activities General Fund

NO.	ACTIVITY	DETAIL	FY15-16 BUDGET	FY16-17 PROPOSED
1	<p>Spring Fling. Annual Sunset Valley resident party. Spring Fling expenditures are primarily food charged on a per person basis and gifts. Committee worked hard this year to manage food costs to keep this event within budget. For the past three years, the event gifts changed from a raffle of a gift cards to providing a small gift (bags, mugs, cups) to each attendee.</p>	Food, Decorations, Door Prizes	\$4,000	\$4,000
2	<p>Business Appreciation. Annual Business Breakfast. The Business Appreciation Breakfast event was hosted in Total Wine's Community room. Gifts were provided to all attendees. Plans for FY 17, to host similar event with consideration to change the time (afternoon).</p>	Food, event site (if needed), invitations, printing	\$1,000	\$1,000
3	<p>Retired Residents. Programming started as quarterly social meetings for retired Sunset Valley residents. This year the Committee partnered with the Capital Area Agency on Aging to host a 4 week course, "A Matter of Balance" in December. As a host location, the program required snacks and supplies be provided to the participants. Based on the positive response, a second course was scheduled and hosted in June/July 2016. Plans for FY17, a caregiver support class, day trips, volunteering and social events at City Hall.</p>	Food and snacks, class luncheon, entry fees (local attractions), craft supplies and materials	\$250	\$250
4	<p>Holiday Kickoff Event. Early December event, to support Sunset Valley's Majic of Christmas. Events activities include live radio broadcast, pictures with Santa and give a ways of donated items. Holiday Kickoff is an event for children and families featuring pictures with Santa, crafts.</p>	Decorations photo supplies	\$500	\$500
	TOTAL		\$5,750	\$5,750

CITY OF SUNSET VALLEY 5 Year History

Municipal Court

FY 2016-2017

G/L Code		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend in 2015/2016	% of Budget projected to spend 2014/2015	Adopted/ Amended Budget 2015/2016	Proposed Budget 2016/2017	% over/under Adopted Budget 2015/2016	% over/under Projected year End 2015/2016
	Personnel Services:											
	SALARIES											
5005	Associate Judge (Part-time position)	24,124	24,880	25,621	27,162	6,456	0	0.00%	0	0	0.00%	0.00%
5006	Court Administrator (70%)	0	0	0	0	19,375	30,860	100.00%	30,860	30,860	0.00%	0.00%
5357	Municipal Judge	7,500	7,500	7,500	8,125	10,645	15,000	100.00%	15,000	13,000	-13.33%	-13.33%
5090	Overtime	572	158	192	348	2,201	2,168	100.00%	2168	2,200	1.48%	1.48%
	OTHER COMPENSATION											
5046	Incentive- Longevity	360	384	408	540	566	248	100.00%	248	296	19.35%	19.35%
5086	Incentive- Bilingual	0	0	0	0	0	0	0.00%	0	0	0.00%	0.00%
5087	Incentive- Education/Certification	0	0	0	0	0	600	100.00%	600	600	0.00%	0.00%
	Merit Increases- Salary									1,426	n/a	n/a
	Merit Increases- Benefits									139	n/a	n/a
	BENEFITS											
5122	Insurance- Dental	319	341	355	369	35	480	100.00%	480	528	10.00%	10.00%
5120	Insurance- Life	66	47	42	47	4	60	100.00%	60	66	10.00%	10.00%
5121	Insurance- Medical	5713	4720	4,054	4,335	366	5,400	100.00%	5400	5,940	10.00%	10.00%
5123	Insurance-Vision	0	39	66	68	6	72	100.00%	72	79	10.00%	10.00%
5124	Insurance-Long Term Disability	0	53	80	94	9	120	100.00%	120	125	4.17%	4.17%
5126	Insurance-Short Term Disability	0	36	54	57	5	72	100.00%	72	72	0.00%	0.00%
5150	Insurance- Worker's Compensation	92	62	77	89	101	154	96.99%	159	175	10.00%	13.41%
5130	Medicare Tax- Employer Match	363	423	524	516	689	664	100.00%	664	681	2.56%	2.56%
5135	Social Security - Employer Match	0	194	472	504	709	744	100.00%	744	806	8.33%	8.33%
5131	State Unemployment Insurance (SUTA)	133	409	70	353	316	540	100.00%	540	540	0.00%	0.00%
5140	TMRS (Retirement) -Associate Judge	2732	2591	2,529	2,700	480	3,877	100.94%	3,841	4,190	9.09%	8.07%
	Total Personnel Services	34,472	41,836	42,043	45,306	41,962	61,059	100.05%	61,028	61,723	1.14%	1.09%

CITY OF SUNSET VALLEY 5 Year History

Municipal Court

FY 2016-2017

		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend in 2015/2016	% of Budget projected to spend 2014/2015	Adopted/ Amended Budget 2015/2016		Proposed Budget 2016/2017	% over/under Adopted Budget 2015/2016	% over/under Projected year End 2015/2016
	Contractual Services												
5306	Attorney - Prosecutor	8,562	8,730	11,000	9,285	20,903	18,000	72.00%	25,000		22,000	-12.00%	22.22%
5354	Municipal Court Services	0	390	0	198	396	250	33.33%	750		750	0.00%	200.00%
5378	Warrant Fees	7,875	2,415	0	0	0	0	0.00%	0		0	0.00%	0.00%
	Total Contractual Services	16,437	11,535	11,000	9,483	21,299	18,250	70.87%	25,750		22,750	-11.65%	24.66%
	Operational Expenses												
5600	Dues, Subscriptions & Fees	210	0	0	0	0	0	0.00%	100		50	-50.00%	0.00%
5516	Credit Card Fees	1304.25	1783.62	1,041	1,384	1,323	1,500	100.00%	1500		1,500	0.00%	0.00%
5690	Municipal Court Supplies	400	0	0	0	0	0	0.00%	50		1,000	1900.00%	0.00%
5725	Printing	2237.93	1350.97	177	1,242	1,388	420	21.00%	2000		1,500	-25.00%	257.14%
5782	Software Maintenance Fees	1075	4220.57	3,004	3,109	3,220	3,335	87.78%	3800		3,800	0.00%	13.93%
5820	Training & Education	362	0	300	0	0	300	100.00%	300		300	0.00%	0.00%
5815	Training & Education: Mileage Reimbursement	400	0	100	0	0	400	66.67%	600		600	0.00%	50.00%
	Total Operational Expenses:	5,989	7,355	4,621	5,735	5,930	5,955	71.32%	8,350		8,750	4.79%	46.92%
	Grand Total - Municipal Court	56,899	60,727	57,665	60,524	69,192	85,265	89.63%	95,128		93,223	-2.00%	9.33%

Mayor's Budget 8/12/2016

Finance Committee review 6/30/2016

General Fund - Municipal Court						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
PERSONNEL SERVICES						
01-03-5005	Associate Judge	Employee retired in Nov. 2014. .	\$0	\$0	\$0	0.00%
01-03-5006	Municipal Court Administrator and Administrative Assistant	Employee performs clerical and administrative duties related to the operations of the municipal Court. Also has responsibilities in the Administrative Department as an Administrative Assistant. 70% (\$30,860) of the total salary of \$44,085 is allocated to Court and 30% (\$13,226) is allocated to the Administration Department. Salary adjustment in FY 15/16.	\$30,860	\$30,860	\$0	0.00%
01-03-5357	Municipal Judge	This is an appointed position. The Judge is paid \$150 per hour. The municipal judge presides over Municipal Court once a month and at all jury trials held in the City. This is a non-regular part-time position and is not eligible for benefits. This position is not exempt from Social Security taxes. Decrease is due to a proposed decrease in hours because standing orders should decrease the amount of hours the Judge will work. The original budget was \$12,000 but the amount was amended to \$15,000 for FY 15/16.	\$13,000	\$15,000	-\$2,000	-13.33%
01-03-5090	Overtime	Overtime is paid to the Municipal Court Administrator. Overtime is earned for Municipal Court proceedings which are held once a month, but also includes hours that are needed for administrative responsibilities.	\$2,200	\$2,168	\$32	1.48%
01-03-5086	Incentive- Bilingual	This incentive started in FY 09/10. Employee must be tested. If eligible, the employee receives \$50 per month. For this FY there are no Municipal Court employees that receive this incentive.	\$0	\$0	\$0	0.00%
01-03-5087	Incentive- Education/Certification	This incentive started in FY 09/10. Based on higher education and certification. Paid once a month.	\$600	\$600	\$0	100.00%
01-03-5046	Incentive- Longevity	This incentive is paid annually. Incentive pay is based on years of service. Paid one time annually.	\$296	\$248	\$48	19.35%
	Merit Increases	Provides funds for merit increases based on performance reviews.	\$1,426	included in salaries	n/a	n/a

General Fund - Municipal Court						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
	Merit Increase Benefits	Provides for additional benefits for merit increases based on performance reviews.	\$139	included in salaries	n/a	n/a
01-03-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$528	\$480	\$48	10.00%
01-03-5120	Insurance- Life	Employer pays 100% of the Insurance Premium for the employee.	\$66	\$60	\$6	10.00%
01-03-5121	Insurance- Medical	Employer pays 100% of the Insurance Premium for the employee.	\$5,940	\$5,400	\$540	10.00%
	Personnel Continued					
01-02-5123	Insurance - Vision Insurance	Employer pays 100% of the Insurance Premium for the employee.	\$79	\$72	\$7	9.72%
01-02-5124	Insurance - Long Term Disability Insurance	Employer pays 100% of the Insurance Premium for the employee.	\$125	\$120	\$5	4.17%
01-02-5126	Insurance - Short Term Disability Insurance	Employer pays 100% of the Insurance Premium for the employee.	\$72	\$72	\$0	0.00%
01-03-5150	Insurance- Worker's Compensation	Provides state mandated coverage in the event an employee is injured on the job.	\$175	\$159	\$16	10.06%
01-03-5130	Medicare Tax- Employer Match (.0145%)	Employer match to the Medicare portion of social security benefits	\$681	\$664	\$17	2.56%
01-03-5135	Social Security -Employer Match (6.2%)	Employer's portion of the Social Security benefits.	\$806	\$744	\$62	8.33%
01-03-5131	State Unemployment Insurance (SUTA)	Provides funds for state mandated employer contribution to unemployment compensation fund.	\$540	\$540	\$0	0.00%
01-03-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$4,190	\$3,841	\$349	9.09%
		Total Personnel	\$61,723	\$61,028	\$695	1.14%

General Fund - Municipal Court						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
CONTRACTUAL SERVICES						
01-03-5306	Attorney - Prosecutor	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 a proposed decrease in hours because standing orders will have been issued which will decrease the amount of pre docket hours for the attorney.	\$22,000	\$25,000	-\$3,000	-12.00%
01-03-5354	Municipal Court Services	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.	\$750	\$750	\$0	0.00%
01-03-5378	Warrant Fees	Currently the City is not collecting warrants fees so they are not paying collecting warrant fees. In FY 12/13 the City contracted with a collection agency, but that contract was cancelled in November 2015. There are not plans to contract with another warrant officer. Unpaid tickets are reported to TDPS through OMNI and collections of fines must be obtained before a driver's license can be renewed.	\$0	\$0	\$0	0.00%
Total Contractual			\$22,750	\$25,750	-\$3,000	-11.65%
OTHER OPERATING EXPENSES						
01-03-5600	Dues, Subscriptions, Fees	Provides for expenses related to dues, fees, and subscriptions to journals, traffic law updates, and participation in associations. Decrease is due to no dues or subscriptions are planned for FY 16/17. Consideration for unanticipated fees are in the budget.	\$50	\$100	-\$50	-50.00%
01-03-5516	Fees: Credit Card	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.	\$1,500	\$1,500	\$0	0.00%

General Fund - Municipal Court						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-03-5690	Municipal Court Supplies	Provides for expenses related to supplies or equipment used solely by the Municipal Court. In previous fiscal years, printed red envelopes were used by the Municipal Court and were paid for out of the printing budget. During FY 15/16 the Municipal Court changed over to red pocket folders which are purchased from an office supply source and paid for out of printing. The increase in FY 16/17 is to purchase the red pocket folders as supplies instead of printing	\$1,000	\$50	\$950	1900.00%
01-03-5725	Printing	Provides for expenses for printing of tickets, business cards, and other printing used solely by the Municipal Court. Even though Municipal Court supplies increased by \$950, printing only decreased by \$500 because of the increase in cost of printing tickets.	\$1,500	\$2,000	-\$500	-25.00%
01-03-5782	Software Maintenance Fees	Provides funding for software maintenance fees for InCode Municipal Court System and On-line Payments.	\$3,800	\$3,800	\$0	0.00%
01-03-5820	Training and Education: Employees	Provides funding for annual classes for state and legislative updates affecting Municipal operations.	\$300	\$300	\$0	0.00%
01-03-5815	Training and Education: Travel Expenses	Provides funding for mileage, per diem meals, and other travel expenses incurred for Training and Education.	\$600	\$600	\$0	0.00%
		Total Operating Costs	\$8,750	\$8,350	\$400	4.79%
		Totals	\$93,223	\$95,128	-\$1,905	-2.00%
<i>Finance Committee Reviews 6/30/2016</i>						
<i>Mayor's Budget 8/12/2016</i>						

CITY OF SUNSET VALLEY 5 YEAR HISTORY
Police Department
FY 2016-2017

		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend in 2015/2016	% of Budget projected to spend 2015/2016	Adopted/ Amended Budget 2015/216	Proposed Budget 2016/2017	Amount over/under 15/16 Budget	% over/under Adopted Budget 2015/2016	Amount over/under Projected spent from 15/16	% over/under Projected Year End 2015/2016
	SALARIES													
5015	Chief of Police (exempt)	82,485	73,405	82,993	89,492	92,327	\$102,819	100.00%	\$102,819	\$102,819	\$0	0.00%	\$0	0.00%
5045	Detective Sgt.	50,362	55,686	57,294	64,802	64,780	\$75,117	97.56%	\$76,995	\$76,995	\$0	0.00%	\$1,878	2.50%
5048	Lieutenant	67,459	73,460	55,990	72,020	77,624	\$82,812	97.09%	\$85,296	\$85,296	\$0	0.00%	\$2,484	3.00%
5050	Patrol Officers (7)	374,837	368,658	365,966	338,833	354,976	\$417,842	98.20%	\$425,487	\$372,261	-\$53,226	-12.51%	-\$45,581	-10.91%
5050	Patrol Officer - 1 promoted									\$53,226	\$53,226	100.00%	\$53,226	100.00%
new	Detective - promote 1 PO to rank of Detective-retained in Patrol						\$0	100.00%	\$0	\$4,058	\$4,058	100.00%	\$4,058	100.00%
5075	Patrol Sergeants (2)	115,835	118,794	119,497	117,894	116,709	\$134,445	100.00%	\$134,445	\$136,147	\$1,702	1.27%	\$1,702	1.27%
5055	Administrative Assistant - part time	24,452	26,604	0	0	0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0	0.00%
5055	Administrative Assistant - full-time	0	0	28,779	32,201	37,386	\$42,805	100.00%	\$42,805	\$42,805	\$0	0.00%	\$0	0.00%
new	Evidence Tech - re-classification increase wages and benefits						\$0	100.00%	\$0	\$9,456	\$9,456	100.00%	\$9,456	100.00%
5090	Overtime: City	7,307	7,218	22,404	34,445	32,419	\$24,986	100.00%	\$24,986	\$26,492	\$1,506	6.03%	\$1,506	6.03%
5092	Overtime: Holiday Traffic Crowd Control	5,592	3,537	3,141	3,718	3,465	\$5,000	100.00%	\$5,000	\$5,000	\$0	0.00%	\$0	0.00%
5090	Overtime: Holiday Pay	0	11,482	22,456	14,325	11,979	\$25,000	100.00%	\$25,000	\$25,000	\$0	0.00%	\$0	0.00%
5072	Reserve Officers Expenses - non-salary	4,800	2,871	7,043	496	3,935	\$6,000	100.00%	\$6,000	\$5,000	-\$1,000	-16.67%	-\$1,000	-16.67%
	Merit Inc. - 3% (Not part of the step program)						these totals are included in salaries		\$0	\$7,211	\$0	n/a	\$0	n/a
	Step Inc. - 2.5% (Not eligible for merit increases.)						these totals are included in salaries		\$0	\$16,067		n/a		n/a
	Overtime increases for above						these totals are included in salaries		\$0	\$2,825		n/a		n/a
	Benefits						these totals are included in salaries		\$0	\$4,441		n/a		n/a
	OTHER COMPENSATION													
5084	Cell Phone Allowance	80	0	2,540	5,240	5,310	\$5,400	100.00%	\$5,400	\$5,700	\$300	5.56%	\$300	5.56%
5086	Incentive: Bilingual	600	600	700	1,350	850	\$1,200	100.00%	\$1,200	\$1,200	\$0	0.00%	\$0	0.00%
5087	Incentive: Education/Certification	2,550	2,475	2,700	3,600	2,775	\$3,000	100.00%	\$3,000	\$3,300	\$300	10.00%	\$300	10.00%
5091	Licensing	0	0	0	0	0	\$5,400	100.00%	\$5,400	\$6,600	\$1,200	22.22%	\$1,200	22.22%
5046	Incentive: Longevity	1,680	1,416	864	768	1,744	\$2,244	100.00%	\$2,244	\$2,824	\$580	25.85%	\$580	25.85%
5088	Shift Differential	8,100	7,200	9,200	6,200	6,200	\$7,200	100.00%	\$7,200	\$7,200	\$0	0.00%	\$0	0.00%
	BENEFITS													
5100	Exams, Testing & Certification	1,164	484	93	900	853	\$1,000	100.00%	\$1,000	\$1,000	\$0	0.00%	\$0	0.00%
5122	Insurance: Dental	4,436	4,716	4,812	5,011	5,524	\$7,392	100.00%	\$7,392	8,131	\$739	10.00%	\$739	10.00%
5120	Insurance: Life	1,103	823	582	630	675	\$840	100.00%	\$840	924	\$84	10.00%	\$84	10.00%
5121	Insurance: Medical	81,445	71,228	62,506	66,682	72,534	\$90,000	100.00%	\$90,000	99,000	\$9,000	10.00%	\$9,000	10.00%
5123	Insurance - Vision	0	530	902	935	918	\$1,008	100.00%	\$1,008	1,109	\$101	10.00%	\$101	10.00%
5124	Insurance - Short Term Disability	0	903	1,470	1,508	1,613	\$1,885	100.00%	\$1,885	\$1,982	\$97	5.15%	\$97	5.15%
5126	Insurance - Long Term Disability	0	1,345	2,189	2,505	2,706	\$2,988	100.00%	\$2,988	\$3,512	\$524	17.54%	\$524	17.54%
5150	Insurance: Workman's Compensation	16,603	15,681	15,520	18,337	18,997	\$28,905	100.00%	\$28,905	31,796	\$2,891	10.00%	\$2,891	10.00%
5130	Medicare Tax: Employer match	10,698	11,026	11,076	10,640	11,586	\$14,236	100.00%	\$14,236	\$14,012	-\$224	-1.57%	-\$224	-1.57%
5131	State Unemployment Insurance (SUTA)	2,777	3,913	267	2,919	4,230	\$3,780	100.00%	\$3,780	\$3,780	\$0	0.00%	\$0	0.00%
5140	TMRS (Retirement)	80,423	80,789	74,522	77,212	88,300	\$104,343	100.00%	\$104,343	\$119,251	\$14,908	14.29%	\$14,908	14.29%
	Total Personnel Services	944,788	944,844	955,507	972,664	1,020,416	1,197,647	99.01%	1,209,654	\$1,286,420	\$46,222	6.35%	\$58,229	4.86%
	Community Programs:													
5439	Business Watch	0	0	32	0	0	\$150	150.00%	\$100	\$100	\$0	0.00%	-\$50	-33.33%
New	Citizen Police Academy/Alumni Support	0	0	0	0	0	\$0	0.00%	\$1,000	\$0	-\$1,000	-100.00%	\$0	-100.00%
5440	Crime Prevention Program/Child Safety	257	455	1,614	473	1,696	\$750	50.00%	\$1,500	\$1,000	-\$500	-33.33%	\$250	33.33%
5443	D.A.R.E.	889	295	1,199	0	0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0	0.00%

CITY OF SUNSET VALLEY 5 YEAR HISTORY
Police Department
FY 2016-2017

		Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to spend in 2015/2016	% of Budget projected to spend 2015/2016	Adopted/ Amended Budget 2015/216	Proposed Budget 2016/2017	Amount over/under 15/16 Budget	% over/under Adopted Budget 2015/2016	Amount over/under Projected spent from 15/16	% over/under Projected Year End 2015/2016
5455	National Crime "Night Out"	2,834	2,500	2,471	3,000	2,825	\$3,000	100.00%	\$3,000	\$6,000	\$3,000	100.00%	\$3,000	100.00%
5460	Neighborhood Watch Program	0	194	393	482	0	\$750	100.00%	\$750	\$750	\$0	0.00%	\$0	0.00%
	Total Community Programs:	3,980	3,444	5,710	3,955	4,521	\$4,650	73.23%	\$6,350	\$7,850	\$1,500	23.62%	\$3,200	68.82%
	Operational Expenses:													
5613	800 mghz Operations and Maintenance	6,448	6,684	6,684	6,988	7,568	6,425	87.15%	\$7,373	\$8,000	\$627	8.50%	\$1,575	24.51%
5614	911 Share Call (based on MDT purchases)	47,972	51,955	43,815	31,159	32,919	35,578	100.00%	\$35,579	\$37,000	\$1,421	3.99%	\$1,422	4.00%
5505	Ammunition	1,908	2,454	2,529	3,282	2,940	3,000	100.00%	\$3,000	\$3,000	\$0	0.00%	\$0	0.00%
5535	Cellular Phones	2,569	1,868	1,611	1,030	1,146	1,152	72.00%	\$1,600	\$1,200	-\$400	-25.00%	\$48	4.17%
5570	CERT	2,000	769	0	0	0	0	0.00%	\$0	\$0	\$0	0.00%	\$0	0.00%
5570	Consumables	1,698	1,922	1,754	1,874	1,802	2,000	100.00%	\$2,000	\$2,000	\$0	0.00%	\$0	0.00%
5600	Dues, Subscriptions & Fees	1,675	1,200	1,188	1,006	990	1,250	100.00%	\$1,250	\$1,750	\$500	40.00%	\$500	40.00%
5656	Insurance: Professional Liability	6,467	6,469	7,767	8,527	7,820	8,462	90.09%	\$9,393	\$10,520	\$1,127	12.00%	\$2,058	24.32%
5725	Printing and Copying	900	900	898	525	969	900	100.00%	\$900	\$900	\$0	0.00%	\$0	0.00%
5745	Repairs & Maintenance - Equipment	2,007	2,051	2,301	2,561	1,256	2,250	100.00%	\$2,250	\$2,250	\$0	0.00%	\$0	0.00%
5775	Small Tools	2,097	1,544	2,297	2,644	2,353	2,640	100.00%	\$2,640	\$3,000	\$360	13.64%	\$360	13.64%
5782	Software Maintenance	5,644	7,983	7,985	9,861	10,356	10,671	92.39%	\$11,550	\$15,950	\$4,400	38.10%	\$5,279	49.47%
5820	Training & Education: Employees	3,204	2,181	2,687	4,820	2,939	5,000	100.00%	\$5,000	\$5,000	\$0	0.00%	\$0	0.00%
5815	Training & Education: Mileage/per diem	1,221	1,073	767	1,660	870	1,200	70.59%	\$1,700	\$1,700	\$0	0.00%	\$500	41.67%
5830	Uniforms, Batons & Body Armor Vests	5,484	6,207	7,158	5,832	5,928	3,202	53.37%	\$6,000	\$6,000	\$0	0.00%	\$2,798	87.38%
5645	Vehicle Expenses: Fuel	32,512	35,795	32,405	32,148	22,743	24,300	75.23%	\$32,300	\$30,000	-\$2,300	-7.12%	\$5,700	23.46%
5755	Vehicle Expenses: Repairs and Maintenance	9,175	8,919	6,848	10,315	9,775	9,000	75.00%	\$12,000	\$13,200	\$1,200	10.00%	\$4,200	46.67%
5860	Vehicle Expenses; Insurance	3,792	3,921	3,747	4,353	4,968	4,538	75.63%	\$6,000	\$5,100	-\$900	-15.00%	\$562	12.38%
	Total Operational Expenses:	136,773	143,895	132,442	128,585	117,341	121,568	86.50%	\$140,535	\$146,570	\$6,035	4.29%	\$25,002	20.57%
	Total Police Department	1,085,541	1,092,183	1,093,659	1,105,203	1,142,278	1,323,865	97.59%	1,356,539	1,440,840	\$84,301	6.21%	\$116,974	8.84%

Finance Committee review 6/30/2016
Mayor's Budget 8/12/2016

General Fund - Police Department						
FY 2016/2017		DETAIL PAGES				
G/L Code	Budget Item	Purpose and Description	FY 16/17 Proposed Budget	FY 15/16 Amended Budget	Increase/Decrease	% of Change
PERSONNEL SERVICES						
SALARIES						
01-02-5015	Chief of Police	Exempt Position	\$102,819	\$102,819	\$0	0.00%
01-02-5045	Detective Sergeant	Hourly Position	\$76,995	\$76,995	\$0	0.00%
01-02-5048	Lieutenant Salary	Exempt Position	\$85,296	\$85,296	\$0	0.00%
01-02-5050	Patrol Officers (7)	Hourly Position	\$372,261	\$425,487	-\$53,226	-12.51%
01-02-5050	Patrol Officer - 1	Promote one Patrol Officer to rank of Detective. Position will be retained in Patrol, but will provide ability to work cases when not working Patrol.	\$53,226	\$0	\$0	0.00%
01-02-5045	Detective **Promotion**	Additional salary of \$4,058. Benefits included below.	\$4,058	\$0	\$4,058	100.00%
01-02-5075	Patrol Sergeants	Hourly Position	\$136,147	\$134,445	\$1,702	1.27%
01-02-5055	Administrative Assistant **Reclass**	Full -Time Position	\$42,805	\$42,805	\$0	0.00%
New	Records and Evidence Tech	Addition salary of \$9,456. Benefits included below.	\$9,456	\$0	\$9,456	100.00%
01-02-5090	Overtime - Regular City Overtime	Time and a half for overtime worked by FT employees.	\$26,492	\$24,986	\$1,506	6.03%
01-02-5090	Overtime - Holiday Traffic	Salary paid at time and a half for traffic control during the holiday season. These hours are not part of the regular work week.	\$5,000	\$5,000	\$0	0.00%
01-02-5090	Overtime - Holiday Pay	In FY 11-12 City Council approved a new pay rate for employees that work holidays. If employee works a holiday they receive double time, except for Thanksgiving Day, Christmas Day, and New Years Day they receive Double time and a half.	\$25,000	\$25,000	\$0	0.00%
01-02-5072	Reserve Officer Expenses	Non-salary expenses. Funds are used for supplies, uniforms, training, etc. for the reserve officers. Funds are not paid to the reserve officer. Reduction due to usage and one reduced position MM.	\$5,000	\$6,000	-\$1,000	-16.67%
	Merit Increases	3% pool for employees that do not participate in the step program which are the Chief, the Lieutenant, and the Administrative Assistant/Evidence Tech.	\$7,211	included in salaries		

General Fund - Police Department						
FY 2016/2017		DETAIL PAGES				
G/L Code	Budget Item	Purpose and Description	FY 16/17 Proposed Budget	FY 15/16 Amended Budget	Increase/ Decrease	% of Change
	Step Increases	2.5% of employees that are eligible for the step program. These employees are not eligible for merit increases, but step increases are submitted all the through year.	\$16,067	included in salaries		
	Overtime Increases	Overtime increases for merit increases and step program increases.	\$2,825	included in salaries		
	Benefits	All benefits for the above increases. Includes taxes and retirement.	\$4,441	included in benefits		
OTHER COMPENSATION						
01-02-5084	Cell Phone Allowance	Monthly allowance paid to the Police Chief , LT. and 3 Sgts. Also includes amounts for equipment replacement allowance.	\$5,700	\$5,400	\$300	5.56%
01-02-5086	Incentive- Bilingual	Employee incentive started in FY 09/10. Paid once a month.	\$1,200	\$1,200	\$0	0.00%
01-02-	Licensing	Funds for police licensing level. Increase due to two officers received advanced license.	\$6,600	\$5,400	\$1,200	22.22%
01-02-5087	Incentive- Education	Employee incentive started in FY 09/10. Based on higher education. Increase for LT. Bachelor Degree acquired.	\$3,300	\$3,000	\$300	10.00%
01-02-5046	Incentive- Longevity	Employee incentive started in FY 09/10. Based on service years. Paid one time annually.	\$2,824	\$2,244	\$580	25.85%
01-02-5088	Shift Differential	Employee incentive started in FY 09/10. Paid to employees on a monthly basis for working the nightshift.	\$7,200	\$7,200	\$0	0.00%
01-02-5100	Exams, Testing, Certification	Applicant testing, includes physical and drug screens, psychological test, written and physical aptitude test for applicants.	\$1,000	\$1,000	\$0	0.00%
01-01-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$8,131	\$7,392	\$739	10.00%
01-01-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$924	\$840	\$84	10.00%
01-01-5121	Insurance- Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.	\$99,000	\$90,000	\$9,000	10.00%
01-02-5123	Insurance - Vision Insurance	Employer pays 100% of the premium for the employee.	\$1,109	\$1,008	\$101	10.02%
01-02-5124	Insurance - Short Term Disability Insurance	Employer pays 100% of the premium for the employee.	\$1,982	\$1,885	\$97	5.15%
01-02-5126	Insurance - Long Term Disability Insurance	Employer pays 100% of the premium for the employee.	\$3,512	\$2,988	\$524	17.54%
01-01-5150	Insurance- Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$31,796	\$28,905	\$2,891	10.00%
01-01-5130	Medicare Tax- Employer Match (.0145%)	Employer match to the Medicare portion of social security benefits	\$14,012	\$14,236	-\$224	-1.57%
01-01-5131	State Unemployment Insurance (SUTA)	Provides funds for state mandated employer contribution to unemployment compensation fund.	\$3,780	\$3,780	\$0	0.00%
01-01-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$119,251	\$104,343	\$14,908	14.29%
Total Personnel Services			\$1,286,420	\$1,209,654	-\$7,004	-0.58%

General Fund - Police Department						
FY 2016/2017		DETAIL PAGES				
G/L Code	Budget Item	Purpose and Description	FY 16/17 Proposed Budget	FY 15/16 Amended Budget	Increase/ Decrease	% of Change
COMMUNITY PROGRAMS						
01-02-5439	Business Watch	Provides funds for materials and equipment for the Business Watch programs which working with the business to prevent crime through education, posting of signs, surveillance, and emails.	\$100	\$100	\$0	0.00%
01-02-5441	Citizen's Police Academy/Alumni	Provides funds for class materials, consumables, transportation, training fees, awards, and continued support for alumni with citizens on patrol use. Reduced funding due to lack of interest by the community for the past two years.	\$0	\$1,000	-\$1,000	-100.00%
01-02-5440	Crime Prevention/Child Safety	Provides funds for material for programs such as Stranger Danger and Kid Print, that promote child safety and crime prevention. Reduced budget based on previous years usage.	\$1,000	\$1,500	-\$500	-33.33%
01-02-5443	D.A.R.E. Program ELIMINATED-MOVE \$	This program is no longer used. Funds have been added to the Crime Prevention/Child Safety line item to increase programs in that line item.	\$0	\$0	\$0	0.00%
01-02-5453	National Night Out Event	Provides funds for planning and implementing the annual events held on National Night Out. Expenses can include food, beverages, entertainment, shirts and door prizes. Increase in budget is due to the event being moved to the Brodie Events center and to provide upgrades the event.	\$6,000	\$3,000	\$3,000	100.00%
01-02-5460	Neighborhood Watch	Provides funds for materials and equipment for the Neighborhood Watch Program. The funds are used to hold meetings, distribute literature, post / changed out street signs, and recruiting additional Block Captains.	\$750	\$750	\$0	0.00%
Total Community Programs			\$7,850	\$6,350	\$1,500	23.62%

General Fund - Police Department						
FY 2016/2017		DETAIL PAGES				
G/L Code	Budget Item	Purpose and Description	FY 16/17 Proposed Budget	FY 15/16 Amended Budget	Increase/Decrease	% of Change
OTHER OPERATING EXPENSES						
01-02-5613	Annual 800 MHz Radio Operations and Maintenance Fees	Provides funds for annual fees to Travis County for radio use. Annual operations and maintenance cost per radio for XX radios. This is subject to change once the City receives notification from Travis County about the annual costs.	\$8,000	\$7,373	\$627	8.50%
01-02-5614	911 Call Share	Provides funds for 911 calls handled by Travis County. TCSO dispatches and monitors officers of the department through their CAD system. Funds are used to assist with personnel costs for TCSO dispatchers / 911 operators. This is subject to change once the City receives notification from Travis County about the annual costs.	\$37,000	\$35,579	\$1,421	3.99%
02-02-5505	Ammunition	Provides funds to supply annual weapons qualification and issue ammunition to officers. Will also provide for training classes where officers must provide their own ammunition.	\$3,000	\$3,000	\$0	0.00%
01-02-5535	Cell Phones	Provides funds for two (2) cell phones that are paid for by the City for city use only and for two (2) replacement phones.	\$1,200	\$1,600	-\$400	-25.00%
01-02-5570	Consumables	Provides funds to replace one-time use items such as drug test kits, film, evidence bags, crime scene supplies, batteries, flares, first aid supplies, latex gloves. etc.	\$2,000	\$2,000	\$0	0.00%
01-02-5600	Dues, Subscriptions and Fees	Provides funds for dues, subscriptions and fees such as TPCA, IACP, CALEEA, CID MNGMT, scheduling soft, and TCLEDS. Increase in annual costs for CID and training dues and subscriptions.	\$1,750	\$1,250	\$500	40.00%
01-02-5656	Insurance - Professional Liability	Provides funds for liability insurance for police officers. 10% increase is an estimate and is subject to change after the TML rerate.	\$10,520	\$9,393	\$1,127	12.00%
01-02-5725	Printing	Provides funds for printing of letterhead, envelopes, business cards, certificates, ID cards, law books.	\$900	\$900	\$0	0.00%
01-02-5745	Repair and Maintenance-Equipment	Provides funds for parts and labor for the repair of items such as radios, weapons, in-car video systems, and other police equipment.	\$2,250	\$2,250	\$0	0.00%
01-02-5775	Small Tools	Provides funds for misc. small items for crime scene investigation, office accessories, storage, equipment, etc. CID must purchase a small refrigerator to be in compliance with evidence storage regulations.	\$3,000	\$2,640	\$360	13.64%

General Fund - Police Department						
FY 2016/2017		DETAIL PAGES				
G/L Code	Budget Item	Purpose and Description	FY 16/17 Proposed Budget	FY 15/16 Amended Budget	Increase/ Decrease	% of Change
OTHER OPERATING EXPENSES CONTINUED						
01-02-5782	Software Maintenance Fees	Provides funds for software maintenance for the INCODE programs including upgrades and support for Calls for Service, Public Safety Records Base RMS System, TDEX Interface, On-line training, and Property Room Maintenance, MDC and Code red. This amount is subject to change after the Incode quotes are received. Increase is to add 3 MDC on-line for command and CID and the annual increase by Tyler Technology. There will be a decrease in the charges for LEADRS in the next fiscal year.	\$15,950	\$11,550	\$4,400	38.10%
01-02-5820	Training and Education: Employees	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills. Also includes required training for officers.	\$5,000	\$5,000	\$0	0.00%
01-02-5815	Training and Education: Travel Expenses	Provides funding for mileage, lodging, per diem meals, and other travel expenses incurred for Training and Education.	\$1,700	\$1,700	\$0	0.00%
01-02-5830	Uniforms	Provides funds to replace worn uniforms, jackets, raincoats, etc. Also provides funds for new uniforms for new hires.	\$6,000	\$6,000	\$0	0.00%
01-02-5645	Vehicles Expense: Fuel	Fuel costs have fluctuated over the years from extremely high prices to the low prices offered this past year. In 14/15 the budget increased due to the new take home car policy, but even with that increase the actual amount for 14/15 is going to be below budget. Reduction due to lower gas prices and usage.	\$30,000	\$32,300	-\$2,300	-7.12%
01-02-5755	Vehicle Expense: Repair & Maintenance	Provide funds for tires, batteries, oil changes, car washes, misc. maintenance parts and repairs. Up to 10% difference for mechanics, inventory, vehicle tires, and misc. Items needed for expected increases. Increase is based on a rise in labor costs and needs for preventative maintenance.	\$13,200	\$12,000	\$1,200	10.00%
01-02-5860	Vehicle Expense: Insurance	Provides funds for vehicle insurance including deductibles.	\$5,100	\$6,000	-\$900	-15.00%
		Total Operating Costs	\$146,570	\$140,535	\$6,035	4.29%
		Totals	\$1,440,840	\$1,356,539	\$84,301	6.21%
Finance Committee Review 6/30/2016						
Mayor's Budget 8/12/2016						

CITY OF SUNSET VALLEY 5 YEAR HISTORY												
GENERAL FUND - Public Works												
FY 2016-2017												
		Actual	Actual	Actual	Actual	Actual	Projected	Percentage	Adopted			
		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	to spend	of budget	Amended	Proposed	% Over/under	
							in	spent in	Budget	Budget	% over/under	
G/L Code		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015-2016	2014/2015	2015-2016	2016/2017	2015/2016	2015/2016
Personnel Services:												
SALARIES Note: (split) = divided between PW and Utility Fund												
5071	Administrative Assistant (split)	29,070	29,902	23,635	28,926	27,226	27,023	100.00%	27,023	27,023	0.00%	0.00%
5010	Operations Manager (exempt) (split)	29,250	9,377	38,957	40,125	42,101	49,092	100.00%	49,092	49,092	0.00%	0.00%
5060	Director (exempt) (split)	58,367	60,047	57,429	59,704	61,515	66,603	100.00%	66,603	66,603	0.00%	0.00%
5065	Environmental Code Compliance Inspector (split)	39,936	39,786	39,235	40,565	41,731	37,573	100.00%	37,573	37,573	0.00%	0.00%
5030	Environmental Manager (split)	54,704	57,334	56,652	58,921	61,288	71,439	100.00%	71,439	71,439	0.00%	0.00%
5066	Land Management Supervisor (split)	40,034	41,573	40,955	42,600	44,301	52,135	100.00%	52,135	52,135	0.00%	0.00%
5068	Maintenance Technician (JM) (split)	12,366	12,606	5,238	5,589	4,727	22,655	100.00%	22,655	22,655	0.00%	0.00%
5076	Maintenance Technician (QD) (split)	25,047	26,019	25,673	26,669	27,551	27,548	100.00%	27,548	27,548	0.00%	0.00%
5063	Maintenance Technician (MJ) (split)	0	0	0	19,282	23,050	6,885	100.00%	6,885	6,885	0.00%	0.00%
5090	Overtime	7,428	3,440	2,942	5,973	10,662	8,539	100.00%	8,539	5,000	-41.45%	-41.45%
5077	Programs - Intern Program	10,000	13,058	12,600	13,725	22,467	16,000	100.00%	16,000	17,280	8.00%	8.00%
5078	Programs - Teen Program	18,500	14,326	14,959	12,961	11,070	21,000	100.00%	21,000	21,600	2.86%	2.86%
OTHER COMPENSATION												
5084	Cell Phone Allowances	2,880	2,400	5,565	7,020	6,940	7,040	100.00%	7,040	7,140	1.42%	1.42%
5046	Incentive - Longevity	2,400	2,736	2,256	2,736	2,740	2,770	100.00%	2,770	3,010	8.66%	8.66%
5086	Incentive - Bilingual	2,400	1,800	1,700	2,000	2,400	2,400	100.00%	2,400	2,400	0.00%	0.00%
5087	Incentive - Education/Certification	1,800	3,300	3,200	3,250	3,550	4,200	100.00%	4,200	2,100	-50.00%	-50.00%
	Incentive - Licensing						0	0.00%	0	1,500	100.00%	100.00%
	Merit Increases (3% of salaries)						included in above salaries			11,440		
	Merit Increases Benefits						included in above salaries			2,035		
BENEFITS												
5100	Exams	200	37	90	146	0	0	0.00%	200	200	0.00%	100.00%
5122	Insurance - Dental	2,041	1,805	2,832	3,357	3,716	4,160	96.30%	4,320	4,576	5.93%	10.00%
5120	Insurance - Life	605	230	258	372	383	457	84.63%	540	503	-6.85%	10.07%
5121	Insurance - Medical	47,868	22,509	36,785	44,948	44,936	52,092	97.55%	53,400	57,301	7.30%	10.00%
5123	Insurance - Vision		326	498	622	588	648	100.00%	648	713	10.03%	10.03%
5124	Insurance - LTD		697	1,000	1,255	1,134	1,620	100.00%	1,620	1,683	3.89%	3.89%
5126	Insurance - STD		468	672	746	689	1,044	100.00%	1,044	952	-8.81%	-8.81%
5150	Insurance - Workman's Compensation	6,686	7,498	7,706	10,057	9,979	16,126	100.00%	16,126	17,739	10.00%	10.00%
5130	Medicare Tax- Employer Match (.0145%)	4,564	4,588	5,112	6,132	5,782	6,435	100.00%	6,435	6,404	-0.48%	-0.48%
5135	Social Security Tax- Employer Match (teens and seasonal)	1,781	1,737	1,681	1,036	2,147	2,059	89.76%	2,294	2,411	5.10%	17.10%
5131	State Unemployment Insurance (SUTA)	1,652	2,629	88	2,765	1,804	2,725	91.75%	2,970	3,972	33.74%	45.76%
5140	TMRS (Retirement)	30,238	26,164	28,772	44,349	41,237	50,283	100.00%	50,283	48,042	-4.46%	-4.46%
	Total Personnel Services:	429,817	386,392	416,491	485,832	505,714	560,551	99.60%	562,782	578,954	2.87%	3.28%

CITY OF SUNSET VALLEY 5 YEAR HISTORY													
GENERAL FUND - Public Works													
FY 2016-2017													
		Actual	Actual	Actual	Actual	Actual	Projected	Percentage	Adopted				
		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	to spend	of budget	Amended		Proposed	% Over/under	
G/L Code		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	in	spent in	Budget		Budget	Adopted	
		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015-2016	2014/2015	2015-2016		2016/2017	Budget	% over/under
											2015/2016	Projected	
											2015/2016	Year End	
												2015/2016	
	Community Programs:												
5400	Adopt-A-Tree Expenses	7,000	2,530	6,953	5,867	14,881	7,000	100.00%	7,000		7,000	0.00%	0.00%
4000	Adopt-A-Tree-Revenue	-7,000	2,035	5,882	-6,187	15,675	-7,000	100.00%	-7,000		-7,000	0.00%	0.00%
5401	Ant Bait Program-Expenses	800	423	667	594	676	800	100.00%	800		800	0.00%	0.00%
4001	Ant Bait Program-Revenue	-800	340	577	-485	835	-800	100.00%	-800		-800	0.00%	0.00%
5437	Community Garden	3,700	4,342	3,268	2,082	1,093	1,500	46.88%	3,200		3,200	0.00%	113.33%
5438	Community Habitat Program - Rebates	560	0	0	0	0	0	0.00%	560		60	-89.29%	100.00%
5565	Conservation Rangers	9,000	4,580	4,557	3,125	2,692	4,000	66.67%	6,000		4,500	-25.00%	12.50%
5695	Eco Events	8,000	2,894	3,876	1,676	2,194	3,000	60.00%	5,000		3,000	-40.00%	0.00%
5444-90	Energy Conservation Rebates - Energy Efficient Appliances	4,231	0	9,640	7,011	4,680	3,000	30.00%	10,000		5,000	-50.00%	66.67%
5444-91	Energy Conservation Rebates - Solar PV	24,733	37,603	26,940	21,000	6,000	18,000	90.91%	19,800		15,000	-24.24%	-16.67%
5444-92	Energy Conservation Rebates - Weatherization	0	0	5,300	1,737	2,611	1,000	7.14%	14,000		5,000	-64.29%	400.00%
5446	Environmental Monitoring Program	9,000	0	0	0	0	0	0.00%	4,000		4,000	0.00%	100.00%
5445	Environmental & Planning Library	400	0	66	0	0	0	0.00%	200		200	0.00%	100.00%
5447	Pollution Reduction Program	8,000	369	0	829	895	1,500	60.00%	2,500		3,000	20.00%	100.00%
5472	Spring Cleaning Program	1,500	1,565	1,330	1,500	1,844	2,792	93.06%	3,000		2,500	-16.67%	-10.45%
5476	Teen Program Expenses	2,000	1,471	892	1,496	1,447	2,000	100.00%	2,000		2,000	0.00%	0.00%
	Total Community Programs	71,123	58,153	69,948	40,245	55,523	36,792	52.37%	70,260		47,460	-32.45%	29.00%
	Contractual Services:												
5523	Building Services: All Buildings	22,900	20,070	17,485	17,966	18,564	27,900	100.00%	27,900		27,900	0.00%	0.00%
5325	Contract Manager Services	45,000	9,760	4,981	4,896	0	10,000	66.67%	15,000		15,000	0.00%	50.00%
5200	Contractual Labor Services	17,000	16,958	16,990	12,999	13,722	13,000	100.00%	13,000		13,000	0.00%	0.00%
5332	Planning Services	40,000	20,600	0	0	0	4,000	26.67%	15,000		15,000	0.00%	275.00%
5350	Grounds Maintenance (Name chg. 06-07)	96,800	93,206	92,425	94,772	108,975	109,980	93.76%	117,300		117,300	0.00%	6.66%
5379	Traffic Consultant	4,500	3,763	1,939	4,545	0	1,200	26.67%	4,500		2,500	-44.44%	108.33%
	Total Contractual Services:	226,200	164,358	133,821	135,178	141,260	166,080	86.19%	192,700		190,700	-1.04%	14.82%
	Operational Expenses:												
5535	Cell Phones for Employees	1,800	1,753	1,140	587	478	480	48.00%	1,000		600	-40.00%	25.00%
5570	Consumables	500	54	96	723	884	900	100.00%	900		900	0.00%	0.00%
5600	Dues, Subscriptions & Fees	900	670	561	379	655	575	63.89%	900		900	0.00%	56.52%
5645	Fuel	14,000	12,505	12,449	13,564	10,100	10,000	74.07%	13,500		14,000	3.70%	40.00%
5711	Open Space Management Plan	9,250	12,482	5,328	7,954	7,757	8,000	66.67%	12,000		12,000	0.00%	50.00%
5547	Rental - Ice Machine	0	1,956	1,956	1,956	566	2,000	80.00%	2,500		2,500	0.00%	25.00%
5735	Rental Expense - Equipment	750	301	715	431	0	750	100.00%	750		750	0.00%	0.00%
5740	Repair and Maintenance - City Buildings	8,000	5,531	7,481	6,598	9,182	11,000	100.00%	11,000		12,000	9.09%	9.09%

