



**NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, JULY 14, 2022 at 6:00 P.M.**

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

Registration URL: <https://attendee.gototraining.com/r/8632944611442774018>

Training ID: 612-081-884

Notice is hereby given that the Budget & Finance Committee of the City of Sunset Valley, Texas will hold a regular meeting on Thursday, July 14, 2022 at **6:00 P.M.** in the Emergency Operations Center in the Police Building, 3207 Jones Road, Sunset Valley, Texas, and also virtually via GoToTraining at which time the following items will be discussed, to-wit:

1. 6:00 P.M. Call to Order
2. 6:00 – 6:05 Citizen Comments
3. 6:10 – 6:15 Approve minutes from the 6/30/2022 meeting
4. 6:15 – 6:30 Presentation, review, and discussion of FY23 Budget- Overview
5. 6:45 – 7:15 Review, discuss, and possibly recommend the HOT Fund FY23 Budget
6. 7:15 – 7:45 Review, discuss, and possibly add to the FY23 Budget Committee requests
7. 7:45 – 8:15 Review, discuss, and possibly recommend the Repair & Replacement Fund FY23 Budget
8. 8:15 – 8:30 Discuss and possibly move into the FY23 proposed budget one or all of the Mayor's request items and Parking Lot items
9. 8:30 – 8:35 Suggestions for future agenda items
10. 8:35 P.M. Adjourn

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken. The City of Sunset Valley is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 8th day of July at 6:00 PM.


Matt Lingafelter
Assistant City Administrator

BUDGET AND FINANCE COMMITTEE MEETING DATE: JULY 14, 2022



BUDGET AND FINANCE AGENDA ITEM #3

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

SUBJECT: MINUTES

DESCRIPTION: Approve minutes from the 06/30/2022 meeting

BACKGROUND: N/A

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 06/30/2022



MINUTES OF THE BUDGET AND FINANCE COMMITTEE

THURSDAY, June 30, 2022 at 6:00 P.M.

Members Present

Rudi Rosengarten, Council Liaison
Charles Young, Committee Chair
Ariel Cloud, Committee Vice Chair
Shakthi Shrima, Committee Member
Jose Flores, Committee Member

Members Absent:

Staff Present

Suzanna Fleegal, Accountant
Lori Comstock, AP/Utility Clerk
Carolyn Meredith, PW Director

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

1. 6:04 P.M. Call to Order
2. Citizen Comments – **Watch the revenue for Arts Fest. Concerns about the overall fund balances, making sure they are not being drained.**
3. Approve minutes from the 6/23/2022 meeting – **Motion to approve: Jose, 2nd: Shakthi**
4. Presentation, review, and discussion of FY23 Budget- Overview – **Mistake in revenues in sales in use tax, need to add additional \$190k to revenues and street fund. Will discuss later tonight when we cover Sales tax budget.**
5. Review, discuss, and possibly recommend the Street Department for the FY23 Budget – **Motion to approve: Ariel, 2nd: Jose, passes unanimously.**
6. Review, discuss, and possibly recommend the Venue Department for the FY23 Budget – **Parking lot item: Grounds Maintenance. Motion to approve: Chip, 2nd: Jose, passes unanimously.**
7. Review, discuss, and possibly recommend to City Council the May 2022 Financial Statements – **Motion to recommend to council: Chip, 2nd: Jose, pass unanimously.**
8. Review, discuss, and possibly recommend to City Council FY22 Budget Adjustment #13 – Motion to approve: Jose, 2nd: Chip, passes unanimously.

9. Discuss and possibly move into the FY23 proposed budget one or all of the Mayor's request items and Parking Lot items – **Move AISD to Parking lot. Motion: Terry, 2nd: Ariel Passes unanimously.**

Residential Waste item motion to be driven council to discuss. Ariel, 2nd: Terry. Passes unanimously.

Staff Compensation is already a parking lot item for a 2-4% increase COLA. Raising Minimum wage to \$22 is pushed to council to discuss.

IT Equipment for council members – not to move to parking lot until a dollar amount is established.

Parks and open space – motion to not move to parking lot until more detail on how the funds will be used.

Community Engagement – Already have item in the parking lot, committee request will come on July 14th meeting.

Funding/Creation of Contingency, Emergency, Replacement, and Maintenance Funds as recommended by staff- already being considered in the budget

Food Budget for Council Meetings - Food Cost of \$5000 for the year. Motion to move to the parking lot.

Projects: Update of the total cost, for the solar panels, for PW and PD Buildings. Need dollar amounts for all the TBD.

10. Suggestions for future agenda items – **Need to schedule a meeting for July 28th to discuss the parking lot item. Need dollar amounts to be considered for approval.**

Will need to schedule a meeting to go over audit after budget.

11. 8:52 P.M. Adjourn **Motion: Jose, 2nd: Chip. Pass unanimously.**

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken. The City of Sunset Valley is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 24th day of June at 6:00 PM.

Matt Lingafelter
Assistant City Administrator

BUDGET AND FINANCE COMMITTEE MEETING DATE: JULY 14, 2022



BUDGET AND FINANCE AGENDA ITEM #4

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

SUBJECT: FY23 BUDGET – FY23 BUDGET OVERVIEW

DESCRIPTION: Presentation, review, and discussion of FY23 Budget- Overview

In this session of Budget and Finance, we will dive into detail into the budget overview including the work to date.

[To view a copy of this budget in OpenGov, please click this link.](#)

Overall Budget at a Glance:

Projected Year End Fund Balances*

FY 22-23 Proposed Budget Summary at a Glance					
How much money will the City have in the bank at the start of FY23?					
Fund	Reserve	Committed	Non-	Restricted	Total Balance
General Fund	5,355,022	1,417,032	3,589,459	19,305	\$ 10,380,818
Utility Fund	374,998	4,640,094			\$ 5,015,092
Street Fund				8,319,511	\$ 8,319,511
Hotel Occupancy Tax Fund				704,366	\$ 704,366
Venue Tax Fund		32,828		1,298,763	\$ 1,331,591
Crime Control & Prevention				153,363	\$ 153,363
GN Equipment Repair & Replacement Fund		431,577			\$ 431,577
City Facilities Fund		72,768			\$ 72,768
Drainage Fund		753,086			\$ 753,086
Total	5,730,020	7,347,384	3,589,459	10,495,308	\$ 27,162,172

**Assumes projections remain on target and no other draw down of any reserve balance occurs.*

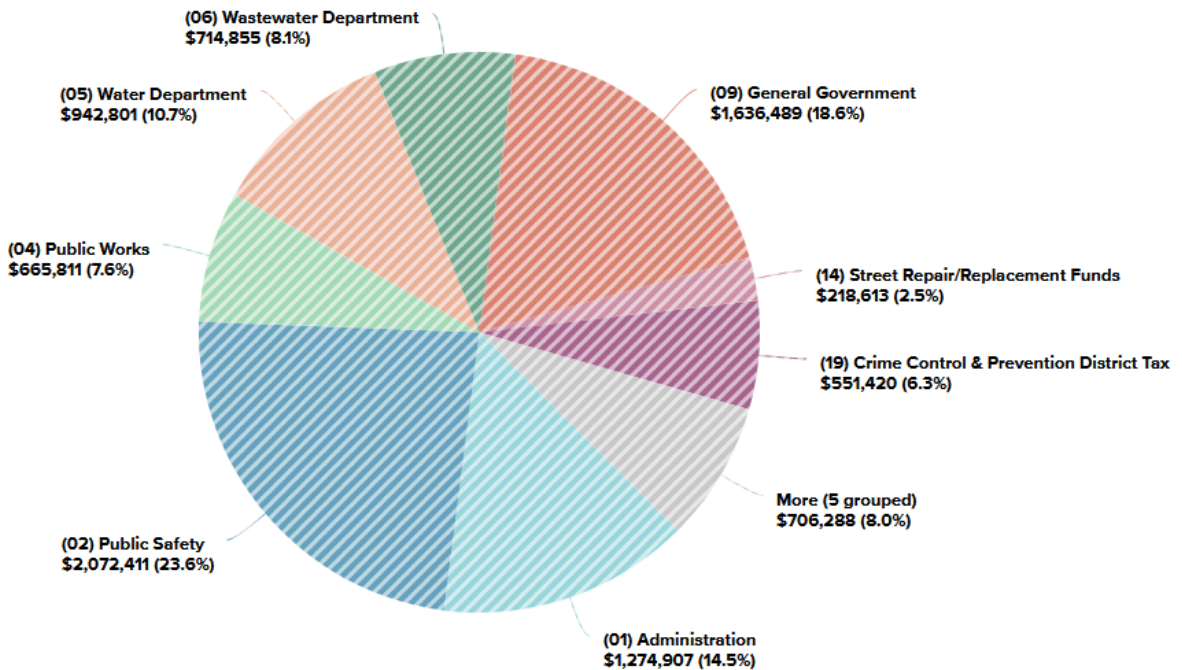
Revenues: \$10,631,764

- Sales Tax Revenue: \$7,220,000
- Transfers/Subsidy: \$1,344,889
- Utility Sales: \$1,075,572
- HOT Tax: \$255,000
- Misc Revenues: \$272,000
- Interest: \$208,623
- Franchise Fees: \$125,000

- Court Fees & Fines: \$35,680
- Permits: \$45,000
- Mixed Beverage Tax: \$50,000

Expenses: \$8,783,594

- Administration: \$1,274,907
- Public Safety: \$2,072,411
- Municipal Court: \$72,821
- Public Works: \$665,811
- General Government: \$1,636,489
- Water: \$942,801
- Wastewater: \$714,855
- Solid Waste: \$212,868
- Street: \$218,613
- Hotel Occupancy Tax: \$106,350
- Venue/Green Tax: \$208,826
- Crime Control: \$551,420
- Drainage: \$105,423



Changes to the overall revenue projections, and the Administration, Public Safety, and Crime Control budget has resulted in the following changes to Fund and Department Budgets:

Fund	Department	Proposed Budget			Changes		Net Result	Notes
		Revenues	Expenses	Net	Revenue	Expenses		
General Fund		6,056,746	5,751,776	304,970	(283,838)	(29,337)	50,469	
	Administration	6,010,500	2,884,752	3,125,748	(285,000)	(1,609,845)	4,450,593	Reduction in sales tax, moved subsidies/transfers
	Public Safety	-	2,022,411	(2,022,411)	-	50,000	(2,072,411)	Moved \$50k from PW to PD for emergency line
	Municipal Court	36,569	73,352	(36,783)	1,162	(531)	(35,090)	Changes from staff
	Public Works	4,913	694,661	(689,748)	-	(28,850)	(660,898)	Addition of several requests, moved \$50k to PD
	General Government	4,764	76,600	(71,836)	-	1,559,889	(1,631,725)	Moved subsidies/transfer to GG from Admin
Utilities		2,000,621	1,854,524	146,097	81,870	16,000	211,967	
	Water	853,247	926,801	(73,554)	89,554	16,000	-	changes in subsidy amount to balance budget, add equipment
	Waste water	670,049	714,855	(44,806)	44,806	-	-	changes in subsidy amount to balance budget
	Solid Waste	199,853	212,868	(13,015)	13,015	-	-	changes in subsidy amount to balance budget
	General Government	67,472	-	67,472	(65,505)	-	1,967	changes in subsidy amount to balance budget
	Water Utility Infrastructure	120,000	-	120,000	-	-	120,000	
	Wastewater Utility Infra.	90,000	-	90,000	-	-	90,000	
Street		828,425	218,613	609,812	152,500	-	762,312	
	Street	828,425	218,613	609,812	152,500	-	762,312	Reduction in and correction of sales tax
Hotel Occupancy		264,636	106,350	158,286	-	-	158,286	
	Hotel Occupancy	264,636	106,350	158,286	-	-	158,286	
Venue		476,800	208,826	267,974	(23,750)	-	244,224	
	Venue	476,800	208,826	267,974	(23,750)	-	244,224	Reduction in sales tax
Crime Control		475,500	461,420	14,080	(23,750)	90,000	(99,670)	
	Crime Control	475,500	461,420	14,080	(23,750)	90,000	(99,670)	Reduction in sales tax, R&R funded from CC
Repair & Replacement		500,000	-	500,000	-	-	500,000	
	Repair & Replacement	500,000	-	500,000	-	-	500,000	
Drainage		126,004	101,423	24,581	-	4,000	20,581	
	Drainage	126,004	101,423	24,581	-	4,000	20,581	error found and fixed in budget
GP		-	-	-	-	-	-	
	CIP	-	-	-	-	-	-	

