



**City of Sunset Valley**  
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*RY 6:25 P.m.*

City Council and Citizens,

As required by Section 102.005 of the Texas Local Government Code, the attached Budget for Fiscal Year 2017/2018 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 15<sup>th</sup>. A public hearing will occur on September 5<sup>th</sup> with an additional work session on September 12<sup>th</sup> if requested by Councilmembers. The schedule calls for the budget to be adopted at the City Council meeting on September 19<sup>th</sup>. Please provide your public input before or during the upcoming hearing on September 5<sup>th</sup>.

**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
\$4,412,300	\$1,582,695	\$1,725,693	\$319,250	\$266,100	\$1,879,869	\$0	\$7,485,000	\$17,670,907

**Significant Budget Items to Note:**

**Police and Public Works Facilities Project**

Construction on these buildings is scheduled for fall of 2017. The project is in the bidding stage at this time and the project fund that was established with the FY 16/17 budget has been used to support the design phase of the project. The Crime Control and Prevention District Tax was approved overwhelmingly by the voters in November 2016 to support the Police Facility component of the project.

When the Council approved the final design of the project, this included a construction estimate of \$6.8M and a total project cost of \$8M, which are included in this proposed budget. In addition to funding that was already provided; this budget would transfer \$600,000 from the Green Tax to the Facilities Project for the Water Quality Improvements on this project as discussed by the City Council in March, 2017. The new Crime Control and Prevention District Sales Tax of \$400,000 will be used for the project in FY 17/18. The remaining funding will come from the Operating Reserve in the amount of \$473,768. This will still provide a General Fund Operating Reserve in excess of 5 months of expenditures, a

level that was supported previously by both the Budget, Finance and Administrative Committee and the City Council.

### **Revenue and Reserve Funding**

The proposed budget follows the recommendations of the Long Range Financial Planning Committee as well as the most recent Long Range Financial Plan prepared in 2016. The budget funds current operations from current revenues, with capital projects funded from accumulated savings in the various dedicated funds as noted above. 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 recommended no change in residential or commercial utility rates. We have been notified that the City of Austin will not be increasing wholesale rates this year because the new rate model has not been finalized.

### **Projects**

Total funding for new projects in the General Fund is \$59,500, which is a much smaller amount than in recent years due to prioritization of funding for the City Facilities project.

### **Items Worthy of Additional Resident and/or Council Deliberation**

There was concern presented to me that some budget areas were not addressed with sufficient detail during the budget process this year. Additionally, I was not presented with final budget recommendations from the committee with sufficient time to discuss questions with the Committee. For both of these reasons, I ask that Council discuss, and invite input from residents on the following areas prior to passing a final budget for the next fiscal year. This does not limit the potential to discuss all areas of the budget, but serves as a guide for areas that I will intend to address. I am not suggesting or including adjustments to these areas, but am prepared to support changes based on input from residents, requesting organizations, or Council.

1. **Utility Subsidy**
2. **SV Elementary, Montessori School, AISD and other neighbors and partners to SV**
3. **CED Committee's work and recommendations**
4. **City marketing—short and long term (including the city website)**
5. **Reese trail connections**
6. **Staffing:**

The budget includes the addition of two entry-level Maintenance Technicians in the Public Works Department, to be funded by reductions in temporary and contractual services expenses so that there is not a net increase in the budget. This change was recommended by the Budget, Finance and Administrative Committee. I support this need and recommendation.

The Police Department also requested and justified an additional officer that was not recommended for funding. If funded, the addition of this new officer would allow for an existing officer to become our second full-time Detective, dividing the current case load and allowing for our city to properly close cases in a timely manner while also spreading the department work for better schedule flexibility needed to operate a 24/7 department. The Committee did not recommend addition of this position at this time and the Interim Chief was asked to find budget cuts to allow for this position. I would like for Council and residents to hear the needs from the department, even if the current budget recommendation does not change. At a minimum, I want to ensure that the department's needs are heard by residents and Council and that a timeline for solution to this need is mapped.

**7. Visitor Center fund (contributions from Hotel Occupancy Tax funds):**

The reserve fund for the future Visitor's Center currently has a balance of \$594,386. Before we add any funds to this cause, the Council should deliberate the likelihood of actually using these funds for a Visitor's Center or any other allowable purpose under Hotel Occupancy Tax (HOT) legislation and that will fill an actual need to Sunset Valley. It is unclear to me what need is filled with a Visitor Center based on our current demographics and offerings to visitors.

Respectfully submitted this 11<sup>th</sup> day of August, 2017



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Rose Cardona  
Mayor

FY 2017/2018: GENERAL FUND - SUMMARY PAGE 8/11/2017	MAYOR'S PROPOSED BUDGET 17/18
<b>GENERAL FUND REVENUE</b>	
Court Fines and Fees	40,000
Court Income	13,800
Court Warrant Fee Collections	2,500
Donations	0
Event Revenue	6,000
Fire District Collections	25,000
Interest	38,000
Miscellaneous	4,000
Mixed Beverage Sales Tax	35,000
Permit Billing	0
Permits, Licenses, and Fees	40,000
Property Lease Revenues	6,600
Sales and Use Tax	4,826,780
Sale of Assets	0
<b>Total General Fund Revenue</b>	<b>5,037,680</b>
<b>GENERAL FUND EXPENSES</b>	
Capital Outlay - General Government	2,000
Community Programs - Administrative	5,400
Community Programs - Arts Commission	14,100
Community Programs - CED Committee	5,000
Community Programs - Police Department	8,500
Community Programs - Public Works	42,960
Contingency Fund	25,000
Contractual Services - Administrative	214,700
Contractual Services - General Government	515,301
Contractual Services - Municipal Court	22,750
Contractual Services - Public Works	167,700
New Equipment - Administrative/Court	0
New Equipment - Police Department	0
New Equipment - Public Works	0
GN FUND Equipment Reserve Addition	148,255
Operational Expenses - Administrative	177,500
Operational Expenses - General Government	22,000
Operational Expenses - Municipal Court	9,739
Operational Expenses - Police Department	172,868
Operational Expenses - Public Works	111,002

<b>FY 2017/2018: GENERAL FUND - SUMMARY PAGE 8/11/2017</b>	<b>MAYOR'S PROPOSED BUDGET 17/18</b>
Personnel Services - Administrative	461,579
Personnel Services - Municipal Court	70,777
Personnel Services - Police Department	1,313,377
Personnel Services - Public Works	637,858
<b>Total General Fund Expenses</b>	<b>4,148,366</b>
<b>TOTAL FUNDS AVAILABLE FROM GN FUND REVENUE</b>	<b>889,314</b>
<b>Other Expenditures</b>	
<b>New Projects for FY17/18</b>	<b>7,500</b>
<b>City Facilities Contribution for FY 17/18</b>	<b>256,434</b>
<b>Total Other expenditures</b>	<b>263,934</b>
<b>Funds Available after FY 17/18 expenses</b>	<b>625,380</b>
Encumbered Funds from FY 16/17 projects	47,000
Projects from FY 16/17 funded	-47,000
<b>Funds Available</b>	<b>625,380</b>
<b>TRANSFER TO UTILITY FUND</b>	
Less funds for GN Contribution to UT Infrastructure	202,873
Less Utility Fund Subsidy-Water	135,604
Less Utility Fund Subsidy-Wastewater	152,224
Less Utility Fund Subsidy-Solid Waste	134,680
Sub-Total: Subsidies	422,508
<b>Total Transfers to Utility Fund</b>	<b>625,381</b>
<b>BALANCED BUDGET</b>	<b>0</b>
<i>Mayor's Budget 8/11/2017</i>	

CITY OF SUNSET VALLEY - 5 Year History  
 General Fund Revenue  
 FY 2017/2018

		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to receive 2016/2017	% of Budget projected to receive/spend 2016/2017	Adopted/ Amended Budget 2016/2017	Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected Year End 2016/2017
4030	Court - Fines and Fees-Court	\$75,257	\$51,451	\$52,514	\$54,955	\$65,872	\$40,000	88.89%	\$45,000	\$40,000	-11.11%	0.00%
4020	Court Income	\$26,489	\$12,345	\$8,750	\$16,194	\$22,855	\$22,722	146.59%	\$15,500	\$13,800	-10.97%	-39.27%
4230	Court - Warrant Fee Collections	\$10,874	\$10,238	\$7,948	\$4,321	\$5,149	\$3,000	142.86%	\$2,100	\$2,500	19.05%	-16.67%
4025	Donations	\$800	\$0	\$0	\$0	\$15,000	\$0	0.00%	\$0	\$0	0.00%	0.00%
4028	Event Revenue	\$1,825	\$3,277	\$3,882	\$3,990	\$5,232	\$5,500	137.50%	\$4,000	\$6,000	50.00%	9.09%
4040	Fire District Collection Fees	\$17,722	\$19,119	\$21,402	\$23,720	\$25,244	\$27,438	109.75%	\$25,000	\$25,000	0.00%	-8.89%
4050	Franchise Tax <i>(moved to UGU 14/15)</i>	\$26,370	\$40,296	\$36,977	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%	0.00%
4095	Interest	\$20,985	\$21,095	\$16,840	\$14,856	\$36,535	\$40,000	285.71%	\$14,000	\$38,000	171.43%	-5.00%
4110	Miscellaneous	\$38,876	\$68,574	\$16,313	\$2,778	\$4,072	\$4,000	100.00%	\$4,000	\$4,000	0.00%	0.00%
4182	Mixed Beverage Tax	\$31,082	\$32,542	\$40,772	\$36,778	\$35,075	\$35,000	100.00%	\$35,000	\$35,000	0.00%	0.00%
4699	Other Revenue	\$3,832	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%	0.00%
4121	Permit Billing	\$0	\$6,650	\$9,613	\$12,944	\$1,141	\$2,000	100.00%	\$0	\$0	0.00%	-100.00%
4120	Permits, Licenses, and Fees	\$65,625	\$77,867	\$65,364	\$62,899	\$38,504	\$38,000	76.00%	\$50,000	\$40,000	-20.00%	5.26%
4009	Property Lease Revenues	\$6,050	\$7,175	\$6,600	\$6,950	\$6,600	\$6,600	100.00%	\$6,600	\$6,600	0.00%	0.00%
4180	Sales and Use Tax	\$4,091,407	\$4,320,159	\$4,594,913	\$4,921,737	\$4,861,522	\$4,826,466	97.45%	\$4,952,758	\$4,826,780	-2.54%	0.01%
4699	Sales of Assets	\$21,957	\$4,120	\$0	\$1,175	\$26,326	\$0	0.00%	\$0	\$0	0.00%	0.00%
	Total Revenue	4,439,149	4,674,909	4,881,889	5,163,296	5,149,127	5,050,726	98.00%	5,153,958	5,037,680	-2.26%	-0.26%

6/23/2017  
 Finance Committee Review 6/29/2017  
 Mayor's Budget 8/11/2017

General Fund - Revenue						
FY 2017/2018	Details					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>GENREAL FUND REVENUE</b>						
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. Decrease is due to the decrease in the amount of tickets being written and the City did not participate in the Click-it or Ticket program in FY 16/17.	\$40,000	\$45,000	-\$5,000	-11.11%
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 a percentage of some of the fees. Decrease is due to the decrease in the amount of tickets being written and the City did not participate in the Click-it or Ticket program in FY 16/1	\$13,800	\$15,500	-\$1,700	-10.97%
4230	Court - Warrant Fees Collections	Currently the City is not outsourcing warrant collections. There are no plans to contract with a warrant officer. Unpaid tickets are reported to DPS through OMNI, and the warrant must be paid to the City before a driver's license can be renewed.	\$2,500	\$2,100	\$400	19.05%

General Fund - Revenue						
FY 2017/2018	Details					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
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%
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 \$4000.	\$6,000	\$4,000	\$2,000	50.00%



General Fund - Revenue						
FY 2017/2018	Details					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
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	\$25,000	\$0	0.00%
4095	Interest	Historically interest income on funds deposited in TexPool had been a primary source of revenue generated by the City. When TexPool interest rates declined, the City purchased Certificates of Deposits. Currently, TexPool's interest rate is higher and the CDs were not renewed. Taking into consideration that a portion of the reserve funds were transferred to the City Facilities Fund, the proposed budget is based on the current balance in the fund.	\$38,000	\$14,000	\$24,000	171.43%

General Fund - Revenue						
FY 2017/2018	Details					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
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	\$4,000	\$0	0.00%
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	\$35,000	\$0	0.00%
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%
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.	\$40,000	\$50,000	-\$10,000	-20.00%

<b>General Fund - Revenue</b>						
<b>FY 2017/2018</b>	<b>Details</b>					
<b>G/L Code</b>	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Increase/ Decrease</b>	<b>% of Increase/ Decrease</b>
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.	\$6,600	\$6,600	\$0	0.00%
4180	Sales and Use Tax	In FY 15/16 sales tax revenue received was the highest amount the City has ever earned. Using the Long Range Plan, in FY 16/17 a 3% increase was projected in sales tax revenue. For the FY 17/18 it is estimated that the sales tax revenue will be flat and be in the range of the actual amounts received in FY 15/16 and FY 16/17.	\$4,826,780	\$4,952,758	-\$125,978	-2.54%
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 no specific items to be sold.	\$0	\$0	\$0	0.00%
			<b>\$5,037,680</b>	<b>\$5,153,958</b>	<b>-\$116,278</b>	<b>-2.26%</b>
6/23/2017						
<i>Finance Committee Review 06/29/2017</i>						
<i>Mayor's Budget 8/11/2017</i>						

CITY OF SUNSET VALLEY 5 Year History  
Administration  
FY 2017/2018

G/L Code		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017	Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected to spend 2016/2017
	<b>Personnel Services:</b>											
	<b>SALARIES</b>											
5000	Accountant/City Secretary (exempt)	61,766	63,628	66,125	68,122	73,991	75,244	100.00%	75,244	75,244	0.00%	0.00%
5057	Administrative Assistant/Court Clerk (30%)	26,610	6,910	34,122	15,300	14,334	13,614	99.94%	13,622	13,622	0.00%	0.06%
5027	Assistant City Administrator/IT Manager (exempt)	61,819	63,680	70,002	72,277	86,737	88,220	99.94%	88,270	88,270	0.00%	0.06%
5001	Bookkeeper/UT Billing Clerk (80%)	17,394	18,121	20,635	31,018	35,607	36,614	99.92%	36,642	36,642	0.00%	0.08%
5025	City Administrator (exempt)	110,686	114,012	120,815	124,722	135,386	137,541	99.94%	137,622	137,622	0.00%	0.06%
5070	Receptionist	27,020	28,080	0	0	0	0	0.00%	0	0	0.00%	0.00%
5090	City - Overtime	1,073	1,511	1,525	1,260	1,621	2,000	78.74%	2,540	2,540	0.00%	27.00%
	<b>OTHER COMPENSATION</b>											
5084	Cell Phone Allowance	960	1,730	2,380	2,384	1,875	2,760	93.24%	2,960	2,960	0.00%	7.25%
5046	Longevity Incentive	528	816	624	1,346	2,223	1,828	100.00%	1,828	2,020	10.50%	10.50%
5086	Bilingual Incentive	600	175	0	0	0	0	0.00%	0	0	0.00%	0.00%
5087	Education Incentive	1,200	775	600	550	-50	0	0.00%	0	0	0.00%	0.00%
	Merit Increases									10,618	n/a	n/a
	Merit Increases Benefits									2,655	n/a	n/a
	<b>BENEFITS</b>											
5120	Insurance- Life	355	235	236	253	203	203	76.89%	264	219	-17.05%	8.00%
5121	Insurance- Medical	36,898	30,251	28,630	30,774	29,053	29,782	94.01%	31,680	32,165	1.53%	8.00%
5122	Insurance- Dental	2,046	1,921	1,844	2,121	1,965	1,800	79.30%	2,270	1,944	-14.36%	8.00%
5123	Insurance - Vision	\$232	\$370	\$642	\$244	\$293	291	91.80%	317	314	-9.50%	8.00%
5124	Insurance - Long Term Disability	\$601	\$971	\$1,087	\$1,206	\$1,234	1,525	100.00%	\$1,525	\$1,647	8.00%	8.00%
5126	Insurance - Short Term Disability	\$404	\$652	\$654	\$716	\$733	885	100.00%	\$885	\$956	8.00%	8.00%
5150	Insurance- Workman's Comp	\$821	\$720	\$814	\$1,005	\$996	1,124	81.33%	1,382	1,214	-12.16%	8.00%
5130	Medicare Tax- Employer Match	4,487	4,296	4,504	4,393	5,301	5,201	100.00%	5,201	5,368	3.21%	3.20%
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)	1,566	48	1,035	828	755	540	50.00%	1,080	600	-44.44%	11.11%
5140	TMRS (Retirement)	31,760	28,941	30,995	37,957	41,374	43,427	100.00%	43,427	44,960	3.53%	3.53%
	<b>Total Personnel Services</b>	<b>388,827</b>	<b>367,843</b>	<b>387,270</b>	<b>396,476</b>	<b>433,631</b>	<b>442,599</b>	<b>99.07%</b>	<b>446,759</b>	<b>461,579</b>	<b>3.32%</b>	<b>4.29%</b>
	<b>Contractual Services:</b>											
5306	Attorney	55,506	46,446	45,996	38,548	47,289	50,000	100.00%	50,000	50,000	0.00%	0.00%
5309	Auditor/Financial Advisor	45,479	40,399	49,896	45,671	53,213	50,000	100.00%	50,000	50,000	0.00%	0.00%
5312	Inspections	13,206	19,616	29,985	27,020	25,137	20,000	100.00%	20,000	20,000	0.00%	0.00%
5327	Engineer-Design	12,261	27,780	20,963	0	26,752	25,000	100.00%	25,000	25,000	0.00%	0.00%
5330	Engineer-Review & Inspect	13,703	11,536	16,627	10,761	2,056	15,000	100.00%	15,000	15,000	0.00%	0.00%
5343	IT Management	20,308	23,230	22,615	23,329	23,592	34,000	97.14%	35,000	35,000	0.00%	2.94%

CITY OF SUNSET VALLEY 5 Year History  
Administration  
FY 2017/2018

		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017	Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected to spend 2016/2017
5345	Landscape Architect	2,181	2,350	1,574	1,458	0	0	0.00%	5,000	5,000	0.00%	100.00%
5362	Ordinance Codification Maintenance	0	3,298	2,052	1,281	2,409	4,000	100.00%	4,000	3,500	-12.50%	-12.50%
5366	Records Management	3,794	3,989	4,004	4,203	5,492	5,300	98.15%	5,400	5,400	0.00%	1.89%
5200	Temporary Help/Teen Program	0	470	0	0	0	0	0.00%	300	300	0.00%	100.00%
5367	Payroll Services	4,356	4,796	4,786	4,639	5,058	4,946	98.92%	5,000	5,000	0.00%	1.09%
5370	Travis Co. Tax Collection	0	0	0	0	0	0	0.00%	0	0	0.00%	0.00%
5381	Water Quality Consultant	5,280	4,863	540	0	0	0	0.00%	2,500	500	-80.00%	100.00%
	<b>Total Contractual Services:</b>	<b>176,075</b>	<b>188,774</b>	<b>199,040</b>	<b>156,910</b>	<b>190,999</b>	<b>208,246</b>	<b>95.88%</b>	<b>217,200</b>	<b>214,700</b>	<b>-1.15%</b>	<b>3.10%</b>
	<b>Community Programs:</b>											
5420	City Directory	2,679	0	1,375	1,125	0	0	0.00%	0	0	0.00%	0.00%
5450	Library Card Reimbursement					2,880	2,400	100.00%	2,400	2,400	0.00%	0.00%
5480	New Resident Information	0	193	0	0	0	0	0.00%	300	0	-100.00%	100.00%
5475	Volunteer Awards Banquet	1,971	2,483	2,012	3,010	3,000	0	0.00%	3,000	3,000	0.00%	100.00%
	<b>Total Community Programs</b>	<b>4,649</b>	<b>2,676</b>	<b>3,387</b>	<b>4,135</b>	<b>5,880</b>	<b>2,400</b>	<b>42.11%</b>	<b>5,700</b>	<b>5,400</b>	<b>-5.26%</b>	<b>125.00%</b>
	<b>Operational Expenses:</b>											
5515	Bank Fees	417	4,555	4,991	4,432	4,750	5,200	100.00%	5,200	5,200	0.00%	0.00%
5535	Cell Phone (for City use)	259	281	0	0	0	0	0.00%	0	0	0.00%	0.00%
5545	Coffee / Food Service	7,763	7,879	8,969	8,907	10,016	10,000	100.00%	10,000	10,000	0.00%	0.00%
5600	Dues, Fees & Subscriptions	1,969	1,870	2,361	1,997	1,884	2,000	100.00%	2,000	2,000	0.00%	0.00%
5601	Organizational Memberships	0	166	962	836	3,618	1,000	100.00%	1,000	1,000	0.00%	0.00%
5615	Election Expenses	686	0	529	0	753	800	100.00%	800	800	0.00%	0.00%
5704	Employee Appreciation by Employees	723	783	999	350	999	1,000	100.00%	1,000	1,000	0.00%	0.00%
5735	Equipment Leases- Copier	8,065	8,880	9,153	9,372	9,459	7,500	78.95%	9,500	7,500	-21.05%	0.00%
5655	Insurance: Fire/Theft/Vandalism/Liability/Position Bonds	16,932	16,842	22,923	29,289	19,524	22,000	91.67%	24,000	24,000	0.00%	9.09%
5706	Postage and Postage Equipment & Supplies	10,000	6,488	7,839	8,940	8,960	7,000	100.00%	7,000	6,000	-14.29%	-14.29%
5705	Office Supplies: General Supplies - ALL DEPARTMENTS	13,929	12,784	10,189	11,386	11,214	17,000	94.44%	18,000	18,000	0.00%	5.88%
5725	Printing and Copying	7,786	6,580	7,286	9,833	7,990	4,600	100.00%	4,600	4,600	0.00%	0.00%
	<b>Operational Expenses Continued:</b>											
5500	Public Notices/Employment Recruitment	2,805	2,160	2,829	2,832	4,000	3,385	84.63%	4,000	4,000	0.00%	18.17%
5770	Small Office Equipment Repair & Replacement	270	672	1,800	1,288	281	1,600	88.89%	1,800	1,800	0.00%	12.50%
5782	Software Maintenance Fees	11,584	12,381	11,946	14,678	11,408	14,700	100.00%	14,700	14,700	0.00%	0.00%
5820	Training & Education - Admin. Staff	485	488	735	2,043	1,304	750	50.00%	1,500	1,500	0.00%	100.00%
5815	Training & Education: Mileage Reimburse / per diem	216	2	959	272	0	250	100.00%	250	250	0.00%	0.00%
5835	Utilities: Electric/Water/Gas/Wastewater/Telephone	60,494	61,603	70,759	72,711	70,105	75,000	100.00%	75,000	75,000	0.00%	0.00%
5720	Vehicle Expense-Personal Mileage	126	80	24	0	237	75	50.00%	150	150	0.00%	100.00%
	<b>Total Operational Expenses:</b>	<b>144,507</b>	<b>144,495</b>	<b>165,253</b>	<b>179,167</b>	<b>166,504</b>	<b>173,860</b>	<b>96.32%</b>	<b>180,500</b>	<b>177,500</b>	<b>-1.66%</b>	<b>2.09%</b>

CITY OF SUNSET VALLEY 5 Year History  
Administration  
FY 2017/2018

	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017		Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected to spend 2016/2017
Grand Total Administration	714,058	703,788	754,950	736,688	797,014	827,105	97.29%	850,159		859,179	1.06%	3.88%

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Finance Committee Review 6/29/2017

Mayor's Budget 8/11/2017

General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>PERSONNEL SERVICES</b>						
<b>SALARIES</b>						
01-01-5000	Accountant/City Secretary	No salary adjustment in FY 15/16. Exempt Position	\$75,244	\$75,244	\$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 FY 15/16. Hourly position. Most of the benefits for this employee are covered in the Court Budget.	\$13,622	\$13,622	\$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.	\$88,270	\$88,270	\$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.	\$36,642	\$36,642	\$0	0.00%
01-01-5025	City Administrator	No salary adjustment in FY15/16. Exempt Position	\$137,622	\$137,622	\$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.	\$2,540	\$2,540	\$0	0.00%
<b>OTHER COMPENSATION</b>						
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.	\$2,020	\$1,828	\$192	10.50%
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%
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%

General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
	Merit Increases	Calculated at 3% of total salaries	\$10,618	n/a	n/a	n/a
	Merit Increases Benefits		\$2,655	n/a	n/a	n/a
<b>BENEFITS</b>						
01-01-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$219	\$264	-\$45	-17.05%
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	\$32,165	\$31,680	\$485	1.53%
01-01-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$1,944	\$2,270	-\$326	-14.36%
01-02-5123	Insurance - Vision Insurance	Employer pays 100% of Vision Insurance Premiums for the employee. <i>This amount could change once the re-rates are received in Sept. 2017.</i>	\$314	\$317	-\$3	-0.95%
01-02-5124	Insurance - Long Term Disability Insurance	Employer pays 100% of Vision Insurance Premiums for the employee. <i>This amount could change once the re-rates are received in Sept. 2017.</i>	\$1,647	\$1,525	\$122	8.00%
01-02-5126	Insurance - Short Term Disability Insurance	Employer pays 100% of Vision Insurance Premiums for the employee. <i>This amount could change once the re-rates are received in Sept. 2017.</i>	\$956	\$885	\$71	8.02%
01-01-5150	Insurance- Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job. <i>This amount could change once the new rate sheet is submitted by the insurance company.</i>	\$1,214	\$1,382	-\$168	-12.16%
01-01-5130	Medicare Tax- Employer Match (.0145%)	Employer match to the Medicare portion of social security benefits.	\$5,368	\$5,201	\$167	3.21%
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.	\$600	\$1,080	-\$480	-44.44%
01-01-5140	TMRS Match (Retirement)	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$44,960	\$43,427	\$1,533	3.53%
		<b>Total Personnel</b>	<b>\$461,580</b>	<b>\$446,759</b>	<b>\$14,821</b>	<b>3.32%</b>



General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>CONTRACTUAL SERVICES</b>						
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	\$50,000	\$0	0.00%
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	\$25,000	\$0	0.00%
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	\$15,000	\$0	0.00%
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	\$35,000	\$0	0.00%

General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 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.	\$3,500	\$4,000	-\$500	-12.50%
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	\$5,400	\$0	0.00%
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.	\$500	\$2,500	-\$2,000	-80.00%
		<b>Total Contractual</b>	<b>\$214,700</b>	<b>\$217,200</b>	<b>-\$2,500</b>	<b>-1.15%</b>

General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>COMMUNITY PROGRAMS</b>						
01-01-5420	City Directory	Residents provided information on a voluntary basis to be in a residential directory. The last version of the directory was published in 2014 but the process started in 12/13. No funds were budgeted in the FY 15/16 budget and a book was not published. In the 2014 book, a high percentage of residents opted out of the directory. The 16/17 budget was proposed for \$5000 which would have been for outsourcing the directory because the project has become too large and cumbersome to prepared in-house. The Finance Committee and the Mayor did not fund the City Directory in FY 16/17.	\$0	\$0	\$0	0.00%
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	0.00%
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. <b>FY 17/18 funds were cut. New residents will still receive a new information packets but the City will not provide bags.</b>	\$0	\$300	-\$300	-100.00%
01-01-5475	Volunteer Awards Banquet	Provides funds for Volunteer Awards Banquet hosted by the Mayor/City to acknowledge volunteerism. Provides for food, beverages, supplies, and door prizes. Due to scheduling, there were no expenses in FY 16/17. The next banquet will be in fall 2017 and honor members that served in FY 16/17.	\$3,000	\$3,000	\$0	0.00%
		<b>Total Community Programs</b>	<b>\$5,400</b>	<b>\$5,700</b>	<b>-\$300</b>	<b>-5.26%</b>

General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>OTHER OPERATING</b>						
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 one election each year.	\$800	\$800	\$0	0.00%
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. Decrease due to one copier is paid in full and the monthly charge is for maintenance and supplies only.	\$7,500	\$9,500	-\$2,000	-21.05%

General Fund Administrative Department						
FY 2017/2018	Details Page					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
	<b>OTHER OPERATING CONTINUED</b>					
01-01-5655	Insurance: Fire/Theft/Vandalism/Liability, Bonds	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	\$24,000	\$0	0.00%
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. Increased costs in 16/17; moved toner to this line item away from printing. Newsletter supplies are funded from this line item.	\$18,000	\$18,000	\$0	0.00%
01-01-5706	Postage and Postage Supplies	Provides for expenses related to postage costs and equipment rental, maintenance and supplies. <b>FY 17/18 funds were reduced. Will decrease mail outs and provide more information on the website.</b>	\$6,000	\$7,000	-\$1,000	-14.29%
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. Decreased costs in 16/17; moved toner to office supplies.	\$4,600	\$4,600	\$0	0.00%
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.	\$14,700	\$14,700	\$0	0.00%
01-01-5820	Training and Education	Provides funding for attendance to seminars and educational programs to enhance/improve employee skills.	\$1,500	\$1,500	\$0	0.00%

<b>General Fund Administrative Department</b>						
<b>FY 2017/2018</b>	<b>Details Page</b>					
<b>G/L Code</b>	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Increase/ Decrease</b>	<b>% of Increase/ Decrease</b>
01-01-5815	Training Travel Expenses	Provides funding for mileage, lodging, per diem meals, and other travel expenses incurred for Training and Education.	\$250	\$250	\$0	0.00%
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	\$75,000	\$0	0.00%
01-01-5720	Vehicle -Personal Mileage Reimbursement	Provides funds to reimburse staff for using their personal vehicle on city business.	\$150	\$150	\$0	0.00%
<b>6/23/2017</b>		<b>Total Operating Costs</b>	<b>\$177,500</b>	<b>\$180,500</b>	<b>-\$3,000</b>	<b>-1.66%</b>
<b>Finance Committee Review 6/29/2017</b>						
<b>Mayor's Budget 8/11/2017</b>		<b>Totals</b>	<b>\$859,179</b>	<b>\$850,159</b>	<b>\$9,020</b>	<b>1.06%</b>

# CITY FACILITIES PROJECT FUND

## City Facilities

The City Council began setting aside funds in the General Fund for the City Facilities project in 2013. As planning for the project continued, additional General Fund revenue was added in 2014, 2015, and 2016. In the FY 16-17 budget, a formal Project Fund was established. These funds were for the construction of a new Police facility, a new Public Works building, improvements to the Public Works garage, as well as significant improvements to the entire City Hall site for improved traffic flow, additional parking, and compliance with all applicable environmental regulations. In addition to accumulated funds from prior years, the FY 16-17 budget provided these additional sources of funding:

- Transfers from the Green Tax Fund for properties that had been purchased by the General Fund
- Transfers from the Underground Utility Fund
- A transfer of \$2,398,727 from the General Fund Operating Reserve
- Funding from the Crime Control and Prevention District Sales Tax which was approved by the voters in November 2016.

Construction was originally expected to begin during FY 16-17, but the project is now expected to be under construction in the Fall of 2017. This will move the construction expense into FY 17-18. Completion is now anticipated by early 2019.