CITY OF SUNSET VALLEY 5 YEAR HISTORY													
GENERAL FUND - Public Works													
FY 2016-2017													
		Actual	Actual	Actual	Actual	Actual	Projected	Percentage	Adopted		Proposed	% Over/under	% over/under
		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	to spend	of budget	Amended		Budget	Adopted	Projected
G/L Code		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	in	spent in	Budget		2016/2017	Budget	Year End
		2015-2016	2014/2015	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016		2015/2016	2015/2016	
Operational Expenses Continued:													
5745	Repair and Maintenance - Equipment	10,500	11,704	5,752	9,908	9,709	12,000	99.17%	12,100		15,800	30.58%	31.67%
5748	Repair and Maintenance - Fencing	4,000	2,679	1,254	5,344	3,022	5,500	100.00%	5,500		5,500	0.00%	0.00%
5743	Repair and Maintenance - Landscaped Areas	5,250	5,165	5,942	4,499	6,790	6,500	100.00%	6,500		6,500	0.00%	0.00%
5744	Repair and Maintenance - Parks & Grounds	3,750	3,728	2,179	3,169	5,512	5,000	100.00%	5,000		10,500	110.00%	110.00%
5753	Repair and Maintenance - Trails & Footpaths	3,000	4,030	1,394	3,940	3,592	6,500	162.50%	4,000		6,500	62.50%	0.00%
5762	Reprographics Services	2,500	0	88	1,457	72	1,250	50.00%	2,500		2,500	0.00%	100.00%
5775	Small Tools	3,000	4,833	3,231	3,924	4,487	4,500	81.82%	5,500		5,500	0.00%	22.22%
5436	Trails Master Plan	29,047	3,610	707	0	0	1,500	30.00%	5,000		5,000	0.00%	233.33%
5820	Training & Education - Employee	3,700	2,875	1,920	2,594	3,993	4,700	100.00%	4,700		4,700	0.00%	0.00%
5815	Training & Education: Travel Reimburse	3,500	826	785	1,230	2,602	3,500	100.00%	3,500		3,500	0.00%	0.00%
5830	Uniforms	2,500	2,442	3,183	2,106	1,966	3,700	100.00%	3,700		3,700	0.00%	0.00%
5133	Urban Forestry	11,000	11,370	8,532	8,331	10,421	10,000	86.96%	11,500		11,500	0.00%	15.00%
5860	Vehicle Expense - Insurance	2,825	3,408	2,676	3,384	3,496	3,971	99.28%	4,000		4,400	10.00%	10.80%
5755	Vehicle Expense - Repairs & Maintenance	4,000	5,722	7,151	4,155	5,045	5,500	100.00%	5,500		5,500	0.00%	0.00%
5720	Vehicle Personal Mileage Reimbursement	400	315	0	0	0	0	0.00%	0		0	0.00%	0.00%
5575	Wildlife Management Plan	3,500	353	484	2,000	200	4,000	80.00%	5,000		4,000	-20.00%	0.00%
Total Operational Expenses:		127,672	98,313	75,004	88,231	90,530	111,826	88.37%	126,550		138,750	9.64%	24.08%
TOTAL PUBLIC WORKS		854,812	707,216	695,263	749,486	793,028	875,249	91.91%	952,292		955,864	0.38%	9.21%
<i>Finance Committee Reviewed 7/7/2016</i>													
<i>Mayor's Budget 8/12/2016</i>													

General Fund - Public Works Department						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
PERSONNEL SERVICES						
SALARIES						
01-04-5057	Administrative Assistant	Hourly position	\$27,023	\$27,023	\$0	0.00%
01-04-5011	Operations Manager	Exempt Position	\$49,092	\$49,092	\$0	0.00%
01-04-5060	Director (exempt)	Exempt Position	\$66,603	\$66,603	\$0	0.00%
01-04-5065	Environmental Code Compliance Inspector	Hourly position - permitting, inspections	\$37,573	\$37,573	\$0	0.00%
01-04-5030	Environmental Services Manager	Exempt Position	\$71,439	\$71,439	\$0	0.00%
01-04-5066	Land Management Supervisor	Hourly position	\$52,135	\$52,135	\$0	0.00%
01-04-5068	Maintenance Technician (JM)	Hourly position	\$22,655	\$22,655	\$0	0.00%
01-04-5076	Maintenance Technician (QD)	Hourly position	\$27,548	\$27,548	\$0	0.00%
	Maintenance Technician (MJ)	Hourly position	\$6,885	\$6,885	\$0	0.00%
01-04-5077	Programs - Intern Program	Provide funds for interns. Interns generally work more than the 9 weeks of the teen program. Includes an increase from \$10/hr. to \$12/hr. starting pay rate.	\$17,280	\$16,000	\$1,280	8.00%
01-04-5078	Programs - Teen Program	Teen program for Sunset Valley residents. Sliding pay scale based on number of years in the program. Includes an increase from \$8.25 to \$9.50 as the starting pay rate.	\$21,600	\$21,000	\$600	2.86%
01-04-5090	Overtime on FT Hourly Positions	Overtime calculates for hourly employees. This amount also includes call back and standby. There is a reduction because water sampling has been moved to a separate line item.	\$5,000	\$8,539	-\$3,539	-41.45%
OTHER COMPENSATION						
01-04-5084	Cell Phone Allowance	Monthly personal phone allowance paid to employees that are required to have a cell phone/radio for city use.	\$7,140	\$7,040	\$100	1.42%
01-04-5046	Incentive - Longevity	Paid to employees to have worked for the City for more than 5 years. Paid at \$4.00 per month for the number of years employed.	\$3,010	\$2,770	\$240	8.66%

General Fund - Public Works Department						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-04-5086	Incentive - Bilingual	Paid to employees that passed a test that is certified by the City. Paid at \$50 per month.	\$2,400	\$2,400	\$0	0.00%
01-04-5087	Incentive - Education/Certification	Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications.	\$2,100	\$2,100	\$0	0.00%
	Incentive - Licensing		\$1,500	\$2,100	-\$600	-28.57%
	Merit Increases- 3% of salaries	Provides funds for merit increases based on performance reviews.	\$11,440	included in salaries	n/a	n/a
	Merit Increase Benefits- 3% of benefits	Provides for additional benefits for merit increases based on performance reviews.	\$2,035	included in salaries	n/a	n/a
	Benefits					
01-04-5100	Exams, Testing, Certification	Applicant testing, includes physical and drug screens, psychological test, written and physical aptitude test for applicants.	\$200	\$200	\$0	0.00%
01-01-5122	Insurance - Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$4,576	\$4,320	\$256	5.93%
01-01-5120	Insurance - Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$503	\$540	-\$37	-6.85%
01-01-5121	Insurance - Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.	\$57,301	\$53,400	\$3,901	7.31%
01-04-5123	Insurance - Vision	New benefit started in March 2012. Employer pays 100% of premium	\$713	\$648	\$65	10.00%
01-04-5124	Insurance - Long Term Disability	New benefit started in March 2012. Employer pays 100% of premium	\$1,683	\$1,620	\$63	3.89%
01-04-5216	Insurance - Short Term Disability	New benefit started in March 2012. Employer pays 100% of premium	\$952	\$1,044	-\$92	-8.81%
01-01-5150	Insurance - Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$17,739	\$16,126	\$1,613	10.00%
01-01-5130	Medicare Tax- Employer Match (.0145%)	Employer match to the Medicare portion of social security benefits for teens, interns, and non-regular part-time employees.	\$6,404	\$6,435	-\$31	-0.48%
01-01-5135	Social Security Tax- Employer Match (6.2%)	Employer match to social security benefits for teens, interns, and non-regular part-time employees.	\$2,411	\$2,294	\$117	5.08%

General Fund - Public Works Department						
FY 2016/2017	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-01-5131	State Unemployment Insurance (SUTA)	Provides funds for state mandated employer contribution to unemployment compensation fund. \$9000 max salary. Increase due to an increase in the rate.	\$3,972	\$2,970	\$1,002	33.74%
01-01-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$48,042	\$50,283	-\$2,241	-4.46%
		Total Personnel Services	\$578,953	\$562,782	\$16,171	2.87%
COMMUNITY PROGRAMS						
01-04-5400	Adopt-A-Tree - Expenses	Residents can utilize this program for purchasing various plants and trees at wholesale prices.	\$7,000	\$7,000	\$0	0.00%
01-04-4000	Adopt-A-Tree - Revenue	Total reimbursed to the City by residents purchasing plants and trees at wholesale prices.	-\$7,000	-\$7,000	\$0	0.00%
01-04-5401	Ant Bait Program - Expense	Ant bait is purchased by the City and is sold to the residents at wholesale prices.	\$800	\$800	\$0	0.00%
01-04-4001	Ant Bait Program - Revenue	Revenue from ant bait sold to the citizens at wholesale prices	-\$800	-\$800	\$0	0.00%
01-04-5438	Community Garden	Provides funds to help support a Community Garden, including seeds, plants, supplies, promotional materials and professional services.	\$3,200	\$3,200	\$0	0.00%
01-04-5438	Community Habitat Program Rebates	Funds to provide rebates for residents that receive habitat certification. Finance Committee recommended decrease of \$500.	\$60	\$560	-\$500	-89.29%
01-04-5565	Conservation Rangers	Educational sessions, tools, incentives (field guides, badges, t-shirts), materials, and food and beverages for the environmental education programs and Eco-Kids programs. Finance Committee recommended decrease of \$500.	\$4,500	\$6,000	-\$1,500	-25.00%
01-04-5695	Eco Events	Provides funds for materials, refreshments, and supplies for citizen and participation projects: Arbor Day, National Trails Day, Fall Trails and Trees Planting, and workshops. Finance Committee recommended decrease of \$500.	\$3,000	\$5,000	-\$2,000	-40.00%

General Fund - Public Works Department						
FY 2016/2017	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-04-5444	Energy Conservation Rebates	Energy Conservation rebates. Allocation: a) \$18,000 (reduced from (\$21,000) for solar, b) \$7,000 for appliances (reduced from \$10,000) and c) \$7,000 for weatherization (reduced from \$14,000). At 10 months open the funds to all. In 15/16 decreased by \$2400 (solar) to move to Library Card Reimbursement. Finance Committee decreased further: a) Solar fund \$15,000, b) appliances fund \$5,000, c) weatherization fund \$,5000.	\$25,000	\$43,800	-\$18,800	-42.92%
01-04-5446	Environmental Monitoring Program	Program to monitor surface water and sediments in Sunset Valley creeks and provide air quality testing.	\$4,000	\$4,000	\$0	0.00%
01-04-5445	Environmental & Planning Library	Provides funds for books and materials in the Environmental Learning Library.	\$200	\$200	\$0	0.00%
01-04-5447	Pollution Reduction Program	This program aims to reduce air, light, soil, and water pollution. This includes rebates and program activities such as electronics recycling, composting rebates and hazardous waste drives.	\$3,000	\$2,500	\$500	20.00%
01-04-5472	Spring Cleaning Program	Funds for the educational and promotional materials associated with the Spring Cleaning Month Program. FY 15/16 was the 20th anniversary. Increased the budget to \$2500 but required an additional \$500 which was transferred from Pollution Reduction Program.	\$2,500	\$3,000	-\$500	-16.67%
01-04-5476	Teen Program Supplies	Provides uniforms, training, and misc. costs associated with the Teen Program.	\$2,000	\$2,000	\$0	0.00%
		Total Community Programs	\$47,460	\$70,260	-\$22,800	-32.45%
CONTRACTUAL SERVICES:						
01-04-5523	Building Services: All Buildings	Contractual Building Services for Admin, Police, and Public Works to include janitorial services, pest control, fire extinguishers/inspections, heating and AC maintenance, door mat service, inside plant rental & maintenance, and solar panel semi-annual maintenance.	\$27,900	\$27,900	\$0	0.00%
01-04-5325	Contract Management Services	Provides funds for contract project management assistance for city improvements.	\$15,000	\$15,000	\$0	0.00%

General Fund - Public Works Department						
FY 2016/2017	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-04-5200	Contractual Labor Services	Funds for temporary/seasonal help to assist staff with department projects and services.	\$13,000	\$13,000	\$0	0.00%
01-04-5332	Planning Services	Provides funds for Planning services related to development review, subdivision and zoning applications, residential impervious cover analysis, report and map production, records and GIS management. In FY 14/15 amount was reduced because some of these planning tasks have been assigned to existing staff. Reduced \$5,000 in FY 15/16.	\$15,000	\$15,000	\$0	0.00%
01-04-5350	Grounds Maintenance	Funds to employ contractors to mow, pick up litter and provide landscape and irrigation maintenance services on public grounds and right of ways.	\$117,300	\$117,300	\$0	0.00%
01-04-5379	Traffic Consultant Services	Funds for professional services for traffic surveys and engineering. Finance Committee decreased by \$2,000.	\$2,500	\$4,500	-\$2,000	-44.44%
		Total Contractual	\$190,700	\$192,700	-\$2,000	-1.04%
OTHER OPERATING EXPENSES						
01-04-5535	Cell Phones for Employees	Provide funds for two (2) cell phones for staff that are required to be in available by phone, such as temporary employees, teens, and interns. Also provided funds for replacement phones as needed.	\$600	\$1,000	-\$400	-40.00%
01-04-5570	Consumables	Provides funds to replace one-time use items such as batteries and first aid supplies.	\$900	\$900	\$0	0.00%
01-04-5600	Dues, Subscriptions & Fees	Provides funds for payment of dues, subscriptions, and fees related to the Public Works field.	\$900	\$900	\$0	0.00%
01-04-5645	Fuel	Provides funds for fuel for Public Works department vehicles. In FY 15/16 transferred \$500 to Vehicle expense-Insurance	\$14,000	\$13,500	\$500	3.70%
01-04-5711	Open Space Management Plan	Provides funds for repair and maintenance to the open areas and provides for invasive species and erosion control. This funding is used to manage nearly 200 acres of greenspace and accompanying trails.	\$12,000	\$12,000	\$0	0.00%
01-04-5547	Rental - Ice Machine	Rental of ice machine for use in the City. Month to month rental.	\$2,500	\$2,500	\$0	0.00%
01-04-5735	Rental Expense: Equipment	Provides funds for rental equipment needed in the Public Works Department.	\$750	\$750	\$0	0.00%

General Fund - Public Works Department						
FY 2016/2017 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-04-5740	Repair and Maintenance: City Buildings	Provides funds for repair and maintenance of all City buildings including repair/replacement of mechanical equipment and releveling Public Works and Police Buildings. Repairs to the security system in all buildings. Also includes janitorial, toiletries, and cleaning supplies. Increase due to maintenance requirements for building security systems.	\$12,000	\$11,000	\$1,000	9.09%
01-04-5745	Repair and Maintenance: Equipment	Provides funds for the repairs, maintenance, purchase and replacement of Public Works equipment under \$5,000. Small equipment replacement for the year includes: pressure washers, concrete saw, power pruner, air compressor, weed eater, mower lift, skill saw, socket set, electric drill, and trailer repair.	\$15,800	\$12,100	\$3,700	30.58%
01-04-5748	Repair and Maintenance: Fencing	Provides funds for the repair, replacement, or minor construction of fencing, signage, gates, and other boundary markers.	\$5,500	\$5,500	\$0	0.00%
01-04-5743	Repair and Maintenance: Landscape Areas	Provides funds to purchase replacement plants material, irrigation supplies and contractual assistance for the repair and maintenance of city landscaping.	\$6,500	\$6,500	\$0	0.00%
01-04-5744	Repair and Maintenance: Parks and Grounds	Provides funding to maintain the safety and aesthetics of city parks and grounds including playground equipment, sidewalks, facilities, signage and landscaping. Increase due to playground mulch replacement at Homestead Recreational Venue.	\$10,500	\$5,000	\$5,500	110.00%
01-04-5753	Repair and Maintenance: Trails and Footpaths	Provides funds for the repair and maintenance of trails and footpaths in the city. Increase due to repetitive gravel replacement on trails.	\$6,500	\$4,000	\$2,500	62.50%
01-04-5762	Reprographics Services	Provides funds for reproducing plans and other copies as required for misc. projects and file management.	\$2,500	\$2,500	\$0	0.00%
01-04-5775	Small Tools	Provides funds for the purchase of various smaller tools/supplies and accessories as needed.	\$5,500	\$5,500	\$0	0.00%
01-04-5436	Trails Master plan	This line item was previously included in the General Government Budget, but has always been managed by the Public Works Department. All history has been moved to the Public Works Department.	\$5,000	\$5,000	\$0	0.00%

General Fund - Public Works Department						
FY 2016/2017	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-04-5820	Training and Education - Employee	Provides continued instructional and informational classes for employees in areas relating to departmental responsibilities. Includes exams fees and licensing.	\$4,700	\$4,700	\$0	0.00%
01-04-5815	Travel Expenses and Mileage Reimbursement	Provides funds to reimburse employees for travel expenses including hotel, travel expenses, meal per diem, and other expenses.	\$3,500	\$3,500	\$0	0.00%
01-04-5830	Uniforms	Funds to provide new or replacement uniforms for the Public Works personnel.	\$3,700	\$3,700	\$0	0.00%
01-04-5133	Urban Forestry	The Urban Forestry funds a cover the cost of maintaining and enhancing the Sunset Valley urban forest including residential assistance with Oak Wilt.	\$11,500	\$11,500	\$0	0.00%
01-04-5860	Vehicle Expense: Insurance	Provides funds for vehicle insurance including deductibles.	\$4,400	\$4,000	\$400	10.00%
01-04-5755	Vehicle Expense: Repair and Maintenance	Provide funds for tires, batteries, oil changes, car washes, misc. maintenance parts and repairs.	\$5,500	\$5,500	\$0	0.00%
01-04-5575	Wildlife Management Plan	Provides funds for deer management, coyote co-existence, mosquito control, red imported fire ants, endangered species monitoring and other wildlife management including supplies and equipment. Decrease costs reflect changes due to completed 2016 Golden-cheeked Warbler surveys.	\$4,000	\$5,000	-\$1,000	-20.00%
		Total Operating Costs	\$138,750	\$126,550	\$12,200	9.64%
		Totals	\$955,863	\$952,292	\$3,571	0.37%

CITY OF SUNSET VALLEY
 GENERAL FUND - NEW EQUIPMENT
 ADMINISTRATION DEPARTMENT
 FY 2016-2017

	PROPOSED Budget 2016-2017
ADMINISTRATION - New Equipment	
None requested	\$0
Total New Equipment	\$0

Presented to Finance 7/14/2016

Mayor's Budget 8/12/2016

CITY OF SUNSET VALLEY
 GENERAL FUND - NEW EQUIPMENT
 POLICE DEPARTMENT
 FY 2016-2017

	PROPOSED Budget 2016-2017
Police Department - New Equipment	
(4) Police Mountain Bikes (\$1499.99 each)	\$6,000
Police Gear of each Bike (\$150.00 each bike)	\$600
Total New Equipment	\$6,600

Finance Committee reviewed on 6/30/2015
Finance Committee recommended that PD buy 4 bikes.
Mayor's Budget 8/12/2016

New Program Worksheet

Program Name	POLICE BIKE PATROL UNIT	Fiscal Year	FY 16-17
Department	POLICE DEPARTMENT	Continued Program or New?	NEW
Funding Source:	Primary Staff Contact: CHIEF S FORD		

Program Description

The Police Department has used bike patrol units to supplement patrol duties since 2000. The Department has mandated the use of patrol bikes to supplement the patrol police cars in areas and at times that warrant the non-motorized use of vehicles. The bike units have been used regularly as an active patrol tool since 2013, used on a weekly status by officers in the conservation and trail systems of the City, as well as in shopping centers, and at special events. The tool has proven to deter criminal activity such as auto theft and auto burglaries during several of our holiday patrol periods. It has also regularly been used as a community oriented policing tool, allowing officers to facilitate relationships and active engagement with the citizens of Sunset Valley as well as those visiting our commercial districts.

Officers have increased their knowledge and experience in the use of bike patrol oriented policing through in-depth training courses. Four officers who comprise the majority of the bike team for the Department, have successfully attended and graduated from the Police Bike Certification which entails extensive tactics in the use and safety of police bikes. Due to the success of the bike patrol unit over the last three years, the Department has bike patrol protocols in place for the use and deployment of resources.

The Department has not purchased new bikes for the Department since 2009/2010. Officers have used the same three bikes since that time period. Unfortunately, due to the increased use of the bikes in the patrol of conservation areas and commercial districts and the prior failure in routine maintenance to the bikes, they are no longer holding up to the weekly use, and there have been some mechanical failures that pose safety concerns for officers. Repair and maintenance to the individual aging bikes have become a financial burden due to conditions of the three bike's mechanical framework. Currently, out of the three Department bikes, only one bike unit is fully designated as capable of being used on patrol and it has some issues in need of repair. Two bikes need extensive repairs or part replacements including derailleurs. Due to safety concerns for officers who ride the bikes, one bike is being permitted to be used regularly.

The recommendation by the International Police Mountain Bike Association (IPMBA) recommends that fleet bikes that have been heavily used and are older than five years should be replaced. If little or no periodic maintenance is performed on the bikes, they may need to be replaced sooner. Since the bikes are over 5 years old, and they did not receive regular maintenance in the first three years of use, they are due to be replaced. The Department would also like to see a Replacement Schedule added for these bikes to be replaced every 5 years.

The Department is requesting to replace the out-of-date and mechanically unsound bikes currently assigned to the unit, for three new patrol

Program Justification and Benefits

This program has been very successful in the prevention of auto thefts and auto burglaries over the last three years, especially during holiday seasons. The program has also assisted in the application of patrols and parks services by have officers on trails, in shopping centers and throughout other parts of the green spaces. The program has also assisted in the reduction of fuel costs that would normally be attributed to patrol cars or ATVS being used in the various areas of the City. The program benefits citizens by having officers readily able to respond to conservation concerns and issues, and provide community resources and visibility during high peak and flow times for the commercial holiday season.

Conformance with Master Plan and other Plans/Policies

Total FTEs	Total New Program Costs FY 2016-2017	\$6,600
0.00	Total Increases to the Budget for FY 2015-2016	\$6,600

New Program Worksheet

Program Name **POLICE BIKE PATROL UNIT** Fiscal Year **FY 16-17**
 Department **POLICE DEPARTMENT** Continued Program or New? **NEW**
 Funding Source: Primary Staff Contact: 0

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
	4 Police Mountain Bikes	\$ 6,600
	(\$1499.99 per bike)	\$
		\$
	Police Gear for Each bike	\$ 600
	(\$150.00 per bike)	\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 6,600

FY 2016-2017
\$ 6,600

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
	Routine Maintenance of Bikes	\$ 600
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 600

FY 2017-2018
\$ 600

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
	Routine Maintenance of Bikes	\$ 600
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 600

FY 2018-2019
\$ 600

PERSONNEL

Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
	0	0	0%	0	0	0
	0	0	0%	0	0	0
				0	0	0
Subtotal Personnel				0	0	0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp				0.00	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate		FY 2016-2017	FY 2017-2018	FY 2018-2019
Overtime	0		x 1.5	0	0	0
Standby	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			0	0	0
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			0	0	0
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x.		0	0	0

TOTAL PERSONNEL COSTS 0 0 0

Total New Program Costs \$ 6,600 \$ 600 \$ 600

CITY OF SUNSET VALLEY
 GENERAL FUND - NEW EQUIPMENT
 PUBLIC WORKS DEPT.
 FY 2016-2017

	PROPOSED Budget 2016-2017
Public Works - New Equipment	
Compact Loader	\$60,000
Total New Equipment	\$60,000

Presented to Finance 7/7/2016
Mayor's Budget 8/12/2016

New Equipment Worksheet

Program Name	Compact Loader	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	New
Funding Source:	Repair and Replacement	Primary Staff Contact:	Carolyn Meredith

Program Description

Currently the Department has a large 12 year old backhoe that is scheduled to be replaced for an estimated \$120,000 (Budgeted in FY 15/16 Utility Reserves Fund). This backhoe requires repairs and technical maintenance to be performed but once these are completed it is estimated that this backhoe would be usable for a number of years to come *if* we can reduce the use of the Backhoe on small daily tasks. Instead of replacing this piece of machinery, the Department would prefer to purchase a smaller Compact Track Loader or Skid-steer Loader). The estimated cost of the Compact Loader is \$60,000.

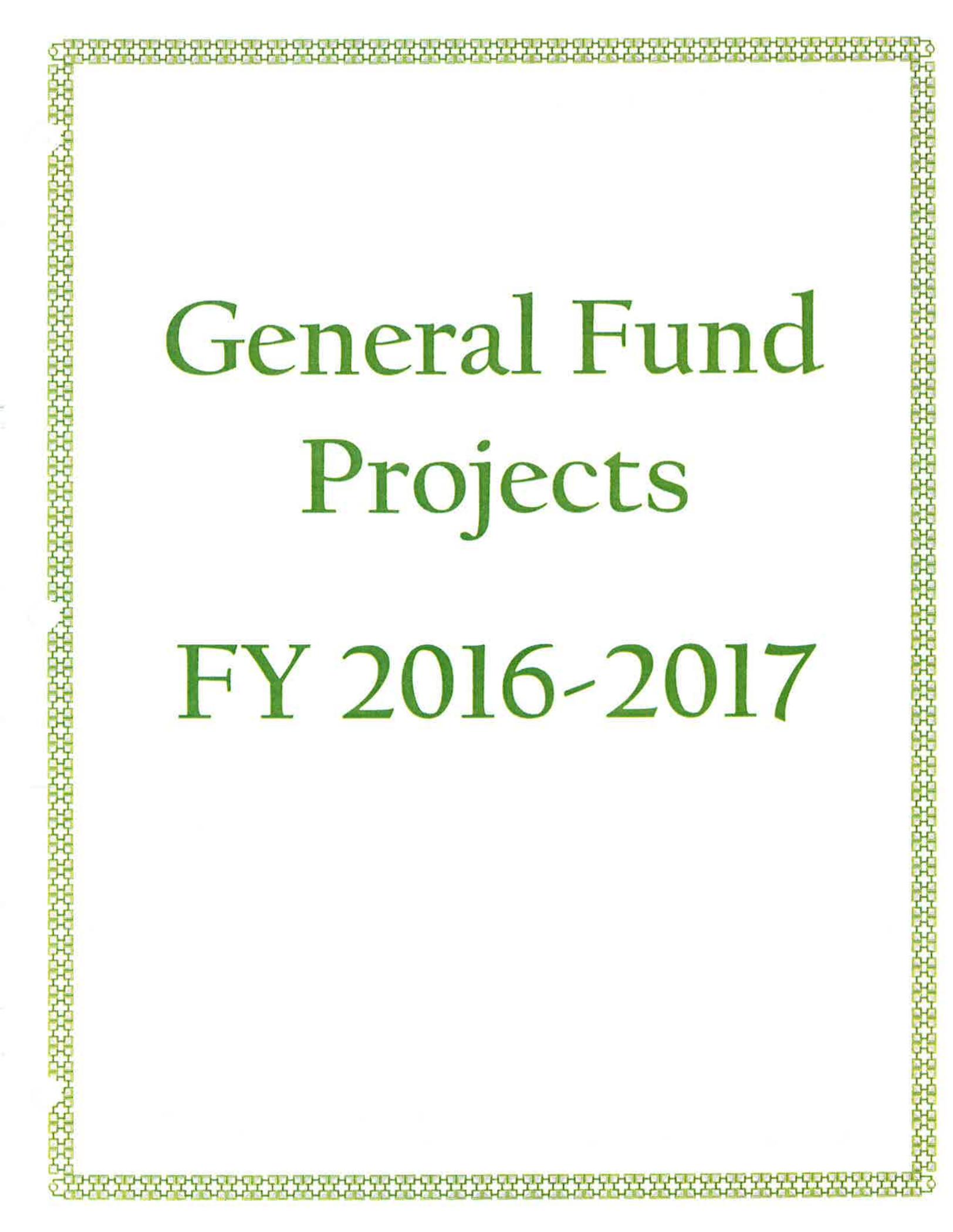
Program Justification and Benefits

This Compact Loader is more appropriate for a variety of situations that the backhoe cannot or should not be taken into. It is safer on the narrow roadways when performing asphalt repairs and reduces risk of damage to trees, overhead branches, passing vehicles and adjacent structures. It is easier to use so it would be accessible to more staff. The Compact Loader will allow for lifting and moving of materials and objects. This request includes the purchase of a grapple bucket attachment that can move brush in the storage yard and in the open spaces. A Compact Loader is perfect for use on the trails where the backhoe cannot go. With a number of attachments available for rental this loader can become a multi-use piece of machinery that offers more versatility than currently available with just the Backhoe.

Having a Compact Loader would be very beneficial to the entire Department. It would be used on a more frequent basis allowing the Department to prolong the life of the Backhoe. The Backhoe would still be utilized when larger equipment is needed for water and waste water line repairs, moving large heavy materials and performing demolition. In some cases the combination of two is complimentary. Many large projects require both the digging (Backhoe) and moving of rock or soil (Compact Loader). With multiple equipment operators available having both pieces available during emergency repairs will expedite service restoration.

Conformance with Master Plan and other Plans/Policies

Total FTEs	Total New Program Costs FY 2016-2017	\$60,000
0.00		
Mayor's Budget 8/12/2016		\$60,000



General Fund Projects

FY 2016-2017

New Program Worksheet

Program Name	34 Reese Environmental Survey	Fiscal Year	2015-2016
Department		Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Carolyn Meredith

Program Description

Rebudget in FY 16/17.

The City recently purchased the property located at the end of Reese Road. This property is adjacent to the South Hills Conservation Area and Valley Creek Park. This project is to complete a baseline environmental survey. This will determine any critical environmental features and baseline vegetation survey.

Program Justification and Benefits

Having adequate knowledge of what is present on this property can help make more informed management decisions. This can include wildlife habitat, potential endangered species, and critical environmental features. This information can be included in the management plans that the City has in place for its other properties.

Conformance with Master Plan and other Plans/Policies

Section 201. Goals-Preserve and protect the pleasant quality of life. Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.

Section 313. Parklands, Greenspaces/Preservation, and Conservation Areas

Total FTEs

0.00

Total New Program Costs FY 2015-2016

\$6,436

Total Increases to the Budget for FY 2015-2016

\$5,000

New Program Worksheet

Program Name **34 Reese Improvement Projects** Fiscal Year _____
 Department _____ Continued Program or New? _____
 Funding Source: _____ Primary Staff Contact: _____

Program Description

Rebudget in FY 16/17.

Funded	\$14,500
Not Funded	\$20,000

The City recently purchased the property at 34 Reese. This property provides the opportunity for a long desired trail connection to the Conservation Area and Greenspaces from Reese and Sunset Trail. This would provide residents in those areas access to the trails without having to go to City Hall. In order to design the trail plans will need to be developed to address the drastic change in topography into the conservation area. The trail would then be constructed for access to the South Hills Conservation Area.

Even without trail improvements this property does require management. This includes removal of current solid panel fencing in the Floodway and replacing fences with the adjoining residents. It also includes removing or rehabilitating the existing barn structure on the property. The natural area requires the removal of invasive vegetation, trash debris disposal, and dead / diseased trees management.

Program Justification and Benefits

This is a project that has been long awaited by many residents. It provides easy access to the City's Greenspaces and Conservation Areas. The fencing is currently sheets of metal that restrict the flow of water, removing these would be very beneficial in flood control. The existing structure is also in the floodplain and should be removed or rehabilitated in such a way that water can flow freely through the area. When invasive species are not managed they tend to spread. Ashe Juniper can also form thickets that restricts the growth of other plants. This makes management more difficult and more costly in the future. The funds would be used to get invasive species under control and manage the juniper in such a way to increase species diversity.

Conformance with Master Plan and other Plans/Policies

Section 201. Goals-Preserve and protect the pleasant quality of life. Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.

Section 313. Parklands, Greenspaces/Preservation, and Conservation Areas.

Section 310. Public Facilities. This project will add amenities to a public space that can be used by residents.

Funded	\$14,500
Not Funded	\$20,000

Total FTEs

0.00

Total New Program Costs FY 2015-2016 **\$38,740**

Total Increases to the Budget for FY 2015-2016 **\$34,500**

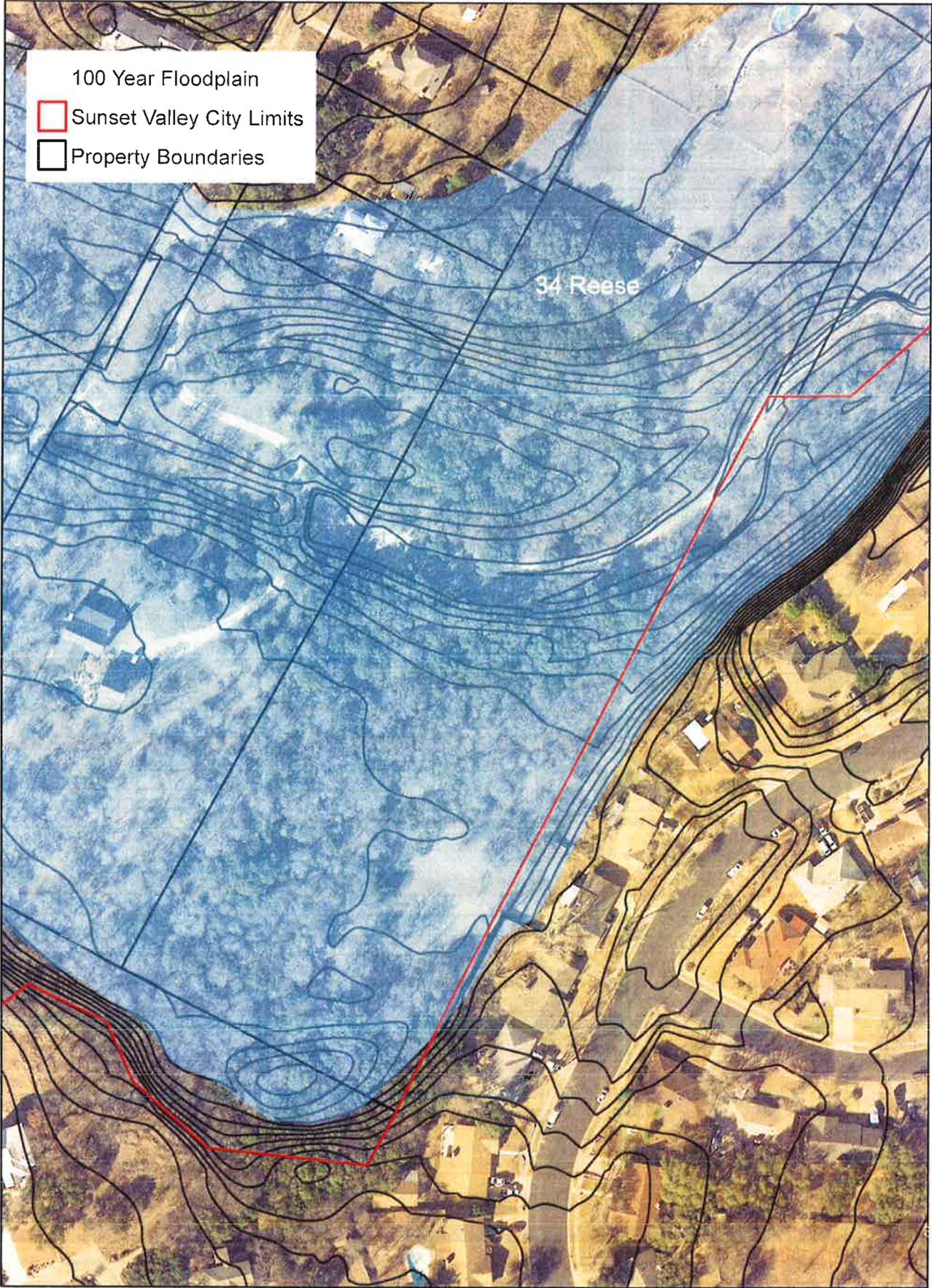


34 Reese

0 0.0050.01 0.02 Miles



- 100 Year Floodplain
-  Sunset Valley City Limits
-  Property Boundaries



New Program Worksheet

Program Name	Sunset Valley Elementary Support	Fiscal Year	FY 16/17
Department	Administration	Continued Program or New?	Continued
Funding Source:	General Fund	Primary Staff Contact:	Rae Gene Greenough

Program Description

STEM Funding

Technology Instruction

Technology instruction is important in ensuring that our children have the skills to succeed in the 21st century. Sunset Valley Elementary has a computer lab with 25 computers available for all students to use every week. Although AISD does not provide funding for technology instruction at the elementary level, we believe providing students with access and instruction in using the computer, internet, word processing, and design tools is an important part of their education. For the 2016-17 school year, the SSV Elementary PTA will provide \$8,000 towards the salary of the halftime technology teacher. And through fundraising efforts, the school will contribute \$5,500. We are requesting that the **City of Sunset Valley contribute the remaining \$2,000.**

Literacy Funding

RAZ (Reading AZ)

Kids is an online literacy program offering more than 400 ebooks in English and Spanish. Special features of this program include teacher reading assignments, comprehension quizzes, recorded books for follow along reading, recording the student reading aloud for teacher playback, and a built in motivational tool that gets kids excited to read more. Currently eight classrooms are using the program. The teachers like RAZ Kids because it allows them to capture students' progress toward their reading goals and determine the appropriate instruction for each individual student. Parents like it because it provides specialized reading material that they don't normally have access to at home. Because of the positive reviews from these eight teachers and parents, the rest of the faculty would like to provide this online service to their students as well. The cost of providing access to every student is \$2,850. We are requesting that the **City of Sunset Valley contribute \$2,000** and the PTA will contribute the remaining \$850.

Program Justification and Benefits

Strengthening technology and literacy instruction.

See attached request from the Sunset Valley Elementary PTA.

Conformance with Master Plan and other Plans/Policies

The City has a history of supporting Sunset Valley Elementary in many ways. The City provides in-kind services and has provided monetary benefits as well.

Total FTEs

0.00

Total New Program Costs FY 2016-2017

\$4,000

Total Increases to the Budget for FY 2015-2016

\$4,000

New Program Worksheet

Program Name **Sunset Valley Elementary Support** Fiscal Year **FY 16/17**
 Department **Administration** Continued Program or New? **Continued**
 Funding Source: General Fund Primary Staff Contact: **Rae Gene Greenough**

Cost of Project/Program FY 2016-2017

Acct. #	Quantity / Description	Amount
		\$
	Stem Funding-	\$ 2,000
	Technology Instructor	\$
		\$
	RAZ Literacy Program	\$ 2,000
		\$
		\$
		\$
		\$
	TOTAL	\$ 4,000

FY 2016-2017
\$ 4,000

Cost of Project/Program FY 2017-2018

Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2017-2018
\$ 0

Cost of Project/Program FY 2018-2019

Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2018-2019
\$ 0

PERSONNEL

Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
						0
				0	0	0
				0	0	0
Subtotal Personnel				0	0	0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate		FY 2016-2017	FY 2017-2018	FY 2018-2019
Overtime	0	x 1.5		0	0	0
Standby	0	x 30		0	0	0
FICA (Equals Total Salaries x)				0	0	0
Insurance (Equals No. of Mos.)						
TMRS (Equals Total Salaries x)				0	0	0
Workers' Comp. #N/A X Total Salaries						
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0	0

TOTAL PERSONNEL COSTS 0 0 0

Total New Program Costs \$ 4,000 \$ 0 \$ 0

New Program Worksheet

Program Name	Bike-Walk-to School Day	Fiscal Year	FY 16/17
Department	Administration	Continued Program or New?	Continued
Funding Source:	General Fund	Primary Staff Contact:	Rae Gene Greenough

Program Description

Bike-Walk-to-School Day

Background

In partnership with the City of Sunset Valley for the second year in a row, we successfully hosted two bike-walk-to school days, on October 7, 2015 and May 4, 2016. We counted more than 40 bikes in the Fall and more than 45 in the Spring! The number of walkers continues to grow as well. At the May event we gave away seven dozen tacos and could have used more! In addition to the generous donation of \$400 from the City of Sunset Valley for these events, Bicycle Sport Shop, BikeAlot, The Yellow Bike Project, Bikehaus, Aspire Beverages, GO Austin!, Vamos Austin!, and Project Safe Routes donated products and time to make these events successful and fun. The popularity of these events led the PTA to pilot the BOW WOW initiative Bike on Wednesday/Walk on Wednesday. Parent leaders volunteered to lead bike and walking trains to school on Wednesday mornings in May.

The PTA would like to continue our partnership with the City of Sunset Valley and encourage even more children and families to walk and bike to school. The PTA is requesting \$500 in total from the City of Sunset Valley and will use \$200 at each event to provide breakfast, prizes, and safety information to participants and \$100 to continue the BOW WOW initiative next school year by purchasing safety vests for additional parent leaders and incentives to increase biking and walking throughout the year.

Funding Request = \$500

Program Justification and Benefits

Increases the number and safety of children who bike and walk to school.

See letter from Sunset Valley Elementary PTA.

Conformance with Master Plan and other Plans/Policies

The City has a history of supporting Sunset Valley Elementary in many ways. The City provides in-kind services and has provided monetary benefits as well.

Total FTEs

0.00

Total New Program Costs FY 2016-2017

\$500

Total Increases to the Budget for FY 2015-2016

\$500

New Program Worksheet

Program Name **Bike-Walk-to School Day** Fiscal Year **FY 16/17**
 Department **Administration** Continued Program or New? **Continued**
 Funding Source: **General Fund** Primary Staff Contact: **Rae Gene Greenough**

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
		\$
	Bike-Walk-to-School Day (1)	\$ 200
	Bike-Walk-to-School Day (2)	\$ 200
	BOW WOW Program	\$ 100
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ FY 2016-2017

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ FY 2017-2018

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ FY 2018-2019

PERSONNEL						
Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				#VALUE!	#VALUE!	#VALUE!
				#VALUE!	#VALUE!	#VALUE!
				0	0	0
Subtotal Personnel				#VALUE!	#VALUE!	#VALUE!
Total Number of FTE Positions that will be assigned to this program					0.00	
Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp				0.00	0	0
Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired)					0.00	
Overtime	Hours	Hourly Rate				
	0		x 1.5	0	0	0
Standby	Elig. Pers.	No. of Weeks				
	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			#VALUE!	#VALUE!	#VALUE!
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			#VALUE!	#VALUE!	#VALUE!
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0
TOTAL PERSONNEL COSTS				#VALUE!	#VALUE!	#VALUE!
Total New Program Costs				\$ #VALUE!	\$ #VALUE!	\$ #VALUE!



June 1, 2016

Representative Rudi Rosengarten
City Council Representative
Budget, Finance and Administration Committee
3205 Jones Road
Sunset Valley, Texas 78745

Dear Representative Rosengarten,

On behalf of the PTA and the school, thank you for the support the City of Sunset Valley has provided to our students.

Based on my conversations with you and in consultation with our parents who live in Sunset Valley, I have prepared the attached funding request for consideration by the Budget, Finance and Administration Committee. The focus of our request is on strengthening technology and literacy instruction and increasing the number and safety of children who bike to school.