STAFF RECOMMENDATION: Review and recommend any changes to the draft documents

SUPPORTING MATERIALS PROVIDED: YES

- [BUDGET BY HYPERLINK](#)
- EXCEL SHEETS FOR REVIEW

**FY23 Proposed Budget
As of 6/23/22 Meeting**

	FY23 Budget Staff Presentation	FY23 Budget B&F Meeting 5/12 & Council Changes	Notes	FY23 Budget B&F Meeting 5/26/22	Notes	FY23 Budget B&F Meeting 6/2/22	Notes	FY23 Budget B&F Meeting 6/16/22	Notes	FY23 Budget B&F Meeting 6/23/22	Notes	FY23 Budget B&F Meeting 6/30/22
Revenues												
Sales Tax Revenue												
(4180) Sales & Use Tax	5,700,000	5,415,000	Reduction of 5% per B&F	5,415,000		5,415,000		5,415,000		5,415,000		5,415,000
(4185) Sales and Use Tax - R&M Street	750,000	712,500	Reduction of 5% per B&F	712,500		712,500		712,500		712,500		902,500
(4181) Sales & Use Tax - Crime Control and Prevention Tax	475,000	451,250	Reduction of 5% per B&F	451,250		451,250		451,250		451,250		451,250
(4184) Sales and Use Tax - Green Tax	475,000	451,250	Reduction of 5% per B&F	451,250		451,250		451,250		451,250		451,250
Total Sales Tax Revenue	7,400,000	7,030,000		7,030,000		7,030,000		7,030,000		7,030,000		7,220,000
Transfers/Subsidy												
(4301) Subsidy Transfer In	768,019	768,019		768,019		1,077,693	Moved \$210,000 to Subsidies	1,077,693		849,889	Change in Subsidy to match expenses approved during B&F mtg	849,889
(4300) Operating Transfers In	495,000	495,000		495,000		285,000		285,000		285,000		285,000
(4302) Infrastructure Subsidy In	-	-		-		-		-		210,000	Moved Inf. Sub. to its own line	210,000
Total Transfers/Subsidy	1,263,019	1,263,019		1,263,019		1,362,693		1,362,693		1,344,889		1,344,889
Utility Sales												
(4220) Utility Sales	1,075,572	1,075,572		1,075,572		1,075,572		1,075,572		1,075,572		1,075,572
Total Utility Sales	1,075,572	1,075,572		1,075,572		1,075,572		1,075,572		1,075,572		1,075,572
Misc Revenues												
(REP&REP) Repair & Replacement	215,000	215,000		215,000		215,000		215,000		215,000		215,000
(4040) Fire District Collection Fees	35,000	35,000		35,000		35,000		35,000		35,000		35,000
(4110) Miscellaneous Fees & Charges	5,000	5,000		5,000		5,000		5,000		5,000		5,000
(4028) Event Revenue	4,764	4,764		4,764		4,764		4,764		4,764		4,764
(4000) Adopt A Tree Energy Program	4,724	4,724		4,724		4,724		4,724		4,724		4,724
(4022) Credit Card Convenience Fees	1,755	1,755		1,755		2,419		2,419		2,419		2,419
(4100) Late Fees (A/R)	1,548	1,548		1,548		1,548		1,548		1,548		1,548
(4050) General Fees & Inspections	1,488	1,488		1,488		1,488		1,488		1,488		1,488
(4210) Tap Fees - Reconnects	839	839		839		839		839		839		839
(4200) School Zone Fees - County/City (Restricted Use)	550	550		550		550		550		550		550
(4115) Penalties/Fines/Surcharges	317	317		317		317		317		317		317
(4001) Revenue - Ant Bait Program	189	189		189		189		189		189		189
(4170) Recycle / Reclamation Sales	162	162		162		162		162		162		162
Total Misc Revenues	271,336	271,336		271,336		272,000		272,000		272,000		272,000
Hotel Occupancy Tax												
(4080) Hotel Occupancy Tax	255,000	255,000		255,000		255,000		255,000		255,000		255,000
Total Hotel Occupancy Tax	255,000	255,000		255,000		255,000		255,000		255,000		255,000
Interest Revenue												
(4095) Interest	208,623	208,623		208,623		208,623		208,623		208,623		208,623
Total Interest Revenue	208,623	208,623		208,623		208,623		208,623		208,623		208,623
Franchise Fees												
(4228) Franchise Fee - COA Utilities	86,000	86,000		86,000		86,000		86,000		86,000		86,000
(4050) Franchise Tax	39,000	39,000		39,000		39,000		39,000		39,000		39,000
Total Franchise Fees	125,000	125,000		125,000		125,000		125,000		125,000		125,000
Mixed Beverage Tax												
(4182) Mixed Beverage Receipts Tax	50,000	50,000		50,000		50,000		50,000		50,000		50,000
Total Mixed Beverage Tax	50,000	50,000		50,000		50,000		50,000		50,000		50,000
Permits												
(4120) Permits, Licenses & Fees	45,000	45,000		45,000		45,000		45,000		45,000		45,000
Total Permits	45,000	45,000		45,000		45,000		45,000		45,000		45,000
Court Fees and Fines												
(4030) Court Income Fines	18,079	18,079		18,079		18,079		18,079		18,079		18,079
(4020) Court Income - Fees	13,305	13,305		13,305		13,305		13,305		13,305		13,305
(4230) Warrant Fee Collections	2,967	2,967		2,967		2,967		2,967		2,967		2,967
(4038) Court Technology Fee	438	438		438		438		438		438		438
(4035) Court Security Fee	328	328		328		450	Staff changes to 450 Court	450		450		450
(4032) Court-Time Payment Fee	32	32		32		400	Staff changes to 400 Court	400		400		400
(4036) Court-Truancy Prevention Fund	32	32		32		32		32		32		32
(4037) Court - Jury Fund	3	3		3		10	Staff changes to 10 Court	10		10		10
Total Court Fees and Fines	35,184	35,184		35,184		35,681		35,681		35,681		35,681
Total Revenues	10,728,734	10,358,734		10,358,734		10,459,569		10,459,569		10,441,765		10,631,765
Expenses												
Salary, Benefits, and Other Compensation												
(5000) Salaries	1,924,266	2,043,928	Add new positions per council	2,043,928		2,043,928		2,043,928		2,043,928		2,043,928
(5171) Medical Insurance Benefits	282,642	282,642		282,642		282,642		282,642		282,642		282,642
(5140) TRMS City Contribution	248,216	248,216		248,216		248,216		248,216		248,216		248,216
(5090) Salary - Overtime	110,205	110,205		110,205		110,205		110,205		110,205		110,205
(5150) Workers Compensation Benefits	64,889	64,889		64,889		64,889		64,889		64,889		64,889
(5091) Salary - Licensing Incentives	42,350	42,350		42,350		42,350		42,350		42,350		42,350
(5077) Salary - Youth Program	40,000	40,000		40,000		40,000		40,000		40,000		40,000
(5130) Medicare Tax - Employers Contribution	32,473	32,473		32,473		32,473		32,473		32,473		32,473
(5093) Salary - Holiday Pay	31,000	31,000		31,000		31,000		31,000		31,000		31,000
(5035) Salary - Reserves	25,000	25,000		25,000		25,000		25,000		25,000		25,000
(5127) Health Savings Account	15,000	15,000		15,000		15,000		15,000		15,000		15,000
(5122) Dental Insurance Benefits	13,536	13,536		13,536		13,536		13,536		13,536		13,536
(5089) Tuition Reimbursement	12,000	12,000		12,000		12,000		12,000		12,000		12,000
(5124) Long Term Disability Insurance	10,035	10,035		10,035		10,035		10,035		10,035		10,035
(5046) Salary - Longevity	9,772	9,772		9,772		9,772		9,772		9,772		9,772
(5126) Short Term Disability Insurance	7,719	7,719		7,719		7,719		7,719		7,719		7,719
(5131) TWC - Employers Contribution	7,708	7,708		7,708		7,708		7,708		7,708		7,708
(5084) Salary - Cell phone allowance	7,040	7,040		7,040		7,040		7,040		7,040		7,040
(5087) Salary - Education	6,700	6,700		6,700		6,700		6,700		6,700		6,700
(5088) Salary - Shift Differential	5,400	5,400		5,400		5,400		5,400		5,400		5,400
(5086) Salary - Bilingual	5,347	5,347		5,347		5,347		5,347		5,347		5,347
(5135) Social Security Contribution	5,347	5,347		5,347		5,347		5,347		5,347		5,347
(5092) Salary - Holiday Traffic Control	5,000	5,000		5,000		5,000		5,000		5,000		5,000
(5123) Vision Insurance	2,652	2,652		2,652		2,652		2,652		2,652		2,652
(5094) Water Sampling	-	-		-		-		-		8,000	Line missing in error, added to Water Dpt prior to B&F viewing	8,000
(5120) Life Insurance Benefits	1,505	1,505		1,505		1,505		1,505		1,505		1,505
Total Salary, Benefits, and Other Compensation	2,915,802	3,035,464		3,035,464		3,035,464		3,035,464		3,043,464		3,043,464