Funding for FY 17-18 will come from the accumulated balance in the fund and the following additional sources:

- Crime Control and Prevention District Sale Tax
- Utility Franchise Payments
- Additional transfer from General Fund Operating Reserve
- Green Tax funding for Water Quality enhancements
- General Fund prior year transfer and FY 17-18 available funding

CITY OF SUNSET VALLEY CITY FACILITIES FUND FY 2017/2018		Adopted Budget FY 2016/2017	Projected Totals for FY 2016/2017	Projected Budget FY 2017/2018	% Over/Under FY 16/17 Budget	% Over/Under FY 16/17 Projected
	Balance as of 10/01	\$0	\$0	\$5,415,223		
G/L Code	<b>REVENUE</b>					
4181	Transfer from Crime Prevention District Tax	\$200,000	\$130,000	\$400,000	100.00%	207.69%
4228	COA Electric Co. Franchise Tax	\$96,000	\$96,000	\$96,000	0.00%	0.00%
4050	Other Utility Franchise Tax	\$37,000	\$34,000	\$34,000	-8.11%	0.00%
4095	Interest Earned	\$2,400	\$31,575	\$31,575	1215.63%	0.00%
	<b>Total Revenue</b>	<b>\$335,400</b>	<b>\$291,575</b>	<b>\$561,575</b>	<b>67.43%</b>	<b>92.60%</b>
	<b>Sub-total Funds Available</b>	<b>\$335,400</b>	<b>\$291,575</b>	<b>\$5,976,798</b>	1681.99%	1949.83%
	<b>TRANSFERS IN TO CITY FACILITIES RESERVES</b>					
	Contribution from FY 16/17 general fund revenues	\$383,533	\$383,533	\$0	-100.00%	-100.00%
	Contribution from FY 17/18 general fund revenues	\$0	\$0	\$263,934	0.00%	0.00%
	Operating Reserve	\$2,398,727	\$2,398,727	\$466,268	-80.56%	-80.56%
	15/16 Sales Tax Revenue Surplus	\$103,000	\$103,000	\$0	-100.00%	-100.00%
	Building Reserve	\$835,088	\$835,088	\$0	-100.00%	-100.00%
	Professional Services spent in FY 15/16	-\$200,000	-\$141,537	\$0	-100.00%	-100.00%
	14/15 Surplus	\$550,000	\$550,000	\$0	-100.00%	-100.00%
	15/16 Surplus	\$0	\$0	\$178,000	100.00%	100.00%
	<b>sub-total transfers in from GN Fund</b>	<b>\$4,070,348</b>	<b>\$4,128,811</b>	<b>\$908,202</b>	-77.69%	-78.00%
	Transfer from Green Tax					
	Purchase of 37 Lone Oak (2007)	\$652,799	\$652,799	\$0	-100.00%	-100.00%
	Purchase of 34 Reese (2015)	\$279,000	\$279,000	\$0	-100.00%	-100.00%
	Funds for Water Quality Construction	\$0	\$0	\$600,000	100.00%	100.00%
	<b>sub-total transfers in from Green Tax Fund</b>	<b>\$931,799</b>	<b>\$931,799</b>	<b>\$600,000</b>	-35.61%	-35.61%
	<b>Transfer from Underground Utilities</b>					
	Balance of funds	\$556,066	\$563,038	\$0	-100.00%	-100.00%
	<b>sub-total transfers in from Underground Utilities</b>	<b>\$556,066</b>	<b>\$563,038</b>	<b>\$0</b>	-100.00%	-100.00%
	<b>TOTAL TRANSFERS IN</b>	<b>\$5,558,213</b>	<b>\$5,623,648</b>	<b>\$1,508,202</b>	-72.87%	-73.18%
	<b>TOTAL FUNDS AVAILABLE</b>	<b>\$5,893,613</b>	<b>\$5,915,223</b>	<b>\$7,485,000</b>	27.00%	26.54%
	<b>EXPENDITURES</b>					
New	Professional Services	\$500,000	\$500,000	\$315,000	-37.00%	-37.00%
New	Construction Costs	\$5,293,613	\$0	\$6,820,000	28.83%	100.00%
New	Furniture, Fixtures, and Equipment	\$100,000	\$0	\$350,000	250.00%	100.00%
	<b>TOTAL EXPENDITURES</b>	<b>\$5,893,613</b>	<b>\$500,000</b>	<b>\$7,485,000</b>	27.00%	1397.00%
	<b>Balance as of 9/30</b>	<b>\$0</b>	<b>\$5,415,223</b>	<b>\$0</b>	100.00%	-100.00%



CITY OF SUNSET VALLEY - 5-year History										Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected Year End 2015/2016
General Government												
FY 2017/2018												
		Actual	Actual	Actual	Actual	Actual	Projected to	% of Budget	Adopted/			
		2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	Spend in	projected to	Amended			
							2016/2017	spend in	2016/2017	2016/2017		
	<b>Non-Committee Related</b>											
G/L Code	<b>Contractual Services</b>											
5726	Property Lease Expense-AISD and Homestead Sign	\$5,101	\$5,201	\$5,200	\$5,100	\$5,100	\$5,200	100.00%	\$5,200	\$5,200	0.00%	0.00%
5336	Fire and Emergency Services	\$418,064	\$426,727	\$453,038	\$466,585	\$480,583	\$495,000	100.00%	\$495,000	\$509,851	3.00%	3.00%
5348	Legal Defense Fund- n/r	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$250	\$250	0.00%	100.00%
	<b>Total Contractual Services</b>	<b>\$423,165</b>	<b>\$431,928</b>	<b>\$458,238</b>	<b>\$471,685</b>	<b>\$485,683</b>	<b>\$500,200</b>	<b>99.95%</b>	<b>\$500,450</b>	<b>\$515,301</b>	<b>2.97%</b>	<b>3.02%</b>
	<b>Operational Expenses</b>											
5535	Cell Phone - Mayor's use	\$300	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%	0.00%
5825	City Officials/Committee Expenses	\$1,706	\$1,194	\$821	\$2,089	\$2,886	\$2,000	57.14%	\$3,500	\$3,500	0.00%	75.00%
7127	Wildfire Preparedness Outreach and Mitigation	\$19,000	\$2,773	\$8,347	\$7,635	\$14,000	\$14,000	100.00%	\$14,000	\$14,000	0.00%	0.00%
5089	Tuition Reimbursements	\$2,250	\$2,210	\$1,500	\$1,500	\$2,340	\$2,250	50.00%	\$4,500	\$4,500	0.00%	100.00%
	<b>Total Operational Expenses</b>	<b>\$23,256</b>	<b>\$6,176</b>	<b>\$10,668</b>	<b>\$11,224</b>	<b>\$19,226</b>	<b>\$18,250</b>	<b>82.95%</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>0.00%</b>	<b>20.55%</b>
5321	<b>Contingency Fund</b>	<b>\$12,686</b>	<b>\$2,362</b>	<b>\$9,137</b>	<b>\$45,323</b>	<b>\$2,427</b>	<b>\$19,000</b>	<b>38.00%</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>-50.00%</b>	<b>31.58%</b>
	<b>Capital Outlay</b>											
5605	Easement Acquisition	\$0	\$0	\$1,708	\$0	\$0	\$0	0.00%	\$1,000	\$1,000	0.00%	100.00%
5660	Land Acquisition	\$0	\$0	\$0	\$267,298	\$0	\$0	0.00%	\$1,000	\$1,000	0.00%	100.00%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,708</b>	<b>\$267,298</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0.00%</b>	<b>100.00%</b>
	<b>Total Non-Committee Related</b>	<b>\$459,107</b>	<b>\$440,466</b>	<b>\$479,751</b>	<b>\$795,530</b>	<b>\$507,336</b>	<b>\$537,450</b>	<b>93.56%</b>	<b>\$574,450</b>	<b>\$564,301</b>	<b>-1.77%</b>	<b>5.00%</b>
Finance Committee Review 6/29/2017												
Mayor's Budget 8/11/2017												
							PLEASE GO TO PAGE 2					

CITY OF SUNSET VALLEY - 5-year History										Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected Year End 2015/2016
General Government												
FY 2017/2018												
	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to Spend in 2016/2017	% of Budget projected to spend in 2016/2017	Adopted/ Amended 2016/2017				
<b>Committee Related</b>												
<b>Arts Commission</b>												
	<b>Community Programs</b>											
5551	ArtFest Misc. Expenses	\$0	\$0	\$0	\$1,336	\$2,646	\$4,303	119.53%	\$3,600	\$4,000	11.11%	-7.04%
5552	Community Outreach Programs	\$5,439	\$7,995	\$7,000	\$7,181	\$7,936	\$8,100	100.00%	\$8,100	\$10,100	24.69%	24.69%
	<b>Sub-Total Arts Commission</b>	<b>\$5,439</b>	<b>\$7,995</b>	<b>\$7,000</b>	<b>\$8,517</b>	<b>\$10,582</b>	<b>\$12,403</b>	<b>106.01%</b>	<b>\$11,700</b>	<b>\$14,100</b>	<b>20.51%</b>	<b>13.68%</b>
<b>Community &amp; Economic Development Committee</b>												
New	<b>Community Development Programs</b>											
New	Citywide Garage Sales Promotion	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	-100.00%	100.00%
5559	Retired Residents Program	\$62	\$100	\$99	\$0	\$250	\$250	100.00%	\$250	\$200	-20.00%	-20.00%
5558	Spring Fling	\$3,417	\$3,279	\$3,491	\$3,947	\$3,652	\$3,835	95.87%	\$4,000	\$3,800	-5.00%	-0.91%
	<b>Sub-total Community Development Programs</b>	<b>\$3,479</b>	<b>\$3,379</b>	<b>\$3,590</b>	<b>\$3,947</b>	<b>\$3,902</b>	<b>\$4,085</b>	<b>96.11%</b>	<b>\$4,250</b>	<b>\$4,000</b>	<b>-5.88%</b>	<b>-2.08%</b>
5561	Business Appreciation	\$645	\$1,000	\$380	\$1,071	\$1,000	\$780	78.01%	\$1,000	\$1,000	0.00%	28.18%
5555	Holiday Kickoff Event	\$0	\$0	\$549	\$267	\$453	\$444	88.83%	\$500	\$0	-100.00%	-100.00%
New	Consumer Needs Survey	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	-100.00%	100.00%
New	Job Fair	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	-100.00%	100.00%
New	Promotional Event (2nd)	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	-100.00%	100.00%
New	Opportunity Austin as Regional Partner	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	-100.00%	100.00%
	<b>Sub-total Economic Development Programs</b>	<b>\$645</b>	<b>\$1,000</b>	<b>\$929</b>	<b>\$1,338</b>	<b>\$1,453</b>	<b>\$1,224</b>	<b>81.62%</b>	<b>\$1,500</b>	<b>\$1,000</b>	<b>-33.33%</b>	<b>-18.32%</b>
	<b>Total Community and Economic Development Committee</b>	<b>\$4,124</b>	<b>\$4,379</b>	<b>\$4,519</b>	<b>\$5,285</b>	<b>\$5,355</b>	<b>\$5,309</b>	<b>92.33%</b>	<b>\$5,750</b>	<b>\$5,000</b>	<b>-13.04%</b>	<b>-5.82%</b>
	<b>TOTAL</b>	<b>\$468,670</b>	<b>\$452,840</b>	<b>\$491,270</b>	<b>\$809,333</b>	<b>\$523,273</b>	<b>\$555,162</b>	<b>93.79%</b>	<b>\$591,900</b>	<b>\$583,401</b>	<b>-1.44%</b>	<b>5.09%</b>
6/23/2017												
Finance Committee Review: 6/29/2017												
Finance Committee Review 7/20/2017												
Mayor's Budget 8/11/2017												

General Government - Non-Committee Related						
FY 2017/2018 Detail Pages						
	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	%
<b>CONTRACTUAL SERVICES</b>						
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%
01-09-5336	Fire and Emergency Services	Provides funds for fire protection services through a contract with the City of Austin Fire Department.	\$509,851	\$495,000	\$14,851	3.00%
01-09-5348	Legal Defense Funds	Provides legal services for the defense and or filing of lawsuits. This amount is in the budget to allow for an expense that would require a budget transfer.	\$250	\$250	\$0	0.00%
		<b>Total Contractual Services</b>	<b>\$515,301</b>	<b>\$500,450</b>	<b>\$14,851</b>	<b>2.97%</b>
<b>OTHER OPERATING EXPENSES</b>						
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	Wildfire Preparedness Outreach and Mitigation	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%
		<b>Total Other Operating Expenses</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>\$0</b>	<b>0.00%</b>

General Government - Non-Committee Related						
FY 2017/2018 Detail Pages						
	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	%
<b>CONTINGENCY FUND</b>						
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.	\$25,000	\$50,000	-\$25,000	-50.00%
		<b>Total Contingency Fund</b>	<b>\$25,000</b>	<b>\$50,000</b>	<b>-\$25,000</b>	<b>-50.00%</b>
<b>CAPITAL OUTLAY</b>						
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	\$1,000	\$0	0.00%
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	\$1,000	\$0	0.00%
		<b>Total Capital Outlay</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>0.00%</b>
		<b>TOTAL GENERAL GOVERNMENT-NON-COMMITTEE RELATED</b>	<b>\$564,301</b>	<b>\$574,450</b>	<b>-\$10,149</b>	<b>-1.77%</b>
6/23/2017						
Finance Committee Review 6/29/2017						
Mayor's Budget 8/11/217						

## Community and Economic Development Budget and Planned Activities

All of the new projects were either moved to HOT FUNDS or not funded as recommended by the Budget and Finance Committee

NO.	ACTIVITY	Category	DETAIL	16-17 BUDGET	FY17-18 Submitted June 2017	FY 17-18 Submitted July 2017
1	<b>Spring Fling.</b> Annual Sunset Valley resident party.	Community Development	Food, Decorations, Door Prizes	\$4,000	4,200	3,800
2	<b>Retired Residents.</b> Social and activities for retired Sunset Valley residents and friends. (Matter of Balance and Aging courses)	Community Development	Food and snacks fees, craft supplies and materials	\$250	\$350	\$200
3	<b>Holiday Kickoff Event.</b> Early December event. Events activities include, pictures with Santa and give a ways of donated items. (Event held December 3, 2017)	Economic Development	Moved to HOT Funds	\$500	\$650	\$-
4	<b>Business Appreciation.</b> Annual Business Breakfast. (Events held March 8 <sup>th</sup> , June 5 <sup>th</sup> and June 6 <sup>th</sup> )	Economic Development	Food, location, invitations, printing, speaker, door prize	\$1,000	1,500	\$1,000
5	<b>NEW</b> - Citywide Garage Sale	Community Development	Signage, ads	\$0	\$350	\$-
6	<b>NEW</b> - Survey consumer needs and buying habits to identify market potential (Fall 2017)	Economic Development	Survey Labor, analysis conducted by White Hat	\$0	\$1,000	\$-
7	<b>New</b> - Event (Spring or Back to School) to generate more purchases by non-local people.	Economic Development	Event Décor, supplies	\$0	\$500	\$-
8	<b>NEW</b> - Host job fair (Spring 2018) Potential Event Partner: Austin Up	Economic Development	Moved to HOT Funds	\$0	\$500	\$-
9	<b>NEW</b> - Join Opportunity Austin as Regional Partner	Economic Development		\$0	\$200	\$-
10	<b>NEW</b> - Committee and Council ED training. If funds are necessary for this expense they can be funded through City Officials Training.	Economic Development	Speaker fee and supplies	\$0	\$0	\$-
	<b>TOTAL</b>			<b>\$5,750</b>	<b>\$9,250</b>	<b>7,500</b>
	<b>SUB TOTAL – Community Development Activities</b>			<b>\$4,250</b>	<b>\$4,900</b>	<b>\$4,000</b>
	<b>SUB TOTAL – Economic Development Activities</b>			<b>\$1,500</b>	<b>\$4,350</b>	<b>\$3,500</b>

# General Fund

<b>Community Event Budget Budget Request FY 2017/2018</b>
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Up to 4 Events Total

*Budget from general funds*

Operation Budget \$10,100	
Professional fees (teachers, muscians, etc.)	3,500
Refreshments	2,000
Printing/Materials	500
Equipment rentals	1,100
Supplies & Decorations	1,000
Storage Unit and Moving Expense	2,000
Total	\$10,100

# Sunset Valley Arts Commission Budget Proposal FY 2017-2018

## Executive Summary

The SVAC produces multiple art and cultural events to benefit the City and attract visitors. ArtFest (funded by Hotel Occupancy Tax funds), the largest event, celebrates its 12<sup>th</sup> year in 2018. 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 2017. 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

### Community Art Events FY 2017-2018

SVAC will produce up to four community art events in FY 2017-2018. 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. Due to anticipated construction at public works our storage shed will no longer be available and we are requesting funds for off-site storage rental. **Total General Fund \$10,100**

CITY OF SUNSET VALLEY 5 Year History

Municipal Court

FY 2017/2018

G/L Code		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017		Mayor's Proposed Budget 2017/2018	% over/under Adopted Amended Budget 16/17	% over/under Projected year End 2016/2017
	<b>Personnel Services:</b>												
	<b>SALARIES</b>												
5005	Associate Judge (Part-time position)	24,880	25,621	27,162	6,456	0	0	0.00%	0		0	0.00%	0.00%
5006	Court Administrator (70%)	0	0	0	19,375	30,853	31,785	100.00%	31,785		31,785	0.00%	0.00%
5357	Municipal Judge	7,500	7,500	8,125	10,645	21,150	20,000	100.00%	20,000		20,000	0.00%	0.00%
5090	Overtime	158	192	348	2,201	2,168	2,700	100.00%	2,700		2,700	0.00%	0.00%
	<b>OTHER COMPENSATION</b>												
5046	Incentive- Longevity	384	408	540	566	248	296	100.00%	296		344	16.22%	16.22%
5087	Incentive- Education	0	0	0	0	600	600	100.00%	600		600	0.00%	0.00%
5091	Incentive-Certification/Licensing	0	0	0	0	0	0	0.00%	0		300	100.00%	100.00%
	Merit Increases- Salary										1,732	n/a	n/a
	Merit Increases- Benefits										246	n/a	n/a
	<b>BENEFITS</b>												
5122	Insurance- Dental	341	355	369	35	509	445	84.28%	528		481	-8.98%	8.00%
5120	Insurance- Life	47	42	47	4	51	46	70.33%	66		50	-24.04%	8.00%
5121	Insurance- Medical	4720	4,054	4,335	366	4,617	4,500	75.76%	5,940		4,860	-18.18%	8.00%
5123	Insurance-Vision	39	66	68	6	74	65	82.28%	79		70	-11.14%	8.00%
5124	Insurance-Long Term Disability	53	80	94	9	208	210	100.00%	210		227	8.00%	8.00%
5126	Insurance-Short Term Disability	36	54	57	5	117	118	100.00%	118		127	8.00%	8.00%
5150	Insurance- Worker's Compensation	62	77	89	101	154	145	82.86%	175		157	-10.51%	8.00%
5130	Medicare Tax- Employer Match	423	524	516	689	491	841	100.00%	841		833	-0.93%	-0.93%
5135	Social Security - Employer Match	194	472	504	709	1,311	1,240	97.95%	1,266		1,240	-2.05%	0.00%
5131	State Unemployment Insurance (SUTA)	409	70	353	316	296	540	100.00%	540		250	-53.70%	-53.70%
5140	TMRS (Retirement) -Associate Judge	2591	2,529	2,700	480	4,098	4,310	100.00%	4,310		4,776	10.82%	10.82%
	<b>Total Personnel Services</b>	<b>41,836</b>	<b>42,043</b>	<b>45,306</b>	<b>41,962</b>	<b>66,945</b>	<b>67,841</b>	<b>97.68%</b>	<b>69,454</b>		<b>70,777</b>	<b>1.91%</b>	<b>4.33%</b>



CITY OF SUNSET VALLEY 5 Year History

Municipal Court

FY 2017/2018

		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017		Mayor's Proposed Budget 2017/2018	% over/under Adopted Amended Budget 16/17	% over/under Projected year End 2016/2017
	<b>Contractual Services</b>												
5306	Attorney - Prosecutor	8,730	11,000	9,285	20,903	14,752	18,000	81.82%	22,000		22,000	0.00%	22.22%
5354	Municipal Court Services	390	0	198	396	0	400	53.33%	750		750	0.00%	87.50%
5378	Warrant Fees	2,415	0	0	0	0	0	0.00%	0		0	0.00%	0.00%
	<b>Total Contractual Services</b>	<b>11,535</b>	<b>11,000</b>	<b>9,483</b>	<b>21,299</b>	<b>14,752</b>	<b>18,400</b>	<b>80.88%</b>	<b>22,750</b>		<b>22,750</b>	<b>0.00%</b>	<b>23.64%</b>
	<b>Operational Expenses</b>												
5600	Dues, Subscriptions & Fees	0	0	0	0	75	50	100.00%	50		50	0.00%	0.00%
5516	Credit Card Fees	1783.62	1,041	1,384	1,323	2,100	2,400	100.00%	2,400		2,400	0.00%	0.00%
5690	Municipal Court Supplies	0	0	0	0	250	100	20.00%	500		500	0.00%	400.00%
5725	Printing	1350.97	177	1,242	1,388	1,943	500	50.00%	1,000		1,500	50.00%	200.00%
5782	Software Maintenance Fees	4220.57	3,004	3,109	3,220	3,335	3,700	98.17%	3,769		4,139	9.82%	11.86%
5820	Training & Education	0	300	0	0	144	300	100.00%	300		550	83.33%	83.33%
5815	Training & Education: Mileage Reimbursement	0	100	0	0	294	300	50.00%	600		600	0.00%	100.00%
	<b>Total Operational Expenses:</b>	<b>7,355</b>	<b>4,621</b>	<b>5,735</b>	<b>5,930</b>	<b>8,142</b>	<b>7,350</b>	<b>85.28%</b>	<b>8,619</b>		<b>9,739</b>	<b>12.99%</b>	<b>32.50%</b>
	<b>Grand Total - Municipal Court</b>	<b>60,727</b>	<b>57,665</b>	<b>60,524</b>	<b>69,192</b>	<b>89,838</b>	<b>93,591</b>	<b>92.83%</b>	<b>100,823</b>		<b>103,266</b>	<b>2.42%</b>	<b>10.34%</b>

6/23/2017

Finance Committee review 6/29/2017

Mayor's Budget 8/11/2017

General Fund - Municipal Court						
FY 2017/2018 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
<b>PERSONNEL SERVICES</b>						
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% of the total salary is allocated to Court and 30% is allocated to the Administration Department.	\$31,785	\$31,785	\$0	0.00%
01-03-5357	Municipal Judge	This is an appointed position (non-regular part-time position) and is not eligible for City benefits and is not exempt from Social Security taxes. The Presiding Judge of the Sunset Valley Municipal Court prepares for, presides over and adjudicates jury and non-jury trials, holds show cause, pretrial and other hearings, meets with and accepts pleas from juvenile defendants, reviews the docket, meets and communicates with the Court Clerk, reviews requests for defensive driving and other types of deferred dispositions, drafts standing orders, jury charges, summons, and other Court-related documents, reviews and executes interim and final judgments, orders to appear, and warrants for arrest, and takes other actions as required by law.	\$20,000	\$20,000	\$0	0.00%
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 judicial administrative responsibilities including meeting with the Municipal Judge.	\$2,700	\$2,700	\$0	0.00%
01-03-5046	Incentive- Longevity	This incentive is paid annually. Incentive pay is based on years of service. Paid one time annually.	\$344	\$296	\$48	16.22%
01-03-5087	Incentive- Education	This incentive started in FY 09/10. Based on higher education and certification. Paid once a month.	\$600	\$600	\$0	0.00%

General Fund - Municipal Court						
FY 2017/2018 DETAIL PAGES						
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
01-03-5091	Incentive - Certification/Licensing	This is a new expense for the Court for FY 17/18. The Municipal Court Administrator was certified during FY 16/17. Certification incentive is \$25.00 per month.	\$300	\$0	\$300	100.00%
	Merit Increases	Provides funds for merit increases based on performance reviews. 3% of earning is used as a calculation method, but increased could be from 0% to 5%.	\$1,732	\$0	n/a	n/a
	Merit Increase Benefits	Provides for additional benefits for merit increases based on performance reviews.	\$246	\$0	n/a	n/a
01-03-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$481	\$528	-\$47	-8.98%
01-03-5120	Insurance- Life	Employer pays 100% of Dental Insurance Premiums for the employee.	\$50	\$66	-\$16	-24.04%
01-03-5121	Insurance- Medical	Employer pays 100% of Dental Insurance Premiums for the employee.	\$4,860	\$5,940	-\$1,080	-18.18%
01-02-5123	Insurance - Vision Insurance	Employer pays 100% of Dental Insurance Premiums for the employee. <b>This amount could changed once the re-rates are received in Sept. 2017</b>	\$70	\$79	-\$9	-11.14%
01-02-5124	Insurance - Long Term Disability Insurance	Employer pays 100% of Dental Insurance Premiums for the employee. <b>This amount could changed once the re-rates are received in Sept. 2017</b>	\$227	\$210	\$17	8.00%
01-02-5126	Insurance - Short Term Disability Insurance	Employer pays 100% of Dental Insurance Premiums for the employee. <b>This amount could changed once the re-rates are received in Sept. 2017</b>	\$127	\$118	\$9	8.00%
01-03-5150	Insurance- Worker's Compensation	Provides state mandated coverage in the event an employee is injured on the job. All employees are covered by Worker's Comp insurance. <b>This amount could change once the new rate sheet is submitted by the insurance company.</b>	\$157	\$175	-\$18	-10.51%
01-03-5130	Medicare Tax- Employer Match (.0145%)	Employer match to the Medicare portion of social security benefits. All employees earnings are subject to Medicare Tax.	\$833	\$841	-\$8	-0.93%
01-03-5135	Social Security -Employer Match (6.2%)	Employer's portion of the Social Security benefits. Social Security taxes are paid on the Municipal Judge earnings.	\$1,240	\$1,266	-\$26	-2.05%

<b>General Fund - Municipal Court</b>						
<b>FY 2017/2018 DETAIL PAGES</b>						
<b>G/L Code</b>	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Amount of Increase/ Decrease</b>	<b>% of Increase/ Decrease</b>
01-03-5131	State Unemployment Insurance (SUTA)	Provides funds for state mandated employer contribution to unemployment compensation fund. The first \$9000 of all employees earnings are taxable wages.	\$250	\$540	-\$290	-53.70%
01-03-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System. The Municipal Judge is not eligible for this benefit.	\$4,776	\$4,310	\$466	10.82%
<b>Total Personnel</b>			<b>\$70,777</b>	<b>\$69,454</b>	<b>\$1,323</b>	<b>1.91%</b>
<b>CONTRACTUAL SERVICES</b>						
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.	\$22,000	\$22,000	\$0	0.00%
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	The City is not currently using a warrant collection service. 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 no 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%
<b>Total Contractual</b>			<b>\$22,750</b>	<b>\$22,750</b>	<b>\$0</b>	<b>0.00%</b>

<b>General Fund - Municipal Court</b>						
<b>FY 2017/2018 DETAIL PAGES</b>						
<b>G/L Code</b>	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Amount of Increase/ Decrease</b>	<b>% of Increase/ Decrease</b>
<b>OTHER OPERATING EXPENSES</b>						
01-03-5600	Dues, Subscriptions, Fees	Provides for expenses related to dues, fees, and subscriptions to journals, traffic law updates, and participation in associations. There are not any dues or subscriptions planned FY 17/18. Amount in the budget is for unanticipated fees that can occur during the court process.	\$50	\$50	\$0	0.00%
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.	\$2,400	\$2,400	\$0	0.00%
01-03-5690	Municipal Court Supplies	Provides for expenses related to supplies or equipment used by the Municipal Court. This line also includes the red pocket folders which are purchased from an office supply source.	\$500	\$500	\$0	0.00%
01-03-5725	Printing	Provides for expenses for printing of tickets, business cards, and other printing used solely by the Municipal Court. Increase is for printing tickets.	\$1,500	\$1,000	\$500	50.00%
01-03-5782	Software Maintenance Fees	Provides funding for software maintenance fees for InCode Municipal Court System and online Payments.	\$4,139	\$3,769	\$370	9.82%
01-03-5820	Training and Education: Employees	Provides funding for annual classes for state and legislative updates affecting Municipal operations.	\$550	\$300	\$250	83.33%
01-03-5815	Training and Education: Travel Expenses	Provides funding for mileage, per diem meals, and other travel expenses incurred for Training and Education. Increase due to training for both the Municipal Judge and Certified Court Clerk and InCode trainign for the Clerk.	\$600	\$600	\$0	0.00%
		<b>Total Operating Costs</b>	<b>\$9,739</b>	<b>\$8,619</b>	<b>\$1,120</b>	<b>12.99%</b>
		<b>Totals</b>	<b>\$103,266</b>	<b>\$100,823</b>	<b>\$2,443</b>	<b>2.42%</b>
<b>Finance Committee review 6/29/2017</b>						
<b>Mayor's Budget 8/11/2017</b>						

CITY OF SUNSET VALLEY 5 YEAR HISTORY  
 Police Department  
 FY 2017/2018

		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017		Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected Year End 2016/2017
	<b>SALARIES</b>												
5015	Chief of Police (exempt)	73,405	82,993	89,492	92,327	104,079	\$98,550	92.98%	\$105,989		\$105,989	0.00%	7.55%
5045	Detective Sgt.	55,686	57,294	64,802	64,780	77,274	\$77,350	100.46%	\$76,995		\$78,915	2.49%	2.02%
5048	Lieutenant	73,460	55,990	72,020	77,624	82,783	\$52,936	61.46%	\$86,124		\$86,124	0.00%	62.70%
5050	Patrol Officers (7)	368,658	365,966	338,833	354,976	422,456	\$336,050	94.46%	\$355,761		\$376,252	5.76%	11.96%
5050	Patrol Officer/Detective - Corporal	0	0	0	0	0	\$57,283	100.00%	\$57,284		\$57,283	0.00%	0.00%
5075	Patrol Sergeants (2)	118,794	119,497	117,894	116,709	135,292	\$135,015	100.43%	\$134,431		\$136,136	1.27%	0.83%
5055	Administrative Assistant - part time	26,604	0	0	0	0	\$0	0.00%	\$0		\$0	0.00%	0.00%
5055	Records and Evidence Tech - full-time	0	28,779	32,201	37,386	43,328	\$52,261	100.00%	\$52,261		\$52,261	0.00%	0.00%
5090	Overtime: City	7,218	22,404	34,445	32,419	19,012	\$42,992	100.00%	\$42,992		\$25,000	-41.85%	-41.85%
5092	Overtime: Holiday Traffic Crowd Control	3,537	3,141	3,718	3,465	3,315	\$1,225	24.50%	\$5,000		\$5,000	0.00%	308.16%
5090	Overtime: Holiday Pay	11,482	22,456	14,325	11,979	17,504	\$25,000	100.00%	\$25,000		\$25,000	0.00%	0.00%
5072	Reserve Officers Expenses - non-salary	2,871	7,043	496	3,935	4,770	\$5,000	100.00%	\$5,000		\$5,000	0.00%	0.00%
	<b>Merit Inc. - 3% (Not part of the step program)</b>						these totals are included in salaries	0.00%	\$4,929		\$7,410	n/a	n/a
	<b>Step Inc. - 2.5% (Not eligible for merit increases.)</b>						these totals are included in salaries	0.00%	\$16,067		\$17,465	n/a	n/a
	Benefits						these totals are included in salaries	0.00%	\$7,176		\$6,219	n/a	n/a
	<b>OTHER COMPENSATION</b>												
5084	Cell Phone Allowance	0	2,540	5,240	5,310	5,500	\$5,310	93.16%	\$5,700		\$6,780	18.95%	27.68%
5086	Incentive: Bilingual	600	700	1,350	850	1,150	\$1,200	100.00%	\$1,200		\$1,200	0.00%	0.00%
5087	Incentive: Education	2,475	2,700	3,600	2,775	3,125	\$2,800	84.85%	\$3,300		\$2,100	-36.36%	-25.00%
5091	Licensing	0	0	0	0	4,600	\$6,600	85.71%	\$7,700		\$10,800	40.26%	63.64%
5046	Incentive: Longevity	1,416	864	768	1,744	3,280	\$2,824	100.00%	\$2,824		\$3,036	7.51%	7.51%
5088	Shift Differential	7,200	9,200	6,200	6,200	8,000	\$7,200	100.00%	\$7,200		\$7,200	0.00%	0.00%
	<b>BENEFITS</b>												
5100	Exams, Testing & Certification	484	93	900	853	75	\$100	10.00%	\$1,000		\$1,000	0.00%	900.00%
5122	Insurance: Dental	4,716	4,812	5,011	5,524	6,929	\$6,200	76.25%	\$8,131		8,781	8.00%	41.64%
5120	Insurance: Life	823	582	630	675	709	\$650	70.35%	\$924		998	8.00%	53.53%
5121	Insurance: Medical	71,228	62,506	66,682	72,534	76,484	\$82,775	83.61%	\$99,000		106,920	8.00%	29.17%
5123	Insurance - Vision	530	902	935	918	1,027	\$950	85.66%	\$1,109		1,198	8.00%	26.08%
5126	Insurance - Long Term Disability	1,345	2,189	2,505	2,706	3,399	\$4,028	100.00%	\$4,028		4,350	8.00%	8.00%
5124	Insurance - Short Term Disability	903	1,470	1,508	1,613	1,980	\$2,277	100.00%	\$2,277		2,459	8.00%	8.00%
5150	Insurance: Workman's Compensation	15,681	15,520	18,337	18,997	26,719	\$26,855	86.67%	\$30,985		33,464	8.00%	24.61%
5130	Medicare Tax: Employer match	11,026	11,076	10,640	11,586	13,171	\$13,117	93.01%	\$14,102		\$14,557	3.23%	10.98%
5131	State Unemployment Insurance (SUTA)	3,913	267	2,919	4,230	2,394	\$1,725	45.63%	\$3,780		\$3,780	0.00%	119.13%
5140	TMRS (Retirement )	80,789	74,522	77,212	88,300	107,206	\$115,367	96.74%	\$119,251		\$120,700	1.22%	4.62%
	<b>Total Personnel Services</b>	<b>944,844</b>	<b>955,507</b>	<b>972,664</b>	<b>1,020,416</b>	<b>1,175,560</b>	<b>1,163,639</b>	<b>90.38%</b>	<b>1,287,520</b>		<b>\$1,313,377</b>	<b>2.01%</b>	<b>12.87%</b>
	<b>Community Programs:</b>												
New	Community Partnership	0	0	0	0	0	\$0	0.00%	\$0		\$2,500	100.00%	100.00%

CITY OF SUNSET VALLEY 5 YEAR HISTORY  
 Police Department  
 FY 2017/2018

		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	% of Budget projected to spend 2016/2017	Adopted/ Amended Budget 2016/2017		Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projected Year End 2016/2017
5439	Business Watch - merged into Community Partnership	0	32	0	0	0	\$0	0.00%	\$100		\$0	-100.00%	0.00%
5440	Crime Prevention Program/Child Safety - merged	455	1,614	473	1,696	0	\$0	0.00%	\$1,000		\$0	-100.00%	0.00%
5460	Neighborhood Watch Program - merged	194	393	482	0	163	\$0	0.00%	\$750		\$0	-100.00%	0.00%
5443	D.A.R.E.	295	1,199	0	0	0	\$0	0.00%	\$0		\$0	0.00%	0.00%
5455	National Crime "Night Out"	2,500	2,471	3,000	2,825	3,000	\$6,000	100.00%	\$6,000		\$6,000	0.00%	0.00%
	<b>Total Community Programs:</b>	<b>3,444</b>	<b>5,710</b>	<b>3,955</b>	<b>4,521</b>	<b>3,163</b>	<b>\$6,000</b>	<b>76.43%</b>	<b>\$7,850</b>		<b>\$8,500</b>	<b>8.28%</b>	<b>41.67%</b>
	<b>Operational Expenses:</b>												
5613	800 mghz Operations and Maintenance	6,684	6,684	6,988	7,568	6,425	6,450	80.63%	\$8,000		\$6,840	-14.50%	6.04%
5614	911 Share Call (based on MDT purchases)	51,955	43,815	31,159	32,919	35,578	36,836	99.56%	\$37,000		\$52,323	41.41%	42.04%
5505	Ammunition	2,454	2,529	3,282	2,940	2,575	3,000	100.00%	\$3,000		\$3,000	0.00%	0.00%
5535	Cellular Phones	1,868	1,611	1,030	1,146	1,153	119	13.22%	\$900		\$0	-100.00%	-100.00%
5570	CERT	769	0	0	0	0	0	0.00%	\$0		\$0	0.00%	0.00%
5570	Consumables	1,922	1,754	1,874	1,802	2,054	2,000	100.00%	\$2,000		\$2,000	0.00%	0.00%
5600	Dues, Subscriptions & Fees	1,200	1,188	1,006	990	1,367	1,750	55.29%	\$3,165		\$3,050	-3.63%	74.29%
5656	Insurance: Professional Liability	6,469	7,767	8,527	7,820	8,462	9,042	92.72%	\$9,752		\$9,950	2.03%	10.04%
5725	Printing and Copying	900	898	525	969	929	500	55.56%	\$900		\$900	0.00%	80.00%
5745	Repairs & Maintenance - Equipment	2,051	2,301	2,561	1,256	1,692	2,000	88.89%	\$2,250		\$6,150	173.33%	207.50%
5775	Small Tools	1,544	2,297	2,644	2,353	2,263	3,000	100.00%	\$3,000		\$3,000	0.00%	0.00%
5782	Software Maintenance	7,983	7,985	9,861	10,356	10,671	15,499	97.17%	\$15,950		\$18,700	17.24%	20.65%
5820	Training & Education: Employees	2,181	2,687	4,820	2,939	5,498	3,500	70.00%	\$5,000		\$7,000	40.00%	100.00%
5815	Training & Education: Mileage/per diem	1,073	767	1,660	870	931	1,000	58.82%	\$1,700		\$2,500	47.06%	150.00%
5830	Uniforms, Batons & Body Armor Vests	6,207	7,158	5,832	5,928	7,108	6,000	100.00%	\$6,000		\$9,800	63.33%	63.33%
5645	Vehicle Expenses: Fuel	35,795	32,405	32,148	22,743	19,476	21,463	75.08%	\$28,585		\$28,000	-2.05%	30.46%
5755	Vehicle Expenses: Repairs and Maintenance	8,919	6,848	10,315	9,775	12,246	13,200	100.00%	\$13,200		\$13,200	0.00%	0.00%
5860	Vehicle Expenses; Insurance	3,921	3,747	4,353	4,968	5,539	5,868	100.00%	\$5,868		\$6,455	10.00%	10.00%
	<b>Total Operational Expenses:</b>	<b>143,895</b>	<b>132,442</b>	<b>128,585</b>	<b>117,341</b>	<b>123,966</b>	<b>131,227</b>	<b>89.72%</b>	<b>\$146,270</b>		<b>\$172,868</b>	<b>18.18%</b>	<b>31.73%</b>
	<b>Total Police Department</b>	<b>1,092,183</b>	<b>1,093,659</b>	<b>1,105,203</b>	<b>1,142,278</b>	<b>1,302,689</b>	<b>1,300,866</b>	<b>90.24%</b>	<b>1,441,640</b>		<b>1,494,745</b>	<b>3.68%</b>	<b>14.90%</b>

Finance Committee review 6/29/2017  
 Mayor's Budget 8/11/2017

**New Equipment Worksheet**

Project Name	Detective Position	Fiscal Year	2017-2018
Department	Police	Continued Program or New?	New
Funding Source:	General Fund	Primary Staff Contact:	Rich Andreucci

**Equipment Description**

**FY 17/18 DID NOT FUND**

Add a second full-time detective to the police department.

