



**FY 22-23 FISCAL YEAR BUDGET
SUBMITTED SEPTEMBER 6, 2022**



Picture depicts a proposed idea for art in public spaces in the area along Jones Road outside of the City Hall Complex



Table of Contents

Required Tax Rate Information	4
Message from the Mayor	5
City Profile	
▪ City of Sunset Valley History and Demographics	11
▪ City of Sunset Valley City Council	20
▪ Vision and Mission	23
▪ Employee Values	24
▪ The City Organization	25
▪ Budgeted Positions	26
Budget Overview	
▪ Basis of Accounting and Budgeting	29
▪ Description of Funds	31
▪ Revenue Descriptions	33
▪ Expenditure Descriptions	35
▪ The Budget Process & Important Dates	36
▪ Transmittal Letter from the Budget and Finance Chair	37
Overall Budget Detail	42
▪ FY 23 Proposed Budget Detail	43
General Fund	56
▪ Administration Department	66
▪ Police	72
▪ Municipal Court	76
▪ Public Works	80
▪ General Government	86
Utility Fund	91
▪ Water	97

▪ Wastewater	102
▪ Solid Waste	108
Crime Control & Prevention District Fund	114
Street Fund	119
Drainage Fund	124
Venue Fund	128
Hotel Occupancy Fund	133
Repair & Replacement Fund	136
Capital Improvement Program	140
Statistical	
▪ Assessed Actual Value of Taxable Property	159
▪ Peer Comparisons	162
▪ Sales Tax Analysis	166
Appendices	
▪ Appendix A: Fund Proformas	180
▪ Appendix B: Salary Costs by Employee	184
▪ Appendix C: Financial Policies	186
▪ Appendix D: Parks and Open Space Master Plan	257
▪ Appendix E: City Hall Feasibility Study	276
▪ Appendix F: Council Corrections	285
Glossary	286

FY23 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-Committed	Restricted	Total Balance
General Fund	5,461,542	1,986,958	2,417,305	72,378	\$ 9,938,183
Utility Fund	286,434	\$ 3,725,766			\$ 4,012,200
Street Fund				7,754,800	\$ 7,754,800
Hotel Occupancy Tax Fund				716,200	\$ 716,200
Venue Tax Fund				1,346,500	\$ 1,346,500
Crime Control & Prevention District				485,600	\$ 485,600
GN Equipment Repair &		522,100			\$ 522,100
City Facilities Fund		82,700			\$ 82,700
Drainage Fund		633,000			\$ 633,000
CIP		1,625,200			\$ 1,625,200
Total	5,747,976	8,575,724	2,417,305	10,375,478	\$ 27,116,483
How much money does the City anticipate collecting during the year? Estimated Revenues:					
General Fund					\$ 5,970,403
Utility Fund	Includes a Subsidy Transfer from the General Fund in the amount of \$1,139,161 - \$363,189 Water, \$329,499 WW, \$236,473 SW, \$120,000 WI, \$90,000 WWI				\$ 2,165,975
Street Fund					\$ 980,925
Hotel Occupancy Tax Fund					\$ 264,636
Venue Tax Fund					\$ 453,050
Crime Control Tax Fund					\$ 451,750
GN Equipment Repair & Replacement Fund	Includes a Transfer from the General Fund in the amount of \$420,000				\$ 420,000
City Facilities Fund					\$ 3,000
Drainage Fund					\$ 126,004
CIP	Includes a transfer in from Street- \$770,000; Gen-PW- \$337,000; Utility- \$470,000; Drainage- \$77,000				\$ 1,654,000
Total					\$12,489,743
How much money does the City expect to spend during the year? Estimated Expenditures:					
General Fund					\$ 6,203,041
Utility Fund					\$ 2,634,008
Street Fund					\$ 1,001,819
Hotel Occupancy Tax Fund					\$ 207,540
Venue Tax Fund					\$ 272,449
Crime Control Tax Fund					\$ 862,350
GN Equipment Repair & Replacement Fund	Includes IT assets - \$35,000, PD gear - \$25,000, Building maintenance - \$150,000, Equipment (mowers) - \$75,000, Vehicles - \$135,000				\$ 420,000
City Facilities Fund					\$ -
Drainage Fund					\$ 198,954
CIP					\$ 1,654,000
Total					\$13,454,161
How much money does the City expect to spend in Total in FY 23? Estimated Total					
Operating Expenses					\$11,800,161
Capital Expenses					\$1,654,000
Encumbrance from Prior Year	Encumbrance (Carryover from FY 21-22)				\$1,625,200
Total					\$15,079,361
How much money does the City expect to be in the bank at the end of the year? Estimated End of Year Reserves:					
General Fund					\$9,705,545
Utility Fund					\$3,544,167
Street Fund					\$7,733,906
Hotel Occupancy Tax Fund					\$773,296
Venue Tax Fund					\$1,527,101
Crime Control Tax Fund					\$75,000
GN Equipment Repair &					\$522,100
City Facilities Fund					\$85,700
Drainage Fund					\$560,050
CIP					\$1,625,200
Total					\$26,152,065



NOTICE OF TAX RATE

This budget will raise more total property taxes than last year's budget by \$0.00 or 0%; and of that \$0 amount, is tax revenue to be raised from new property added to the tax roll this year.

The City continues its pledge to its resident of a fiscally responsible, No Property Tax Rate city.



Council and Residents of Sunset Valley,

As required by Section 102.005 of the Texas Local Government Code, the attached Budget for Fiscal Year 22/23 for the City of Sunset Valley is filed for consideration by the City Council on the 11th day of August 2022.

The total proposed budget for all funds is \$13,454,161 compared to the FY 21/22 budget, including approved amendments, of \$10,390,730. In addition to carry-forward project costs from FY21/22, the biggest changes are additional funding for community programs (\$100K), increased costs for salaries and benefits including a one-time stipend to offset inflation (\$300K), and increased utility subsidies (\$300K).