	FY23 Budget Staff Presentation	FY23 Budget B&F Meeting 5/12 & Council Changes	Notes	FY23 Budget B&F Meeting 5/26/22	Notes	FY23 Budget B&F Meeting 6/2/22	Notes	FY23 Budget B&F Meeting 6/16/22	Notes	FY23 Budget B&F Meeting 6/23/22	Notes	FY23 Budget B&F Meeting 6/30/22
Utilities Expenses												
(5373) Utility Contractual Services	1,258,660	1,258,660		1,258,660		1,258,660		1,258,660		1,258,660		1,258,660
(5841) Utility Line Infrastructure	210,000	210,000		210,000		210,000	Moved to line 7001- 0 Utility Subsidy	0		0		0
(5798) Annual WW Line Inspections	20,000	20,000		20,000		20,000		20,000		20,000		20,000
(5374) Utility Dumpster Rental	7,000	7,000		7,000		7,000		7,000		7,000		7,000
(5375) Utility Inspections	750	750		750		750		750		750		750
Total Utilities Expenses	1,496,410	1,496,410		1,496,410		1,286,410		1,286,410		1,286,410		1,286,410
Transfers/Subsidies												
(7001) Utility Subsidy Out	897,345	897,345		897,345	Moved from admin to Gen Gov	1,107,345		1,107,345		849,889	Change in Subsidy to match expenses approved during B&F mtg	849,889
(7000) Operating Transfers Out	500,000	500,000		500,000	Moved from admin to Gen Gov	500,000		500,000		500,000		500,000
(7002) Infrastructure Subsidy Out										210,000	Moved Inf. Sub. to its own line	210,000
Total Transfers/Subsidies	1,397,345	1,397,345		1,397,345		1,607,345		1,607,345		1,559,889		1,559,889
Other Operating Expenses												
(5750) Repair & Maintenance - Streets & Drainage	150,000	150,000		150,000		150,000		150,000		150,000		150,000
(5782) Software Maintenance Fees	139,077	139,077		139,077		143,256	Add PubWorks & ESRI sw changes, change to total in court from staff	143,256		143,256		143,256
(5835) Utilities: elec/water/wastewater/telephone/gas	105,200	105,200		105,200		105,200		105,200		105,200		105,200
(5614) 911 Call Share	80,000	80,000		80,000		80,000		80,000		80,000		80,000
(5758) Repairs & Maintenance - System	50,000	50,000		50,000		50,000		50,000		50,000		50,000
(5655) Insurance - Fire/Theft/Vandalism/Bonds	45,885	45,885		45,885		45,885		45,885		45,885		45,885
(5711) Open Space Management	45,000	45,000		45,000		45,000		45,000		45,000		45,000
(5645) Fuel	38,750	38,750		38,750		38,750		38,750		38,750		38,750
(5523) Building Services	38,000	38,000		38,000		38,000		38,000		38,000		38,000
(5820) Training & Education - City Staff	36,850	36,850		36,850		37,000	change in court by staff	37,000		37,000		37,000
(5740) Repair & Maintenance - Buildings	30,000	30,000		30,000		30,000		30,000		30,000		30,000
(5755) Repair & Maintenance - Vehicles	26,700	26,700		26,700		26,700		26,700		26,700		26,700
(5877) Water Conservation Program	20,000	20,000		20,000		20,000		20,000		20,000		20,000
(5699) Storm Water Program	20,000	20,000		20,000		20,000		20,000		20,000		20,000
(5746) Repair & Maint. - Drainage-Streets & ROW	19,000	19,000		19,000		19,000		19,000		19,000		19,000
(5745) Repair & Maintenance - Equipment	17,400	17,400		17,400		17,400		17,400		17,400		17,400
(5625) Equipment Acquisition	16,000	16,000		16,000	\$30k for cameras in crime control	46,000		46,000		54,000	Adding Water Leak Det. System for UT	54,000
(5860) Vehicle Insurance	15,810	15,810		15,810		15,810		15,810		15,810		15,810
(5600) Dues / Subscriptions / Fees	15,125	15,125		15,125		15,125		15,125		15,125		15,125
(5845) Vehicle Acquisition	0	0		0	1 new vehicle from Crime Control	60,000		60,000		60,000		60,000
(5880) Water Quality Ponds	15,000	15,000		15,000		15,000		15,000		15,000		15,000
(5830) Uniforms	14,800	14,800		14,800		14,800		14,800		14,800		14,800
(5613) 800 mghz Operation and Maintenance	13,500	13,500		13,500		13,500		13,500		13,500		13,500
(5744) Repair & Maintenance - Parks & Grounds	12,000	12,000		12,000		12,000		12,000		12,000		12,000
(5515) Bank / Management Fees	12,000	12,000		12,000		12,000		12,000		12,000		12,000
(5749) Repair and Maintenance - Natural Waterways	12,000	12,000		12,000		12,000		12,000		12,000		12,000
(5705) Office Supplies/Delivery Fees	11,300	11,300		11,300		11,300		11,300		11,300		11,300
(5815) Training - Mileage Reimbursement	9,550	9,550		9,550		9,850	change in court by staff	9,850		9,850		9,850
(5725) Printing	9,200	9,200		9,200		8,700	change in court by staff	8,700		8,700		8,700
(5735) Rental Expense - Equipment	8,750	8,750		8,750		8,750		8,750		8,750		8,750
(5656) Insurance - Liability	7,655	7,655		7,655		7,655		7,655		7,655		7,655
(5753) Repair & Maintenance - Trails & Footpaths	6,500	6,500		6,500		6,500		6,500		6,500		6,500
(5726) Property Lease Expense	5,200	5,200		5,200		5,200		5,200		5,200		5,200
(5706) Postage	5,000	5,000		5,000		5,500	change in court by staff	5,500		5,500		5,500
(5516) Credit Card Fees	5,000	5,000		5,000		5,000		5,000		5,000		5,000
(5505) Ammunition	4,800	4,800		4,800		4,800		4,800		4,800		4,800
(5743) Repair & Maintenance - Landscaped Areas	4,500	4,500		4,500		4,500		4,500		4,500		4,500
(5525) Bullet Proof Vests	4,000	4,000		4,000		4,000		4,000		4,000		4,000
(5823) Education Programs	3,750	3,750		3,750		3,750		3,750		3,750		3,750
(5510) Animal Control	3,500	3,500		3,500		3,500		3,500		3,500		3,500
(5500) Advertising / Public Notices	3,500	3,500		3,500		3,500		3,500		3,500		3,500
(5695) Eco Event/Native Tree Planting	3,000	3,000		3,000		3,000		3,000		3,000		3,000
(5565) Conservation Rangers	3,000	3,000		3,000		3,000		3,000		3,000		3,000
(5570) Consumables	2,900	2,900		2,900		2,900		2,900		2,900		2,900
(5100) Exams/ Testing / Certifications	2,700	2,700		2,700		2,700		2,700		2,700		2,700
(5748) Repair & Maintenance - Fencing	2,500	2,500		2,500		2,500		2,500		2,500		2,500
(5601) Organizational Memberships	2,500	2,500		2,500		2,500		2,500		2,500		2,500
(5575) Wildlife Management & Implementation	2,500	2,500		2,500		2,500		2,500		2,500		2,500
(5545) Coffee / Food Service	2,500	2,500		2,500		2,500		2,500		2,500		2,500
(5762) Reprographics Services	2,000	2,000		2,000		2,000		2,000		2,000		2,000
(5650) Hazardous Material Disposal	1,500	1,500		1,500		1,500		1,500		1,500		1,500
(5704) Employee Appreciation	1,500	1,500		1,500		1,500		1,500		1,500		1,500
(5825) Training & Supplies - City Council	1,000	1,000		1,000		1,000		1,000		1,000		1,000
(5770) Small Equipment Repair/Purchase	1,000	1,000		1,000		1,000		1,000		1,000		1,000
(5615) Election Expense	950	950		950		950		950		950		950
(5560) Computer Equip/Software Acquisition	0	0		0		3,600	Tablet purchase for new software	3,600		3,600		3,600
(5795) Tire Recycling	800	800		800		800		800		800		800
(5720) Personal Vehicle Use Mileage Expense	650	650		650		650		650		650		650
(5690) Municipal Court Supplies	150	150		150		0	change in court from staff	0		0		0
(5761) Repair & Maintenance - Water Quality Ponds	-500	-500		-500		3500	Error found, fix in drainage budget	3500		3500		3500
Total Other Operating Expenses	1,110,952	1,110,952		1,200,952		1,213,031		1,213,031		1,221,031		1,221,031
Contract Services												
(5350) Grounds Maintenance	218,404	218,404		218,404		218,404		218,404		218,404		218,404
(5343) IT Management Services	126,584	126,584		126,584		124,624	change in court by staff	124,624		124,624		124,624
(5326) Emergency Fund	100,000	100,000		100,000		100,000		100,000		100,000		100,000
(5321) Contingency Fund	63,800	63,800		63,800		63,800		63,800		63,800		63,800
(5306) Attorney	62,000	62,000		62,000		64,000	change in court by staff	64,000		64,000		64,000
(5330) Engineer - Review & Inspection Fees	50,000	50,000		50,000		50,000		50,000		50,000		50,000
(5309) Audit	50,000	50,000		50,000		50,000		50,000		50,000		50,000
(5312) Building Inspections/Structural Engineer	27,500	27,500		27,500		27,500		27,500		27,500		27,500
(5324) Emergency Response Services-non City	15,000	15,000		15,000		15,000		15,000		15,000		15,000
(5381) Water Quality Consultants	12,000	12,000		12,000		12,000		12,000		12,000		12,000
(5362) Ordinance Codification Maintenance	10,000	10,000		10,000		10,000		10,000		10,000		10,000
(5367) Payroll Services	5,000	5,000		5,000		5,000		5,000		5,000		5,000
(5366) Records Management	6,000	6,000		6,000	Removed offsite storage	3,500		3,500		3,500		3,500

	FY23 Budget B&F			FY23 Budget			FY23 Budget			FY23 Budget		
	FY23 Budget Staff Presentation	Meeting 5/12 & Council Changes	Notes	FY23 Budget B&F Meeting 5/26/22	Notes	FY23 Budget B&F Meeting 6/2/22	Notes	FY23 Budget B&F Meeting 6/16/22	Notes	FY23 Budget B&F Meeting 6/23/22	Notes	FY23 Budget B&F Meeting 6/30/22
(5303) Aquifer District Fees	3,500	3,500		3,500		3,500		3,500		3,500		3,500
(5327) Engineer - Design Fees	3,000	3,000		3,000		3,000		3,000		3,000		3,000
(5200) Temporary Help	1,500	1,500		1,500		1,500		1,500		1,500		1,500
(5354) Municipal Court Services	500	500		500		500		500		500		500
Total Contract Services	754,788	754,788		752,288		752,328		752,328		752,328		752,328
Fire & Emergency Services												
(5336) Fire and Emergency Services	579,222	579,222		579,222		579,222		579,222		579,222		579,222
Total Fire & Emergency Services	579,222	579,222		579,222		579,222		579,222		579,222		579,222
Community Programs												
(6551) Advertising - Art Fest	41,435	41,435		41,435		41,435		41,435		41,435		41,435
(5551) Sunset Valley Arts Commission-Arts Fest	39,915	39,915		39,915		39,915		39,915		39,915		39,915
(5556) SFC- Farmer's Market	27,500	27,500		27,500		27,500		27,500		27,500		27,500
(5552) Sunset Valley Arts Commission-Community Programs	26,400	26,400		26,400		26,400		26,400		26,400		26,400
(5444) Energy Conservation Rebates	15,000	15,000		15,000		15,000		15,000		15,000		15,000
(5410) Brush Chipping Program	15,000	15,000		15,000		15,000		15,000		15,000		15,000
(5133) Urban Forestry	10,000	10,000		10,000		10,000		10,000		10,000		10,000
(5472) Spring Cleaning Program	7,500	7,500		7,500		7,500		7,500		7,500		7,500
(5400) Adopt A Tree Energy Conservation	7,500	7,500		7,500		7,500		7,500		7,500		7,500
(5558) Community Events - Spring Fling	6,000	6,000		6,000		6,000		6,000		6,000		6,000
(5475) Volunteer Awards Banquet	6,000	6,000		6,000		6,000		6,000		6,000		6,000
(5554) JDRF One Walk 2016	5,000	5,000		5,000		5,000		5,000		5,000		5,000
(5455) National Crime Nite Out	3,500	3,500		3,500		3,500		3,500		3,500		3,500
(5439) Community Partnership	3,000	3,000		3,000		3,000		3,000		3,000		3,000
(5450) Library Card Reimbursement	2,500	2,500		2,500		2,500		2,500		2,500		2,500
(5446) Environmental Monitoring Program	2,500	2,500		2,500		2,500		2,500		2,500		2,500
(5476) Teen Program Expenses	2,000	2,000		2,000		2,000		2,000		2,000		2,000
(5436) Trails Master Plan	1,500	1,500		1,500		1,500		1,500		1,500		1,500
(5447) Pollution reduction Program	1,500	1,500		1,500		1,500		1,500		1,500		1,500
(5415) Green Business Program	0	0		0		5,000 approved by B&F		5,000		5,000		5,000
(5437) Community Gardens	1,000	1,000		1,000		1,000		1,000		1,000		1,000
Total Community Programs	224,750	224,750		224,750		229,750		229,750		229,750		229,750
Misc Expenses												
(PROPOSED) Proposed New Line	94,000	94,000		94,000		94,000		94,000		94,000		94,000
(5775) Small Tools	10,000	10,000		10,000		10,000		10,000		10,000		10,000
Total Misc Expenses	104,000	104,000		104,000		104,000		104,000		104,000		104,000
Project												
(7188) Sunset Valley Elementary Support	0	0		0		7,500 PEAS program		7,500		7,500		7,500
Total Project	0	0		0		7,500		7,500		7,500		7,500
Total Expenses	8,583,269	8,702,931		8,790,431		8,815,050		8,815,050		8,783,594		8,783,594
Revenues less Expenses	2,145,465	1,655,803		1,568,303		1,644,519		1,644,519		1,658,171		1,848,171

Profit (Loss) Per Fund	
General Fund	50,469
Utilities Fund	211,968
Street Fund	762,312
HOT Fund	158,286
Venue Fund	244,224
Crime Control Fund	(99,670)
Repair & Replacement Fund	500,000
Drainage Fund	20,581
CIP Fund	-
Total	1,848,170

BUDGET AND FINANCE COMMITTEE MEETING DATE: JULY 14, 2022



BUDGET AND FINANCE AGENDA ITEM #5

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

SUBJECT: FY 22-23 HOT BUDGET

DESCRIPTION: Review, discuss, and possibly recommend the HOT Fund FY23 Budget

BACKGROUND: 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 two other 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.

Budget at a Glance

Revenue: \$264,636

- Sales Tax- \$255,000
- Interest Revenue- \$9,636

Expenses: \$106,350

- Community Programs- \$106,350

HOT Funds Requests:

- **Daisy Dash: \$5,000**

The Daisy Dash is a 5k and 10k run open to adults and children who will run through Upper Cougar Creek. They are requesting the money to help with advertising. In addition to the \$5000, they are requesting PD for route closures and traffic safety. There is currently no money in the proposed budget for the Daisy Dash.

- **JDRF One Walk- \$15,000**

The JDRF One Walk is a walk to benefit research for type 1 diabetes. This event has been held in Sunset Valley since 2015. They had to cancel the walk for the last few years due to COVID but are planning the event for October 2022 (Council has already approved their Special Use Permit). They are requesting the \$15,000 for marketing and family activities during the event. There is currently \$5,000 in the budget for this event, so they are requesting an additional \$10,000.

- **Art Fest- \$144,640**

Art Fest is Sunset Valley's biggest event of the year. It is produced entirely by the Arts Commission. This will be the 15th annual Art Fest (2020 and 2021 were skipped due to COVID). They are requesting \$144,640 but expect to offset \$17,400 of that with revenues brought it from booth fees, product sales, and sponsorships. There is currently \$81,350 in the budget, so they are requesting an additional \$63,290.