Annual Costs for New Hire - Patrol Officer

Salary	\$49,421
Overtime	<u>\$ 2,471</u>
Sub-Total Earnings	\$51,892

Step Program	\$ 1,297
Benefits	<u>\$ 324</u>
Sub-Total Increases	\$ 1,621

Benefits	<u>\$12,995</u>	(this amount includes dental, medical, vision, Life LTD, STD, and Worker's Comp insurance. It also is for TMRS, Medicare taxes, and Unemployment taxes.
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**Equipment Justification and Benefits**

The Department currently has one employee assigned fulltime to criminal investigations. The caseload carried by the one detective is double or triple the caseload carried by detectives in surrounding agencies. Due to the substantial caseload, cases that could be closed have been lost to statute of limitations, or not investigated as thoroughly as they should. When criminal investigations receives a major case, the investigation into all other cases stops until the major case has been completed. Examples of major cases that have occurred in the city are unattended deaths, robberies, burglaries of habitations, fatality accidents, and suicides. The Department is not able to provide a quality standard of service with its current staffing levels in the criminal investigation department. Our one detective currently has 77 active cases. This is the highest in Central Texas. Pflugerville's detectives carry the next largest case load at 30.

The department has an officer trained and qualified to fill this position. The request would be to transition this officer from patrol to investigations and back fill the vacant patrol position left by his reassignment with a new hire. Essentially, the department would expand by one officer.

**Conformance with Master Plan and other Plans/Policies**

Section 304 of the Master Plan states the mission of the Sunset Valley Police Department is to provide a secure environment fostering a sense of safety and wellbeing by providing timely, effective, and efficient public safety services. The additional detective position will allow criminal investigation to become timely, effective and efficient.

<b>Total FTEs</b>		<b>Total New Program Costs FY2017-2018</b>	<b>\$0</b>
0.00		<b>Total Increases to the Budget for FY 2015-2016</b>	<b>\$0</b>



**New Equipment Worksheet**

Project Name Detective Position Fiscal Year **2017-2018**  
 Department Police Continued Program or New? **New**  
 Funding Source: General Fund Primary Staff Contact: Rich Andreucci

Cost of Equipment FY 2017-2018		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$ <u>0</u>

**FY 2017-2018**  
\$ 0

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

**FY 2018-2019**  
\$  

Cost of Project/Program FY 2019-2020		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$ <u> </u>

**FY 2019-2020**  
\$  

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0		0
				0		0
				0		0
<b>Subtotal Personnel</b>				0		0

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
<b>Subtotal Temp</b>				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 )			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** \$ 0    \$ 0    \$ 0



## Sunset Valley Police Department

3205 Jones Road Sunset Valley, Texas 78745

Ph. (512) 892-1384 Fax (512) 891-9108

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*Rich Andreucci*  
*Interim Chief of Police*

Date: 07/07/2017  
To: Finance Committee  
From: R. Andreucci  
Re: Patrol Schedule

During the June 29<sup>th</sup> Finance Committee meeting, I was asked to provide the committee with the Department's patrol schedule. Attached to this memo are two forms that provide the requested information.

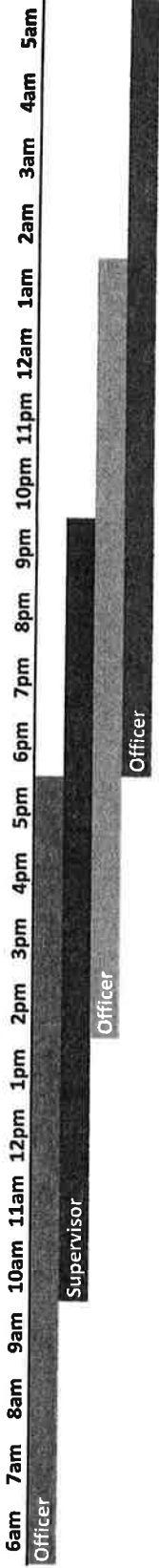
It is worth explaining the Department's schedule since it operates differently than any other department in the city. Officers work 80 hours in two weeks and not a typical 40 hour a week schedule. Due to twelve hour shifts, one week officers will work 36 hours and the next they will work 44. To avoid unnecessary overtime, each officer has one 8 hour day per 80 hour pay period. This day is referred to by the officer's as their "short day". Due to the "short day" each officer observes, there are three days a week an officer is working by themselves for 4 hours. For the safety of the officers, those we are called to assist, and reduce any hold time, the Department attempts to have two officers on duty at any given time as often as possible within the confines of available staffing.

If fully staffed, officers are allowed to exercise for 1 hour during their shift. This usually occurs when there are three employees on duty. However, there are times special assignments will take priority and the opportunity will not be available. Examples of special assignments are patrol of the conservation area/green spaces and bike patrol of the commercial district. The practice that allows officers to exercise while on-duty was implemented in 2014; however, due to the lack of space to utilize exercise equipment in the current facility, there has been almost no exercise on-duty since October of 2016. Officers work 14 shifts per month, so while theoretically the practice would allow for each officer to spend 14 hours per month exercising while on-duty, if fully staffed and with access to exercise equipment, it is not expected that it would average out to more than 5 hours per month per officer. At five hours per month for the eight patrol officers, this would work out to 40 hours per month, but to say that this policy leads to a higher staffing level would be overstating the impact. Since officers work twelve hour shifts and coverage is scheduled on a 24-hour basis, eliminating the ability to exercise would not make a significant change in coverage. However, since this has been raised as an area of concern, my recommendation would be that this be discussed at a future Public Safety Committee meeting for a recommendation to the City Council regarding the value of this practice.

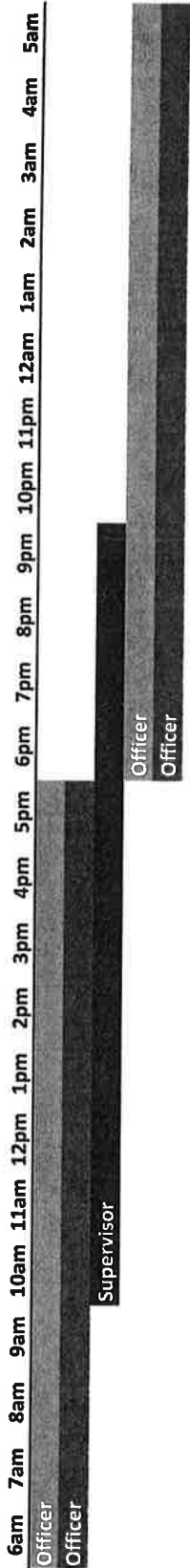
The department has two shifts which have been labeled "Shift A" and "Shift B" on the attached schedule. A patrol sergeant is assigned to each shift. The sergeants shift hours are based on peak call times of 10:00 AM to 10:00 PM. We have found the officers respond to the majority of their calls for service during these hours.



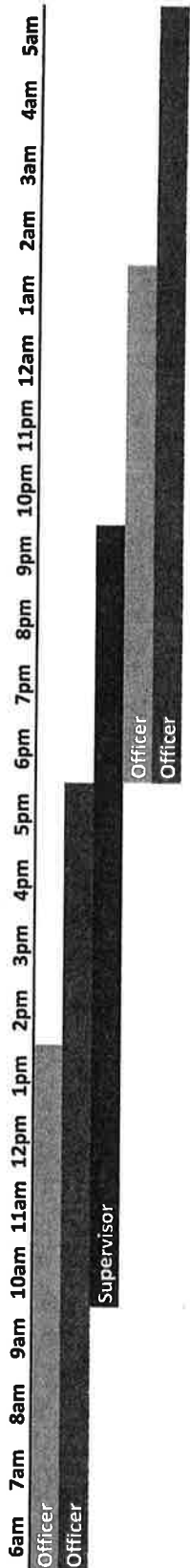
### Current Staffing (2 officers short)



### Fully Staffed Model (4 days a week)



### Fully Staffed Model with Short Day (3 days a week)



## **SVPD CID Summary of Statistics**

The following documents provide a 4-year summary of the workload of the Criminal Investigations Division (CID). The information contained is on a calendar year basis (not fiscal year), and reflects the number of cases received for follow up, the number of cases closed, and the range of hours spent per case.

During the years of 2016, 2015, and 2014, there was one Detective assigned to follow up on cases. In October of 2016, a second patrol officer was designated to assist the Detective with case follow up. This officer still maintained the responsibility of answering calls for service and conducting patrol activities, on top of conducting follow up investigations. The roll out of the position was commenced in January 2017 and lasted until two Patrol Officer vacancies occurred in April of 2017. There are currently 63 active cases.

Additionally, the attached documents contain information from a survey performed of surrounding agencies, including one case study. The purpose of the survey was to see how many active cases on average Detectives were individually assigned at any given time. These are cases with information that can be followed up on and would be deemed as "Active" by industry standard. All agencies surveyed stated that the number does fluctuate based on the time of year, complexity of the investigations, and crime trends. The average caseload for other area agencies ranges from 5 to 30, per detective. This compares to the current, as of 6/28/2017, active caseload of 63 for Sunset Valley.

The type and complexity of cases assigned to some detectives in other agencies may be different, but the overall caseload in Sunset Valley is significantly larger than any other area agency. It was also determined other agencies are clearing 5 to 10 cases a month, per detective. Currently, our department is clearing 10 cases a month, on average.

Currently, the Criminal Investigations Division is responsible for the following:

- Timely follow up on reports of crimes committed in Sunset Valley to generate investigative leads that can be used in an attempt to solve them.
- Coordinate and facilitate the execution of Arrest and Search Warrants
- Respond to crime scenes on an on call basis to preserve, search, process, develop, and collect evidence
- Create, track, and disseminate information on suspect in the form of BOLO Forms
- Manage the case volume of the Accident Investigation Team
- Conduct Surveillance of high crime areas in an effort to reduce crime
- Identify crime trends and patterns of crime in the city
- Provide continuing education and tactical training to officers
- Submit reporting to the Austin Regional Intelligence Center regarding threats to critical infrastructure, terrorist activity, and suspicious activity

Due to the current staffing level in CID, the unit is unable to accomplish all of the above areas of responsibility. Specifically, the lack of a second full time detective places the entire case load on one individual. This results in a competition amongst the cases for the Detectives available investigative time. The highest priority is placed on those cases in which human life was threatened, such as assaults, death cases, and robberies. The tiers of priority then go to lesser felony level property cases and then misdemeanor cases. Due to this competition in resources, there currently occur instances in which evidence is lost due to the amount of time it takes to get to cases.

An example of this would be video evidence necessary for prosecution in cases. Many times, the only leads available to locate or identify a suspect come through video evidence. This type of evidence has also become a standard in the prosecution of cases at the court level. If the Detective cannot access the video and save it within the time it is available from the source, the video may not be available. This loss impacts the solving and prosecution of all manner of cases, including Fraud, Credit Card Abuse, and Theft. When a Credit Card Abuse case is referred to CID, it is usually some time after the crime occurred. If the detective is working a higher priority case, they may not be able to follow up on collecting the video in enough time. Additionally, Misdemeanor Theft cases may not be followed up on for several months. This may result in the cases being closed due to lack of the evidence needed for prosecution, because too much time had passed and the video was no longer available.

The addition of a second full time Detective can ensure to the best possible follow up on cases and alleviate these issues.

### CID Stat Quick Reference

SUMMARY				
	2017 (YTD)	2016	2015	2014
Total Current Active Cases	63			
Total Cases In Per Year	84	108	141	131
Total Cases Closed Per Year	88	116	145	117
End of Year Case Carry Over	-4	-8	-4	14

CASE HOURS				
	2017 (YTD)	2016	2015	2014
# of Cases taking 0 < 10 Hours	70	98	124	105
# of Cases taking 10 < 20 Hours	6	13	15	3
# of Cases taking 20+ Hours	8	2	4	7

\*Statistics are referenced by Calendar Year

Surrounding Agency Survey	
Department	Avg. On Going Caseload per Detective
AISSD PD	5 - 10
PFLUGERVILLE PD	30
BUDA PD	10
WESTLAKE PD	20
ROLLINGWOOD PD	10
BASTROP PD	25
TRAVIS COUNTY SO	23
BEE CAVES PD	20 - 30
LAKEWAY PD	20 - 30
HAYS COUITY SO	12

2017 CID Closed Case Totals (YTD)					Detective		
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern	Hall	Al
January	20	2	1	23	12	11	0
February	9	1	2	12	8	4	0
March	10	2	0	12	3	9	0
April	9	2	0	11	6	5	0
May	5	4	0	9	6	3	0
June	13	6	2	21	8	13	0
July	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
<b>CID Totals</b>	<b>66</b>	<b>17</b>	<b>5</b>	<b>88</b>	<b>43</b>	<b>45</b>	<b>0</b>
<b>Total Inv. Hours</b>	<b>452.25</b>	<b>191.25</b>	<b>20</b>	<b>663.50</b>			
<b>#Cases 0 &lt; 10 Hours</b>	<b>53</b>	<b>12</b>	<b>5</b>	<b>70</b>			
<b>#Cases 10 &lt; 20 Hours</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>			
<b>#Cases 20+ Hours</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>8</b>			



2016 CID Closed Case Totals					Detective		
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern	Hall	Al
January	7	2	0	9	7	2	0
February	14	0	0	14	12	2	0
March	10	3	2	15	12	3	0
April	5	1	1	7	6	1	0
May	2	1	0	3	3	0	0
June	7	0	0	7	5	2	0
July	4	5	0	9	6	1	2
August	7	2	0	9	5	4	0
September	5	4	0	9	8	1	0
October	2	1	0	3	1	1	1
November	10	4	0	14	5	9	0
December	15	2	0	17	13	4	0
<b>CID Totals</b>	<b>88</b>	<b>25</b>	<b>3</b>	<b>116</b>	<b>83</b>	<b>30</b>	<b>3</b>
<b>Total Inv. Hours</b>	<b>413.75</b>	<b>356.75</b>	<b>33</b>	<b>803.50</b>			
<b>#Cases 0 &lt; 10 Hours</b>	<b>76</b>	<b>19</b>	<b>3</b>	<b>98</b>			
<b>#Cases 10 &lt; 20 Hours</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>13</b>			
<b>#Cases 20+ Hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>			

2015 CID Closed Case Totals					Det.
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern
January	6	1	1	8	8
February	20	3	1	24	24
March	16	5	0	21	21
April	6	2	0	8	8
May	11	1	0	12	12
June	12	0	0	12	12
July	13	4	0	17	17
August	6	2	0	8	8
September	10	0	0	10	10
October	7	1	0	8	8
November	8	1	1	10	10
December	7	0	0	7	7
<b>CID Totals</b>	<b>122</b>	<b>20</b>	<b>3</b>	<b>145</b>	<b>145</b>
<b>Total Inv. Hours</b>	<b>504.25</b>	<b>508</b>	<b>39.5</b>	<b>1051.75</b>	
<b>#Cases 0 &lt; 10 Hours</b>	<b>106</b>	<b>15</b>	<b>3</b>	<b>124</b>	
<b>#Cases 10 &lt; 20 Hours</b>	<b>14</b>	<b>1</b>	<b>0</b>	<b>15</b>	
<b>#Cases 20+ Hours</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>	

2014 CID Closed Case Totals					Detective	
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern	Early
January	5	0	0	5	5	0
February	10	3	0	13	10	3
March	7	2	0	9	9	0
April	8	4	0	12	12	0
May	15	0	0	15	15	0
June	8	2	0	10	10	0
July	14	1	0	15	13	2
August	4	1	0	5	5	0
September	1	1	0	2	2	0
October	15	2	0	17	15	2
November	7	1	0	8	8	0
December	4	2	0	6	6	0
<b>CID Totals</b>	<b>98</b>	<b>19</b>	<b>0</b>	<b>117</b>	<b>110</b>	<b>7</b>
<b>Total Inv. Hours</b>	<b>307.15</b>	<b>726.5</b>	<b>41.5</b>	<b>1075.15</b>		
<b>#Cases 0 &lt; 10 Hours</b>	<b>93</b>	<b>12</b>	<b>0</b>	<b>105</b>		
<b>#Cases 10 &lt; 20 Hours</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>		
<b>#Cases 20+ Hours</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>7</b>		

2017 CID Received Case Totals (YTD)					Detective		
	Property Received	Persons Received	Drugs Received	Combined Total	Stern	Hall	AI
January	16	3	0	19	0	0	0
February	9	1	1	11	0	0	0
March	9	6	0	15	0	0	0
April	8	3	1	12	0	0	0
May	11	1	0	12	0	0	0
June	9	6	0	15	0	0	0
July	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
<b>CID Totals</b>	<b>62</b>	<b>20</b>	<b>2</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>

2016 CID Received Case Totals					Detective		
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern	Hall	AI
January	6	2	2	10	0	0	0
February	2	0	1	3	0	0	0
March	3	2	0	5	0	0	0
April	6	1	1	8	0	0	0
May	1	0	0	1	0	0	0
June	14	1	0	15	0	0	0
July	3	8	0	11	0	0	0
August	6	2	0	8	0	0	0
September	5	2	0	7	0	0	0
October	10	5	0	15	0	0	0
November	11	2	0	13	0	0	0
December	10	2	0	12	0	0	0
CID Totals	77	27	4	108	0	0	0

2015 CID Received Case Totals					Det.
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern
January	13	0	0	13	0
February	10	2	1	13	0
March	15	4	0	19	0
April	2	3	1	6	0
May	8	0	0	8	0
June	13	2	0	15	0
July	11	4	0	15	0
August	7	2	0	9	0
September	14	0	0	14	0
October	11	0	0	11	0
November	5	1	0	6	0
December	9	2	1	12	0
<b>CID Totals</b>	<b>118</b>	<b>20</b>	<b>3</b>	<b>141</b>	<b>0</b>

2014 CID Received Case Totals					Detective	
	Property Closed	Persons Closed	Drugs Closed	Combined Total	Stern	Early
January	6	1	0	7	0	0
February	11	2	0	13	0	0
March	8	2	0	10	0	0
April	12	2	0	14	0	0
May	11	3	0	14	0	0
June	12	1	0	13	0	0
July	6	2	0	8	0	0
August	10	0	0	10	0	0
September	10	2	0	12	0	0
October	7	1	0	8	0	0
November	12	1	1	14	0	0
December	6	2	0	8	0	0
<b>CID Totals</b>	<b>111</b>	<b>19</b>	<b>1</b>	<b>131</b>	<b>0</b>	<b>0</b>





CITY OF SUNSET VALLEY 5 YEAR HISTORY												
GENERAL FUND - Public Works												
FY 2017/2018												
G/L Code		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to spend in 2016/2017	Percentage of budget spent in 2016/2017	Adopted Amended Budget 2016/2017	Mayor's Proposed Budget 2017/2018	% Over/under Adopted Budget 2016/2017	% over/under Projected Year End 2016/2017
	<b>Personnel Services:</b>											
	<b>SALARIES</b> Note: (split) = divided between PW and Utility Fund											
5071	Administrative Assistant (split)	29,902	23,635	28,926	27,226	31,890	27,833	100.00%	27,833	27,833	0.00%	0.00%
5010	Operations Manager (exempt) (split)	9,377	38,957	40,125	42,101	50,634	51,055	100.00%	51,055	51,055	0.00%	0.00%
5060	Director (exempt) (split)	60,047	57,429	59,704	61,515	69,010	68,601	100.00%	68,601	68,601	0.00%	0.00%
5065	Environmental Code Compliance Inspector (split)	39,786	39,235	40,565	41,731	48,515	39,077	100.00%	39,077	24,423	-37.50%	-37.50%
5030	Environmental Manager (split)	57,334	56,652	58,921	61,288	73,628	74,297	100.00%	74,297	74,297	0.00%	0.00%
5066	Land Management Supervisor (split)	41,573	40,955	42,600	44,301	53,731	54,221	100.00%	54,221	54,221	0.00%	0.00%
5068	Maintenance Technician (JM) (split)	12,606	5,238	5,589	4,727	20,338	23,561	100.00%	23,561	23,561	0.00%	0.00%
5076	Maintenance Technician (QD) (split)	26,019	25,673	26,669	27,551	32,498	28,375	100.00%	28,375	28,375	0.00%	0.00%
5063	Maintenance Technician (MJ) (split)	0	0	19,282	23,050	14,223	7,160	100.00%	7,160	7,160	0.00%	0.00%
new	Maintenance Technical I								0	26,216	100.00%	100.00%
new	Maintenance Technical I (split)								0	13,108	100.00%	100.00%
new	Benefits - new positions								0	11,626	100.00%	100.00%
5090	Overtime	3,440	2,942	5,973	10,662	5,128	4,967	99.34%	5,000	6,277	25.54%	26.37%
new	Youth Program	0	0	0	0	0	38,880	0.00%	0	38,880	100.00%	0.00%
5077	Programs - Intern Program (combine into one)	13,058	12,600	13,725	22,467	18,948	0	0.00%	21,600	0	-100.00%	0.00%
5078	Programs - Teen Program (combine into one)	14,326	14,959	12,961	11,070	10,512	0	0.00%	17,280	0	-100.00%	0.00%
	<b>OTHER COMPENSATION</b>											
5084	Cell Phone Allowances	2,400	5,565	7,020	6,940	6,840	7,140	100.00%	7,140	7,200	0.84%	0.84%
5046	Incentive - Longevity	2,736	2,256	2,736	2,740	2,770	3,010	100.00%	3,010	3,506	16.48%	16.48%
5086	Incentive - Bilingual	1,800	1,700	2,000	2,400	2,400	2,400	100.00%	2,400	2,400	0.00%	0.00%
5087	Incentive - Education/Certification	3,300	3,200	3,250	3,550	1,925	2,100	100.00%	2,100	2,100	0.00%	0.00%
5091	Incentive - Licensing					1,650	1,500	0.00%	1,500	1,500	100.00%	100.00%
	Merit Increases (3% of salaries)								0	10,935	n/a	n/a
	Merit Increases Benefits								0	2,734	n/a	n/a
	<b>BENEFITS</b>											
5100	Exams	37	90	146	0	0	0	0.00%	200	200	0.00%	100.00%
5122	Insurance - Dental	1,805	2,832	3,357	3,716	4,440	4,111	89.84%	4,576	4,942	8.00%	20.21%
5120	Insurance - Life	230	258	372	383	405	450	89.46%	503	543	7.95%	20.67%
5121	Insurance - Medical	22,509	36,785	44,948	44,936	50,422	55,129	96.21%	57,301	61,885	8.00%	12.25%
5123	Insurance - Vision	326	498	622	588	660	687	96.35%	713	770	7.99%	12.08%
5124	Insurance - LTD	697	1,000	1,255	1,134	1,689	2,093	100.00%	2,093	2,260	7.98%	7.98%
5126	Insurance - STD	468	672	746	689	989	1,180	100.00%	1,180	1,274	7.97%	7.97%

CITY OF SUNSET VALLEY 5 YEAR HISTORY												
GENERAL FUND - Public Works												
FY 2017/2018												
		Actual	Actual	Actual	Actual	Actual	Projected to spend in	Percentage of budget spent in	Adopted Amended Budget	Mayor's Proposed Budget	% Over/under Adopted Budget	% over/under Projected Year End
G/L Code		2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2016/2017	2016/2017	2017/2018	2016/2017	2016/2017
5150	Insurance - Workman's Compensation	7,498	7,706	10,057	9,979	20,697	14,435	81.37%	17,739	19,158	8.00%	32.72%
5130	Medicare Tax- Employer Match (.0145%)	4,588	5,112	6,132	5,782	6,518	5,760	87.33%	6,596	5,760	-12.67%	0.00%
5135	Social Security Tax- Employer Match (teens and seasonal)	1,737	1,681	1,036	2,147	1,877	2,411	100.00%	2,411	2,411	0.00%	0.00%
5131	State Unemployment Insurance (SUTA)	2,629	88	2,765	1,804	2,211	1,855	46.70%	3,972	2,000	-49.65%	7.82%
5140	TMRS (Retirement )	26,164	28,772	44,349	41,237	44,453	48,099	100.00%	48,099	50,647	5.30%	5.30%
	<b>Total Personnel Services:</b>	<b>386,392</b>	<b>416,491</b>	<b>485,832</b>	<b>505,714</b>	<b>579,001</b>	<b>570,387</b>	<b>98.41%</b>	<b>579,593</b>	<b>637,858</b>	<b>10.05%</b>	<b>11.83%</b>
	<b>Community Programs:</b>											
5400	Adopt-A-Tree Expenses	2,530	6,953	5,867	14,881	13,314	7,000	100.00%	7,000	7,000	0.00%	0.00%
4000	Adopt-A-Tree-Revenue	2,035	5,882	-6,187	-15,675	-12,899	-7,000	100.00%	-7,000	-7,000	0.00%	0.00%
5401	Ant Bait Program-Expenses	423	667	594	676	643	800	100.00%	800	800	0.00%	0.00%
4001	Ant Bait Program-Revenue	340	577	-485	835	-308	-800	100.00%	-800	-800	0.00%	0.00%
5437	Community Garden	4,342	3,268	2,082	1,093	1,233	3,000	93.75%	3,200	1,700	-46.88%	-43.33%
5438	Community Habitat Program - Rebates	0	0	0	0	0	0	0.00%	60	60	0.00%	100.00%
5565	Conservation Rangers	4,580	4,557	3,125	2,692	2,738	4,200	93.33%	4,500	4,000	-11.11%	-4.76%
5695	Eco Events	2,894	3,876	1,676	2,194	1,927	2,800	93.33%	3,000	2,500	-16.67%	-10.71%
5444-90	Energy Conservation Rebates - Energy Efficient Appliances	0	9,640	7,011	4,680	5,180	5,000	100.00%	5,000	5,000	0.00%	0.00%
5444-91	Energy Conservation Rebates - Solar PV	37,603	26,940	21,000	6,000	12,000	15,000	100.00%	15,000	15,000	0.00%	0.00%
5444-92	Energy Conservation Rebates - Weatherization	0	5,300	1,737	2,611	1,442	5,000	100.00%	5,000	5,000	0.00%	0.00%
5446	Environmental Monitoring Program	0	0	0	0	0	0	0.00%	4,000	2,000	-50.00%	100.00%
5445	Environmental & Planning Library	0	66	0	0	0	155	77.50%	200	200	0.00%	29.03%
5447	Pollution Reduction Program	369	0	829	895	268	1,200	40.00%	3,000	3,000	0.00%	150.00%
5472	Spring Cleaning Program	1,565	1,330	1,500	1,844	2,792	1,900	76.00%	2,500	2,500	0.00%	31.58%
5476	Teen Program Expenses	1,471	892	1,496	1,447	1,654	2,000	100.00%	2,000	2,000	0.00%	0.00%
	<b>Total Community Programs</b>	<b>58,153</b>	<b>69,948</b>	<b>40,245</b>	<b>24,174</b>	<b>29,983</b>	<b>40,255</b>	<b>84.82%</b>	<b>47,460</b>	<b>42,960</b>	<b>-9.48%</b>	<b>6.72%</b>
	<b>Contractual Services:</b>											
5523	Building Services: All Buildings	20,070	17,485	17,966	18,564	20,287	27,900	100.00%	27,900	25,900	-7.17%	-7.17%
5325	Contract Manager Services	9,760	4,981	4,896	0	1,560	4,000	26.67%	15,000	15,000	0.00%	275.00%
5200	Contractual Labor Services	16,958	16,990	12,999	13,722	12,597	13,000	100.00%	13,000	0	-100.00%	-100.00%
5332	Planning Services	20,600	0	0	0	3,450	5,200	34.67%	15,000	12,000	-20.00%	130.77%
5350	Grounds Maintenance (Name chg. 06-07)	93,206	92,425	94,772	108,975	109,980	117,300	100.00%	117,300	112,300	-4.26%	-4.26%
5379	Traffic Consultant	3,763	1,939	4,545	0	0	0	0.00%	2,500	2,500	0.00%	100.00%
	<b>Total Contractual Services:</b>	<b>164,358</b>	<b>133,821</b>	<b>135,178</b>	<b>141,260</b>	<b>147,874</b>	<b>167,400</b>	<b>87.78%</b>	<b>190,700</b>	<b>167,700</b>	<b>-12.06%</b>	<b>0.18%</b>

CITY OF SUNSET VALLEY 5 YEAR HISTORY												
GENERAL FUND - Public Works												
FY 2017/2018												
		Actual	Actual	Actual	Actual	Actual	Projected	Percentage	Adopted	Mayor's	% Over/under	% over/under
		2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	to spend	of budget	Amended	Proposed	Adopted	Projected
G/L Code		2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	in	spent in	Budget	Budget	Budget	Year End
		2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2017/2018	2016/2017	2016/2017
<b>Operational Expenses:</b>												
5535	Cell Phones for Employees	1,753	1,140	587	478	480	882	98.00%	900	0	-100.00%	-100.00%
5570	Consumables	54	96	723	884	574	727	80.78%	900	900	0.00%	23.79%
5600	Dues, Subscriptions & Fees	670	561	379	655	980	671	74.58%	900	900	0.00%	34.09%
5645	Fuel	12,505	12,449	13,564	10,100	6,832	10,165	76.08%	13,362	12,000	-10.19%	18.05%
5711	Open Space Management Plan	12,482	5,328	7,954	7,757	12,850	12,000	100.00%	12,000	5,000	-58.33%	-58.33%
5547	Rental - Ice Machine	1,956	1,956	1,956	566	2,010	2,500	100.00%	2,500	2,500	0.00%	0.00%
5735	Rental Expense - Equipment	301	715	431	0	630	750	100.00%	750	750	0.00%	0.00%
5740	Repair and Maintenance - City Buildings	5,531	7,481	6,598	9,182	12,151	12,000	100.00%	12,000	10,500	-12.50%	-12.50%
5745	Repair and Maintenance - Equipment	11,704	5,752	9,908	9,709	11,134	13,500	85.44%	15,800	11,800	-25.32%	-12.59%
5748	Repair and Maintenance - Fencing	2,679	1,254	5,344	3,022	1,689	5,500	100.00%	5,500	2,500	-54.55%	-54.55%
5743	Repair and Maintenance - Landscaped Areas	5,165	5,942	4,499	6,790	4,979	6,500	100.00%	6,500	4,500	-30.77%	-30.77%
5744	Repair and Maintenance - Parks & Grounds	3,728	2,179	3,169	5,512	3,863	10,500	100.00%	10,500	6,500	-38.10%	-38.10%
5753	Repair and Maintenance - Trails & Footpaths	4,030	1,394	3,940	3,592	4,389	6,500	100.00%	6,500	3,000	-53.85%	-53.85%
5762	Reprographics Services	0	88	1,457	72	103	544	21.76%	2,500	2,500	0.00%	359.49%
5775	Small Tools	4,833	3,231	3,924	4,487	3,514	5,500	100.00%	5,500	5,500	0.00%	0.00%
5436	Trails Master Plan	3,610	707	0	0	4,950	5,000	100.00%	5,000	5,000	0.00%	0.00%
5820	Training & Education - Employee	2,875	1,920	2,594	3,993	4,076	4,300	91.49%	4,700	5,700	21.28%	32.56%
5815	Training & Education: Travel Reimburse	826	785	1,230	2,602	3,480	3,000	85.71%	3,500	4,000	14.29%	33.33%
5830	Uniforms	2,442	3,183	2,106	1,966	3,373	3,582	96.81%	3,700	4,200	13.51%	17.25%
5133	Urban Forestry	11,370	8,532	8,331	10,421	7,163	10,250	89.13%	11,500	9,500	-17.39%	-7.32%
5860	Vehicle Expense - Insurance	3,408	2,676	3,384	3,496	4,434	4,400	100.00%	4,400	4,752	8.00%	8.00%
5755	Vehicle Expense - Repairs & Maintenance	5,722	7,151	4,155	5,045	5,805	5,500	100.00%	5,500	5,000	-9.09%	-9.09%
5720	Vehicle Personal Mileage Reimbursement	315	0	0	0	0	0	0.00%	0	0	0.00%	0.00%
5575	Wildlife Management Plan	353	484	2,000	200	3,271	3,250	81.25%	4,000	4,000	0.00%	23.08%
<b>Total Operational Expenses:</b>		<b>98,313</b>	<b>75,004</b>	<b>88,231</b>	<b>90,530</b>	<b>102,729</b>	<b>127,522</b>	<b>92.13%</b>	<b>138,412</b>	<b>111,002</b>	<b>-19.80%</b>	<b>-12.95%</b>
<b>TOTAL PUBLIC WORKS</b>		<b>707,216</b>	<b>695,263</b>	<b>749,486</b>	<b>761,678</b>	<b>859,588</b>	<b>905,564</b>	<b>94.71%</b>	<b>956,165</b>	<b>959,520</b>	<b>0.35%</b>	<b>5.96%</b>
<i>Finance Committee Reviewed 7/13/2017</i>												
<i>Mayor's Budget 8/11/2017</i>												