Last year, we also took a very conservative approach to expenditures, anticipating that we would be able to make specific adjustments based on updated economic conditions. This resulted in budget amendments totaling \$1.9M dollars, including the one-time acquisition of property located in the flood-plain and adjacent to the city's greenspace. This year's budget includes more "up front" expenses that should result in fewer budget amendments; however, as always, Council should continue to carefully monitor our sales tax revenues to ensure the City is operating in a fiscally responsible manner and according to our Financial Policies.

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

Fund	FY22/23 Expenditures
01- General Operating Fund	\$ 6,203,041
02- Utility Enterprise Fund	\$ 2,634,008
14- Street Repair/Replacement Fund	\$ 1,001,819
16- Hotel Occupancy Tax Fund	\$ 207,540
18- Venue Tax Fund	\$ 272,449
19- Crime Control and Prevention District Tax Fund	\$ 862,350
20- City Facilities (no planned expenditures)	\$ 0
21- Equipment Repair and Replacement (incurred as needed)	\$ 420,000
25- Drainage Utility Fund	\$ 198,953
30- CIP	\$ 1,654,000
Total	\$13,454,161

I would like to thank the Budget and Finance Committee for their hard work in reviewing the budget requests and assisting in the development of the budget. We continue to take a fiscally conservative approach that balances the services our residents receive while acknowledging the need to monitor the ongoing impact of COVID-19, and now inflation, on our revenues and costs. I support the recommendations of the committee on the proposed budget without changes, but I have highlighted areas of special consideration for Council below.

This year, with improving economic conditions, we are on track to have our largest sales tax revenue ever, with sales tax revenue projected to be close to \$7.6M. This is significantly above our forecast in our adopted FY21-22 budget of \$5.7M. This has led to an anticipated surplus of \$1.9M at the end of the current fiscal year, which, following our fiscal policies, will be added to our fund reserves after accounting for any encumbrances and any final budget amendments, including setting aside an additional \$100K to fund our Open Space and Parks projects as approved by council when adopting the FY22 budget.

With two exceptions, we once again have a balanced, pay as you go budget, paying from revenues received or from our reserves set aside specifically for projects as are included in the proposed budget. The two exceptions are funding the one-time staff salary COLA/stipend with a \$14K transfer from the General Fund reserves, as well as drawing down \$236K from the Crime Control and Prevention District Fund reserves to pay for repair and replacement items as recommended by the B&F Committee.

The proposed budget includes a revenue projection of \$7.22M in sales tax, or a 13% increase over the three year average of 2018-2021 of \$6.4M in sales tax revenue, which included the period of the most significant impacts from COVID-19. Given the stronger than anticipated rebound from COVID-19, the projected increase, while significant, is in line with the best forecasts we have for the economic conditions in the next year.

We also continue the practice started last year to fund the City's Capital Improvements Projects (CIP) as a separate fund through transfers drawn from the respective funds associated with those projects to help track costs for those projects under a single fund rather than split between the existing funds, which made total project costs previously difficult to track. This year we will continue CIP projects approved in the FY22 budget, as well as add new projects for additional water system improvements and street repairs.

This year will also see an increased investment in community programs and cultural activities including continuing to fund the City's signature cultural event, ArtFest, which was an outstanding success after not being held for the prior two years this past year with over 7,500 attendees. We are also focused on supporting the beatification and branding efforts, and ensuring that our City continues to grow as a unique destination to shop and enjoy within the larger Austin-metropex region.

Specific Budget Items for Council Consideration:

- Revenue Projections – As we continue to experience the uncertainty related to COVID-19 and now high inflation, we have taken a conservative with our revenue projections,

with a forecasted sales tax revenue of \$7.22M. This represents a 0.5% decrease in revenue from our estimated actual revenue of \$7.6M we are on track for this year. Typically, any excess revenue falls to our fund balance, but Council may wish to consider increasing the projected revenue to offset any additional costs such as the planned staff salary stipend.

- CIP Estimates – Our CIP estimates were largely developed prior to the recent increases in costs we are seeing for materials and construction, meaning that they are likely to be much higher when we begin actually going out for bid for projects. This is not reflected in the current budget, and will likely need to be covered under future amendments when those projects are awarded.
- Staff Salary – I strongly believe we need to ensure we are offering competitive salaries to retain and attract staff. Austin is a growth-heavy market, and in addition to rising costs of living, employers face increased hiring competition. Notably, the City of Austin recently passed a \$22/hour minimum wage that they are expected to start transitioning to beginning with this upcoming budget cycle, which is only expected to increase the competition for entry-level city staff.

Given these factors, I have included, a 4% cost of living adjustment (COLA) for all staff, along with a one-time stipend tiered based on the job category equivalent to 5% of total salaries to offset the cost of inflation. My preference was to include a 5% COLA and a stipend equivalent to 4% of total salaries, but I have deferred to the B&F Committee recommendation that COLAs should be flexible over time in order to deal with changing economic conditions and that the extraordinary inflation circumstances this year are better dealt with approaches like a one-time stipend. Council may wish to reassess the balance between a COLA and one-time stipend as we review the budget based on the latest economic information we have access to as the time.

- Open Space Planning – This past year, the City began a process to help plan our priorities for open space planning and investment. Council will begin reviewing the work done by the members of our Parks and Open Space Ad Hoc Committee along with the consultant hired to facilitate the process, Asakura Robinson. Based on a transfer of excess revenues from the previous FY, we have set aside \$700K in funding for such projects, and expect to transfer \$100K of excess revenue from this year's budget.

Specifically, the Open Space feedback includes more accessible recreation amenities for residents such as more gathering spaces, a swimming pool or splash pad, and a nature/adventure playground. While \$800K is a strong start to pay for such projects, the City will need to plan for a multiple year investment and execution to develop many of the proposed ideas included in the feedback. As a City, I believe we have the resources to commit to these projects, and the benefits it will provide our residents and community are worth the investment.