STAFF RECOMMENDATION: Review and recommend any changes to the draft documents.

SUPPORTING MATERIALS PROVIDED: YES

- FY23 HOT FUND BUDGET
- DAISY DASH HOT REQUEST
- JDRF HOT REQUEST
- SVAC HOT REQUEST

HOT Fund								
FY23 Budget								
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Hotel Occupancy Tax								
(4080) Hotel Occupancy Tax	255,262	248,891	129,900	155,050	167,565	159,034	255,000	
Total Hotel Occupancy Tax	255,262	248,891	129,900	155,050	167,565	159,034	255,000	
Interest Revenue								
(4095) Interest	11,525	16,406	7,945	725	9,636	1,179	9,636	Interest reduced from original \$10,143.65 due to lower receipts and rates
Total Interest Revenue	11,525	16,406	7,945	725	9,636	1,179	9,636	
Transfers/Subsidy								
(4300) Operating Transfers In	0	0	2,933	0	0	0	0	
Total Transfers/Subsidy	0	0	2,933	0	0	0	0	
Total Revenues	266,787	265,297	140,778	155,775	177,201	160,213	264,636	
Community Programs								
(6551) Advertising - Art Fest	40,761	41,385	6,220	0	61,911	50,418	41,435	Advertising portion of Art Fest
(5551) Sunset Valley Arts Commission-Arts Fest	40,001	37,650	24,563	0	39,915	41,227	39,915	Operations portion of Art Fest
(6556) Advertising - SFC	39,887	41,808	16,593	33,419	25,307	4,723	0	
(5556) SFC- Farmer's Market	0	0	0	0	30,000	0	20,000	Farmer's Market did not request funding. \$20k need to be removed
(5554) JDRF One Walk 2016	15,000	15,000	15,000	0	0	0	5,000	
Total Community Programs	135,649	135,843	62,376	33,419	157,133	96,368	106,350	
Other Operating Expenses								
(5500) Advertising / Public Notices	93,082	116,591	35,457	189,645	147,833	56,409	0	
Total Other Operating Expenses	93,082	116,591	35,457	189,645	147,833	56,409	0	
Total Expenses	228,731	252,434	97,833	223,064	304,966	152,777	106,350	
Total Profit (Loss)	38,056	12,863	42,945	-67,289	-127,765	7,436	158,286	



City of Sunset Valley
3205 Jones
Sunset Valley, TX 78745
(512) 892-1383

CITY OF SUNSET VALLEY HOT FUND GRANT APPLICATION

Organization/Business Information

Today's Date: 5/31/2022 Event Date: October 23, 2022

Name of Organization/Business: Marathon Kids

Mailing Address: P.O. Box 41317

City, State, Zip: Austin TX 78704

Contact Name: Andrea Fisher

Contact Phone #: 512-731-4766 Contact Email Address: andrea.fisher@austinrunners.org

Website: www.austinrunners.org

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

Purpose of your organization/business: To promote health and fitness to both youth and adults within the community.

Does your event pass the Two-Part Test? Yes No

If the answer to the question above is no, you are not eligible for HOT funds and need not continue.

Event, Program, or Activity Description

Please answer all items that apply to your request.

Name of your event, program, or activity: Daisy Dash 5K & 10K

Website address of your event, program, or activity: www.austinrunners.org/events/daisy-dash/

Date(s) of event, program, or activity: 10/23/2022

Check which expenditure category/categories from Two-Part Test apply to your funding request?

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

Location of event, program, or activity (must take place in the City of Sunset Valley): Upper Cougar Creek

How many years have you held this event, program, or activity? 1 year (2021)

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

If yes, please explain: _____

Do you have other sponsors? If yes, please list their names: TBA - working on 2022

Sponsorships

Tourism Outcomes

Number of total persons expected to attend this event, program, or activity: 650+

#Sunset Valley Residents 20-25 #Outside Sunset Valley Area 625

Approximate number of people attending/visiting the event expected to stay overnight in Sunset Valley hotels, motels or bed & breakfasts? 20+

List host lodging venue that currently have a block of rooms for this event:

Venue	# of Rooms Blocked	Room Rate
-------	--------------------	-----------

How will your event, program, or activity attract people already staying at a Sunset Valley lodging establishment?

Social media, things to do websites, calendars, part of Distance challenge series

How will you measure the impact of your event on lodging activity?

post Race (or pre race if requested) poll of registrants

How will the funds, if approved, be used to promote hotels and overnight stays in Sunset Valley?

listed on website, social, print, PR communications, media interviews

How will the proposed activity, if funded, enhance and promote tourism in Sunset Valley? Showcase restaurants

and shopping available directly linked to event/location

What geographic areas will your advertising and promotion reach? Central Texas

It is required that the approved City of Sunset Valley and Holiday Inn logos be included on the event/activity website and sponsor acknowledgement materials. Please initial to acknowledge: MS

What City of Sunset Valley resources will be required? police for traffic safety and route closure, trash disposal bin

Have you completed the Special Event Permit Application? yes

Required Documents

- Completed application – email is acceptable to malingafelter@sunsetvalley.org
- Itemized, detailed list of expenditures relevant for HOT Funds revenue use
- Advertising/Marketing/Social Media Plan, including target audience
- List of Board of Directors, event committee, or program coordinators with contact information
- Event, program, or activity timeline, traffic, parking, and safety plans
- Event, program, or activity budget

Funding Request:

Amount Requested: \$ 5,000

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

Do you anticipate requesting a HOT Fund Grant next year? If so, for what amount? Yes \$6,000+

Daisy Dash 5k & 10k

Oct 23, 2022

www.austinrunners.org/events/daisy-dash/

Expenditures relevant for HOT Funds revenue use:

- Website support/updates
- Graphic support for advertising collateral
- Social media advertising
 - Facebook
 - Instagram
- Print advertising
 - Posters
 - Flyers
 - Magazine
- Radio/communications
- Web - event calendar listings
- Distance Challenge

Target Audience

- Health and Fitness Community
- Youth fitness organizations
- Central Texas running community
- Young families
- Distance Challenge Runners

Contact Information for event:

Andrea Fisher

Partnership & Race Director

Marathon Kids

andrea.fisher@austinrunners.org

512-731-4766

Event - Oct 23, 2022

7:30 a.m. start

Road closures 7:00 a.m. - 9:00 a.m. (open on a rolling basis after last runner/walker)

City of SV Police have helped with traffic safety control

DoMoreRacing provides cones and route directional support for event

Parking takes place at shopping center

Event Activity Budget

Daisy Dash 5K & 10K operational budget: \$15,300



City of Sunset Valley
3205 Jones
Sunset Valley, TX 78745
(512) 892-1383

CITY OF SUNSET VALLEY HOT FUND GRANT APPLICATION

Organization/Business Information

Today's Date: 04.23.22 Event Date: 10.30.22

Name of Organization/Business: JDRF

Mailing Address: 1776 Yorktown Ste. 560

City, State, Zip Houston, Texas 77056

Contact Name: Sarah Mason-Fagg

Contact Phone #: 210-382-7270 Contact Email Address: smason-fagg@jdrf.org

Website: www.jdrf.org/southerntexas/

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.

Does your event pass the Two-Part Test? Yes No

If the answer to the question above is no, you are not eligible for HOT funds and need not continue.

Event, Program, or Activity Description

Please answer all items that apply to your request.

Name of your event, program, or activity: JDRF One Walk Austin

Website address of your event, program, or activity: walk.jdrf.org/austin

Date(s) of event, program, or activity: Event 10.30.22 (will need access for setup on 10.29.22)

Check which expenditure category/categories from Two-Part Test apply to your funding request?

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

Location of event, program, or activity (must take place in the City of Sunset Valley): Toney Burger

How many years have you held this event, program, or activity? 23

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

If yes, please explain: We will utilize additional funding to enhance the family and children activities and marketing 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.

Do you have other sponsors? If yes, please list their names: Sponsorship for 2023 is still being secured. Past and returning sponsors include:

Allstate, Anheuser-Busch, Austin Regional Clinic, Childrens Center of Austin, Clinical Pathology Laboratories, Dell Children's Medical Center, Dell Technologies, Dexcom, Frost Bank, Lilly Diabetes, Locke Lord, Medtronic, Novo Nordisk, OmniPod, Premier Family Physicians, Q2, Senseonics, Tandem, Texas Diabetes & Endocrinology, Wells Fargo.

Tourism Outcomes

Number of total persons expected to attend this event, program, or activity: 5,500

#Sunset Valley Residents 350 #Outside Sunset Valley Area 5150

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

List host lodging venue that currently have a block of rooms for this event:

Venue	# of Rooms Blocked	Room Rate
-------	--------------------	-----------

How will your event, program, or activity attract people already staying at a Sunset Valley lodging establishment? Our event is open to the public and includes activities or families of all ages.

How will you measure the impact of your event on lodging activity? We will work with the local hotel to determine the impact.

How will the funds, if approved, be used to promote hotels and overnight stays in Sunset Valley? With approved HOT funds, we will promote our attendees staying in the hotel the night before the event.

How will the proposed activity, if funded, enhance and promote tourism in Sunset Valley? By returning to SV attendees and supporters will attend the event, stay in hotels and visit local businesses.

What geographic areas will your advertising and promotion reach? Southern Texas to include Austin, San Antonio and South Central Texas, and Houston/Gulf Coast.

It is required that the approved City of Sunset Valley and Holiday Inn logos be included on the event/activity website and sponsor acknowledgement materials. Please initial to acknowledge: SMF

What City of Sunset Valley resources will be required? _____

Have you completed the Special Event Permit Application? Yes

Required Documents

- X Completed application – email is acceptable to CitySecretary@sunsetvalley.org
- X Itemized, detailed list of expenditures relevant for HOT Funds revenue use
- X Advertising /Marketing/Social Media Plan, including target audience
- X List of Board of Directors, event committee, or program coordinators with contact information
- X Event, program, or activity time line, traffic, parking, and safety plans
- X Event, program, or activity budget

Funding Request:

Amount Requested: \$ 15,000

Amount granted in past for same event or expenditure: \$ 15,000

Do you anticipate requesting a HOT Fund Grant next year? If so, for what amount? 15,000

Join us for the 2022 Austin One Walk

JDRF ONE WALK
FOR A WORLD WITHOUT TYPE 1 DIABETES **T1D**



Sunday, October 30, 2022 | Tony Berger Stadium

JDRF One Walk Austin Sponsorship Opportunities



Presenting Sponsor

\$50,000

- Full promotional overlay rights as One Walk Presenting Sponsor, including digital, website and newsletter.
- 30 second commercial/promotional video to be shown on all social media outlets
- Recognition in One Walk campaign press releases, media, and promotional materials (digital and print)
- Newsletter Company Spotlight
- Business link on JDRF Chapter website
- Walk day recognition including opportunity for company representative to speak during stage presentation.

V1P Sponsor

\$15,000

- V1P's are individual fundraisers who raised \$1,000+ for the JDRF One Walk. On Walk Day, The V1P Tent shows appreciation and recognizes individuals driving and achieving fundraising success at an elevated level. V1Ps are provided V1P badge and lanyard, T1D identifiers, and special refreshments and activities.
- Logo recognition: V1P Tent, JDRF Chapter & One Walk websites, JDRF V1P shirts
- Marketing Activations: Print, Social: Facebook/Instagram social posts as V1P Sponsor.

New Families Sponsor

\$10,000

- On Walk Day, the New Families Tent provides an area for families attending their first JDRF Walk to meet local JDRF volunteers, staff and other T1D families to make peer-to-peer connections. In addition to distribution of new family identifiers, families have an opportunity to engage in activities and opportunities to expand their network and relationships within the T1D community.
- Logo recognition: New Family Tent, JDRF Chapter & One Walk websites, JDRF V1P shirts.
- Marketing Activations: Print, Social: Facebook/Instagram social posts as New Family Sponsor.