General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>PERSONNEL SERVICES</b>						
<b>SALARIES</b>						
01-04-5057	Administrative Assistant	Hourly position	\$27,833	\$27,833	\$0	0.00%
01-04-5011	Operations Manager	Exempt Position	\$51,055	\$51,055	\$0	0.00%
01-04-5060	Director (exempt)	Exempt Position	\$68,601	\$68,601	\$0	0.00%
01-04-5065	Environmental Code Compliance Inspector	Hourly position - permitting, inspections (Reduced to 50% of FTE)	\$24,423	\$39,077	-\$14,654	-37.50%
01-04-5030	Environmental Services Manager	Exempt Position	\$74,297	\$74,297	\$0	0.00%
01-04-5066	Land Management Supervisor	Hourly position	\$54,221	\$54,221	\$0	0.00%
01-04-5068	Maintenance Technician (JM)	Hourly position	\$23,561	\$23,561	\$0	0.00%
01-04-5076	Maintenance Technician (QD)	Hourly position	\$28,375	\$28,375	\$0	0.00%
	Maintenance Technician (MJ)	Hourly position	\$7,160	\$7,160	\$0	0.00%
New	Maintenance Technical 1	Hourly position - new position in 17/18	\$26,216	\$0	\$26,216	100.00%
New	Maintenance technical 1 (Split)	Hourly position - new position in 17/18	\$13,108	\$0	\$13,108	100.00%
New	Benefits of new positions	Benefits	\$11,626	\$0	\$11,626	100.00%
01-04-5077	<del>Programs - Intern Program</del> Youth Program	Provide funds for interns. Interns generally work more than the 9 weeks of the teen program. Starting pay rate \$12/hr.	\$0	\$17,280	-\$17,280	-100.00%
01-04-5078	<del>Programs - Teen Program</del> Youth Program	Teen program for Sunset Valley residents. Sliding pay scale based on number of years in the program. Starting pay rate \$9.50/hr.	\$0	\$21,600	-\$21,600	-100.00%
New	Youth Program	Combined the Intern Program and the Teen Program in the Youth Program.	\$38,880	\$0	\$38,880	100.00%
01-04-5090	Overtime on FT Hourly Positions	Overtime calculates for hourly employees. This amount also includes call back and standby. This item reduced in FY 16/17 because water sampling was moved to a separate line item.	\$6,277	\$5,000	\$1,277	25.54%

General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>OTHER COMPENSATION</b>						
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. Includes funds for 3 replacement phone allowance (every 2 years) <b>Increased cost due to adding allowance for data use for field staff to access the work order system and other work related data use.</b>	\$7,200	\$7,140	\$60	0.84%
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.	\$3,506	\$3,010	\$496	16.48%
01-04-5086	Incentive - Bilingual	Paid to employees that passed a test that is certified by the City. 4 employees 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	\$1,500	\$0	0.00%
	Merit Increases- 3% of salaries	Provides funds for merit increases based on performance reviews. (not new positions)	\$10,935	\$0	\$0	0.00%
	Merit Increase Benefits- 3% of benefits	Provides for additional benefits for merit increases based on performance reviews.	\$2,734	\$0	\$0	0.00%
	<b>Benefits</b>					
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.	\$4,942	\$4,576	\$366	8.00%
01-01-5120	Insurance - Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$543	\$503	\$40	8.00%
01-01-5121	Insurance - Medical	Employer pays 100% of the Medical Insurance Premium for the employee and contributes \$200 to dependent coverage.	\$61,885	\$57,301	\$4,584	8.00%
01-04-5123	Insurance - Vision	New benefit started in March 2012. Employer pays 100% of premium	\$770	\$713	\$57	8.00%
01-04-5124	Insurance - Long Term Disability	New benefit started in March 2012. Employer pays 100% of premium	\$2,260	\$2,093	\$167	8.00%

General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
01-04-5216	Insurance - Short Term Disability	New benefit started in March 2012. Employer pays 100% of premium	\$1,274	\$1,180	\$94	8.00%
01-01-5150	Insurance - Worker's Comp	Provides state mandated coverage in the event an employee is injured on the job.	\$19,158	\$17,739	\$1,419	8.00%
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.	\$5,760	\$6,596	-\$836	-12.67%
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	\$2,411	\$0	0.02%
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.	\$2,000	\$3,972	-\$1,972	-49.65%
01-01-5140	TMRS Match	Retirement Fund. Provides for employers contribution based on gross earnings to the Texas Municipal Retirement System.	\$50,647	\$48,099	\$2,548	5.30%
		<b>Total Personnel Services</b>	<b>\$637,859</b>	<b>\$579,593</b>	<b>\$58,267</b>	<b>10.05%</b>
<b>COMMUNITY PROGRAMS</b>						
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. Reduced in 17/18 to offset costs for new positions.	\$1,700	\$3,200	-\$1,500	-46.88%
01-04-5438	Community Habitat Program Rebates	Funds to provide rebates for residents that receive habitat certification. Reduced in FY 16/17 due to lack of program participation.	\$60	\$60	\$0	0.00%

General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
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. Reduced in 17/18 to offset costs for new positions.	\$4,000	\$4,500	-\$500	-11.11%
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. Reduced in 17/18 to offset costs for new positions.	\$2,500	\$3,000	-\$500	-16.67%
01-04-5444	Energy Conservation Rebates	Energy Conservation rebates. Allocation: a) \$15,000 for solar, b) \$5,000 for appliances and c) \$5,000 for weatherization. At 10 months open the funds to all. Reduced in FY 15/16 and in FY 16/17.	\$25,000	\$25,000	\$0	0.00%
01-04-5446	Environmental Monitoring Program	Program to monitor surface water and sediments in Sunset Valley creeks and provide air quality testing. <b>Reduced funding to provide only for baseline samples in FY 17/18.</b>	\$2,000	\$4,000	-\$2,000	-50.00%
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	\$3,000	\$0	0.00%
01-04-5472	Spring Cleaning Program	Funds for the educational and promotional materials associated with the Spring Cleaning Month Program.	\$2,500	\$2,500	\$0	0.00%
01-04-5476	Teen Program Supplies	Provides uniforms, training, and misc. costs associated with the Teen Program.	\$2,000	\$2,000	\$0	0.00%
	<b>Items in red were reductions to offset costs for new positions.</b>	<b>Total Community Programs</b>	<b>\$42,960</b>	<b>\$47,460</b>	<b>-\$4,500</b>	<b>-9.48%</b>

General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>CONTRACTUAL SERVICES:</b>						
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.	\$25,900	\$27,900	-\$2,000	-7.17%
01-04-5325	Contract Management Services	Provides funds for contract project management assistance for city improvements.	\$15,000	\$15,000	\$0	0.00%
01-04-5200	Contractual Labor Services	Funds for temporary/seasonal help to assist staff with department projects and services.	\$0	\$13,000	-\$13,000	-100.00%
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.	\$12,000	\$15,000	-\$3,000	-20.00%
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.	\$112,300	\$117,300	-\$5,000	-4.26%
01-04-5379	Traffic Consultant Services	Funds for professional services for traffic surveys and engineering.	\$2,500	\$2,500	\$0	0.00%
	Items in red were reductions to offset costs for new positions.	<b>Total Contractual</b>	<b>\$167,700</b>	<b>\$190,700</b>	<b>-\$23,000</b>	<b>-12.06%</b>
<b>OTHER OPERATING EXPENSES</b>						
01-04-5535	Cell Phones for Employees	Provide funds for two (2) cell phones for staff that are required to be available by phone, such as temporary employees, teens, and interns. Also provided funds for replacement phones as needed.	\$0	\$900	-\$900	-100.00%
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	\$12,000	\$13,362	-\$1,362	-10.19%



General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
<b>OTHER OPERATING EXPENSES CONTINUED</b>						
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.	\$5,000	\$12,000	-\$7,000	-58.33%
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%
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.	\$10,500	\$12,000	-\$1,500	-12.50%
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 estimate for the year includes: power pruner, weed eater, skill saw, and electric drill.	\$11,800	\$15,800	-\$4,000	-25.32%
01-04-5748	Repair and Maintenance: Fencing	Provides funds for the repair, replacement, or minor construction of fencing, signage, gates, and other boundary markers. Reduction reflects completion of current fence projects.	\$2,500	\$5,500	-\$3,000	-54.55%
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.	\$4,500	\$6,500	-\$2,000	-30.77%
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. Decrease due to completion of playground mulch replacement at Homestead Recreational Venue in FY 16/17.	\$6,500	\$10,500	-\$4,000	-38.10%
01-04-5753	Repair and Maintenance: Trails and Footpaths	Provides funds for the repair and maintenance of trails and footpaths in the city.	\$3,000	\$6,500	-\$3,500	-53.85%

General Fund - Public Works Department						
FY 2017/2018	DETAIL PAGES					
G/L Code	Budget Item	Purpose and Description	17/18 Proposed Budget	16/17 Adopted/ Amended Budget	Increase/ Decrease	% of Increase/ Decrease
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%
<b>OTHER OPERATING EXPENSES CONTINUED</b>						
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%
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. Increase due to new positions.	\$5,700	\$4,700	\$1,000	21.28%
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. Increase due to new positions.	\$4,000	\$3,500	\$500	14.29%
01-04-5830	Uniforms	Funds to provide new or replacement uniforms for the Public Works personnel .Increase due to new positions.	\$4,200	\$3,700	\$500	13.51%
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.	\$9,500	\$11,500	-\$2,000	-17.39%
01-04-5860	Vehicle Expense: Insurance	Provides funds for vehicle insurance including deductibles.	\$4,752	\$4,400	\$352	8.00%
01-04-5755	Vehicle Expense: Repair and Maintenance	Provide funds for tires, batteries, oil changes, car washes, misc. maintenance parts and repairs.	\$5,000	\$5,500	-\$500	-9.09%
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. Increase costs reflect Golden-cheeked Warbler survey to be performed in 2018.	\$4,000	\$4,000	\$0	0.00%
	Items in red were reductions to offset costs for new positions.	<b>Total Operating Costs</b>	<b>\$111,002</b>	<b>\$138,412</b>	<b>-\$27,410</b>	<b>-19.80%</b>
		<b>Totals</b>	<b>\$959,521</b>	<b>\$956,165</b>	<b>\$3,357</b>	<b>0.35%</b>

<b>General Fund - Public Works Department</b>						
<b>FY 2017/2018</b>	<b>DETAIL PAGES</b>					
<b>G/L Code</b>	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Increase/ Decrease</b>	<b>% of Increase/ Decrease</b>
<i>Mayor's Budget 8/11/2017</i>						

CITY OF SUNSET VALLEY  
GENERAL FUND - NEW EQUIPMENT  
FY 2017/2018

**MAYOR DID NOT FUND THIS NEW EQUIPMENT**

	Mayor's Proposed Budget 2016-2017
Public Works - SUV	\$0
including light bar, spotlight, and vehicle markings.	
Police Department - Drug Terminator	\$0
Request withdrawn by the department.	
<b>Total New Equipment</b>	<b>\$0</b>

*Presented to Finance 7/13/2017*

*Mayor's Budget 8/11/2017*

**New Vehicle Worksheet**

Program Name	<b>PW SUV</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	New
Funding Source:	Primary Staff Contact: Carolyn Meredith		

**Program Description**

**FY 17/18 - NOT FUNDED**

The proposed item is to request a new vehicle for use by the Public Works and Administration Department for conducting City business. This vehicle will be used for inspections, taking plans for third party reviews, picking up supplies, transporting passengers and other city activities that do not require the use of a truck.

The City is eligible to purchase vehicles through cooperative government groups such as the Texas Association of School Boards (TASB) or the Texas Multiple Award Schedule (TXMAS). For example, currently TXMAS has three options available:

- Toyota Rav 4 LE, compact SUV with front wheel drive and 4 cyl \$25,000
- Toyota Highlander LE, midsize SUV with front wheel drive and cyl \$32,000
- Toyota 4 Runner SR5, midsize SUV with rear wheel drive and 6 cyl \$32,500

Due to budget restraints we are proposing to purchase something similar to the Rav 4. If possible we would prefer an all wheel drive or 4x4 upgrade. The final purchase will be determined based upon the state contracts awarded for the next year. This purchase will also require the installation of a light bar, spotlight and Sunset Valley vehicle markings.

**Program Justification and Benefits**

The Public Works Department currently has five trucks. Two of these vehicles are specialty trucks (dump truck and utility truck). These specialty trucks are great for their purposes but are difficult for everyday use. For example, transporting tools to a job site in the dump truck is difficult because the bed to the dump truck is about 4 and 1/2 feet off of the ground. These larger trucks are also not as fuel efficient as the regular work trucks. The three remaining trucks are pickup trucks shared by 7 to 10 drivers. When the Teen Program is in session the department can have 20+ employees, with equipment, needing transport to various job sites. It is typical to have 3 staff members sharing one regular use truck. This makes it inefficient and difficult to schedule work projects.

Within the Public Works Department there are also 3 staff members who are not assigned a truck and must use their personal vehicles to conduct city business. The Director, Environmental Manager, and Operations Manager routinely use personal vehicles for inspections, errand running and meeting attendance. The proposed SUV would be used by these supervisors and by the code enforcement/inspection staff. Additionally this vehicle could be used as needed by the City Hall Administration staff.

The addition vehicle would allow Public Works to reallocate the existing trucks in a more efficient manner and ensure that supervisors and code compliance staff are easily identifiable in the field as city employees. An SUV is proposed because it can hold passengers, provide a secure weatherproof environment for plans and supplies, and will be more fuel efficient than another truck.

**Conformance with Master Plan and other Plans/Policies**

Section 16 of the Personnel Manual  
 Use of City Property - General Policy 16.01  
 The City attempts to provide each employee with adequate tools, equipment, and vehicles for the City job being performed, and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all municipal, county and state regulations.

**Total FTEs**

0.00

**Total New Program Costs FY 2016-2017 \$34,000**

**Total Increases to the Budget for FY 2017-2018 \$34,000**



**New Equipment Worksheet**

Project Name	<b>Drug Terminator</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Police</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>General Fund</b>	Primary Staff Contact:	Rich Andreucci

**Equipment Description**

Drug Terminator is a piece of equipment to safely and efficiently dispose of confiscated drugs.

**REQUEST WITHDRAWN.**

**Equipment Justification and Benefits**

The Department currently has no method of destroying drugs or drug paraphernalia once the associated case has been adjudicated. The storage of the drugs is only going to continue to increase until a sustainable solution is acquired. In the past the department was able to piggy back on other law enforcement agencies if the department was invited to participate. This is no longer an option for the department. The only other department that could invite the City to participate is in Houston. Using that location would require two officers to be out of the City for 2 days, which would incur expenses for hotel accommodations and per diem costs. The benefit of the department owning a Drug Terminator is that we could invite other agencies to use it and charge them a basic maintenance charge to help replace filters, etc.

**Conformance with Master Plan and other Plans/Policies**

The Department is in need of a sustainable way to dispose of narcotics. Owning our own incinerator would provide the means to do so and future costs can be predicted.

**Total FTEs**

0.00

**Total New Program Costs FY2017-2018 \$3,899**

**Total Increases to the Budget for FY 2015-2016 \$3,899**













CITY OF SUNSET VALLEY GENERAL FUND-EQUIPMENT REPAIR/REPLACEMENT FUND		Average	Estimate	Age		Adopted	Expenses	Transfer Funds	Add Year	Mayor's
FY 2017/2018		Year Life	to Replace	Age as of 9/30/2017		2016/2017	2016/2017	to Utility	2017/2018	Proposed Budget 2017/2018
<b>Administrative</b>										
5560-01	Computer /Software Upgrades/Battery/Servers	varies	75,000			22,489	19,072		19,583	23,000
5727-01	Audio System (3205 Jones Rd) (upgraded in 08/09)	5	25,000	5	years	20,000	295		5,000	24,705
	City Facilities Infrastructure									
5696-01	AC/HEATING/Water Heaters/Appliances/Parking Lot, Lights, Floors, Painting		110,000			96,827			5,000	101,827
5764-01	All Facilities - Security System	10	30,000	4	years	9,000			3,567	12,567
7019-01	City Solar Array - City Hall	20	125,000	7	years	37,500			6,250	43,750
7019-01	City Solar Educational Display	20	17,000	7	years	5,100			850	5,950
7166-01	Rainwater Collection System	20	30,000	5	years	6,000			1,500	7,500
5360-01	Homestead Recreational Venue	10	60,000	7	years	36,000	1,271		6,000	40,729
<b>Police Department</b>										
5550-02	Communication 800mghz System									
	- 5 Motorola Car Radios (new format)	6	30,000	3	years	10,000			5,000	15,000
	Hand Held radios (16 total) RZ (APX 6000) 2 each	6	9,400	1	years	0			1,567	1,567
	Hand Held radios (16 total) RZ (APX 6000) 2 each replace 18/19	6	9,400	4	years	6,268			0	6,268
	Hand Held radios (16 total) RZ (APX 6000) 11 each replace 20/21	6	51,700	2	years	17,232			0	17,232
5698-02	MDC - 5 each - 1 per vehicle - est. \$5000 w/installation (purchased April 2016)	5	25,000	2	years	5,000			5,000	10,000
5623-02	Evidence Cage	20	8,000	13	years	4,800			400	5,200
5622-02	Police Equipment Reserve	-	-			3,551			1,449	5,000
5525-02	Police Bullet Proof Vests - 14 vests total - 8 replaced in 15/16	5	8,000	1	years	0			1,000	1,000
5525-02	Police Bullet Proof Vests - 14 vests total - 3 replace in 17/18	5	3,000	5	years	3,000			0	3,000
5525-02	Police Bullet Proof Vests - 14 vests total - 3 replace in 18/19	5	3,000	3	years	1,500			500	2,000
5730-02	Radar Systems (5 units) - purchases 6/10/16	5	17,500	1	years	0			3,500	3,500
5627-02	Speed Trailer (purchased Oct. 2013)	6	7,500	4	years	3,750			750	4,500
5677-02	Taser with holster (20 each) purchased 2/1/2016	5	24,000	1	years	0			4,800	4,800
5626-02	John Deere - ATV Vehicle PD-treasury 12/6/2011	6	18,000	6	years	15,000			3,000	18,000
5870-02	Video Cameras - Body Cam (5 each)	5	8,000	1	years	0			1,600	1,600
5870-02	Video Cameras - in Car (5 each) -WatchGuard and Software - 12/1/2014	4	35,000	3	years	17,500			8,750	26,250
5870-02	4 Door Crown Victoria - Unit # 0922 (take home vehicle)	n/a	0	-	years	0				0
5845-02	Tahoe (purchase 09-2011) Unit # 1124 - (take home vehicle) (purchased unit 1530)	5	0	6	years	0			0	0
5845-02	Tahoe (purchase 12/2011) Unit # 1125 - (take home vehicle) (purchased unit 1731)	5	0		years	37,000	37,000			0
5845-02	Tahoe (purchase 2/2012) Unit # 1226 - (purchased unit 1732)	5	0		wrecked	37,000	27,887		-9,113	0
5845-02	Impala (purchase 2/2013) Unit 1327 (take home vehicle)	5	25,000	5	years	20,000			5,000	25,000
	Finance Committee 7/13/2017									
	Mayor's Budget 8/11/2017									

CITY OF SUNSET VALLEY GENERAL FUND-EQUIPMENT REPAIR/REPLACEMENT FUND		Average	Estimate	Age		Adopted	Expenses	Transfer Funds	Add Year	Mayor's
FY 2017/2018		Year Life	to Replace	Age as of 9/30/2017		2016/2017	2016/2017	2016/2017	2017/2018	Proposed Budget 2017/2018
<b>POLICE DEPARTMENT CONTINUED</b>										
5845-02	Ford Explorer - purchased (8/2014) Unit 1528	5	45,220	3	years	14,800			12,332	27,132
5845-02	Ford Explorer - purchased 4/10/2015 Unit 1529	5	45,220	2	years	7,400			10,688	18,088
5845-02	Ford Explorer - purchased 12/11/2015 Unit 1530	5	45,220	2	years	7,400			10,688	18,088
5845-02	Ford Explorer Police AWD 4 Dr. purchased 12/30/2016 - Unit # 1731	5	45,220	1	years	0			9,044	9,044
5845-02	Ford Explorer Police AWD 4 Dr. purchased 1/16/2017 - Unit # 1732	5	45,220	1	years	0			9,044	9,044
<b>Public Works</b>										
5618-04	ESRI GPS Tablet	5	6,200	7	years	6,200			0	6,200
5619-04	Plotter Printer	6	6,000	7	years	6,000	2,445		-3,555	0
5629-04	Ferrotech Large Color Format Scanner	5	12,000	7	years	12,000	12,000		0	0
5629-04	Large Scanner and Color Printer - Canon - 1 units	5	14,500	0.50	years	0			2,900	2,900
5410-04	2014 Vermeer Brush Chipper 12" (purchased Jan 2014) (transferred to Utility)	5	35,000	4	years	21,000		21,000		0
5685-04	2009 SCAG Pro V walk Behind Mower	5	7,000	8	years	6,000			1,000	7,000
5685-04	2015 SCAG 61" Tiger Cat Mower - 4-22-2015	4	8,000	3	years	4,000			2,000	6,000
5685-04	2010 SCAG 48" Tiger Cat Zero Turn 48"	5	8,000	6	years	8,000	8,000			0
5685-04	2016 52" Scag Cub Mower	5	8,000	0.30	years	0				
5621-04	2012 Kubota Utility Tractor Package (purchased 2012)	5	32,500	6	years	32,500				32,500
5845-04	2009 Ford Super Cab F250 4x4 Environmental (1001)	8	32,000	9	years	32,000			0	32,000
5845-04	2013 Chevy Silverado 1500 4x4 General Svcs (3385)( 8/14/2013) Unit #402	8	32,000	5	years	20,000			3,000	23,000
5845-04	2015 Ford Dump Truck F450 4x4 Environmental (1523) 2-15-2015	8	52,000	3	years	13,000			6,500	19,500
5626-04	2011 Kubota RTV 1140 (ATV Vehicle - Kubota (purchased 12-6-11) )	5	17,000	6	years	17,000			0	17,000
5626-04	2016 Kubota-RTV - Utility Vehicle RTV-X900W (purchased 03/25/2016)	5	15,000	2	years	3,000			3,000	6,000
5808-04	Village Trail Buffer Bridge	30	20,000	18	years	11,339			661	12,000
7178-04	Lovegrass Lane Split Rail Fence (installed Aug. 2014)	10	35,000	0	years	0			0	0
<b>Total Equipment Replacement Costs:</b>						<b>636,156</b>	<b>107,970</b>	<b>21,000</b>	<b>148,255</b>	<b>655,440.63</b>
Finance Committee 7/13/2017						TTL	-	-	+	=
Mayor's Budget 8/11/2017										

PROJECTS

CITY OF SUNSET VALLEY PROJECTS FY -2017-2018	TOTAL ADOPTED PROJECTS 2016/2017	TOTAL AMOUNT SPENT IN FY 2016/2017	REBUDGET IN FY 2017/2018	NEW PROJECTS FY 2017/2018	MAYOR'S PROPOSED PROJECT FUNDING FY 2017/2018	PROPOSED PROJECTS 2018/2019	UNFUNDED
<b>PROJECT - GENERAL FUND</b>							
34 Reese - Environmental Survey	\$5,000	\$0	\$0		\$0		
34 Reese - Improvement Project	\$14,500	\$0	\$0		\$0	\$14,500	
AISD - SSV Elem. - Tech. Instruction	\$4,000	\$4,000	\$0	\$2,000	\$2,000		
AISD - SSV Elem. - Garden Initiatives				\$0	\$0		\$2,000
AISD - Sunset Valley Elem. Walk and Roll Funding	\$500	\$500	\$0	\$500	\$500		
Jones Road @ Westgate Right Turn Lane (GN fund portion)	\$153,000	\$0	\$0		\$0		\$153,000
Land Development Code Revision	\$10,000		\$10,000		\$500		\$9,500
Burger Center Trail (PW)-Burger Center Loop	\$20,000	\$20,000	\$0		\$5,000		
Valley Creek Park Improvements	\$15,379		\$5,000		\$5,000		
Water Source Planning Professional Services	\$22,985		\$500		\$500		\$22,485
YellowTail Cove Trail Connection	\$41,000		\$41,000		\$41,000		
Security Gate for Storage Yard	\$0			\$5,000	\$5,000		
Buffer Trail Pervious Concrete Ext./Jones Rd. and ERW	\$5,000	\$5,000	\$0		\$0		
City Website Upgrade (Admin)	\$500	\$500	\$0		\$0		
Council Chambers Upgrades - to audio visual (Admin)	\$3,000	\$3,000	\$0		\$0		
Trail Connections/Easements	\$10,000	\$0	\$0		\$0		
Uplands Planning	\$34,000	\$34,000	\$0		\$0		
Police Department Security Upgrades (Admin)	\$15,000	\$0	\$0		\$0		
<b>TOTAL GENERAL FUND PROJECTS</b>	<b>\$353,864</b>	<b>\$67,000</b>	<b>\$56,500</b>	<b>\$7,500</b>	<b>\$59,500</b>		
			These projects are are from FY15/16 and no new revenue is needed.				
<b>General Fund - Proposed to fund in future years</b>							
Brodie Lane Improvement Planning project						\$50,000	
Homestead Creek Park Masterplan (Cougar Creek)						\$40,000	
<b>Mayor's Budget 8/11/2017</b>							

PROJECTS

CITY OF SUNSET VALLEY PROJECTS FY -2017-2018	TOTAL ADOPTED PROJECTS 2016/2017	TOTAL AMOUNT SPENT IN FY 2016/2017	REBUDGET IN FY 2017/2018	NEW PROJECTS FY 2017/2018	MAYOR'S PROPOSED PROJECT FUNDING FY 2017/2018	PROPOSED PROJECTS 2018/2019	UNFUNDED
<b>STREET FUND PROJECTS</b>							
Jones Road at West Gate Right Turn Lane	\$60,000	\$0	\$60,000		\$60,000		
Lone Oak Street and Drainage Project <i>(fund in 2019)</i>	\$265,000	\$0	\$0		\$0	\$265,000	
Sunset Trail Street and Drainage Project <i>(fund in 2019)</i>	\$225,000	\$0	\$0		\$0	\$225,000	
Oakdale Curbside Stabilization Project	\$120,000	\$0	\$120,000		\$120,000		
ERW Bridge Repair	\$250,000	\$0	\$250,000		\$250,000		
Pillow Road Trench Repair	\$100,000	\$0	\$100,000	\$36,500	\$136,500		
Sub-total	\$1,020,000	\$0	\$530,000	\$36,500	\$566,500		
Lone Oak Trail Design-Engineering	\$53,000	\$0	\$53,000		\$53,000		
Sunset Trail Design - Engineering	\$45,000	\$0	\$45,000		\$45,000		
ERW Bridge Repair - Engineering	\$30,000	\$0	\$30,000		\$30,000		
Sub-total	\$128,000	\$0	\$128,000		\$128,000		
<b>TOTAL - STREET FUND PROJECTS</b>	<b>\$1,148,000</b>	<b>\$0</b>	<b>\$658,000</b>	<b>\$36,500</b>	<b>\$694,500</b>		
<b>DRAINAGE UTILITY PROJECTS</b>							
Pillow Road Phase II	\$52,000	\$0	\$52,000	\$3,500	\$55,500		
Sunset Trail Drainage Swale	\$70,000		\$70,000		\$70,000		
Valley Creek Park Gabion Repairs	\$0	\$0	\$0	\$15,000	\$15,000		
<b>TOTAL - DRAINAGE UTILITY PROJECTS</b>	<b>\$122,000</b>	<b>\$0</b>	<b>\$122,000</b>	<b>\$18,500</b>	<b>\$140,500</b>		
<b>UTILITY FUND PROJECTS</b>							
Water Plant Tank Repair	\$0	\$0	\$0	\$90,000	\$90,000		
Meter/Vault/Backflow Replacements	\$0	\$0	\$0	\$285,000	\$285,000		
<b>TOTAL UTILITY FUND PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,000</b>	<b>\$375,000</b>		
<b>Utility Fund - Proposed to fund in future years</b>							
Jones Road/AISD Master Meter						\$133,690	



# HOTEL OCCUPANCY TAX FUND

## HOT Funds

This fund accounts for the collection and expenditures of a 7% local occupancy tax imposed on the cost of a hotel room. This local tax is in addition to the state tax and is authorized by Chapter 351 of the Texas Tax Code. Funds can only be used for the enhancement and promotion of tourism, the convention industry, the arts, and historical restoration programs. Revenue is received quarterly from the Holiday Inn Express and one Bed and Breakfast establishment located in Sunset Valley. There are very specific criteria for spending these funds. Some of the annual programs funded from these funds include the city's Marketing Campaign, the JDRF One Walk, the Sunset Valley Farmer's Market, and ArtFest. Other items funded from the HOT Funds include the Recreational Venue (playscape) adjacent to the Homestead Shopping Center in 2010 and a reserve fund has been established for a future convention center facility or visitor information center which meets the requirements of Section 351.101 (a)(1) off the Texas Tax Code.

The City continues to fund the City's Marketing Campaign as well as the other historical recipients.



# Sunset Valley Arts Commission Budget Proposal FY 2017-2018

## Executive Summary

The SVAC produces multiple art and cultural events to benefit the City and attract visitors. ArtFest (funded by Hotel Occupancy Tax funds), the largest event, celebrates its 12<sup>th</sup> year in 2018. 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 2017. 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

### 12th Annual ArtFest 2018

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. To ensure public safety we have added hard barriers, an EMT, more signage and handicap parking, and hired a vendor to handle parking at the recommendation of Sunset Valley Police Department. To grow the event we are proposing additional radio advertising to bring more people to our event. These additions are the reason for our request to increase the ArtFest budget for 2018.