- Vehicle Purchases – We continue to fund vehicle purchases and replacements, including the purchase of a new PW/Admin vehicle to provide staff with an alternative to using

their own vehicles when on official city business, including travel to conferences. While not specified, I strongly believe the city should focus on purchase of hybrid, plug-in hybrid, or all-electric vehicles going forward for all future vehicle purchases. Hybrid and battery automotive technology is now at a point where we should not need to purchase gasoline-only vehicles going forward, and by purchasing hybrid and electric vehicles we can better align ourselves with our values of conservation and environmental stewardship, as well as save money over the long-term.

- Utility Subsidies - Once again, the committee chose to take no action with regards to increasing utility fees to offset the growing cost of residential utility service, specifically contractual residential waste services with Texas Disposal Systems, which has increased to a total projected subsidized amount of \$108K this year.

Once again, I strongly recommended that the Council look to implement a program to cap subsidies and/or increase rates over time, beginning with solid waste contractual services, to cover a larger portion of the cost rather than continue to subsidize them. These increases will not be popular, but the City Council needs to address this issue over a period of years. The subsidy to our utility fund is grown to 20% of our total General Fund revenue, and our goal should be to develop a long-term plan in conjunction with a cost-of-service utility study to reduce the subsidy amount to ensure those funds are self-sustaining.

The following table shows the proposed subsidies by utility, along with last year's subsidy amounts and the % increase from the previous year:

Subsidy	FY21/22	FY22/23	Increase
Water	\$254,913	\$363,190	42%
Wastewater	\$251,614	\$329,498	31%
Solid Waste	\$194,900	\$236,473	21%
Utility Infrastructure Reserve – Water	\$74,521	\$120,000	61%
Utility Infrastructure Reserve – Wastewater	\$55,892	\$90,000	61%
Total Utility Subsidy	\$831,840	\$1,139,161	37%

- Other CIP Projects:
 - Solar Panels for PW/PD - I originally requested, but did not include, funding for expanding our alternative energy sources at city facilities such as installing additional solar panels on the Public Works and Police buildings. Given the increasing stress non-sustainable energy sources have on our environment and increasing energy costs, I believe this should be a project Council should take up in the next year, starting with a detailed cost estimate and cost-benefit analysis.
 - Trail Expansion – B&F recommended not funding the Toney Burger Center trail expansion, the Upper Cougar Creek trail system, or Valley Creek Park

improvements. I concur, and believe those items should be taken up as part of the Open Space Planning and prioritized within that process.

- Removal of Structures on City Property Located at 6107 Brodie – Not included in the CIP is the demolition of the house on the property the City acquired in 2022. While the long-term use of the property will be taken up as part of the Open Space Planning, the structure itself is a risk to the City and should be removed as soon as possible.

Sunset Valley must continue to plan for our long-term financial solvency while meeting the needs of our residents, staff, and larger community. Residents should review our priorities as detailed in the proposed budget and participate in providing their feedback to continue to make Sunset Valley the special place that it is.

Finally, I want to take this opportunity to thank the residents and members of the Sunset Valley community for the opportunity to serve as your Mayor for these past two years. We have a wonderful community and it has been an honor to serve in this role!

Respectfully submitted this 11th day of August 2022,

Marc Bruner, Mayor



CITY PROFILE





EARLY HISTORY

The area now referred to as Sunset Valley has a fascinating history, which, for our purposes, begins with the Mexican colonization laws of 1821-1830. When Theodore Bissell applied to the Mexican government for a grant of land in the area that eventually became the City of Sunset Valley, two of the men mentioned in his colonization documents became legends in their own time, Benjamin Rush Milam and his land agent, Robert McAlpen Williamson.

MEXICAN NATIONAL COLONIZATION LAW

After the fall of Emperor Iturbide, Mexico adopted a federal system of government like that of the United States. To encourage settlement in the country's vast, unappropriated lands, the new federal congress of Mexico passed a national colonization law in 1821. That law, and the state colonization law of Coahuila and Texas, passed on March 25, 1825, became the basis of all colonization contracts affecting Texas.

The national colonization law gave Mexican states the authority to dispose of unappropriated land for colonization, subject to certain limitations and requirements. In Coahuila and Texas,

state laws granted a league of land to heads of families who agreed to migrate to the area. In return, the state expected families to settle on the land permanently, farm or raise livestock, and pay the state the equivalent of about \$160.00 for their league of land. The fee was charged to cover the state's administrative costs, as well as the cost of the survey, clerical fees, and the paper on which the agreements were written. Although \$160.00 was not an inconsiderable sum of money in the 1820s, a league of land consisted of 4,428.4 acres, meaning the cost to a settler was about four cents per acre. Settlers were expected to pay the fee in installments, the first due after their third year on the land, with the remainder due at the end of the fourth, fifth, and sixth years. In addition to receiving land, the colonists received automatic status as Mexican citizens.

To expedite the settlement, the colonization law authorized state executives to enter into contracts with individuals who would assume responsibility for settling a specified number of families in a particular area. The individuals were called *empresarios*. For their services empresarios received five leagues of choice land for every hundred families, they could persuade to settle in their contracted area. The empresario usually had six years to fulfill the requirements of their contracts. If an empresario could settle two hundred families, he received ten leagues of land, more than 44,000 acres. Over the years, more than thirty empresario contracts were made, some more successful than others.

BENJAMIN RUSH MILAM

Benjamin Rush Milam, the empresario for the land that concerns us, was born in Kentucky in 1788. He traveled to New Orleans, where he met up with adventurers, then sailed to South America, looking for better markets for a shipment of flour.

During the journey, most of the men died of yellow fever and the ship was almost lost, but Milam and a few friends were rescued.