Finding ways to provide access to the necessary resources for students to gain essential technology and literacy skills gets harder each year. Our school will use these funds to pay for a technology instructor and for a one-year subscription to an excellent online reading program that every child will be able to utilize anywhere they have internet access, including on mobile devices.

Additionally, we would like to host two Bike-Walk-to-School days - one each semester- and extend a pilot project for biking and walking "trains." Not only are bike riding and walking great forms of exercise, they can also be impactful in decreasing traffic around the school at drop-off and pick-up.

Thank for your consideration of these requests. Please let me know if I can provide any additional information.

Sincerely,

Carrie Cothran-Williams
President, 2015-2017
Sunset Valley Elementary PTA

cc: Kimberly Placker, Principal
Emily Bush, Incoming Principal
Sara Wilson, Assistant City Administrator
Marc Bruner and Zoe Trieff, Ketan and Supriya Kharod, John and Darby Perkins, Nicole and Scott Pletka,
Sue Kolbly, Omar Abusheik, Alice & Steve Duffy

• 3000 Jones Road, Austin, TX 78745 • 512-414-2392 • www.ssvpta.org •



STEM Funding

Technology Instruction

Technology instruction is important in ensuring that our children have the skills to succeed in the 21st century. Sunset Valley Elementary has a computer lab with 25 computers available for all students to use every week.

Although AISD does not provide funding for technology instruction at the elementary level, we believe providing students with access and instruction in using the computer, internet, word processing, and design tools is an important part of their education.

For the 2016-17 school year, the SSV Elementary PTA will provide \$8,000 towards the salary of the half-time technology teacher. And through fundraising efforts, the school will contribute \$5,500. We are requesting that the City of Sunset Valley contribute the remaining \$2,000.

Funding Request for Technology Instruction = \$2,000

Literacy Funding

RAZ Kids

RAZ (Reading A-Z) Kids is an online literacy program offering more than 400 e-books in English and Spanish. Special features of this program include teacher reading assignments, comprehension quizzes, recorded books for follow along reading, recording the student reading aloud for teacher playback, and a built in motivational tool that gets kids excited to read more.

Currently eight classrooms are using the program. The teachers like RAZ Kids because it allows them to capture students' progress toward their reading goals and determine the appropriate instruction for each individual student. Parents like it because it provides specialized reading material that they don't normally have access to at home. Because of the positive reviews from these eight teachers and parents, the rest of the faculty would like to provide this online service to their students as well.

The cost of providing access to every student is \$2,850. We are requesting that the City of Sunset Valley contribute \$2,000 and the PTA will contribute the remaining \$850.

Funding Request for RAZ Kids= \$2,000



Bike-Walk-to-School Day

Background

In partnership with the City of Sunset Valley for the second year in a row, we successfully hosted two bike-walk-to-school days, on October 7, 2015 and May 4, 2016. We counted more than 40 bikes in the Fall and more than 45 in the Spring! The number of walkers continues to grow as well. At the May event we gave away seven dozen tacos and could have used more!

In addition to the generous donation of \$400 from the City of Sunset Valley for these events, Bicycle Sport Shop, BikeAlot, The Yellow Bike Project, Bikehaus, Aspire Beverages, GO Austin! Vamos Austin!, and Project Safe Routes donated products and time to make these events successful and fun.

The popularity of these events led the PTA to pilot the BOW WOW initiative - Bike on Wednesday/Walk on Wednesday. Parent leaders volunteered to lead bike and walking trains to school on Wednesday mornings in May.

The PTA would like to continue our partnership with the City of Sunset Valley and encourage even more children and families to walk and bike to school. The PTA is requesting \$500 in total from the City of Sunset Valley and will use \$200 at each event to provide breakfast, prizes, and safety information to participants and \$100 to continue the BOW WOW initiative next school year by purchasing safety vests for additional parent leaders and incentives to increase biking and walking throughout the year.

Funding Request = \$500

Total request = \$4,500

New Program Worksheet

Program Name: Buffer Trail Pervious Concrete Extension and Trail Repairs
 Department: Continued Program or New? **New**
 Fiscal Year: **2016-2017**
 Funding Source: **General Fund**
 Primary Staff Contact: Carolyn Meredith

Program Description

Budget for FY 16/17.
Funded \$5,000
Not Funded \$35,000

This project was presented specifically for the buffer trail for the 2015-2016 budget but was projected to occur possibly in 2017. This project has been expanded to include several other granite trails that need additional repairs or replacement. This includes the trails along Lovegrass Lane and sections along Ernest Robles Way.

Buffer Trail Pervious Concrete

Several years ago the City replaced a portion of the trail behind the shopping center with a pervious concrete trail. This has been a very successful endeavor and significantly reduced maintenance costs on that section of the trail. The remainder of the trail is granite gravel and experience erosion and is muddy for long periods of time following rain events. This is due to the trail's location in the middle of a re-irrigation field. This project would replace the section of granite gravel prone to maintenance and access problems with pervious concrete.

Lovegrass Lane/Ernest Robles Way/Jones Road

Several of the trails have areas that have become constant maintenance concerns. The trail along Lovegrass Lane in particular is exposed to increased erosion due to its location in the re-irrigation field. This project looks to replace the granite gravel with the stabilized granite gravel that can withstand the traffic and erosion pressures thus reducing maintenance. This will create a safer and more stable trail system as well. This project is not to fully replace all of the granite trails. Only those sections that are most prone to erosion.

Program Justification and Benefits

These sections of the trail are in need of improvements. These trails provides a crucial link for residents to and from City Hall, the elementary school, all of the surrounding neighborhoods, the Shopping Centers, and to other greenspaces. This project will create an improved surface trail that can reduce maintenance and make the path more easily accessible following wet weather. These projects will also decrease future maintenance costs and significantly save the City money in the future.

Conformance with Master Plan and other Plans/Policies

This project will advance goals of the Trails Master Plan.

Section 201. Goals-Preserve and protect the pleasant quality of life. Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.

Section 313. Parklands, Greenspaces/Preservation, and Conservation Areas.

Section 310. Public Facilities. This project will add amenities to a public space that can be used by residents

Funded \$5,000
Not Funded \$35,000

Total FTEs

0.00

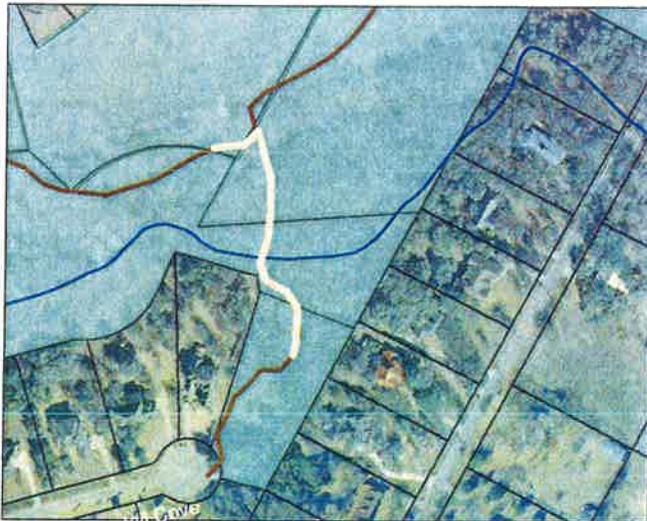
Total New Program Costs FY 2016-2017 \$44,985

Total Increases to the Budget for FY 2016-2017 \$40,000



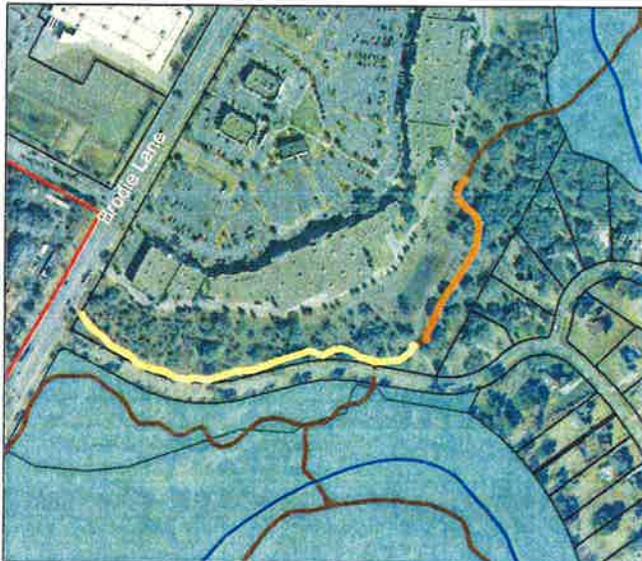
Greenspaces and Trails

0 0.000000 0.018 Miles
[Scale bar]



Yellowtail Cove Trail Connection Connects the Sunset Valley Meadows with the Cougar Creek Greenbelt

- Yellowtail Cove Trail Connection
- Creek Centerline
- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries



Buffer Trail and Lovegrass Lane Connects Cougar Greenbelt to the Sunset Valley Nature Area

- Buffer Trail
- Lovegrass Lane Trail
- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries

*\$5000
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Jones Road and Ernest Robles Way

- Jones and Ernest Robles Way
- Creek Centerline
- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries



Greenspaces and Trails

0 0.05 0.1 0.2 Miles



New Program Worksheet

Program Name: **City Website Upgrade** Fiscal Year: **2016-2017**
 Department: **Administration/IT** Continued Program or New? **New**
 Funding Source: **General Fund** Primary Staff Contact: Sara Wilson

Program Description

Funded \$500
Not Funded \$12,000

The City began web hosting services with GovOffice in 2007, dba Avenet, under the direction of the Community and Economic Development Committee. In FY11, a priority project to update the website with Avenet was completed with a \$5,000 budget. That effort was primarily changes to the look of the website and allowef for a few changes such as addition of the calendar.

This proposed project is a change in the design using current technology. A primary challenge to using the City's website is on moble devices. Newer websites use responsive web design which allows the site to adapt with the device, thus improving the ease of use and quality of the experience on the site.

This proposal would be a change in service providers from current site host Avenet to Revize with an annual cost increase from \$600 to \$1,400. While Avenet does provide some of the newer technologies; however, other features standard with Revize like document organization, image galleries and mapping are not available with Avenet. The cost to upgrade with Avenet is \$9,270.

Program Justification and Benefits

The City's website is an important and best tool the City has for the delivery of information to a wide audience. The Sunset Valley website is accessed a lot more than is probably known or assumed. A snapshot review of usage finds the following 30 day stats (2/15/2016 to 3/15/2016): Total Page Views – 33,307

Top 5 PagesViewed	Number of Views	Percent
City Calendar	7562	22.44%
Default Home Page	4949	14.77
Directory of Shops	1,711	5.08%
ArtFest2016	521	1.55%
Council Meeting Agendas and Minutes	393	1.17%

To compare and contrast, as provided in the 2012 Communications Plan, a similar snapshot was reported covering a 30 day period from June 1-30, 2012. Then, the website recorded 18,322 pages viewed, with the top three pages listed: the Home Page, city calendar and Directory of Shop. While the number of monthly view has nearly doubled, there is no change to top pages viewed.

Conformance with Master Plan and other Plans/Policies

From City of Sunset Valley Communications Plan, approved 2012.

Recommendations, Section B: Continue efforts to effective, efficient communications through a multi-layered communications program using existing and emerging technologies. Choose the most appropriate and effective method of communication based on the content, complexity, sensitivity and purpose of the information. Begin active exploration of new technologies, while maintaining systems to communicate with residents that have not (or will not) be users of new technologies.

Recommendations, Section G: Continue development of professional communications to attract visitors to the City and metrics to determine the success of the program. Communications that keep visitors coming to Sunset Valley and keep area businesses open is important.

Funded \$500
Not Funded \$12,000

Total FTEs
0.00

Total New Program Costs FY 2016-2017 \$12,500

Total Increases to the Budget for FY 2015-2016

New Program Worksheet

Program Name **Council AV Improvements/Conference Rm LED Monitor** Fiscal Year **2016-2017**
 Department **Administration** Continued Program or New? **New**
 Funding Source: Primary Staff Contact: **Sara Wilson**

Program Description

Funded **\$3,000**
 Not Funded **\$2,000**

Below is the entire project. For Fy 16/17 the project can be minimized to the purchase of 3 microphones, 3 hearing devices, some form of projector. A new camera can be purchased out of the repair and replacement fund for \$5,000.00

Purchase audio and visual systems to improve quality and experience of attending, participating and viewing meetings.

- Audio System Improvements include purchase of four (4) additional wireless microphones and stands for staff and consultants seated at staff table(s). To add microphones will require replacing the existing 4 channel receiver with an 8 channel receiver and replacing the existing docking station to accommodate the additional microphones. This request includes purchase of four (4) additional Assistive Listening Devices and ear pieces. These receivers are tied with the audio system and enable persons the have difficulty hearing in the Council Chambers.
- Video system Improvements include purchase of two (2) Hi-definition cameras and Extron system controls. The system controls allow for the recordings to include both video input and content from presentations on the LED monitor.
- Presentation System Improvements include the purchase of a modern white board LED monitor. The Smart LED monitor enables the presenter with touch screen overlays, like a whiteboard, for increased interaction with the audience.
- The Crestron system controls all of the audio and visual conneced wireless to the systems for operation.
- Last, the existing LED monitor would be moved to the City Hall Conference room replacing the decades old television. Additional electrical and wall work would be needed for the installation in the Conference Room. If the above Presentation System Improvement Project is scaled back not to include the Smart LED, then cost for new LED flat screen for the Confence Room, installation and electrician is provided. Cost provided as a stand alone.

Program Justification and Benefits

In 2008, the City began live streaming City Council meetings and the equipment purchased for this service has been unchanged. As more people watch these recordings comments and suggestions to improve this experience have been made. Added, all City Committees now meet in the Conference room or in the City Council Chambers. This project is to improve the quality of experience of all when attending, presenting and viewing recorded meeting in the City Council Chambers and Conference Room.

The video system improvements are to address suggestions to include presentation materials on the recorded videos. Currently, presentation materials are uploaded as a document that can be viewed as a .pdf. The video enhancements will allow for the the inclusion of the information presented on the LED monitor to be viewed as it is recordered. Included is purchase is new cameras and controls. The cameras are high definition and will provide for vast quality improvements to the quality of the recording. The control technology requested will allow for switching between content on the LED monitor and the cameras. The control will also allow for control of the cameras movements and adjustments to the sound, all in one hand held wireless device that will be operated by staff during the meetings. The second camera will be installed opposite to capture images of the presenter.

The new sound equipment is to allow for microphone for staff and consultants seated at the staff tables. At any given City Council meeting, five (5) staff and the City Attorney is required to attend. Currently there are two(2) staff microphones. This addition will allow each staff person a microphone during the meeting. The accompanying equipment for the micophones include stands, recievers, and docking stations to accomodate the additional four (4) microphones. Last, in accordance with ADA the original sound system installed included assistive listening devices. While those protections are typically for those hard of hearing, as it is well documented the Council Chambers is a space where many find hearing difficult. The project includes purchasing four (4) additional Assistive Listing devices and ear pieces, as the use of these devices has increased to not only attendees to the meeting, but use by both Council and staff in regular attendance.

The presentation improvements include purchase of a presentation system that include replacement of the LED monitor and technology for interactive presentations. Challenges with the current LED monitor have include connectivity of guest devices, viewing from all areas of the Council Chambers and interactive presentations. The existing LED monitor does not allow for use of tools such as laser pointers to aid the presenter/viewer The Board Room model has touch screen overlay. This means presenters will be able to use the screen as a whiteboard to overlay information on the screen increasing interaction with the audience. The presentation system allows for users of any devise to connect directly and send content to the monitor wireless.

The existing LED monitor will be moved into the City Hall Conference Room replacing the television. The Conference room is used for all committee meetings, as well as for emergency operations, community events and staff training. If the existing monitor is not approved for replacement, the

Conformance with Master Plan and other Plans/Policies

Funded **\$3,000**
 Not Funded **\$2,000**

Total FTEs

0.00

Total New Program Costs FY 2016-2017 \$49,817

Total Increases to the Budget for FY 2015-2016 \$49,817

New Program Worksheet

Program Name Council AV Improvements/Conference Rm Fiscal Year **2016-2017**
 Department Administration Continued Program or New? **New**
 Funding Source: _____ Primary Staff Contact: Sara Wilson

Cost of Project/Program FY 2016-2017

Acct. #	Quantity / Description	Amount		
	Audio Systems	\$ 7,049	1,400	3 Microphones
	Presentation/Video System	\$ 19,256	0	
	Controls	\$ 9,205	0	
	4 Listening Devices	\$	250	
	Conference Room LED (only)	\$ 4,996	1,350	
	Labor/Programming/Design	\$ 8,823	0	
	Misc. Hardware	\$ 791	0	
	Maintenance Agreement	\$ 4,280	0	
	TOTAL	\$ 49,817	3,000	

Cost of Project/Program FY 2017-2018

Acct. #	Quantity / Description	Amount		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
	TOTAL		0	

Cost of Project/Program FY 2018-2019

Acct. #	Quantity / Description	Amount		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
	TOTAL		0	

PERSONNEL

Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				#VALUE!	#VALUE!	#VALUE!
				#VALUE!	#VALUE!	#VALUE!
				0	0	0
Subtotal Personnel				#VALUE!	#VALUE!	#VALUE!

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
				0	0	0
Subtotal Temp				0.00	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate				
Overtime	0		x 1.5	0	0	0
	Elig. Pers. No. of Weeks					
Standby	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			#VALUE!	#VALUE!	#VALUE!
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			#VALUE!	#VALUE!	#VALUE!
Workers' Comp.	#N/A X Total Salaries					
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0

TOTAL PERSONNEL COSTS #VALUE! #VALUE! #VALUE!

Total New Program Costs \$ #VALUE! \$ #VALUE! \$ #VALUE!

New Program Worksheet

Program Name	Jones Road@ Westgate Right Turn	Fiscal Year	2015-2016
Department	Public Works	Continued Program or New?	Continued
Funding Source:	General/ Street Fund	Primary Staff Contact:	Katy Phillips

Program Description

Rebudget in FY 16/17. \$153,000

Construction of a right turn bay on east bound Jones Road at the Westgate intersection. Turn bay construction will include the removal of the existing stamped concrete decorative pedestrian crossing and existing curb ramps. Crosswalk and ramps currently located within Sunset Valley right of way will be relocated to City of Austin right of way to become part of their ongoing maintenance. Project will include the installation of new traffic signal detection loops and new traffic markings, resurfacing of asphalt, minor drainage adjustments and traffic striping in the project area.

A portion of this project area lies within City of Austin jurisdiction. City of Austin permits have been obtained and will be good for three years (July 2018). This project estimate includes \$14,000 in inspection fees due to the City of Austin.

This project was funded in FY 2014/2015 based on a construction estimate of \$162,100 . The project was bid during the summer of 2015. The revised funding request reflects the estimated cost submitted by the lowest bidder, City of Austin inspection fees and a 5% contingency fee.

FUNDING FROM TWO SOURCES	FY 2014/2015	FT 2015/2016	INCREASE
General Fund	\$ 120,000	\$160,000	\$40,000
Street Fund	<u>\$ 50,000</u>	<u>\$ 50,000</u>	
Total Project	\$ 170,000	\$210,000	\$40,000

Program Justification and Benefits

Project would reduce traffic congestion and improve pedestrian mobility at the Jones and Westgate Blvd intersection .

Conformance with Master Plan and other Plans/Policies

Project was identified as a recommended improvement in the 2011 Phase 1 Transportation Plan.
Section 302. Streets

Total FTEs

0.00

Total New Program Costs \$219,157

Total Budget \$210,000

New Program Worksheet

Program Name	Land Development Code Revisions	Fiscal Year	2014-15
Department	Administration	Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Clay Collins

Program Description

On-Going project since FY 14-15.

Land Development Code Revisions

Update sections of existing Land Development Code as needed. This project was begun during FY 10/11 and has continued each year.

Of the 17 Chapters in the LDC, the following chapters have been completed and approved by Council:

- Chapter 1 Definitions - Chapter 1 has been amended with each chapter to allow for changes to definitions and format.
- Chapter 5 Flood Loss
- Chapter 12 Tree Regulations
- Chapter 16 Tree Protection
- Permit and Fee Schedules
- Chapter 2 Zoning
- Chapter 10 Parking
- Chapter 13 Landscaping
- Chapter 14 Signs

Chapters are under review and should be ready for Council consideration in FY 14/15:

- Chapter 3 Subdivision
- Chapter 6 Building Construction
- Chapter 7 Underground Storage Tanks
- Chapter 8 Underground Utility Lines
- Chapter 9 Water and Wastewater
- Chapter 11 Blasting Permits
- Chapter 15 Moving of Buildings

Chapter 4 Watershed Development was last updated in 2009 and is proposed to be undertaken as a separate project in FY 15-16

Program Justification and Benefits

The Sunset Valley Land Development Code (LDC) contains the detailed standards and specifications and permit procedures for projects within the City Limits and Extra Territorial Jurisdiction (ETJ) of Sunset Valley. Basic contents include Zoning, Subdivision, Flood Protection, Building Construction, Water and Wastewater, Tree and Natural area protection, Watershed Protection, Parking and Fire Protection, Landscaping and Sign Regulations. Although much of the LDC is written in great detail there are many references to other technical manuals throughout the documents. In many cases these referenced documents were once reviewed by the City of Sunset Valley and the reviewed version was adopted. In some cases the LDC references these manuals "as amended" and in some cases the City has reference documents that actually conflict with other written sections of our Code.

The purpose of the LDC is to serve as a rule book to guide city professionals and to provide instructions to residents and developers as to the requirements for building in the City of Sunset Valley. Over the last few years complaints about our permits system and development regulations have increased. The intent of this project is to reduce complaints, increase staff efficiency, and provide a process to keep the LDC current. The review will also include review of any sections that relate to redevelopment.

Conformance with Master Plan and other Plans/Policies

The Land Development Code is the application of the Master Plan intended to meet the established goals of the City Master Plan:

- Preserve and protect the pleasant quality of life**
- Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.**
- Protect existing and future development from increased flooding potential and erosion of soils**
- Promote healthy development that maintains and enhances the City's unique character.**
- Provide quality services and public facilities without burdensome fees or taxes**

Total FTEs

0.00

Total New Program Costs FY 2014-2015

\$10,000

Total Increases to the Budget for FY 2014-2015

\$10,000

New Project Worksheet

Project Name	Valley Creek Park Improvements	Fiscal Year	2014-2015
Department	Public Works and Environmental Services	Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Carolyn Meredith

Program Description

**Originally in the FY 14/15 budget. Rebudget in FY 15/16 and FY 16/17.
Funded for FY 16/17, \$15,379 which is the balance of the budgeted funds.**

Valley Creek Park needs improvement for safety and enjoyment by citizens. The improvements will provide safer equipment, playground edging and safety surfacing, benches(3) and tables (2), fencing(370 feet) and buffer planting as needed. The project also includes repairs and expansion of an existing erosion control structure (gabion) along the creek.

In 2015-2016 the benches and tables have been completed. The playground edging and safety surfacing will be replaced by the end of August. The remainder of the projects will be completed during the 2016-2017 year.

Program Justification and Benefits

All parks and grounds require continual maintenance and upkeep. Valley Creek Park experiences frequent flooding often causing wear and tear in the site. Playground structures and equipment require upgrades regularly. Current park amenities include picnic tables, playground equipment, and an open space play area.

The October Flood in 2013 caused extensive damage to the fall zones around the playground equipment. Some of the equipment and tables are useable but are worn and need replacement. Flood water destroyed perimeter fencing, uprooted vegetation and caused erosion of the stream bank. Erosion has created a steep drop off along the creek. A split rail fence is proposed along that edge to create a barrier between that edge and the play areas. The split rail fence will also allow water to flow freely at the base. The swings will also have parts replaced. Finally the border for the safety surfacing has deteriorated. It is proposed to replace all of the borders with the plastic border used at the recreational venue by Doc's Backyard. The proposed improvements will make the park safer for visitors. This park is primarily used by local families and lunch time visitors. The Park has not had any substantial upgrades in many years.

Conformance with Master Plan and other Plans/Policies

This project will advance goals of the Open Space Management Plan.

Section 201. Goals-Preserve and protect the pleasant quality of life. Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.

Section 313. Parklands, Greenspaces/Preservation, and Conservation Areas

Section 310. Public Facilities. This project will add amenities to a public space that can be used by residents

Total FTEs

0.00

Total New Program Costs FY 2014-2015 \$29,291

Total Increases to the Budget for FY 2014-2015 \$24,900

New Project Worksheet

Project Name **Valley Creek Park Improvements** Fiscal Year **2014-2015**
 Department **Public Works and Environmental Services** Continued Program or New? **New**
 Funding Source: General Fund Primary Staff Contact: **Carolyn Meredith**

Cost of Project/Program FY 2014-2015		
Acct. #	Quantity / Description	Amount
	Split Rail Fence	3,000
	Picnic Tables	2,500
	Benches	\$ 2,000
	Equipment Repairs	\$ 800
	Safety Surfacing and Borders	\$ 3,800
	Gabion Repairs and Additions	\$ 10,000
	Southeast Side Buffer Planting by Fence	\$ 2,800
		\$
	TOTAL	\$ 24,900

15,379 Funds to Finish Project

FY 2014-2015
\$ 24,900

Cost of Project/Program FY 2015-2016		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2015-2016
\$ 0

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2016-2017
\$ 0

PERSONNEL

Position	Months	Monthly Salary	%	FY 2014-2015	FY 2015-2016	FY 2016-2017
Environmental Services Manager	1.00	4,787	30%	1,436		0
Land Management Supervisor	1.00	3,652	40%	1,461		0
Maintenance Technician	1.00	2,580	30%	774		0
Subtotal Personnel				3,671		0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2014-2015	FY 2015-2016	FY 2016-2017
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate		FY 2014-2015	FY 2015-2016	FY 2016-2017
Overtime	0	x 1.5		0	0	0
Standby	0	x 30		0	0	0
FICA (Equals Total Salaries x)				281	0	0
Insurance (Equals No. of Mos.)						
TMRS (Equals Total Salaries x)				439	0	0
Workers' Comp. (#N/A) X Total Salaries						
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0	0
TOTAL PERSONNEL COSTS				4,391	0	0

Total New Program Costs \$ **29,291** \$ **0** \$ **0**

New Program Worksheet

Program Name	Water Source Plan Professional Services	Fiscal Year	FY 2014/2015
Department	Public Works	Continued Program or New?	NEW
Funding Source:		Primary Staff Contact:	Katy Phillips

Program Description

**Rebudget in FY 15/16 and FY 16/17.
Revised for FY 16/17**

Funded	\$22,985
Not Funded	\$65,000

WATER SOURCE PLANNING FOR THE CITY OF SUNSET VALLEY

In April 2011, the City Council authorized a Water Planning Project that was focused on comparing the financial costs of the continuing with the City's dual source water system or using purchased treated water from the City of Austin as the sole source of water for the city. While the financial analysis favored using treated water from the City of Austin, and when presented to Committees for input there was widespread support for maintaining the City's Historic and Existing Use Permit (HEUP), there was less consensus for the timing of repairs and/or reinstatement of the current well system components.

In May 2013, recommendations were presented to the City Council and after public input; the Council partially approved the recommendations. As an alternative to the remainder of the recommendations (which had no definite timeline for putting the well system back into service to produce potable water), the Council directed staff to assist with development of a planning process for considering water source options for the city. The information has been organized into three general categories which provide the framework for development of a Master Water Plan.

Although still in draft form the plan is currently under review by the Public Works Committee and it is anticipated that the plan will go to the City Council for review and possible adoption this fall. Some of the tasks identified in the immediate and 3-5 year timeline will require the assistance of professional consultants to provide research, design, testing and/or planning services. The Public Works Committee made a formal recommendation to budget funds for professional services during FY 2014/2015 in the amount of \$65,000.

Proposed use of funding could include but is not limited to:

- Educational Public Workshops
- Analysis of the Lower Trinity Aquifer as a possible alternative water source for the City of Sunset Valley
- Analysis of the Middle Trinity Aquifer an aquifer storage alternative
- Identification of groundwater filtration and treatment methods to address aesthetic water quality concerns
- Updated cost estimates for financial projections

Program Justification and Benefits

The majority of Texas is currently experiencing in drought that started in October 2010. Most of the state has been under drought conditions for over three years. This drought has affect water availability in both the city groundwater source, the Edwards Aquifer and the city surface water source, the Colorado River Highland Lakes Reservoir. If water demand on the Highland Lakes Reservoir exceeds water availability in these reservoirs Austin, Sunset Valley and most surrounding cities would suffer a humanitarian crisis. To avoid this crisis all water providers are working to develop alternative water supply sources and improve conservation practices in their communities.

Conformance with Master Plan and other Plans/Policies

Section 312 Utilities.

The City should investigate continuing the current dual municipal water supply system that includes the City well water from the Edwards Aquifer and the purchased City of Austin water from the Colorado River system. When the investigation is completed, a public education program should provide full disclosure of the costs and benefits of such a system to all citizens. Using citizen input obtained during the education process, the City should develop a list of water supply options, including their respective costs and funding mechanisms. These options should be considered in a public survey and results of the survey used to guide future water system development in the City of Sunset Valley.

Rainwater harvesting, water conservation education programs, and pursuit of emerging water conservation technologies should be emphasized as priorities of the City in its project prioritization and budgeting processes.

The City should investigate gray water recycling technologies in an effort to identify options applicable to private and commercial customers in the City of Sunset Valley and should implement a rebate program for approved systems.

Funded	\$22,985
Not Funded	\$65,000

Total FTEs

0.00

Total New Program Costs FY 2014-2015 **\$74,000**

Total Increases to the Budget for FY 2014-2015 **\$74,000**

New Program Worksheet						
Program Name	Water Source Plan Professional Services	Fiscal Year	FY 2014/2015			
Department	Public Works	Continued Program or New?	0			
Funding Source:		Primary Staff Contact:	0			
Cost of Project/Program FY 2014-2015						
Acct. #	Quantity / Description	Amount				
	Professional Services	\$ 65,000	22,985			
		\$				
	Not Funded Is Not Needed	\$				
		\$				
	Do Not Rebudget	\$				
		\$				
		\$				
		\$				
		\$				
	TOTAL	\$ 65,000				
Cost of Project/Program FY 2015-2016						
Acct. #	Quantity / Description	Amount				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
	TOTAL	\$ 0				
Cost of Project/Program FY 2016-2017						
Acct. #	Quantity / Description	Amount				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
	TOTAL	\$ 0				
PERSONNEL						
Position	Months	Monthly Salary	%	FY 2014-2015	FY 2015-2016	FY 2016-2017
				0	0	0
				0	0	0
				0	0	0
Subtotal Personnel				0	0	0
Total Number of FTE Positions that will be assigned to this program					0.00	
Temp Position Title(s)	Months	Monthly Salary	%	FY 2014-2015	FY 2015-2016	FY 2016-2017
				0	0	0
				0	0	0
Subtotal Temp				0.00	0	0
Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired)					0.00	
	Hours	Hourly Rate				
Overtime	0		x 1.5	0	0	0
	Elig. Pers.	No. of Weeks				
Standby	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			0	0	0
Insurance	(Equals No. of Mos.)			0	0	0
TMRS	(Equals Total Salaries x)			0	0	0
Workers' Comp.	#N/A	X Total Salaries		0	0	0
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0
TOTAL PERSONNEL COSTS				0	0	0
Total New Program Costs				\$ 65,000	\$ 0	\$ 0

New Project Worksheet

Project Name	Yellowtail Cove Trail Connection	Fiscal Year	2016-2017
Department	Public Works and Environmental Services	Continued Program or New?	Continued/New
Funding Source:	General Fund	Primary Staff Contact:	Carolyn Meredith

Program Description

Re-budgeted for FY 12/16 **\$26,000**
Budget for FY 16/17 **\$15,000**

This project was budgeted in 2014-2015 in the amount of \$26,000. The estimated cost of the project far exceeded the projects budget and has not been completed. Due to the location of the trail across the creek additional engineering and permitting is needed to complete this project.

This project will be for the design and installation of a trail crossing on the Sunset Valley tributary between Yellowtail Cove and City Hall. The proposed project would include the removal of two sections of the existing trail currently made of uneven flagstone and the installation of a 6 foot wide concrete trail with a combined length of approximately 500 feet. The design concept would be to aesthetically match the concrete trail that exists on the Cougar Creek trail upstream of this location.

Program Justification and Benefits

The trail connection between Yellowtail Cove and City Hall is in need of improvements. The trail provides a crucial link for residents to from City Hall, the elementary school, the Meadows Neighborhood and to other greenspaces. This project will create an improved surface low water crossing within the creek. The goal is to make a concrete path that will be more easily accessible following wet weather.

This trail is very rough and remains muddy after wet weather. Efforts were made to armor the trail a few years ago, however due to the nature of the creek this has not been successful. Preliminary plans were discussed several years ago to improve this trail. Residents have also requested that this area be improved. Due to water flow through the area a small, concrete water crossing similar to that found on the Village (Buffer) trail is the proposed solution.

Conformance with Master Plan and other Plans/Policies

This project will advance goals of the Trails Master Plan.

Section 201. Goals-Preserve and protect the pleasant quality of life. Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.

Section 313. Parklands, Greenspaces/Preservation, and Conservation Areas

Section 310. Public Facilities. This project will add amenities to a public space that can be used by residents

Re-budgeted for FY 15/16 **\$26,000**
Budget for FY 16/17 **\$15,000**

Total FTEs

0.00

Total New Program Costs FY 2016-2017 **\$44,495**

Total Increases to the Budget for FY 2014-2015 **\$41,000**



Greenspaces and Trails

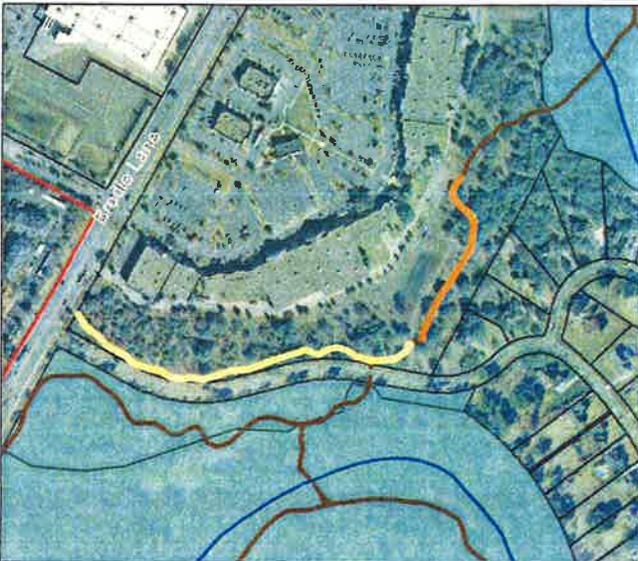
0.000000018 Miles



Yellowtail Cove Trail Connection Connects the Sunset Valley Meadows with the Cougar Creek Greenbelt

- Yellowtail Cove Trail Connection
- Creek Centerline
- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries

41K



Buffer Trail and Lovegrass Lane Connects Cougar Greenbelt to the Sunset Valley Nature Area

- Buffer Trail
- Lovegrass Lane Trail
- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries



Jones Road and Ernest Robles Way

- Jones and Ernest Robles Way
- Creek Centerline
- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries



Greenspaces and Trails

0 0.05 0.1 0.2 Miles



- Trails
- Greenspaces and Conservation Areas
- City Limits
- Property Boundaries



New Program Worksheet

Program Name	Police Department Security Upgrade	Fiscal Year	FY 16/17
Department	Police Department	Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Rae Gene Greenough

Program Description

Mayor Cardona included funds for security upgrades around the Police Department Building. These upgrades could include cameras, video, building protection, to name a few.

Program Justification and Benefits

Safety for the Police Officers.

Conformance with Master Plan and other Plans/Policies

Total FTEs

0.00

Total New Program Costs FY 2016-2017

\$30,000

Total Increases to the Budget for FY 2015-2016

\$30,000

New Program Worksheet

Program Name	Trails Master Plan Projects	Fiscal Year	2014-2015
Department	Administration	Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Clay Collins

Program Description

Rebudget in FY 15/16 and Fy 16/17.

Excerpt for the Mayor's letter from the FY 2014-2015 Proposed Budget:

Funding in the amount of \$15,000 for future trail projects has been added in the Mayor's budget to continue implementation of the Trails Master Plan and where opportunities for partnerships may arise. Specifically, I would like to see increased pedestrian areas and beautification around the AISD bus barn and 4715 commercial property. I believe there are opportunities for our city to collaborate with these property owners as they are actively re-developing to increase to pedestrian access from the stadium and Farmer's Market to the 4715 endeavor, which would be a win-win for AISD, the commercial and resident interests. I would encourage the elected officials to work with these property owners and ask them to contribute funds, easements and resources to the prospective improvements.

Program Justification and Benefits

Conformance with Master Plan and other Plans/Policies

Trails Master Plan

Total FTEs
0.00

Total New Program Costs FY 2013-2014	\$15,000
Total Increases to the Budget for FY 2014-2015	\$15,000

**CITY OF SUNSET VALLEY
HOTEL OCCUPANCY TAX
FY 2016-2017**

	Adopted Budget 2014-2015	% of Revenue	Adopted Budget 2015-2016	% of Revenue	Proposed Budget 2016-2017	% of Revenue
Balance as of 10/01	633,894		625,781		642,356	
REVENUE						
4080 Hotel Occupancy Tax Revenue	240,000		252,000		265,000	
4095 Interest Earned	2,000		300		2,000	
TOTAL REVENUE	242,000		252,300		267,000	
TOTAL FUNDS	875,894		878,081		909,356	
Less Reserve for Future Visitor Center	497,550		558,050		624,800	
TOTAL FUNDS AVAILABLE	378,344		320,031		284,556	
Promotional (minimum 15%)						
5500 Advertising - Marketing Program	<u>\$99,883</u>		<u>\$100,000</u>		<u>\$100,000</u>	
Total Advertising - Marketing Program	\$99,883		\$100,000		\$100,000	
5551 Advertising - ArtsFest	\$38,830		\$37,655		\$38,985	
5556 Advertising - SFC	\$41,900		\$41,900		\$41,900	
5651 American Indian Heritage Pow Wow	\$27,000		\$18,000		\$0	
American Indian Heritage Pow Wow - 2nd	\$27,000		\$9,000		\$0	
new JDRF One Walk	\$0		\$0		\$10,000	
5554 Donkey Dash	<u>\$12,000</u>		<u>\$0</u>		<u>\$0</u>	
Total Advertising - Events	\$146,730	60.63%	\$106,555	42.23%	\$90,885	34.04%
Sub-total Promotional	\$246,613		\$206,555		\$190,885	
Arts Commission (maximum 15%)						
5551 Sunset Valley Arts Commission-Arts Fest	31,500		34,845		37,930	
5649 Youth Event in conjunction with POWWOW	3,000		3,000		2,120	
sub-total Arts Commission	34,500	14.26%	37,845	15.00%	40,050	15.00%
Future Visitor Center-Reserve	60,500	25.00%	63,075	25.00%	53,621	20.08%
re: 351.101 a(1) & 5 (25% of revenue)						
TOTAL EXPENDITURES	341,613		307,475		284,556	
Excess/Deficiency	36,731		12,556		0	
Reviewed by Finance 7-21-2016 Mayor's Budget 8/12/2016						

MARKETING ACTIVITY DESCRIPTION 2016-2017		Detail	FY16-17 BUDGET
NO.			
1	Print. Purchase ad space in local/regional newspaper(s).	Community Impact Southwest - ½ page ads rate: \$2,045/ad Neighbors of Circle C - ½ page ads rate: \$963/ad	\$15,000
2	Creative Design Services. Contract for creative design and project management services. Creative design for print and radio ads. Typical expenses: Holiday, Spring and Back to School Print Ads; Radio concept development and production; update to Shops Brochure/Maps, stock image purchases and project management.	Work Order with White Hat, formerly Marketing Matters, to be presented to Council for consideration in October.	\$18,000
3	Radio. Cost of to purchase air time with targeted radio during Holiday, Spring, and Back to School seasons. Line items does not include cost for creative services related to radio ads.	Holiday : \$15,000 Spring: \$15,000 Fall Back to School: \$15,000	\$45,000
4	Map/Brochure. Update and print map/brochure of the shopping area to be distributed at Holiday and City Hall Kiosk (and new for FY 2016 the SFC Farmers Market)	Reprint. 4 1/4 x 11, 8-panel brochure	\$2,500
5	On line Advertising. Propose online digital campaign GEO targeted to south Austin Zip codes and target demographic. Cost includes Digital strategy/placement Back to Aschool	Digital campaign Spring and Back to school	\$10,000
6	NEW PROJECT: Utilize geofencing and device ID targeting to promote Sunset Valley during non peak seasons.	Capturing device IDs, development of creative, deployment of creative to target audience, goal of driving traffic during non peak seasons.	\$10,000
7	NEW PROJECT: Promotional tie-ins to holidays and causes, such as October - Pink - Breast Cancer Awareness and mobile mammogram (as an example)	Development – Creative and Production/media tie-in	\$10,000
Marketing Matters Work Order Total Budget			\$110,500
8	Promotions. Funding for just in time and incidental advertising for promotional events, as available through the year. Past Examples: Capital City Marching Festival, Big Concert Sponsorship, and Radio Remotes. Does Not include Holiday Kickoff Event.	Capital City Marching Competition - \$750 Ground Water to Gulf Conference - \$1,500 Team Sunset Valley JRDF T Shirts	
Total Marketing Budget			\$113,500

Reviewed by Finance Committee 7/21/2016

Advertising Notes from Susan:

Paid Media (\$24,000):

We have typically used a budget of around \$23K for advertising. For some reason, the budget in 2016 was lowered to \$20K. I recommend getting the expense back to the previous year's budget and add \$1,000 to accommodate the newly added street banner and increasing media costs. The increasing media costs, means that year after year, we're already getting a little less coverage in the market. The ArtFest advertising is a strong promotion for the City of Sunset Valley and the hope is to continue buying high exposure media such as Radio and TV, but we'll need a little more budget to do that.

Advertising Production (\$4,000):

In 2016, we recorded video footage of ArtFest in hopes of creating a new TV spot in 2017. Development of the new TV spot will take a little more budget.

Operational Notes from Michelle:

Some detail on the budget items that will be increased from 2016 to 2017.

Tents/chairs/tables:

Increase due to more tents (4) total – backstage, two at main stage area, additional at kids area for covering

Hard perimeter now a safety requirement:

Bike rack setup and increase fees this year for the pickup part of the contract

Stages/sound equipment:

We need to pay (this year) for the kids stage which has been free for years and we need to allocate funding for it in 2017

We have also been getting a discount from the sound guys for the last few years and need to pay the normal charge this year

Labor:

Added another 2 people for day before set up

Parking:

We had to add another person to the group this year and add on a couple of hours overall so they are there from 6 a – 5 plus more cones rental (in addition to what COSV has) since police wanted more this year. Add in time for supervisor to come to meeting with police.

Shirts/Bags:

200 shirts for this year, no hats included (we paid for this out of overage from last year's budget)

Sunset Valley Arts Commission Budget Proposal FY 2016-2017

Executive Summary

The SVAC produces multiple art and cultural events to benefit the City and attract visitors. ArtFest (funded by Hotel Occpancy Tax funds), the largest event, celebrates its 11th year in 2017. The first festival held on the grounds of City Hall had 12 vendors. It has grown into the largest event the City does drawing approximately 7,000 attendees and 70 vendors in 2016. This event involves the Arts Commission, Mindful Marketing and Golden & Co. media and production teams, Public Works, the Police Department, City staff, community volunteers, and our corporate partners Home Depot and Holiday Inn Express, our source for HOT funds. Each year the SVAC produces several other community events such as World Art and Culture, Art Workshops, Concerts, Lectures, and Movie Night funded by the General Fund.

Cities can use up to 15% of HOT funds for the Arts. The SVAC utilizes this portion of the HOT fund (351.101.4) for the operational costs to produce ArtFest. Cities can use a larger portion of the HOT fund for promoting their city, events, and its lodging. ArtFest promotion costs utilize this part of the HOT fund (351.101.3) for advertising the event.

Many Texas cities depend on a Chamber of Commerce to advertise and support businesses in their community. We do not have that in Sunset Valley and currently rely solely on HOT funds. Our committees/commissions and outside entities fill this gap for Sunset Valley.

Sunset Valley Arts Commission Proposals

11th Annual ArtFest 2017

ArtFest has always been held at the end of April and is up against other established major events in the Austin area. Promotion of the event is extremely important. It has taken years to build our reputation as the most family friendly and fun event to attend. We are praised for our musical line up and proud to have many artisans and attendees returning year after year. Comments from vendors:

~We love your festival and look forward to next year.

~Vendor care! The courteous and happy staff that helped unload our truck quickly was awesome. Also, the periodic offering/delivery of water AND snacks was wonderful. Finally, the 100% cotton t-shirt was a cherry on top! I felt very welcome and appreciated. Better than any other show I've experienced. Well done.

~I love how generous SV is to residents and to the children in attendance, with free activities and music.