Comments from vendors:

- ✓ *I am always impressed with how well organized the event is. It is obvious you all do a lot of planning to get it right. I appreciate how well you take care of the vendors....water and snacks make the day!*
- ✓ *Please do let me know next year's date so that I can give it top priority. I hope you can invite me back. I had a wonderful time.*
- ✓ *Lots of traffic. Sunset valley art fest team & volunteers took really good care of me! Very fun & friendly.*
- ✓ *You advertise, and there is always a great turn out! Thank you for that!*

SVAC is supported by both the HOT fund and General fund. We are proposing the following for FY 2017-2018 support:

<b>HOT</b> fund Arts (351.101.4)	\$39,915
<b>HOT</b> fund Advertising (351.101.3)	\$40,835
Total ArtFest Funds	<b>\$80,750</b>

### **Community Art Events FY 2017-2018**

SVAC will produce up to four community art events in FY 2017-2018. 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. Due to anticipated construction at public works our storage shed will no longer be available and we are requesting funds for off-site storage rental. **Total General Fund \$10,100**

**FY 2017/2018 SUNSET VALLEY ARTFEST**

<b>ARTFEST GENERAL FUND (\$4,000)</b>	<b>Budget 2017</b>	<b>Actual 2017</b>	<b>2018</b>
Income - booth sales, shirt sales	4,554.00	4,303.00	4,000.00
Expense - Tent/tables/chairs*	-4,554.00	-4,303.00	-4,000.00
<i>*balance in Operations Budget</i>			
<b>TOTAL:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Budget from Arts HOT fund - 351.101.4**

<b>Operation Budget (\$39,915)</b>	<b>Budget</b>	<b>Actual</b>	<b>2018</b>
Music	13,750.00	13,750.00	13,750.00
Production Manager	4,000.00	4,000.00	5,000.00
Stage equipment & engineers	7,700.00	7,300.00	7,700.00
Onsite entertainment (Balloon, Emcee)	1,000.00	1,250.00	1,350.00
Installation for Art Seen tents/Kids Tent	1,600.00	1,900.00	1,900.00
Austin Outhouse	800.00	942.62	950.00
Dumpster	250.00	189.00	250.00
Refreshments	250.00	277.76	250.00
Hotel Rooms	210.00	0.00	0.00
Misc On Site Labor	1,200.00	594.48	1,000.00
Police	1,500.00	979.00	1,500.00
Overnight Security	300.00	275.00	300.00
Acadian EMT	400.00	434.10	465.00
Centex Labor	900.00	926.55	950.00
Parking Management/Radios	2,300.00	2,545.03	2,800.00
Misc supplies/Truck Rental	250.00	110.14	250.00
Tent/tables/chairs (see above)	1,403.00	839.00	1,500.00
<b>TOTAL:</b>	<b>37,813.00</b>	<b>36,312.68</b>	<b>39,915.00</b>

**Budget from Advertising HOT fund-351.101.3**

<b>Advertising Budget (\$40,835)</b>	<b>Budget</b>	<b>Actual</b>	<b>2018</b>
<b>**40,075 with 2016 overage</b>			
Paid Media	23,000.00	22,288.00	26,000.00
Advertising Production	4,500.00	4,552.26	4,500.00
Advertising Management	9,000.00	9,000.00	9,000.00
(**encumbered from 2016) Shirts and Bags	1,090.50	1,777.50	1,700.00
Shirts and Bags	250.00	0.00	1,700.00
Printing	600.00	178.78	600.00
Fast Signs	820.00	615.00	820.00
Warren décor	700.00	351.96	400.00
Motorblade	115.00	115.00	115.00
<b>TOTAL:</b>	<b>40,075.50</b>	<b>38,878.50</b>	<b>44,835.00</b>

<b>2018 TOTAL</b>	<b>84,750.00</b>
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**2017 11<sup>TH</sup> ANNUAL**

*Sunset Valley*

**ArtFest**

**SATURDAY  
APRIL 22**

**9AM  
UNTIL  
4PM**

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

# Sunset Valley ArtFest

**APRIL 22, 2017 9AM-4PM**  
**OUTSIDE THE TONEY BURGER CENTER**  
**NEXT TO THE SFC FARMERS MARKET**  
**AT SUNSET VALLEY**

**ARTISTS MARK YOUR CALENDARS!**



Registration for the 2017 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 5,000-6,000 expected shoppers.

To apply, go to **[SunsetValley.org/artfest](http://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.*

**SUNSETVALLEY.ORG**



## **Information for Chief Ford/Sunset Valley Police Department:**

### **ArtFest 2017 event**

**April 22, 2017 (Saturday) from 9 am – 4 pm**

**Hosted by the City of Sunset Valley Arts Commission**

**Edited 3-24-17**

### **Event Summary and Emergency Information**

The event will be hosted again at the Toney Burger Center north parking lot area (north of the main bandstand fixture there now) using the green grass area and main parking area. The SFC Farmer's Market will also be operating from the 9 am - 1 pm that day off Robert Horrigan Road, with their tents put up on the road and a few along the edge of the grassy area by the curb. All of their vendors will be parking in the southern lot past the area where our tents are set up. We should all communicate to the SFC that no one else can park on that main road before the barricade on the road to that area.

### **Emergency Planning Considerations and Staff Briefing**

**Sunset Valley ArtFest will hold a training session on Saturday, April 8<sup>th</sup> at 10 am, to discuss any emergency procedures and review the parking set up prior to the event.** A timeline for the event day and activities will also be sent to and reviewed with staff prior to the event.

With paid SVPD onsite at the event, festival organizers can go to those officers in case of any emergency; unusual package found, lost child, security problem, crowd control issue, unruly customer issues, or other circumstance that might arise at the event.

### **Credentials**

Event staff will again have a white lanyard with the event name/year and marked as EVENT STAFF for recognition by festival guests if they need anything.

### **Event Cancellation/postponement**

If, due to extremely bad lightning or weather, and the event needs to be cancelled, announcements will be made from the Main Stage area by our Emcee/Announcer and Festival officials. The weather will be monitored through the event day.

### **Medical Personnel/First Aid/Ambulance**

An EMS technician is stationed by the Main Stage area in a tented area with an ambulance available. An opening in the hard perimeter will allow easy access to get the vehicle in and out in case of a medical emergency. This is also noted on the maps for staff and vendors so they know the location. We will tell Acadian to let us know if they will be switching out personnel during the day, so we are aware.

## **Public Access**

The attached map shows the two main entry/exit areas into the parking area for vendors that morning and for guests during the day. A designated person will be at each location to help direct parking until 4pm. One person will be at the end of each vendor aisle (two aisles) to help direct vendor cars and set up from 6 -9 am. They will assist with clearing of the area of cars by 8:30 am. There will also be a person at the main vendor check-in that morning to help direct cars to the two designated aisles for vendor set up. In addition, we will also have a person positioned at the end of the Vendor Parking area/sign from 6- 9 am to help further direct Vendors to park in that area and line up after they have unloaded their vehicle in front of their tent. That person can then be relocated to assist on Horrigan Road entrance area. Cones will be used to block off the elementary school parking entrance area off Robert Horrigan Road.

Aisle ways will be 30' across this year (an extra 10'), to provide and easier flow of guests and we will make the food booth area to main vendors an extra 10' feet this year for a better turn range for vendor cars as they come in that morning to unload. There will also be 20' from the end of the tents to the Main Stage area and a 40' area for dancing in front of the stage and main tent located there as guests listen to the music.

Main Stage side and back area will be surrounded by a hard perimeter. Backstage access and band load-out for that area will be about 60' x 56'. Musician parking is behind that stage and perimeter area, and our parking personnel will be noted of that area for them as they arrive. Perimeter will again be metal bike rack and sawhorse barricade combination for exit and entry to the area.

The general parking lot will be marked before that morning for vendor locations, and cones will be used to set up lanes for cars from before the first entrance to the exit of Horrigan Road, and set out for areas where cars are not allowed to park. The festival will be working with the same parking group for assistance on this item.

Handicap spaces will be set up a few feet from the hard perimeter again this year for the main area by the arched entrance. The area will be marked just south of that utilizing part of the first row of the general parking there. A hard perimeter of connecting metal bike racks will be placed in front of the first handicap row to ensure additional safety close to the tents by the Entrance area, in addition to the area around the Main Stage, side stage and area by where guests walk in the event coming in from the South, as we did last year. That covers all areas except where the Farmer's Market will be and grass areas.

All parking personnel will have radios so they can communicate with each other, as well as festival officials and SVPD. ESP Parking contact will be available to meet with SVPD and festival officials prior to the event for overall review of plans, and at post-event meeting.

## **Event Maps**

Attached is the Grounds Map that shows location of the main parking entrances and staff there, handicap areas, hard perimeter areas for handicap and stage area, and general vendor location.

The more detailed map will be edited closer to the festival date when exact booths are assigned, but the footprint and overview are the same for a more detailed view of the area.

## **Event Notification of Crowd**

Since this is an outside and open, free festival, there are several places for the public to leave in existing aisle ways, if needed for an emergency.



Any emergency announcements would come from the PA system at the Main Stage from the festival announcer and officials, at a higher volume to attract the attention of all festival-goers. There is also a PA system at the Kids Stage if additional announcements would need to be made for that area.

#### **Security and Overnight Security**

The festival will have paid SVPD officers onsite during the day to assist with crowd control, parking issues, emergencies, and overall security of the area. A separate paid officer from a private firm will be located onsite from 5 pm Friday night through 6 am Saturday morning for security of the items and staging already loaded in that day. They will alert festival officials and work with the SVPD to report any problems that might arise.

#### **Food Drinks/Water**

Guests have the opportunity to purchase non-alcoholic beverages from food vendors and Farmer's Market vendors as well as food options during the day. All vendors will have current health or mobile health permits.

#### **Venue Cleanup**

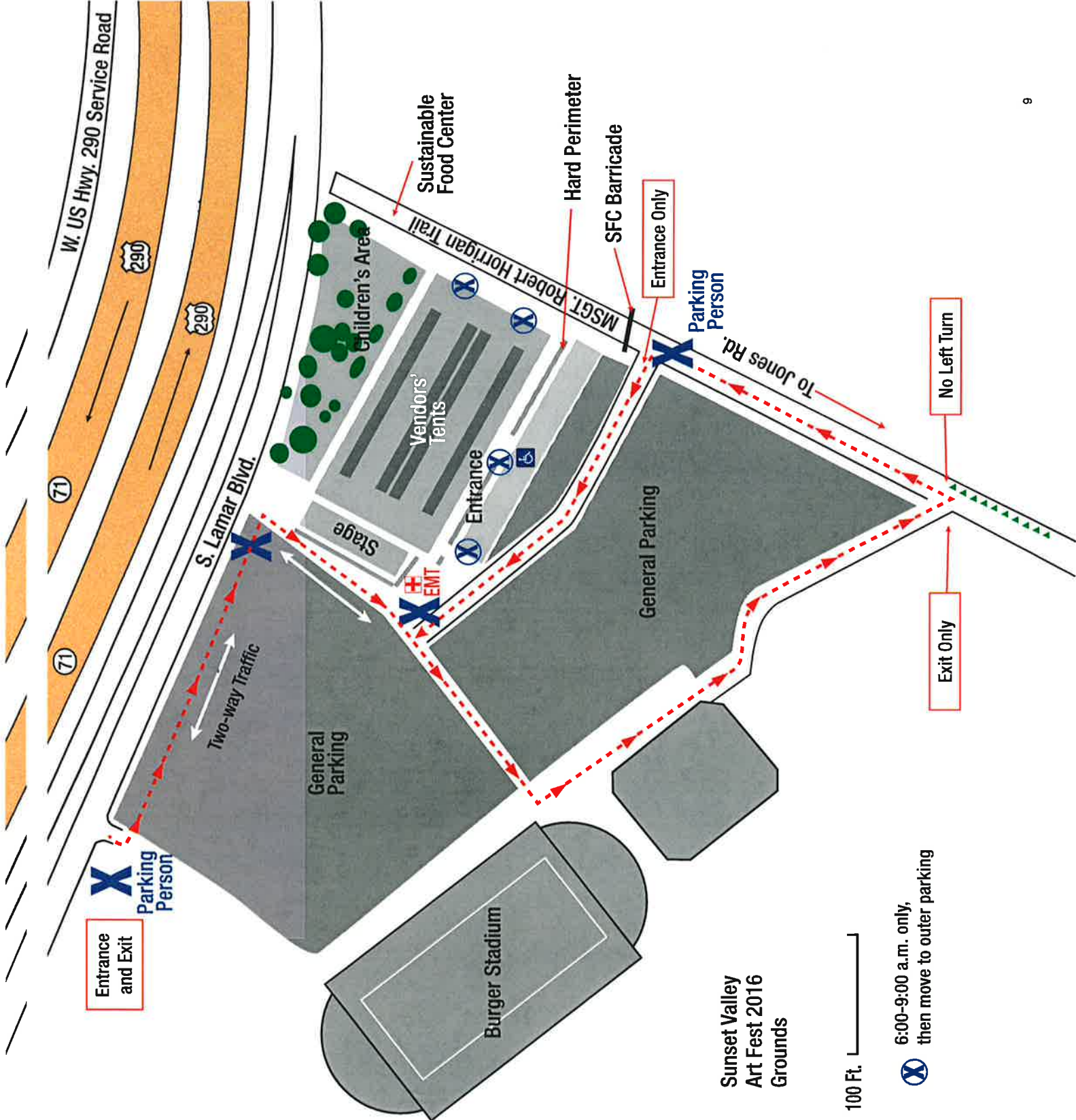
This is handled by the festival staff and paid laborers that evening starting at 4 pm.

#### **Debriefing Meeting**

Meetings will be held pre-event with the SVPD, festival organizers and parking contact, to go over general flow, and a separate meeting with the same group will be held post-event to review specific details and suggestions to the upcoming year for 2018.

Thank you again for your continued support.

Michele Golden and the SV Arts Commission



Sunset Valley Art Fest 2016 Grounds

100 Ft.

6:00-9:00 a.m. only, then move to outer parking

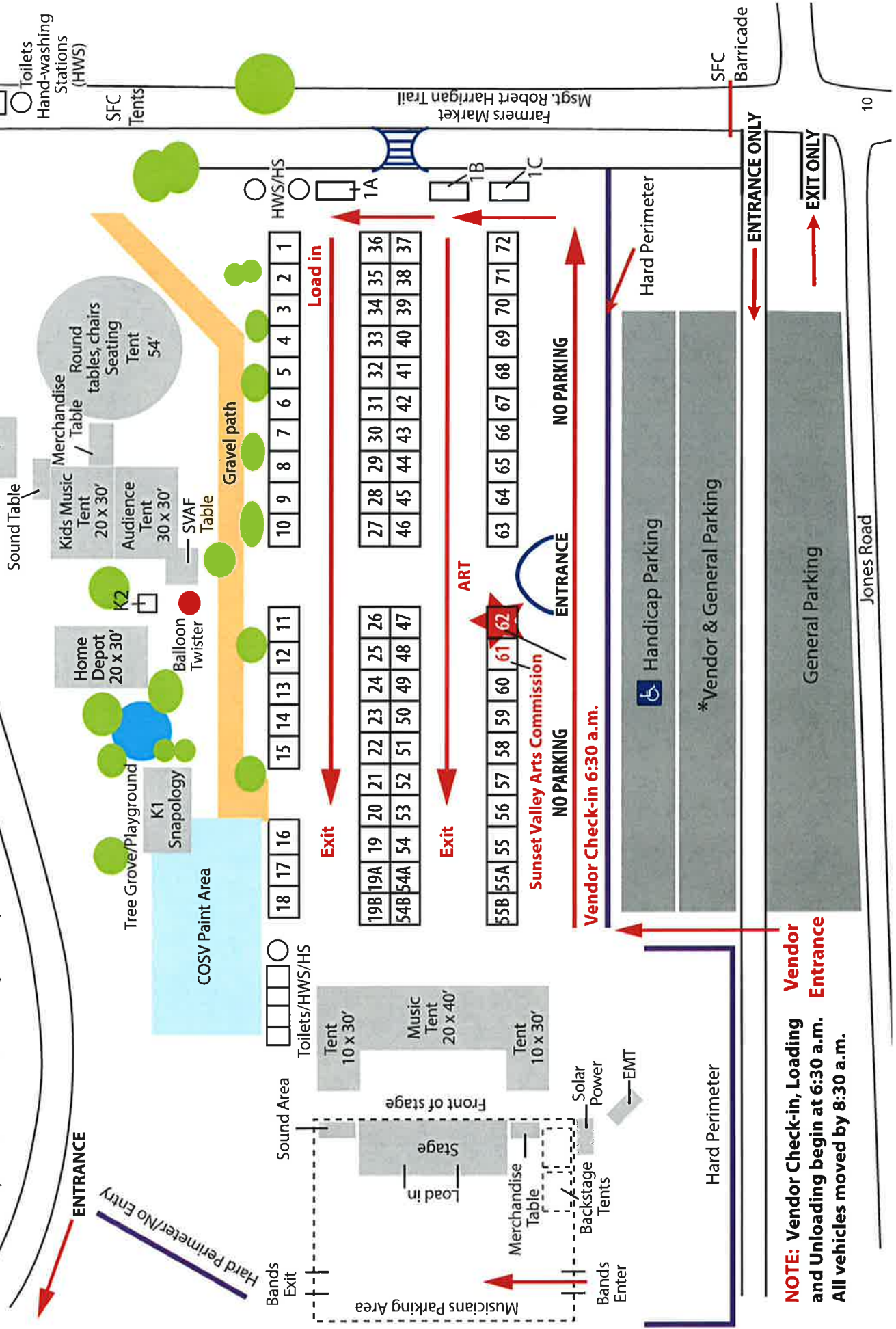
**\*NOTE:** All Vendors must enter at the Main Entrance (all lanes one way). Check in and drive to your assigned booth number(s). Park close to your booth and unload quickly. Then move your vehicle immediately to the Vendor & General Parking Area and return to set up your booth.

We want to get everyone to their booth and their cars parked quickly, so everyone can focus on booth set-up. Thank you!

Map not to scale

Highway 290

ENTRANCE



**\*NOTE:** Vendor Check-in, Loading and Unloading begin at 6:30 a.m. All vehicles moved by 8:30 a.m.

Jones Road

2017 11<sup>TH</sup> ANNUAL  
*Sunset Valley*  
**ArtFest**



..... **FREE** .....

**SATURDAY**  
**APRIL 22** **9 AM**  
*until*  
**4 PM**

**TONY BURGER CENTER**  
NEXT TO THE SFC FARMERS MARKET

**2 LIVE MUSIC STAGES** Tejas Brothers ★ Guy Forsyth Blues Band ★ Lost and Nameless  
★ ★ ★ Mr. Will with Warren Hood ★ The Biscuit Brothers!



**SUNSETVALLEY.ORG**

NO.	MARKETING ACTIVITY DESCRIPTION	Detail	FY16-17 BUDGET	FY 17-18 PROPOSED BUDGET
1	<b>Print.</b> Purchase ad space in local/regional newspaper(s). <i>All publications will be utilized three (3) months - November 2016, April and August 2017</i>	<b>Community Impact Southwest</b> - ½ page ads rate: \$2,045/ad <b>Neighbors of Circle C</b> - ½ page ads rate: \$963/ad <b>Westlake Picyune</b> - ½ page ads rate: \$797/ad Westlake Fine Arts - \$250	\$15,000	\$12,000
2	<b>Creative Design Services.</b> 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. \$115/hour design, copywriting and project management. \$125/hour web programming.	\$18,000	\$19,500
3	<b>Radio.</b> 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 : \$12,000 Spring: 12,000 Fall Back to School: 15,000	\$45,000	\$42,000
4	<b>Map/Brochure.</b> Update and print map/brochure of the shopping area to be distributed at Holiday and City Hall Kiosk. New for FY 2016, additional distribution to La Quinta, Residence Inn, Extended Stay and Hampton Oakhill.	Reprint. 4 1/4 x 11, 8-panel brochure	\$2,500	\$3,000
5	<b>On line Advertising.</b> Propose online digital campaign GEO targeted to south Austin Zip codes and target demographic. Cost includes Digital strategy/placement Spring Back to School.	Digital campaign Spring and Back to school; include improvements to Sunset Valley Shopping Landing Page (event banners)	\$6,500	\$10,000
	<b>PROJECT FY 16-17:</b> Promotional tie-ins to October Breast Cancer Awareness and mobile mammogram Completed 1st qtr. (October 2016)	Development – Creative and Production/media tie-in	\$10,000	\$0
6	<b>NEW PROJECT FY 17-18:</b> Direct Marketing Mailers Specs: 9x12, 100# Gloss Cover, 16 Perforated Spots (most clients do an overall branding design on the front, and then have individual businesses take each of the spots with a logo, call to action and contact info) .	front/back color printing, targeted routes list based on geography and/or demographics, postage, solo mail delivery any week of your choosing, digital tracking 10k: \$0.42 each + taxes at \$181.50 30k: \$0.41 each + taxes at \$519.75 60k+: \$0.40 each + taxes at \$990	\$0	\$7,500
		<b>White Hat Work Order Total Budget</b>	<b>\$97,000</b>	<b>\$94,000</b>
8	<b>NEW PROJECT FY 17-18:</b> Job Fair	Host with partnership Job Fair (Spring 2018)	\$0	\$750
9	<b>Holiday Kick Off and Back to School Event.</b>		\$0	\$5,750
10	<b>Promotions.</b> 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.	Sponsor Capital City Marching Competition - \$750 (4th qtr.) Ground Water to Gulf Conference - \$1,500 ( 4th qtr.)	\$3,000	\$2,500
		<b>TOTALS</b>	<b>\$100,000</b>	<b>\$103,000</b>

**JDRF ONE WALK**

**NOVEMBER 12, 2017**

**AMOUNTED REQUESTED**

**\$15,000**

**HOT FUNDS REIMBURSEMENT GRANT APPLICATION**

**Organization/Business Information**

Today's Date: 7/3/17 \_\_\_\_\_ Event Date: 11/12/17 \_\_\_\_\_

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 #: 5123430663 \_\_\_\_\_ 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/AustinSunsetValley> \_\_\_\_\_

Date(s) of event/expenditure: 11/12/17 \_\_\_\_\_

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 5,500 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 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? 20 \_\_\_\_\_

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

If yes, please explain: We will utilize additional (\$5,000) funding to enhance the family and children activities for the One Walk celebration. This event is a family-friendly city event welcoming all ages and the activity zone is the most popular draw. With the additional funds we will be able to provide more opportunities to ensure the community is best-served and bringing additional families into Sunset Valley. We are planning to add: break dancers, Orange Theory Fitness warm up, additional inflatables, games, arts and crafts, foam pit, and more.

**Attendance and Hotel Use**

Number of total persons expected to attend this event/expenditure: 5500+

#Sunset Valley Residents 350 #Outside Sunset Valley Area, 5150

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

List host hotel and hotels that currently have a block of rooms for this event: 120

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 Completed application – email is acceptable to raegene@sunsetvalley.org
- 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 timeline, if applicable
- X- see attached Schedule of activities relating to your event/expenditure

**Funding Request:**

Amount Requested: \$15000

Amount granted in past for same event or expenditure: \$10000

Do you anticipate requesting a HOT Reimbursement Grant next year? If so, for what amount? 15000



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

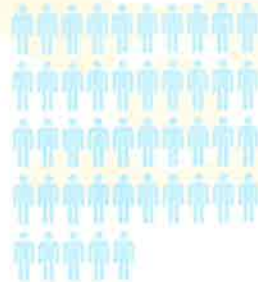
6

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 12, 2017 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 5,500 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 5,500+ 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

- 20 years JDRF walk has been in existence in Central Texas
- 200 family & school teams in 2016
- 50 corporate teams in 2016
- Over 5,500 participants in 2015 in Sunset Valley
- More than \$640,000 dollars raised in 2016



### 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 5,500 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 5,500+ people
- Opportunity to appoint an executive to the JDRF One Walk Executive Committee
- Ten VIP Passes for City of Sunset Valley employees/residents/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, 2017)
- 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. 5,500+ t-shirts and limited to the first 8 commitments)\*
- City of Sunset Valley featured in Kids Zone area which will include, but not limited to:
  - Bungee Jump
  - Face Painting
  - Break dancers
  - Home Depot Activity
  - Dunk Tank
  - Rock wall, and more!
- Access and Visibility to all JDRF Constituents (approx. 25,500+) and the 5,500+ walkers as a community leader in the fight against T1D- the largest diabetes event in Central Texas

**Total Cash Investment: \$15,000**

**Total Marketing Benefit Value: \$25,000**

*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 5,500 subscribers

Facebook 1000 impressions per day

Invitations approx. 6,000 for One Walk



### 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 Schlotsky'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](mailto: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

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### 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 Luminare
- 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)

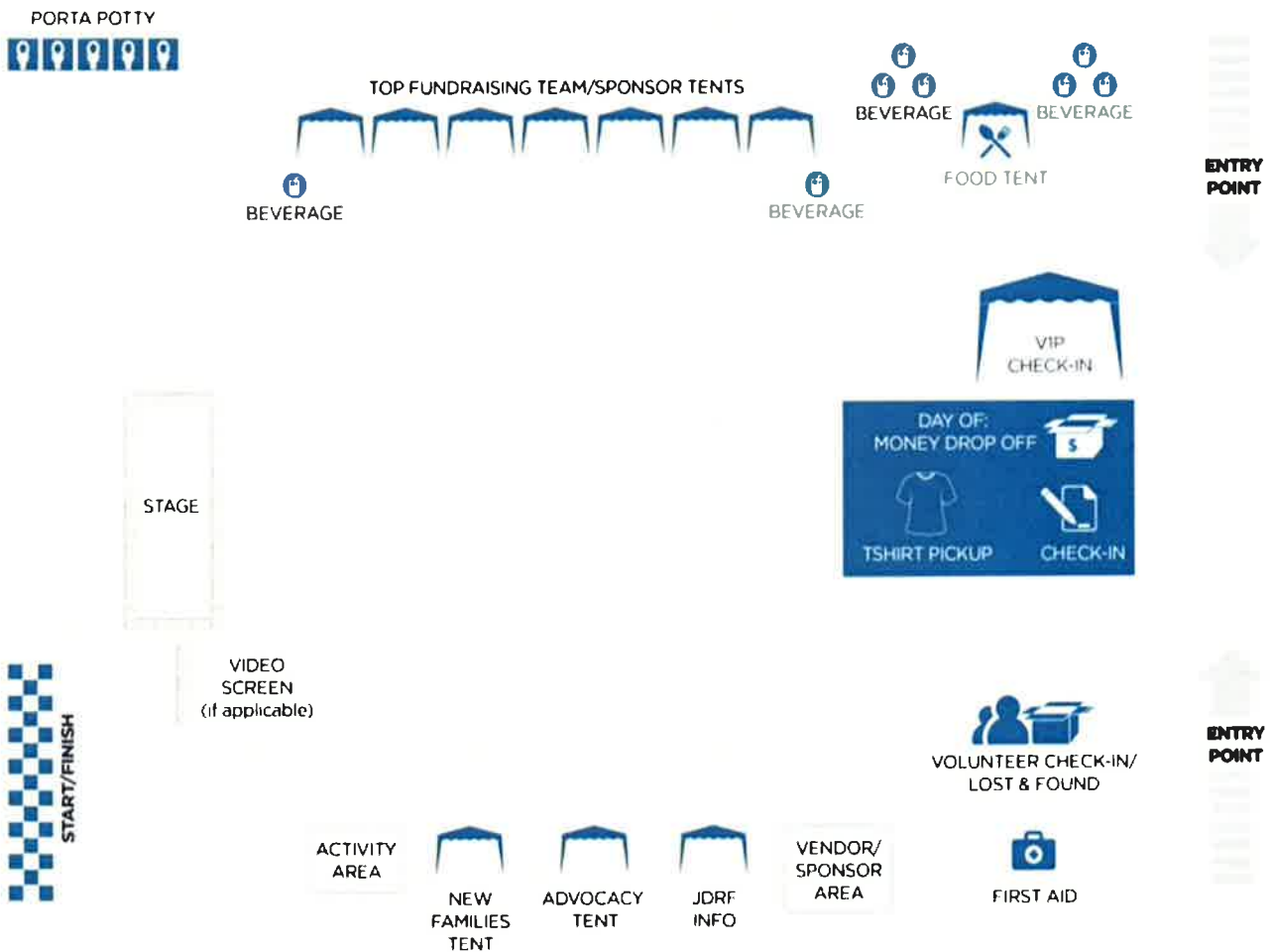
The **start/finish line** will serve as a key focal area for your event day. A well placed start/finish line will provide a large, open area for participants to gather to start the event, so ample space for the start/finish line and stage is key.

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.





Itemized, detailed list of expenditures relevant for HOT Funds revenue use.  
JDRF One Walk 11/12/17

Item	
T-shirts- participant	\$3,165.36
T-shirts- volunteers	\$1,263.90
t-shirts- staff	\$19.40
local banners	\$321.72
save the date- postcard	\$500.00
Social Media: Logo on website, social media mentions, email recognition, custom U	\$3,000.00
Booth: 20 x 10	\$1,500.00
Media	Donated
Kids Zone Activities	\$5,000.00
TOTAL=	\$14,770.38

## Rae Gene Greenough

---

**From:** Coffman, Kelley <KCoffman@jdrf.org>  
**Sent:** Friday, June 30, 2017 11:06 AM  
**To:** Rae Gene Greenough  
**Subject:** RE: Hotel Occupancy Tax Grant Application 2017  
**Attachments:** SSV.ROI.pdf

Thank you, Rae! I provided the post-event report to Mayor Cardona immediately following the event. I have also attached it for your records!

I will get this submitted to you prior to the 7<sup>th</sup>! I appreciate you highlighting the deadline.

Have a great weekend and Happy 4<sup>th</sup>!

Kelley Coffman, T1 | Senior Development Manager  
3420 Executive Center Drive, Suite 108  
Austin, TX 78731  
e: [kcoffman@jdrf.org](mailto:kcoffman@jdrf.org)  
p:512.343.0663  
f:512.343.0773  
[www.austin.jdrf.org](http://www.austin.jdrf.org)



Sunday, November 12, 2017 | Toney Burger Center  
[Register for the One Walk Austin/Sunset Valley!](#)

---

**From:** Rae Gene Greenough [mailto:[RaeGene@sunsetvalley.org](mailto:RaeGene@sunsetvalley.org)]  
**Sent:** Thursday, June 29, 2017 11:18 AM  
**To:** Coffman, Kelley  
**Subject:** Hotel Occupancy Tax Grant Application 2017

Dear Kelly,

Attached is the application for this year's event. I put a deadline date of July 7<sup>th</sup> but if you need more time let me know. I won't know until tonight what meeting we are going to discuss HOT Funds. I will give you an update tomorrow. Also, I am not sure I ever got the follow-up report from you last year. If you could send a copy of it with the application, that would be great. If there isn't one, will you please complete that part and send it with the application. If you have any questions about that, just let me know. I think this is everything for now. Again, if you have any questions, just let me know. Thank you.

## *Rae Gene Greenough*

City Secretary/Accountant

(512) 892-1383 phone

(512) 892-6108 fax

[www.sunsetvalley.org](http://www.sunsetvalley.org)

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JDRF, 26 Broadway 14th FL New York NY 10004 USA, [www.jdrf.org](http://www.jdrf.org)



**Local Hotel Occupancy Tax (HOT Fund) Reimbursement Grant  
Follow-up Report**

Date: 7/7/17

**Organization Information**

Name of Organization: JDRF

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Primary Location of Event or Project: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Amount Received \$ \_\_\_\_\_

How were the funds used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many years have you held this event? \_\_\_\_\_

**Event Funding Information**

1. Actual percentage of funded event costs covered by hotel occupancy tax. \_\_\_\_\_
2. Actual percentage of facility costs covered by hotel occupancy tax (if applicable). \_\_\_\_\_
3. Actual percentage of staff costs covered by hotel occupancy tax (if applicable). \_\_\_\_\_
4. If staff costs were covered, estimate of actual hours staff spent on funded event: \_\_\_\_\_
5. Did the event charge admission? Was there a net profit from the event? If there was a net profit, what was the amount and how is it being used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Attendance Information**

1. How many people did you predict would attend this event? (Number submitted in application for hotel occupancy tax funds). \_\_\_\_\_
2. What would you estimate as the actual attendance at the event? \_\_\_\_\_  
  
#Sunset Valley Residents \_\_\_\_\_ #Outside Sunset Valley Area \_\_\_\_\_
3. How many room nights were generated at Sunset Valley hotels by attendees of this event or project?  
Stayed for one night; \_\_\_\_\_  
Stayed for two night: \_\_\_\_\_  
Stayed for three or more nights: \_\_\_\_\_
4. What method did you use to determine the number of people who booked rooms at Sunset Valley hotels (e.g.; room block usage information, survey of hoteliers, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
5. Was a room block established for this event at Sunset Valley hotels? \_\_\_\_\_  
  
# of hotel rooms blocked: \_\_\_\_\_

#of hotel rooms picked up \_\_\_\_\_

**Event Promotion Information**

1. Please check all efforts your organization actually used to promote this Event and how much was actually spent in each category:

Newspaper \$ \_\_\_\_\_ Radio \$ \_\_\_\_\_ TV \$ \_\_\_\_\_

Other Paid Advertising: \$ \_\_\_\_\_

Number of Press Releases to Media \_\_\_\_\_

Other Promotions: \_\_\_\_\_  
\_\_\_\_\_

2. Did you include a link to the Sunset Valley web-page? Sunset Valley hotels web-page, or other source on your promotional handouts and in your website for booking hotel nights during this event? \_\_\_\_\_

List the Websites: \_\_\_\_\_

3. Did you negotiate a special rate or hotel/event package to attract overnight stays?

\_\_\_\_\_

4. What new marketing initiatives did you utilize to promote hotel activity for this Event?

\_\_\_\_\_  
\_\_\_\_\_

5. Please attach samples of documents showing how Sunset Valley was recognized in your advertising/promotional campaign.

**Additional Event Information**

What Sunset Valley businesses did you utilize for food, supplies, materials, printing, etc.?

\_\_\_\_\_  
\_\_\_\_\_

**This form must be submitted no later than 60 days after the funded event to:**

**Rae Gene Greenough  
City of Sunset Valley  
3205 Jones Road  
Sunset Valley, TX 78745  
raegene@sunsetvalley.org**



# JDRF AND CITY OF SUNSET VALLEY

Together, we will create a world without type 1 diabetes (T1D)



**SUNSET VALLEY**  
*Texas*

# THANK YOU SUNSET VALLEY

The JDRF One Walk Austin/Sunset Valley was a huge success – we raised more than \$640,000 thanks to the generosity of partners such as the City of Sunset Valley. Your partnership is truly making a difference in the lives of those living with type 1 diabetes.

*You are creating a world without type 1 diabetes.*





# JDRF ONE WALK Sunset Valley

Sunday, November 13, 2016 Toney Burger Center



**19**

NUMBER OF YEARS WALK HAS  
BEEN IN EXISTENCE



**220**

NUMBER OF FAMILY &  
SCHOOL TEAMS



**\$640,000**

TOTAL DOLLARS RAISED  
IN 2015



**50**

NUMBER OF CORPORATE  
TEAMS



**OVER 5,500 (1,000 are  
out of town guests)**

TOTAL NUMBER OF  
PARTICIPANTS

# PARTNERSHIP BENEFITS

# JDRF ONE WALK

## Sponsorship Benefits

**JDRF ONE WALK**  
FOR A WORLD WITHOUT TYPE 1 DIABETES

**One Walk, Austin/Sunset Valley 11.13.2016**  
8:00-10:00 a.m.—Check in & Festivities  
10:00 a.m.—One Walk begins, approximately 2 miles  
11:00-NOON—Stick around for an extra hour of fun!