Social Media Sponsor

\$10,000

- Company logo exclusive on chapter Facebook/Instagram page for One Walk social media promotions to include:
 - Why I Walk Wednesdays
 - Team Week
 - Walk Day social media posts

Family Fun Zone Sponsor

\$10,000

- Family Fun Zone is a dedicated area for families and kids to do activities, play and most importantly have FUN!
- Corporate branded Family Fun Zone at the JDRF One Walk.
- Sponsor has the option to provide promotional materials/samples at provided table.
- Logo recognition: Team Village, JDRF Chapter & One Walk websites, JDRF V1P shirts
- Marketing Activations: Facebook/Instagram post recognizing Family Fun Zone Sponsor



JDRF One Walk Austin Sponsorship Opportunities



Team Village Sponsor

\$5,000

- On Walk Day, Team Village provides an area designated for highest fundraising teams (corporate and family), national teams and sponsors. Teams decorate their tents, display team tent signs, and are recognized from the stage for their achievements.
- Logo recognition: Team Village, JDRF Chapter & One Walk websites, JDRF VIP shirts
- Marketing Activations: Facebook/Instagram post recognizing Team Village Sponsor

Parking/Thank You Sponsor

\$5,000

- Company logo included on:
 - Parking and directional signage
 - 2,500 handmade JDRF Youth Ambassador “Thank you for walking with us” cards placed on parked vehicles at Walk.
 - Logo recognition: Parking/Thank You print, JDRF Chapter & One Walk websites, JDRF VIP shirts
 - Marketing Activations: Facebook/Instagram “Thank you for walking with us” post

Smiles of Hope Sponsor

\$5,000

- Company logo will be placed on the “Smiles of Hope” signs along Walk the route.
- Sponsor has the option to provide promotional materials/samples at provided table.
- Logo recognition: Team Village, JDRF Chapter & One Walk websites, JDRF VIP shirts
- Marketing Activations: Facebook/Instagram post recognizing Smiles of Hope Sponsor

Volunteer Sponsor

\$5,000

- Company logo on all volunteer communication, walk day volunteer signage, and route map.
- Logo recognition: Team Village, JDRF Chapter & One Walk websites, JDRF VIP shirts
- Marketing Activations: Facebook/Instagram post recognizing Volunteer Sponsor

One Walk Rally Sponsor

\$5,000

- Presenting sponsor of the JDRF One Walk Rally – This is our kick-off event for our walk teams and corporate partners.
- The sponsor has the option to provide marketing collateral to attendees and a speaking opportunity for company representatives.
- Logo recognition: One Walk Rally print, JDRF Chapter & One Walk websites, JDRF VIP shirts
- Marketing Activations: Facebook/Instagram post recognizing One Walk Rally Sponsor

T1D Hero Sponsor

\$3,500

- Logo recognition on T1D Identifiers. (Pictured to the right)
- Marketing Activations: Facebook/Instagram post recognizing T1D Hero Sponsor



Water Station Sponsor

\$3,500

- Logo recognition on water station signage and route map.
- Marketing Activations: Facebook/Instagram post recognizing Water Stations Sponsor

Walk Day Exhibitor Booth

\$1,000

- Exhibitor table with two chairs.
- Marketing Activations: Facebook/Instagram post recognizing exhibitors.



JDRF One Walk Austin

Walk Information



JDRF One Walk Austin
Sunday, October 30, 2022
Tony Berger Stadium

About Walk

The JDRF One Walk is your chance to show the world that together, we can conquer type 1 diabetes (T1D). If you are living with T1D or love someone living with T1D, you will do just about anything to make life easier. Now you can be a part of the largest T1D event in the world, no matter where you are. This year, we will meet you where you are as you and your loved ones walk in your neighborhoods, local parks, and all over the metro area as we Walk for cures. Your One Walk will power research, enable advocacy, and fund support for the 1.6 million Americans living with T1D. By joining the JDRF One Walk, you will be part of the lasting footprint we will make for the T1D community now, and for generations to come.

About JDRF

JDRF is the largest funder of type 1 research in the world. While the organization funds more than \$150 million annually in promising and critical research around the globe, over \$25 million has been dedicated to research programs right here in Texas. Currently over \$8 million dollars is 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.

About Type 1 Diabetes

JDRF is the world’s largest nonprofit funder of type 1 diabetes research and is leading the fight against type 1 diabetes (T1D). JDRF funds research, advocates for policies that accelerate access to new therapies, and provides a support network for millions of people around the world impacted by T1D. JDRF collaborates with a wide spectrum of partners and is the only organization with scientific resources, regulatory influence, and a working plan to bring life-changing therapies from the lab to the T1D community. JDRF is the organization that will turn #TypeOneIntoTypeNone.

JDRF One Walk Austin Commitment Form

Sponsor Level

Presenting Sponsor \$50,000

VIP Sponsor \$15,000

New Family Sponsor \$10,000

Social Media Sponsor \$10,000

Family Fun Zone Sponsor 10,000

Team Village Sponsor \$5,000

Parking/Thank You Sponsor \$5,000

Smiles of Hope Sponsor \$5,000

Volunteer Sponsor \$5,000

One Walk Rally Sponsor \$5,000

T1D Hero Sponsor \$3,500

Water Stations Sponsor \$3,500

Walk Day Exhibitor Booth \$1,000

Sponsor Information

Company Name: _____
(as you would like it to appear in print)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____

Preferred method of payment:

Bill me in the full amount of \$ _____

I will send a check in the amount of \$ _____

Enclosed is a check in the amount of \$ _____

Please call me so that I can pay with a credit card

I/We cannot participate as a sponsor this year, but would like to support diabetes research in the amount of \$ _____



Please return this form to:
Sarah Mason-Fagg
Phone: (210) 382-7270
Email: smason-fagg@jdrf.org



JDRF Southern Texas Chapter
1776 Yorktown, Suite 560
Houston, Texas 77056

SUNSET VALLEY ARTFEST

Executive Summary

The Sunset Valley Arts Commission has produced the Sunset Valley ARTFEST for 14 years. The first festival held on the grounds of City Hall had twelve vendors. On April 30, 2022, seven thousand eight hundred and fifty-six (7,856) people attended the event that featured ninety-three (93) artisan and food vendors including two music and entertainment stages. The popular Adventure Build hosted by Sunset Valley Public Works Department was back this year in full swing with over 1,000 participants. The success of the event is a result of collaboration between the Council, Police Department, Public Works, Arts Commission members, Special Event Coordinator-Michele Golden (Golden & Co.), community volunteers, and our sponsors. Funded by Hotel Occupancy Tax and revenue generated by the event it is well known in the region as a fun-filled, family friendly event with a great vibe.

The COVID19 pandemic resulted in two years of cancelled events, 2020 and 2021, and changed our world. The 2022 event was produced with a budget estimated for the 2020 event and we had no idea how the new reality of increased prices, supply chain issues, and labor shortages would impact the event expenses. Council approved a pilot program to solicit sponsors for the 2022 event and the Arts Commission secured sponsorships from Home Depot, Central Market Westgate, Doc's Backyard Grill, and TexaScapes. Final reconciliation of revenue and expenses on 5/31/22 resulted in a surplus of \$588.31.

The budget request for ARTFEST 2023 takes into consideration the increased costs of operational expenses and the need to streamline event site planning/coordination and vendor registration with online tools.

Comments from Kellie Nutt-Robinson, Selling & Events Manager, Central Market Westgate:

We had an absolute blast at the ARTFEST and look forward to next year! We also each bought lots of great local art! The community involvement was planned to be part of our TX local event, so the timing was perfect! Everyone created a scale that went on to our giant armadillo. It really was a treat to be able to involve our shoppers in something they can see when they're here. Thanks for hosting us and look at the fun pics we took!





City of Sunset Valley
3205 Jones
Sunset Valley, TX 78745
(512) 892-1383

CITY OF SUNSET VALLEY HOT FUND GRANT APPLICATION

Organization/Business Information

Today's Date: May 31, 2022

Event Date: April 29, 2023 (tentative)

Name of Organization/Business: Sunset Valley Arts Commission

Mailing Address: 3205 Jones Road

City, State, Zip: Sunset Valley, TX 78745

Contact Name: Karen Medicus, Chair, Sunset Valley Arts Commission

Contact Phone #: 512-970-1791

Contact Email Address: kmedicus@austin.rr.com

Website: www.sunsetvalley.org/artfest

Is your organization/business: City of Sunset Valley appointed commission

Purpose of your organization/business: Promote the arts, cultural tourism, and promoting Sunset Valley

Event, Program, or Activity Description

Name of your event: Sunset Valley ARTFEST

Which expenditure category/categories from Two-Part Test apply to your funding request?

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

Location of event: Toney Burger Center and city property at the end of Horrigan Trail

How many years have you held this event? 14

Have additional activities been added or expanded? Yes

If yes, please explain: 20 additional vendors, open mic, and adventure build

Do you have other sponsors? If yes, please list their names: Home Depot, Central Market Westgate, Doc's Backyard Grill, and TexaScapes

Tourism Outcomes

Number of total persons expected to attend this event: 8,000

#Sunset Valley Residents: 200

#Outside Sunset Valley Area: 7,800

How will the proposed activity enhance and promote tourism in Sunset Valley?

The Sunset Valley ARTFEST completed its 14th successful year in 2022 and is the signature event for the city drawing

people from the Central Texas region and beyond. This event has grown from a small art event at City Hall with 12 vendors to the largest event of the year drawing over 7,800 attendees, 93 vendors, 2 stages, local business sponsors, and 30 community volunteers. It is now recognized as an annual family-friendly event people look forward to attending and spending the day in Sunset Valley.



The production of the Sunset Valley ARTFEST is a collaboration between the Council, city staff, community volunteers and the Sunset Valley Police Department. Event promotion includes the Holiday Inn logo to promote overnight accommodation in the city.

Amount Requested HOT Grant: \$ 144,640

Estimated Event Revenue: \$ 17,400

Amount granted in past for same event or expenditure: \$ 81,350 (based on the estimate from the 2019 actuals. Event was postponed for two years due to COVID19). Plus actual event revenue that is received via the general fund to offset event expenses \$13,476.

Do you anticipate requesting a HOT Fund Grant next year? Yes If so, for what amount? That will depend if the city decides to expand the event.



REVENUES						
General Fund	2022 Budget	2022 Actual	Notes	2023 Estimated	Commission Notes	Budget & Finance Notes
Income - Art booth sales	4,000.00	5,625.00		6,750.00	90 art booths @\$75 ea	
Income - Food booth sales		840.00		950.00	5 food booths, 5 food trucks	
Income - Merch sales		911.00		2,100.00	50 volunteers/parking, 100 vendors, 250 to sell @\$15 each, Vintage \$10 ea	Update merch available for sale
Income - Sponsorships		3,500.00		5,000.00		
Income - TCA music grant		2,600.00		2,600.00		
TOTAL	4,000.00	13,476.00		17,400.00		
Hot Fund	2022 Budget	2022 Actual		2023 Estimated	Commission Notes	Budget & Finance Notes
	81,350.00	81,359.00		144,640.00		

TOTAL REVENUES 85,350.00 94,835.00 162,040.00

EXPENSES						
Operation Budget	2022 Budget	2022 Actual	Notes	2023 Estimated	Commission Notes	Budget & Finance Notes
Bands/Music Production	13,750.00	16,700.00	Offset by TCA Grant funds	25,000.00		Talent upgrade
Special Event Coordinator	14,000.00	14,000.00	Special event coord. Incl Advertising mgmt	36,000.00		Last increase 2018, incl. approx. 680 hours of work. Incl production of calendar listings, media alerts, press releases re:dates, bands, event
Stages, sound equipment & engineers	7,700.00	7,700.00		10,000.00		
Onsite entertainment (Balloon/FP, Emcee)	1,350.00	1,350.00		2,300.00	Have entertainers for longer period of time	Addtl entertainers for longer period of time
Installation for Art Seen/Dining Tent, entry flags, new set up	2,700.00	2,750.00	Includes Warren Décor	8,000.00		Additional infrastructure
Porta Potties/Handwash Rentals	950.00	670.00		900.00	More potties	Negotiate into city contracts
Dumpster	290.00	175.00		350.00	2 dumpsters	Negotiate into city contracts
Temporary Paid Labor	1,025.00	0.00		600.00	Helpers for set up	Negotiate into city contracts
Refreshments	350.00	398.00		500.00		
Misc on site labor, merch seed money, onsite expenses	900.00	813.00		900.00		
Overnight Security	300.00	510.00		1,200.00	2 guards	Adding addtl guard
Acadian EMT	500.00	575.40		600.00		