~Lots of good customer traffic....people attending

SVAC is supported by both the HOT fund and the General fund we are proposing the following for FY 2016-2017 support:

HOT fund Arts (351.101.4)	\$38,810
HOT fund Advertising (351.101.3)	<u>\$38,985</u>
Total ArtFest Funds	\$77,795

Community Art Events FY 2016-2017

SVAC will produce up to four community art events in FY 2016-2017. Activities may include, but are not limited to, a music concert, art lectures, movies, featured artist displays, sculpture show, art workshops, and cultural events for the benefit and enjoyment of our citizens.

General Fund	\$8,100
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General Fund

Community Event Budget Budget Request FY 2016/2017

July 1, 2016

Up to 4 Events Total

Budget from general funds

Operation Budget \$8,100	
Professional fees (teachers, muscians, etc.)	3,500
Refreshments	2,000
Printing/Materials	500
Equipment rentals	1,100
Supplies & Decorations	1,000
Sub- Total	\$8,100



City of Sunset Valley
3205 Jones Road
Sunset Valley, TX 78745
P: 512-892-1383
F: 512-892-6108
www.sunsetvalley.org

Attached is the application for Hotel Occupancy Tax Reimbursement Grant funding for your special project or event.

We would like to fund all applications; however funding is selective and is based on the application you submit. It is critical that you complete the application in its entirety. Please contact me if you have questions. Thank you for your application and we wish you much success with your event/project.

Sincerely,

Rae Gene Greenough
City Secretary/Accountant

Local Hotel Occupancy Tax (HOT Fund) Use Guidelines & Reimbursement Grant Application

This packet was designed to establish guidelines to apply universally to all events and activities requesting support from The City of Sunset Valley's Local Hotel Occupancy Tax (HOT Fund).

The use of HOT Fund revenue is limited to expenditures that meet the following two-part test:

First, every expenditure must *directly* enhance and promote tourism and the convention and hotel industry. In other words, the expenditure must be likely to attract visitors from outside Sunset Valley into the city or its vicinity. If the expenditure is not reasonably likely to accomplish this result, it will not be funded by HOT Fund revenues.

Second, expenditures must fit into one of six statutory categories shown below.

Expenditure Categories.

1. Funding the establishment, improvement or maintenance of a convention center or visitor information center.
2. Paying the administrative costs for facilitating convention registration.
3. Paying for tourism-related advertising and promotion of the city or its vicinity.
4. Funding programs that enhance the arts.
5. Funding historical restoration or preservation programs.
6. Sporting events which majority of participants are tourists in cities located in a county with a population of a million or less.

Rules Governing your Application:

1. The applicant must present reasonable evidence that the expenditure or event will increase overnight stays in Sunset Valley that are consistent with the level of HOT revenues requested.
2. *Example: the event is multi-day, 400 of the participants will travel more than 100 miles and 125 participants will stay in Sunset Valley lodging.*
3. For any applicant applying for HOT funds to advertise an event, these funds focus on targeting visitors outside of Sunset Valley.
4. The applicant must ensure that Sunset Valley hotels, motels and B&BS and their current contact phone number, email and/or website are listed on any information you provide to registrants, vendors/event attendees, including event websites.
5. Also all Sunset Valley hoteliers must be made aware of the event, have access to mailing lists, and have sufficient time to participate in the bidding process for both primary bookings and overflow. The Sunset Valley encourages all grant recipients to patronize Sunset Valley businesses for *food*, supplies, materials, printing, etc.
6. If the request is for cooperative advertising support, the City Administrator must approve the final advertising copy for appropriate representation of the City of Sunset Valley one (1) week before the ad or publication's print deadline.

Post-Event Report:

After the funded event/project is complete, the contact name on the application or a designated representative will be expected to present a follow-up report. It is the responsibility of the event organization/representative to monitor the number of out-of-town guests who stay in Sunset Valley's lodging properties. An event survey is recommended.

The Reimbursement Process:

After the application has been approved by the Sunset Valley City Council, the application expenditure items that were approved to be used for HOT revenues need to be paid for in full. Proof of payment of each item should then be submitted to the City Administrator before a single reimbursement check will be issued.

HOT Fund Grant Application

7/1/2016

Event Date: April 22, 2017 (tentative)

Request From: Sunset Valley Arts Commission, 3205 Jones Road, Sunset Valley, 78745

Contacts:

John Frick, Chair, johnfrick@austin.rr.com

cell: 512 560 8233 home: 512 382 6353

Karen Medicus, Secretary, kmedicus@austin.rr.com, Karen.medicus@aspca.org

cell: 512 970 1791 home: 512 382 6353

Organizaton and Purpose: We are not an organization but a commission appointed by the City Council of Sunset Valley. Our purpose is to serve in an advisory capacity to assist and make recommendations to Council and department heads, to research, develop, implement, and evaluate policies, programs, and projects related to the Arts, and in particular encourage and promote tourism in the City of Sunset Valley.

Event and Expenditure Description: Sunset Valley ArtFest, www.sunsetvalley.org

Expenditure dates: October 2016 – May 2017

Which expenditure category from page 2 is most relevant to your project/event? 3 & 4

How will funds be used to promote hotels and overnight stays: We negotiate a discounted room rate with the Holiday Inn Express for the event. Artists participating in the event come from various locations. The hotel logo is on all our promotional materials and we advertise the special room rate.

Location: The event is held on the triangle land and the AISD parking lot portion rented by the City of Sunset Valley

Event History: We have held this event for 10 years and have added additional activities over time including grant funding from the state of Texas to support our music lineup. Each year the festival grows. It is now the largest event produced by the city drawing over 7,000 people to Sunset Valley. The Sunset Valley Arts Commission coordinates with several city departments and local businesses on the event. This family oriented fun day for all ages has become an established event drawing people to our city year after year.

Attendance and Hotel Use:

We expect approximately 8,000 people to attend the 2017 ArtFest including approximately 200 Sunset Valley residents participating as attendees and/or vendors.

We block 10 rooms at the Holiday Inn Express and include their logo on our promotional materials.

Funding Request:

New safety requirements for a hard perimeter, traffic flow , and parking increased production costs.

\$38,810 from Arts portion of the HOT Fund (351.101.4)

\$38,985 from the Advertising portion of the HOT Fund (351.101.3)

\$77,795 Total HOT Fund Request

Past Funding for same event 2016: \$72,500 Total

Future Request for 2017 estimated at: \$77,795

2016 SUNSET VALLEY ARTFEST

June 8, 2016

ARTFEST GENERAL FUND	Budget	Actual	Balance	Proposed '17
Income - booth sales, shirt sales <i>*Proposed 2017 Income = 65 booths @\$60 plus shirt sales</i>	3,600.00	4,307.00		4,250.00
Expense - Tent/tables/chairs <i>*Proposed 2017 tent/tables/chair total = \$5957, the balance of \$1850 is included in Operation Budget</i>	-3,984.00	-3,784.00		-4,250.00
TOTAL:	-384.00	523.00	523.00	0.00

Budget from Arts HOT fund - 351.101.4

Operation Budget	Budget	Actual	Balance	Proposed '17
Music	15,145.00	13,050.00		14,500.00
Production Manager	2,500.00	5,650.00		5,650.00
Stage equipment & engineers	7,500.00	6,700.00		7,700.00
Onsite entertainment (Balloon, Emcee)	1,000.00	900.00		1,000.00
Installation for Art Seen tents/Kids Tent	2,000.00	1,600.00		1,600.00
Austin Outhouse	900.00	755.00		800.00
Dumpster	250.00	222.00		250.00
Refreshments	250.00	250.00		250.00
Hotel Rooms	350.00	203.00		210.00
Misc On Site Labor	900.00	990.00		1,200.00
Police	2,000.00	1,535.00		1,500.00
Overnight Security	600.00	300.00		300.00
Acadian EMT	400.00	389.00		400.00
Star TX Labor	800.00	700.00		900.00
Parking Management/Radios	0.00	1,657.00		2,300.00
Misc supplies/Truck Rental	250.00	250.00		250.00
Tent/tables/chairs (see above)				1,850.00
TOTAL:	34,845.00	35,151.00	-306.00	38,810.00

Budget from Advertising HOT fund-351.101.3

Advertising Budget	Budget	Actual	Balance	Proposed '17
Paid Media	20,300.00	23,032.00		24,000.00
Advertising Production	3,600.00	2,859.00		4,000.00
Advertising Management	11,300.00	7,350.00		7,350.00
Videographer	0.00	600.00		0.00
Shirts and Bags	0.00	0.00		1,400.00
Printing	700.00	577.00		600.00
Fast Signs	940.00	1,400.00		820.00
Warren décor	700.00	700.00		700.00
Motorblade	115.00	115.00		115.00
TOTAL:	37,655.00	36,633.00	1,022.00	38,985.00

2016 Final	1,239.00	\$77,795.00
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2017 Budget Request Difference from past budgets

-\$5,295.00

2017 Sunset Valley Artfest Production

Timeline

Date of Show: April 22, 2017 (tentative)

2016

- July
- Get dates confirmed with AISD and City/Arts Commission
 - List new dates on website and social media
 - Recap
- September
- Confirm new budget
 - Update Social media and website with new date
 - Send new dates to media
- October
- Review basic items for 2017 show
 - Review music options and talent
 - Confirm promo rates with Holiday Inn and block out rooms/link
- November
- Confirm Art Build with Carolyn
 - Update registration forms
 - Get postcards made and distribute to area and arts commission
 - KT and music reviews/costs
 - Deliver postcards for artist call/post on websites/send to media for print
 - Add sponsor logos to items as needed
- December
- Update FB page with vendor information
 - Send email to main vendor database with copy of registration form
 - Get with Sara Wilson at City for dates to have for City Council approval on TCA grants
 - Get with KT on TCA grants/Sara and music bids
 - Send information to bi-monthlies for 2017 dates
 - Start calls on food trailers

2017

- January
- Call to artists postings - online calendars & art spaces
 - Send Media Alert for call for artists to paper
 - Send listings to monthlies for event date/time
 - Send to monthly publications event listings/dates
 - Confirm music acts and fill out grant applications with TCA
 - Order tents, potties, police, check on shirts/caps,
 - Call Food vendors and get new ones - work w/Farmers Market
 - TCA grant information to Sara for City Council meeting
- February
- Calendar listings
 - Finalize advertising plan & place media
 - Finalize acts for street vendors and face painter
 - Set up Med Tech EMS
- March
- Event programming confirmed (entertainment, layout, activities, food)

	<ul style="list-style-type: none"> Check decoration inventory Print posters, flyers, shirts Design posters Confirm tents, chairs, toilets, radios Submit for event listings & pr Produce tv & radio commercials, print ads Order addtl. signs needed Reminder for vendor deadline for forms
April	
1-Apr	<ul style="list-style-type: none"> Create site layout Vounteer and staffing plan Separate flyers to SV Elementary Order extra A frames and signs
8-Apr	<ul style="list-style-type: none"> Posters, flyers to retailers, motorblade, etc. Confirm volunteers and staff
11-Apr	<ul style="list-style-type: none"> All Registration closes
13-Apr	<ul style="list-style-type: none"> Vendor Assignments Get vendor map updated
15-Apr	<ul style="list-style-type: none"> Send emails to vendors on space and details/new map Advertising begins
19-Apr	<ul style="list-style-type: none"> Mark site and vendor booths
21-Apr	<ul style="list-style-type: none"> Set up stages, bathrooms delivered, set up entrance Rooms available for Holiday Inn promo
22-Apr	<ul style="list-style-type: none"> Event 9am - 4pm Music stops 3 pm Load out 4 pm Tents/Chairs picked up
23-Apr	<ul style="list-style-type: none"> Toilets picked up Finalize outstanding details
May	<ul style="list-style-type: none"> Make sure all invoices paid and event summaries completed Send in TCA grant summaries Recap event

Local Hotel Occupancy Tax (HOT Fund) Grant Follow Up Report

7/1/2016

Sunset Valley Arts Commission

3205 Jones Road

Sunset Valley, TX 78745

Sunset Valley ArtFest

April 23, 2016

Triangle and parking lot of AISD

2016 Request: \$72,500

2016 Received: \$72,500

Funds were used to produce and advertise the 10th annual Sunset Valley ArtFest

Event Funding Information:

1. Actual % of funded event costs covered by HOT funds: 100%
2. Actual % of facility costs covered by HOT funds: n/a
3. Actual percentage of staff costs covered by HOT funds: 100%
4. If staff costs were covered, estimate of actual hours staff spend on funded event: 530 hours
5. Did the event charge admission? NO Was there a net profit from the event? NO

Event Attendance Information:

1. How many people did we predict would attend? 11,000
2. Estimate of actual attendance? 8,000 – 11,000 Sunset Valley Residents: 200
3. How many room nights were generated by attendees of this event? 2 actual
4. Room block held for event: 10
5. Rooms picked up: 1

Event Promotion Information:

1. Actual costs used to promote this event: \$36,633
2. The Sunset Valley web page is where we link to vendor registrations and for promotion of the festival including information and photos from ArtFests. We also have a Facebook page, used Twitter, posted in online venues and with local media, and distribute posters via Motorblade all over town.
3. We negotiated a special rate for a block of 10 rooms.

Additional Event Information:

Home Depot is a Sunset Valley business supporting the ArtFest each year with supplies and materials. Home Depot is also a big part of our “art maker” part of the event providing work benches, art projects, plants, children work aprons, staffing, and more for a fun interactive experience for all ages. We purchased event materials from Art Seen Alliance.



2016 10TH ANNUAL
Sunset Valley
Art Fest

SATURDAY
APRIL 23 9AM
4PM

SUNSETVALLEY.ORG/ARTFEST
TONEY BURGER CENTER
NEXT TO THE SFC FARMERS' MARKET

The poster features a stylized sun with orange and white rays rising over a green hill. In the foreground, there are silhouettes of festival tents, people, and a dog. The text is arranged in a clear hierarchy, with the event name at the top and the date, time, and location at the bottom.

Sunset Valley ArtFest

APRIL 23, 2016 9AM-4PM

OUTSIDE THE TONEY BURGER CENTER

NEXT TO THE SFC FARMERS' MARKET

AT SUNSET VALLEY

ARTISTS MARK YOUR CALENDARS!



Registration for the 2016 Sunset Valley ArtFest hosted by the City of Sunset Valley Arts Commission is open. This event is an all day celebration of the arts with live music, food, and kids activities. Boost your art sales by getting in front of 3,000 to 5,000 expected shoppers.

To apply, go to SunsetValley.org/artfest or call **512-892-1383**.

All work must be created by the artist, such as original paintings, sculpture, woodworking, photography, jewelry, fiber arts, etc.



April 8, 2016

MEDIA ALERT

10th Annual Sunset Valley ArtFest

ArtFest celebrates the festival with live music with two stages including Beto and The Fairlanes, Warren Hood Band, Kupira Marimba, Joe McDermott, Biscuit Brothers and more

Who/What: It is the 10th Annual Sunset Valley ArtFest this year for 2016 – a FREE event with over 70 local artists, food vendors, plus live music on two stages and kid’s activities

The Sunset Valley ArtFest is a large-scale community event that hosts many Central Texas artisans, displaying various forms of art such as paintings, music, jewelry, crafts, local foods, and much more. Live music from local artists will be played throughout the day on a Main Stage and Kid’s Stage. This year’s live music line-up features acts such as: Beto and the Fairlanes as headliner on the Main Stage with Kupira Marimba, Warren Hood Band, and the Gorzycki Middle School Steel Drum Band kicking things off. On the popular kid’s stage are Joe McDermott and then the Biscuit Brothers.

The ArtFest, which was started by a group of citizens from Sunset Valley, TX, now attracts an audience of 5,000 annually and has grown into a fun family affair. Kids and adults can be entertained with balloon makers and face painters, along with a special kid’s area and music stage.

Live Music Schedule:

Main Stage – Gorzycki Steel Drum Band (9:00am – 10:00am)
Warren Hood Band (10:30am – 11:45am)
YMCA Youth Dancers (12:00pm – 12:15pm)
Kupira Marimba (12:30pm – 1:45pm)
Beto and the Fairlanes (2:00pm – 3:15pm)

Kid’s Stage- Joe McDermott (10:00am – 11:00am)
Biscuit Brothers (11:30am – 12:30pm)

When: Saturday, April 23, 9am – 4pm

Where: Next to the SFC Farmers Market at Sunset Valley, outside the Toney Burger Center: 3205 Jones Road, Sunset Valley, TX

The Sunset Valley ArtFest is sponsored by the City of Sunset Valley Arts Commission.
For more info go to www.sunsetvalley.org/artfest

A portion of the funding for Sunset Valley ArtFest provided by a grant from the Texas Commission on the Arts.



Media Contact: Michele Golden/Golden & Co. michele@goldenandco.com 713.252.6464 c

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Sunset Valley ArtFest Media Summary
June 16, 2016

Type of Coverage	Date	Media Outlet	Coverage Description	Link (if available)	Photo
Artist spotting	N/A	anniesartistlookbook.com	Natalie Richardson Artero spotting at ArtFest	http://www.anniesartistlookbook.com/2016/06/nat-rich-art.html	N/A
Calendar Listing	23-Apr	Do512.com	Sunset Valley ArtFest 2016	http://do512.com/events/2016/4/23/2016-sunset-valley-artsfest	Flyer
Calendar Listing	23-Apr	Sun Radio	Sunset Valley ArtFest 2016	http://sunradio.com/2016/03/30/10th-annual-sunset-valley-artfest/	Flyer
Calendar Listing	23-Apr	Austin Relocation Guide	Sunset Valley ArtFest 2016	http://www.austinrelocationguide.com/Calendar/index.php/name/2016-Sunset-Valley-ArtFest/event/8367/	Flyer
Calendar Listing	23-Apr	Fairsandfestivals.net	Sunset Valley ArtFest 2016	http://www.fairsandfestivals.net/events/details/sunset-valley-artfest-2016	N/A
Calendar Listing	23-Apr	Austin 360	Sunset Valley ArtFest 2016	http://thingstodo.austin360.com/austin_tx/events/sunset-valley-artfest-2016-/E0-001-092290659-5	N/A
Calendar Listing	23-Apr	Austin Monthly	Editor's Pick: Sunset Valley ArtFest 2016	http://www.austinmonthly.com/AM/Calendar/index.php/name/Editors-Pick-Sunset-Valley-Art-Fest/event/19970/	N/A

June 16, 2016

Sunset Valley ArtFest Media Summary
 June 16, 2016

Calendar Listing	23-Apr	allevents.website	Sunset Valley ArtFest 2016	http://allevents.website/in/austin/2016-10th-annual-sunset-valley-art-fest_8336670	Flyer
Calendar Listing	23-Apr	har.com	Sunset Valley ArtFest 2016	http://www.har.com/2016-sunset-valley-artfest/event_E0-001-089300329-9	N/A
Calendar Listing	23-Apr	austin.culturemap.com	Sunset Valley ArtFest 2016	http://austin.culturemap.com/eventdetail/sunset-valley-arts-commission-artsfest-2016/	Flyer
Calendar Listing	23-Apr	texaskidsguide.com	Sunset Valley ArtFest 2016	http://www.texaskidsguide.com/calpopup.php?id=11073&regionid=71	N/A
Calendar Listing	Vol 8, Issue 10: Jan 28- Feb 24	Community Impact	Sunset Valley ArtFest 2016	http://communityimpact.com/wp-content/uploads/2015/06/SWA-2016-01.pdf	N/A
Calendar Listing	23-Apr	Austin Monthly	Sunset Valley ArtFest 2016	http://www.austinmonthly.com/AM/Calendar/index.php/name/Editors-Pick-Sunset-Valley-Art-Fest/event/19970/	N/A
Calendar Listing	April 2016 Newslett er	Creative Arts Society newsletter	Sunset Valley ArtFest 2016	http://creativeartsociety.org/wp-content/uploads/CASApril2016Newsletter.pdf	Flyer
Calendar Listing	April 22- 24	KXAN - via Free Fun in Austin	Sunset Valley ArtFest 2016	http://kxan.com/2016/04/22/free-fun-in-austin-for-weekend-of-april-22-24/	N/A

June 16, 2016

Sunset Valley ArtFest Media Summary
June 16, 2016

Calendar Listing	23-Apr	lone-star.net	Ken's stuff to do in and around Austin	http://www.lone-star.net/austinstufftodo.html	N/A
Calendar Listing	23-Apr	Statesman	Things to do on Saturday, April 23	http://www.statesman.com/news/events/things-to-do-saturday-april-23/nq8GB/	Phot
Calendar Listing	23-Apr	papasanproperties.com	This Weekend in Austin	http://austin.papasanproperties.com/blog/this-weekend-in-austin/	N/A
Calendar Listing	April 2016 Issue	Austin Family	Sunset Valley ArtFest 2016	https://issuu.com/austinfam/docs/afm-2016-april-magazine	N/A
Calendar Listing - African Marimba meet-up	23-Apr	meetup.com	Sunset Valley ArtFest 2016 - African Marimba	http://www.meetup.com/learnmarimba/events/230209374/	N/A
Calendar Listing - Austin events in April 2016	23-Apr	realtyaustin.com	Things to do in Austin, TX - ArtFest	https://www.realtyaustin.com/things-to-do-in-austin-texas.php	N/A
Calendar Listing - bands	23-Apr	bandsintown.com	Sunset Valley ArtFest 2016	http://www.bandsintown.com/event/11860585-sunset-valley-artfest-austin-tony-burger-activity-center-2016?artist=Sunset+Valley+ArtFest	N/A
Calendar Listing - Brave Combo	23-Apr	timeout.com	Sunset Valley ArtFest 2016 - Brave Combo	https://www.timeout.com/austin/things-to-do/brave-combo-at-sunset-valley-artfest	N/A

June 16, 2016

Sunset Valley ArtFest Media Summary

June 16, 2016

Calendar Listing - Brave Combo	23-Apr	allevents.in	Sunset Valley ArtFest 2016	http://allevents.in/austin/brave-combo-at-sunset-valley-artfest/912450595537125	Flyer
Calendar Listing - Kupira Marimba	23-Apr	learnmarimba.com	Sunset Valley ArtFest 2016 - Kupira Marimba	https://learnmarimba.com/event/artfest-sunset-valley-kupira-marimba/	Flyer
Calendar Listing - Lisa Louder (artist)	23-Apr	lisaloudermilk.com	Sunset Valley ArtFest 2016 - Lisa Louder	http://lisaloudermilk.com/lisaloudermilk.com/shows.html	N/A
Calendar Listing - upcoming shows	23-Apr	stonestrowstudio.com	Sunset Valley ArtFest 2016	http://www.stonestrowstudio.com/upcoming-shows/2013/4/27/sunset-valley-artfest	N/A
Calendar Listing - upcoming shows for artist	23-Apr	elisaalvarado.com	Elisa Alvarado - artist at Sunset Valley ArtFest 2016	http://elisaalvarado.com/467030/upcoming-shows/	N/A
Calendar Listing - via bandsintown	23-Apr	etrigg	Sunset Valley Artfest 2016	https://etrigg.com/event/sunset-valley-artfest-beto-the-fairlanes-kupira-marimba-warren-hood-band-biscuit-brothers-joe-mcdermot/11884186/	N/A
Event Listing - Feb 1 thru Aug 31	Vol CIII, Number 2: Feb 16	Official Publication of the Texas Municipal League: Texas Town & City (TTC)	Sunset Valley ArtFest 2016	http://www.tml.org/p/TTCFebruary2016.pdf	N/A
Event Listing for Emancipet		Emancipet	Emancipet Out and About	http://epet.convio.net/site/MessageViewer?em_id=2621.0&dlv_id=8381	N/A

June 16, 2016

Sunset Valley ArtFest Media Summary

June 16, 2016

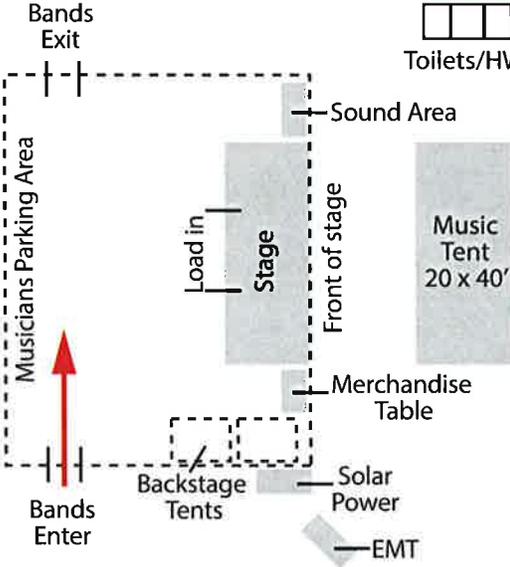
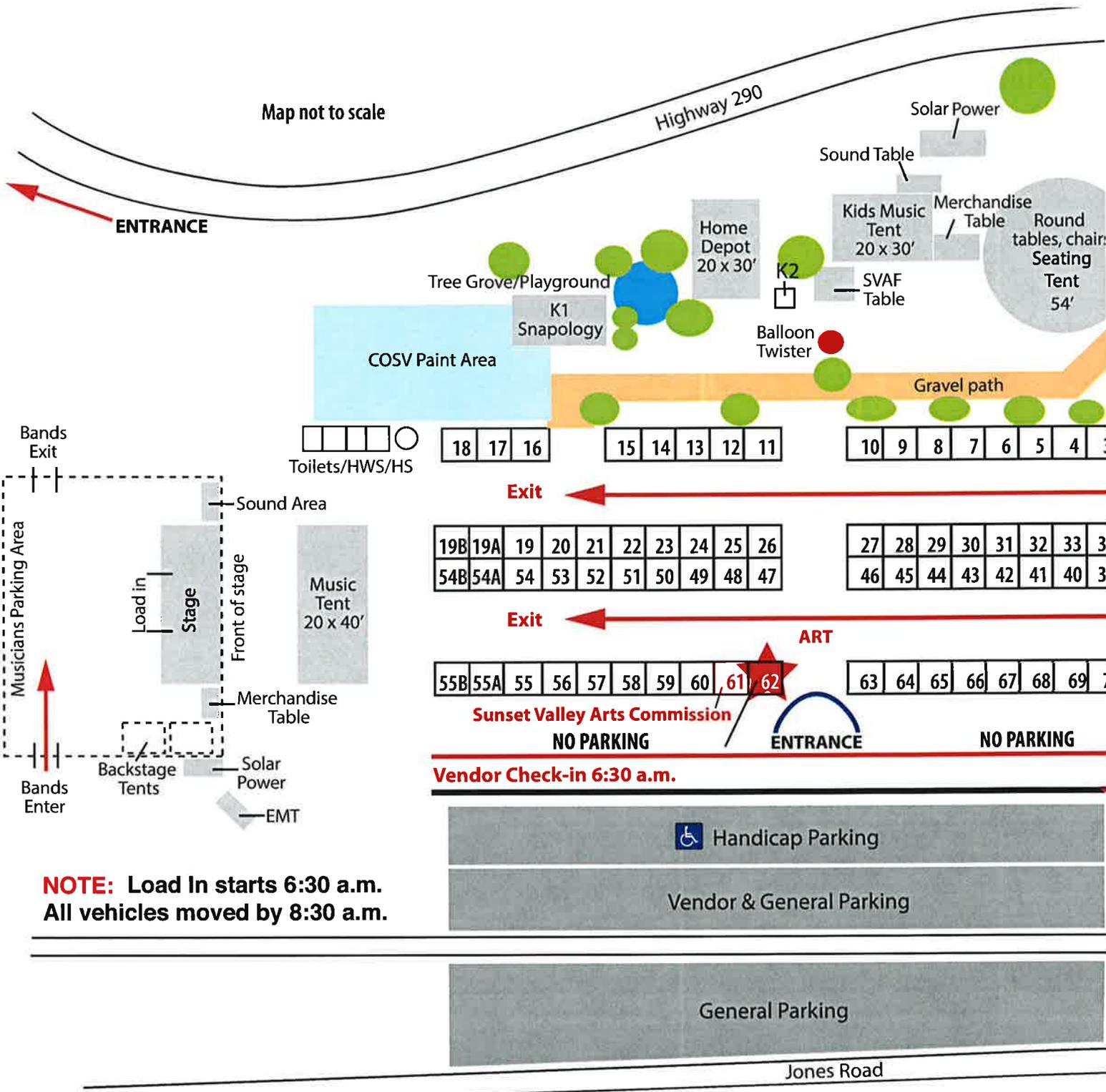
Listing - farmer and foodie events	April	jbgorganic.com	April farmer and foodie events	https://www.jbgorganic.com/blog/2016/04/april-farmer-and-foodie-events/	N/A
Listing - Kids and Family	23-Apr	Yelp	Sunset Valley ArtFest 2016	https://www.yelp.com/event/s/austin-sunset-valley-artfest-2	N/A
Listing - Linda Wandt's exhibitions	April	lindawandt.com	Linda Wandt - artist at Sunset Valley ArtFest 2016	http://www.lindawandt.com/index.php/about	N/A
Shout-out from artist	23-Apr	Instagram/Pictaram	Chris Long (@chrislongceramics) shows picture of him holding two cups at ArtFest 2016	http://www.pictaram.com/media/1234907852742545692_23035979	Phot
Shout-out from artist	23-Apr	Flickr and Instagram	Art.Science.Gallery: vendor at Sunset Valley ArtFest 2016	https://www.flickr.com/photos/artsciencegallery/26573194826 https://www.instagram.com/p/BEjZ7jjGw7u/?taken-by=artsciencegallery&hl=en	Phot
Shout-out from food vendor	23-Apr	Facebook @ClintstonesBBQ	Having a great time at the ArtFest	facebook.com/clintstonesbbq	Phot

June 16, 2016

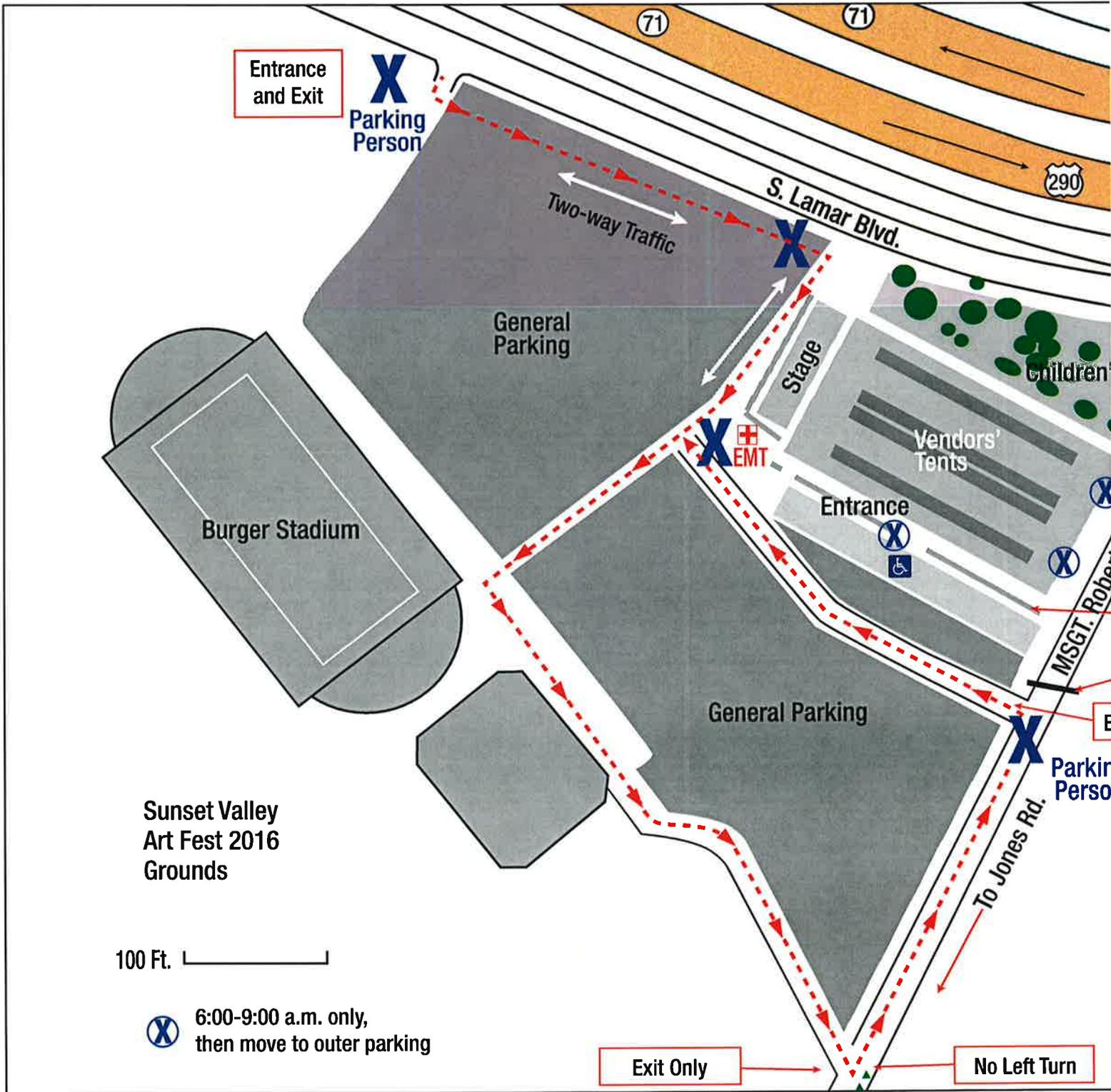
Local Hotel Occupancy Tax (HOT Fund) Grant Follow Up Report



Map not to scale



**NOTE: Load In starts 6:30 a.m.
All vehicles moved by 8:30 a.m.**



**SUNSET VALLEY
BOOTH ASSIGNMENTS 2016**

Booth #	Vendor Name	Booth #	Vendor Name
1A	Anthony Cohn/Stony Pizza	37	Kyle Gross/Stones Throw Studio
1B	Jessie Morin /Hand Helds	38	Jamie Fernandez/EarthArtAustin
1C	Clint Smith/Clints BBQ	39	Mary Lorenz/Practically Perfect Purses
1	Lawrence Nuwash/Heros Gyros	40	Julie Clawson/Shieldmaiden Designs
2	Lawrence Nuwash/Heros Gyros	41	Chris Long/Chris Long Ceramics
3	Table	42	Diane Barney/Plan B
4	Table	43	Kristen Juen/Kristen Saksa Juen
5	Christy Herbstreit/Nothing Bundt Cakes	44	Michiel Rushing/Master Pieces By Michiel
6	Table	45	Rick Loudermilk
7	Table	46	Lisa Loudermilk
8	Jim Moy /Jim Jims Ice	47	Carlos Estevez/Estevez Creations
9	Table	48	Kyle Ratzlaff
10	Table	49	Robin Stall & Ann Stall/Splashglass & Alamo City Creative Creations
11	Cynthia Haws/Sparkle Fingers	50	Bruce Bitter
12	Amber Dopita-Todd/Penoelope & Lou Candles	51	David Avila/Domestic Graphic Design
13	Kristi Standely	52	Robb McKenzie/Steampunk Pottery
14	Elisa Alvarado	53	Linda Wandt/Linda Wandt Fine Art
15	Angie Diaz/Angie Boutique	54	Glen Alexander/Glenspens
K1	Christine Napierkowski/Snapology	54a	Ashwara Pillai/Warli Art
K2	Denise Hodge/French Hair Braiding	54b	Open
16	Crawford Shortt/Willow Tree Works	55	James and Rosemary Barta/bARTa Art
17	Morgan McBride/Muggs Clay Studio	55a	Richard Leigh/Custom Swings & Things
18	Coleen Casey & Keegan Frick/Button Blvd	55b	Richard Leigh/Custom Swings & Things
19	Lorraine Bier/ Silken Nuances	56	Debbe Kucaj/Designs by Debbe
19a	Cynthia Simpson & Beth Stevie/CS Glass Fusions	57	Jane Caruso-Dahms/Fetching Fido Photography
19b	Natalie Richardson/Natrichart	58	Kaysha Mangum/Kuhdoo Soap Co
20	Brenna and Claire Eliaz & Darin Wood/ Darin Wood F	59	Sunset Valley Elementary
21	Christine Buendel/Three Hungry Racoons	60	Sunset Valley Elementary
22	Amber Bechtol/Natural Curve Creations	61	ARTS COMM
23	Dan Baker/Dan's Bird Feeders	62	ARTS COMM
24	Laura Haislip/Laurabead	63	Georges DuBussion/Dream Bijoux
25	Jan Pomeroy	64	Norma Maurer/Cathedral Windows
26	James Romero/Aloha SW Artistry	65	Lena Damvar/Pet Portraits by Lena
27	Chad Schaur and Tim Holder/TX Wood Hounds	66	Mitch London/Treeoflife Books
28	Justin Shudic/Shudic (bows)	67	Linda Mayer/Instant Enhancement
29	Leslie Kell/ Kell Creative	68	Dave and Connie Kosbab/PaPa's Stained Glass
30	Mindy Crow & Becky Murphy/Dirt Divas Pottery	69	Aileen Fitzgerald/Aileen Fitz Prints
31	Katy-rose Harris and Kathy Harris/Marvel Rose	70	Claudio Lopez/Athena Silversmith
32	Sarah McIntyre/Exaggerface	71	Carol Lyon/Carol Lyon Photography
33	Jamie Shelton/Archeo Modern Designs	72	Jacque & Eric Pederson & Peggy Cerna/Retired and Revived
34	Eliot Partridge/Art by Eliot		
35	Jedidiah Dore/Ink & Sword Stellar Science Series		
36	Victor Summers & Lotus McElfish/SummerFish Studios		

Sunset Valley Arts Commission- Committee List FY 2015-2016

City of Sunset Valley: 892-1383

Name	Phone Number (prefix 512)	Email address	Talent
John Frick, Chair	382-6353 H 560-8233 cell	johnfrick@austin.rr.com	Film prod director
Karen Medicus, Secretary	382-6353 H 970-1791 cell	kmedicus@austin.rr.com karen.medicus@aspca.org www.remembrancebeads.com	Lampwor
James Hart	516-1966	jameshart@austin.rr.com	Rock Art Pillow Ro
Erika Montero	596-6995 Cell	erika.c.montero@gmail.com	Interest r
Sasha Russell	619-1277	sashafree0@gmail.com	Interest i visual/co
Matt Young, Vice Chair	253-219-8000	matt@magneticbehavior.com	Animatio Design
City Council Liaison Walter Jenkins	459-3440 work 659-2901 cell	wjenkins@sunsetvalley.org waltutx@gmail.com	Council M
Wanda Reetz	328-6915 Home 773-0958 Cell	wreetz7@gmail.com	Chair Fie: Heart Bal
Cat Quintanilla, <i>Alternate</i>	788-1862 cell	stonecarvercat@gmail.com www.stonecarvercat.com	sculptor
Betty Dunn, <i>Alternate</i>	892-1155 H 633-4586 cell	bjdunnz@aol.com	Quilting,
Susan Seale <u>Production Manager, ArtFest</u> Michele Golden Show Coordinator Golden & Co. Events, Public Relations, Marketing 713-252-6464 cell www.goldenandco.com	413-5407 713-252-6464 cell	susan@mindfulmkt.com	Productio
Kim Moncus, Honorary Member	512-921-9567 cell	Kim.moncus@austinisd.org	Art Teach Elementa



Great Promise for American Indians

3710 Cedar Street #10
Austin, Texas 78705
512-371-0628

To: Rae Gene Greenough
City Secretary

From: Lois Jebo Duncan
Executive Director

Great Promise for American Indians is requesting \$3,000 for Red Voices in the Schools, for a program that this organization has provided to Sunset Valley Elementary fourth grades for many years. American Indian artists do a presentation about native culture and also do craft work with each individual classroom. The afternoon program is a mini-powwow demo for all students.

This year's annual event is the 25th anniversary of the Austin Powwow. We will have a grand group of artists available to work with your community's students.

Some of the artists will include Vanessa Jennings, a National Endowment for the Arts Fellow, as well as several nationally renowned authors, storytellers, dancers and drummers.

Our staff is available to answer any questions that the Council or Finance Committee might have.

School Program Request \$ 3,000

Lois Duncan
Executive Director



**SFC Farmers' Market at Sunset Valley
Advertising and Marketing, HOT Funds Proposal**

Proposed 2016-17 Budget

Description	Cost
Print, broadcast, outdoor media advertising	\$33,500
Printed materials: flyers, posters, etc.	\$4,000
Branding onsite: signage, banners, displays, etc.	\$4,500
Total	\$42,000



SFC Farmers' Market at Sunset Valley Advertising and Marketing, HOT Funds Proposal

2016-17 Case Statement

This past year, the SFC Farmers' Market at Sunset Valley has noted an increase in customers and in vendor sales compared to the previous year. We have enhanced our child-friendly offerings, updated our marketing and communications plan, and even gained some notoriety for celebrating National Farmers' Market Week with statewide elected officials on-site.

As we continue to refine and express the personality of this vibrant farmers' market as the family-friendliest and most accessible market in the area, we will expect continued increases in customers, sales, and overall satisfaction.

Specific focal points in the coming 2016-17 fiscal year, based on previous successes and newly developed resources, will include the following:

- SFC is committing additional staff resources to enhance our vendor recruitment and retention, which will ensure a varied and balanced vendor base. We added four new vendors to the roster this year and have several others in process.
- Total sales are on track this year to equal or surpass the previous year, with promising increases noted since initiating our directed marketing and communications plan.
- New to the SFC team is Betsy Boone, having started as Marketing and PR Manager in January. As a fulltime professional communications specialist, she is directing the investment of advertising dollars in a strategic manner, with improved efficiency and effectiveness. In addition to managing advertising, Betsy is leading the charge to create unique and inviting way-finding and informational branded signage for the Farmers' Market at Sunset Valley.
- In order to stimulate the family-friendliness of the market, we have dedicated time, effort, and expense to ensure weekly children's activities, high-quality musicians, and valuable partnerships that provide activities and events for all ages. The system for managing activities and events has been refined so SFC can continue this commitment.
- Community Outreach and Engagement staff at SFC are working through community partners such as schools and churches to actively promote the markets to a broad audience, including a growing number of Double Dollars customers.
- City of Sunset Valley HOT Funds have enabled SFC to leverage additional funding for operations and outreach, including support from USDA and from the City of Austin Health and Human Services Department.

- SFC has retained an experienced and dedicated team, who will continue working to improve the market. The team includes Brian Couser as Farmers' Market Coordinator, Farmers' Market Manager Matt Macioge, Andrew Smiley, SFC Deputy Director, whose focus is the Farm Direct program and SFC markets, and providing leadership and guidance as SFC Executive Director, Ronda Rutledge, acknowledging her 10th year with the organization in 2016.

SFC respectfully requests a continued investment by the City of Sunset Valley from the HOT Funds, in the amount of \$42,000 for promotions of the market through purchased broadcast and print media advertising, outdoor (billboard) advertising, grassroots marketing using flyers and posters, and brand-recognition efforts with signage and banners, according to the attached budget.

If we can provide any additional information, please contact Andrew W. Smiley, SFC Deputy Director, andrew@sustainablefoodcenter.org or 512-220-1080. We look forward to another successful year in partnership with the City of Sunset Valley.



then be submitted to the City Administrator before a single reimbursement check will be issued.

HOT FUNDS REIMBURSEMENT GRANT APPLICATION

Organization/Business Information

Today's Date: 6/21/16 Event Date: 11/13/16

Name of Organization/Business: JDRF (Juvenile Diabetes Research Foundation)

Mailing Address: 3420 Executive Center Drive, Suite 108

City, State, Zip Austin, TX 78731

Contact Name: Kelley Coffman

Contact Phone #: 512.343.0663 Contact Email Address: kcoffman@jdrf.org

Is your organization/business: Non-Profit Private/For Profit Tax ID #: 23-1907729

Purpose of your organization/business: JDRF is the leading global organization funding type 1 diabetes (T1D) research. Our strength lies in our exclusive focus and singular influence on the worldwide effort to end T1D. Millions of people around the world live with type 1 diabetes (T1D), a life-threatening autoimmune disease that strikes both children and adults. There is no way to prevent it, and at present, no cure. JDRF works every day to change this by amassing grassroots support, deep scientific knowledge and strong industry and academic partnerships to fund research.

Event or Expenditure Description

Please answer all items that apply to your request.

Name of your event/expenditure: JDRF One Walk

Website address of your event/expenditure: <http://walk.jdrf.org/Austin>

Date(s) of event/expenditure: 11/13/16

Which Expenditure Category from page 2 is most relevant to your project/event? 3

How will the funds be used to promote hotels and overnight stays in Sunset Valley? These funds will help in the marketing of the One Walk and promote Sunset Valley to the Central Texas community. The One Walk captures 5,000 plus participants from Texas and additionally host 250 volunteers and 30+ companies as sponsors. There is also a three month media campaign where our media partner, Fox 7, covers the event in Sunset Valley. Additionally, by promoting Sunset Valley via One Walk outlets, it will capture the 20,000+ donors who visit the website across the country to support the type one diabetic in their life.