Milam began trading with the Comanche Indians in Texas in 1818, then returned to New Orleans, where he joined an expedition to aid Mexican patriots in their rebellion against the emperor. After the formation of the Mexican republic, Milam joined the Mexican army and became a Mexican citizen. During these same years, he sought an empresario grant from the Mexican government. Arthur G. Wavell selected Milam as his agent to help settle his empresario grant, but the project eventually failed. Sometime during this period, Milam received his empresario grant and selected Robert McAlpen Williamson as his agent.

Milam became interested in the prospect of navigating the Red River by steamboat. However, during his expeditionary travels, he and a company of men were captured by Martin Perfecto de Cos. Milam escaped and joined the battle at Goliad, where he was killed on December 7, 1835. He was buried with military honors.

ROBERT MCALPEN WILLIAMSON

R. A. Williamson served as the agent for Milam's empresario grant and was the person with whom Theodore Bissell dealt while petitioning Mexico for a grant of land. Williamson, for whom Williamson County and Williamson Creek may be named, was born in Georgia in 1804 or 1806. When he was 15 years old, he contracted an illness that left him crippled, his right leg drawn back at the knee. The wooden leg he wore from his knee to the ground led to his widely known nickname, "Three-Legged Willie." Williamson became a lawyer and migrated to Texas in 1826.

Williamson made an early appeal to Texans to resist the "Mexican tyranny," and fought in the battle of San Jacinto.

After Texas won its battle for independence in 1836, he served as a judge, and then was elected to serve first in the Texas Congress, then in the Senate, where he earned his reputation as a Texas legend. In 1837, an illness affected his mental acuity, which was further impaired by the grief he experienced after the death of his beloved wife in 1858. He never recovered from the combined shocks and died in 1859.

THEODORE BISSELL

In his collected works, *The Annals of Travis County and of the City of Austin from the Earliest Times to the Close of 1875*, Frank Brown writes,

It is of record that Talbot Chambers, Commissioner of Coahuila and Texas, issued a grant to Theodore Bissell, on March 24, 1827, for one league, which was located on Williamson Creek, four miles south of Austin. This was outside the limits of Austin's upper colony and was issued about nine months before the grant to that empresario.

In his petition for a grant of land, Theodore Bissell said he was born in Connecticut and described himself as a married, 3-year-old farmer with three children. He also said he was a member of the Christian religion.

It was important to include this information in his petition for several reasons; (1) as head of a family, a married man was eligible to receive a full league of land instead of the 1/4 league allocated to unmarried men, (2) settlers were expected to farm or raise livestock so Mr. Bissell's experience as a farmer was valuable, and (3) the Mexican state wanted settlers who belonged to the Roman Catholic church. By listing his religion as "Christian," Bissell met the letter of the law, but not its spirit.

To avoid religious discrimination, settlers who belonged to Protestant denominations described themselves as Christians, rather than as Presbyterians, Baptists, etc. By doing so, they told the truth and, at the same time, avoided mentioning they were not members of the Roman Catholic faith.

Mr. Bissell's petition to settle in Milam's Colony was directed to Mr. Talbot Chambers, the land commissioner, and signed on March 19, 1835. In the complete petition, Mr. Robert McAlpen Williamson is referred to as the agent for Mr. B.R. Milam. Because Spanish was the official language of business, the petition was written in that language, as were all other documents about the grant. After the petition was complete, Mr. Bissell signed it with a clear, well-formed signature, complete with flourishes. His signature indicates he was an educated man, accustomed to signing his name on various documents. Although Mr. Brown lists the date of Mr. Bissell's land grant as March 24, 1827, the official petition is dated March 19, 1835.

The original documents, including the field notes that were translated into English, are located in the State Land Office in Austin. They are written on paper purchased by Theodore Bissell and are now beautifully yellowed with age.

In a similar petition, signed on March 14, 1835, a man named Thomas Anderson described himself as a 45-year-old widower with two children, who was born in Virginia and was a physician by trade. Like Bissell, Anderson received a grant of one league of land, located north of Bissell's league.

Over the years, after the Republic of Texas joined the United States, portions of the Bissell and Anderson properties were sold. When John and Lorraine Dowdy purchased their lot at I Pillow Road, their deed mentioned a purchase of 1,500 acres by Theodore Bissell on March 19, 1835, recorded in Bastrop

County. Mr. Bissell sold the property to James Brodie in 1896. In 1947, a portion of the land was sold to Waverly Thurman and other purchasers, including the Allreds, Pillows, and Brodies. Later, in 1947, C.R. Flournoy and Henry Wendlandt bought one acre, then sold it to Reaugh Watson in 1952. The Dowdys purchased the one-acre property on March 13, 1959, and moved into their new home on September 1, 1959.

In the early 1950s, two brothers, M.H. and Clarence Flournoy purchased a large tract of land located twelve miles from Austin to develop as a subdivision. Clarence and his wife, Gloria, built their home on Sunset Trail. They were still living in the city when it was incorporated. Malcolm Flournoy (Reese Drive), son of M.H. Flournoy, recalls that people thought his father and uncle were crazy to buy land so far from Austin. Now, the City of Austin surrounds the land they acquired - the area called Sunset Valley.

INCORPORATION

Twenty-five citizens signed the petition.

On August 31, 1954, at 8:45 AM, Judge Tom E. Johnson filed the petition to incorporate.

The petition stated that the area to be called Sunset Valley, Texas consisted of less than two square miles of superficial land area and was inhabited by more than two hundred people.

Judge Johnson ordered an election to be held on September 13, 1954, at the residence of Bud Fowler to determine "whether or not the qualified voters ... wish to incorporate." The election results showed fifty-one valid, legal votes were cast, forty-five in favor of incorporating, and six against. The Village of Sunset Valley was officially incorporated on September 17, 1954, with

Clinton Vilven serving as the Village's first mayor.