Operation Budget	2022 Budget	2022 Actual	Notes	2023 Estimated	Commission Notes	Budget & Finance Notes
Parking Management	3,000.00	5,225.00	Includes previous offset from reveue	7,000.00	More parking staff and light tower 2 days	More parking staff and light tower 2 days
Radios				500.00	Purchase six two-way radios	Purchase six two-way radios
Tents/tables/chairs	5,600.00	6,615.00	Includes previous offset from reveue	8,500.00	(4) 30'x120' tent w/barrels plus base order of \$7000	Additional tents needed for dining, set up, pop ups
Décor		235.00		500.00		
Golf Carts	500.00	200.00		400.00	2 gas carts	Additional golf cart
Water Tanks				1,650.00	3 tanks/ice/cups	Hydration for cooling stations
Event planning and registration software				2,740.00	Maps \$840, Regist \$1900	Automate layout/coordination of event design and registration process
Health Permits for Food Booths	200.00	684.00	Offset by food booth fees	950.00	Offset w/food booth fees	Offset w/food booth fees
Paid Media and Street Banner	26,850.00	26,897.76		33,500.00		
Advertising Production	3,000.00	3,000.00		8,000.00		New creative for media
Merchandise for sale	700.00	2,294.00	revenue; increase in vendors and 2-sided printing with new city branding	5,000.00	#400 shirts front and back print	Update merch available for sale
Fast Signs	750.00	2,532.00	revenue; increase due to new city branding, signage redesign	2,500.00		Improve event signage at event site
Printing	600.00	550.00		650.00		Postcards, posters, badges, etc.
Photo booth				3,500.00		Selfies for attendee promotion on social media
Motorblade	135.00	197.00		300.00	Extra flyers	Flyer distribution service to increase locations
TOTAL	85,150.00	94,071.16		162,040.00		
Surplus/Deficit		763.84		0.00		



Client: City of Sunset Valley Arts Commission
 Campaign: 2023 Sunset Valley Artfest
 Run Dates: April 19 - 29, 2023
 Budget: \$33,500
 Demo: Women 25+

MEDIA PLAN			
CHANNEL	NOTES	RUN DATES	COST
RADIO			
KUT-KUTX-FM	:15 Underwriting	April 19 - 29, 2023	\$2,500.00
DIGITAL			
Austin Chronicle Display	Banner Ads; Home Page and Run Of Site	April 19 - 29, 2023	\$1,905.00
Programmatic - Display/Banners	Desktop, Tablet, Mobile; W25+, behavior targeted; zip code target	April 19 - 29, 2023	\$4,000.00
Programmatic - Spotify	Desktop, Tablet, Mobile; W25+, behavior targeted; zip code target	April 19 - 29, 2023	\$3,800.00
Programmatic - Connected TV	Smart TV; W25+, behavior targeted; zip code target	April 19 - 29, 2023	\$6,000.00
Programmatic - Video	Desktop, Tablet, Mobile; W25+, behavior targeted; zip code target	April 19 - 29, 2023	\$4,500.00
SOCIAL			
FB/IG - Display	Desktop, Tablet, Mobile; W25+, behavior targeted; zip code target	April 19 - 29, 2023	\$3,500.00
FB/IG - Video	Desktop, Tablet, Mobile; W25+, behavior targeted; zip code target	April 19 - 29, 2023	\$4,000.00
OUT OF HOME			
City of Austin Street Banner	1216 ½ S. Lamar	April 19 - 29, 2023	\$600.00
PRINT			
Community Impact SW Edition	1/2H four color ad	Delivers 4.21 - 4.24	\$2,695.00
TOTALS			\$33,500.00

Timeline for 2023 ARTFEST	
2022	
May	Recap from any participants and summarize survey
	2022 Budget review and finals
July	Finalize date for 2022 show with City Administrator and AISD - SVAC
	Confirm 2023 budget & booth rates -SVAC
	Review sponsor packets/rates - SVAC
	Finalize sponsor packets and begin reaching out to possible sponsors - SVAC
	Save the Date to area print media for calendars; social media, email former vendors -MG
	Send date to SFC and other service vendors as FYI - MG
September	Review basic items for 2023 show
	Provide updated information to city contact for date postings on website and social media
	Send 2023 dates to media & vendor list & SFC contact again as reminder
	Budget approved by SVAC and City
	Send the block copy of the event to City of SV for website
	Need creative elements for web, posters, postcards, tshirts, etc.
October	Review music options and talent check TCA on available grants
	Send food vendors date information for 2023
	Confirm promo rates with Holiday Inn and block out rooms/link - TBD
	Get new Call for Artist postcards made for November distribution – update creative
	Update art and food registration forms/work with city for pay online options until form approved
	Send Call to Artist release to print media for Nov start
	Add sponsor logos to items as needed - posters, release, media alerts, website, etc.
	Confirm COSV activity onsite with Carolyn/Sam
	Get updates on possible sponsorships from arts commission
	Print call for artist postcards and distribute to area galleries and arts commission
	Music reviews/costs/TCA deadlines
November	Deliver postcards for artist call/post on website/send to media for print
	Confirm parking company bids and overnight security
	2023 changes to SVPD
	Send information to bi-monthlies for 2023 dates
	Make sure all posts are written for social media to go out simultaneously
	Start calls on food trucks about date for 2023
	Check Community Impact, Texas Monthly to see if we can add event to calendar
	Check calendar listings to see if there are any updates
	Update FB page with vendor information/link to forms
	Send email to main vendor database with copy of registration form
December	Get with SVPD on new event summary and emergency/Covid plan
	Promote SVAF through social media – city contact
	Call to artists postings - online calendars & art spaces
	Work on any TCA grants and information
	Send to monthly publications event listings/dates
	Confirm music acts and fill out grant applications with TCA

2023	
January	Call Food vendors and get new ones - work w/Farmers Market
	TCA grant information to City Council meeting by first days of January
	TCA grant forms due the 2nd
	Finalize acts for street vendors and face painter
	Get with Warren on kids area and arch/flags and build outs
	Submit for event listings/new media alert for call for artists
	Set up Med Tech EMS with Acadian
	Finalize emcee for event
	Create site and parking layout
	Order: EMS, Dumpster, Potties, Parking, Call SFC contact about food vendors & electricity, Balloon artists
	Rent golf carts for Fri and Sat for event with delivery and pickup
February	T-shirt bids/order and change art for 2023 merchandise – need creative if changed from logo on shirt
	Event programming confirmed (entertainment, layout, activities, food)
	Confirm tents, chairs, toilets, radios
	Meet with Chief Carter SVPD for officers/times and plan
	Produce tv & radio commercials, print ads
	Finalize advertising plan & place media
March	Reminder for vendor deadline for forms on April 1
	Call for temp labor with Centex Labor - also check with Sam Cantu
	Send release or media alert out after SXSW about event to media
	Design posters, flyers after bands selected - rush
	Print posters, flyers, flyers for Sunset Valley Elementary (to Kim)
	Separate flyers to SV Elementary- English and Spanish
	Posters, flyers to retailers, motorblade, etc.
	Confirm volunteers and staff
	Submit first round of check requests and spreadsheet to accounting; include food permit check needed
April	Order extra A frames and new signs if needed - posters, band lineups/two stages, parking, etc.
	Confirm food vendors needing permits and get their forms back/signed to apply for permits
	<i>The following dates to be determined based on the date of the event and updated once date selected</i>
1-Apr	All Registration closes
4-Apr	Send email to all vendors that final approvals and booth information distributed week of April 17/payments due April 1
7-Apr	Deadline for vendor booths all paid
10-Apr	Signs to SFC for posting and banner for weekend before and day of
12-Apr	Booth Assignments
13-Apr	Make vendor map changes to artist for revisions ad layout
	Submit Temp Food Permits - fill out forms, get check, drop to Austin Health Dept. and get permits
17-Apr	Send emails to vendors with packet of information/tips/maps/booth #
20-Apr	Send out Run of Show to crew, revise Emcee notes, other excel sheets

Sunset Valley ARTFEST 2023

26-Apr	Mark site and vendor booths week of event Wed or Thursday – confirm with AISD
28-Apr	Load in -- 8 am to 5 pm - set up stages, bathrooms and dumpster delivered, set up
	Entrance, all tents, chairs and tables set up, parking racks and cones set up
Day of event	ESP and Volunteers onsite at 5:30 am to prep for vendor check-in
	Vendor Check In Starts at 7:30 am/Complete by 9:30 am
	Event 10 am - 6 pm
	Music stops 5:45 pm
	Load out 6 pm
	Tents/Chairs picked up 6 pm; Potties picked up
	Turn off electric; clean up; items back to COSV
	Get signs back from SFC and take to SVAF storage
Monday after event	Dumpster picked up
	Golf cart picked up
May	
Week after event	Finalize outstanding details
	Meet with committee on follow up
	Send survey & thank you to all vendors
2nd week post event	Make sure all invoices paid and event summaries completed
	Recap event/ Ideas for next year
	Update sheets and timeline
	Budget updates/planning for 2024
	Send in TCA grant summaries with city
	Meet with SVPD post summary
	Inventory signs and items in storage room
	Wrap up event details for the year