Primary location of event/expenditure: Toney Burger Center

How many years have you held this event? 19

If previously funded, have additional activities been added or expanded? _____

If yes, please explain: _____

Attendance and Hotel Use

Number of total persons expected to attend this event/expenditure: 5000+

#Sunset Valley Residents 350 #Outside Sunset Valley Area, 4650

Approximate number of people attending/visiting the event that will stay overnight in Sunset Valley hotels, motels or bed & breakfasts? 120

List host hotel and hotels that currently have a block of rooms for this event:

Hotel	# of Rooms Blocked	Room Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____

How will you measure the impact of your event on hotel activity? We will work with the local hotel to determine the impact. With approved HOT funds, we will promote our attendees staying in the hotel the night before the event.

Required Documents

X Eight copies of completed application

X- see attached Itemized, detailed list of expenditures relevant for HOT Funds revenue use

X- see attached Advertising /Marketing Plan, including target audience

X – see attached List of Board of Directors with contact phone numbers

x- see attached Event planning time line, if applicable

x- see attached Schedule of activities relating to your event/expenditure

Funding Request:

Amount Requested: \$10000

Amount granted in past for same event or expenditure: \$ _____

Do you anticipate requesting a HOT Reimbursement Grant next year? If so, for what amount? Yes, \$10,000

SUNSET VALLEY – HOTELS

<u>Hotel</u>	<u># of Units</u>	<u>Location</u>	<u>Telephone</u>
Holiday Inn express	99	4892 US Highway 290 West	512-891-9500



City of Sunset Valley One Walk Partnership Proposal



JDRF is the largest funder of type 1 research in the world! While the organization funds more than \$100 million annually in promising and critical research around the globe, over \$25 million has been dedicated to research programs right here in Texas just since 2004 with more than \$8 million currently in the Texas T1D research pipeline. The mission of JDRF is to find a cure for type 1 diabetes through the support of research. Until the day when type one becomes type none, the organization is committed to helping people with the disease to live healthier lives with fewer complications.

Central Texas residents directly benefit from JDRF events and programs:

- Educated more than 16,000 Central Texas students at 23 schools about diabetes with the Kids Walk Program
- Care Kit Program- every adult diagnosed with T1D in Central Texas has the opportunity to receive a Care Kit filled with diabetes information, resources and tools
- Bag of Hope Program – every child diagnosed with T1D in Central Texas (approx. 300/year) is given a Bag of Hope filled with age appropriate reading materials, children’s books and toys as well as diabetes supplies
- A JDRF team member visits Specially for Children Medical Center every Tuesday morning to attend a special diabetes training class for newly diagnosed T1D’s
- JDRF provides scholarships for adults and families to attend Type One Nation, a JDRF community conference on living well with T1D
- JDRF has a niche local support groups reaching 500+ people impacted by T1D in Central Texas
- JDRF has a mentor program to connect newly diagnosed families with veteran T1D families
- Provides more than 200 T1D Toolkits with detailed resources for those living with diabetes
- JDRF is truly a resource to area endocrinologists and provides educational materials to serve the Central Texas community

CITY OF SUNSET VALLEY's support of JDRF will have a powerful impact on those living with T1D:

- 1.25 Million Americans live with T1D today; 5 Million are expected to have T1D by 2050
- Estimated 40,000 people diagnosed with T1D every year
- Trust: 80% of every dollar raised, goes directly to JDRF Research
- 84% of people living in the U.S. with T1D today are adults.
- \$14 Billion T1D-Associated U.S. Healthcare Cost
- People living with T1D are more likely to suffer from kidney failure, blindness, nerve damage, heart attack, stroke, and pregnancy complications.
- T1D is associated with an estimated loss of life expectancy up to 13 years
- JDRF International is a 501(c)3, non-profit organization (Tax ID: 23-1907729)

The Way We Do Business:

Trust

- JDRF is a non-profit run with for-profit business principles
- JDRF has more than 44 years of research and support with the T1D community
- Financially well run and efficient use of funds

Community

- MDs and PhDs on staff leading research
- Marketing staff to steward the JDRF brand and those of our partners
- Dedicated corporate development team and account managers
- 100 chapters and 6 international affiliates
- Over 300,000 US volunteers and over 12,000 volunteers from international affiliates

Impact

- JDRF is a catalyst and influencer in T1D research
- 1.9 billion in T1D research since JDRF began in 1970
- Driving evolutionary and revolutionary research from the lab to the patient

Your Sponsorship and Corporate Team Dollars at Work

RESEARCH PLAN

JDRF research focuses on therapies areas that are key to moving us toward a world without T1D:



Artificial Pancreas: systems that can automatically deliver more effective and precise insulin and multi-hormone therapy



Complications: therapies that prevent or better treat T1D-related damage such as eye and kidney disease



Encapsulation: cell replacement therapies in a protective device that can provide long-term relief from insulin therapy without the need for intensive immune suppression



Smart Insulin: novel insulins that can turn on and off in response to changing blood-glucose levels



Glucose Control: treatments that will improve the body's glycemic balance through innovative and personalized therapies beyond the use of insulin alone



Restoration: restoring the body's ability to produce insulin, which would represent a biological cure for T1D



Prevention: therapies that will keep individuals, especially those at higher risk, from ever developing T1D

RESEARCH FUNDING



CHAPTERS ACROSS ALL 50 STATES

6

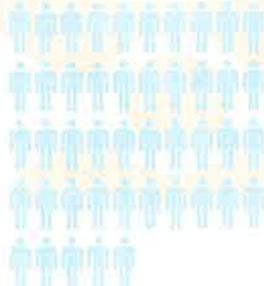
INTERNATIONAL AFFILIATES THROUGHOUT NORTH AMERICA, EUROPE, THE UK, AUSTRALIA AND THE MIDDLE EAST

17

COUNTRIES WITH ACTIVE JDRF-FUNDED RESEARCH PROJECTS

\$1.9 billion

TOTAL JDRF SUPPORT FOR WORLDWIDE T1D RESEARCH PROJECTS



JDRF is currently funding 45 human clinical trials

\$98 million

T1D RESEARCH FUNDED IN FY 2014

\$68 million

US-BASED RESEARCH FUNDED IN FY 2014

\$30 million

INTERNATIONAL RESEARCH FUNDED IN FY 2014



One Walk Corporate Partnership Opportunities

One Walk Sunday, November 13, 2016 Toney Burger Center, Sunset Valley | <http://walk.jdrf.org/AustinSunsetValley>

Schedule:

- 8 AM Registration & Walk Festivities/Exhibitors Open
- 10 AM Walk Begins
- 11 AM Walk Participants return from walk for festivities
- 12 PM Walk Festivities Conclude



As a JDRF corporate partner, you can help us create a world without T1D. There are many opportunities for companies to engage with JDRF One Walk. The One Walk features more than 5,000 walkers all from Central Texas and is the largest diabetes event in Central Texas.

Why One Walk?

- Walk for a world without Type 1 Diabetes (T1D); More than 900,000 people walk across the nation to raise research dollars- Approximately 5,000+ Central Texans walk at the JDRF One Walk
- JDRF Walks have raised more than \$1 Billion for T1D Research; Be a part of JDRF impressive goal to raise more than \$620,000 for necessary T1D Research
- One Walk is the largest diabetes event in Central Texas and the premier awareness and outreach event for T1D's
- Create brand awareness
- Instills constituent loyalty
- Makes emotional brand connection with constituents and employees
- Team unification
- Associate engagement
- Aligns with corporate responsibility goals
- Generates T1D awareness and funds and engages passionate volunteers

JDRF One Walk

Sunset Valley

- 19 years JDRF walk has been in existence in Central Texas
- 200 family & school teams in 2015
- 50 corporate teams in 2015
- Over 5,000 participants in 2015 in Sunset Valley
- More than \$560,000 dollars raised in 2015



SUNSET VALLEY

Texas

Marketing/Advertising Proposal:

With the approved funds, JDRF will provide the City of Sunset Valley the following benefits:

- Sunset Valley can promote Sunset Valley to the 5,000 plus participants and hand out information
- Sunset Valley referenced in any media interviews and outlets
- Targeted messaging to attendees and maximum exposure of logo/hyperlink directed to booth leading up to walk, including One Walk Day postcard, social media and email marketing to 5,000+ people
- Opportunity to appoint an executive to the JDRF One Walk Executive Committee
- Ten V1P Passes for City of Sunset Valley employees/executives/clients
- City of Sunset Valley logo and hyperlink displayed on the JDRF One Walk website reaching more than 20,000 people (through December 1, 2016)
- City of Sunset Valley logo on promotional Walk collateral distributed across Central Texas to local businesses and families*
- City of Sunset Valley recognized on signage at One Walk Start/Finish Line
- City of Sunset Valley logo on the back of the One Walk t-shirts (approx. 5,000+ t-shirts and limited to the first 8 commitments)*
- Access and Visibility to all JDRF Constituents (approx. 25,000+) and the 5,000+ walkers as a community leader in the fight against T1D- the largest diabetes event in Central Texas

Total Cash Investment: \$10,000

Total Marketing Benefit Value: \$20,000

One Walk Partnerships are 100% tax-deductible

**Print deadlines apply*

JDRF General Impression Statistics

Website 14,000 average monthly visits (57% new people)

Weekly Email 5,000 subscribers

Facebook 1000 impressions per day

Invitations approx. 6,000 for One Walk



SUNSET VALLEY *Texas*

Corporate Team Proposal:

City of Sunset Valley Corporate Walk Team

A corporate Walk team is an excellent team-building experience for your employees and generates positive public support for your company. You will receive support through JDRF liaisons, corporate mentors and our Walk Fundraising Tool Kit. We are with you every step of the way with our turn-key program.

Advantages of a having a corporate team:

- **Higher visibility & Networking.** Supporting the JDRF One Walk can enhance the reputation of your company throughout your community. Many companies print T-shirts for their walkers to wear at the event to showcase their company's involvement. Network and align with some of the top companies in the Central Texas region, such as: Jones Energy, Tokyo Electron and Schlotzsky's
- **Pride in company and team building.** Surveys show that more than 90 percent of employees feel proud of companies that support an important cause.
- **Leadership skills.** Volunteer work helps your employees develop and enhance leadership skills that benefit them on the job and at home. These skills include goal-setting, decision-making, problem-solving, time management, negotiation and networking. Identify key leaders as Team Captains.
- **Tangible and intangible benefits.** Using One Walk as an avenue to give back to the community can boost employee productivity, morale, job satisfaction and loyalty.
- **Employee health.** The JDRF One Walk is a great way to promote health and wellness to your employees.

To support the success of the City of Sunset Valley team, JDRF will provide the following:

- Logistic support for a V1P experience and memories
- One Walk "pep-rally" and information session to get teams launched
- Internal Campaign planning for effectiveness and strategy for minimal distractions and broad communications
- Provide T1D testimonies for Gong(s) presentations
- Fundraising ideas and materials
- Internal kick-off events, company One Walk team incentive prizes and events to encourage competition in fundraising efforts
- Fundraising Recognition and Incentives- see attachment

THANK YOU CITY OF SUNSET VALLEY FOR YOUR CONSIDERATION!



Here's where you can find us:

KELLEY COFFMAN

*Development Manager,
JDRF Austin*

e: kcoffman@jdrf.org

o: 512.343.0663

m: 512.825.9023

3420 Executive Center Drive
Suite 108
Austin, TX 78731

TIMELINE: EVENT DAY, JDRF ONE WALK SUNSET VALLEY

Executive Summary

The objective of the JDRF One Walk™ event day experience is to create an inspiring event that recognizes and celebrates our participants' fundraising achievements and connects them to JDRF's mission and the T1D community through:

- A standardized and consistent use of the JDRF One Walk **brand**
- **Mission** integration through event day messaging and activities
- **Recognition** and **stewardship** of top fundraisers, new teams, and people living with T1D

Timeline

Walk Day planning begins 10 – 12 months prior to your JDRF One Walk. Success is driven by having the right volunteers in place to partner with staff to execute many of the necessary pre-event timeline items:

10-12 months pre-event:

- Secure Experience Chair
- Develop recruitment plan for event day leads; begin committee recruitment
- Confirm Walk date, time, location; secure necessary permits

7 months pre-event:

- Complete recruitment of event day leads; hold committee orientation
- Develop list of companies to solicit for food and beverage donations; begin solicitations

6 months pre-event:

- Secure event day vendors (tents, porta-potties, tables, stage, sound system, etc.)
- Finalize Walk site layout and route

3 months pre-event:

- Secure opening ceremony speakers
- Determine event day volunteer needs, develop recruitment plan; begin recruitment
- Order materials required for centralized data processing

2 months pre-event:

- Register for centralized data processing training
- Submit request for certificate of insurance
- Place orders for start/finish arch and event day signage
- Develop execution plan for areas of stewardship and recognition

1 month pre-event:

- Complete recruitment of event day volunteers
- Create Walk Day stewardship plan
- Hold meeting at Walk site with Experience Chair and committee to review site layout and run of show
- Confirm final event day volunteer count; ensure all needs are met
- Upload finalized site map, site layout and walk route to event landing page in Luminate
- Place orders for event day identifiers and t-shirts

2 weeks pre-event:

- Hold in-person training with check-in volunteers; work with event day leads to ensure training plan is in place for all other event day volunteers
- Review Walk Day logistics with appropriate chairs, volunteers, staff, and site personnel (if applicable)
- Confirm arrival times with speakers, on-site vendors and sponsors
- Send confirmations to Walk Day volunteers
- Create Walk Day prep kits; distribute to staff and key volunteers

1 week pre-event:

- Meet as staff team to review Walk Day roles and responsibilities
- Review Walk Day inventory list; pack supplies
- Distribute stewardship plan to staff and volunteer leadership with portfolio of constituents to steward

1 day pre-event:

- Conduct sound check and any necessary rehearsals
- Run reports needed for check-in; make copies for CDP
- Site build

Volunteer Leadership and Support

Each Walk location requires an Experience Chair to support staff in executing the JDRF One Walk event day experience, including building a strong volunteer structure that includes identifying, securing and training event day leads and event day volunteers. Resources to support event day volunteer development are available in the resource section.

Budget

The goal of JDRF expenditures is to be as cost-effective as possible and rely on in-kind donors to achieve event goals. A majority of the elements on walk day are donated, such as signage, food, beverage, etc. If HOT funds are approved, it will be used for marketing of the event and to bring people to Sunset Valley. 80% of every dollar raised through the One Walk will support research initiatives.

Walk Day Basics

Each JDRF One Walk location should also include the following elements:

- **Quality Sound System:** One of the most critical components of the Walk Day experience is sound. Work with a professional A/V company to provide a quality sound system. Consult with your A/V partner to ensure you have enough speakers correctly positioned and placed high enough throughout your start/finish line and the area where tents and activities are located so music, announcements, and opening ceremony can be heard.
- **Opening Ceremony:** Scripts for markets with and without video screens is available on OneBrand.
- **Greeters:** Enthusiastic, knowledgeable greeters are a Walk Day necessity. Position greeters at all points of entry, outside of Check-In Tent and any other areas where walkers require direction. Also position cheerleaders along route(s) and at start/finish line as walkers depart and return.
- **T-Shirt Tent:** JDRF One Walk t-shirts are distributed at the T-Shirt Tent to walkers raising \$100 or more.
- **Check-In Tent:** Tent for pre-registered participants to turn in money. Tent is also used for non-registered walkers to register on site and to accept donations from others on Walk Day. Our goal is to capture the participant's name and email address at a minimum. Tent should be located as close to main entrance as possible. All JDRF One Walks use centralized data processing on event day. Please refer to the CDP manual for event day policies and procedures on revenue collection.
- **Volunteer Check-In Tent:** Location for volunteers to check-in and receive volunteer t-shirt. Providing food and beverages in this area is a nice addition that goes a long way in showing your volunteers how much you appreciate their work.
- **Food & Beverage Tent(s):** Area designated for food and beverages

- **Water Stations:** One station positioned approximately every half mile along walk route is recommended. Stations should also have glucose kits with glucose tablets and juice.
- **First Aid Tent:** EMS presence and First Aid Tent is required at all JDRF One Walk locations (tent should include additional glucose kits and first aid kit). In addition, once walk begins, route should be continually patrolled to assist walkers in need of medical support or transport to start/finish line (multi-person golf carts are ideal method of route patrol at most Walk sites).
- **Activities Area:** Activities should maintain an element of fun while also finding creative ways to incorporate the JDRF brand and mission. For mission-based activity ideas, please refer to activity area ideas on OnePlace.
- **Advocacy Tent:** Area for walkers to learn about the impact of JDRF's Advocacy program and become an advocate.
- **JDRF Information Tent:** Area to provide information about JDRF, research, and chapter activities and programs.
- **Sponsor/Vendor Area:** Designated area for vendors and sponsor booths. Please note:
 - **Ford Motor Company** (National New Family Sponsor): Ford receives complimentary vendor space at the Welcome New Families Tent at select JDRF One Walks (will most likely involve a Ford vehicle display). Chapters/branches will be notified directly by the corporate relations department if Ford is considering a display in their market.
 - **Lilly Diabetes** (National New Family Sponsor): Lilly receives a complimentary booth at the Welcome New Families Tent at all JDRF One Walks. Lilly reps will reach out directly to their local chapter/branch to request space; however, staff are welcome to reach out directly to their local Lilly rep if they have an existing relationship.
 - **TrialNet** receives complimentary onsite representation to conduct screenings at all Walks. A representative from your local TrialNet facility will reach out to secure their presence. Please provide a 10 x 10 tent with sides for privacy (unless TrialNet provides own tent), 2 8-foot tables and 4 chairs. Place tent in low traffic area to allow for privacy. If your market is selected for screenings, vendor fee should be waived per JDRF's agreement with TrialNet.

Site and Route Selection- Toney Burger Stadium, Sunset Valley

Location is one of the most important elements to increase participant satisfaction and have a successful JDRF One Walk event day. Consider the following factors when selecting a site:

- Site is easy to find and ideally well-known in the community
- Location is easily accessible and near highways and if applicable, public transportation
- Area has ample parking, flat space, and plenty of shaded areas
- Footprint of site allows for placement of needed elements (tents, route, stage, etc.) and required components:
 - Stage in same area as start/finish line
 - "Out and back" or "circular" walk route with start and finish in same location (at start/finish line)

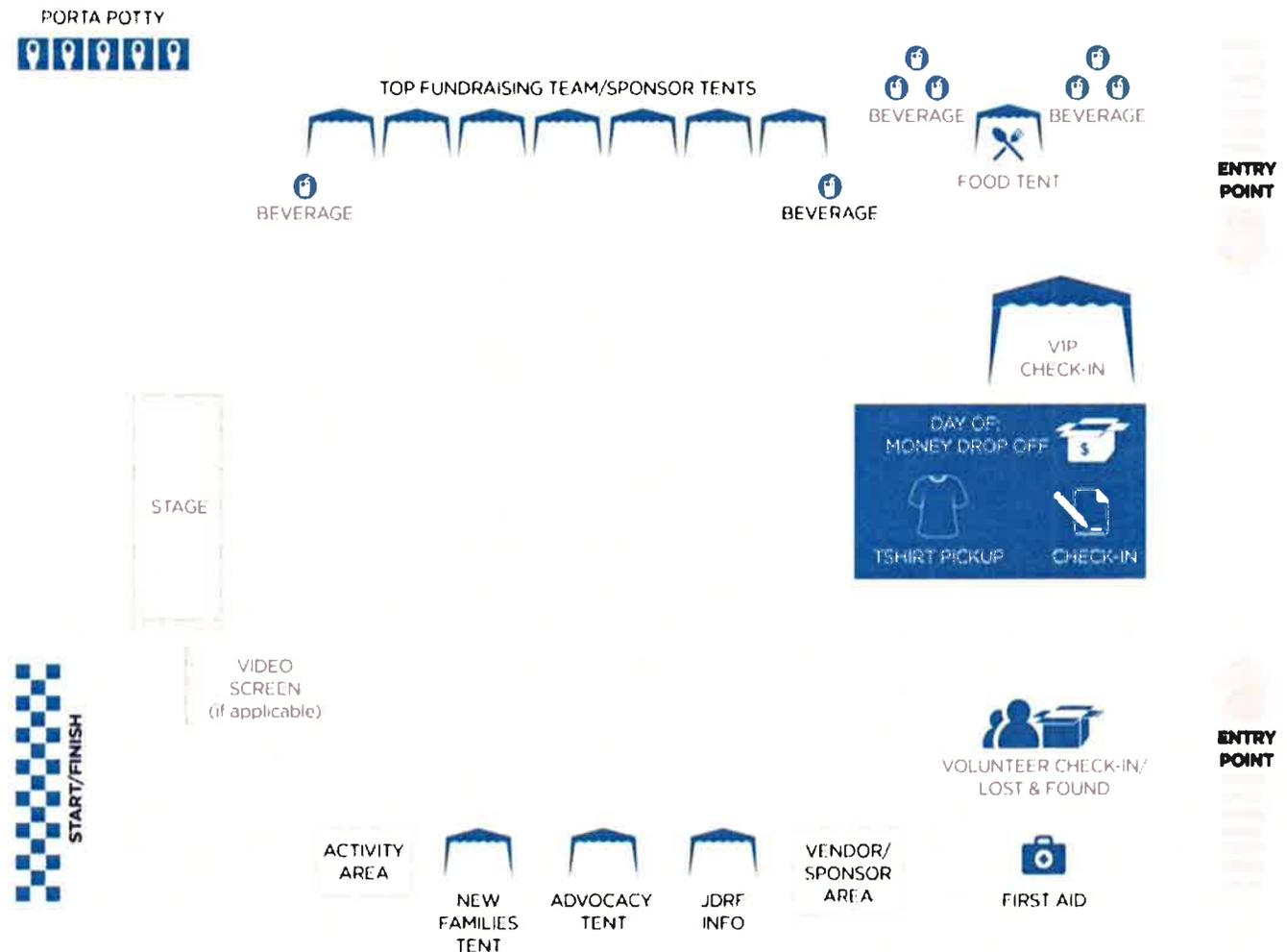
The **start/finish line** will serve as a key focal area for your event day. A well placed start/finish line will provide a large, open area for participants to gather to start the event, so ample space for the start/finish line and stage is key.

The **walk route** is also key to a successful event day. To create a safe, memorable participant experience, keep the following in mind when developing your route(s):

- Offer a visually appealing route with green space and shade along the way
- Allow for placement of signage
- Ensure routes are paved and on flat terrain (avoid hills whenever possible)
- If route uses sidewalks and/or streets with vehicle traffic, plan ahead:
 - Ensure sidewalks are wide enough to manage quantity of walkers without spilling over into street
 - Secure police and/or volunteers at cross walks
 - If roads are closed to vehicle traffic, it will require permits, potential expense, and support from police and the jurisdiction – build lead time and budget into your planning

Site Layout

The diagram below is the recommended JDRF One Walk site layout. Ideally, site will have limited entry points where participants will enter and immediately see areas to visit. All entrances include well-informed greeters and signage to navigate walkers to general or V1P check-in. If parking is far from entry point(s), shuttle service is recommended.



Event Day Timeline

There are four stages of event day:

1. **Pre-Ceremony:** Includes activities that take place prior to opening ceremony. When walkers arrive, set-up is complete, volunteers are trained in their respective areas and ready to greet walkers, sound system is in operation, and music is underway. During pre-ceremony, announcements are made communicating information such as time of opening ceremony, call to continue to fundraise, day of event activities, sponsor and team recognition, awards (such as t-shirt design contest), etc. The pre-ceremony also includes your warm-up, if applicable. Pre-ceremony concludes with announcements instructing walkers to begin making their way to the stage area for opening ceremony.
2. **Opening Ceremony:** The official start of your walk. It is imperative your opening ceremony begins on time, is informative, brief and energy-infused! The opening ceremony length is less than 10 minutes (your attendees are excited to begin walking; an opening ceremony longer than 10 minutes will not hold their attention or patience). The opening ceremony concludes with a ribbon cutting at start/finish line. Ensure start/finish line is festive, high-energy music is playing, and greeters are in place to thank and cheer on walkers as they start the Walk.

3. **Walk Event:** Prior to the official start, ensure all water stations are stocked with required supplies. While walkers are on the route, keep high-energy music playing and ensure staff and volunteers in all areas are ready to greet participants upon their return. Throughout the Walk, it is mandatory that a lead staff member or volunteer is in communication with designated person responsible for patrolling route to support walkers in need of medical assistance or transport back to the start/finish line.
4. **Post-Walk:** Begins when walkers return from route. As they return, ensure the start/finish line is festive, high-energy music is playing, and greeters/cheerleaders are in place to thank and cheer walkers as they return. This is also another opportunity to make periodic announcements that provide team, sponsor and volunteer recognition, and remind walkers of the activities to enjoy before they leave.

Participant Identifiers

Identifiers allow staff and volunteers to easily recognize key constituents, make them feel appreciated and readily thank them from event start to finish. Required JDRF One Walk identifiers include:

- **V1P Lanyard:** Identifies walkers who raised \$1,000+. For distribution in V1P Check-In Tent.
- **New Family Bandana:** Distributed at the Welcome New Families Tent and provided to each family member and family team member new to JDRF One Walk.
- **T1D T-Shirt:** Provided to walkers who wish to identify themselves as T1D. T1D t-shirts can be distributed at various locations on Walk Day including Check-In Tent, V1P Check-In Tent, T-Shirt Tent, and Welcome New Families Tent.

Stewardship & Recognition

Stewardship Plan

Having a stewardship plan in place is a vital part of Walk Day. It provides an opportunity to celebrate high-value participants and to personally thank them for their support while strengthening their connection to JDRF. Having a stewardship plan in place ensures we utilize our event to its fullest by cultivating our fundraisers across all JDRF One Walk markets. Steps to developing a Walk Day stewardship plan include:

- Create a portfolio of top teams, fundraisers, sponsors, and volunteers to seek out on Walk Day and **thank**
- Assign chapter executive director, board members, Walk Chairs and senior staff with 5-10 constituents to **steward**; some constituents will appear on more than one list. Each list should contain key information about constituents including:
 - Team name (if applicable)
 - Number of years of Walk/JDRF support
 - Year-to-date fundraising and/or cumulative fundraising from all known years of Walk participation
 - T1D connection
 - Any additional information to help facilitate conversation and thank you

Areas of Stewardship & Recognition

To ensure high-value and high potential fundraisers are recognized, celebrated, and appreciated throughout their event day experience, areas specifically designed for stewardship and recognition are provided at all JDRF One Walk locations. Work with your Experience Chair and event day stewardship lead to identify and secure strong event day volunteers to support each area and provide exceptional stewardship:

- **Welcome New Families Tent:** Provides area for families attending their first JDRF Walk to meet local JDRF volunteers and outreach staff, other T1D families, and to receive new family identifier bandanas, T1D identifier t-shirt and personalize a I'm the Type sign. If your Walk has separate JDRF Information and Advocacy Tents, place tents close to Welcome New Families Tent to allow new families to conveniently visit these areas to receive more in-

depth information about JDRF and meet additional JDRF volunteers (if Walk does not have one or both of these tents, the information provided at each can be distributed from your Welcome New Families Tent).

Tips for execution success:

- Staff tent with outreach volunteer hosts who can easily make peer-to-peer connection with new families. Remember, families who visit this area represent our future – make sure volunteer hosts are comfortable engaging in conversation with new families and understand their role as a JDRF ambassador.
 - In addition to distribution of bandanas, have activities and opportunities at tent to drive interest such as distribution of T1D identifier t-shirts, opportunity to personalize I'm the Type signs, hand out JDRF tattoos, or hang step and repeat banner (with fun accessories) for family photo opportunity at Welcome New Families Tent.
 - Before walkers arrive, ask volunteers leading tent to model bandana on wrist, arm, head to other creative way to generate interest and visibility of item.
 - Place tent in high-traffic area near sponsor/vendor area
- **V1P Check-In Tent:** For individual fundraisers who raised \$1,000+. Tent is located near Check-In Tent. V1Ps receive expedited check-in to turn in additional donations, are provided V1P badge and lanyard, T1D t-shirt (if applicable), and enjoy special refreshments and activities.

Tips for execution success:

- Advance planning in partnership with Experience Chair and event day stewardship lead is critical.
- Create special opportunities, such as continental breakfast, or specialty foods and beverages, placement of step and repeat banner with accessories for photo opportunities, or supplies to create I'm the Raise ____ Type sign.
- Make tent a focal point of the site by providing a red carpet and special decorations inside and outside of tent.
- Ensure each V1P is greeted upon arrival and thanked for their support.
- Staff tent with engaging board members and staff hosts who understand the objective of their role is to provide high level stewardship and cultivate relationships.

Note: If not collecting funds in V1P Check-In Tent, have a designated line(s) for V1Ps at Check-In Tent. Once V1Ps submit their money, ensure check-in volunteers direct V1Ps to V1P Check-In Tent to receive lanyard and enjoy the JDRF One Walk V1P experience.

- **Team Village:** Area designated for highest fundraising teams (corporate and family) and sponsors who qualify for a tent on Walk Day. Receiving a tent provides the opportunity for teams to network with one another, build camaraderie, receive exposure, and have a place for their team to gather.

Tips for execution success:

- Provide a I'm the Raise ____ Type sign and welcome/thank you bag or a simple thank you note to each team/sponsor in Team Village.
- Secure volunteer(s) with strong customer service skills to steward this area.

Note: Sponsor tent qualification in Team Village is based on sponsorship benefit package; team tent qualification in Team Village is based on confirmed revenue leading into Walk. Markets should work with their Regional Manager, Peer-to-Peer to establish their Team Village qualifying levels.

Signage

Specific event day brand guidelines are one of the easiest ways to identify our Walks as JDRF One Walks – an inspiring event that connects attendees to JDRF's T1D community and our important mission. Required JDRF One Walk marketing and branded signage is available in the JDRF One Walk event day catalog:

- **Start/Finish Arch:** Should be set up prior to participants arriving. Includes two photo banners, one national sponsor banner, and one local sponsor banner for markets to customize.
- **Stage Banners:** Includes one national sponsor banner and one local sponsor banner for markets to customize.
- **Route Flags:** Placed along walk route and/or in high visibility area(s). Each speaks to a different area of research.
- **Route Markers:** Arrow signs to direct walkers in proper direction. Recommended placement is approximately every 1/3 of a mile along route(s).

- **A-Frames:** Available for a variety of uses. See JDRF One Walk event day catalog for more information.
- **Advocacy Signage:** Two signs available to share advocacy information and invite walkers to text or visit JDRF website to become an Advocacy volunteer.
- **Step & Repeat:** Provides photo opportunity for attendees. Banner includes JDRF One Walk logo that participants can take photos in front of with props JDRF provides (fun hats, sunglasses, leis, boas, moustaches and lips on sticks, etc.). Banner can be placed in V1P Check-In Tent, Activities Area, or other location near tents. For maximum impact, secure engaging volunteers in this area to assist walkers in selecting props and having fun with the experience.
- **I'm the Type Wall and Sign:** Lets participants communicate the type of walker or fundraiser they are on large banner. Sign includes the words "I'm the _____ type", providing walkers with a space to write their type. Signs are available with or without stick handle. Banners can be placed at any location near tents. Recommended placement of signs includes Welcome New Families Tent or other location near tents. I'm the Type Wall banner is not reusable. Provide only permanent markers for personalization of sign. Signs are not reusable.
- **Welcome New Families Tent National Sponsor Signage:** An A-frame sign recognizing Ford Motor Company and Lilly Diabetes as National New Family Sponsors is required to be placed at the Welcome New Families Tent.
- **I'm the Raise ____ Type Sign:** Lets participants communicate and celebrate their fundraising success. Sign includes space for walker to write their team or individual fundraising total. Signs are available with or without stick handle. Recommended placement of signs includes V1P Check-In Tent and Team Village. Provide only permanent markers for personalization. Signs are not reusable.
- **Type One (N) Banner (for N Tent):** Provides an interactive mission experience for attendees. Banner is covered with the phrase Type One. Walkers decorate an n cut-out (available at JDRF Store/Competitive Edge) with craft supplies JDRF provides and places it on the wall, turning Type One into Type None. Order three banners to create three walls of N Tent; place supply table and cut-out the Ns in center of tent. Recommended placement of N Tent includes Activities Area and near start/finish line. N banners are not reusable. Before walkers arrive, instruct volunteers leading area to decorate and place a few "Ns" of their own to demonstrate how the N Banner is to be used.
- **Tent Flags:** To display on each tent to identify and welcome walkers to each key area.



26 Broadway, 14th Floor
New York, NY 10004
t: 212-785-9500 f: 212-785-9595
toll free: 800-223-1138
www.jdrf.org

December 9, 2015

Dear Sir/Madam:

Please be advised that the JDRF International is incorporated under the laws of the Commonwealth of Pennsylvania. All chapters and branches are covered under this umbrella.

A copy of our financials can be found on the following website

Tax information for donors

<http://jdrf.org/about/financials/>

JDRF International reports to the Internal Revenue Service using form 990 under the tax identification number of 23-1907729. JDRF is a 501(c)(3) tax-exempt corporation. The Corporate headquarters for JDRF is 26 Broadway-14th Floor, NY NY 10004. On August 29, 2003 JDRF was granted a special ruling that we only have to file a single 990 tax return and that all chapters and branches are treated as a single entity.

Website to verify JDRF Chapter locations:

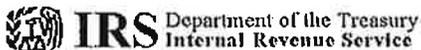
<http://jdrf.org/locations>

If you need further assistance regarding this matter, please contact the JDRF Tax & Regulatory compliance Manager, Mr. Gary Curto, at (212) 479-7551

Sincerely

A handwritten signature in black ink, appearing to be "Mark Greene", written in a cursive style.

Thank You
Mark Greene
Chief Financial Officer



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077589886
Sep. 29, 2015 LTR 4168C 0
23-1907729 000000 00

00021329

BODC: TE

JDRF INTERNATIONAL
% JDRF INTERNATIONAL
26 BROADWAY 14TH FLR
NEW YORK NY 10004-1703



001679

Employer Identification Number: 23-1907729
Person to Contact: Mr. Schatz
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 09, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1973.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency Juvenile Diabetes Research Foundation (JD RF)	
Address (Street & number, P.O. Box or Route number) 3420 Executive Center Dr, Ste 108	Phone (Area code and number) 512-343-0663
City, State, ZIP code Austin, TX 78731	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶	Purchaser Mike B.	Title Executive Director	Date 5/6/16

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

CITY OF SUNSET VALLEY - 5 YEAR HISTORY
 GREEN TAX FUND
 FY 2016/2017

	Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Projected to receive/spend in 2015/2016	% of Budget projected to receive/spend 2015/2016	Adopted Budget 2015/2016		Proposed Budget 2016/2017	% over/under Adopted Budget 2015/2016	% over/under Projection 2015/2016
Balance as of 10/01	\$96,041	\$404,407	\$747,872	\$1,108,956	\$593,845	\$1,003,853		\$994,525		\$1,268,459		
G/L Code	REVENUE											
4184	\$325,382	\$342,655	\$360,031	\$382,929	\$410,165	\$409,184	102.11%	\$400,729		\$412,750	3.00%	0.87%
New	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$350,000		\$350,000	0.00%	100.00%
4095	\$329	\$809	\$1,052	\$399	\$788	\$5,000	714.29%	\$700		\$5,000	614.29%	0.00%
Total Revenue	\$325,711	343,465	361,084	383,327	410,953	414,184	55.12%	751,429		767,750	2.17%	85.36%
Sub-total Funds Available	\$421,752	747,872	1,108,956	1,492,283	1,004,798	1,418,037	81.22%	1,745,954		\$2,036,209	16.62%	43.59%
TRANSFERS OUT TO CITY FACILITIES RESERVES												
Purchase of 37 Lone Oak (2007)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-\$652,799	100.00%	100.00%
Purchase of 34 Reese (2015)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-\$279,000	100.00%	100.00%
Total Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		-\$931,799	100.00%	100.00%
TOTAL FUNDS AVAILABLE	\$421,752	\$747,872	\$1,108,956	\$1,492,283	\$1,004,798	\$1,418,037	81%	\$1,745,954		\$1,104,410	-36.74%	-22.12%
EXPENDITURES												
5660	\$17,345	\$0	\$0	\$898,438	\$945	\$4,578	0.00%	\$1,552,954		\$1,091,410	-29.72%	23737.82%
						\$0	0.00%	\$13,000		\$13,000	0.00%	100.00%
						\$145,000	0.00%	\$145,000		\$0	-100.00%	-100.00%
TOTAL EXPENDITURES	\$17,345	0	0	898,438	945	149,578	0.00%	1,710,954		\$1,104,410	-35.45%	638.35%
Balance as of 9/30	\$404,407	\$747,872	\$1,108,956	\$593,845	\$1,003,853	\$1,268,459	81.22%	\$35,000		\$0	0.00%	-100.00%

Reviewd by Finance Committee 7/7/2016
 Revised for Finance Committee 7/14/2016
 Mayor's Budget 8/12/2016

New Program Worksheet

Program Name	3617 Country White Perimeter Fencing	Fiscal Year	2015-2016
Department		Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Carolyn Meredith

Program Description

RE-BUDGET IN FY 16/17

This City plans to Subdivide and sell off a portion of 3617 Country White Lane. As such the City needs to install fencing to separate the new single family lot from the City's greenspace. The project will be standard conservation area fencing with wire and either metal or wooden posts.

Program Justification and Benefits

Fencing off this area protects the City's greenspace and enhances the property for future sale.

Conformance with Master Plan and other Plans/Policies

Section 201. Goals-Preserve and protect the pleasant quality of life. Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.

Section 313. Parklands, Greenspaces/Preservation, and Conservation Areas.

Section 310. Public Facilities. This project will add amenities to a public space that can be used by residents

Total FTEs

0.00

Total New Program Costs FY 2015-2016

\$13,957

Total Increases to the Budget for FY 2015-2016

\$13,000

New Program Worksheet							
Program Name	3617 Country White Perimeter Fencing	Fiscal Year	2015-2016				
Department	Continued Program or New?	New					
Funding Source: General Fund	Primary Staff Contact:	0					
Cost of Project/Program FY 2015-2016							
Acct. #	Quantity / Description	Amount					
	Perimeter Fencing	\$ 13,000					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
	TOTAL	\$	FY 2015-2016 13,000				
Cost of Project/Program FY 2016-2017							
Acct. #	Quantity / Description	Amount					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
	TOTAL	\$	FY 2016-2017 0				
Cost of Project/Program FY 2017-2018							
Acct. #	Quantity / Description	Amount					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					
	TOTAL	\$	FY 2017-2018 0				
PERSONNEL							
Position	Months	Monthly Salary	%	FY 2015-2016	FY 2016-2017	FY 2017-2018	
Environmental Services Manager	1.00	4,787	20%	957			0
				0	0	0	0
Subtotal Personnel				957	0	0	0
Total Number of FTE Positions that will be assigned to this program					0.00		
Temp Position Title(s)	Months	Monthly Salary	%	FY 2015-2016	FY 2016-2017	FY 2017-2018	
				0	0	0	0
				0	0	0	0
Subtotal Temp			0.00	0	0	0	0
Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired)					0.00		
	Hours	Hourly Rate					
Overtime	0	x 1.5		0	0	0	0
	Elig. Pers.	No. of Weeks					
Standby	0	x 30		0	0	0	0
FICA	(Equals Total Salaries x)			0	0	0	0
Insurance	(Equals No. of Mos.)			0	0	0	0
TMRS	(Equals Total Salaries x)			0	0	0	0
Workers' Comp.	#N/A	X Total Salaries		0	0	0	0
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0	0
TOTAL PERSONNEL COSTS				957	0	0	0
Total New Program Costs				\$	13,957	\$	650
				\$	650	\$	650

**CITY OF SUNSET VALLEY
STREET REPAIR AND REPLACEMENT FUND
FY 2016/2017**

		Proposed Budget 2016/2017
	Beginning Yr. Balance 10/1	\$3,525,761
	REVENUE:	
4185	Sales Tax Revenue	\$825,439
4095	Interest Income	<u>\$7,500</u>
	Total Revenue:	\$832,939
	TOTAL FUNDS AVAILABLE	\$4,358,700
5750	<u>OPERATION AND STREET MAINTENANCE</u>	
	Brodie Lane	\$17,977
	Curley Mesquite	\$438
	Ernest Robles Way North	\$145,354
	Ernest Robles Way South	\$291,147
	Home Depot Blvd	\$179,632
	Jones Road	\$336,130
	Lone Oak Trail	\$7,148
	Lovegrass Lane	\$6,895
	Msg. Sgt. Horrigan Trail (formally Pillow Rd. North)	\$5,951
	Oakdale Drive	\$199,923
	Pillow Road	\$167,861
	Reese Road	\$4,423
	Sunset Trail	\$4,124
	Yellow Tail Cove	\$3,147
	Sunflower	\$4,503
	TOTAL OPERATION AND STREET MAINTENANCE PROPOSED	\$1,374,653
	<u>STREET DRAINAGE, CONSTRUCTION, AND REPAIR PROJECTS</u>	
7136	Jones Road @ West Gate Right Turn Lane	\$60,000
	Lone Oak Street and Drainage Project	\$265,000
	Sunset Trail Street and Drainage Project	\$225,000
	Oakdale Curbside Stabilization Project	\$120,000
7202	ERW Bridge Repair	\$250,000
	Pillow Road Trench Repair	<u>\$100,000</u>
	TOTAL STREET & DRAINAGE PROJECTS	\$1,020,000
	ENGINEERING FOR STREETS	
7183	Lone Oak Trail Design	\$53,000
7184	Sunset Trail Design	\$45,000
7202	ERW Bridge Repair	<u>\$30,000</u>
	TOTAL ENGINEERING FOR STREETS	\$128,000
	TOTAL PROJECT EXPENSES	\$1,148,000
	TOTAL EXPENSES	\$2,522,653
	TOTAL SURPLUS/DEFICIT	\$1,836,047

Reviewed by Finance Committee 7-21-2016
Mayor's Budget 8/12/2016



STREET FUND PROJECTS

FY 2016/2017

FILE PATH: C:\9871\000\001\001\00\CAD\0000000000\Embodiment\Turn Lanes & Sidewalks\0303 - Jones Rd Turn Lane.mxd



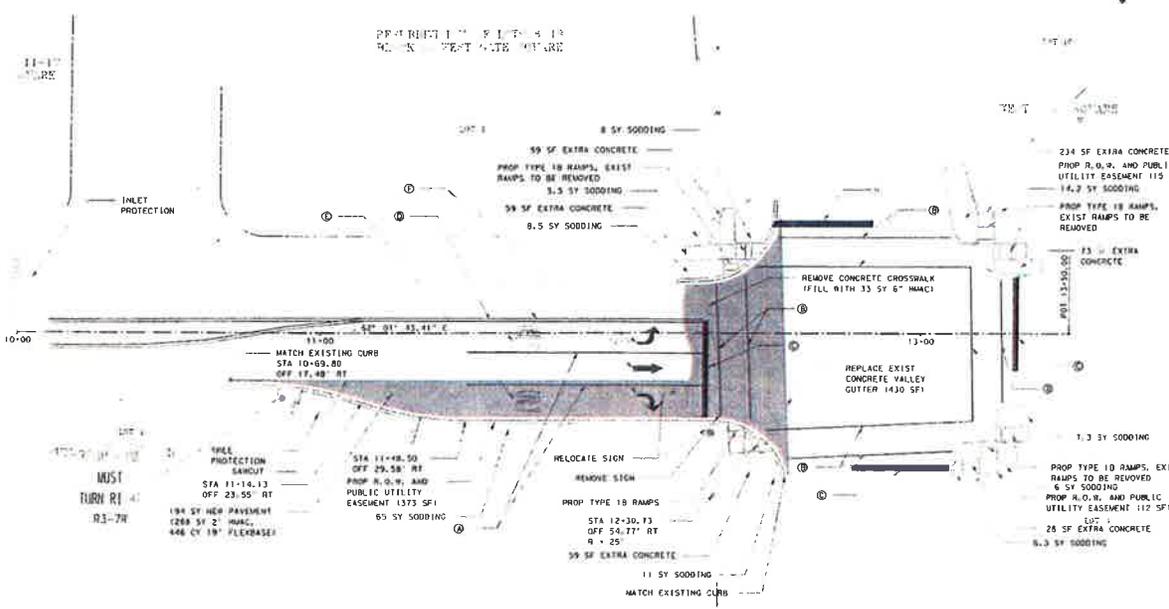
Title Block	
Jones Rd & West Gate Blvd Right Turn Lane Exhibit	
Sunset Valley Turn Lane & Sidewalk Improvements	
PROJECT NO. 0000000000	EXHIBIT
DATE: 11/11/11	3

RIGHT TURN ALIGNMENT DATA

Beginning chain RIGHTTURN description

Point 100 N 10,054,979.8465 E 3,095,137.6522 Sta 10+00.00
 Course From 100 to 101 S 52°01' 43.41" E 01± 350.0000
 Point 101 N 10,054,815.6864 E 3,095,446.7662 Sta 13+90.00

Ending chain RIGHTTURN description





City of Sunset Valley

klotz associates

10000 WINDY HOLLOW DRIVE
 SUITE 200, FORT WORTH, TEXAS 76155
 PHONE: 817.336.5414 FAX: 817.336.5474
 WWW.KLOTZASSOCIATES.COM

LEGEND

- PROPOSED RIGHT-TURN LANE
- PROPOSED EOP
- PROPERTY LINE
- EXISTING EOP
- PROPOSED SIGN

NOTES

- CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL EXISTING UTILITIES BEFORE BEGINNING ANY TYPE OF WORK.
- REFER TO STANDARDS FOR SPACING AND TYPICAL INSTALLATION GUIDELINES.
- ALL SIGNING, STRIPING AND DELINEATION SHALL BE IN ACCORDANCE WITH THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

SCALE: 1" = 30'

PRELIMINARY - 100%

SUBMITTED FOR INTERIM REVIEW UNDER THE GUIDANCE OF: JOHN G. FRIEDMAN, P.E. No. 88486
 DATE: DECEMBER 2013. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

CITY OF SUNSET VALLEY
 JONES RD TURN LANE
 PROPOSED RIGHT-TURN LANE
 JONES RD & WESTGATE BLVD

Sheet No. 0310.000
 Project No. JONES RD RIGHT-TURN LANE
 Date: 12/18/2013

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New Program Worksheet

Program Name	Lone Oak Trail Improvements	Fiscal Year	2016/2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Street Fund and Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

The adopted 2015-2016 Street Repair and Maintenance Plan provided funds for engineering services for the assessment of maintenance needs of Lone Oak Trail for proposed improvements. Additional funds were allotted for construction in 2016-2017. In March, an assessment was presented to the Public Works Committee with two options presented by staff ranging from minimal maintenance needs up to a full replacement. The City Council selected to perform a full mill and overlay of the street from Jones Road to the end, a minor repair of a section of the wastewater line at the bridge, replacement of approximately 350 linear feet of ribbon curb, the installation of a turn-around at the end of the street for emergency vehicles, installation of additional fire hydrants, and minor regrading of ditches to create positive drainage.