PRESENT DAY

Today Sunset Valley is indeed surrounded by the City of Austin and stands as a unique City in this urban metropolis.

The City provides water, wastewater, and fire services through an interlocal contract with the City of Austin. Emergency services are provided via interlocal agreements with Austin and Travis County. Trash services are provided via a contract with Texas Disposal Systems. Landscaping services of many of the City's rights of way and other areas are provided via a contract with TexasScapes, a locally owned company.

DEMOGRAPHICS

Standing 1 square mile and a $\frac{1}{4}$ mile ETJ, Sunset Valley is home to 750 residents in over 260 residential homes. Due to its small size, national census data is unavailable. However, according to recent market analysis, the population mix is 59.6% White, 27.2% Hispanic, 2.9% Black, and 7.9% Asian.

Household income is higher than the state average of \$63,286 with over a third or 37.4% of household income over \$100,000. Over 53% of the population holds a Bachelor's degree or higher. Almost 77% of the population works in white-collar jobs. 11.4% of the population lives in an affluent or top wealth household based on the Personal Household Segmentation System.

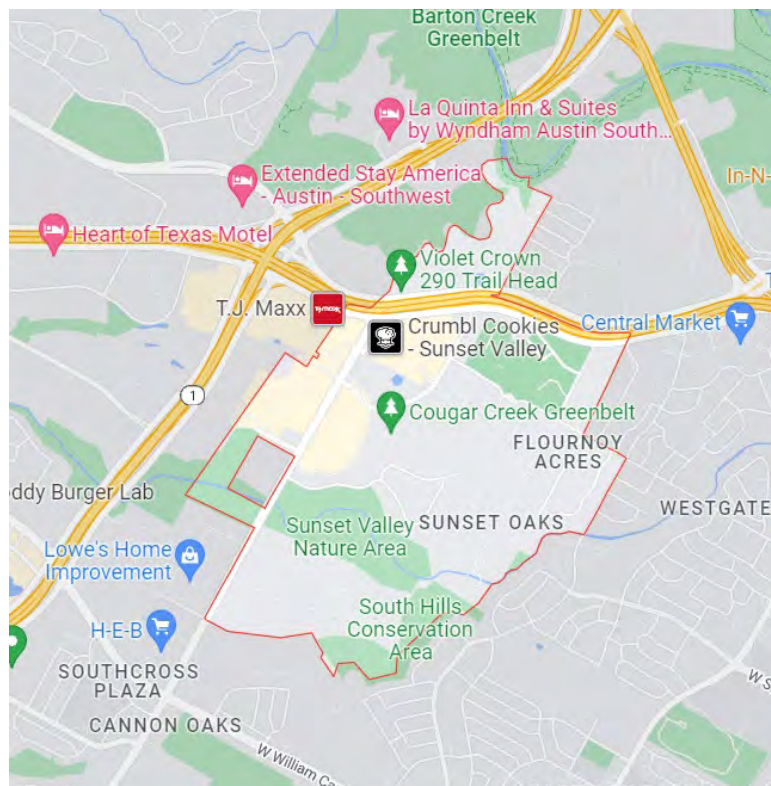
Age is a factor that is now considered in recent planning efforts. In the mid-2000s, much of the population consisted of households with no children. Today, 43.6% of the population is under 34 years old pointing to younger

families with children in the mix. Residents have pointed out that the increased number of children playing in the residential areas can be readily seen.



The City Government and the City Council

The Mayor and City Council are all at large positions and serve a population of approximately 750 persons in a one-square mile radius with a quarter mile ETJ. The City is unique in that it is only a handful of cities in the state of Texas with no property tax. Encompassing a bustling commercial sector, the city relies on sales tax revenue as its main source of funds. The volatility of that revenue stream is recognized and thus the city is a “pay as you go” city in that it does not have any debt and has healthy reserves in all the fund balances.



As a Type A General Law City, the City is restricted by the Local Government Code and other Texas Statutes as to their ability to govern. As opposed to a Home-Rule Municipality, the City may only exercise rights that have been specifically granted by the Texas Legislature. The City does not have a City Charter, and therefore, the community's Vision and Mission, feeding into the Comprehensive Plan, are the guiding documents that determine how the City will be shaped in the short and long terms.

In 2021, the City embarked on a revision to its Comprehensive Plan. The plan is currently in review by the various City Committees and in the public input process with an expected adoption of early 2023.

At the time this document went to print, only four Council Members were seated. There exists a vacant seat due to a resignation. A Special Election has been called to fill the year remaining in the seat at the November 2022 election.

The City Council



Mayor Bruner was elected Mayor in November 2020. Prior to holding office, he served on the Planning and Environmental Committee, the Budget and Finance Committee, and the Community and Economic Development Committee. He was also a prior member of City Council from 2015 to 2019.



Mayor Pro-tem Carmona has been in office since November 2020. Prior to holding office as a City Council Member, Alfonso has been a member of the Budget and Finance Committee and the Public Works Committee. He currently serves as the Council Liaison to the Public Works Committee. Councilmember Carmona's seat is up for election in November 2022.



Council Member Johnson has been in office since November of 2020. Prior to holding office as a City Council Member, Rob has served on the Public Safety Committee. He currently serves as the Council Liaison to the Public Safety Committee and to the Arts Commission. Councilmember Johnson's seat is up for election in November 2022.



Council Member Reetz has been in office since November 2019. Prior to holding office as a City Council Member, Wanda has served on the Budget and Finance Committee, and the Community and Economic Development Committee. She currently serves as the Council Liaison to the Economic Development Committee.



Council Member Rosengarten has been in office since 2011, the longest serving member currently on City Council. Prior to her service on the City Council, Rudi served on the Budget and Finance Committee and the Public Works Committee. She is currently the Council Liaison to the Budget and Finance Committee.