**Tony Burger Center**, 1200 Jones Rd., Austin, TX 78745  
Located in Sunset Valley  
Enter for parking off Hwy 290-71

**One Walk Festivities**  
8:00 a.m.—Noon

- Team Village
- Kids Zone
- VIP Tent (exclusive for \$1000+ fundraisers—pick up your fundraising award here)
- Newly Diagnosed Family Tent presented by Lilly Diabetes
- Team T-shirt contest
- Drinks & Snacks provided by Coca-Cola, Randall's, Frito Lay and Panera
- Vendor Village such as FIFTY50, Madronic, Tandem, Schick2Ulys, and more!

**Rain or Shine | Free Parking**  
For more information, visit:  
<http://walk.jdrf.org/austinsunsetvalley>

**Presenting Sponsor**  
**DELLEMC** Start Your BlueShield of Texas  
**dell children's** Medical Center of Central Texas  
**SUNSET VALLEY** Local  
**WELLS FARGO** The Next Major  
**TEXAS DIABETES** A PARTNERSHIP  
**FOX 7 AUSTIN** Roche

**JDRF** JDRF International  
1401 Executive Center Drive  
Suite 100  
Austin, TX 78701

Non-Profit Org. U.S. Postage PAID Permit #2281 Austin, TX 78701

**JDRF ONE WALK**  
FOR A WORLD WITHOUT TYPE 1 DIABETES

**Presenting Sponsor**  
**DELLEMC**

**SUNSET VALLEY** Local  
**BlueCross BlueShield of Texas**  
**CLINICAL PATHOLOGY LABORATORIES** A QUALITY HEALTHCARE COMPANY

**dell children's** Medical Center of Central Texas  
A member of the Dell HealthCare Family

**WELLS FARGO**  
**FOX 7 AUSTIN**  
**TEXAS DIABETES** Roche

**JDRF Austin**  
Published by JDRF Chapter 14  
Page 2498, November 1, 2016

Thank YOU! One Walk Austin/Sunset Valley Presenting Sponsor, Dell EMC, couldn't say enough about this great company and the support Dell EMC provides to JDRF Austin.

Special thanks to our gold level sponsors: Dell Children's Medical Center of Central Texas, Clinical Pathology Laboratories. See Show.

Tag Photo Add Location Edit

Like Comment Retweet

Site Manager: JENNIFER MARRASHER and 12 others

Timeline Photos Tag Photo Options Boost Post Share Send Like

**Double Your Donation**

**1 YOU DONATE** **2 THEY MATCH** **3 DOUBLE THE IMPACT**

**SUNSET VALLEY** Local

**JDRF Austin**  
Published by JDRF Chapter 14  
Page 2498, November 1, 2016

Join The City of Sunset Valley & JDRF in Celebrating National Diabetes Awareness Month. For the next 72 hours, Sunset Valley will generously match EVERY donation made to the JDRF One Walk Austin/Sunset Valley (dollar for dollar) up to \$10,000! Visit your participant center now [http://www2.jdrf.org/site/TR/Walk/AustinChapter4667?page=entry&f\\_id=5266](http://www2.jdrf.org/site/TR/Walk/AustinChapter4667?page=entry&f_id=5266)

Valid on donations received online Tuesday, Nov 1st at 10 a.m. - Thursday, Nov 3rd at midnight. Special thanks to our walk venue sponsor, The City of Sunset Valley!

\*The match will not be reflected via your fundraising page, however, will count towards fundraising prizes.

TOGETHER, LET'S TURN TYPE ONE INTO TYPE NONE!

**CHECK-IN**

**JDRF ONE WALK**  
FOR A WORLD WITHOUT TYPE 1 DIABETES

SPONSORED BY

**FIFTY50 MEDICAL**  
**dell children's** Medical Center of Central Texas  
**SUNSET VALLEY** Local  
**Schlitzky's**  
**FOX 7 AUSTIN**

**JDRF ONE WALK**  
FOR A WORLD WITHOUT TYPE 1 DIABETES

[walk.jdrf.org](http://walk.jdrf.org)

**EDUCATIONAL PARTNERS**

**Admco** **DePue** **Lilly Diabetes** **Marshalls**  
**Home Depot** **Walgreens**

**PRESENTING SPONSOR**  
**DELLEMC**

**LOCAL SPONSORS**

**BlueCross BlueShield of Texas** **CLINICAL PATHOLOGY LABORATORIES** **dell children's** Medical Center of Central Texas  
**SUNSET VALLEY** Local **WELLS FARGO** **TEXAS DIABETES** **FOX 7 AUSTIN** **Roche**

# JDRF ONE WALK

## Sponsorship Benefits

**LOCAL SPONSORS**

**DELL EMC**

BlueCross BlueShield of Texas

CLINICAL PATHOLOGY LABORATORIES  
A Serio Healthcare Company

dell children's  
medical center of central texas  
A member of the Serio healthcare family

WELLS FARGO

SUNSET VALLEY Texas

Allstate

FOX AUSTIN

Dropoff TEXAS DIABETES & ENDOCRINOLOGY

Dietz & Associates  
512-528-0099

Randalls

TANDEM DIABETES CARE

Coca-Cola



## JDRF ONE WALK

# Partner Benefits

### ADDITIONAL PARTNER BENEFITS

On-site visibility as a leader in the community in the fight against diabetes

Signage

PA announcements

Booth presence

Employee volunteer and fundraising opportunities



## THE COMPANY YOU KEEP

# JDRF Local One Walk Partners

Thank you to City of Sunset Valley and fellow local organizations that share JDRF's dedication to eradicate T1D.



SUNSET VALLEY  
*Texas*

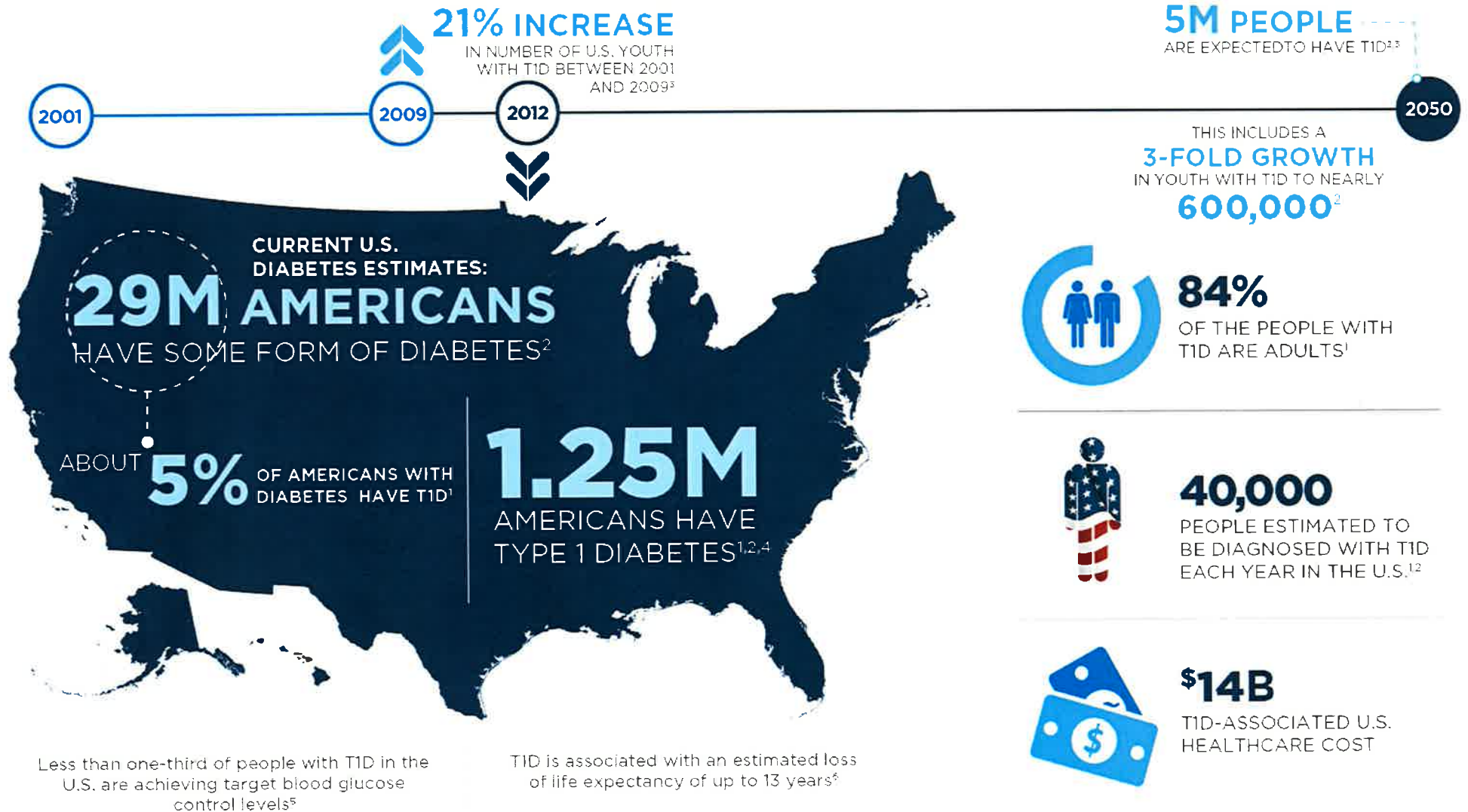


Medtronic



BlueCross BlueShield  
of Texas

# TYPE 1 DIABETES: A Status Report



A photograph of a man and a young boy holding a large, detailed wooden model airplane. The man, wearing a blue plaid shirt and a dark cap, is holding the fuselage of the plane. The boy, wearing a pink shirt, is reaching up to touch the wings. The background is a bright, clear sky. The JDRF logo is visible in the bottom left corner of the image.

# Who We Are

JDRF is the largest nonprofit funder of type 1 diabetes (T1D) research in the world. Our goal is to eventually cure and prevent T1D entirely.

Along the way to a cure, we seek to deliver an ongoing stream of therapies to improve life with T1D until we have turned Type One into Type None.



# CURING T1D IS A GLOBAL, COORDINATED EFFORT

## JDRF Is At The Center

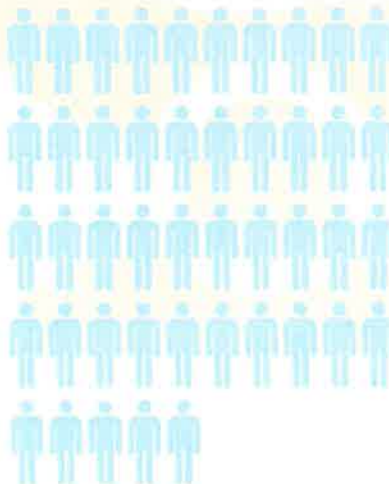


CHAPTERS ACROSS  
ALL 50 STATES

**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



ACTIVE  
RESEARCH  
PROJECTS

**\$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

# Your partnership at work in the community



**SUNSET VALLEY**  
*Texas*

## LOCAL IMPACT:

- Annually the JDRF Austin Chapter:
  - Educates more than 16,000 Central Texas students at 23 schools about diabetes with the Kids Walk Program
  - Distributes approx. 150 Bags of Hope to newly diagnosed children with T1D at Specially for Children
  - Facilitates 300 families attending local T1D support groups
  - Host 200+ attendees at our educational TypeOneNation Conference
  - Provides more than 100 “Living with T1D” toolkits with detailed resources for living with diabetes
  - Host a quarterly series for families with type one “Wine Down and Listen Up” with featured experts in the industry

# JDRF ONE WALK 2016 Event Day Photos



# JDRF ONE WALK 2016 Event Day Photos



# JDRF ONE WALK 2016 Event Day Photos



# JDRF ONE WALK 2016 Event Day Photos



## CONTACT

# Here's Where You Can Find Us

**KELLEY COFFMAN**

*Senior Development Manager  
JDRF Austin*

e: [kcoffman@jdrf.org](mailto:kcoffman@jdrf.org)

o: 512.343.0663

3420 Executive Center Drive, Suite 108

Austin, TX 78731

[austin.jdrf.org](http://austin.jdrf.org)

[JDRF.org](http://JDRF.org)



# SUNSET VALLEY *Events*

THANK YOU CITY OF SUNSET VALLEY





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

**Proposed 2017-18 Budget**

<b>Description</b>	<b>Cost</b>
Print, broadcast, outdoor media advertising	<b>\$39,400</b>
Printed materials: flyers, posters, etc.	<b>\$2,500</b>
<b>Total</b>	<b>\$41,900</b>



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

### **2017-18 Case Statement**

The SFC Farmers' Market at Sunset Valley continues to be an important community gathering spot and driver of the local economy by attracting thousands of customers each year to the Tony Burger Center to purchase fresh, healthy food from local vendors and enjoy family-friendly activities. In fact, the average expenditure per shopper was about \$34, according to last year's customer survey. Overall, about one third of customers were new to the market this year, a third had been shopping the market for 1-3 years, and the final third had been coming to market for 4 or more years.

SFC led a comprehensive marketing campaign, including radio, transit and print ads (including in the *Sunset Valley Community Impact Newspaper*) with Sunset Valley-specific branding, in an effort to attract even more customers to the market. SFC also leveraged investments from other market partners, such as Downtown Austin Alliance, Weitzman Group (Triangle), and St. David's Foundation to create a more robust advertising and marketing effort. This marketing campaign aligned and overlapped with a bilingual marketing campaign, supported by Austin Public Health Department (formerly the City of Austin Health and Human Services Department) funding, promoting the food access initiatives going on at the market. In this past fiscal year, we succeeded in distributing over \$32,000 in SFC Double Dollars incentives at this market for families in the Sunset Valley area who receive SNAP and WIC benefits.

Based on our past successes and feedback from our customers and vendors, we plan to focus on the following specific activities and strategies in the 2017-18 fiscal year to drive revenue for the market and to improve the overall experience:

- SFC has a specific goal of retaining 90% of our vendors in the 2017-18 fiscal year, which we believe indicates strong satisfaction from our base of farmers and value-added producers. This past fiscal year, the Sunset Valley market averaged 20 vendors per week and reached as many as 30 at its peak.
- We want to better serve not only the residents of Sunset Valley, but also the companies with a strong business presence in the area. We will be focused on building partnerships with corporate groups based in Sunset Valley to sponsor the market operations and match the City's commitment to our advertising and marketing.
- In the past year we hired Jessie Barber, SFC Farmers' Market Coordinator, to monitor and improve our businesses processes in order to develop new strategies that drive additional sales. With his support, we hope to refine our operations and build on our total gross sales of \$430,000+ at Sunset Valley from this past year.

- SFC's Marketing and PR Manager, Betsy Boone, implemented a strategic advertising campaign to drive new and repeat customers to the market each week. For the upcoming fall 2017 campaign, Betsy plans to invest in new transit, radio, and print ads to target audiences for Sunset Valley. 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.
- The Farmers' Market added value to several events held at Burger Center – food vendors served visitors to the Sunset Valley Art Fest, the market hosted the annual Sunset Valley Garage Sale, and we worked with the JDF One Walk organizers to facilitate aspects of that event. In the coming year, we will strengthen those relationships and work more closely with the marching band organizers to explore a coexistence agreement.
- 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. SFC provides a payment to the professional musicians who perform. New this year, we will be offering small stipends to some of our most frequent and dedicated event and activity partners.
- SFC's Food Access staff works through community partners such as schools and churches to actively promote the markets to a broad audience from all socioeconomic backgrounds, including a growing number of SFC Double Dollars customers. In the past year, we distributed over \$32,000 in matching incentives to SNAP and WIC customers, helping families stretch their food dollars on produce that does double duty to support the Central Texas economy.
- City of Sunset Valley HOT Funds continue to enable SFC to leverage additional investment from the USDA, Austin Public Health, Downtown Austin Alliance, the Weitzman Group and others to support market operations and conduct outreach to local residents. As an example, SFC has dedicated nearly \$23,000 in Austin Public Health funds to promote the Double Dollars program. We will continue using HOT Funds to purchase advertising for transit and radio ads in order to maximize our reach in the area.
- With some recent shifts in staffing for our farmers' market operations, SFC has been committed to promoting staff from within the organization to cultivate new leadership, including the full-time promotion of Ben Hasan to lead the Sunset Valley market, and the promotion of Joy Casnovsky to fill the role of SFC Deputy Director, whose role will include oversight and direction of all farmers' market operations.

SFC respectfully requests a continued investment by the City of Sunset Valley from the HOT Funds, in the amount of \$41,900 for promotions of the market through purchased broadcast and print media advertising, transit ads, 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 Joy Casnovsky, SFC Deputy Director, [joy@sustainablefoodcenter.org](mailto:joy@sustainablefoodcenter.org) or 512-220-1082. We look forward to another successful year in partnership with the City of Sunset Valley.

# STREET REPAIR AND MAINTENANCE FUND

## Street Fund

In 2001, an election was held and the voters authorized the collection of a 1/4<sup>th</sup> of one percent Sales Tax under Chapter 327 Texas Tax Code to repair and maintain streets. This tax provides funding for the maintenance and repair of municipal streets existing on the date of the election to adopt or reauthorize the tax. "Municipal Street" is defined in as the entire width of a right of way held by a municipality in fee or by easement or dedication that has a part open for public use for vehicular travel. This does not include a designated state or federal highway or road or a designated county road.

A ten-year schedule of street repair and maintenance activities is updated annually as part of the budget process to project the use of this tax to repair and maintain city streets.

CITY OF SUNSET VALLEY		
STREET REPAIR AND REPLACEMENT FUND		
FY 17/18		
		Mayor's Proposed Budget 2017/2018
	Beginning Yr. Balance 10/1/2017 (Projected)	\$4,416,976
	REVENUE:	
4185	Sales Tax Revenue	\$804,000
4095	Interest Income	\$30,000
	Total Revenue:	\$834,000
	<b>TOTAL FUNDS AVAILABLE</b>	<b>\$5,250,976</b>
5750	<u>OPERATION AND STREET MAINTENANCE</u>	
	Brodie Lane	\$18,516
	Curley Mesquite	\$451
	Ernest Robles Way North	\$15,218
	Ernest Robles Way South	\$299,881
	Home Depot Blvd	\$185,021
	Jones Road	\$13,014
	Lone Oak Trail	\$7,362
	Lovegrass Lane	\$7,102
	Msg. Sgt. Horrigan Trail (formally Pillow Rd. North)	\$6,129
	Oakdale Drive	\$205,921
	Pillow Road	\$172,897
	Reese Road	\$4,556
	Sunset Trail	\$4,248
	Yellow Tail Cove	\$3,241
	Sunflower	\$4,638
	<b>TOTAL OPERATION AND STREET MAINTENANCE PROPOSED</b>	<b>\$948,195</b>
	<b>STREET DRAINAGE, CONSTRUCTION, AND REPAIR PROJECTS</b>	
1	7136 Jones Road @ West Gate Right Turn Lane	\$0
4	5746 Lone Oak Street and Drainage Project	\$0
4	5746 Sunset Trail Street and Drainage Project	\$0
2	5746 Oakdale Curbside Stabilization Project	\$120,000
3	7202 ERW Bridge Repair	\$250,000
1	5746 Pillow Road Trench Repair	\$136,500
	<b>TOTAL STREET &amp; DRAINAGE PROJECTS</b>	<b>\$506,500</b>
	<b>ENGINEERING FOR STREETS</b>	
4	7183 Lone Oak Trail Design	\$53,000
4	7184 Sunset Trail Design	\$45,000
3	7202 ERW Bridge Repair	\$30,000
4	7186 Pillow Road Phase II Design (Budgeted in Drainage Fund)	\$0
	<b>TOTAL ENGINEERING FOR STREETS</b>	<b>\$128,000</b>
	<b>TOTAL PROJECT EXPENSES</b>	<b>\$634,500</b>
	<b>TOTAL EXPENSES</b>	<b>\$1,582,695</b>
	<b>TOTAL SURPLUS/DEFICIT (Fund Balance as of 9/30/2018)</b>	<b>\$3,668,281</b>
	Mayor's Budget 8/11/2017	

A decorative border of small green icons, each containing a stylized four-leaf clover or similar symbol, arranged in a rectangular frame around the central text.

**STREET FUND  
PROJECTS  
FY 2017/2018**



PROJECTS

CITY OF SUNSET VALLEY PROJECTS FY 2017/2018	TOTAL ADOPTED PROJECTS 2016/2017	TOTAL AMOUNT SPENT IN FY 2016/2017	REBUDGET IN FY 2017/2018	NEW PROJECTS FY 2017/2018	MAYOR'S PROPOSED PROJECT FUNDING FY 2017/2018	PROPOSED PROJECTS 2018/2019	UNFUNDED
<b>STREET FUND PROJECTS</b>							
Jones Road at West Gate Right Turn Lane	\$60,000	\$0	\$60,000		\$0		
Lone Oak Street and Drainage Project ( <i>fund in 2019</i> )	\$265,000	\$0	\$0		\$0	\$265,000	
Sunset Trail Street and Drainage Project ( <i>fund in 2019</i> )	\$225,000	\$0	\$0		\$0	\$225,000	
Oakdale Curbside Stabilization Project	\$120,000	\$0	\$120,000		\$120,000		
ERW Bridge Repair	\$250,000	\$0	\$250,000		\$250,000		
Pillow Road Trench Repair	\$100,000	\$0	\$100,000	\$36,500	\$136,500		
Sub-total	\$1,020,000	\$0	\$530,000	\$36,500	\$506,500		
Lone Oak Trail Design-Engineering	\$53,000	\$0	\$53,000		\$53,000		
Sunset Trail Design - Engineering	\$45,000	\$0	\$45,000		\$45,000		
ERW Bridge Repair - Engineering	\$30,000	\$0	\$30,000		\$30,000		
Sub-total	\$128,000	\$0	\$128,000		\$128,000		
<b>TOTAL - STREET FUND PROJECTS</b>	<b>\$1,148,000</b>	<b>\$0</b>	<b>\$658,000</b>	<b>\$36,500</b>	<b>\$634,500</b>		
Mayor's Budget 8/11/2017							



**New Program Worksheet**

Program Name	<b>Jones Road@ Westgate Right Turn</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>General/ Street Fund</b>	Primary Staff Contact:	<b>Joshua Ronson</b>

**Program Description**

**(Rebudget in FY 2017/2018)**

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.

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 and again in 2016. In 2016, council moved funds from this project to the trail project on Jones. As of June 2017 this project is authorized by the city council to proceed to bidding. The project may be postponed to avoid traffic delays in the fall of 2017. The City of Austin permit for this project will expire in May 2018.

**FUNDING FROM TWO SOURCES**

	<b>FY 2014/2015</b>	<b>FY 2015/2016</b>	<b>FY 2016/2017</b>	<b>FY 2017/2018</b>
General Fund	\$ 120,000.00	\$ 160,000.00	\$ 153,000.00	\$153,000.00
Street Fund	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
Total Project	\$ 170,000.00	\$ 210,000.00	\$ 213,000.00	\$ 213,000.00

*Did Not fund.*

**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**

Funded in Street Fund: \$60,000

**Total FTEs**

0.00

**Total New Program Costs FY 2017-2018**

**\$213,000**

**Total Budget**

**\$213,000**



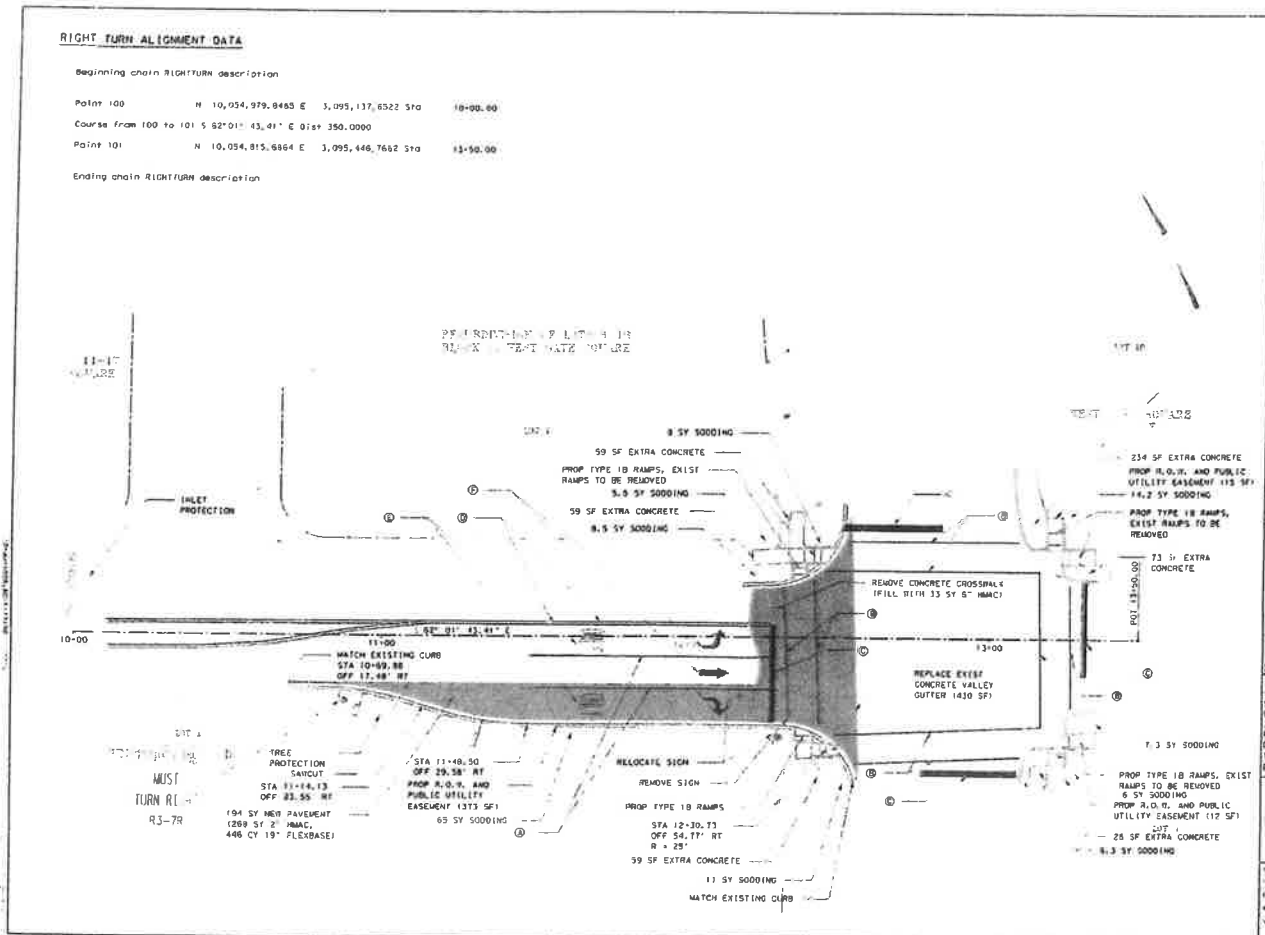


**RIGHT TURN ALIGNMENT DATA**

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 82°01' 43.41" E 01st 350.0000  
 Point 101 N 10,054,815.6864 E 3,095,446.7662 STA 13+50.00

Ending chain RIGHTTURN description



**Klotz & Associates**  
 10000 WEST LOOP SOUTH  
 SUITE 100  
 HOUSTON, TEXAS 77042  
 PHONE: 281.461.1000 FAX: 281.461.1001  
 WWW: WWW.KLOTZANDASSOCIATES.COM

**LEGEND**

- PROPOSED RIGHT-TURN LANE
- PROPOSED COP
- PROPERTY LINE
- EXISTING COP
- PROPOSED SIGN
- REFL. PAV. MKR. (8" 8" 18K)
- REFL. PAV. MKR. (12" 12" 15L)
- REFL. PAV. MKR. (18" 24" 15L)
- REFL. PAV. MKR. (12" 4" 15L)
- REFL. PAV. MKR. (18" 18" 15L)

**NOTES**

1. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL EXISTING UTILITIES BEFORE BEGINNING ANY TYPE OF WORK.
2. REFER TO STANDARDS FOR SPACING AND TYPICAL INSTALLATION GUIDELINES.
3. ALL SIDING, 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 AUTHORITY OF  
 JOHN G. FRIEDMAN  
 P.E. NO. 08898  
 DATE: OCTOBER 2013. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR RESULT PURPOSES.

**CITY OF SUNSET VALLE**  
 JONES RD TURN LANE  
 PROPOSED RIGHT-TURN LANE

Project No. 10000, 0000  
 SHEET NO. 14 JONES RD RIGHT-TURN LANE  
 DATE: 05/20/13  
 REVISIONS: 1 OF 1

**New Program Worksheet**

Program Name	<b>Oakdale Curb Stabilization</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Streets</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**Program Description**

**(REBUDGET FOR FY 2017-2018)**

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 2017-2018. 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 2017-2018** **\$120,000**

**Total Increases to the Budget for FY 2017-2018** **\$120,000**



**New Program Worksheet**

Program Name	<b>ERW Roadway and Bridge Repair</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Street Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**Program Description**

**(REBUDGET FY 2017/2018)**

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**

<b>New Project:</b>	Bridge repair and retaining wall replacement - Engineering	\$ 30,000
	Bridge repair and retaining wall replacement - Construction	\$250,000

**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 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.

These projects will require 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. Since this concrete roadway is scheduled for regular joint seal maintenance and concrete repairs these projects will be combined for economy of scale in bidding.

**Conformance with Master Plan and other Plans/Policies**

Maintenance of existing City infrastructure/safety.

**Total FTEs**

0.00

**Total New Program Costs FY 2017-2018 \$280,000**

**Total Increases to the Budget for FY 2017-2018 \$280,000**





**New Program Worksheet**

Program Name	<b>Pillow Road Utility Trench Repair</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Streets</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**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 2017-2018. The estimated amount for the overlay is \$172,897. 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 2017-2018** **\$136,500**

**Total Increases to the Budget for FY 2017-2018** **\$136,500**



**New Program Worksheet**

Program Name	<b>Lone Oak Trail Improvements</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>Continued</b>
Funding Source:	<b>Street Fund and Utility Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**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 2016, 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 (Fund in 17/18)
Street Fund-Construction	\$ 265,000
Utility Water Fund	\$ 23,000
Utility Wastewater Fund	\$ 11,845

**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 FY 2017-2018 \$53,000

Total Increases to the Budget for FY 2017-2018 \$53,000



**New Program Worksheet**

Program Name	<b>Sunset Trail Improvements</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Street Fund and Utility Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**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 2016, 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 (Fund in 17/18)
Street Fund - Construction	\$ 225,000 (future)
Utility Water Fund	\$ 64,515 (future)

**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 FY 2017-2018 **\$45,000**

Total Increases to the Budget for FY 2017-2018 **\$45,000**

**New Program Worksheet**

Program Name **Sunset Trail Improvements** Fiscal Year **2017-2018**  
 Department **Public Works** Continued Program or New? **New**  
 Funding Source: Street Fund and Utility Fund Primary Staff Contact: **Katy Phillips**

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
	Engineering Services - Streets	\$ 45,000
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$ 45,000

**FY 2017-2018**  
\$ 45,000

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

**FY 2018-2019**  
\$ 0

Cost of Project/Program FY 2019-2020		
Acct. #	Quantity / Description	Amount
	Design and Construction Water	\$ 64,514
	Construction Services Streets	\$ 225,000
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$ 289,514

**FY 2019-2020**  
\$ 289,514

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
Public Works Director	6	8,795	10%	5,277	0	0
Operations Manager	6	5,673	20%	6,808	0	0
Environmental Manager	1	6,517	5%	326	0	0
Utility Superintendent	6	4,833	20%	5,800	0	0
<b>Subtotal Personnel</b>				<b>18,210</b>	<b>0</b>	<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 )			1,393	0	0
Insurance	(Equals No. of Mos. )					
TMRS	(Equals Total Salaries x )			2,178	0	0
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0

**TOTAL PERSONNEL COSTS** **21,781** **0** **0**

**Total New Program Costs** \$ **66,781** \$ **0** \$ **0**



# GREEN TAX

## EDWARDS AQUIFER VENUE PROJECT

In November 2007, an election was held and the voters authorized the collection of a 1/8<sup>th</sup> of one percent Sales Tax under Chapter 334 of the Local Government Code to establish a Watershed Protection and Preservation Project under Section 334.001 (4)(F). This tax provides for the planning, acquisition, and development of a watershed protection and preservation program, entitled the Edwards Aquifer Protection Venue Project along Brodie Land or Country White Lane, with funds to be limited to watershed protection, acquisition of property and acquisition of conservation easements. The tax began to be collected in April 2008. There is no requirement or provision to reauthorize this tax, as with the Street Maintenance tax; the City Council has the authority to determine when the Venue is complete and end the tax. In November 2015, the voters approved a proposition to expand the geographic area of the Venue to include the entire City limits and Extraterritorial Jurisdiction of the City of Sunset Valley.

Revenue from this tax has largely been used to purchase property or to reimburse the General Fund for properties acquired by the City prior to the eligibility to use Green Tax for their purchase. For FY 17-18, the Water Quality improvements for the City Facilities project are proposed to be funded from the Green Tax.