Funding for this project is allocated both the Street Fund and the Utility Fund.

Street Fund-Engineering	\$ 53,000
Street Fund-Construction	\$265,000
Utility Water Fund	\$ 23,000
Utility Wastewater Fund	\$ 11,500

Program Justification and Benefits

In 2005 the City inventoried existing streets and evaluated the condition of the road surfaces and storm water facilities. As a result of this analysis a program was established for the periodic repair, maintenance and replacement of these roadways. Streets are maintained using traditional methods such as crack seal and pot hole repair and resurfacing. If streets are determined to have other needs such as substandard drainage or aging utility infrastructure, the streets are assessed to determine if a full replacement is required.

This improvement will address the major service issues on Lone Oak Trail and postpone reconstruction several more years. Scheduling this work to be performed at the same time as the proposed project on Sunset Trail will allow for economy of scale and should reduce construction costs.

Conformance with Master Plan and other Plans/Policies

Section 306. Topography, Grading, and Drainage

- Reconstruct, as necessary, existing bar ditches, culverts, and bridge crossings of creeks to improve water flow from private property and public rights-of-way into drainage easements and creek channels.

Section 302. Streets

- Develop a street maintenance plan to maintain and extend the life of City streets.

Total FTEs

0.00

Total New Program Costs

\$365,336

Total Increases to the Budget for FY 2015-2016

\$352,500

New Program Worksheet

Program Name	Sunset Trail Improvements	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Street Fund and Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

The adopted 2015-2016 Street Repair and Maintenance Plan provided funds for engineering services for the assessment of maintenance needs of Sunset Trail for proposed improvements. Additional funds were allotted for construction in 2016-2017. In March, an assessment was presented to the Public Works Committee with two options presented by staff ranging from minimal maintenance needs up to a full replacement. The City Council selected to perform a full mill and overlay of the street from Jones Road to Reese Road, replace large portion of the waterline and install additional fire hydrants.

Funding for this project is allocated both the Street Fund and the Utility Fund.

Street Fund - Engineering	\$ 45,000
Street Fund - Construction	\$225,000
Utility Water Fund	\$ 64,515

Program Justification and Benefits

In 2005 the City inventoried existing streets and evaluated the condition of the road surfaces and storm water facilities. As a result of this analysis a program was established for the periodic repair, maintenance and replacement of these roadways. Streets are maintained using traditional methods such as crack seal and pot hole repair and resurfacing. If streets are determined to have other needs such as substandard drainage or aging utility infrastructure, the streets are assessed to determine if a full replacement is required.

This improvement will address the major service issues on Sunset Trail and postpone reconstruction several more years. Scheduling this work to be performed at the same time as the proposed project on Lone Oak Trail will allow for economy of scale and should reduce construction costs.

Conformance with Master Plan and other Plans/Policies

Section 306. Topography, Grading, and Drainage

- Reconstruct, as necessary, existing bar ditches, culverts, and bridge crossings of creeks to improve water flow from private property and public rights-of-way into drainage easements and creek channels.

Section 302. Streets

- Develop a street maintenance plan to maintain and extend the life of City streets.

Total FTEs

0.00

Total New Program Costs \$347,351

Total Increases to the Budget for FY 2015-2016 \$334,515

New Program Worksheet

Program Name **Sunset Trail Improvements** Fiscal Year **2016-2017**
 Department **Public Works** Continued Program or New? **Continued**
 Funding Source: Street Fund and Utility Fund Primary Staff Contact: **Katy Phillips**

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
	Engineering Services - Streets	\$ 45,000
	Construction Services Streets	\$ 225,000
	Design and Construction Water	\$ 64,515
		\$
		\$
		\$
	TOTAL	\$ 334,515

FY 2016-2017
\$ 334,515

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2017-2018
\$ 0

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2018-2019
\$ 0

PERSONNEL

Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
Public Works Director	6	7,666	10%	4,600		0
Operations Manager	6	4,463	20%	5,356		0
Environmental Manager	3	5,176	5%	776		0
Subtotal Personnel				10,732		0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate		FY 2016-2017	FY 2017-2018	FY 2018-2019
Overtime	0	x 1.5		0	0	0
	Elig. Pers. No. of Weeks					
Standby	0	x 30		0	0	0
FICA	(Equals Total Salaries x)			821	0	0
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			1,283	0	0
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0

TOTAL PERSONNEL COSTS **12,836** **0** **0**

Total New Program Costs \$ **347,351** \$ **0** \$ **0**

New Program Worksheet

Program Name	Oakdale Curb Stabilization	Fiscal Year	2016-201
Department	Public Works	Continued Program or New?	New
Funding Source:	Streets	Primary Staff Contact:	Joshua Ronson

Program Description

Due to steep side slopes and heavy rains in 2015 there are portions of the drainage ditch on Oakdale Drive that must be replaced. The proposed work includes excavation of the side of the ditch adjacent to the ribbon curb. The bank will be re-installed, compacted and graded to drain properly. Topsoil and sod will be used to reduce future erosion. In some areas ribbon curb may need to be replaced.

This project requires civil engineering and geotechnical services. In the absence of a formal repair plan accompanied by an engineers estimate, it is estimated that these repairs may cost up to \$120,000.00 Funding is available in the Street fund.

Program Justification and Benefits

Erosion and shrinkage has compromised the support for the ribbon curb. This can cause the ribbon curb to pull away from the asphalt resulting in road surface and subsurface failure. Prompt repair in addition to resurfacing of the asphalt will prolong roadway life.

Oakdale is on the schedule for an asphalt overly in FY 2016-2017. The estimated about for the overlay is \$200,000. These projects should be combined and/or the overlay project should follow the repair work.

Conformance with Master Plan and other Plans/Policies

In 2005 the City inventoried existing streets and evaluated the condition of the road surfaces and storm water facilities. As a result of this analysis a program was established for the periodic repair, maintenance and replacement of these roadways. Streets are maintained using traditional methods such as crack seal and pot hole repair and resurfacing.

Total FTEs

0.00

Total New Program Costs FY 2016-2017 \$123,203

Total Increases to the Budget for FY 2015-2016 \$120,000

New Program Worksheet

Program Name	ERW Roadway and Bridge Repair	Fiscal Year	2016/2017
Department	Public Works	Continued Program or New?	NEW
Funding Source:	Street Fund	Primary Staff Contact:	Katy Phillips

Program Description

This project will provide concrete roadway repairs from Brodie to Jones Road, including replacing multiple concrete panels and crack sealing the joints between each panel, and a full replacement of the traffic markings.

Additionally, several repairs are need in the proximity of the bridge. These repairs include minor drainage modifications, a rework of the retaining walls and the installation of guardrail cushions.

Funding

New Project:

Bridge repair and retaining wall replacement - Engineering	\$ 30,000
Bridge repair and retaining wall replacement - Construction	\$250,000

O&M: Concrete repairs and crack selling \$290,000

Program Justification and Benefits

Excessive amounts of setting are occurring in multiple areas between Brodie and Jones which will continue to get worse so the proposal is to replace several of these panels and crack seal the joints between each panel. A large portion of traffic markings will either be removed with construction or have begun to fade and become non-existent so a full replacement is recommended.

The retaining walls on a few sides of the Ernest Robles Way bridge are showing signs of washout and possible failure. Some preliminary research by staff has determined that the cause of failure is due to a poor drainage design in the vicinity. Additionally, the State of Texas has identified the bridge guardrail lacked proper crash cushions. Staff would like to request the services of a professional engineer to perform additional investigations, provide recommended repairs, and compile a project manual and/or blueprints as needed for these repairs. Staff would like to proceed with the city approved process of acquiring a responsible contractor to perform the needed repairs.

Since this concrete roadway is scheduled for regular crack seal maintenance and concrete repairs. These projects may be combined for economy of scale in bidding.

Conformance with Master Plan and other Plans/Policies

Maintenance of existing City infrastructure

Total FTEs

0.00

Total New Program Costs FY 2016-2017 \$286,325

Total Increases to the Budget for FY 2016-2017 \$280,000

New Program Worksheet

Program Name	Pillow Road Utility Trench Repair	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	New
Funding Source:	Streets	Primary Staff Contact:	Joshua Ronson

Program Description

This project requires the excavation and compaction of utility trenches on Pillow Road. A combination of poor original compaction, and inundation of groundwater and surface water during extreme rain events in 2015 led to several areas of road failure. This project requires civil engineering and geotechnical services. In the absence of a formal repair plan accompanied by an engineers estimate, it is estimated that these repairs may cost up to \$100,000. Funding is available in the Street fund.

Program Justification and Benefits

Proper trench repair and compaction is essential to maintain utility line located underground on Pillow Road. Subsurface movement causes surface cracking and asphalt settling. These low areas can become a traffic hazard. Surface water can seep into surface crack and cause additional trench problems.

Pillow Road is on the schedule for an asphalt overly in FY 2016-2017. The estimated amount for the overlay is \$168,000. These projects should be combined and/or the overlay project should follow the repair work.

Conformance with Master Plan and other Plans/Policies

In 2005 the City inventoried existing streets and evaluated the condition of the road surfaces and storm water facilities. As a result of this analysis a program was established for the periodic repair, maintenance and replacement of these roadways. Streets are maintained using traditional methods such as crack seal and pot hole repair and resurfacing.

Total FTEs

0.00

Total New Program Costs FY 2016-2017 \$103,203

Total Increases to the Budget for FY 2015-2016 \$100,000

CITY OF SUNSET VALLEY UTILITY FUND BUDGET FY 2016/2017		Water Proposed Budget 2016/2017	Wastewater Adopted Budget 2016/2017	Solid Waste Adopted Budget 2016/2017	Total Proposed Budget 2016/2017	Total Adopted/Amended Budget 2015/2016	Amount of Increase/ Decrease 2015/2016	% of Increase/ Decrease 2015/2016
REVENUE								
4060	General Fees and Inspections	2,500	2,000	0	4,500	4,500	\$0	0.00%
4095	Interest	300	300	0	600	600	\$0	0.00%
4100	Late Fees for Utility Billing	0	0	0	0	0	\$0	0.00%
4115	Penalties/Fine/Surcharges	1,000	0	0	1,000	1,000	\$0	0.00%
4210	Tap Fees/Reconnection Fees	1,500	1,200	0	2,700	2,700	\$0	0.00%
4170	Recycle/Reclamation of Disposed Materials	0	0	200	200	200	\$0	0.00%
4220	Utility Sales	650,370	435,472	4,000	1,089,842	1,060,324	\$29,518	2.78%
	TOTAL REVENUE:	655,670	438,972	4,200	1,098,842	1,069,324	29,518	2.76%
Trans In	Contribution from the GN Fund for Utility Infrastructure	112,551	84,413	0	196,964	191,228	5,736	3.00%
	Subsidy from General Fund	100,988	197,383	131,516	429,887	511,750	-81,863	-16.00%
	TOTAL REVENUE AFTER TRANSFERS	869,209	720,768	135,716	1,725,693	1,772,302	-46,609	-2.63%
EXPENDITURES								
Trans Out	Contribution for Utility Infrastructure	\$112,551	\$84,413	\$0	196,964	191,228	\$5,736	3.00%
	New Equipment	\$0	\$0	\$0	0	0	0	0
5057	Administrative Assistant	\$7,721	\$1,930	\$1,930	11,581	7,721	\$3,860	49.99%
5065	Code Compliance Officer	\$4,697	\$4,697	\$0	9,394	0	\$9,394	100.00%
5060	Director	\$20,493	\$10,247	\$5,123	35,863	35,863	\$0	0.00%
5030	Environmental Manager	\$0	\$0	\$3,760	3,760	3,760	\$0	0.00%
5066	Land Management Supervisor	\$0	\$0	\$5,793	5,793	5,793	\$0	0.00%
5068	Maintenance Technician (JM)	\$1,618	\$1,618	\$6,473	9,709	4,508	\$5,201	115.37%
5021	Maintenance Technician (QD)	\$1,968	\$1,968	\$7,871	11,807	7,871	\$3,936	50.01%
5063	Maintenance Technician (MJ)	\$20,654	\$6,885	\$0	27,539	27,539	\$0	0.00%
5010	Operations Manager	\$9,818	\$6,545	\$0	16,363	16,363	\$0	0.00%
5080	Utilities Supervisor	\$43,273	\$18,545	\$0	61,818	61,818	\$0	0.00%
5001	Utility Billing Clerk	\$4,403	\$2,202	\$2,202	8,807	8,807	\$0	0.00%
5094	Water Sampling Hourly	\$5,200	\$0	\$0	5,200	0	\$5,200	100.00%
5090	Overtime	\$2,530	\$1,135	\$728	4,393	3,642	\$751	20.62%
n/a	Merit Increases (3% Salary)	\$3,671	\$1,673	\$1,016	6,360	7,391	\$1,067	16.78%
n/a	Benefit Increases	\$1,212	\$552	\$335	2,099	n/a	n/a	n/a
5084	Cell Phone Allowance	\$720	\$0	\$0	720	720	\$0	0.00%
5046	Incentive - Longevity	\$0	\$0	\$0	0	0	\$0	0.00%
	Personnel Continued							
5086	Incentive - Bilingual	\$0	\$0	\$0	0	0	\$0	0.00%

CITY OF SUNSET VALLEY UTILITY FUND BUDGET FY 2016/2017		Water Proposed Budget 2016/2017	Wastewater Adopted Budget 2016/2017	Solid Waste Adopted Budget 2016/2017	Total Proposed Budget 2016/2017	Total Adopted/Amended Budget 2015/2016	Amount of Increase/ Decrease 2015/2016	% of Increase/ Decrease 2015/2016
5087	Incentive - Education	\$0	\$0	\$0	0	0	\$0	0.00%
5122	Dental Insurance	\$528	\$0	\$0	528	480	\$48	10.00%
5120	Life Insurance	\$66	\$0	\$0	66	60	\$6	10.00%
5121	Medical Insurance	\$5,940	\$0	\$0	5,940	5,400	\$540	10.00%
5123	Vision Insurance	\$79	\$0	\$0	79	72	\$7	10.00%
5124	LTD Insurance	\$180	\$0	\$0	180	180	\$0	0.00%
5126	STD Insurance	\$108	\$0	\$0	108	108	\$0	0.00%
5150	Workers Comp Insurance	\$4,296	\$3,145	\$1,183	8,624	7,839	\$785	10.01%
5130	Medicare Employer Match	\$1,856	\$495	\$511	2,862	2,664	\$198	7.43%
5135	Social Security Employer Match (6.2%)	\$0	\$0	\$0	0		\$0	0.00%
5140	TMRS Match	\$14,751	\$3,424	\$3,715	21,890	20,774	\$1,116	5.37%
5131	Unemployment Insurance	\$270	\$0	\$0	270	270	\$0	0.00%
Total Personnel Services		156,052	65,061	40,640	261,753	229,643	32,109	13.98%
Community Programs								
5877	Water Conservation Program	26,000	0	0	26,000	26,000	0	0.00%
Total Community Programs		26,000	0	0	26,000	26,000	0	0.00%
Contractual Services								
5303	Aquifer District Fee	3,500	0	0	3,500	3,500	\$0	0.00%
5798	Annual Wastewater Line Inspections	0	15,000	0	15,000	15,000	\$0	0.00%
5410	Brush Chipping	0	0	16,000	16,000	16,000	\$0	0.00%
5324	Emergency Repair Services	3,000	3,000	0	6,000	6,000	\$0	0.00%
5327	Engineer Services	5,000	8,000	0	13,000	13,000	\$0	0.00%
5375	Inspections	500	1,500	0	2,000	2,000	\$0	0.00%
5371	Industrial Waste Services	0	2,500	0	2,500	2,500	\$0	0.00%
5374	Dumpster Rental	0	0	7,000	7,000	7,000	\$0	0.00%
5373	Utility Wholesale Purchases	512,253	521,069	65,276	1,098,598	1,183,516	-\$84,918	-7.18%
Total Contractual Services		524,253	551,069	88,276	1,163,598	1,248,516	-\$84,918	-6.80%
Operational Expenses								
5510	Animal Control	0	0	5,000	5,000	6,800	-\$1,800	-26.47%
5515	Bank Fees	2,500	0	0	2,500	2,500	\$0	0.00%
5516	Credit Cards Fees	1,500	0	0	1,500	1,500	\$0	0.00%
5600	Dues, Fees & Subscriptions	1,000	575	0	1,575	2,375	-\$800	-33.68%
5645	Fuel	500	500	0	1,000	1,000	\$0	0.00%
5650	Haz-Mat Material Disposal	0	0	250	250	250	\$0	0.00%
	Operational Expenses Continued					0		
5665	Landfill Use	0	0	0	0		\$0	0.00%
5705	Office Supplies, Postage, Printing	1,000	0	0	1,800	1,800	\$0	0.00%

CITY OF SUNSET VALLEY UTILITY FUND BUDGET FY 2016/2017		Water Proposed Budget 2016/2017	Wastewater Adopted Budget 2016/2017	Solid Waste Adopted Budget 2016/2017	Total Proposed Budget 2016/2017	Total Adopted/Amended Budget 2015/2016	Amount of Increase/ Decrease 2015/2016	% of Increase/ Decrease 2015/2016
5710	Oil Disposal/Disposal Program	0	0	0	0	0	\$0	0.00%
5735	Rental Expense - Equipment	1,000	750	750	2,500	3,250	-\$750	-23.08%
5745	Repair & Maintenance - Equipment	2,000	5,000	0	7,000	7,000	\$0	0.00%
5758	Repair & Maintenance: System	18,500	8,000	0	26,500	26,500	\$0	0.00%
5775	Small Tools & Supplies	3,000	1,100	0	4,100	4,100	\$0	0.00%
5782	Software Maintenance	9,953	0	0	9,953	7,340	\$2,613	35.60%
5795	Tire Recycling	0	0	800	800	500	\$300	60.00%
5820	Training and Education: Employees	3,800	800	0	4,600	3,800	\$800	21.05%
5815	Training and Education: Travel Expenses	1,500	600	0	2,100	2,100	\$0	0.00%
5830	Uniforms	600	600	0	1,200	1,100	\$100	9.09%
5835	Utilities: Electric/Gas/Telephone	3,000	1,000	0	4,000	4,000	\$0	0.00%
5755	Vehicle Expense: Repair and Maintenance	500	500	0	1,000	1,000	\$0	0.00%
Total Operational Expenses		50,353	20,225	6,800	77,378	76,915	463	0.60%
TOTAL EXPENDITURES		869,209	720,768	135,716	1,725,693	1,772,302	(46,610)	-2.70%
EXCESS/DEFICIENCY		(0)	0	(0)	0	\$0.00	0	0.00%

Mayor's Budget 8/12/2016

Utility Fund- Water Department Budget FY 2016/2017										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted/ Amended Budget	16/17 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
PERSONNEL SERVICES										
02-05-5070	Administrative Assistant	Hourly Position	\$4,526	\$3,736	\$5,478	\$5,105	\$7,721	\$7,721	\$0	0.00%
02-05-5065	Code Compliance Officer	Hourly Position	\$0	\$0	\$0	\$0	\$4,697	\$4,697	\$0	0.00%
02-05-5025	Director	Exempt Position	\$13,472	\$18,288	\$18,838	\$18,928	\$20,493	\$20,493	\$0	0.00%
02-05-5063	Maintenance Technician II (MJ)	Hourly Position	\$0	\$0	\$0	\$0	\$20,654	\$20,654	\$0	0.00%
02-05-5021	Maintenance Technician II (QD)	Hourly Position	\$7,417	\$0	\$0	\$0	\$1,968	\$1,968	\$0	0.00%
02-05-5068	Maintenance Technician II (JM)	Hourly Position	\$0	\$16,547	\$17,666	\$14,182	\$1,618	\$1,618	\$0	0.00%
02-05-5027	Operations Manager	Exempt Position	\$4,400	\$7,832	\$8,065	\$8,420	\$9,818	\$9,818	\$0	0.00%
02-05-5000	Utilities Supervisor	Hourly Position	\$33,859	\$33,402	\$19,102	\$40,236	\$43,273	\$43,273	\$0	0.00%
02-05-5001	Utility Billing Clerk	Hourly Position	\$4,274	\$2,212	\$2,625	\$3,877	\$4,403	\$4,403	\$0	0.00%
02-05-5094	Water Sampling Hourly	4 hrs. per week @ overtime rate for various employees	\$0	\$0	\$0	\$0	\$0	\$5,200	\$5,200	100.00%
02-05-5090	Overtime on FT Hourly Positions	Overtime pay for hourly employees.	\$248	\$1,229	\$1,954	\$3,602	\$3,642	\$2,530	-\$1,112	-30.53%
	Merit Increases	Calculated at 3% of total salaries	-	-	-	-	included in payroll	\$3,671	n/a	n/a
	Benefits Increases	Benefits calculated using merit increases totals.	-	-	-	-	included in payroll	\$1,212	n/a	n/a
02-05-5084	Cell Phone Allowance	Allowance paid to Utility Supervisor. Other essential employees are paid by PW.	\$0	\$0	\$0	\$720	\$720	\$720	\$0	0.00%
02-05-5046	Incentive - Longevity	Paid to employees to have worked for the City for more than 5 years. Paid at \$4.00 per month for the number of years employed.	\$0	\$864	\$0	\$0	\$0	\$0	\$0	0.00%
02-05-5087	Incentive - Education/Certification	Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications.	\$0	\$300	\$0	\$0	\$0	\$0	\$0	0.00%
02-05-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$616	\$360	\$0	\$420	\$480	\$528	\$48	10.00%
02-05-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$144	\$84	\$0	\$60	\$60	\$66	\$6	10.00%
02-05-5121	Insurance- Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.	\$12,654	\$4,200	\$0	\$4,920	\$5,400	\$5,940	\$540	10.00%
02-05-5123	Insurance - Vision	Employer pays 100% of premium	\$0	\$98	\$0	\$84	\$72	\$79.20	\$7	10.00%
02-05-5124	Insurance - LTD	Employer pays 100% of premium - These premiums are based on age and salary. This position will change during the FY so there is not an increase or decrease.	\$0	\$158	\$0	\$479	\$180	\$180	\$0	0.00%
02-05-5126	Insurance-STD	Employer pays 100% of premium - These premiums are based on age and salary. This position will change during the FY so there is not an increase or decrease.	\$0	\$106	\$0	\$270	\$108	\$108	\$0	0.00%
02-05-5150	Insurance- Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$2,072	\$1,097	\$1,434	\$2,684	\$3,905	\$4,296	\$391	10.00%
02-05-5130	Medicare Match (.0145%)	Employer match to the Medicare tax.	\$1,005	\$1,167	\$922	\$1,283	\$1,662	\$1,856	\$193	11.63%

Utility Fund- Water Department Budget FY 2016/2017										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted/ Amended Budget	16/17 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
02-05-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$8,600	\$8,390	\$0	\$8,947	\$13,495	\$14,751	\$1,255	9.30%
02-05-5191	TWC Insurance Benefits	Provides Unemployment Insurance	\$324	\$270	\$270	\$270	\$270	\$270	\$0	0.00%
		Total Personnel	\$93,612	\$100,340	\$76,354	\$114,487	\$144,640	\$156,050	\$11,411	7.89%
			Notes: UT specialist retired in 13/14 and did not replace position for a long period							
COMMUNITY PROGRAMS										
02-05-5877	Water Conservation Program	Provides for water conservation rebates and other water conservation educational and usage supplies.	\$17,511	\$19,454	\$26,000	\$15,189	\$26,000	\$26,000	\$0	0.00%
		Total Community Programs	\$17,511	\$19,454	\$26,000	\$15,189	\$26,000	\$26,000	\$0	0.00%
CONTRACTUAL SERVICES										
02-05-5303	Aquifer District Fee	Provides funds to cover expenses related to the pumpage of 18.5 million gallons of water.	\$3,210	\$3,210	\$3,210	\$3,210	\$3,500	\$3,500	\$0	0.00%
02-05-5324	Emergency Repair Services	Provides funds to cover expenses paid to retain a 3rd party utility contractor for assistance with water main breaks.	\$0	\$0	\$0	\$0	\$3,000	\$3,000	\$0	0.00%
02-05-5327	Engineer Services	Provides funds for general engineering review and design services related to water and to investigate or design potential projects that may come under consideration during the fiscal year that were not identified at a project during the budget process.	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	0.00%
02-05-5375	Inspections	Provides funds to cover expenses related to the plan review and inspection of public water system installations, repairs and connections.	\$950	\$1,650	\$0	\$0	\$500	\$500	\$0	0.00%
02-05-5373	Wholesale Water Purchases	Provides funds to cover expenses paid to the City of Austin for the purchase of water to serve both residential and commercial areas.	\$461,403	\$487,331	\$463,201	\$497,255	\$512,253	\$512,253	\$0	0.00%
		Total Contractual Services	\$465,564	\$492,191	\$466,411	\$500,466	\$524,253	\$524,253	\$0	0.00%

Utility Fund- Water Department Budget FY 2016/2017										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted/ Amended Budget	16/17 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
OTHER OPERATING										
02-05-5600	Dues, Fees, and Subscriptions	Provides funds to cover expenses related to dues, fees, and subscriptions associated with the water system.	\$2,189	\$2,478	\$251	\$1,799	\$1,800	\$1,000	-\$800	-44.44%
02-05-5515	Bank Fees	Provides funds for bank service charges for the Utility Fund Checking account. Bank service charges include on-line banking fees such as ACH payments and Draft services.	\$0	\$0	\$1,958	\$1,637	\$2,500	\$2,500	\$0	0.00%
02-05-5516	Credit Card Fees	Provides funds for credit card payments for Utility payments	\$0	\$0	\$1,894	\$586	\$1,500	\$1,500	\$0	0.00%
02-05-5645	Fuel	Provides funds for fuel for water vehicles and equipment.	\$500	\$500	\$500	\$500	\$500	\$500	\$0	0.00%
02-05-5705	Office Supplies, Postage, Printing	Provides funds to cover expenses related to the purchase of office supplies, printed material, and postage to mail utility invoices, late notices, correspondence, and mail outs.	\$679	\$0	\$312	\$25	\$1,000	\$1,000	\$0	0.00%
02-05-5735	Rental Expense: Equipment	Provides funds to cover expenses for rental equipment needed in the repair of the water system.	\$154	\$557	\$0	\$0	\$1,000	\$1,000	\$0	0.00%
02-05-5745	Repair and Maintenance Equipment	Provides funds for the repair and maintenance of the Water Department equipment under \$5,000.	\$603	\$25	\$547	\$902	\$2,000	\$2,000	\$0	0.00%
02-05-5758	Repair and Maintenance: System	Provides funds to cover expenses related to the repair, maintenance, and materials for the water system.	\$8,607	\$9,562	\$13,480	\$14,478	\$18,500	\$18,500	\$0	0.00%
02-05-5775	Small Tools and Supplies	Provides funds to cover expenses for the purchase of small tools (typically under \$200), supplies, and accessories related to the water system.	\$1,439	\$2,386	\$2,542	\$2,555	\$3,000	\$3,000	\$0	0.00%
02-05-5782	Software Maintenance	Provides funds for software maintenance fees. Increase for FY16/17 includes the annual increases from Incode and Data Matic but added the new water conversation management program which was at NC in FY 15/16.	\$8,479	\$6,641	\$6,964	\$7,339	\$7,340	\$9,953	\$2,613	35.60%
02-05-5820	Training and Education - Employee	Provides funding for attendance to seminars and educational programs and training materials to enhance/improve employee skills. Also used for exam fees, and licensing.	\$663	\$4,082	\$448	\$2,006	\$3,000	\$3,800	\$800	26.67%
02-05-5815	Travel Expenses and Mileage Reimbursement	Provides funds to reimburse employees for travel expenses including hotel, travel expenses, meal per diem, and other expenses.	\$0	\$500	\$184	\$499	\$1,500	\$1,500	\$0	0.00%

Utility Fund- Water Department Budget FY 2016/2017										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted/ Amended Budget	16/17 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
02-05-5830	Uniforms	Funds to provide new or replacement uniforms for utility personnel.	\$0	\$396	\$239	\$201	\$600	\$600	\$0	0.00%
02-05-5835	Utilities: Electric, Gas, Telephone	Provides funds to cover expenses related to electrical power at the city water plant.	\$2,194	\$2,443	\$2,944	\$2,499	\$3,000	\$3,000	\$0	0.00%
02-05-5755	Vehicle Expense: Repair and Maintenance	Provide funds for tires, batteries, oil changes, car washes, misc. maintenance parts and repairs to utility vehicles.	\$0	\$129	\$0	\$299	\$500	\$500	\$0	0.00%
		Total Operating Costs	\$25,507	\$29,698	\$32,264	\$35,327	\$47,740	\$50,353	\$2,613	5.47%
		SUB-TOTAL WATER DEPARTMENTAL EXPENSES	\$602,193	\$641,683	\$601,029	\$665,469	\$742,633	\$756,656	\$14,024	1.89%
Transfers Out	Contribution from General Fund to the Utility Infrastructure	Provides funds for transfer to Utility Infrastructure Reserve.	\$0	\$100,000	\$103,000	\$20,329	\$109,273	\$112,551	\$3,278	3.00%
NEW EQUIPMENT	Utility Rate Study FY 13/14 Water Sampling Stations FY 14/15	Funds to purchase and install water sampling stations. There is no proposed new equipment for the water department.	\$0	\$0	\$15,000	\$4,322	\$0	\$0	\$0	0.00%
		Totals	\$602,193	\$741,683	\$719,029	\$690,120	\$851,906	\$869,207	\$17,302	2.03%
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Utility Fund- Wastewater Department FY 2016/2017 BUDGET										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted Budget	16/17 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
PERSONNEL SERVICES										
02-06-5070	Administrative Assistant	Hourly Position	\$1,974	\$1,340	\$1,826	\$1,702	\$1,930	\$1,930	\$0	0.00%
02-06-5025	Director	Exempt Position	\$8,486	\$9,144	\$9,419	\$9,464	\$10,247	\$10,247	\$0	0.00%
02-06-5027	Operations Manager	Exempt Position	\$2,934	\$5,221	\$5,377	\$5,614	\$6,545	\$6,545	\$0	0.00%
	Code Compliance	Hourly Position	\$0	\$0	\$0	\$0	\$0	\$4,697	\$4,697	100.00%
02-06-5020	Maintenance Technician 1 (QD)	Hourly Position	\$4,895	\$0	\$0	\$0	\$1,968	\$1,968	\$0	0.00%
02-06-5068	Maintenance Technician II (JM)	Hourly Position	\$0	\$5,391	\$5,891	\$4,727	\$0	\$1,618	\$1,618	100.00%
02-06-5063	Maintenance Technician II (MJ)	Hourly Position	\$0	\$0	\$0	\$0	\$6,885	\$6,885	\$0	0.00%
02-06-5000	Utilities Supervisor	Hourly Position	\$14,511	\$14,315	\$7,068	\$17,193	\$18,545	\$18,545	\$0	0.00%
02-05-5001	Utility Billing Clerk	Part-Time Position	\$0	\$1,186	\$1,311	\$1,939	\$2,202	\$2,202	\$0	-0.01%
02-06-5090	Overtime on FT Hourly Positions	Overtime for hourly employees	\$118	\$489	\$706	\$1,542	\$0	\$1,135	\$1,135	100.00%
	Merit Increases	Calculated at 3% of total salaries	\$0	\$0	\$0	\$0	\$0	\$1,673	\$1,673	100.00%
	Benefits Increases	Benefits calculated using merit increases total.	\$0	\$0	\$0	\$0	\$0	\$552	\$552	100.00%
02-06-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$324	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-06-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$76	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-06-5121	Insurance- Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.	\$6,660	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-06-5150	Insurance- Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$720	\$964	\$0	\$0	\$2,859	\$3,145	\$286	10.00%
02-06-5130	Medicare Match	Employer match to the Medicare portion of social security benefits.	\$482	\$570	\$470	\$573	\$670	\$495	-\$175	-26.12%
02-06-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$4,131	\$3,621	\$3,730	\$3,810	\$5,223	\$3,424	-\$1,799	-34.44%
02-06-5131	TWC Insurance	Provides funds for state mandated employer contribution to unemployment compensation fund.	\$81	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Total Personnel			\$45,391	\$42,241	\$35,797	\$46,562	\$57,074	\$65,061	\$7,987	13.99%

Utility Fund- Wastewater Department FY 2016/2017 BUDGET											
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted Budget	16/17 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease	
CONTRACTUAL SERVICES											
02-06-5303	Annual Wastewater Line Inspections	Provides funds for the annual wastewater line inspections including contractual camera/cleaning service, equipment rental and contractual labor.	\$0	\$14,978	\$13,246	\$14,027	\$15,000	\$15,000	\$0	0.00%	
02-06-5327	Engineer Services	Provides funds for general engineering <i>review and design</i> services related to wastewater and to investigate or design potential projects that may come under consideration during the fiscal year that were not identified at a project during the budget process.	\$0	\$5,818	\$0	\$4,085	\$8,000	\$8,000	\$0	0.00%	
02-06-5375	Inspections	Provides funds to cover expenses related to the plan review and inspection of public wastewater line installations, repairs and connections.	\$75	\$1,025	\$1,039	\$0	\$1,500	\$1,500	\$0	0.00%	
02-06-5324	Emergency Repair Services	Provides funds to cover expenses paid to retain a 3rd party utility contractor for assistance with wastewater emergencies.	\$0	\$0		\$0	\$3,000	\$3,000	\$0	0.00%	
02-05-5371	Industrial Waste Services	Provides funds for the review of industrial waste limits, pretreatment compliance, and inspections (COA services).	\$0	\$2,500	\$2,500	\$68	\$2,500	\$2,500	\$0	0.00%	
02-06-5373	Wholesale Waste Water Purchases	Provides funds to cover expenses paid to the City of Austin for contractual wastewater treatment services for both residential and commercial areas. The decrease is based on costs from FY 15/16.	\$419,653	\$486,201	\$466,541	\$460,182	\$606,633	\$521,069	-\$85,564	-14.10%	521069.23
Total Contractual			\$419,728	\$510,522	\$483,326	\$478,362	\$636,633	\$551,069	-\$85,564	-13.44%	
OTHER OPERATING											
02-06-5600	Dues, Fees, and Subscriptions	Provides funds to cover expenses related to dues, fees, and subscriptions associated with the wastewater system.	\$336	\$180	\$314	\$60	\$575	\$575	\$0	0.00%	
02-06-5645	Fuel	Provides funds for fuel for the utility truck.	\$0	\$0	\$0	\$0	\$500	\$500	\$0	0.00%	
02-06-5705	Office Supplies, Postage, Printing	Provides funds to cover expenses related to the purchase of office supplies, printed material, and postage to mail utility invoices, late notices, correspondence, and mail outs.	\$500	\$0	\$96	\$6	\$800	\$800	\$0	0.00%	

Utility Fund- Wastewater Department FY 2016/2017 BUDGET										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Adopted Budget	16/17 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
02-06-5735	Rental Expense: Equipment	Provides funds to cover expenses for rental equipment needed in the repair of the wastewater system.	\$0	\$557	\$0	\$2,029	\$750	\$750	\$0	0.00%
02-06-5745	Repair and Maintenance Equipment	Provides funds for equipment repair to the Backhoe, sewer jet, and other wastewater specialty equipment. Also provides for the purchase and replacement of small equipment under \$5,000)	\$688	\$25	\$2,246	\$0	\$5,000	\$5,000	\$0	0.00%
02-06-5758	Repair and Maintenance: System	Provides funds to cover expenses related to the repair, maintenance, and materials for the wastewater system.	\$4,382	\$2,047	\$1,435	\$2,040	\$8,000	\$8,000	\$0	0.00%
02-06-5775	Small Tools and Supplies	Provides funds to cover expenses for the purchase of small tools (typically under \$200), supplies, and accessories related to the wastewater system.	\$500	\$383	\$37	\$906	\$1,100	\$1,100	\$0	0.00%
02-06-2820	Training and Education: Employees	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills. Also used for exam fees and licensing.	\$488	\$885	\$521	\$666	\$800	\$800	\$0	0.00%
02-06-5815	Training and Education: Travel Expenses	Provides funds to reimburse employees for travel expenses including hotel, travel expenses, meal per diem, and other expenses.	\$376	\$600	\$0	\$544	\$600	\$600	\$0	0.00%
02-06-5830	Uniforms	Funds to provide new or replacement uniforms for utility personnel.	\$0	\$12	\$136	\$201	\$500	\$600	\$100	20.00%
02-06-5835	Utilities: Electric, Gas, Telephone	Provides funds to cover expenses related to electrical power at the city wastewater lift station.	\$140	\$0	\$529	\$787	\$1,000	\$1,000	\$0	0.00%
02-05-5755	Vehicle Expenses: Repair and Maintenance	Provides funds for tires, batteries, oil changes, car washes, misc. maintenance parts and repairs for the utility vehicles.	\$0	\$0	\$0	\$610	\$500	\$500	\$0	0.00%
Total Operating Costs			\$7,409	\$4,688	\$5,315	\$7,850	\$20,125	\$20,225	\$100	0.50%
SUB-TOTAL WASTEWATER DEPARTMENTAL EXPENSES			\$472,528	\$557,451	\$524,438	\$532,774	\$713,832	\$636,355	-\$77,477	-10.85%
Contribution from General Fund to the Utility Infrastructure		Provides funds for transfer to Utility Infrastructure Reserve.	\$0	\$75,000	\$77,250	\$20,329	\$81,955	\$84,413	\$2,458	3.00%
Totals			\$472,528	\$632,451	\$601,688	\$553,103	\$795,787	\$720,768	-\$75,019	-9.43%

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Utility Fund- Solid Waste Department FY 2016/2017 Budget										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual expenses	14/15 Actual expenses	15/16 Adopted Budget	16/17 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
PERSONNEL SERVICES										
02-07-5025	Director	Exempt Position	\$4,243	\$4,572	\$4,710	\$4,732	\$5,123	\$5,123	\$0	0.00%
02-07-5010	Operations Manager	Exempt Position	\$680	\$0	\$103	\$0	\$0	\$0	\$0	0.00%
02-07-5030	Environmental Manager	Exempt Position	\$0	\$3,120	\$3,114	\$3,226	\$3,760	\$3,760	\$0	0.00%
02-07-5066	Land Management Supervisor	Hourly Position	\$2,783	\$4,504	\$4,687	\$4,922	\$5,793	\$5,793	\$0	0.00%
02-07-5063	Maintenance Technician II (MJ)	Hourly Position	\$3,278	\$0	\$0	\$4,236	\$4,508	\$0	-\$4,508	-100.00%
02-07-5020	Maintenance Technician II (QD)	Hourly Position	\$0	\$6,468	\$6,513	\$6,888	\$7,871	\$7,871	\$0	0.00%
02-07-5068	Maintenance Technician II (JM)	Hourly Position	\$0	\$0	\$0	\$0	\$0	\$6,473	\$6,473	100.00%
02-07-5057	PW Administrative Assistant	Hourly Position	\$0	\$0	\$0	\$0	\$0	\$1,930	\$1,930	100.00%
02-05-5001	Utility Billing Clerk	Part-Time Position	\$0	\$1,186	\$1,311	\$1,939	\$2,202	\$2,202	\$0	0.00%
02-07-5090	Overtime on FT Hourly Positions		\$160	\$320	\$783	\$760	\$0	\$728	\$728	100.00%
	Merit Increases	Calculated at 3% of total salaries	\$0	\$0	\$0	\$0	included in payroll	\$1,016	n/a	n/a
	Benefits Increases	Benefits calculated using merit increase total	\$0	\$0	\$0	\$0	included in payroll	\$335	n/a	n/a
02-07-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$97	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-07-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$23	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-07-5121	Insurance- Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.	\$1,782	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-07-5150	Insurance- Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$333	\$455	\$0	\$739	\$1,075	\$1,182.50	\$108	10.00%
02-07-5130	Medicare Match	Employer match to the Medicare tax.	\$150	\$217	\$223	\$246	\$422	\$511	\$89	21.05%
02-07-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$1,200	\$1,934	\$0	\$2,126	\$3,288	\$3,715	\$427	13.00%
02-07-5131	TWC Insurance	Provides Unemployment Insurance.	\$45	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Total Personnel		\$16,646	\$22,780	\$28,400	\$29,813	\$34,042	\$40,639	\$6,597	19.38%

Utility Fund- Solid Waste Department FY 2016/2017 Budget										
G/L Code	Budget Item	Purpose and Description	11/12 Actual Expenses	12/13 Actual Expenses	13/14 Actual expenses	14/15 Actual expenses	15/16 Adopted Budget	16/17 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
CONTRACTUAL SERVICES										
02-07-5410	Brush Chipping	Provides funds for expenses related to chipping of brush on-site and at City Hall.	\$8,161	\$18,468	\$12,848	\$12,907	\$16,000	\$16,000	\$0	0.00%
02-07-5374	Dumpster Rental/Landfill Disposal	Provides funds for dumpster rental for City and resident use and for landfill disposal if necessary.	\$6,009	\$6,570	\$6,306	\$6,605	\$7,000	\$7,000	\$0	0.00%
02-07-5373	Trash and Recycling Service	Provides funds for expenses related to City solid waste services account. Annual Increase of 4% per contract agreement, but due to new program franchise agreement no increase is expected until July 2017. The City pays the tax to the State Comptroller	\$53,163	\$56,153	\$58,056	\$60,794	\$64,630	\$65,276	\$646	1.00%
Total Contractual			\$67,332	\$81,190	\$77,210	\$80,306	\$87,630	\$88,276	\$646	0.74%
OTHER OPERATING										
02-07-5510	Animal Control	Provides funds for expenses related to the proper disposal of animal carcass, live animal rescue, and animal handling equipment. Includes training for Public Works and Police Department that is required for animal control. Also, provides	\$401	\$697	\$328	\$677	\$6,800	\$5,000	-\$1,800	-26.47%
02-07-5650	Haz-Mat Disposal	Provide funds for expenses related to the proper handling and disposal of hazardous materials.	\$237	\$0	\$0	\$207	\$250	\$250	\$0	0.00%
02-07-5735	Rental Expense - Equipment	Provides funds to cover expenses for rental equipment needed for SW material handling and disposal.	\$0	\$0	\$0	\$0	\$1,500	\$750	-\$750	-50.00%
02-07-5795	Tire Recycling	Provides funds for expenses related to the used tire recycling program. (Program use has increased)	\$513	\$387	\$477	\$473	\$500	\$800	\$300	60.00%
Total Operating Costs			\$1,151	\$1,084	\$805	\$1,357	\$9,050	\$6,800	-\$2,250	-24.86%
Totals			\$85,130	\$105,054	\$106,414	\$111,476	\$130,722	\$135,715	\$4,993	4.48%
<i>Mayor's Budget 8/12/2016</i>										