MISSION & VISION STATEMENTS

MISSION

The City of Sunset Valley's mission is to foster a unique, small-town sense of community that respects and protects quality of life and provides a safe and secure natural and physical environment. These values are realized through skilled and dedicated employees and volunteers operating with integrity, accountability, and tolerance to provide excellent public services.

VISION

Sunset Valley is a unique, diverse and vibrant City that respects its residents and environment, fosters a sense of community, encourages a healthful, active, peaceful, fulfilling lifestyle and supports business opportunities to promote a prosperous, diverse economy and sustainable quality of life.



EMPLOYEE VALUES

INNOVATIVE STEWARDS OF PUBLIC TRUST

By **Trust** we mean relying on one another, based on mutual respect and a belief in the positive intent and competence of others . . .

- I fulfill my commitments and deliver results.
- I respect others' thoughts and ideas.
- I perform my tasks to the best of my abilities and encourage the same of others.
- I accept personal responsibility for my work.

By **Integrity** we mean staying true to our values and doing what is right even when no one is looking . . .

- I treat everyone with dignity and respect.
- I do what is ethical in all situations.
- I handle confidential information discreetly and appropriately.

By **Collaboration** we mean working together towards a common goal by sharing knowledge, learning and building consensus . . .

- I support and contribute to group efforts and goals.
- I work to achieve positive outcomes.
- I consider and build on others' thoughts and ideas.
- I utilize individual talents of team members.

By **Service** we mean what each of us does every day to make a meaningful contribution . . .

- I give my best efforts and take pride in all that I do.
- I anticipate needs and take action.
- I treat others as I would like to be treated.
- I am positive and helpful to all.

By **Communication** we mean open, honest, consistent and timely exchange of information leading to a shared understanding . . .

- I clarify and confirm what is expected of me.
- I give and receive constructive feedback.
- I share ideas and information, in a timely manner, to the appropriate party.
-

By **Excellence** we mean the pursuit of the highest standard . . .

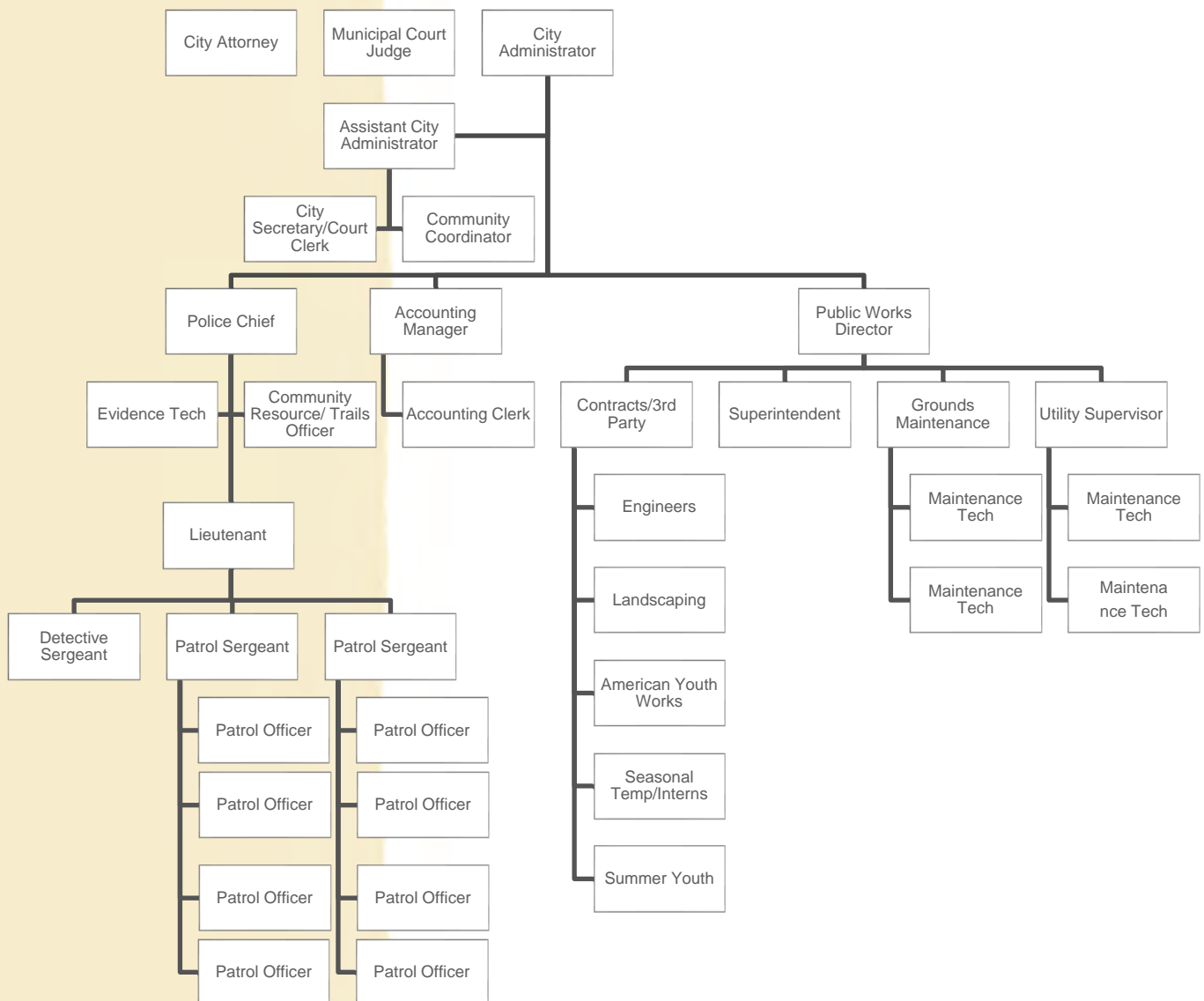
- I use creative solutions and strategies to continually improve.
- I support the importance of life/work balance.
- I celebrate success.