290

COVID-19 Testing

TWO WAY TRAFFIC

ONE WAY

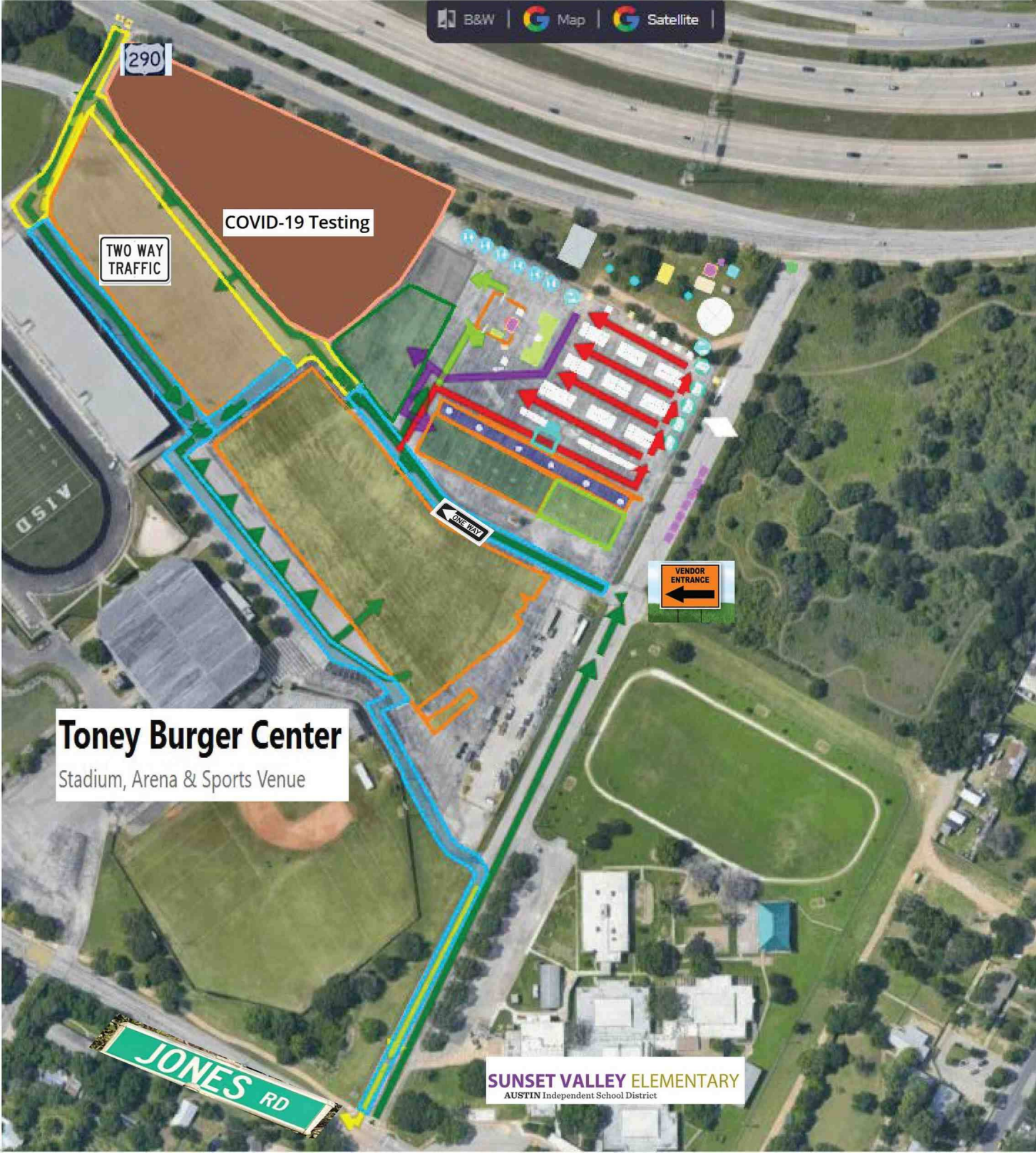
VENDOR ENTRANCE

Toney Burger Center

Stadium, Arena & Sports Venue

JONES RD

SUNSET VALLEY ELEMENTARY
AUSTIN Independent School District



dining tent

To vendor parking

Vendor Parking

Main Stage

Sound Panel

Solar power

EMT

Pedestrian Entrance Area

TO VENDOR CHECK IN AND BAND LOAD IN

TO VENDOR CHECK IN

ARTFEST Vendor Parking

Vendor Check In

ONE WAY ONLY

FMK VENDOR PARKING

Volunteer and General Parking

Cone off

FMKT TRUCK

Pedestrian Entrance from FMkt

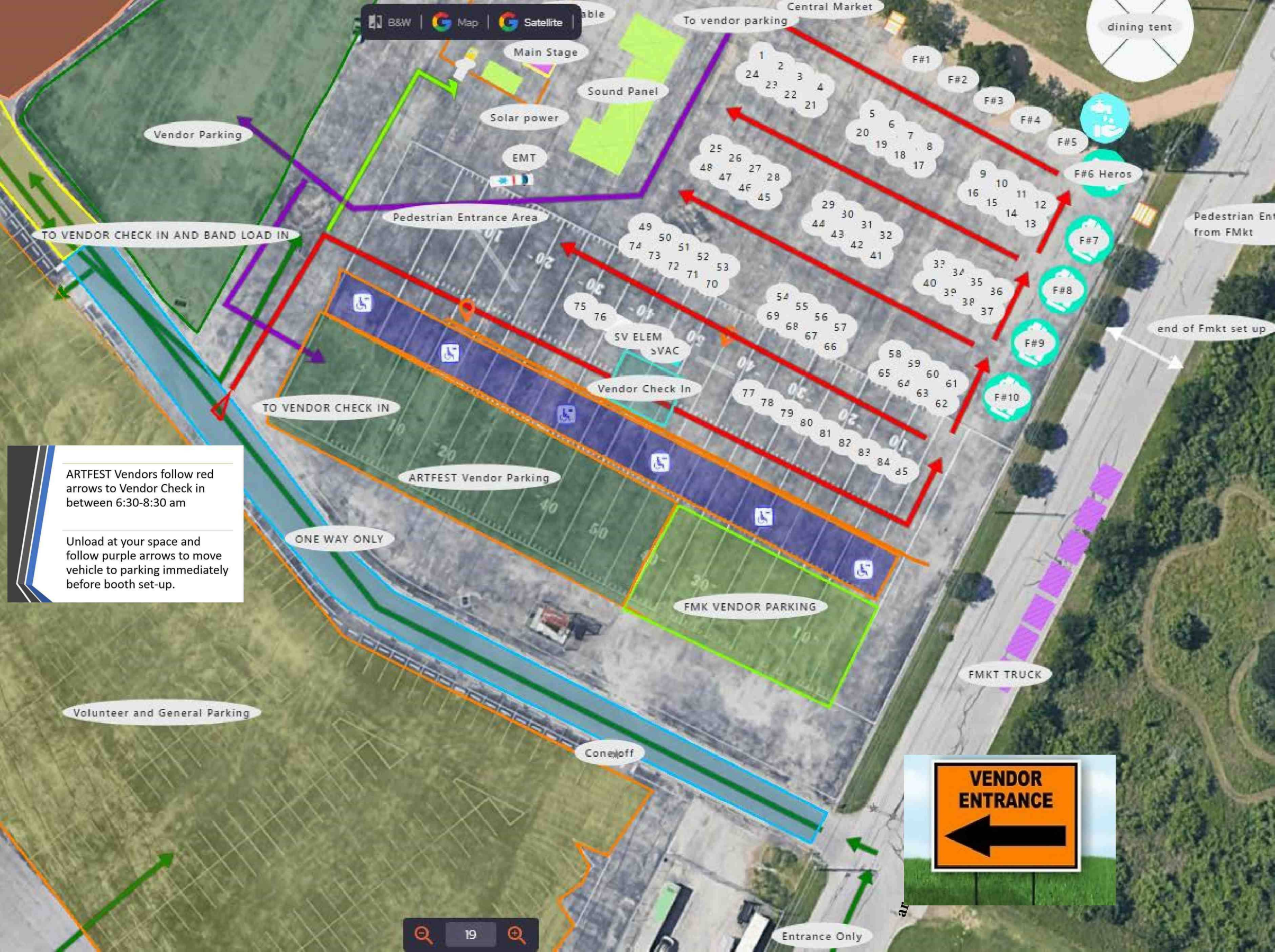
end of Fmkt set up

ARTFEST Vendors follow red arrows to Vendor Check in between 6:30-8:30 am

Unload at your space and follow purple arrows to move vehicle to parking immediately before booth set-up.



Entrance Only





Emergency Information and Event Summary for Sunset Valley Police Department

15th Annual Sunset Valley ARTFEST 2023

April 29, 2022 (Saturday) from 10 am – 6 pm

Hosted by the City of Sunset Valley Arts Commission

Event Summary and Emergency Information

The event will be hosted in the same location as in the previous years at the Toney Burger Center northeast parking lot area (north of the main bandstand fixture there now) using the green grass area and main parking area north of the stadium. 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 on both sides of that street to create a long row of tents for shopping, but further up more near their barricade on that street as they did before. All their vendors will be parking in the southern lot past the area where our tents are set up in Vendor Parking, and we have advised the SFC Farmers' Market folks to tell them not to block the curbs inside the parking lot. They will have a volunteer at their parking area to help let the vendors for sfc know where to park as well.

Emergency Planning Considerations and Staff Briefing

We are working with a new parking contractor this year, Turnkey Operations. They manage parking at many area events and are familiar with the process needed from their attendants. A grounds layout/traffic flow and timeline for the event day and activities will also be sent to them and you, to review with staff prior to the event.

With SVPD officers also 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, medical situation, or other circumstance that might arise at the event.

All parking personnel will have radios so they can communicate with each other, as well as festival officials and SVPD. Turnkey Operations 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, if needed.

Credentials

Event staff will have a black lanyard with the event name and date and marked as STAFF for recognition by festival guests if they need anything and the photographer will have one with PHOTOGRAPHER to identify him as a safe person for guests to know can take photos for the event. This year, we are implementing a VENDOR lanyard as well, to help all of us identify the vendors. We have a record 92 vendors this year, up from about 70-72 annually, with many new faces, so this will help identify them more easily.

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, but otherwise, we are a rain or shine event.

Medical Personnel/First Aid/Ambulance

An EMT for the event is Acadian and are 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 an ambulance in and out in case of a medical emergency if any transport is needed. This is also noted on the maps for staff and vendors, so they know the location. This area is also visible with a white A frame sign that says FIRST AID. We will tell Acadian to let us know if they will be switching out personnel during the day, so we are aware. A cooling tent with a water station will be available for people who become overheated. Additional water stations will be set up at various locations in the event.

Covid Protocol

With the ever-changing status of Covid protocols, Austin being listed now as a Stage 2 area, and the fact that this is an outdoor event, we will not require any masks to be worn at the event. They will be optional for guests, staff, and vendors. We will have 8 standing hand gel sanitizers located at various points throughout the festival grounds, two hand-wash stations and 2 hand sanitizer stations next to the main restroom facilities.

Public Access

The attached maps show 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. There will also be a person at the main vendor check-in that morning (located at the Sunset Valley Arts Commission tent) to help direct cars to the two designated aisles for vendor set up. This is a drive-thru check in. Vendors always arrive early so usually there is a line of cars for this, but we will start check in at 7:30 am and we will have one parking attendant at the check-in entry point to help direct this. One person will be at the end of each vendor aisle (three aisles) to help direct vendor cars and set up from 7:30- 9:30 am. The attendants will also assist with clearing cars from the area by 9:30 am. Please note: vendors are asked to pull alongside their booth number, quickly unload their items, placing them inside the space allocated to them, and then moving their car to the vendor parking, noted with signage and parking attendants. The main thing is to direct farmers' market vendors directly to the parking lot for unloading and the ARTFEST vendors to go through the line and check-in process. Since this area has a huge amount of activity before the event starts, having a police officer nearby would be helpful if that is possible.

The attendant positioned at the end of the Vendor Parking area/sign from 8- 9 am to help further direct Vendors to park in those marked areas and can then be relocated to assist on Horrigan Road entrance area once most vendors are parked, if needed. Cones will be used to block off the two elementary school parking entrance areas off Robert Horrigan Road.

Aisle ways at the festival will be 30' across again this year, to provide an easier flow of guests and a better turn range for vendor cars as they come in that morning to unload. There will also be 30' from the end of the tents to the Main Stage area and a 30' 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 bike rack perimeter. Backstage access and band load-out for that area will be 60' x 56' with musician parking behind and noted with A-frame signage. Our parking personnel will be noted of that area. The perimeter will be metal bike rack and sawhorse barricade combination for exit and entry to the area.

The general parking lot will be marked and coned off on Friday, the 28th. 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. We will have their supervisor on-site in a golf cart and on radio to help with any changes during the day, as needed.

Handicap spaces will be set up a few feet from the front hard perimeter again this year, marked by the arched entrance with colorful flags and extended West so that those guests can enter from the Main Stage/EMT area or in the front by the arch. 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 in 2022.

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.

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 SVPD officers onsite during the day to assist with crowd control, parking issues, emergencies, and overall security of the area. A separate paid unarmed security officer from Sentry Security will be located onsite from 5:30 pm Friday night through 7:30 am Saturday morning for security of the items and staging already loaded in and set up that day. They will alert festival officials and work with the SVPD to report any problems that might arise during that time. SVPD will do close patrols of the site during the evening.

Food Drinks/Water

Guests will have the opportunity to purchase only non-alcoholic beverages from food vendors and farmer's market vendors as well as food options during the day. The food vendors will sell waters,

lemonade, teas, or soft drinks in addition to their food products. All food truck vendors will have current health or mobile health permits from the City of Austin and the tented food areas will have temporary food permits set up onsite for any health inspectors which I will give to them the morning of the event.

Venue Cleanup

This is overseen by the festival staff and paid laborers that evening starting at 6 pm. Most everything should be off the grounds Saturday evening, except the dumpster which is at the end of Robert Horrigan Road, the 4 regular and 2 ADA porta-potties, 2 washstands and 2 sanitizer stands, all which Texas Disposal will pick up Monday morning.

Debriefing Meeting

Meetings can 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 can be held post-event to review specific details and suggestions to the upcoming year, as needed.

Thank you again for your continued support.

Michele Golden/Golden & Co. and the SV Arts Commission



Sunset Valley Arts Commission

2022 Member Contact List

1	Karen Medicus, Chair	kmedicus@austin.rr.com	512-970-1791
2	Sasha Russell, Vice-Chair	Sashafree0@gmail.com	512-619-1277
3	Joe Hutson	Joehutson56@gmail.com	512-360-7776
4	John Frick	johnfrick@austin.rr.com	512-560-8233
5	Ruth Pifer-Hutson	Pifer.hutson@gmail.com	512-961-0613
6	Myles Fox	mylesfox@mac.com	512-666-5350
7	Julie Kestner	juliekestner@gmail.com	512-919-2221
8	Barbara Wilson	Wilsonbarbara655@gmail.com	512-590-9448
ALT	James Hart	jameshart@austin.rr.com	512-516-19966
	ARTFEST Event Coordinator Michele Golden	michele@goldenandco.com	713-252-6464

BUDGET AND FINANCE COMMITTEE MEETING DATE: JULY 14, 2022



BUDGET AND FINANCE AGENDA ITEM #6

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

SUBJECT: FY 22-23 COMMITTEE REQUESTS

DESCRIPTION: Review, discuss, and possibly add to the FY23 Budget Committee requests

Committee Requests:

General Fund:

- **Community & Economic Development: \$55,000 (\$12,000 already in budget)**
 - o Spring Fling- \$8,000
 - o Volunteer Appreciation- \$7,000 (line item in Admin Budget \$6k)
 - o Movies on the Lawn - \$2,500
 - o Game Night - \$1,000
 - o Winter Event- \$4,000
 - o Matter of Balance Classes - \$500
 - o Contingency- \$2,000
 - o City Hall Improvements- \$25,000
 - o Community Center Items- \$5,000

- **Planning & Environmental: \$365,500 (\$12,500 already in budget)**
 - o Parks and Open Space Implementation- \$250,000 (possible CIP)
 - o Composting Program- TBD (between \$10.08 and \$12.28 per household per month, with a rate increase to cover cost of program)
 - o Adopt-a-Bench- \$10,000 (initial investment with revenue to match)
 - o 290 Beautification (litter control, plantings, murals, art, etc)- \$50,000
 - o Food Forest Project- \$20,000
 - o Green Business Program- \$5,000 (already in PW budget)
 - o PEAS for elementary school- \$7,500 (already in PW budget)
 - o Community Environmental Seminars- \$4,000
 - o Community Garden Support- \$4,000
 - o Prairie Restoration Project- \$15,000

- **Arts Commission: \$31,000 (\$26,400 already in budget)**
 - o Various programs and events (unlisted)- \$31,000

CIP Fund:

- **Planning & Environmental: \$115,000**
 - o Burger Center Trail- \$115,000 (will be reviewed further with other CIP requests on 7/21)

STAFF RECOMMENDATION: Review and recommend any changes to the draft documents.