WASTEWATER MODEL 20115-2016

LOCATION/COST CATEGORY Wastewater Facility	Length (feet)	Width (dia)	Pipe Type	Installation Year	2013 Cost	Year	FY 2016-2017												
						2012	1	2	3	4	5	6	7	8	9	10	11	12	13
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024	2025	
Lift Station (Stearns/290)				1991	175,000										228,335				
Lone Oak Trail 8"	2631	8	SDR 35	1991	328,875					11,500								455,240	
Sunset Trail	1676	8	SDR 35	1991	209,500					0								281,550	
Clarmac	331	8	SDR 35	1991	41,375													57,273	
Reese Drive line O	284	8	SDR 35	1991	35,500														
Stearns Lane connection lift station to COA	473	8	SDR 26	1991	59,125										77,145				
Oakdale Drive line A	2676	8	SDR 35	1991	334,500														
Oakdale Drive line C	548	8	SDR 5	1991	68,500														
Sunset Valley Meadows	5164	8	SDR 35	1998	645,500														
Sunset Valley Village	420	8	SDR 35	1998	52,500														
Oakdale Drive line B	568	8	SDR 35	1998	71,000														
Home Depot Blvd	210	8	SDR 35	2001	26,250														
Stearns Lane	1101	8	SDR 35	2002	137,625														
Highway 290 East	1786	8	SDR 35	2002	223,250														
Highway 290 West	1892	8	SDR 26	2003	236,500														
Sunset Valley Villas (all streets)	2058	8	SDR 35	2005	257,250														
LaMadeline	325	8	SDR 35	2005	40,625														
Homestead	638	8	SDR 35	2009	79,750														
Reese Drive main line	1804	8	SDR 35	2011	225,500														
Pillow Road	2176	8	SDR 35	2012	272,000														
Future Country White (to be funded out of Green Tax)	1950	8	SDR		292,500														
Future Stearns Lane ETJ	825	8	SDR		123,750								152,197						
TOTAL COST PAID IN FY						0	0	0	0	11,500	0	0	0	0	305,480	0	794,063	0	0
BEGINNING BALANCE						639,936	1,214,936	1,292,186	1,371,754	1,453,708	1,448,781	1,535,727	1,625,281	1,717,521	1,812,529	1,604,907	1,705,701	1,015,455	1,122,387
<i>add one time contribution in 12-13</i>						500,000													
LESS COSTS PAID IN FY						0	0	0	0	11,500	0	0	0	0	305,480	0	794,063	0	0
ANNUAL CONTRIBUTION						75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	100,794	103,818	106,932	110,140
<i>add one time contribution in 16-17 for RR</i>										0									
Equipment Repair and Replacement Reserve										45,840									
Equipment Repair and Replacement Reserve-SW										32,000									
ENDING BALANCE AS OF 9/30						1,214,936	1,292,186	1,371,754	1,453,708	1,448,781	1,535,727	1,625,281	1,717,521	1,812,529	1,604,907	1,705,701	1,015,455	1,122,387	1,232,527

WASTEWATER MODEL 20115-2016

LOCATION/COST CATEGORY Wastewater Facility																			
	Length (feet)	Width (dia)	Pipe Type	14 2026	15 2027	16 2028	17 2029	18 2030	19 2031	20 2032	21 2033	22 2034	23 2035	24 2036	25 2037	26 2038	27 2039	28 2040	29 2041
Lift Station (Stearns/290)																			
Lone Oak Trail 8"	2631	8	SDR 35					576,684											
Sunset Trail	1676	8	SDR 35																
Clarmac	331	8	SDR 35																
Reese Drive line O	284	8	SDR 35	53,697															
Stearns Lane connection lift station to COA	473	8	SDR 26																
Oakdale Drive line A	2676	8	SDR 35	505,961															
Oakdale Drive line C	548	8	SDR 5	103,612															
Sunset Valley Meadows	5164	8	SDR 35			1,035,838													
Sunset Valley Village	420	8	SDR 35			84,247													
Oakdale Drive line B	568	8	SDR 35			113,934													
Home Depot Blvd	210	8	SDR 35					46,030											
Stearns Lane	1101	8	SDR 35						248,566										
Highway 290 East	1786	8	SDR 35						403,214										
Highway 290 West	1892	8	SDR 26							439,960									
Sunset Valley Villas (all streets)	2058	8	SDR 35									507,705							
LaMadeline	325	8	SDR 35									80,177							
Homestead	638	8	SDR 35													177,148			
Reese Drive main line	1804	8	SDR 35														515,928		
Pillow Road	2176	8	SDR 35																640,986
<i>Future Country White (to be funded out of Green Tax)</i>	1950	8	SDR																
<i>Future Stearns Lane ETJ</i>	825	8	SDR																
TOTAL COST PAID IN FY				663,271	0	1,234,019	0	0	622,714	651,780	439,960	0	587,882	0	0	0	177,148	515,928	640,986
BEGINNING BALANCE				1,232,527	682,701	799,548	-314,118	-190,154	-62,472	-553,673	-1,069,995	-1,370,432	-1,226,725	-1,666,588	-1,514,128	-1,357,095	-1,195,350	-1,205,902	-1,550,235
<i>add one time contribution in 12-13</i>																			
LESS COSTS PAID IN FY				663,271	0	1,234,019	0	0	622,714	651,780	439,960	0	587,882	0	0	0	177,148	515,928	640,986
ANNUAL CONTRIBUTION				113,444	116,848	120,353	123,964	127,682	131,513	135,458	139,522	143,708	148,019	152,460	157,033	161,744	166,597	171,595	176,742
<i>add one time contribution in 16-17 for RR</i>																			
Equipment Repair and Replacement Reserve																			
Equipment Repair and Replacement Reserve-SW																			
ENDING BALANCE AS OF 9/30				682,701	799,548	-314,118	-190,154	-62,472	-553,673	-1,069,995	-1,370,432	-1,226,725	-1,666,588	-1,514,128	-1,357,095	-1,195,350	-1,205,902	-1,550,235	-2,014,478

WASTEWATER MODEL 20115-2016

LOCATION/COST CATEGORY				
Wastewater Facility				
	Length	Width	Pipe	30
	(feet)	(dia)	Type	2042
Lift Station (Stearns/290)				
Lone Oak Trail 8"	2631	8	SDR 35	
Sunset Trail	1676	8	SDR 35	
Clarmac	331	8	SDR 35	
Reese Drive line O	284	8	SDR 35	
Stearns Lane connection lift station to COA	473	8	SDR 26	
Oakdale Drive line A	2676	8	SDR 35	
Oakdale Drive line C	548	8	SDR 5	
Sunset Valley Meadows	5164	8	SDR 35	
Sunset Valley Village	420	8	SDR 35	
Oakdale Drive line B	568	8	SDR 35	
Home Depot Blvd	210	8	SDR 35	
Stearns Lane	1101	8	SDR 35	
Highway 290 East	1786	8	SDR 35	
Highway 290 West	1892	8	SDR 26	
Sunset Valley Villas (all streets)	2058	8	SDR 35	
LaMadeline	325	8	SDR 35	
Homestead	638	8	SDR 35	
Reese Drive main line	1804	8	SDR 35	
Pillow Road	2176	8	SDR 35	
<i>Future Country White (to be funded out of Green Tax)</i>	1950	8	SDR	
<i>Future Stearns Lane ETJ</i>	825	8	SDR	
TOTAL COST PAID IN FY				0
BEGINNING BALANCE				-2,014,478
<i>add one time contribution in 12-13</i>				
LESS COSTS PAID IN FY				0
ANNUAL CONTRIBUTION				182,045
<i>add one time contribution in 16-17 for RR</i>				
Equipment Repair and Replacement Reserve				
Equipment Repair and Replacement Reserve-SW				
ENDING BALANCE AS OF 9/30				-1,832,433

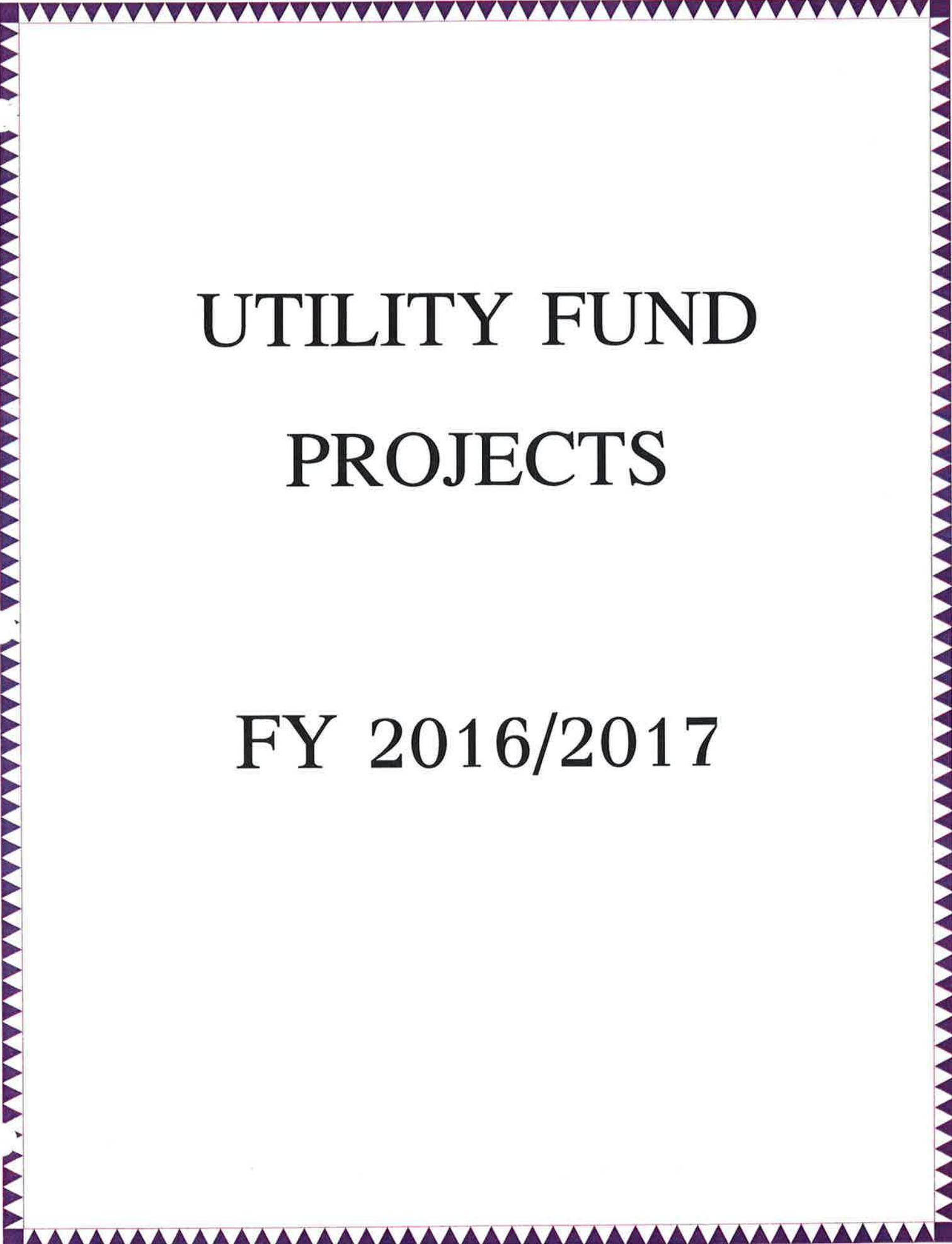
WATER MODEL - FY 2016-2017

LOCATION/COST CATEGORY Water Facilities	Length	Width	Pipe	Installation	2013	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	(feet)	(dia)	Type	Year	Cost	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	
Water Plant					\$ 765,000				90,000												
Sunset Trail Section I	944	4	PVC	1989	\$ 122,720				64,515												
Market Fair 12" (added FY 2016/2017)	837	12	PVC	1991	\$ 125,550								163,814								
Interconnection Lone Oak to Pillow	501	6	PVC	1994	\$ 50,100				8,712	58,080											
Interconnection Pillow to Reese	523	6	PVC	1994	\$ 52,300				9,095	60,630											
Jones Road 8"	1693	8	PVC	1994	\$ 169,300																263,764
Ernest Robles Way at Cannoli Joe's 6"	586	6	DI	1995	\$ 87,900													129,084			
Home Depot Blvd to Market Fair	557	12	DI	1996	\$ 111,400															168,502	
Ernest Robles South 6"	2650	6	PVC	1998	\$ 265,000																
Sunset Trail Section II	986	6	PVC	1998	\$ 128,180															177,431	
Lone Oak	2573	6	PVC	1998	\$ 283,030				23,000											391,780	
Sunset Valley Village 8"	585	8	DI	1998	\$ 87,750																
Sunset Valley Village 16"	557	16	DI	1998	\$ 111,400																
Sunset Valley Meadows 12"	3338	12	DI	1998	\$ 500,700																
Oakdale Warken Line	848	8	PVC	1999	\$ 84,800																
Sunset Valley Meadows 8"	3338	8	PVC	2000	\$ 333,800			12,000													
Home Depot	1052	12	PVC	2002	\$ 157,800																
Meadowview 8"	437	8	PVC	2002	\$ 43,700																
Ernest Robles North 12 "	665	12	PVC	2002	\$ 99,750																
Highway 290 West Section I	1085	8	PVC	2004	\$ 108,500																
Highway 290 West Section II	650	8	PVC	2005	\$ 65,000																
Sunset Valley Villas	2317	8	DI	2005	\$ 347,550																
Jones Road 16"	1460	16	DI	2005	\$ 292,000																
Ernest Robles South 12 " La Madeline	437	12	DI	2006	\$ 65,550																
Ernest Robles South 12 "Homestead	835	12	DI	2006	\$ 125,250																
Oakdale	3288	8	PVC	2010	\$ 328,800																
Reese	2526	8	PVC	2011	\$ 252,600																
Interconnection Lone Oak to Pillow	677	8	PVC	2012	\$ 67,700																
Pillow	3123	8	PVC	2012	\$ 312,300																
Ernest Robles Interconnection 12	1000	12	DI	2013	\$ 150,000																
Future Country White	1250	8	PVC		\$ 250,000					337,652											
Future MSG Horrigan Master Meter					\$ 95,000				133,690												
Future Brodie Lane Extension	1000	8			\$ 200,000							245,975									
Future Stearns Lane Extension	1500	8			\$ 300,000							368,962									
Future Stearns Lane ETJ Extension	850	8			\$ 170,000							209,079									
Other meter/vault/backflow replacements					\$ 325,000			\$5,000	\$285,000	\$75,000		\$20,000		\$40,000		\$40,000	\$30,000		\$50,000	\$80,000	
TOTAL COST						0	0	17,000	614,011	531,362	0	844,015	163,814	40,000	0	609,211	30,000	129,084	218,502	343,764	

BEGINNING BALANCE AS OF 10/1						1,178,857	1,281,857	1,387,947	1,480,220	844,759	429,324	548,730	-172,298	-209,436	-118,958	15,433	-455,354	-342,778	-325,009	-392,252	
add one time contribution in 12-13						0															
LESS COSTS PAID IN FY						0	0	17,000	614,011	531,362	0	844,015	163,814	40,000	0	609,211	30,000	129,084	218,502	343,764	
ANNUAL CONTRIBUTION						103,000	106,090	109,273	112,551	115,927	119,405	122,987	126,677	130,477	134,392	138,423	142,576	146,853	151,259	155,797	
add one time contribution in 16-17 for RR									44,250												
Equipment Repair and Replacement Reserve									178,250												
ENDING BALANCE AS OF 9/30						1,281,857	1,387,947	1,480,220	844,759	429,324	548,730	-172,298	-209,436	-118,958	15,433	-455,354	-342,778	-325,009	-392,252	-580,219	

LOCATION/COST CATEGORY Water Facilities	Length (feet)	Width (dia)	Pipe Type	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
				2028/29	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Water Plant				1,227,600														
Sunset Trail Section I	944	4	PVC															
Market Fair 12" (added FY 2016/2017)	837	12	PVC															
Interconnection Lone Oak to Pillow	501	6	PVC															
Interconnection Pillow to Reese	523	6	PVC															
Jones Road 8"	1693	8	PVC															
Ernest Robles Way at Cannoli Joe's 6"	586	6	DI															
Home Depot Blvd to Market Fair	557	12	DI															
Ernest Robles South 6"	2650	6	PVC	425,247														
Sunset Trail Secton II	986	6	PVC															
Lone Oak	2573	6	PVC															
Sunset Valley Village 8"	585	8	DI	140,813														
Sunset Valley Village 16"	557	16	DI	178,764														
Sunset Valley Meadows 12"	3338	12	DI	803,477														
Oakdale Warken Line	848	8	PVC		140,161													
Sunset Valley Meadows 8"	3338	8	PVC			568,272												
Home Depot	1052	12	PVC					285,004										
Meadowview 8"	437	8	PVC					78,927										
Ernest Robles North 12 "	665	12	PVC					180,160										
Highway 290 West Section I	1085	8	PVC								214,134							
Highway 290 West Section II	650	8	PVC								128,283							
Sunset Valley Villas	2317	8	DI								685,920							
Jones Road 16"	1460	16	DI								576,287							
Ernest Robles South 12 " La Madeline	437	12	DI									133,250						
Ernest Robles South 12 "Homestead	835	12	DI									254,607						
Oakdale	3288	8	PVC													752,271		
Reese	2526	8	PVC														595,268	
Interconnection Lone Oak to Pillow	677	8	PVC															159,539
Pillow	3123	8	PVC															735,955
Ernest Robles Interconnection 12	1000	12	DI															
Future Country White	1250	8	PVC															
Future MSG Horrigan Master Meter																		
Future Brodie Lane Extension	1000	8																
Future Stearns Lane Extension	1500	8																
Future Stearns Lane ETJ Extension	850	8																
Other meter/vault/backflow replacements								\$50,000			60000	\$30,000		\$90,000		\$30,000		
TOTAL COST				2,775,901	140,161	568,272	0	594,091	0	0	1,664,625	417,857	0	90,000	0	782,271	1,490,763	0

BEGINNING BALANCE AS OF 10/1				-580,219	-3,195,650	-3,170,527	-3,568,556	-3,393,205	-3,806,685	-3,620,656	-3,429,045	-4,896,311	-5,110,889	-4,901,511	-4,775,852	-4,553,723	-5,107,201	-6,362,308
add one time contribution in 12-13																		
LESS COSTS PAID IN FY				2,775,901	140,161	568,272	0	594,091	0	0	1,664,625	417,857	0	90,000	0	782,271	1,490,763	0
ANNUAL CONTRIBUTION				160,471	165,285	170,243	175,351	180,611	186,029	191,610	197,359	203,279	209,378	215,659	222,129	228,793	235,657	242,726
add one time contribution in 16-17 for RR																		
Equipment Repair and Replacement Reserve																		
ENDING BALANCE AS OF 9/30				-3,195,650	-3,170,527	-3,568,556	-3,393,205	-3,806,685	-3,620,656	-3,429,045	-4,896,311	-5,110,889	-4,901,511	-4,775,852	-4,553,723	-5,107,201	-6,362,308	-6,119,581



**UTILITY FUND
PROJECTS**

FY 2016/2017

New Program Worksheet

Program Name	Water Plant Tank Repairs	Fiscal Year	2016-2017
Department	Utility	Continued Program or New?	New
Funding Source:	Water Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

The city water plant has two metal water storage tanks. Neither tank is up to standards for use as potable water storage. One tank has been empty for several years and replacement is recommended. The second tank holds water but leaks and needs significant repairs or replacement. This tank is used to keep the water plant operational. Water is used for construction, landscaping, and mulch moisture control. Repairs to the tank are estimated at \$65,000 and a full replacement would be \$90,000. Engineering assistance is not included in this estimate. Engineering services would be funded under Water Utility Engineering Services.

The Utility Fund has \$81,895 set aside for repairs to the Water Plant. An additional \$8,105 is requested to have adequate funds for these anticipated repairs.

Program Justification and Benefits

This replacement will reduce water loss resulting from the leaking tank. Having a tank that meets potable water standards is important should this plant go back in services as a public water supply well.

Conformance with Master Plan and other Plans/Policies

This project is required to maintain the potential for a dual water system.

Total FTEs

0.00

Total New Program Costs FY 2016-2017 **\$97,021**

Total Increases to the Budget for FY 2015-2016 **\$90,000**

New Program Worksheet

Program Name	Sunset Trail Improvements	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Street Fund and Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

The adopted 2015-2016 Street Repair and Maintenance Plan provided funds for engineering services for the assessment of maintenance needs of Sunset Trail for proposed improvements. Additional funds were allotted for construction in 2016-2017. In March, an assessment was presented to the Public Works Committee with two options presented by staff ranging from minimal maintenance needs up to a full replacement. The City Council selected to perform a full mill and overlay of the street from Jones Road to Reese Road, replace large portion of the waterline and install additional fire hydrants.

Funding for this project is allocated both the Street Fund and the Utility Fund.

Street Fund - Engineering	\$ 45,000
Street Fund - Construction	\$225,000
Utility Water Fund	\$ 64,515

Program Justification and Benefits

In 2005 the City inventoried existing streets and evaluated the condition of the road surfaces and storm water facilities. As a result of this analysis a program was established for the periodic repair, maintenance and replacement of these roadways. Streets are maintained using traditional methods such as crack seal and pot hole repair and resurfacing. If streets are determined to have other needs such as substandard drainage or aging utility infrastructure, the streets are assessed to determine if a full replacement is required.

This improvement will address the major service issues on Sunset Trail and postpone reconstruction several more years. Scheduling this work to be performed at the same time as the proposed project on Lone Oak Trail will allow for economy of scale and should reduce construction costs.

Conformance with Master Plan and other Plans/Policies

Section 306. Topography, Grading, and Drainage

- Reconstruct, as necessary, existing bar ditches, culverts, and bridge crossings of creeks to improve water flow from private property and public rights-of-way into drainage easements and creek channels.

Section 302. Streets

- Develop a street maintenance plan to maintain and extend the life of City streets.

Total FTEs

0.00

Total New Program Costs **\$347,351**

Total Increases to the Budget for FY-2015-2016 **\$334,515**

New Program Worksheet

Program Name **Sunset Trail Improvements** Fiscal Year **2016-2017**
 Department **Public Works** Continued Program or New? **Continued**
 Funding Source: Street Fund and Utility Fund Primary Staff Contact: Katy Phillips

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
	Engineering Services - Streets	\$ 45,000
	Construction Services Streets	\$ 225,000
	Design and Construction Water	\$ 64,515
		\$
		\$
		\$
		\$
	TOTAL	\$ 334,515

FY 2016-2017
\$ 334,515

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2017-2018
\$ 0

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2018-2019
\$ 0

PERSONNEL

Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
Public Works Director	6	7,666	10%	4,600		0
Operations Manager	6	4,463	20%	5,356		0
Environmental Manager	3	5,176	5%	776		0
Subtotal Personnel				10,732		0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

Overtime	Hours	Hourly Rate				
	0		x 1.5	0	0	0
Standby	Elig. Pers.	No. of Weeks				
	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			821	0	0
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			1,283	0	0
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0

TOTAL PERSONNEL COSTS **12,836** **0** **0**

Total New Program Costs \$ **347,351** \$ **0** \$ **0**

New Program Worksheet

Program Name	Lone Oak Trail Improvements	Fiscal Year	2016/2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Street Fund and Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

The adopted 2015-2016 Street Repair and Maintenance Plan provided funds for engineering services for the assessment of maintenance needs of Lone Oak Trail for proposed improvements. Additional funds were allotted for construction in 2016-2017. In March, an assessment was presented to the Public Works Committee with two options presented by staff ranging from minimal maintenance needs up to a full replacement. The City Council selected to perform a full mill and overlay of the street from Jones Road to the end, a minor repair of a section of the wastewater line at the bridge, replacement of approximately 350 linear feet of ribbon curb, the installation of a turn-around at the end of the street for emergency vehicles, installation of additional fire hydrants, and minor regrading of ditches to create positive drainage.

Funding for this project is allocated both the Street Fund and the Utility Fund.

Street Fund-Engineering	\$ 53,000
Street Fund-Construction	\$265,000
Utility Water Fund	\$ 23,000
Utility Wastewater Fund	\$ 11,500

Program Justification and Benefits

In 2005 the City inventoried existing streets and evaluated the condition of the road surfaces and storm water facilities. As a result of this analysis a program was established for the periodic repair, maintenance and replacement of these roadways. Streets are maintained using traditional methods such as crack seal and pot hole repair and resurfacing. If streets are determined to have other needs such as substandard drainage or aging utility infrastructure, the streets are assessed to determine if a full replacement is required.

This improvement will address the major service issues on Lone Oak Trail and postpone reconstruction several more years. Scheduling this work to be performed at the same time as the proposed project on Sunset Trail will allow for economy of scale and should reduce construction costs.

Conformance with Master Plan and other Plans/Policies

Section 306. Topography, Grading, and Drainage

- Reconstruct, as necessary, existing bar ditches, culverts, and bridge crossings of creeks to improve water flow from private property and public rights-of-way into drainage easements and creek channels.

Section 302. Streets

- Develop a street maintenance plan to maintain and extend the life of City streets.

Total FTEs

0.00

Total New Program Costs \$365,336

Total Increases to the Budget for FY 2015-2016 \$352,500

New Program Worksheet

Program Name	Jones Road/AISD Master Meter	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	Continued Construction
Funding Source:	Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

PROJECT FOR 2016/2017

The project is to install a new master wholesale water meter on Jones Road near Sunset Valley Elementary School to provide water service to Toney Burger Athletic Facility, the AISD Transportation Center and to Sunset Valley Elementary. Austin Water Utility is the current provider for these locations and this project would allow for service transfer to the City of Sunset Valley.

This project will require new taps on existing lines and some excavation of the pavement on Jones Road and on MSG Robert Horigan Trail. It is anticipated that Sunset Valley will only match the existing service levels available in the area and no upgrades will be included for additional fire flow or line extensions beyond the current area.

Cost estimate does not include easement acquisition costs from AISD.

Staff recommendation is to postpone this project until the Water System Master Plan is complete.

Program Justification and Benefits

Services will provide additional water utility revenue and reduce conflicts in overlapping utility provider service areas.

Conformance with Master Plan and other Plans/Policies

No applicable section of the Master Plan.

The transfer of these facilities is referenced in the Wholesale Water Contract with Austin Water Utility and included in Sunset Valley water consumption planning documents.

Total FTEs

0.00

Total New Program Costs FY 2014-2015

\$139,644

Total Increases to the Budget for FY 2014-2015

\$133,690

New Program Worksheet

Program Name: **Jones Road/AISD Master Meter** Fiscal Year: **2016-2017**
 Department: **Public Works** Continued Program or New? **Continued Construction**
 Funding Source: **Utility Fund** Primary Staff Contact: **Katy Phillips**

Cost of Project/Program FY 2016/2017		
Acct. #	Quantity / Description	Amount
	Design & Bid	20,000
	Construction	108,690
	Surveying	\$ 5,000
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 133,690

FY 2016-2017
\$ 133,690

Cost of Project/Program FY 2017/2018		
Acct. #	Quantity / Description	Amount
	Design & Bid Materials	\$ 15,000
	Construction	\$ 75,000
	Project Management	\$ 5,000
		\$
		\$
		\$
		\$
	TOTAL	\$ 95,000

FY 2017-2018
\$ 95,000

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
	Maintenance and Reserve	\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2018-2019
\$ 0

PERSONNEL

Position	Hours	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
Public Works Director	3	7,666	10%	2,300	0	0
Operations Manager	3	4,463	20%	2,678	0	0
				0	0	0
				0	0	0
Subtotal Personnel				4,978	0	0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate		FY 2016-2017	FY 2017-2018	FY 2018-2019
Overtime	0	x 1.5		0	0	0
Standby	0	x 30		0	0	0
FICA (Equals Total Salaries x)				381	0	0
Insurance (Equals No. of Mos.)						
TMRS (Equals Total Salaries x)				595	0	0
Workers' Comp. (#N/A) X Total Salaries						
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0	0
TOTAL PERSONNEL COSTS				5,954	0	0

Total New Program Costs \$ **139,644** \$ **95,000** \$ **0**

New Program Worksheet

Program Name	Backflows, Meters & Vaults Improvements	Fiscal Year	2016-2017
Department	Utility	Continued Program or New?	New
Funding Source:	Water Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

Several areas of the City have outdated infrastructure related to metering and backflow protection. This project will replace or install meters and backflow, reverse siphonage, devices required to meet current city standards. This will be a two year project with replacements prioritized by greatest need.

Additional Austin Master Meter Backflows and Vaults - \$120,000
 Additional Sub-Meter Backflows, Meters and Vaults - \$140,000
 Replacement Meters and Vaults-\$75,000
 Engineering & Testing \$25,000

Program Justification and Benefits

Metering and backflow devices help to track and prevent water loss in the water system. Backflow devices are required to prevent instances of cross contamination from private facilities to public facilities. Backflows are also required at all locations where purchased Austin Water enters the Sunset Valley System. The City of Austin wholesale water contract requires Sunset Valley to have backflows at all master meter locations. Two of our older connection points do not have the property backflows. This project is necessary to stay in compliance with the terms of our wholesale water agreement.

Conformance with Master Plan and other Plans/Policies

This project will insure conformance with current TCEQ, Plumbing and City of Austin requirements.

Total FTEs

0.00

Total New Program Costs FY 2016-2017

\$292,637

Total Increases to the Budget for FY 2015-2016

\$285,000

New Program Worksheet						
Program Name	Backflows, Meters & Vaults Improvements	Fiscal Year	2016-2017			
Department	Utility	Continued Program or New?	New			
Funding Source:	Water Utility Fund	Primary Staff Contact:	Katy Phillips			
Cost of Project/Program FY 2016-2017						
Acct. #	Quantity / Description	Amount				
	Engineering	\$ 20,000				
	Construction	\$ 260,000				
	Testing	\$ 5,000				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
	TOTAL		FY 2016-2017			
		\$	285,000			
Cost of Project/Program FY 2017-2018						
Acct. #	Quantity / Description	Amount				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
	TOTAL		FY 2017-2018			
		\$	75,000			
Cost of Project/Program FY 2018-2019						
Acct. #	Quantity / Description	Amount				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
	TOTAL		FY 2018-2019			
		\$	0			
PERSONNEL						
Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
Public Works Director	3	7,666	20%	4,600	0	0
Operations Manager	4	4,463	10%	1,785	0	0
				0	0	0
Subtotal Personnel				6,385	0	0
Total Number of FTE Positions that will be assigned to this program					0.00	
Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0
Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired)					0.00	
Overtime	Hours	Hourly Rate				
	0		x 1.5	0	0	0
Standby	Elig. Pers.	No. of Weeks				
	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			488	0	0
Insurance	(Equals No. of Mos.)			764	0	0
TMRS	(Equals Total Salaries x)			0	0	0
Workers' Comp.	#N/A	X Total Salaries		0	0	0
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0
TOTAL PERSONNEL COSTS				7,637	0	0
Total New Program Costs				\$ 292,637	\$ 0	\$ 0

CITY OF SUNSET VALLEY 5 YEAR COMPARISON BUDGET
DRAINAGE UTILITY FUND
FY 2016/2017

		Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Projected to receive/spend 2015/2016	% of Budget projected to receive/spend 2015/2016	Adopted/ Amended Budget 2015/2016	Proposed Budget 2016-2017	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
	Balance as of 10/01	\$100,634	\$201,215	\$285,283	\$271,042	\$332,984		\$332,984	\$310,267		
	Less repair and Replacement Funds	\$0	\$0	\$0	\$0	-\$28,000		-\$28,000	-\$28,000		
	Balance before Revenue	\$100,634	\$201,215	\$285,283	\$271,042	\$304,984		\$304,984	\$282,267		
G/L Code	REVENUE										
4220	Drainage Utility Fees	\$100,385	\$100,494	\$100,458	\$100,835	\$101,246	100.64%	\$100,600	\$101,532	0.93%	0.28%
4095	Interest	\$196	\$254	\$153	\$273	\$1,500	750.00%	\$200	\$1,900	850.00%	26.67%
4300	Transfer in - from the Gn Fund	\$0	\$0	\$0	\$135,771	\$0	0.00%	\$0	\$0	0.00%	0.00%
	TOTAL REVENUE	\$100,581	\$100,748	\$100,611	\$236,879	\$102,746	101.93%	\$100,800	\$103,432	2.61%	0.67%
		\$0									
	TOTAL FUNDS AVAILABLE	\$201,215	\$301,963	\$385,894	\$507,921	\$407,730	100.48%	\$405,784	\$385,699	-4.95%	-5.40%
7140	Jones Road Southside Pedestian trail	\$0	\$0	\$0	\$0	\$78,500	100.00%	\$78,500	\$0	-100.00%	-100.00%
7186	Pillow Road Phase 2-Drainage/Low Water Crossing Improvements	\$0	\$0	\$0	\$0	\$0	0.00%	\$52,000	\$52,000	0.00%	100.00%
7199	Sunset Trail Subdivision Drainage Swale Construction	\$0	\$0	\$0	\$0	\$0	0.00%	\$32,000	\$70,000	118.75%	100.00%
	SUB-TOTAL NEW PROJECTS	\$0	\$0	\$0	\$0	\$78,500	48.31%	\$162,500	\$122,000	-24.92%	55.41%
5823	Drainage Utility - Education Programs	\$0	\$3,507	\$2,843	\$1,773	\$0	0.00%	\$5,000	\$5,000	0.00%	100.00%
5327	Engineering Design Fees	\$0	\$0	\$15,262	\$16,956	\$5,223	52.23%	\$10,000	\$10,000	0.00%	91.48%
5660	Land Acquisition	\$0	\$0	\$0	\$136,250	\$0	0.00%	\$65,171	\$50,000	-23.28%	100.00%
	SUB-TOTAL MISC. OPERATING COSTS	\$0	\$3,507	\$18,105	\$154,979	\$5,223	6.51%	\$80,171	\$65,000	-18.92%	1144.61%

Drainage Utility Fund

**CITY OF SUNSET VALLEY 5 YEAR COMPARISON BUDGET
DRAINAGE UTILITY FUND
FY 2016/2017**

		Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Projected to receive/spend 2015/2016	% of Budget projected to receive/spend 2015/2016	Adopted/ Amended Budget 2015/2016		Proposed Budget 2016-2017	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
7187	West Gate Bridge Feasibility	\$0	\$0	\$3,645	\$9,320	\$0	0.00%	\$0		\$0	0.00%	0.00%
5746	Repair and Maintenance Drainage-Streets and Right of Ways-General	\$0	\$7,635	\$19,968	\$478	\$747	7.47%	\$10,000		\$15,000	50.00%	1907.01%
5746	Sunset Trail Drainage Improvements	\$0	\$0	\$0	\$0	\$30,000	100.00%	\$30,000		\$0	-100.00%	0.00%
5746	Meadows Subdivision Roadside Drainage Imprvements	\$0	\$0	\$0	\$0	\$0	0.00%	\$10,000		\$30,000	200.00%	100%
	SUB-TOTAL DRAINAGE-STREETS AND RIGHT OF WAYS	\$0	\$7,635	\$19,968	\$478	\$30,747	61.49%	\$50,000		\$45,000	-10.00%	46.35%
5761	Repair and Maintenance-Water Quality Ponds and Storm Water Controls	\$0	\$4,698	\$2,730	\$2,649	\$3,683	36.83%	\$10,000		\$10,000	0.00%	171.53%
5761	Brodie Haz Mat Maintenance	\$0	\$0	\$0	\$0	\$0	0.00%	\$35,000		\$45,000	28.57%	#DIV/0!
5761	Lovegrass Lane water Quality Pond Rehabilitation	\$0	\$0	\$0	\$0	\$0	0.00%	\$25,000		\$25,000	0.00%	#DIV/0!
5749	Repair & Maintenance-Natural Waterways	\$0	\$0	\$15,000	\$3,630	\$10,142	126.78%	\$8,000		\$12,000	50.00%	18.32%
5699	Storm Water Program (Lot to Lot)	\$0	\$840	\$5,404	\$13,201	\$1,597	13.31%	\$12,000		\$0	-100.00%	-100.00%
	SUB-TOTAL WQP AND STORM WATER CONTROLS	\$0	\$5,538	\$23,134	\$19,480	\$15,422	17.14%	\$90,000		\$92,000	2.22%	496.54%
	TOTAL EXPENDITURES	\$0	\$16,680	\$61,207	\$174,937	\$129,892	33.94%	\$382,671		\$324,000	-15.33%	149.44%
	Balance as of 9/30	\$201,215	\$285,283	\$324,687	\$332,984	\$277,838	67%	\$23,113		\$61,699		

Mayor's Budget 8/12/2016

Drainage Utility Fund

**DRAINAGE
UTILITY
PROJECTS**

FY 2016/2017

New Program Worksheet

Program Name	Sunset Trail Drainage Swale	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Drainage Utility Fund	Primary Staff Contact:	Katy Phillips

Program Description

This project will provide for engineering services and construction services as required to install a drainage swale or culvert pipe between several properties in the Flournoy Acres Subdivision located between Reese Rd and Sunset Trail. The project will create a storm water conveyance system that diverts storm water runoff into Sunset Valley Tributary during small to medium rain events (equivalent to a 1 to 5 year storm). Components of the project include easement acquisition, excavation, vegetation and fence replacement. This project only provides an opportunity for residents to grade to the improvements. Some residents must perform private property grading to benefit from the project.

Preliminary engineering has been completed on this project but this project has not been presented to the public for consideration. The preliminary construction cost estimate is \$55,000. Additional funds may be needed for easement acquisition and engineering.

FUNDING SOURCE **FY 2016/2017 (Rebudget Existing Funds from FY 2015/2016)**

Drainage Fund	\$ 70,000
---------------	-----------

Program Justification and Benefits

The project is located in an existing subdivision that was developed in the 1950's. Subdivision and property development was regulated by the county at the time most of the houses were built. No drainage easements were dedicated to the public at the time of subdivision and there is no comprehensive drainage plan directing water to the creek or to the roadside drainage ditches. This area was identified as having extensive drainage issues during a City drainage assessment performed in 2007. It is anticipated that 4-8 properties may benefit from the proposed project.

Conformance with Master Plan and other Plans/Policies

Section 306. Topography, Grading, and Drainage

- Reconstruct, as necessary, existing bar ditches, culverts, and bridge crossings of creeks to improve water flow from private property and public rights-of-way into drainage easements and creek channels.

Total FTEs

0.00

Total New Program Costs FY 2015-2016 **\$79,014**

Total Increases to the Budget for FY 2015-2016 **\$70,000**

New Program Worksheet

Program Name **Sunset Trail Drainage Swale** Fiscal Year **2016-2017**
 Department **Public Works** Continued Program or New? **Continued**
 Funding Source: **Drainage Utility Fund** Primary Staff Contact: **Katy Phillips**

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
		\$
	Engineering Design	\$ 15,000
	Construction	\$ 55,000
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 70,000

FY 2016-2017
\$ 70,000

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2017-2018
\$ 0

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2018-2019
\$ 0

PERSONNEL

Position	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
Public Works Director	6	7,666	10%	4,600	0	0
Operations Manager	4	4,463	15%	2,678	0	0
Environmental Manager	1	5,176	5%	259	0	0
Subtotal Personnel				7,536	0	0

Total Number of FTE Positions that will be assigned to this program

0.00

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) 0.00

	Hours	Hourly Rate		FY 2016-2017	FY 2017-2018	FY 2018-2019
Overtime	0	x 1.5		0	0	0
Standby	0	x 30		0	0	0
FICA (Equals Total Salaries x)				577	0	0
Insurance (Equals No. of Mos.)						
TMRS (Equals Total Salaries x)				901	0	0
Workers' Comp. #N/A X Total Salaries						
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0	0

TOTAL PERSONNEL COSTS 9,014 0 0

Total New Program Costs \$ 79,014 \$ 0 \$ 0



TECHNICAL MEMORANDUM
Transmitted via Email

4801 Southwest Parkway, Parkway 2, Suite 150, Austin, Texas 78735, USA
T +1 512 326 5659 F +1 512 326 5723 W www.rpsgroup.com

DATE: February 25, 2015

TO: Ms. Katy Phillips, Director of Public Works
City of Sunset Valley
2 Lone Oak Trail
Sunset Valley, Texas 78745

FROM: Travis Wilson, PE, CFM – *Project Manager*
Colin Slagle, PE, CFM – *Project Engineer*

SUBJECT: Preliminary Engineering: Reese & Sunset Relief Channel

ATTACHMENTS: Exhibit 1 – Conceptual Design Schematic



Purpose

This technical memorandum provides the conceptual design of the proposed drainage relief system to be located between Reese Drive and Sunset Trail in Sunset Valley, Travis County, Texas. As reported in Section 4.3.1 of the *Sunset Valley Master Drainage Plan* prepared by Espey Consultants in July 2007, localized runoff moving east across Reese Drive ponds in low-lying areas within residential lots between Reese Drive and Sunset Trail, inundating properties and structures.

As recommended in the 2007 report, drainage relief may be provided through the construction of a swale along the property lines between the affected lots along Reese Drive and Sunset Trail extending toward the Sunset Valley Tributary. The swale, or relief channel, would collect local runoff and direct it toward the tributary. The relief channel would also serve as an outfall to which residents could grade towards to reduce localized ponding.

Preliminary Engineering

Upon review of the design route survey conducted in November 2014, and subsequent meeting with city staff on January 20, 2015, the open channel concept was ruled out due to multiple factors (i.e., extensive heritage tree critical root zone (CRZ) encroachment, minimum slope/depth requirements, maintenance concerns, potential nuisance flooding within currently unaffected properties, etc.). Instead, RPS proposed a four-sided area inlet located along the property boundary of 14 Sunset Trail and 9 Reese Drive that would drain to a 24-inch reinforced concrete pipe (RCP) along the originally proposed channel alignment and outfall into the Sunset



Valley Tributary. The preliminary alignment and conceptual design schematic of the proposed subsurface drainage system is included as Exhibit 1.

The proposed subsurface drainage system would reduce localized ponding near the problem area (i.e., 9 Reese, 13 Reese, 14 Sunset, and 16 Sunset) without permanent surface modifications to currently unaffected properties. Since the required pipe trench width is significantly less than the required width associated with an open channel, the number of encroachments within the critical root zone (CRZ) of existing heritage trees is reduced to only four, none of which are within 1/2 of the CRZ radius. Furthermore, the minimum constructible slope to maintain positive drainage and reduce maintenance requirements for concrete pipe is considerably less than an earthen channel (i.e., 0.5% vs. 2%), thereby minimizing the required depth of the system and the construction disturbance area.

Cost Estimate

RPS has developed a preliminary cost estimate for the proposed subsurface drainage system. As shown in Table 1, the estimated total cost is approximately \$55,000.

Table 1 – Preliminary Cost Estimate

PROPOSED SUBSURFACE DRAINAGE SYSTEM					
No.	Item Description	Quantity	Unit	Unit Cost	Estimated Cost
1	Four-sided Area Inlet	1	LS	\$ 6,000	\$ 6,000
2	24-inch RCP Storm Drain	400	LF	\$ 55	\$ 22,000
3	48-inch Storm Drain Manhole	1	LS	\$ 5,000	\$ 5,000
4	Concrete Outfall Structure	1	LS	\$ 5,000	\$ 5,000
5	Demolish Existing Metal Shed	2	EA	\$ 1,000	\$ 2,000
6	Relocate/Replace Existing Chainlink Fence	200	LF	\$ 5	\$ 1,000
7	Revegetation	500	SY	\$ 5	\$ 2,500
				Subtotal	\$ 43,500
				Contingency (25%)	\$ 10,875
				TOTAL ESTIMATED COST	\$ 55,000

P:\active\07074.28_CoSV_Reese_and_Sunset\docs\150225 KPhillips Reese-Sunset TM.docx

RESUBDIVISION OF LOTS 4, 5 AND 6
 FLOURNDY ACRES
 SECTION THREE
 VOL. 67, PAGE 78
 P R T C T X

0.50 ACRES
 REBECCA POKLUDA &
 SHANNON MCKINNEY
 DOC # 2008065330
 O P R T C T X

11 REESE DR
 1.00 ACRES
 MAX H NAVF
 VOL. 4525, PAGE 2365
 D R T C T X

9 REESE DR
 REMAINDER OF 3.00 ACRES
 MAX H NAVF
 VOL. 1297, PAGE 518
 D R T C T X

LOT 4a
 RESUBDIVISION OF LOTS 4, 5 AND 6
 FLOURNDY ACRES
 SECTION THREE
 VOL. 67, PAGE 78
 P R T C T X

LOT 3
 FLOURNDY ACRES
 SECTION THREE
 VOL. 6, PAGE 152
 P R T C T X

14 SUNSET TRAIL
 LOT 2
 FLOURNDY ACRES
 SECTION THREE
 VOL. 6, PAGE 152
 P R T C T X

12 SUNSET TRAIL
 REMAINDER OF LOT
 FLOURNDY ACRES
 SECTION THREE
 VOL. 6, PAGE 152
 P R T C T X

10 SUNSET TRAIL
 1.209 AC

PROPOSED FOUR-SIDED
 AREA INLET
 ELEV = 660'

GRADE TO DRAIN

GRADE TO DRAIN



LEGEND

	PROPERTY LINE
	CHAIN LINK FENCE
	EX. CONTOURS
	PROP. CONTOURS
	IMPACTED HERITAGE TREES

RPS
 4801 Southwest Parkway,
 Parkway 2, Suite 150
 Austin, Texas 78735
 (512) 326-5659
 TBPE #F-293

EXHIBIT 1-C
CONCEPTUAL DESIGN SCHEMATIC
 REESE & SUNSET DRAINAGE RELIEF SYSTEM
 CITY OF SUNSET VALLEY
 FEBRUARY 2015 PROJECT NUMBER 07074.26

New Program Worksheet

Program Name	Pillow Road Phase II	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Drainage Utility	Primary Staff Contact:	Katy Phillips

Program Description

2ND PHASE OF PROJECT - FOR FY 2016-2017

This project addresses the portion of Pillow Road located between Jones Road and the Low Water Crossing on Sunset Valley Tributary to Williamson Creek. The area was originally included in the 2012 Pillow Road Reconstruction Project but was deleted due to extensive drainage conflicts. Additional field investigations, drainage analysis and engineering design is required to develop options for possible improvements.