THE CITY ORGANIZATION

Residents

City Council



Budgeted Positions							
Departments	Position Name	FY21 Positions	FY22 Positions	FY23 Positions	FY21 FTEs	FY22 FTEs	FY23 FTEs
General Fund							
Administration	Utility Billing Clerk/AP	0.50	0.50	0.50	0.50	0.50	0.50
Administration	Municipal Court Clerk	-	0.50	0.50	-	0.50	0.50
Administration	Assistant City Administrator	0.80	1.00	1.00	0.80	1.00	1.00
Administration	Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administration	City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Administration	Community Vitality Coordinator	-	-	1.00	-	-	1.00
Department Total		3.30	4.00	5.00	3.30	4.00	5.00
Public Safety	Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00
Public Safety	Patrol Officer	8.00	8.00	8.00	6.00	6.00	5.00
Public Safety	Community Resource/ Trails Officer	-	-	1.00	-	-	1.00
Public Safety	Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Public Safety	Records, Property, & Evidence Tech	1.00	1.00	1.00	1.00	1.00	1.00
Public Safety	Sergeant	2.00	2.00	2.00	2.00	2.00	2.00
Department Total		13.00	13.00	14.00	11.00	11.00	11.00
Court	Municipal Court Clerk	-	0.50	0.50	-	0.50	0.50
Court	Assistant City Administrator	0.20	-	-	0.20	-	-
Department Total		0.20	0.50	0.50	0.20	0.50	0.50
Public Works	Ground Maintenance Supervisor	0.35	0.35	0.35	0.35	0.35	0.35
Public Works	Maintenance Tech 1	0.20	0.40	0.40	0.20	0.40	0.40
Public Works	Public Works Director	0.10	0.10	0.10	0.10	0.10	0.10
Public Works	Parks and Natural Resources Manager	0.40	0.30	-	0.40	0.30	-
Public Works	PW Superintendent	-	-	0.40	-	-	0.40
Public Works	Utilities Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Department Total		1.15	1.25	1.35	1.15	1.25	1.35
General Fund Total		17.65	18.75	20.85	15.65	16.75	17.85
Utility Fund							
Water	Utility Billing Clerk/AP	0.20	0.20	0.20	0.20	0.20	0.20
Water	Ground Maintenance Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Water	Maintenance Tech 1	0.60	1.20	1.20	0.60	1.20	1.20
Water	Parks and Natural Resources Manager	0.10	0.05	-	0.10	0.05	-
Water	Public Works Director	0.30	0.30	0.30	0.30	0.30	0.30
Water	PW Superintendent	-	-	0.10	-	-	0.10
Water	Utilities Supervisor	0.40	0.40	0.40	0.40	0.40	0.40
Department Total		1.65	2.20	2.25	1.65	2.20	2.25
Wastewater	Utility Billing Clerk/AP	0.10	0.10	0.10	0.10	0.10	0.10
Wastewater	Ground Maintenance Supervisor	0.05	0.05	0.05	0.05	0.05	0.05
Wastewater	Maintenance Tech 1	0.40	0.80	0.80	0.40	0.80	0.80
Wastewater	Parks and Natural Resources Manager	0.05	0.05	-	0.05	0.05	-
Wastewater	Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Wastewater	PW Superintendent	-	-	0.10	-	-	0.10
Wastewater	Utilities Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
Department Total		1.00	1.40	1.45	1.00	1.40	1.45
Solid Waste	Utility Billing Clerk/AP	0.20	0.20	0.20	0.20	0.20	0.20
Solid Waste	Ground Maintenance Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Solid Waste	Maintenance Tech 1	0.20	0.40	0.40	0.20	0.40	0.40
Solid Waste	PW Superintendent	-	-	0.10	-	-	0.10
Solid Waste	Parks and Natural Resources Manager	0.05	0.05	-	0.05	0.05	-
Solid Waste	Public Works Director	0.10	0.10	0.10	0.10	0.10	0.10
Department Total		0.65	0.85	0.90	0.65	0.85	0.90

Utility Fund Total		3.30	4.45	4.60	3.30	4.45	4.60
Street Fund							
Street	Ground Maintenance Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Street	Maintenance Tech 1	0.20	0.40	0.40	0.20	0.40	0.40
Street	Parks and Natural Resources Manager	0.05	0.05	-	0.05	0.05	-
Street	Public Works Director	0.10	0.10	0.10	0.10	0.10	0.10
Street	PW Superintendent	-	-	0.10	-	-	0.10
Street	Utilities Supervisor	0.20	0.20	0.20	0.20	0.20	0.20
Street Fund Total		0.65	0.85	0.90	0.65	0.85	0.90
Venue Fund							
Venue Fund	Ground Maintenance Supervisor	0.25	0.25	0.25	0.25	0.25	0.25
Venue Fund	Maintenance Tech 1	0.20	0.40	0.40	0.20	0.40	0.40
Venue Fund	Public Works Director	0.10	0.10	0.10	0.10	0.10	0.10
Venue Fund	Parks and Natural Resources Manager	0.30	0.40	-	0.30	0.40	-
Venue Fund	PW Superintendent	-	-	0.10	-	-	0.10
Venue Fund	Utilities Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Venue Fund Total		0.95	1.25	0.95	0.95	1.25	0.95
Crime Control Fund							
Crime Control	Detective	1.00	1.00	1.00	1.00	1.00	1.00
Crime Control	Police Officer (Prev Sr. Patrol)	2.00	2.00	2.00	2.00	2.00	2.00
Crime Control	Reserve Officers	1.00	1.00	1.00	1.00	1.00	1.00
Crime Control Fund Total		4.00	4.00	4.00	4.00	4.00	4.00
Drainage Fund							
Drainage	Ground Maintenance Supervisor	0.10	0.10	0.10	0.10	0.10	0.10
Drainage	Maintenance Tech 1	0.20	0.40	0.40	0.20	0.40	0.40
Drainage	Parks and Natural Resources Manager	0.05	0.10	-	0.05	0.10	-
Drainage	Public Works Director	0.10	0.10	0.10	0.10	0.10	0.10
Drainage	PW Superintendent	-	-	0.10	-	-	0.10
Drainage Fund Total		0.45	0.70	0.70	0.45	0.70	0.70
TOTAL BUDGETED POSITIONS/FTEs		27.00	30.00	32.00	25.00	28.00	29.00