CITY OF SUNSET VALLEY - 5 YEAR HISTORY  
GREEN TAX FUND  
FY 2017/2018

		Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected to receive/spend in 2016/2017	% of Budget projected to receive/spend 2016/2017	Adopted Budget 2016/2017		Mayor's Proposed Budget 2017/2018	% over/under Adopted Budget 2016/2017	% over/under Projection 2016/2017
	Balance as of 10/01	\$404,407	\$747,872	\$1,108,956	\$593,845	\$1,003,853	\$1,378,460	108.67%	\$1,268,459		\$1,467,617	15.70%	6.47%
G/L Code	<b>REVENUE</b>												
4184	Sales Tax Revenue	\$342,655	\$360,031	\$382,929	\$410,165	\$405,144	\$402,225	97.45%	\$412,750		\$402,252	-2.54%	0.01%
New	Sale of Property **	\$0	\$0	\$0	\$0	\$0	\$631,900	180.54%	\$350,000		\$0	-100.00%	100.00%
4300	Transfers In/Due from	\$0	\$0	\$0	\$0	\$118,158	\$0						
4095	Interest Earned	\$809	\$1,052	\$399	\$788	\$5,518	\$9,500	190.00%	\$5,000		\$10,000	100.00%	5.26%
	<b>Total Revenue</b>	<b>343,465</b>	<b>361,084</b>	<b>383,327</b>	<b>410,953</b>	<b>528,820</b>	<b>1,043,625</b>	<b>135.93%</b>	<b>767,750</b>		<b>412,252</b>	<b>-46.30%</b>	<b>-60.50%</b>
	<b>Sub-total Funds Available</b>	<b>747,872</b>	<b>1,108,956</b>	<b>1,492,283</b>	<b>1,004,798</b>	<b>1,532,673</b>	<b>2,422,085</b>	<b>118.95%</b>	<b>2,036,209</b>		<b>\$1,879,869</b>	<b>-7.68%</b>	<b>-22.39%</b>
	<b>TRANSFERS OUT TO CITY FACILITIES RESERVES</b>												
	for previous Purchase of 37 Lone Oak (200	\$0	\$0	\$0	\$0	\$0	-\$652,799	\$0	-\$652,799		\$0	100.00%	100.00%
	for previous Purchase of 34 Reese (2015)	\$0	\$0	\$0	\$0	\$0	-\$279,000	\$0	-\$279,000		\$0	100.00%	100.00%
	<b>Total Transfers Out</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$931,799</b>	<b>\$0</b>	<b>-\$931,799</b>		<b>\$0</b>	<b>100.00%</b>	<b>100.00%</b>
	<b>TOTAL FUNDS AVAILABLE</b>	<b>\$747,872</b>	<b>\$1,108,956</b>	<b>\$1,492,283</b>	<b>\$1,004,798</b>	<b>\$1,532,673</b>	<b>\$1,490,286.44</b>	<b>119%</b>	<b>\$1,104,410</b>		<b>\$1,879,869</b>	<b>70.21%</b>	<b>26.14%</b>
	<b>EXPENDITURES</b>												
5660	Non-committed Watershed Venue	\$0	\$0	\$898,438	\$945	\$9,796	\$15,865	0.00%	\$1,091,410		\$1,274,869	16.81%	7935.52%
	PD & PW City Facilities Watershed Construction					\$0	\$0	0.00%	\$0		\$600,000	100.00%	100.00%
	34 Reese - Environmental Survey	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$5,000	100.00%	100.00%
	3617 Country White Lane Perimeter Fencing					\$0	\$6,804	0.00%	\$13,000		\$0	-100.00%	100.00%
	Brodie Lane Has Mat Traps Maintenance					\$0	\$0	0.00%	\$0		\$0	0.00%	0.00%
	Country White Lane Waste Water Line					\$144,417	\$0	0.00%	\$0		\$0	0.00%	0.00%
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>898,438</b>	<b>945</b>	<b>154,213</b>	<b>22,669</b>	<b>0.00%</b>	<b>1,104,410</b>		<b>\$1,879,869</b>	<b>70.21%</b>	<b>8192.53%</b>
	Balance as of 9/30	\$747,872	\$1,108,956	\$593,845	\$1,003,853	\$1,378,460	\$1,467,617	118.95%	\$0		\$0	0.00%	-100.00%

Mayor's Budget 8/11/2017

# UTILITY FUND

## Water, Wastewater, and Solid Waste Utility

The City operates its own Water, Wastewater and Solid Waste Utility systems. Each of these three services are accounted for separately in an Enterprise Fund. The Water and Wastewater Utilities provide services to residential and commercial customers and a cost of service study is performed periodically to determine the rates for the different classes of customers. Wholesale water and wastewater service is provided to the City of Sunset Valley by contracts with the City of Austin, but Sunset Valley is the retail provider within the City of Sunset Valley. In addition to the wholesale contract expense, the City is responsible for the distribution, collection, metering, and billing system within the City of Sunset Valley.

Solid Waste and Recycling services are provided to both residential and commercial customers by a contract with Texas Disposal Systems (TDS). TDS interfaces directly with commercial accounts. Residential accounts are billed directly to the city on a consolidated bill and the city bills residents for a portion of the solid waste expense. The city also provides for supplemental brush collection that is in addition to the green waste collection provided by TDS as well as other solid waste services.

Commercial Water and Wastewater Service is billed at the cost of service. Residential Water, Wastewater, and Solid Waste Services are billed at less than the cost of service and the General Fund provides an annual operating and infrastructure transfer to the Utility Fund.

CITY OF SUNSET VALLEY UTILITY FUND BUDGET FY 2016/2017		Water Proposed Budget 2017/2018	Wastewater Proposed Budget 2017/2018	Solid Waste Proposed Budget 2017/2018	Total Proposed Budget 2017/2018	Total Adopted/Amended Budget 2016/2017	Amount of Increase/ Decrease 2016/2017	% of Increase/ Decrease 2016/2017
<b>REVENUE</b>								
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	485,972	4,000	1,140,342	1,140,342	\$0	0.00%
<b>TOTAL REVENUE:</b>		<b>655,670</b>	<b>489,472</b>	<b>4,200</b>	<b>1,149,342</b>	<b>1,149,342</b>	<b>(0)</b>	<b>0.00%</b>
Trans In	<b>Contribution from the GN Fund for Utility Infrastructure</b>	<b>115,927</b>	<b>86,946</b>	<b>0</b>	<b>202,873</b>	<b>196,964</b>	<b>5,909</b>	<b>3.00%</b>
	<b>Subsidy from General Fund</b>	<b>135,604</b>	<b>152,224</b>	<b>134,680</b>	<b>422,508</b>	<b>379,387</b>	<b>43,121</b>	<b>11.37%</b>
<b>TOTAL REVENUE AFTER TRANSFERS</b>		<b>907,201</b>	<b>728,642</b>	<b>138,880</b>	<b>1,774,723</b>	<b>1,725,693</b>	<b>49,030</b>	<b>2.84%</b>
<b>EXPENDITURES</b>								
Trans Out	Contribution for Utility Infrastructure	\$115,927	\$86,946	\$0	202,873	196,964	\$5,909	3.00%
	New Equipment	\$0	\$0	\$0	0	0	0	0
5057	Administrative Assistant	\$7,952	\$1,988	\$1,988	11,928	11,928	\$0	0.00%
5065	Code Compliance Officer	\$14,654	\$9,769	\$0	24,423	9,770	\$14,653	149.98%
5060	Director	\$21,108	\$10,554	\$5,277	36,939	36,939	\$0	0.00%
5030	Environmental Manager	\$0	\$0	\$3,910	3,910	3,910	\$0	0.00%
5066	Land Management Supervisor	\$0	\$0	\$6,025	6,025	6,025	\$0	0.00%
5068	Maintenance Technician (JM)	\$1,682	\$1,682	\$6,732	10,096	10,107	-\$11	-0.11%
5021	Maintenance Technician (QD)	\$2,026	\$2,026	\$8,107	12,160	12,160	\$0	0.00%
5063	Maintenance Technician (MJ)	\$21,481	\$7,160	\$0	28,641	28,641	\$0	0.00%
new	Maintenance Technicial 1	\$7,865	\$5,243	\$0	13,108	0	\$13,108	100.00%
new	Benefits	\$2,274	\$1,508	\$0	3,782	0	\$3,782	100.00%
5010	Operations Manager	\$10,211	\$6,807	\$0	17,018	17,018	\$0	0.00%
5080	Utilities Supervisor-Superintendent	\$40,600	\$17,400	\$0	58,000	58,000	\$0	0.00%
5001	Utility Billing Clerk	\$4,580	\$2,290	\$2,290	9,160	9,160	\$0	0.00%
5094	Water Sampling Hourly	\$6,500	\$0	\$0	6,500	5,700	\$800	14.04%
5090	Overtime	\$4,099	\$1,269	\$750	6,118	4,503	\$1,615	35.86%
n/a	Merit Increases (3% Salary )	\$4,007	\$1,828	\$1,052	6,887	4,687	\$2,200	46.94%
n/a	Benefit Increases	\$1,322	\$603	\$335	2,260	1,938	\$322	16.62%
5084	Cell Phone Allowance	\$2,160	\$0	\$0	2,160	720	\$1,440	200.00%
5046	Incentive - Longevity	\$0	\$0	\$0	0	0	\$0	0.00%

CITY OF SUNSET VALLEY UTILITY FUND BUDGET FY 2016/2017		Water Proposed Budget 2017/2018	Wastewater Proposed Budget 2017/2018	Solid Waste Proposed Budget 2017/2018	Total Proposed Budget 2017/2018	Total Adopted/Amended Budget 2016/2017	Amount of Increase/ Decrease 2016/2017	% of Increase/ Decrease 2016/2017
	Personnel Continued							
5086	Incentive - Bilingual	\$0	\$0	\$0	0	0	\$0	0.00%
5087	Incentive - Education	\$600	\$0	\$0	600	0	\$600	100.00%
5091	Incentive-Licensing/Certification	\$1,200	\$0	\$0	1,200	0	\$1,200	100.00%
5122	Dental Insurance	\$481	\$0	\$0	481	528	-\$47	-8.90%
5120	Life Insurance	\$50	\$0	\$0	50	66	-\$16	-24.24%
5121	Medical Insurance	\$4,860	\$0	\$0	4,860	5,940	-\$1,080	-18.18%
5123	Vision Insurance	\$85	\$0	\$0	85	79	\$6	7.59%
5124	LTD Insurance	\$227	\$0	\$0	227	180	\$47	26.11%
5126	STD Insurance	\$127	\$0	\$0	127	108	\$19	17.59%
5150	Workers Comp Insurance	\$4,640	\$3,145	\$1,278	9,063	8,624	\$439	5.09%
5130	Medicare Employer Match	\$2,123	\$489	\$529	3,141	2,862	\$279	9.75%
5135	Social Security Employer Match (6.2%)	\$0	\$0	\$0	0		\$0	#DIV/0!
5140	TMRS Match	\$17,904	\$7,939	\$4,570	30,413	21,890	\$8,523	38.94%
5131	Unemployment Insurance	\$250	\$0	\$0	250	270	-\$20	-7.41%
	<b>Total Personnel Services</b>	<b>185,068</b>	<b>81,702</b>	<b>42,843</b>	<b>309,613</b>	<b>261,753</b>	<b>47,859</b>	<b>18.28%</b>
	<b>Community Programs</b>							
5877	Water Conservation Program	26,000	0	0	26,000	26,000	0	0.00%
	<b>Total Community Programs</b>	<b>26,000</b>	<b>0</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Contractual Services</b>							
5303	Aquifer District Fee	3,500	0	0	3,500	3,500	\$0	0.00%
5798	Annual Wastewater Line Inspections	0	11,500	0	11,500	15,000	-\$3,500	-23.33%
5410	Brush Chipping	0	0	16,000	16,000	16,000	\$0	0.00%
5324	Emergency Repair Services	1,500	1,500	0	3,000	6,000	-\$3,000	-50.00%
5327	Engineer Services	7,000	4,000	0	11,000	13,000	-\$2,000	-15.38%
5375	Inspections	1,500	1,500	0	3,000	2,000	\$1,000	50.00%
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	67,887	1,101,209	1,098,598	\$2,611	0.24%
	<b>Total Contractual Services</b>	<b>525,753</b>	<b>542,069</b>	<b>90,887</b>	<b>1,158,709</b>	<b>1,163,598</b>	<b>-4,889</b>	<b>-0.42%</b>
	<b>Operational Expenses</b>							
5510	Animal Control	0	0	3,500	3,500	5,000	-\$1,500	-30.00%
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	1,575	\$0	0.00%
5645	Fuel	500	500	0	1,000	1,000	\$0	0.00%
5650	Haz-Mat Material Disposal	0	0	250	250	400	-\$150	-37.50%

CITY OF SUNSET VALLEY UTILITY FUND BUDGET FY 2016/2017		Water Proposed Budget 2017/2018	Wastewater Proposed Budget 2017/2018	Solid Waste Proposed Budget 2017/2018	Total Proposed Budget 2017/2018	Total Adopted/Amended Budget 2016/2017	Amount of Increase/ Decrease 2016/2017	% of Increase/ Decrease 2016/2017
	Operational Expenses Continued							
5665	Landfill Use	0	0	0	0	0	\$0	0.00%
5705	Office Supplies, Postage, Printing	1,000	800	0	1,800	1,800	\$0	0.00%
5710	Oil Disposal/Disposal Program	0	0	0	0	0	\$0	0.00%
5735	Rental Expense - Equipment	1,000	750	750	2,500	2,500	\$0	0.00%
5745	Repair & Maintenance - Equipment	1,300	4,700	0	6,000	7,000	-\$1,000	-14.29%
5758	Repair & Maintenance: System	22,000	6,000	0	28,000	26,500	\$1,500	5.66%
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	9,953	\$0	0.00%
5795	Tire Recycling	0	0	650	650	650	\$0	0.00%
5820	Training and Education: Employees	4,350	800	0	5,150	4,600	\$550	11.96%
5815	Training and Education: Travel Expenses	1,900	600	0	2,500	2,100	\$400	19.05%
5830	Uniforms	950	600	0	1,550	1,200	\$350	29.17%
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%
	<b>Total Operational Expenses</b>	<b>54,453</b>	<b>17,925</b>	<b>5,150</b>	<b>77,528</b>	<b>77,378</b>	<b>150</b>	<b>0.19%</b>
	<b>TOTAL EXPENDITURES</b>	<b>907,201</b>	<b>728,642</b>	<b>138,880</b>	<b>1,774,723</b>	<b>1,725,693</b>	<b>49,029</b>	<b>2.76%</b>
	<b>EXCESS/DEFICIENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>0.00%</b>

Finance Committee Reviewed on 7/13/2017

Mayor's Budget 8-11-2017

Utility Fund- Water Department FY 2017/2018 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 Actual Expenses	16/17 Proposed to Spend in	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
<b>PERSONNEL SERVICES</b>												
02-05-5070	Administrative Assistant	Hourly Position	\$4,526	\$3,736	\$5,478	\$5,105	\$5,979	\$7,952	\$7,952	\$7,952	\$0	0.00%
02-05-5065	Code Compliance Officer	Hourly Position (Increased to 30% of FTE)	\$0	\$0	\$0	\$0	\$0	\$4,885	\$4,885	\$14,654	\$9,769	199.98%
02-05-5025	Director	Exempt Position	\$13,472	\$18,288	\$18,838	\$18,928	\$21,234	\$21,108	\$21,108	\$21,108	\$0	0.00%
02-05-5063	Maintenance Technician II (MJ)	Hourly Position	\$0	\$0	\$0	\$0	\$14,660	\$21,481	\$21,481	\$21,481	\$0	0.00%
02-05-5021	Maintenance Technician II (QD)	Hourly Position	\$7,417	\$0	\$0	\$0	\$0	\$2,026	\$2,026	\$2,026	\$0	0.00%
02-05-5068	Maintenance Technician II (JM)	Hourly Position	\$0	\$16,547	\$17,666	\$14,182	\$6,143	\$1,693	\$1,693	\$1,682	-\$11	-0.65%
New	Maintenance Technical I	Hourly Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,865	\$7,865	100.00%
	Benefits Increases	Hourly Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,274	\$2,274	100.00%
02-05-5027	Operations Manager	Exempt Position	\$4,400	\$7,832	\$8,065	\$8,420	\$10,127	\$10,211	\$10,211	\$10,211	\$0	0.00%
02-05-5000	Utilities Superintendent	Hourly Position	\$33,859	\$33,402	\$19,102	\$40,236	\$28,537	\$29,513	\$40,600	\$40,600	\$0	0.00%
02-05-5001	Utility Billing Clerk	Hourly Position	\$4,274	\$2,212	\$2,625	\$3,877	\$4,552	\$4,580	\$4,580	\$4,580	\$0	0.00%
02-05-5094	Water Sampling Hourly	4 hrs. per week @ overtime rate for various employees (increased to reflect actual expenses FY 16/17)	\$0	\$0	\$0	\$0	\$2,650	\$5,700	\$5,700	\$6,500	\$800	14.04%
02-05-5090	Overtime on FT Hourly Positions	Overtime pay for hourly employees.	\$248	\$1,229	\$1,954	\$3,602	\$2,464	\$2,640	\$2,640	\$4,099	\$1,459	55.27%
	Merit Increases	Calculated at 3% of total salaries	-	-	-	-	n/a		\$3,170	\$4,007	\$837	26.40%
	Benefits Increases	Benefits calculated using merit increases totals.	-	-	-	-	n/a		\$1,212	\$1,322	\$110	9.10%
02-05-5084	Cell Phone Allowance	Allowance paid to Utility Superintendent and Utility Technician. Other essential employees are paid by PW. Both positions allowances were increased for data allowance.	\$0	\$0	\$0	\$720	\$775	\$580	\$720	\$2,160	\$1,440	200.00%
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	\$0	0.00%
02-05-5087	Incentive - Education	Paid to employees that have certain degrees and certification. Paid different amounts for different degrees and certifications.	\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$600	\$600	100%
02-05-5091	Incentive - Licensing	Paid to employees that have certain licenses and certification. Paid different amounts for different licenses and certifications.						\$0	\$0	\$1,200	\$1,200	100.00%
02-05-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$616	\$360	\$0	\$420	\$424	\$427	\$528	\$481	-\$47	-8.90%
02-05-5120	Insurance- Life	Employer pays 100% of the Life Insurance Premium for the employee.	\$144	\$84	\$0	\$60	\$42	\$51	\$66	\$50	-\$16	-24.24%
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	\$4,218	\$5,390	\$5,940	\$4,860	-\$1,080	-18.18%
02-05-5123	Insurance - Vision	Employer pays 100% of premium	\$0	\$98	\$0	\$84	\$61	\$74	\$79	\$85	\$6	7.59%
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	\$243	\$180	\$180	\$227	\$47	26.11%
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	\$137	\$108	\$108	\$127	\$19	17.59%

Utility Fund- Water Department FY 2017/2018 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 Actual Expenses	16/17 Proposed to Spend in	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
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	\$0	\$3,495	\$4,296	\$4,640	\$344	8.01%
02-05-5130	Medicare Match (.0145%)	Employer match to the Medicare tax.	\$1,005	\$1,167	\$922	\$1,283	\$1,323	\$1,856	\$1,856	\$2,123	\$267	14.39%
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	\$12,263	\$14,751	\$14,751	\$17,904	\$3,153	21.37%
02-05-5191	TWC Insurance	Provides Unemployment Insurance	\$324	\$270	\$270	\$270	\$0	\$250	\$270	\$250	-\$20	-7.41%
		<b>Total Personnel</b>	<b>\$93,612</b>	<b>\$100,340</b>	<b>\$76,354</b>	<b>\$114,487</b>	<b>\$115,832</b>	<b>\$138,951</b>	<b>\$156,052</b>	<b>\$185,068</b>	<b>\$29,016</b>	<b>18.59%</b>
<b>COMMUNITY PROGRAMS</b>												
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	\$22,618	\$24,300	\$26,000	\$26,000	\$0	0.00%
		<b>Total Community Programs</b>	<b>\$17,511</b>	<b>\$19,454</b>	<b>\$26,000</b>	<b>\$15,189</b>	<b>\$22,618</b>	<b>\$24,300</b>	<b>\$26,000</b>	<b>\$26,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>CONTRACTUAL SERVICES</b>												
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	\$3,210	\$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	\$2,500	\$0	\$3,000	\$1,500	-\$1,500	-50.00%
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. <b>Increase due to additional services required for backflow compliance.</b>	\$0	\$0	\$0	\$0	\$4,740	\$800	\$5,000	<b>\$7,000</b>	\$2,000	40.00%
02-05-5375	Inspections	Provides funds to cover expenses related to the plan review and inspection of public water system installations, repairs and connections. <b>Increased to allow for additional Customer Service Inspections.</b>	\$950	\$1,650	\$0	\$0	\$0	\$0	\$500	<b>\$1,500</b>	\$1,000	200.00%
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	\$512,075	\$512,253	\$512,253	\$512,253	\$0	0.00%
		<b>Total Contractual Services</b>	<b>\$465,564</b>	<b>\$492,191</b>	<b>\$466,411</b>	<b>\$500,466</b>	<b>\$522,525</b>	<b>\$516,263</b>	<b>\$524,253</b>	<b>\$525,753</b>	<b>\$1,500</b>	<b>0.29%</b>
<b>OTHER OPERATING</b>												
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	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.00%

Utility Fund- Water Department FY 2017/2018 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 Actual Expenses	16/17 Proposed to Spend in	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
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	\$2,224	\$2,500	\$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	\$1,870	\$1,410	\$1,500	\$1,500	\$0	0.00%
02-05-5645	Fuel	Provides funds for fuel for water utility vehicles and equipment.	\$500	\$500	\$500	\$500	\$0	\$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	\$21	\$1,000	\$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	\$0	\$300	\$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	\$1,475	\$1,500	\$2,000	\$1,300	-\$700	-35.00%
02-05-5758	Repair and Maintenance: System	Provides funds to cover expenses related to the repair, maintenance, and materials for the water system. <b>(Increased FY 17/18 to provide for mandatory annual fire hydrants \$3,500, backflow device testing \$3,500 and valve maintenance \$3,500)</b>	\$8,607	\$9,562	\$13,480	\$14,478	\$19,642	\$18,500	\$18,500	\$22,000	\$3,500	18.92%
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	\$758	\$3,000	\$3,000	\$3,000	\$0	0.00%
02-05-5782	Software Maintenance	Provides funds for software maintenance fees. Including Incode (billing), Data Matic(meter reading) and Waterways (water conservation management).	\$8,479	\$6,641	\$6,964	\$7,339	\$7,742	\$9,953	\$9,953	\$9,953	\$0	0.00%
02-05-5820	Training and Education - Employee <b>FY17/18 increase for new position</b>	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	\$2,216	\$2,500	\$3,800	\$4,350	\$550	14.47%
02-05-5815	Travel Expenses and Mileage Reimbursement - <b>FY 17/18 increase for new position</b>	Provides funds to reimburse employees for travel expenses including hotel, travel expenses, meal per diem, and other expenses.	\$0	\$500	\$184	\$499	\$443	\$800	\$1,500	\$1,900	\$400	26.67%
02-05-5830	Uniforms - <b>FY 17/18 increase for new position</b>	Funds to provide new or replacement uniforms for utility personnel.	\$0	\$396	\$239	\$201	\$500	\$600	\$600	\$950	\$350	58.33%
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	\$4,003	\$2,157	\$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	\$72	\$500	\$500	\$500	\$0	0.00%
		<b>Total Operating Costs</b>	<b>\$25,507</b>	<b>\$29,698</b>	<b>\$32,264</b>	<b>\$35,327</b>	<b>\$41,966</b>	<b>\$46,220</b>	<b>\$50,353</b>	<b>\$54,453</b>	<b>\$4,100</b>	<b>8.14%</b>
		<b>SUB-TOTAL WATER DEPARTMENTAL EXPENSES</b>	<b>\$602,193</b>	<b>\$641,683</b>	<b>\$601,029</b>	<b>\$665,469</b>	<b>\$702,942</b>	<b>\$725,734</b>	<b>\$756,658</b>	<b>\$791,274</b>	<b>\$34,616</b>	<b>4.57%</b>



Utility Fund- Water Department FY 2017/2018 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 Actual Expenses	16/17 Proposed to Spend in	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Amount of Increase/ Decrease	% of Increase/ Decrease
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	\$112,551	\$115,927	\$3,376	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	\$0	0.00%
		<b>Totals</b>	<b>\$602,193</b>	<b>\$741,683</b>	<b>\$719,029</b>	<b>\$690,120</b>	<b>\$812,215</b>	<b>\$838,285</b>	<b>\$869,209</b>	<b>\$907,201</b>	<b>\$37,992</b>	<b>4.37%</b>
		<i>Finance Committee reviewed 7-13-2017</i>										
		<i>Mayor's Budget 8-11-2017</i>										

Utility Fund- Wastewater Department FY 2017/2018 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 Actual Expenses	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
<b>PERSONNEL SERVICES</b>											
02-06-5070	Administrative Assistant	Hourly Position	\$1,974	\$1,340	\$1,826	\$1,702	\$1,993	\$1,988	\$1,988	\$0	0.00%
02-06-5025	Director	Exempt Position	\$8,486	\$9,144	\$9,419	\$9,464	\$10,617	\$10,554	\$10,554	\$0	0.00%
02-06-5027	Operations Manager	Exempt Position	\$2,934	\$5,221	\$5,377	\$5,614	\$6,751	\$6,807	\$6,807	\$0	0.00%
02-06-5021	Code Compliance	Hourly Position (Increased to 20% of FTE)	\$0	\$0	\$0	\$0	\$0	\$4,885	\$9,769	\$4,884	99.98%
02-06-5020	Maintenance Technician II (QD)	Hourly Position	\$4,895	\$0	\$0	\$0	\$0	\$2,027	\$2,027	\$0	0.00%
02-06-5068	Maintenance Technician II (JM)	Hourly Position	\$0	\$5,391	\$5,891	\$4,727	\$2,048	\$1,682	\$1,682	\$0	0.00%
02-06-5063	Maintenance Technician II (MJ)	Hourly Position	\$0	\$0	\$0	\$0	\$4,887	\$7,160	\$7,160	\$0	0.00%
New	Maintenance Technician I	Hourly Position							\$5,243		
New	Benefits Increases	Hourly Position							\$1,508		
02-06-5000	Utilities Superintendent	Hourly Position	\$14,511	\$14,315	\$7,068	\$17,193	\$12,230	\$17,400	\$17,400	\$0	0.00%
02-05-5001	Utility Billing Clerk	Part-Time Position	\$0	\$1,186	\$1,311	\$1,939	\$2,276	\$2,290	\$2,290	\$0	0.00%
02-06-5090	Overtime on FT Hourly Positions	Overtime for hourly employees	\$118	\$489	\$706	\$1,542	\$569	\$976	\$1,269	\$293	30.07%
	Merit Increases	Calculated at 3% of total salaries	\$0	\$0	\$0	\$0		\$1,517	\$1,828	\$311	20.53%
	Benefits Increases	Benefits calculated using merit increases total.	\$0	\$0	\$0	\$0		\$552	\$603	\$51	9.31%
02-06-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$324	\$0	\$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	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	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	\$0	\$3,145	\$3,145	\$0	0.00%
02-06-5130	Medicare Match	Employer match to the Medicare portion of social security benefits.	\$482	\$570	\$470	\$573	\$533	\$495	\$489	-\$6	-1.29%
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	\$7,939	\$4,515	131.86%
02-06-5131	TWC Insurance	Provides funds for state mandated employer contribution to unemployment compensation fund.	\$81	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
<b>Total Personnel</b>			<b>\$45,391</b>	<b>\$42,241</b>	<b>\$35,797</b>	<b>\$46,562</b>	<b>\$47,127</b>	<b>\$64,902</b>	<b>\$81,702</b>	<b>\$10,049</b>	<b>15.48%</b>

Utility Fund- Wastewater Department FY 2017/2018 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 Actual Expenses	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
<b>CONTRACTUAL SERVICES</b>											
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	\$0	\$15,000	\$11,500	-\$3,500	-23.33%
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. <i>(Reduced to offset increase to Water Engineering Services)</i>	\$0	\$5,818	\$0	\$4,085	\$0	\$8,000	\$4,000	-\$4,000	-50.00%
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	\$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	\$0	\$3,000	\$1,500	-\$1,500	-50.00%
02-05-5371	Industrial Waste Services	Provides funds for the review of industrial waste limits, pretreatment compliance, and inspections (Austin Water Utility services).	\$0	\$2,500	\$2,500	\$68	\$56	\$2,500	\$2,500	\$0	0.00%
02-06-5373	Wholesale Wastewater Purchases	Provides funds to cover expenses paid to the City of Austin for contractual wastewater treatment services for both residential and commercial areas. .	\$419,653	\$486,201	\$466,541	\$460,182	\$454,638	\$521,069	\$521,069	\$0	0.00%
<b>Total Contractual</b>			<b>\$419,728</b>	<b>\$510,522</b>	<b>\$483,326</b>	<b>\$478,362</b>	<b>\$454,694</b>	<b>\$551,069</b>	<b>\$542,069</b>	<b>-\$9,000</b>	<b>-1.63%</b>
<b>OTHER OPERATING</b>											
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	\$0	\$575	\$575	\$0	0.00%
02-06-5645	Fuel	Provides funds for fuel for the utility truck.	\$0	\$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	\$0	\$800	\$800	\$0	0.00%

Utility Fund- Wastewater Department FY 2017/2018 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 Actual Expenses	16/17 Adopted/ Amended Budget	17/18 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	\$0	\$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	\$170	\$5,000	\$4,700	-\$300	-6.00%
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	\$3,578	\$8,000	\$6,000	-\$2,000	-25.00%
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	\$919	\$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	\$807	\$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	\$28	\$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	\$600	\$0	0.00%
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	\$778	\$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	\$0	\$500	\$500	\$0	0.00%
	<b>Total Operating Costs</b>		<b>\$7,409</b>	<b>\$4,688</b>	<b>\$5,315</b>	<b>\$7,850</b>	<b>\$6,780</b>	<b>\$20,225</b>	<b>\$17,925</b>	<b>-\$2,300</b>	<b>-11.37%</b>
	<b>SUB-TOTAL WASTEWATER DEPARTMENTAL EXPENSES</b>		<b>\$472,528</b>	<b>\$557,451</b>	<b>\$524,438</b>	<b>\$532,774</b>	<b>\$508,601</b>	<b>\$636,196</b>	<b>\$641,696</b>	<b>\$5,500</b>	<b>0.86%</b>
	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	\$86,946	\$2,533	3.00%
	<b>Totals</b>		<b>\$472,528</b>	<b>\$632,451</b>	<b>\$601,688</b>	<b>\$553,103</b>	<b>\$590,556</b>	<b>\$720,609</b>	<b>\$728,642</b>	<b>\$8,033</b>	<b>1.11%</b>
<i>Finance Committee reviewed 7/13/2017</i>											
<i>Mayor's Budget 8/22/2017</i>											

Utility Fund- Solid Waste Department												
FY 2017/2018 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 Actual Expenses	Proposed to Spend in FY 16/17	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
<b>PERSONNEL SERVICES</b>												
02-07-5057	Administrative Assistant	Hourly Position	\$0	\$0	\$0	\$0	\$0	\$0	\$1,988	\$1,988	\$0	0.00%
02-07-5025	Director	Exempt Position	\$4,243	\$4,572	\$4,710	\$4,732	\$5,309	\$5,277	\$5,277	\$5,277	\$0	0.00%
02-07-5030	Environmental Manager	Exempt Position	\$0	\$3,120	\$3,114	\$3,226	\$3,875	\$3,910	\$3,910	\$3,910	\$0	0.00%
02-07-5066	Land Management Supervisor	Hourly Position	\$2,783	\$4,504	\$4,687	\$4,922	\$5,970	\$6,025	\$6,025	\$6,025	\$0	0.00%
02-07-5063	Maintenance Technician II (MJ)	Hourly Position	\$3,278	\$0	\$0	\$4,236	\$1,648	\$0	\$0	\$0	\$0	0.00%
02-07-5068	Maintenance Technician II (JM)	Hourly Position	\$0	\$0	\$0	\$0	\$3,228	\$6,732	\$6,732	\$6,732	\$0	0.00%
02-07-5020	Maintenance Technician II (QD)	Hourly Position	\$0	\$6,468	\$6,513	\$6,888	\$8,124	\$8,103	\$8,107	\$8,107	\$0	0.00%
02-07-5010	Operations Manager	Exempt Position	\$680	\$0	\$103	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
02-05-5001	Utility Billing Clerk	Part-Time Position	\$0	\$1,186	\$1,311	\$1,939	\$2,276	\$2,290	\$2,290	\$2,290	\$0	0.00%
02-07-5090	Overtime on FT Hourly Positions		\$160	\$320	\$783	\$760	\$796	\$728	\$728	\$750	\$22	3.00%
	Merit Increases	Calculated at 3% of total salaries	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$1,052	\$1,052	100.00%
	Benefits Increases	Benefits calculated using merit increase total	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$335	\$335	100.00%
02-07-5122	Insurance- Dental	Employer pays 100% of Dental Insurance Premiums for the employee.	\$97	\$0	\$0	\$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	\$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	\$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	\$0	\$963	\$1,183	\$1,278	\$95	8.00%
02-07-5130	Medicare Match	Employer match to the Medicare tax.	\$150	\$217	\$223	\$246	\$401	\$479	\$511	\$529	\$18	3.47%
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	\$3,715	\$4,570	\$855	23.02%
02-07-5131	TWC Insurance	Provides Unemployment Insurance.	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
<b>Total Personnel</b>			<b>\$16,646</b>	<b>\$22,780</b>	<b>\$28,400</b>	<b>\$29,813</b>	<b>\$34,914</b>	<b>\$38,222</b>	<b>\$40,639</b>	<b>\$42,843</b>	<b>\$2,203</b>	<b>5.42%</b>