SUPPORTING MATERIALS PROVIDED: YES

- ARTS COMMISSION REQUEST



SUNSET VALLEY ARTS COMMISSION
General Fund Budget Request
FY 2022-2023

Established in 2006 and 2007, by Ordinance #061205 and #070717, the Sunset Valley City Council established a special commission of the City of Sunset Valley to be called the Sunset Valley Arts Commission.

Purpose

To serve in an advisory capacity to assist and make recommendations to Council and department heads to research, develop, implement, and evaluate policies, programs, and projects related to the Arts, and encourage and promote tourism in the City.

Mission

The mission of the SVAC is to serve the city and its citizens as advisors and advocates for the enhancement and integration of the arts in the community. We believe that a creative cultural environment is essential to the City’s well-being.

Focus Areas

The Arts Commission focuses on two primary areas: 1) Cultural Tourism with Sunset Valley ARTFEST a regional art and music event that celebrated its 14th year on April 30, 2022. The event featured two music stages, 93 vendors, 4 local business sponsors, and brought 7,856 attendees to our city. This event is funded by the Hotel Occupancy Tax Fund 2) Community art events for residents to experience and enjoy.

Community Art Events FY 2022/2023

Since its formation, the commission has produced various community art events: summer concert series; world art and culture experiences; movie nights; art workshops; and more funded by the general fund for the benefit of residents. These events were typically held at City Hall. Pandemic restrictions put a hold on these social gatherings for past two years. The commission shifted focus to building an online presence with the Sunset Valley Arts Facebook page and developed “Bringing Art Home” a collaborative program with SVPD to serve residents that were confined to their homes due to the pandemic.

With pandemic restrictions easing the commission looks forward to bringing back multiple opportunities and new programs for residents to experience and enjoy the arts in the next fiscal year. Events and programs will be designed pending joint meeting and collaboration with CED and P&E.

FY 22/23 GENERAL FUND BUDGET REQUEST: \$31,000

FY 21/22 GENERAL FUND BUDGET APPROVED WAS \$26,400



SUNSET VALLEY ARTS COMMISSION

General Fund Budget Request

FY 2022-2033

Sample Event Production

Sunset Valley Arts Commission
Proudly presents:



Sunset Valley Arts Commission
Proudly Presents An Evening With
Turk Pipkin



Author, filmmaker, and co-founder of the Nobelity Project, Turk will speak and share clips of his new film on school construction in Kenya, *Building Hope*.
7:00 p.m. Friday October 14th
Sunset Valley City Hall 3205 Jones Road

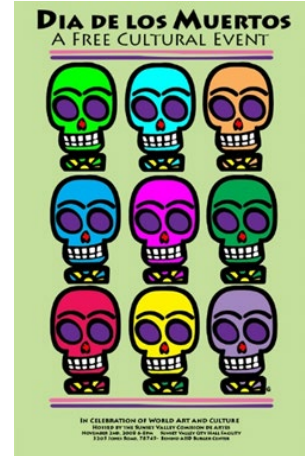


Argentinean Tango & Culture

Saturday, Oct 23rd
6:00 pm – 8:00 pm
Sunset Valley City Hall
3205 Jones Road

Agenda:
6:00-6:10 Intro
6:10-6:40 Tango by Gustavo Simplicis & Mónica Calvano
Esquina Tango Managers & Directors
6:40-6:50 Food Samples
6:50-7:20 Tango by J. Colby Adams & Marina Filder
7:20-7:30 Socializing
7:30-8:00 Tango Class
Mickie Kreschner

A World Dance & Culture Event hosted by the
Sunset Valley Arts Commission and the City of Sunset Valley



Sunset Valley Arts Commission
2012 Free Concert Series



Texas Swing Kings
Firey Fiddlin' from the Heart of the Lone Star!


Sunday April 15th 7:00 pm
Sunset Valley City Hall
3205 Jones Road

SUNSET VALLEY ARTS COMMISSION
Proudly presents Movie Night



6:30 Refreshments Movie Starts at 7 pm
Saturday December 15
Sunset Valley City Hall 3205 Jones Road

SUNSET VALLEY ARTS COMMISSION
Art Workshop
Saturday, July 19, 2014 - 9:30 am – 3:00 pm



Would you like to learn a new hobby or skill in a fun, creative time with your Sunset Valley neighbors? The Arts Commission is offering nine classes, each class can have up to ten folks per session. Sign-up opens 30 minutes before each class and only the person taking the class can register.

Classes –

Session 1:	Session 2:	Session 3:
10 to 11:30	12:00 to 1:30	1:30 to 3:00
Making a Succulent Garden	Stringing & Wire Wrapping Jewelry	Drawing
Designing with Duct Tape	Clay Objects	Soda Straw Weaving
Leather Craft	Rubber Band Weaving	Collage

(Suggested age: 6 to 99)
Coffee & Muffins 9:30 AM Lunch served 11:30 to 12:00.

Sunset Valley City Hall 3205 Jones Road



BUDGET AND FINANCE COMMITTEE MEETING DATE: JULY 14, 2022



BUDGET AND FINANCE AGENDA ITEM #7

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

SUBJECT: REPAIR AND REPLACEMENT BUDGETS (GENERAL FUND & CRIME CONTROL)

DESCRIPTION: Review, discuss, and possibly recommend the Repair & Replacement Fund FY23 Budget

BACKGROUND: At the onset of FY 21-22, staff recognized that the General Fund Repair and Replacement budget would need a serious overhaul if it was to remain solvent. A minor transfer was incorporated into the budget of \$102,806. However, the fund will soon be in a deficit position if present conditions continue.

General Fund Repair & Replacement

At issue is what is recorded in the history of what is included in the “reserve” and what has actually been spent. For example, in the historical documents, the General Fund Repair and Replacement includes City Hall repairs, as well as equipment and maintenance for Public Works items such as a Sunset Valley Village Trail Buffer Bridge.

In the FY 21-22 adopted budget, an *estimated* \$542,617 is the starting budget for GF Repair and Replacement, and an additional \$102,806 transferred during the fiscal year with a total ending balance of \$645,423. *Actual* show a balance of \$551,511 (as of 9/30/21) and an add of \$102,806 for a total of \$654,317.

During the FY 21-22 budget, the following is expected to be purchased totaling \$350,297 which would leave a remaining balance of \$295,126:

- Admin- Computers: \$41,226
- Admin- Switch: \$5,583
- PD- Radios: \$122,238
- PW- Kabota: \$17,000
- PW- City Hall Repairs- \$164,250

Current FY23 Repair & Replacement Requests Outstanding:

- PW- Mower: \$8,000
- PW- Kubota Tractor: \$36,000
- PD/Admin- Computers: \$6,000

With requests from both years, the remaining balance is estimated to be \$245,126.

Crime Control Repair & Replacement

In the FY 21-22 adopted budget, the projected ending fund balance was \$453,059 which included a transfer from the General Fund of \$102,807. However, sales tax revenue receipts were higher than projected, and the General Fund transfer was cancelled by Council. The ending fund balance as of 9/30/21 was \$573,186. Also, \$278,000 has been approved to be expended out of Crime Control reserves by council for repair & replacement items for FY22. This leaves an estimated beginning balance for FY23 of \$153,363.

- Radios- \$112,000
- Tasers- \$54,000
- 2 Vehicles- \$112,000

The replacement schedule for the Police Department includes amounts from the Crime Control reserve amounts. This presents an issue when, as in times of COVID or other economic downturns, the reserve amount is used to balance the Public Safety operating budget. During the discussion for PD and Crime Control, it was approved to add these two items totaling \$90,000 to the Crime Control Budget instead of repair & replacement:

- 1 Vehicle- \$60,000
- Annual Cameras- \$30,000

Adding the \$90,000 request, and the proposed operational costs for the FY 22-23 year, would leave \$53,363 in the fund assuming all sales tax projections are on target for the year. A reserve policy has not been set for this fund. It is important to note that personnel costs are included in this fund. An economic downturn would prove unsustainable and the costs for Public Safety personnel would be borne by the General Fund.

STAFF RECOMMENDATION: In the FY 22-23 proposed budget, staff recommends separation of the following key organizational needs:

- Maintenance – Dedicated Building Fund (Building not competing with Vehicles or IT)
- Dedicated Replacement Fund
 - Computer/IT Assets
 - Vehicles
 - Heavy Equipment
 - Duty Gear
 - Dedicated Sinking Fund for Building Replacement

As a result, the following was proposed in the budget:

- Creation of a Replacement Fund for \$285,000 – as an Annual Commitment
 - Vehicles - \$150,000
 - IT Assets - \$35,000
 - Key Duty Gear (PD) - \$25,000
 - Equipment (Mowers, etc) - \$75,000
- Creation of a Maintenance Fund for Buildings - \$215,000 – as an Annual Commitment
- A dedicated sinking fund for building replacement should be considered as a future item.

SUPPORTING MATERIALS PROVIDED: NONE

BUDGET AND FINANCE COMMITTEE MEETING DATE: JULY 14, 2022



BUDGET AND FINANCE AGENDA ITEM #8

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

SUBJECT: MAYOR'S BUDGET REQUESTS

DESCRIPTION: Review, discuss, and possibly approve changes to the FY23 Budget based on the Mayor's requested items and Parking Lot items

BACKGROUND: During the 5/26/22 meeting, it was requested to add this item to the end of each agenda for possible discussion, if there was time. This will be to discuss any items the Mayor requested the Budget & Finance Committee consider as part of the FY23 budget.

APPLICABLE CODE SECTIONS:

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- MAYOR'S PRIORITIES

Mayor's Budget Priorities – FY2023

- Sales Tax Revenue Forecast – Provide a recommendation for a revenue target based on the available data from our Sales Tax information as it relates to revenue projections and the long-range plan.
- Crime Control & Prevention District (CCPD) fund - Maximize to fund the PD budget, with enough reserves to fund anticipated variability in revenue and for those items that may change over the course of the year (benefits, salary, etc.).
- AISD – Set aside \$10K funding for TBD continued investment in Sunset Valley Elementary. This could be a combination of PTA requests or direct funding for educational programs.
- Reduction of Residential Solid Waste Utility Subsidy - A schedule to both absorb rate increases similar to our pass-through of rate increases for water, and to fully offset the cost of our solid waste contract service over a period of 5 to 10 years. For example, starting next year, including an annual residential solid waste fee increase of \$3/month for each household, it would take ~8-10 years until we cover the full contractual costs (i.e., \$7 fee in year 1, \$10 fee in year 2, etc.).
- Staff Compensation – At least a 5% COLA for staff. Austin City Council also recently passed a \$22 hour minimum wage, which I would like to assess whether we need to adjust our lower compensation tiers to match over the next year.
- IT Equipment for Council Members – Budget to fund purchase and support for electronic devices for Council Members to use in their official capacity based on staff recommendations.
- Parks and Open Space Investment - Funding for projects that the community prioritizes through the Parks and Open Space planning process. This could include setting aside additional funds in addition to the earmarked funds set aside for Open Space improvements from any excess revenues at the end of FY21 (\$700K) and planned for FY22 (up to \$100K).
- Community Engagement – Funding for community engagement activities requested by the CED and P&E committees and Arts commission (e.g., Arts Fest, game nights, spring fling and winter event, volunteer appreciation, movie nights, educational seminars).
- Funding/Creation of Contingency, Emergency, Replacement, and Maintenance Funds as recommended by staff
- Food Budget for Council Meetings – Resume funding for providing a dinner option from a rotating local SSV business for Council, staff and residents at Council Meetings. I would anticipate that this should be no more than \$150/meeting.
- Projects - In addition to funding the existing CIP projects recommended by staff and the PW committee, include funding for the following new projects:
 - TBD funding for solar panels for PW and PD buildings.
 - TBD funding for Upper Cougar Creek trail system w/minimal infrastructure (e.g., educational stations, signage, connections to existing trails, seating). Funding for this could come from the earmarked funds set aside for Open Space improvements.
 - TBD funding for minor infrastructure improvements to Valley Creek Park, including a bike rack, water access/fountain, and signage at the new trailhead.