Drainage Area Project Limits

Study Sunset Valley Tributary from the Retention Pond outfall to the new Reese bridge. Optimize channel to ensure maximum flow from existing creek -identify 'tiered' options for improving creek flow.

Initial tasks include:

- 1) Creek bed elevation survey for this stretch
- 2) Channel cross sectional survey every 50 -100 feet
- 3) Identification of existing conditions that restrict flow
- 4) Create recommendations for modifications to existing creek bed that would enhance flow that can be conducted by City and/or Property Owners
- 5) List of Tier 1 Projects and potential costs for each - can be made without 'significant' channel modifications (minor bottom grading, clean-out, side grading, etc.)
- 6) List of Tier 2 Projects and potential costs for each - can be made to the existing channel route but would require more significant widening, benching, etc. but retain existing 2-box culvert at Pillow
- 7) List of Tier 3 Projects and potential costs for each - ideas such as re-routing some of the flow across private property(easements required), additional 3- or 4-box culvert under Pillow, etc.

The cost estimate provided does not include design or construction services.

Program Justification and Benefits

Project would identify options and cost estimates for projects design to address nuisance drainage and small flood events.
Low water crossing improvements could potentially improve road access and emergency access during storm events.

Conformance with Master Plan and other Plans/Policies

Section 306. Topography, Grading, and Drainage

Reconstruct, as necessary, existing bar ditches, culverts, and bridge crossings of creeks to improve water flow from private property and public rights-of-way into drainage easements and creek channels.

Total FTEs

0.00

Total New Program Costs FY 2013-2014

\$57,885

Total Increases to the Budget for FY 2013-2014

\$52,000

New Program Worksheet			
Program Name	Pillow Road Phase II	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	Continued
Funding Source:	Drainage Utility Fund	Primary Staff Contact:	Katy Phillips

Cost of Project/Program FY 2013-2014		
Acct. #	Quantity / Description	Amount
	Engineering Services	45,000
	Survey and other	7,500
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 52,000

Cost of Project/Program FY 2014-2015		
Acct. #	Quantity / Description	Amount
	Construction	\$ 250,000
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 250,000

Cost of Project/Program FY 2015-2016		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

Position	Hours	Monthly Salary	%	FY 2013-2014	FY 2014-2015	FY 2015-2016
Public Works Director	120	41		4,920	0	0
					0	0
						0
				0		0
Subtotal Personnel				4,920	0	0
					0.00	

Total Number of FTE Positions that will be assigned to	Months	Monthly Salary	%	FY 2013-2014	FY 2014-2015	FY 2015-2016
				0	0	0
Temp Position Title(s)				0	0	0
Subtotal Temp			0.00	0	0	0
					0.00	

	Hours	Hourly Rate				
Overtime	0		x 1.5	0	0	0
Standby	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			376	0	0
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			588	0	0
Workers' Comp.	#N/A X Total Salaries					
TWC (Unemployment)	0.00 Persons x \$9000 x .			0	0	0
TOTAL PERSONNEL COSTS				5,885	0	0

Total New Program Costs	\$	57,885	\$	250,000	\$	0
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New Program Worksheet

Program Name	Brodie Lane WQ/HMT Maintenance	Fiscal Year	2016-2017
Department	Public Works	Continued Program or New?	New
Funding Source:	Drainage Utility	Primary Staff Contact:	Josh Ronson

Program Description

There are several large vaults under Brodie that that are designed to catch hazardous material spills, grit and general storm water run off that may occur on Brodie Lane within the Sunset Valley city limits. The maintenance of these vaults every 5 years is required by the Texas Commission for Environmental Quality (TCEQ). The project includes daytime lane closures, extensive traffic control signage, the removal and disposal of any contaminated sediment within the vault traps, and the installation of new filter sand and fabric.

Program Justification and Benefits

This is a reoccurring maintenance activity required by the TCEQ every 5 years. Regular cleaning will improve water quality and ensure proper trap function should a chemical spill occur on Brodie Lane.

Conformance with Master Plan and other Plans/Policies

Required by TCEQ permit.

Total FTEs

0.00

Total New Program Costs FY 2013-2014 \$46,722

Total Increases to the Budget for FY 2013-2014 \$45,000

New Program Worksheet

Program Name **Brodie Lane WQ/HMT Maintenance** Fiscal Year **2016-2017**
 Department **Public Works** Continued Program or New? **NEW**
 Funding Source: **Drainage Utility** Primary Staff Contact: **Katy Phillips**

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
	Bidding Documents	\$ 5,000
	Project Management	5,000
	Contract	\$ 35,000
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 45,000

FY 2016-2017
\$ 45,000

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2017-2018
\$ 0

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2018-2019
\$ 0

PERSONNEL

Position	Months	Monthly Salary		FY 2016-2017	FY 2017-2018	FY 2018-2019
Public Works Director	3	7,666	10%	2,300		
Operations Manager	3	4,463	5%	669		
				0		
Subtotal Personnel				1,440		

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Months	Monthly Salary	%	FY 2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate		FY 2016-2017	FY 2017-2018	FY 2018-2019
Overtime	0	x 1.5		0	0	0
Standby	0	x 30		0	0	0
FICA (Equals Total Salaries x)				110	0	0
Insurance (Equals No. of Mos.)						
TMRS (Equals Total Salaries x)				172	0	0
Workers' Comp. (#N/A) X Total Salaries						
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0	0

TOTAL PERSONNEL COSTS **1,722** **0** **0**

Total New Program Costs \$ **46,722** \$ **0** \$ **0**

CITY OF SUNSET VALLEY - 5-year History
 UNDERGROUND UTILITIES
 FY 2016-2017

		no prior years					Projected to	% of Budget	Adopted/	Proposed	% over/under	% over/under
		Actual	Actual	Actual	Actual	Actual	receive/spend	projected to	Amended	Budget	Adopted	Projected
		2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	receive/spend	Budget	2016/2017	Budget	Year End
								2015/2016	2015/2016		2015/2016	2015/2016
	Balance as of 10/01	-	28,751	121,019	191,494	281,799	421,866		420,099	556,066		
G/L Code	REVENUE											
4228	COA Electric Franchise Fee	28,751	92,188	92,139	95,555	103,420	96,000	104.35%	92,000	-	-100.00%	-100.00%
4050	Utility Company Franchise Fees (prior to FY14/15 in General Fund Revenue)					36,295	37,000	92.50%	40,000	-	100.00%	100.00%
4095	Interest Earned	-	79	176	147	352	1,200	1200.00%	100	-	-100.00%	-100.00%
	Total Revenue	28,751	92,268	92,315	95,702	140,067	134,200	101.59%	132,100	-	-100.00%	-100.00%
	Transfers to City Facilities Reserve	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$556,066	\$100	\$100
	TOTAL FUNDS AVAILABLE	28,751	92,268	92,315	95,702	140,067	134,200	101.59%	132,100	-	-100.00%	-100.00%
	EXPENDITURES											
5596	Underground Utility Projects-Planning	-	-	21,840	5,398		\$0.00	0.00%	\$0.00	\$0.00	0.00%	0.00%
	TOTAL EXPENDITURES	-	-	21,840	5,398	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	0.00%
	Balance as of 9/30	28,751	92,268	70,475	281,799	421,866	134,200	101.59%	132,100	\$0.00	-100.00%	-100.00%

Finance Committee Review: 6/30/2016
 Revised for Finance Committee Review 7/14/2016

Mayor's Budget 8/8/2016

Underground Utilities						
FY 2016/2017	Detail Pages					
G/L Code	Budget Item	Purpose and Description	16/17 Proposed Budget	15/16 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
REVENUE						
		FUND BALANCE IS TRANSFERRED TO THE CITY FACILITIES PROJECT AND ALL REVENUE COMMITTED TO THE UNDERGROUND UTILITIES FUND IS NOW COMMITTED TO THE CITY FACILITIES PROJECT.				
28-28-4228	COA Electric Franchise Fees	in June 2011 the Council approved a franchise agreement with the City of Austin for the transmission, distribution, and sale of electricity within the City of Sunset Valley. The Council voted to commit this source of revenue for Phase 2 underground utility projects after streets are reconstructed.	\$0	\$92,000	-\$92,000	0.00%
28-28-4050	Utility Company Franchise Fees	Franchise fees are assessments for a company's use of the City's right-of-way such as telecommunications, gas, and cable. IN FY 14/15 the Council voted to commit this source of revenue for Phase 2 underground utility projects after streets are reconstructed.	\$0	\$40,000	-\$40,000	-100.00%
28-28-4095	Interest Earned	The budget for FY 15/16 was based on the history of interest received for this account. Not taken into the calculations was that there would be zero dollars spent for expenses, therefore interest would increase because the bank balance would continually increase.	\$0	\$100	-\$100	-100.00%
		TOTAL REVENUE	\$0	\$132,100	-\$132,100	-100.00%
EXPENSES						
28-28-5596	Underground Utility Projects-Planning	In FY 16/17 there are no projects scheduled and no planning funds are being proposed.	\$0	\$0	\$0	0.00%
		TOTAL EXPENSES	\$0	\$0	\$0	0.00%
<i>Finance Committee Review 6/30/2016</i>						
<i>Mayor's Budget 8/12/2016</i>						

**FY 2016/2017
CITY OF SUNSET VALLEY**

Estimated Street Repair & Maintenance Costs with Concrete Repairs, Crack seal, and Overlay.

STREET/COST CATEGORY	Unit Cost (sq yd)	Length (feet)	Width (feet)	Pvt Type	Includes: Bridge Repair on ERW (unknown \$100,000) , Jones Right Turn Lane (\$50,000) Added: Pillow Trench Repairs, Ditch work on Oakdale, Lone Oak and Sunset Improvements followed by replacement.											
					Current	1	2	3	4	5	7	8	9	10	11	12
Annual cost inflation rate (decimal percentage)	0.03				2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Concrete Repairs every 10 years	\$20.00				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27
Overlay coat every 7-10 year unit cost	\$27.00															
Crack Filling, every year, unit cost	\$0.85															
Oakdale		3235	20	HMAC												
Capital Cost					\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$7,296	\$199,923	\$6,483	\$6,677	\$6,877	\$7,084	\$7,515	\$7,741	\$7,973	\$260,854	\$8,458	\$8,712
Lone Oak		3674	20	HMAC												
Capital Cost					\$0	\$318,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,825,000	\$0	\$0	\$0
O&M Cost					\$8,286	\$7,148	\$7,362	\$7,583	\$7,811	\$8,045	\$8,535	\$8,791	\$9,055	\$9,326	\$9,606	\$9,894
Pillow South		3018	18	HMAC												
Capital Cost					\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$6,126	\$167,861	\$5,443	\$5,606	\$5,775	\$5,948	\$6,310	\$6,499	\$6,694	\$219,021	\$7,102	\$7,315
Reese		2526	18	HMAC												
Capital Cost					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$5,127	\$4,423	\$4,556	\$4,692	\$4,833	\$4,978	\$5,281	\$172,793	\$5,603	\$5,771	\$5,944	\$6,123
MSG Robert Horrigan Trail		1492	41	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$6,898	\$5,951	\$6,129	\$6,313	\$6,502	\$6,698	\$7,105	\$232,473	\$7,538	\$7,764	\$7,997	\$8,237
Sunset/ Claramac		2019	21	HMAC												
Capital Cost					\$0	\$270,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,020,000	\$0	\$0	\$0
O&M Cost					\$4,781	\$4,124	\$4,248	\$4,376	\$4,507	\$4,642	\$4,925	\$5,073	\$5,225	\$5,382	\$5,543	\$5,709
Lovegrass		3938	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$7,994	\$6,895	\$7,102	\$7,315	\$7,535	\$7,761	\$8,234	\$8,481	\$8,735	\$285,787	\$9,267	\$9,545
Yellow Tail		1797	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$3,648	\$3,147	\$3,241	\$3,338	\$3,438	\$3,541	\$3,757	\$3,870	\$3,986	\$130,411	\$4,229	\$4,356
Curley Mesquite		250	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$507	\$438	\$451	\$464	\$478	\$493	\$523	\$538	\$555	\$18,143	\$588	\$606
Jones Road		3626	30	HMAC												
Capital Cost					\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$12,267	\$336,130	\$10,899	\$11,226	\$11,563	\$11,910	\$12,635	\$13,014	\$13,405	\$13,807	\$14,221	\$465,283
Brodie Lane		3850	48	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$20,840	\$17,977	\$18,516	\$19,072	\$19,644	\$642,702	\$21,465	\$22,109	\$22,773	\$23,456	\$24,159	\$24,884
Home Depot		1962	40	JRCP												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$8,850	\$179,632	\$7,863	\$8,099	\$8,342	\$8,593	\$9,116	\$9,389	\$9,671	\$9,961	\$10,260	\$248,653
Ernest Robles South		2650	48	JRCP												
Capital Cost					\$0	\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$14,345	\$291,147	\$12,745	\$13,127	\$13,521	\$13,927	\$14,775	\$15,218	\$15,675	\$16,145	\$16,629	\$403,015
Ernest Robles North		980	48	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$14,345	\$145,354	\$4,713	\$4,855	\$5,000	\$5,150	\$5,464	\$5,628	\$5,797	\$5,971	\$6,150	\$201,203
Sunflower		2104	22	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$5,220	\$4,503	\$4,638	\$4,777	\$4,920	\$5,068	\$5,377	\$5,538	\$5,704	\$186,622	\$6,051	\$6,233
TOTAL O&M COST					\$126,532	\$1,374,652	\$104,390	\$107,522	\$110,748	\$736,539	\$121,017	\$517,154	\$128,387	\$1,198,420	\$136,206	\$1,409,768
TOTAL ANNUAL COST					\$126,532	\$2,522,652	\$104,390	\$107,522	\$110,748	\$736,539	\$121,017	\$517,154	\$2,973,387	\$1,198,420	\$136,206	\$1,409,768
ANNUAL ROAD FUND INCOME AT 0.25% TAX RATE					\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
Beginning Fund Balance					\$3,252,275	\$3,925,743	\$2,203,091	\$2,898,700	\$3,591,178	\$4,280,430	\$4,343,892	\$5,022,875	\$5,305,720	\$3,132,333	\$2,733,914	\$3,397,708
ANNUAL FUND SURPLUS (DEFICIT)					\$673,468	(\$1,722,652)	\$695,610	\$692,478	\$689,252	\$63,461	\$678,983	\$282,846	(\$2,173,387)	(\$398,420)	\$663,794	(\$609,768)
Ending Fund Balance					\$3,925,743	\$2,203,091	\$2,898,700	\$3,591,178	\$4,280,430	\$4,343,892	\$5,022,875	\$5,305,720	\$3,132,333	\$2,733,914	\$3,397,708	\$2,787,940

**FY 2016/2017
CITY OF SUNSET VALLEY**

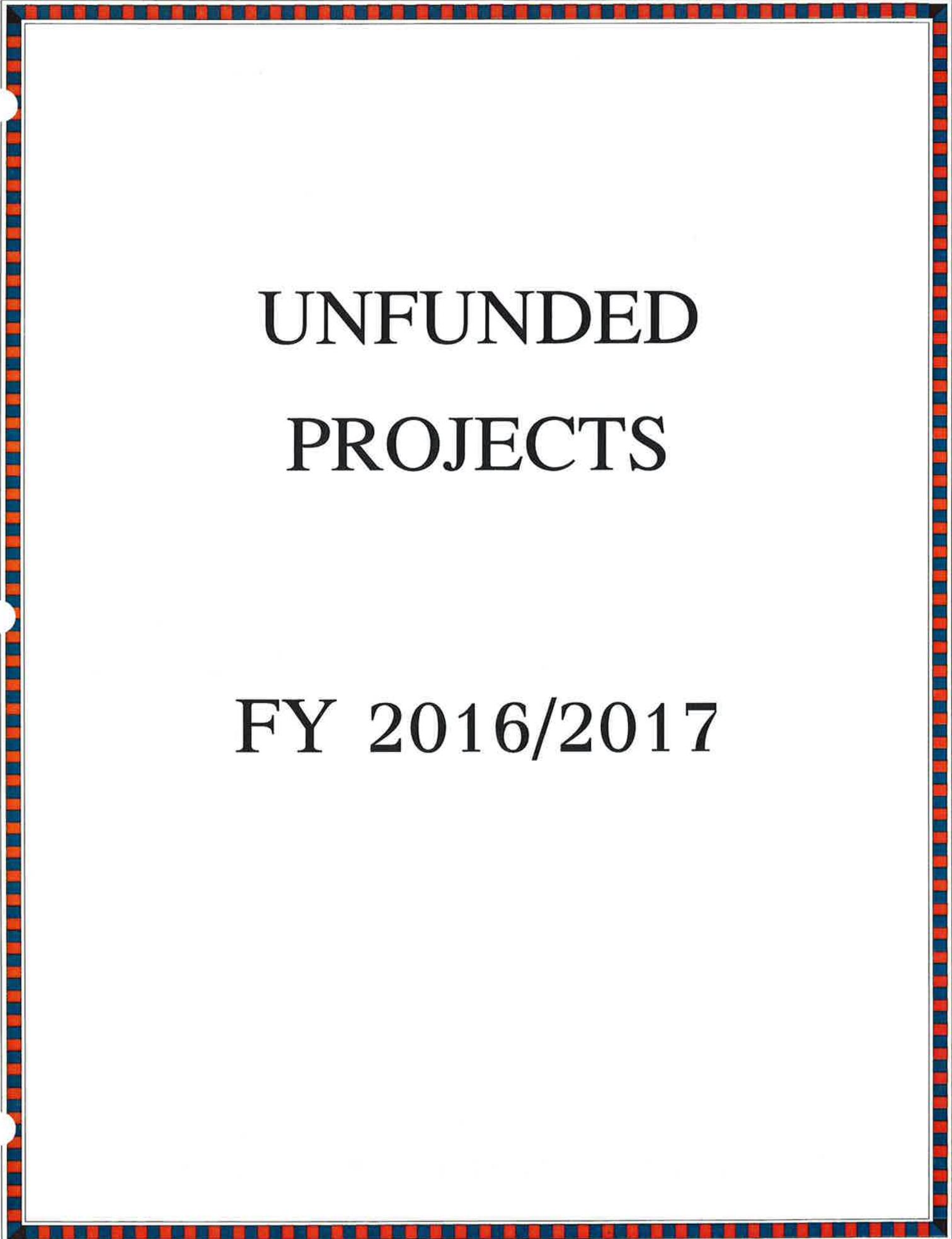
Estimated Street Repair & Maintenance Costs with Concrete Repairs, Crack seal, and Overlay.

STREET/COST CATEGORY	Unit Cost (sq yd)	Length (feet)	Width (feet)	Pvt Type	13	14	15	16	17	18	19	20	21	22	23	24
	0.03				2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
Concrete Repairs every 10 years	\$20.00				2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
Overlay coat every 7-10 year unit cost	\$27.00															
Crack Filling, every year, unit cost	\$0.85															
Oakdale		3235	20	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$8,974	\$9,243	\$9,520	\$9,806	\$10,100	\$330,442	\$10,715	\$11,036	\$11,367	\$11,708	\$12,060	\$12,422
Lone Oak		3674	20	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$10,191	\$10,497	\$10,812	\$353,741	\$11,470	\$11,815	\$12,169	\$12,534	\$12,910	\$13,297	\$13,696	\$448,109
Pillow South		3018	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$7,534	\$7,760	\$7,993	\$8,233	\$8,480	\$277,449	\$8,997	\$9,266	\$9,544	\$9,831	\$10,126	\$10,429
Reese		2526	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$6,306	\$6,495	\$6,690	\$6,891	\$7,098	\$232,219	\$7,530	\$7,756	\$7,988	\$8,228	\$8,475	\$8,729
MSG Robert Horrigan Trail		1492	41	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$8,484	\$8,739	\$9,001	\$9,271	\$9,549	\$312,424	\$10,131	\$10,435	\$10,748	\$11,070	\$11,402	\$11,744
Sunset/ Claramac		2019	21	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$5,881	\$6,057	\$6,239	\$204,114	\$6,619	\$6,817	\$7,022	\$7,232	\$7,449	\$7,673	\$7,903	\$258,565
Lovegrass		3938	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$9,831	\$10,126	\$10,430	\$10,743	\$11,065	\$11,397	\$11,739	\$384,073	\$12,454	\$12,828	\$13,212	\$13,609
Yellow Tail		1797	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$4,486	\$4,621	\$4,759	\$4,902	\$5,049	\$5,201	\$5,357	\$175,261	\$5,683	\$5,854	\$6,029	\$6,210
Curley Mesquite		250	18	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$624	\$643	\$662	\$682	\$702	\$724	\$745	\$24,383	\$791	\$814	\$839	\$864
Jones Road		3626	30	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$15,087	\$15,540	\$16,006	\$16,486	\$16,981	\$17,490	\$18,015	\$18,555	\$19,112	\$625,301	\$20,276	\$20,884
Brodie Lane		3850	48	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$25,631	\$26,400	\$27,192	\$889,649	\$28,848	\$29,713	\$30,605	\$31,523	\$32,468	\$33,442	\$34,446	\$35,479
Home Depot		1962	40	JRCP												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$10,885	\$11,211	\$11,548	\$11,894	\$12,251	\$12,618	\$12,997	\$13,387	\$13,789	\$334,168	\$14,628	\$15,067
Ernest Robles South		2650	48	JRCP												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$17,642	\$18,171	\$18,716	\$19,278	\$19,856	\$20,452	\$21,065	\$21,697	\$22,348	\$541,619	\$23,709	\$24,421
Ernest Robles North		980	48	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$6,524	\$6,720	\$6,922	\$7,129	\$7,343	\$7,563	\$7,790	\$8,024	\$8,265	\$270,401	\$8,768	\$9,031
Sunflower		2104	22	HMAC												
Capital Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O&M Cost					\$6,420	\$6,613	\$6,811	\$7,015	\$7,226	\$7,442	\$7,666	\$250,804	\$8,133	\$8,377	\$8,628	\$8,887
TOTAL O&M COST					\$144,501	\$148,836	\$153,301	\$1,559,835	\$162,637	\$1,283,766	\$172,541	\$985,967	\$183,049	\$1,894,610	\$194,197	\$884,450
TOTAL ANNUAL COST					\$144,501	\$148,836	\$153,301	\$1,559,835	\$162,637	\$1,283,766	\$172,541	\$985,967	\$183,049	\$1,894,610	\$194,197	\$884,450
ANNUAL ROAD FUND INCOME AT 0.25% TAX RATE					\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
Beginning Fund Balance					\$2,787,940	\$3,443,439	\$4,094,603	\$4,741,302	\$3,981,467	\$4,618,831	\$4,135,065	\$4,762,523	\$4,576,556	\$5,193,507	\$4,098,897	\$4,704,700
ANNUAL FUND SURPLUS (DEFICIT)					\$655,499	\$651,164	\$646,699	(\$759,835)	\$637,363	(\$483,766)	\$627,459	(\$185,967)	\$616,951	(\$1,094,610)	\$605,803	(\$84,450)
Ending Fund Balance					\$3,443,439	\$4,094,603	\$4,741,302	\$3,981,467	\$4,618,831	\$4,135,065	\$4,762,523	\$4,576,556	\$5,193,507	\$4,098,897	\$4,704,700	\$4,620,250

**FY 2016/2017
CITY OF SUNSET VALLEY**

Estimated Street Repair & Maintenance Costs with Concrete Repairs, Crack seal, and Overlay.

STREET/COST CATEGORY	Unit Cost (sq yd)	Length (feet)	Width (feet)	Pvt Type	25	26	27	28
	0.03				2039	2040	2041	2042
Annual cost inflation rate (decimal percentage)	\$20.00				2039-40	2040-41	2041-42	2042-43
Concrete Repairs every 10 years	\$27.00							
Overlay coat every 7-10 year unit cost	\$0.85							
Crack Filling, every year, unit cost								
Oakdale		3235	20	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$12,794	\$13,178	\$13,573	\$444,087
Lone Oak		3674	20	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$14,530	\$14,966	\$15,415	\$15,878
Pillow South		3018	18	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$10,742	\$11,065	\$11,397	\$372,868
Reese		2526	18	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$8,991	\$9,261	\$9,539	\$312,082
MSG Robert Horrigan Trail		1492	41	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$12,096	\$12,459	\$12,833	\$419,871
Sunset/ Claramac		2019	21	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$8,384	\$8,636	\$8,895	\$9,162
Lovegrass		3938	18	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$14,017	\$14,438	\$14,871	\$15,317
Yellow Tail		1797	18	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$6,396	\$6,588	\$6,786	\$6,989
Curley Mesquite		250	18	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$890	\$917	\$944	\$972
Jones Road		3626	30	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$21,511	\$22,156	\$22,821	\$23,505
Brodie Lane		3850	48	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$36,543	\$1,195,614	\$38,769	\$39,932
Home Depot		1962	40	JRCP				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$15,519	\$15,985	\$16,464	\$16,958
Ernest Robles South		2650	48	JRCP				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$25,153	\$25,908	\$26,685	\$27,486
Ernest Robles North		980	48	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$9,302	\$9,581	\$9,868	\$10,165
Sunflower		2104	22	HMAC				
Capital Cost					\$0	\$0	\$0	\$0
O&M Cost					\$9,153	\$9,428	\$9,711	\$10,002
TOTAL O&M COST					\$206,024	\$1,370,179	\$218,570	\$1,725,274
TOTAL ANNUAL COST					\$206,024	\$1,370,179	\$218,570	\$1,725,274
ANNUAL ROAD FUND INCOME AT 0.25% TAX RATE					\$800,000	\$800,000	\$800,000	\$800,000
Beginning Fund Balance					\$4,620,250	\$5,214,226	\$4,644,047	\$5,225,477
ANNUAL FUND SURPLUS (DEFICIT)					\$593,976	(\$570,179)	\$581,430	(\$925,274)
Ending Fund Balance					\$5,214,226	\$4,644,047	\$5,225,477	\$4,300,203



**UNFUNDED
PROJECTS**

FY 2016/2017

New Program Worksheet

Program Name	Monument Signs	Continued Program or New?	New	Fiscal Year	2016-2017
Department	Public Works	Primary Staff Contact:	Carolyn Meredith		
Funding Source:	General Fund				

Program Description

This project would include installing a new monument sign at the Sunset Valley Villas Neighborhood. Additionally, aluminum facings would be installed on the existing monument signs at the City entrances.

Program Justification and Benefits

This project would reduce maintenance on the existing monument sign and provide an entry sign for the Villas Neighborhood.

Conformance with Master Plan and other Plans/Policies

Total FTEs

0.00

Total New Program Costs FY 2016-2017 **\$15,572**

Total Increases to the Budget for FY 2015-2016 **\$15,000**

New Program Worksheet

Program Name	Sound Pollution Study and Light Pollution Mitigation	Fiscal Year	2016-2017
Department		Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Carolyn Meredith

Program Description

This project has two separate components. The first part of the project is designed to determine levels of sound pollution within the residential areas and make recommendations for possible mitigation measures. This includes sound pollution from Highway 290 and Westgate Lane. The second portion of the project is to look into ways to mitigate light pollution from the Toney Burger Center.

Program Justification and Benefits

Sound and light pollution can affect a person's quality of life. A recent report in the European Heart Journal suggests that "constant exposure to traffic noise may increase risk of cardiovascular disease". Light pollution can disrupt the bodies natural circadian rhythm.

Conformance with Master Plan and other Plans/Policies

Sec. 412 Lights- Lowest lighting level compatible with safety should be used and light intrusion into residential areas and open spaces minimized. Dark Sky lighting is encouraged.

Total FTEs

0.00

Total New Program Costs FY 2016-2017

\$29,008

Total Increases to the Budget for FY 2016-2017

\$25,000

New Program Worksheet

Program Name **Sound Pollution Study and Light Pollution Mitig** Fiscal Year **2016-2017**
 Department _____ Continued Program or New? **New**
 Funding Source: General Fund Primary Staff Contact: _____ 0

Cost of Project/Program FY 2016-2017		
Acct. #	Quantity / Description	Amount
	Sound Pollution Study	\$ 20,000
	Light Pollution Mitigation Proposal	\$ 5,000
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 25,000

FY 2015-2016
\$ 25,000

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2016-2017
\$ 0

Cost of Project/Program FY 2018-2019		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$ 0

FY 2017-2018
\$ 0

PERSONNEL

Position	Mon	Monthly Salary	%	2016-2017	FY 2017-2018	FY 2018-2019
Environmental Services Manager	2.00	4,787	35%	3,351		0
					0	0
					0	0
Subtotal Personnel				3,351	0	0

Total Number of FTE Positions that will be assigned to this program **0.00**

Temp Position Title(s)	Mon	Monthly Salary	%	2016-2017	FY 2017-2018	FY 2018-2019
				0	0	0
				0	0	0
Subtotal Temp			0.00	0	0	0

Total Number of Temp Positions that will be filled by this Program (No. of Persons to be hired) **0.00**

	Hours	Hourly Rate				
Overtime	0		x 1.5	0	0	0
	Elig. Per	No. of Weeks				
Standby	0		x 30	0	0	0
FICA	(Equals Total Salaries x)			256	0	0
Insurance	(Equals No. of Mos.)					
TMRS	(Equals Total Salaries x)			401	0	0
Workers' Comp.	##### X Total Salaries					
TWC (Unemployment)	0.00 Persons x \$9000 x .			0	0	0

TOTAL PERSONNEL COSTS 4,008 0 0

Total New Program Costs \$ 29,008 \$ 0 \$ 0

New Program Worksheet

Program Name	Security Gate for the Storage Yard	Fiscal Year	2016-2017
Department	Public Works Department	Continued Program or New?	New
Funding Source:	General Fund-Solid Waste	Primary Staff Contact:	Carolyn Meredith

Program Description

Several years ago a new gate was installed to control access to the storage yard. This was done to reduce use of the storage yard by contractors and individuals who live outside of Sunset Valley. The gate uses a key code for entry. Despite changing the code, contractors are still getting the code. Additionally, the dumpsters are filled weekly with construction debris and other trash that comes from outside of Sunset Valley. The brush pile is also used at a frequency higher than would be anticipated given the number of households in Sunset Valley.

The proposed project would repair the existing gate and provide an electronic lock similar to those on the city buildings. Residents would then be issued a keycard for access to the storage yard. Since physical cards will be used the likelihood of outside use of the storage yard would be greatly reduced.

Program Justification and Benefits

This will help to greatly reduced the cost and maintenance of the storage yard. Currently the dumpster behind City Hall is replaced almost weekly. This will help to better control access and ultimately save the City money.

Conformance with Master Plan and other Plans/Policies

Total FTEs

0.00

Total New Program Costs FY 2016-2017

\$22,063

Total Increases to the Budget for FY 2015-2016

\$20,000



Security Proposal

Date: July 11, 2016

Quotation: 2041913668

To: City of Sunset Valley
Public Works
Sunset Valley, TX

Project: Sunset Valley Public Works Access Control

FOB Shipping Point

Attn: Carolyn Meredith

From: Convergent Technologies

Billed Upon Storage Billed Progressively

Richard J. Wright
richard.wright@convergent.com

Mobile: (512) 689-1990

Direct: (512) 351-4042

Fax: (512) 532-6624

Convergent Technologies is pleased to provide this proposal for your consideration. This quotation shall remain firm for a period of forty-five (45) days from the proposal date, and price is based upon delivery of equipment within three (3) months. Convergent Technologies payment terms are net 30.

Security System Scope of Work

This is a BUDGETARY QUOTE for gate access work and gate access control for 350 city residences for Sun Set Valley.

This system is quoted as a new system and not integrated into the existing City access control system. This quote also includes repairs to help if possible to mae the currently sliding gate work properly. (Other work on the gate may be required.)

Performance Items

Yes	No	Description	Yes	No	Description
		Material (listed on the BOM)			Installation of Conduit and Boxes
		Freight (prepaid)			Installation of Wire Hangers
		Applicable Taxes			Specialty Back Boxes
		One-Year Warranty on Parts			Installation of Specialty Back Boxes
		One-Year Warranty on Labor			Connection to Building Fire Alarm Panel
		Low Voltage Permits			Installation & Power of Control Panels
		Electrical Installation Permit			Installation & Power of CCTV Cameras
		Engineering and Drawings			Installation & Power of Intrusion Panels
		Record Documentation (As-Built)			Installation & Power of Intercom System
		System Programming			Installation & Power of Video Recorders (DVR/NVR)
		Authority having Jurisdiction permit drawing (requires customer CAD)			120 VAC Power Receptacles
		Panel Wall Elevation drawing (may require customer CAD)			Lifts and Hoists
		Equipment rack layout drawing			Floor Coverings for Lifts and Hoists
		Riser drawing with home run wiring			Fire Stopping (Excludes Existing Penetrations)
		Panel wiring point with to point connections			Patching and Painting
		Door wiring typical connections			Electrified Door Locking Hardware
		Floor plan with device placement and numbering (requires customer CAD)			Additional Lighting Requirements for Cameras
		Project Management			Ceiling Tiles and Ceiling Grid Repairs
		Mounting/Termination of Proposed Devices			On-Site Lockable Storage Facility
		Testing of all Proposed Devices			Vertical Core Drilling
		Operations & Maintenance Manuals			Horizontal Core Drilling
		Owner Training			Servers by Convergent
		System Meets Plans/Drawings			Loading Software on Customer Provided Computer
		System is Design-Build			Servers by Others
		Payment & Performance Bonds			Workstations by Convergent
		Installation of Wire and Cable			Workstations by Others



Convergent Technologies

10535 Boyer Blvd.
 Suite 300
 Austin, TX 78758
 (512) 351-4042 Fax (512) 532-6624

Sunset Valley Public Works

2041913668

No	Qty	Part	Description	Unit Price	Ext. Price
1	2	920PTNTEK00000	multiCLASS SE RP40 Contactless Smart Card Reader, Wall Switch with prox, black	\$211.94	\$423.88
2	1	LNL-2220	Intelligent Dual Reader Controller – 12 or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1" (25mm)H), (5 year lithium battery or 3 months full run) 6 MB standard cardholder flash memory, 50,000 of Event memory, maximum of 32 devices, On-board Ethernet, on-board two door control, eight inputs, four outputs, cabinet tamper and power fault input monitors. RoHS, CE, C-Tick and UL 294	\$1,564.29	\$1,564.29
3	1	775600-110DB	Cat 6 Outdoor(Direct Burial)	\$280.00	\$280.00
4	2	CONPEDHEAD	Custom Pedestal Head Box for Reader and Intercom	\$500.00	\$1,000.00
5	1	PCS-ADV	OnGuard ADV Server System with PC –includes PC with Microsoft Windows 7 Professional SP1 64-bit and SQL 2014 x64 server database standard edition (Single Application License; 5 CALS) loaded with OnGuard Server software license which includes; System Administration; Alarm Monitoring; Map Designer; License Server; Comm. Server; Video Verify Support; E-mail Support; Guard Tour; Login Driver; Account Linkage; support for up to 64 card access readers and first year support plan for new systems. (INCLUDES PC CONFIGURATION # 3D)	\$5,237.80	\$5,237.80
6	1	CONDUIT	Conduit as Required	\$1,923.08	\$1,923.08
7	1	CTGA-Y-3411	Sliding Gate Access Work	\$2,978.21	\$2,978.21
8	35	ACT-IC2K26-10	2K, 26-BIT iCLASS KEYFOB - 10PK	\$54.94	\$1,922.90
			Equipment Total		\$15,330.16
			Installation		\$4,665.38
			Total		\$19,995.54

Alternates

- NA

Clarifications and Exclusions

- All work proposed herein, shall be performed during normal business hours Monday through Friday 8:00 am - 5:00 pm.
- Low voltage wiring shall be installed in open cable.
- Provision or installation of conduit, wire, boxes, fittings or other electrical installation materials unless specifically listed under Inclusions or Bill of Materials.
- Permits or associated fees are not included.
- Customer to provide static IP addresses and network connections at panel locations.
- Customer to provide a secured staging & storage area for project related materials.
- Pricing assumes that electronic Auto CAD files are available from customer for our use in creating submittal drawings.
- Twenty-Five percent (25%) of the proposed sell price shall be payable to Convergent Technologies for project mobilization. Mobilization shall be invoiced and due upon customer acceptance of this proposal.
- Proposal does not include sales tax.
- Anything in the Contract Documents notwithstanding, in no event shall either Contractor or Subcontractor be liable for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.
- Convergent Technologies reserves the right to negotiate mutually acceptable contract terms and conditions with customer by making mutually agreeable changes to the formal contract included in the Bid Documents.

Project Investment

Total Project Investment:

\$19,995.54

Thank you for considering Convergent Technologies for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and fax directly to our office.

Sincerely,

Convergent Technologies
Richard J. Wright

By signing below, I accept this proposal and agree to the Terms and Conditions contained herein

Customer Name (Printed)

Date

Authorized Signature

Printed Name/Title

UNITED STATES • CANADA • ASIA PACIFIC



Terms and Conditions

Throughout this Installation Proposal, the term, "Convergent" refers to the Convergent Technologies' affiliate operating in the state/province in which the work is being performed, specifically, "Convergent Technologies LLC", "Convergent Technologies LP" or "Convergent Technologies LTD".

SECTION 1. THE WORK

This Installation Proposal takes precedence over and supersedes any and all prior proposals, correspondence, and oral agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Installation Proposal commences on the Start Date as specified in the attached scope of work, and represents the entire agreement between Convergent and Customer (the "Agreement") and it may only be amended by a written document signed by both Convergent and Customer. In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force.

Convergent agrees in accordance with the mutually agreed project schedule:

- a. To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- b. To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- c. Secure and pay for permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work; and
- d. Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent

- a. To promptly approve submittals provided by Convergent;
- b. To provide access to all areas of the facility which are necessary to complete the Work;
- c. To supply suitable electrical service as required by Convergent; and
- d. That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period of time from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

SECTION 2. PRICING

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the material listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional equipment, unless negotiated prior to order placement, will be billed accordingly. Sales taxes, (and in Canada GST/PST) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

SECTION 3. INVOICE REMITTANCE AND PAYMENT

Customer agrees to pay Convergent twenty-five (25%) percent of the total price as a mobilization fee at the time of executing this Agreement.

If the Work is performed over more than a month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is completed in less than one month, Customer agrees to pay Convergent in full after the Work has been performed within thirty (30) days of the date of being invoiced. Invoices shall not include or be subject to a project retention percentage. If Customer is overdue in any payment to Convergent, Convergent shall be entitled to suspend the Work until paid, and charge Customer an interest rate 1 and 1/2% percent per month, (or the maximum rate permitted by law), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

SECTION 4. WARRANTY

Convergent provides the following warranty to the Customer:

For the period of one (1) year, commencing at the earlier of substantial completion of the Work, or first beneficial use, ("Warranty Period"):

- a. That Work performed under this Agreement will be of good quality;
- b. That all equipment will be new unless otherwise required or permitted by this Agreement;
- c. That the Work will be free from defects not inherent in the quality required or permitted; and
- d. That the Work will conform to the requirements of this Agreement.

The Customer's sole remedy for any breach of this warranty is that Convergent shall remove, replace and/or repair at its own expense any defective or improper Work, discovered within the Warranty Period, provided Convergent is notified in writing of any defect within the Warranty Period.

Any equipment or products installed by Convergent in the course of performing the Work hereunder shall only carry such warranty as is provided by the manufacturer thereof, which Convergent hereby assigns to Customer without recourse to Convergent. Upon request of Customer, Convergent will use all reasonable efforts to assist Customer in enforcing any such third party warranties. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Convergent, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. NO FURTHER WARRANTIES OR GUARANTIES, EXPRESS OR IMPLIED, ARE MADE WITH RESPECT TO ANY GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

SECTION 5. CHANGES

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work. Any changes to the Work and any adjustment to the Agreement Price or the time for completion of the Work shall be in writing signed by both Customer and Convergent. If Customer orders any additional work or causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Agreement Price, including a reasonable allowance for overhead and profit.

SECTION 6. FORCE MAJEURE

Neither Customer nor Convergent shall be responsible or liable for, shall incur expense for, or be deemed to be in breach of this Agreement because of any delay in the performance of their respective obligations pursuant to this Agreement due solely to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay, provided that the party experiencing the delay shall promptly give written notification to the other party within five (5) days after such party has learned of the Force Majeure. A Force Majeure event shall include, but not be limited to: accident, fire, storm, water, flooding, negligence, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting. If performance by either party is delayed due to Force Majeure, the time for that performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay. Any Services required by Convergent due to reasons set forth in this Force Majeure Section shall be charged to Customer in addition to any amounts due under this Agreement.



Terms and Conditions Continued

SECTION 7. INSURANCE

Convergent shall have the following insurance coverage during the term of this Agreement, and shall provide certificates of insurance to the Customer prior to beginning work hereunder:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence/aggregate
Commercial General Liability	\$1,000,000 per occurrence/aggregate
	\$2,000,000 general aggregate
Automobile Liability	\$1,000,000 per occurrence/aggregate
Excess/Umbrella Liability	\$4,000,000 per occurrence/aggregate

All insurance policies carried by Convergent hereunder shall be primary to and noncontributory with the insurance afforded to Customer, and shall name the Customer as "additional insured", with respect to liability arising out of work performed by Convergent, as applicable, but only to the extent of liabilities falling within the indemnity obligations of Convergent, pursuant to the terms of this Agreement. Convergent shall provide to the Customer no less than thirty (30) days notice prior to the termination or cancellation of any such insurance policy.

SECTION 8. INDEMNIFICATION

Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses and expenses, (including, but not limited to, reasonable attorney's fees), attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by: a) the negligent or willful acts or omissions of Convergent or Convergent's employees or subcontractors while on Customer's site, or b) the malfunction of the equipment supplied by Convergent, or c) Convergent's breach of this Agreement.

IN NO EVENT SHALL EITHER CONVERGENT OR CUSTOMER BE LIABLE TO THE OTHER PARTY HERETO FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL CONVERGENT BE LIABLE TO CUSTOMER FOR ANY AMOUNTS IN EXCESS OF THE AMOUNTS PAID BY CUSTOMER TO CONVERGENT.

It is understood and agreed by the parties hereto that Convergent is or may be providing monitoring and or intrusion products which are designed to provide notification of certain events but are not intended to be guarantees or insurers against any acts for which they are supposed to monitor or inform. As required by the monitoring and intrusion industry and the manufacturers thereof, Convergent's indemnification obligation pursuant to Section 8 herein, does not apply to the extent the loss indemnified against is caused by any monitoring or intrusion product or software provided by but not manufactured by Convergent. Convergent shall have no liability to Customer, any losses to the extent such losses are caused by the monitoring or intrusion product or software. Customer shall indemnify, defend, and hold harmless Convergent, from and against all claims, lawsuits, damages, losses and expenses by persons not a party to this Agreement, but only to the extent caused by such monitoring or intrusion product or software provided by but not manufactured by Convergent.

SECTION 9. COMPLIANCE WITH LAW, EEO & SAFETY

This Agreement shall be governed and construed in accordance with the laws of the state/province in which the Work is being performed. Convergent agrees to comply with all laws and regulations relating to or governing the Work. Convergent agrees to comply with all reporting requirements imposed by law or this Agreement. Convergent shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergent prior to beginning work.

In the event that Convergent discovers or suspects the presence of hazardous materials, or unsafe working conditions at Customer's facility where the Work is to be performed, Convergent is entitled to stop the Work at that facility if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergent. Convergent in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's facility. Convergent shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's facility. Customer shall indemnify and hold harmless Convergent from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials, or unsafe working conditions at Customer's facility.

SECTION 10. DISPUTES

In the event of any dispute between Convergent and Customer, Convergent and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, then the dispute shall be subject to and decided by mediation or arbitration. Such mediation or arbitration shall be conducted in accordance with the Construction Industry Mediation or Arbitration Rules of the American Arbitration Association currently in effect and shall be a final binding resolution of the issues presented between the parties.

SECTION 11. MISCELLANEOUS

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Convergent may assign this Agreement to any of its parents, subsidiary or affiliated companies or any entity majority owned by Convergent.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by a person with authority to commit the Customer or Convergent and delivered to the non-waiving party according to the notice provision herein. No waiver by Customer or Convergent shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver. The Sections regarding invoicing, warranty and indemnity shall survive the termination of this Agreement.