Utility Fund- Solid Waste Department FY 2017/2018 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 Actual Expenses	Proposed to Spend in FY 16/17	16/17 Adopted/ Amended Budget	17/18 Proposed Budget	Increase/ Decrease	% of Increase/ Decrease
<b>CONTRACTUAL SERVICES</b>												
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	\$14,704	\$15,000	\$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	\$7,209	\$7,000	\$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. <b>Annual Increase of 4% per contract agreement.</b> The City pays the tax to the State Comptroller	\$53,163	\$56,153	\$58,056	\$60,794	\$61,954	\$64,000	\$65,276	\$67,887	\$2,611	4.00%
<b>Total Contractual</b>			<b>\$67,332</b>	<b>\$81,190</b>	<b>\$77,210</b>	<b>\$80,306</b>	<b>\$83,867</b>	<b>\$86,000</b>	<b>\$88,276</b>	<b>\$90,887</b>	<b>\$2,611</b>	<b>2.96%</b>
<b>OTHER OPERATING</b>												
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 funds for educational materials and signage for the all areas of the city including the trails.	\$401	\$697	\$328	\$677	\$47	\$2,000	\$5,000	\$3,500	-\$1,500	-30.00%
02-07-5650	Haz-Mat Disposal	Provide funds for expenses related to the proper handling and disposal of hazardous materials.	\$237	\$0	\$0	\$207	\$33	\$365	\$400	\$250	-\$150	-37.50%
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	\$302	\$500	\$750	\$750	\$0	0.00%
02-07-5795	Tire Recycling	Provides funds for expenses related to the used tire recycling program.	\$513	\$387	\$477	\$473	\$207	\$400	\$650	\$650	\$0	0.00%
<b>Total Operating Costs</b>			<b>\$1,151</b>	<b>\$1,084</b>	<b>\$805</b>	<b>\$1,357</b>	<b>\$589</b>	<b>\$3,265</b>	<b>\$6,800</b>	<b>\$5,150</b>	<b>-\$1,650</b>	<b>-24.26%</b>
<b>Totals</b>			<b>\$85,130</b>	<b>\$105,054</b>	<b>\$106,414</b>	<b>\$111,476</b>	<b>\$119,371</b>	<b>\$127,487</b>	<b>\$135,715</b>	<b>\$138,880</b>	<b>\$3,164</b>	<b>2.33%</b>

FY 2017/2018

UTILITY FUND - EQUIPMENT REPAIR/REPLACEMENT

	Purchase Date FY	Replace Date FY	Average Year Life	Estimate to Replace	Age as of 9/30/2017	Adopted 2016/2017	Expenses 2016/2017	Add Year 2017/2018	Adopted 2017/2018
<b>EQUIPMENT REPLACEMENT/INFRASTRUCTURE REPLACEMENT</b>									
<b>WATER</b>									
Backhoe	FY 04/05	FY 14/15	11	\$120,000	12 years	\$120,000		\$0	\$120,000
2004 Chevy Silverado 2500 Utility with Crane (6915) (Purchased 04)	FY 03/04	FY 11/12	8	\$60,000	13 years	\$60,000		\$0	\$60,000
2015 Chevy Silverado 1500 Utility 6-5-2015 (4832)	FY 14/15	FY 19/20	8	\$32,000	3 years	\$8,000		\$4,000	\$12,000
<b>TOTAL</b>						<b>\$188,000</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$192,000</b>
<b>WASTEWATER</b>									
Sewer Jet Trailer	FY 11/12	FY 22/23	10	\$60,000	6 years	\$30,000		\$6,000	\$36,000
Lift Station Pump 1 (2014)	FY 13/14	FY 18/19	5	\$8,200	4 years	\$4,920		\$1,640	\$6,560
Lift Station Pump 2 (2013)	FY 13/14	FY 18/19	5	\$8,200	4 years	\$4,920		\$1,640	\$6,560
<b>TOTAL</b>						<b>\$39,840</b>	<b>\$0</b>	<b>\$9,280</b>	<b>\$49,120</b>
<b>SOLID WASTE</b>									
2014 Vermeer Brush Chipper 12" (purchased Jan 2014)	FY 13/14	FY 17/18	4	\$32,000	4 years	\$24,000	\$0	\$8,000	\$32,000
<b>TOTAL</b>						<b>\$24,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$32,000</b>
<b>TOTAL RESERVE FOR REPAIR AND REPLACEMENT EQUIPMENT</b>						<b>\$251,840</b>		<b>\$21,280</b>	<b>\$273,120</b>
Operating Transfers In - From General Fund 02-12-4300								21,000	\$21,000
<b>TOTAL RESERVE FOR REPAIR AND REPLACEMENT EQUIPMENT</b>						<b>251,840</b>	<b>0</b>	<b>42,280</b>	<b>294,120</b>

Finance Committee Reviewed 7/13/2017

Mayor's Budget 8/11/2017

WASTEWATER REPAIR/REPLACEMENT  
FY 2017/2018

LOCATION/COST CATEGORY <i>Wastewater Facility</i>	Length (feet)	Width (dia)	Pipe Type	Installation Year	2013 Cost	Year	FY 2017-2018											
						2012	1	2	3	4	5	6	7	8	9	10	11	12
						2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024	
Lift Station (Stearns/290)				1991	175,000											228,335		
Lone Oak Trail	2631	8	SDR 35	1991	328,875								11,845					455,240
Sunset Trail	1676	8	SDR 35	1991	209,500													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													
<i>Future Country White (to be funded out of Green Tax)</i>	1950	8	SDR		292,500													
<i>Future Stearns Lane ETJ</i>	825	8	SDR		123,750									152,197				
TOTAL COST PAID IN FY						0	0	0	0	0	0	0	164,042	0	305,480	0	794,063	0

<b>BEGINNING BALANCE</b>						639,936	1,214,936	1,292,186	1,371,754	1,453,708	1,538,121	1,646,067	1,735,621	1,663,819	1,758,827	1,551,205	1,651,999	961,753
<b>LESS COSTS PAID IN FY</b>						0	0	0	0	0	0	0	164,042	0	305,480	0	794,063	0
<b>ANNUAL CONTRIBUTION</b>						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
less Equipment Repair and Replacement Reserve addition											9,280							
less Equipment Repair and Replacement Reserve-SW addition											8,000							
One time contribution from GN fund for Brush Chipper											21,000							
<b>ENDING BALANCE AS OF 9/30</b>						1,214,936	1,292,186	1,371,754	1,453,708	1,538,121	1,646,067	1,735,621	1,663,819	1,758,827	1,551,205	1,651,999	961,753	1,068,685

\$102,120  
committed  
for RR

Mayor's Budget 8/11/2017



WASTEWATER REPAIR/REPLACEMENT  
FY 2017/2018

LOCATION/COST CATEGORY Wastewater Facility	Length (feet)	Width (dia)	Pipe Type	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
				2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2,037	2,038	2,039
				Lift Station (Stearns/290)														
Lone Oak Trail	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															
Pillow Road	2176	8	SDR 35															
Future Country White (to be funded out of Green Tax)	1950	8	SDR															
Future Stearns Lane ETJ	825	8	SDR															
TOTAL COST PAID IN FY				0	663,271	0	1,234,019	0	0	622,714	651,780	439,960	0	587,882	0	0	0	177,148

BEGINNING BALANCE				1,068,685	1,178,825	628,999	745,847	-367,820	-243,856	-116,174	-607,375	-1,123,697	-1,424,134	-1,280,426	-1,720,290	-1,567,830	-1,410,797	-1,249,052
LESS COSTS PAID IN FY				0	663,271	0	1,234,019	0	0	622,714	651,780	439,960	0	587,882	0	0	0	177,148
ANNUAL CONTRIBUTION				110,140	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
less Equipment Repair and Replacement Reserve addition																		
less Equipment Repair and Replacement Reserve-SW addition																		
One time contribution from GN fund for Brush Chipper																		
ENDING BALANCE AS OF 9/30				1,178,825	628,999	745,847	-367,820	-243,856	-116,174	-607,375	-1,123,697	-1,424,134	-1,280,426	-1,720,290	-1,567,830	-1,410,797	-1,249,052	-1,259,603

Mayor's Budget 8/11/2017

WASTEWATER REPAIR/REPLACEMENT  
FY 2017/2018

LOCATION/COST CATEGORY	Length (feet)	Width (dia)	Pipe Type	28	29	30
				2,040	2,041	2,042
<b>Wastewater Facility</b>						
Lift Station (Stearns/290)						
Lone Oak Trail	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	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				515,928	640,986	0
<b>BEGINNING BALANCE</b>				<b>-1,259,603</b>	<b>-1,603,937</b>	<b>-2,068,180</b>
<b>LESS COSTS PAID IN FY</b>				<b>515,928</b>	<b>640,986</b>	<b>0</b>
<b>ANNUAL CONTRIBUTION</b>				<b>171,595</b>	<b>176,742</b>	<b>182,045</b>
less Equipment Repair and Replacement Reserve addition						
less Equipment Repair and Replacement Reserve-SW addition						
One time contribution from GN fund for Brush Chipper						
<b>ENDING BALANCE AS OF 9/30</b>				<b>-1,603,937</b>	<b>-2,068,180</b>	<b>-1,886,135</b>

Mayor's Budget 8/11/2017



**UTILITY FUND  
PROJECTS  
FY 2017/2018**

**New Program Worksheet**

Program Name	<b>Water Plant Tank Replacement</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Utility</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Water Utility Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**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 2017-2018** **\$90,000**

**Total Increases to the Budget for FY 2017-2018** **\$90,000**

**New Program Worksheet**

Program Name **Water Plant Tank Replacement** Fiscal Year **2017-2018**  
 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
	Repair/Replacement of Tank 1	\$ 90,000
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$ 90,000

**FY 2017-2018**  
\$ 90,000

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

**FY 2018-2019**  
\$

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

**FY 2019-2020**  
\$ 0

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
Public Works Director	1	8,795	5%	440	0	0
Operations Manager	2	5,673	20%	2,269	0	0
Utility Superintendent	2	4,833	20%	1,933	0	0
<b>Subtotal Personnel</b>				<b>4,642</b>	<b>0</b>	<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

	Hours	Hourly Rate		FY 2017-2018	FY 2018-2019	FY 2019-2020
Overtime	0		x 1.5	0	0	0
Standby	0		x 30	0	0	0
FICA (Equals Total Salaries x )				355	0	0
Insurance (Equals No. of Mos. )					0	0
TMRS (Equals Total Salaries x )				555	0	0
Workers' Comp. (#N/A) X Total Salaries					0	0
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0	0

**TOTAL PERSONNEL COSTS** **5,552** **0** **0**

**Total New Program Costs** **\$ 95,552** **\$ 0** **\$ 0**

**New Program Worksheet**

Program Name	<b>Backflows, Meters &amp; Vaults Improvements</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Utility</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Water Utility Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**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 devices required to meet current city/state standards. This multi year project began in 2016 with replacements prioritized by greatest need.

Additional Austin Master Meter Backflows and Vaults - \$120,000 estimated  
 Additional Sub-Meter Backflows, Meters and Vaults - \$140,000 estimated  
 Replacement Meters and Vaults-\$75,000 estimated  
 Engineering & Testing \$20,000 estimated

**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 2017-2018 \$285,000**

**Total Increases to the Budget for FY 2017-2018 \$285,000**

**New Program Worksheet**

Program Name **Backflows, Meters & Vaults Improvements** Fiscal Year **2017-2018**  
 Department **Utility** Continued Program or New? **New**  
 Funding Source: **Water Utility Fund** Primary Staff Contact: **Katy Phillips**

**Cost of Project/Program FY 2017-2018**

Acct. #	Quantity / Description	Amount	
	Engineering	\$ 20,000	
	Construction	\$ 260,000	
	Testing	\$ 5,000	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	<b>TOTAL</b>		<b>FY 2017-2018</b> \$ 285,000

**Cost of Project/Program FY 2018-2019**

Acct. #	Quantity / Description	Amount	
	Replacement Meter & Valves	\$ 75,000	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	<b>TOTAL</b>		<b>FY 2018-2019</b> \$ 75,000

**Cost of Project/Program FY 2019-2020**

Acct. #	Quantity / Description	Amount	
	Replacement Meters& Valves	\$ 20,000	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	<b>TOTAL</b>		<b>FY 2019-2020</b> \$ 20,000

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
Public Works Director	1	8,795	5%	440	0	0
Operations Manager	4	5,673	20%	4,538	0	0
Utility Superintendent	4	4,833	20%	3,866	0	0
<b>Subtotal Personnel</b>				<b>8,845</b>		<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
Standby	0		x 30	0	0
FICA (Equals Total Salaries x )				677	0
Insurance (Equals No. of Mos. )					0
TMRS (Equals Total Salaries x )				1,058	0
Workers' Comp. #N/A X Total Salaries					0
TWC (Unemployment) 0.00 Persons x \$9000 x .				0	0

**TOTAL PERSONNEL COSTS** **10,579** **0** **0**

**Total New Program Costs** \$ **295,579** \$ **75,000** \$ **20,000**

**New Program Worksheet**

Program Name	<b>Jones Road/AISD Master Meter</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Utility</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Water Utility Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>
			<b>Continued Construction</b>

**Program Description**

**POSTPONED TO FY 2018/2019**

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 Horrigan 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 required in the Wholesale Water Contract with Austin Water Utility and included in Sunset Valley water consumption planning documents to be completed by

**Total FTEs**

0.00

**Total New Program Costs FY 2017-2018**

**\$0**

**Total Increases to the Budget for FY 2017-2018**

**\$0**



**New Program Worksheet**

Program Name **Jones Road/AISD Master Meter** Fiscal Year **2017-2018**  
 Department **Utility** Continued Program or New?  
 Funding Source: **Water Utility Fund** Primary Staff Contact: **Katy Phillips**

**Cost of Project/Program FY 2017-2018**

Acct. #	Quantity / Description	Amount	
<b>TOTAL</b>			<b>FY 2017-2018</b> \$ <u>0</u>

**Cost of Project/Program FY 2018-2019**

Acct. #	Quantity / Description	Amount	
	Design & Bid	20,000	
	Construction	108,690	
	Surveying	\$ 5,000	
<b>TOTAL</b>			<b>FY 2018-2019</b> \$ <u>133,690</u>

**Cost of Project/Program FY 2019-2020**

Acct. #	Quantity / Description	Amount	
<b>TOTAL</b>			<b>FY 2019-2020</b> \$ <u>0</u>

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
Public Works Director	3	8,795	10%	2,639	0	0
Operations Manager	3	5,673	10%	1,702	0	0
Utility Superintendent	3	4,833	10%	1,450	0	0
<b>Subtotal Personnel</b>				<b>5,790</b>	<b>0</b>	<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
	Elig. Pers.		No. of Weeks		
Standby	0		x 30	0	0
FICA	(Equals Total Salaries x )			443	0
Insurance	(Equals No. of Mos. )				0
TMRS	(Equals Total Salaries x )			693	0
Workers' Comp.	#N/A	X Total Salaries			0
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0
<b>TOTAL PERSONNEL COSTS</b>				<b>6,926</b>	<b>0</b>

**Total New Program Costs** \$ 6,926 \$ 0 \$ 0

# DRAINAGE UTILITY FUND

## Drainage Utility

The City Council voted to implement a Drainage Utility effective October 1, 2010 in accordance with the provisions of Chapter 552 of the Local Government Code. An annual determination is made of the funding requirements of the Drainage Utility and all lots are assessed a monthly fee based on the impervious cover of the lot. For commercial properties, the fee is assessed on the actual impervious cover. For residential lots, a table is used to classify the impervious cover of the lot into three different categories, with the majority of residential lots being in the middle category. The monthly fee for this middle category is determined to the one Living Unit Equivalent (LUE) and all other fees are based on the relationship to one LUE. For FY 17-18, the monthly assessment is proposed to remain at \$4.00 per LUE. Funds generated by the fees are placed in a restricted Proprietary Fund in accordance with Chapter 552 requirements and are used for the maintenance and operations of the city's drainage and storm water system. Property located in the city's ETJ along Brodie Lane and Country White is included in the Drainage Utility because storm water from these properties drains into the city's storm water system.

CITY OF SUNSET VALLEY 5 YEAR COMPARISON BUDGET  
DRAINAGE UTILITY FUND  
FY 2017/2018

		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected to receive/spend 2016/2017	% of Budget projected to receive/spend 2016/2017	Adopted/ Amended Budget 2016/2017		Proposed Budget 2017-2018	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
	<b>Balance as of 10/01</b>	\$201,214	\$285,283	\$271,042	\$215,893	\$253,992	100.00%	\$253,992		\$288,175		
	<b>Less repair and Replacement Funds</b>	\$0	\$0	\$0	-\$28,000	-\$28,000	100.00%	-\$28,000		-\$28,000		
	<b>Funds Available before Revenue</b>	\$201,214	\$285,283	\$271,042	\$187,893	\$225,992	100.00%	\$225,992		\$260,175		
G/L Code	<b>REVENUE</b>											
4220	Drainage Utility Sales	\$100,494	\$100,458	\$100,835	\$101,254	\$101,535	100.00%	\$101,532		\$101,500	-0.03%	-0.03%
4095	Interest	\$254	\$153	\$273	\$1,488	\$2,000	105.26%	\$1,900		\$2,500	31.58%	25.00%
4300	Transfer in - from the Gn Fund	\$0	\$0	\$28,000	\$0	\$0	0.00%	\$0		\$0	0.00%	0.00%
	<b>TOTAL REVENUE</b>	\$100,748	\$100,611	\$129,108	\$102,742	\$103,535	100.10%	\$103,432		\$104,000	0.55%	0.45%
	<b>TOTAL FUNDS AVAILABLE</b>	\$301,962	\$385,894	\$400,150	\$290,635	\$329,527	100.03%	\$329,424		\$364,175	10.55%	10.51%
	Contribution to Repair and Replacement Reserve	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$5,000	100.00%	100.00%
7140	Jones Road Southside Pedestrian trail	\$0	\$0	\$0	\$38,011	\$40,000	100.00%	\$40,000		\$0	-100.00%	-100.00%
7186	Pillow Road Phase 2-Drainage/Low Water Crossing Improvements	\$0	\$0	\$0	\$0	\$0	0.00%	\$52,000		\$55,500	6.73%	100.00%
7199	Sunset Trail Subdivision Drainage Swale Construction	\$0	\$0	\$0	\$0	\$1,200	1.71%	\$70,000		\$70,000	0.00%	100.00%
New	Valley Creek Park Gabion Improvements (NEW)	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$25,000	100.00%	100.00%
	<b>SUB-TOTAL NEW PROJECTS</b>	\$0	\$0	\$0	\$38,011	\$41,200	25.43%	\$162,000		\$150,500	-7.10%	265.29%
5823	Drainage Utility - Education Programs	\$3,507	\$2,843	\$1,773	\$163	\$0	0.00%	\$5,000		\$1,750	-65.00%	100.00%
5327	Engineering Design Fees	\$0	\$15,262	\$16,956	\$4,771	\$15,440	101.41%	\$15,225		\$10,000	-34.32%	-35.23%
5660	Land Acquisition	\$0	\$0	\$136,250	\$0	\$0	0.00%	\$10,199		\$0	-100.00%	100.00%
	<b>SUB-TOTAL MISC. OPERATING COSTS</b>	\$3,507	\$18,105	\$154,979	\$4,933	\$15,440	50.75%	\$30,424		\$11,750	-61.38%	-23.90%

CITY OF SUNSET VALLEY 5 YEAR COMPARISON BUDGET  
DRAINAGE UTILITY FUND  
FY 2017/2018

		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected to receive/spend 2016/2017	% of Budget projected to receive/spend 2016/2017	Adopted/ Amended Budget 2016/2017		Proposed Budget 2017-2018	% over/under Adopted Budget 2015/2016	% over/under Projected Year End 2015/2016
7187	West Gate Bridge Feasibility	\$0	\$3,645	\$9,320	\$0	\$0	0.00%	\$0		\$0	0.00%	0.00%
5746	Repair and Maintenance Drainage-Streets and Right of Ways-General	\$7,635	\$19,968	\$478	\$9,863	\$134	0.89%	\$15,000		\$15,000	0.00%	11114.11%
5746	Sunset Trail Drainage Improvements	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$0	0.00%	0.00%
5746	Meadows Subdivision Roadside Drainage Improvements	\$0	\$0	\$0	\$0	\$0	0.00%	\$30,000		\$20,000	-33.33%	100%
	<b>SUB-TOTAL DRAINAGE-STREETS AND RIGHT OF WAYS</b>	<b>\$7,635</b>	<b>\$23,613</b>	<b>\$9,798</b>	<b>\$9,863</b>	<b>\$134</b>	<b>0.30%</b>	<b>\$45,000</b>		<b>\$35,000</b>	<b>-22.22%</b>	<b>26066.27%</b>
5761	Repair and Maintenance-Water Quality Ponds and Storm Water Controls	\$4,698	\$2,730	\$2,649	\$4,269	\$11,718	117.18%	\$10,000		\$10,000	0.00%	-14.66%
5761	Brodie Haz Mat Maintenance	\$0	\$0	\$0	\$0	\$0	0.00%	\$45,000		\$55,000	22.22%	100.00%
5761	Lovegrass Lane water Quality Pond Rehabilitation	\$0	\$0	\$0	\$0	\$0	0.00%	\$25,000		\$40,000	60.00%	100.00%
5749	Repair & Maintenance-Natural Waterways	\$0	\$15,000	\$3,630	\$5,342	\$320	2.67%	\$12,000		\$12,000	0.00%	3650.00%
5749	Berm Emergency Repair	\$0	\$50,000	\$0	\$0	\$0	0.00%	\$0		\$0	0.00%	-100.00%
5699	Storm Water Program (Lot to Lot)	\$840	\$5,404	\$13,201	\$2,224	\$0	100.00%	\$0		\$0	0.00%	-100.00%
	<b>SUB-TOTAL WQP AND STORM WATER CONTROLS</b>	<b>\$5,538</b>	<b>\$73,134</b>	<b>\$19,480</b>	<b>\$11,835</b>	<b>\$12,038</b>	<b>13.08%</b>	<b>\$92,000</b>		<b>\$117,000</b>	<b>27.17%</b>	<b>871.91%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$16,680</b>	<b>\$114,852</b>	<b>\$184,257</b>	<b>\$64,643</b>	<b>\$68,812</b>	<b>20.89%</b>	<b>\$329,424</b>		<b>\$319,250</b>	<b>-3.09%</b>	<b>363.95%</b>
	<b>Total Balance Available</b>	<b>\$285,282</b>	<b>\$271,042</b>	<b>\$215,893</b>	<b>\$225,992</b>	<b>\$260,715</b>	<b>79.14%</b>	<b>\$0</b>		<b>\$44,925</b>		
	Reserve Funds for Equipment	\$0.00	\$0.00	\$0.00	\$28,000	\$28,000		\$28,000		\$33,000		
	<b>Total Balance</b>	<b>\$285,282</b>	<b>\$271,042</b>	<b>\$215,893</b>	<b>\$253,992</b>	<b>\$288,715</b>		<b>\$28,000</b>		<b>\$77,925</b>		

Mayor's Budget 8/12/2017

<b>Drainage Utility</b>						
<b>FY 2017/2018 Budget</b>						
	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Increase/ Decrease from 16/17 Budget</b>	<b>%</b>
	<b>REVENUE</b>					
4220	Drainage Utility Fees	Funds received from the Utility Drainage Fees billed to residents and commercial customers. Fees are based on the total impervious cover on the property.	\$101,500	\$101,532	-\$32	-0.03%
4095	Interest Earned	Income derived from investment of principal and interest from funds on hand. Interest revenue is based on current interest rates.	\$2,500	\$1,900	\$600	31.58%
4300	One-Time transfer from General Fund- R/R	Funds that were in the Equipment Repair and Replacement Fund that were not needed for the original designation.	\$0	\$0	\$0	0.00%
		<b>TOTAL REVENUE</b>	<b>\$104,000</b>	<b>\$103,432</b>	<b>\$568</b>	<b>0.55%</b>
	<b>NEW PROJECTS</b>	<b>Back-up information is also provided in the project section.</b>				
7140	Jones Rd. Southside Pedestrian Trail & Crosswalk Improvements (completed FY 16/17)	Encumbered funds of \$38,500 from FY 14-15 making total project costs \$78,500	\$0	\$78,500	-\$78,500	-100.00%
7186	Pillow Road Phase II-Drainage/Low Water Crossing Improvement	This project has been delayed due to lack of easements needed to proceed with the project. Design funds are requested incase access is granted.	\$55,500	\$52,000	\$3,500	6.73%
7199	Sunset Trail Subdivision Drainage Swale-Construction	Funds to design and construct an underground storm sewer system in the Flounoy Acres Subdivision (between Reese Road and Sunset Trail).	\$70,000	\$70,000	\$0	0.00%
New	Valley Creek Park Gabion Improvements	Funds to design and reconstruct gabions along Williamson Creek at Valley Creek Park to prevent erosion and improve drainage.	\$25,000	\$0	\$25,000	100.00%
		<b>TOTAL PROJECTS (construction)</b>	<b>\$150,500</b>	<b>\$200,500</b>	<b>-\$50,000</b>	<b>-24.94%</b>
	<b>OPERATING EXPENDITURES</b>					
5823	Drainage Utility - Education Programs	FEMA Community Rating System Education Program. Provides funds for educational materials related to flood proofing and emergency preparedness.	\$1,750	\$5,000	-\$3,250	-65.00%
5327	Engineering Design Fees	Provides fund for engineering services for drainage projects.	\$10,000	\$15,225	-\$5,225	-34.32%
5660	Land Acquisition	Provides funds for easements and land acquisition.	\$0	\$10,199	-\$10,199	-100.00%

<b>Drainage Utility</b>						
<b>FY 2017/2018 Budget</b>						
	<b>Budget Item</b>	<b>Purpose and Description</b>	<b>17/18 Proposed Budget</b>	<b>16/17 Adopted/ Amended Budget</b>	<b>Increase/ Decrease from 16/17 Budget</b>	<b>%</b>
		<b>Sub-Total Other operating expenses</b>	<b>\$11,750</b>	<b>\$30,424</b>	<b>-\$18,674</b>	<b>-61.38%</b>
5746	Drainage-Streets and Right of Ways-O & M	Provides funds for drainage related general operation and maintenance projects that are not detailed in the line item.	\$15,000	\$15,000	\$0	0.00%
5746	Drainage-Streets and ROW	Sunset Trail Drainage Improvements	\$0	\$0	\$0	0.00%
5746	Drainage-Streets and ROW	Meadows Sub. Roadside Drainage Improve.	\$20,000	\$30,000	-\$10,000	-33.33%
		<b>Sub-Total Drainage- Streets and Right of Ways</b>	<b>\$35,000</b>	<b>\$45,000</b>	<b>-\$10,000</b>	<b>-22.22%</b>
5761	R&M - Water Quality Ponds & Storm Water Controls	Provides funds for the monitoring and repair and maintenance of water quality treatment facilities.	\$10,000	\$10,000	\$0	0.00%
5761	Brodie Lane Haz Mat Maintenance	Brodie HMT Maintenance	\$55,000	\$45,000	\$10,000	22.22%
5761	Lovegrass Lane Water Quality Pond Rehabilitation	Lovegrass Lane Water Quality Pond Rehabilitation	<u>\$40,000</u>	<u>\$25,000</u>	\$15,000	60.00%
5749	R&M - Natural Waterways	Provides funds for maintenance of creeks and adjacent banks. This includes the removal of trash, debris, and invasive species.	\$12,000	\$12,000	\$0	0.00%
5699	Storm Water Program (Lot to Lot)	Lot-to-Lot Drainage Program identifies drainage problems that affect 2 or more adjacent properties. The city will assist with technical support to identify solutions and provide minor grading work within easements as needed. (Program to be Discontinued)	\$0	\$0	\$0	0.00%
		<b>Sub-Total Water Quality Ponds &amp; Storm Water Controls</b>	<b>\$117,000</b>	<b>\$92,000</b>	<b>\$25,000</b>	<b>27.17%</b>
		<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$163,750</b>	<b>\$167,424</b>	<b>-\$3,674</b>	<b>-2.19%</b>
		<b>Contribution to Repair and Replacement Fund</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>100.00%</b>
		<b>GRAND TOTAL EXPENDITURES</b>	<b>\$319,250</b>	<b>\$367,924</b>	<b>-\$48,674</b>	<b>-13.23%</b>

A decorative border composed of small blue icons, each containing a stylized four-leaf clover or floral pattern, arranged in a rectangular frame around the central text.

# **DRAINAGE UTILITY PROJECTS FY 2017/2018**

**New Program Worksheet**

Program Name	<b>Pillow Road Phase II</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>New</b>
Funding Source:	<b>Drainage Utility</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**Program Description**

**2ND PHASE OF PROJECT - FOR FY 2016-2017 (REBUDGET FY 2017-2018)**

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.

**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 2017-2018**

**\$55,500**

**Total Increases to the Budget for FY 2017-2018**

**\$55,500**



**New Program Worksheet**

Program Name **Pillow Road Phase II** Fiscal Year **2017-2018**  
 Department **Public Works** Continued Program or New? **New**  
 Funding Source: **Drainage Utility** Primary Staff Contact: **Katy Phillips**

**Cost of Project/Program FY 2017-2018**

Acct. #	Quantity / Description	Amount
	Engineering Services	45,000
	Survey and other	10,500
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	

**FY 2017-2018**  
 \$ 55,500

**Cost of Project/Program FY 2018-2019**

Acct. #	Quantity / Description	Amount
	Construction	\$ 250,000
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	

**FY 2018-2019**  
 \$ 250,000

**Cost of Project/Program FY 2019-2020**

Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	

**FY 2019-2020**  
 \$ 0

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
Public Works Director	3	8,795	5%	1,319	0	0
Operations Manager	6	5,673	10%	3,404	0	0
Environmental Manager	1	6,517	1%	65	0	0
Utility Superintendent	1	4,833	1%	48	0	0
<b>Subtotal Personnel</b>				<b>4,837</b>	<b>0</b>	<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
Standby	0		x 30	0	0	0
FICA	(Equals Total Salaries x )			370	0	0
Insurance	(Equals No. of Mos. )					
TMRS	(Equals Total Salaries x )			578	0	0
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0

**TOTAL PERSONNEL COSTS** **5,785** **0** **0**

**Total New Program Costs** \$ **61,285** \$ **250,000** \$ **0**

**New Program Worksheet**

Program Name	<b>Sunset Trail Drainage Swale</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works</b>	Continued Program or New?	<b>Continued</b>
Funding Source:	<b>Drainage Utility Fund</b>	Primary Staff Contact:	<b>Katy Phillips</b>

**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 2017/2018**                      **(Rebudget Existing Funds from FY 2016/2017)**

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 2017-2018**

**\$70,000**

**Total Increases to the Budget for FY 2017-2018**

**\$70,000**

**New Program Worksheet**

Program Name **Sunset Trail Drainage Swale** Fiscal Year **2017-2018**  
 Department **Public Works** Continued Program or New? **Continued**  
 Funding Source: **Drainage Utility Fund** Primary Staff Contact: **Katy Phillips**

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
	Engineering Design	\$ 15,000
	Construction	\$ 55,000
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$ <b>70,000</b>

**FY 2017-2018**  
\$ 70,000

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

**FY 2018-2019**  
\$ 0

Cost of Project/Program FY 2019-2020		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$ <b>0</b>

**FY 2019-2020**  
\$ 0

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
Public Works Director	6	8,795	10%	5,277	0	0
Operations Manager	4	5,673	15%	3,404	0	0
Environmental Manager	1	6,517	5%	326	0	0
Utility Superintendent	0	4,833	20%	0	0	0
<b>Subtotal Personnel</b>				<b>9,007</b>	<b>0</b>	<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 )			689	0	0
Insurance	(Equals No. of Mos. )					
TMRS	(Equals Total Salaries x )			1,077	0	0
Workers' Comp.	#N/A	X Total Salaries				
TWC (Unemployment)	0.00	Persons x \$9000 x .		0	0	0

**TOTAL PERSONNEL COSTS** **10,773** **0** **0**

**Total New Program Costs** \$ **80,773** \$ **0** \$ **0**

**New Project Worksheet**

Project Name	<b>Valley Creek Park Gabion Repairs</b>	Fiscal Year	<b>2017-2018</b>
Department	<b>Public Works and Environmental Services</b>	Continued Program or New?	<b>Continued</b>
Funding Source:	<b>Drainage Utility</b>	Primary Staff Contact:	Carolyn Meredith

**Program Description**

NEW FY 2017/2018

The damage to the existing gabion area is extensive and requires additional engineering work.

\$25,000 - Drainage Utility

**Program Justification and Benefits**

Valley Creek Park is located adjacent to Williamson Creek. This area is prone to flooding. Erosion has created a steep drop off along the creek. Flooding has also undermined the existing gabion and these will need to be shifted to follow the current flow line for the creek. This project will reconstruct the gabions and add new gabions to the southern edge of the park. This area has had significant erosion over the past decade and this situation needs to be mitigated. The proposed improvements will make the park safer for visitors and improve the creek channel.

**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 2017-2018** \$25,000

**Total Increases to the Budget for FY 2017-2018** \$25,000

**New Project Worksheet**

Project Name **Valley Creek Park Gabion Repairs** Fiscal Year **2017-2018**  
 Department **Public Works and Environmental Services** Continued Program or New? **Continued**  
 Funding Source: **Drainage Utility** Primary Staff Contact: **Carolyn Meredith**

Cost of Project/Program FY 2017-2018		
Acct. #	Quantity / Description	Amount
	Gabion Repairs and Additions	25,000
		\$
		\$
	<b>TOTAL</b>	\$ 25,000

**FY 2017-2018**  
\$ 25,000

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

**FY 2018-2019**  
\$ 0

Cost of Project/Program FY 2019-2020		
Acct. #	Quantity / Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>TOTAL</b>	\$ 0

**FY 2019-2020**  
\$ 0

**PERSONNEL**

Position	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
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
<b>Subtotal Personnel</b>				<b>3,671</b>		<b>0</b>

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

Temp Position Title(s)	Months	Monthly Salary	%	FY 2017-2018	FY 2018-2019	FY 2019-2020
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Temp</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

	Hours	Hourly Rate		FY 2017-2018	FY 2018-2019	FY 2019-2020
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 \$ **29,391** \$ **0** \$ **0**