BUDGET OVERVIEW





BASIS OF ACCOUNTING AND BUDGETING

Unlike most private sector organizations, governmental entities must be responsive to several different groups and organizations, including elected officials, other units of government, investors, creditors, and citizens that are focused on monitoring their activities. All forms of monitoring include collecting and interpreting data, and this oversight function is often performed through information provided in governmental reports. Among the most important types of communication is the annual financial report, which presents the financial position, operating results, and cash flows for a particular accounting period. All governments, including school districts, develop their annual financial reports per principles established by standard-setting authorities to provide consistency and comparability for users.

For governments to achieve the objective of accountability, financial information must be both relevant and reliable for reasonably informed users. Financial reports must satisfy numerous and diverse needs or objectives, including short-term financial position and liquidity, budgetary and legal compliance, and issues having a long-term focus such as capital budgeting and maintenance. Additionally, differences exist in the amount of detail that various users need.

Governments need to provide effective financial information to constituencies in a consistent and clear format. Specifically, the information provided by governments should contribute to accountability in the following areas:



- Financial position and results of operations
- Actual financial results compared with adopted budgets
- Compliance with finance-related laws, rules, and regulations
- Efficiency and effectiveness of operations
- Maintenance of governmental assets

Consistency in financial reporting by governments is provided through accounting standards. GASB is the standard-setting authority of generally accepted accounting principles (GAAP) for state and local governments and the code by which all governmental accountants use.

For governmental entities to ensure the proper segregation of resources and to maintain proper accountability, an entity's accounting system should be organized and operated on a fund basis. Each fund is a separate fiscal entity and is established to conduct specific activities and objectives by statutes, laws, regulations, and restrictions or for specific purposes. A fund is defined in GASB Codification Section 1300 as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated to carry on specific activities or attain certain objectives per special regulations, restrictions, or limitations.



DESCRIPTION OF FUNDS

General Fund

Used to account for and report all financial resources not accounted for and reported in another fund. It constitutes the core operational and administrative tasks of the government entity. This is the only fund that all governments have.

Example: 01- General Fund

Enterprise Fund

An enterprise fund is a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities. Usually considered “business-type activity,” meaning it is run more like the private sector, i.e., charging fees to offset costs associated with the service. An enterprise fund is considered GAAP best practice to promote and maintain long-term financial sustainability for water, wastewater, and drainage activities. This fund is separated to calculate the total costs to provide the service and the amounts of revenues that support the service.

Example: 02- Utility Services, 25- Drainage Fund

Special Revenue Fund

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to specific purposes other than debt, services, or capital projects.

“Governments serve a broader group of stakeholders than profit businesses, including taxpayers, citizens, elected representatives, oversight groups, bondholders, and others in the financial community.” Leon Teebom



The main rationale behind special revenue funds is to create a level of transparency and accountability that the amount is used in the right manner.

Example: 14- Street Repair & Replacement Fund, 16- Hotel Occupancy Tax Fund, 18- Venue Tax Fund, 19- Crime Control and Prevention District Fund, 21- Repair and Replacement

Capital Projects Fund

These funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities or other capital assets.

Example: 20- City Facilities Fund, 30- Capital Projects Fund



REVENUE DESCRIPTIONS

General Fund

Property Tax Rate and Property Tax Revenue – Property tax is assessed and collected through intergovernmental agreements with Travis County, the county within which the City is located. The tax roll as certified by the appraisal district and the calculation of the tax rate levy is provided in the Statistical section of this document.

Under state law, there are five separate tax rates calculated by the tax assessor.

1. **The Maintenance and Operations Rate** – This rate is one of two component rates that make up the total tax rate. Revenue generated by this rate is used to fund the general operations of the City. This rate is calculated differently for the No-New-Revenue Tax Rate and the Voter-Approval Rate.
2. **The Debt Service Rate** – This rate is the second of two-component rates that make up the total tax rate. This rate is set by law in an amount sufficient to generate enough revenue with which to pay the City's general debt service. This rate is the same for both the No-New-Revenue and Voter-Approval Tax Rates.
3. **The No-New-Revenue Tax Rate** – This rate provides approximately the same amount of revenue collected on the same properties on the tax roll as the prior year. This rate calculation requires the taxing entity to account for changes in the value of existing properties from the prior year to the current year. New properties added since the prior year are not used in the calculation of the current year's No-New-Revenue rate.
4. **The Voter-Approval Rate** – This rate provides approximately the same amount of revenue collected on the same properties for Maintenance and Operations as the prior year, plus a specified increase, as well as the amount calculated for the Debt Service Rate. This rate is typically higher than the No-New-Revenue Rate but can be lower due to decreases in the Debt Service Rate.
5. **Sales Tax Collections** – A general sales tax is levied on all persons and businesses selling merchandise and/or services (defined by state law) in the city limits on a retail basis. This revenue is projected using a growth estimate plus an estimate of sales tax for any significant new retailers for the initial 12 months of operation.



REVENUE DESCRIPTIONS, cont.

Development Permits – These revenues are collected for the applications of site development and subdivision construction, as well as the permits for building the approved projects.

Fines & Fees – Revenues from this category are collected to offset some of the operating costs of general government services provided by the Library, Municipal Court, and Animal Control functions.

Transfers – An annual transfer is budgeted from the General Fund to the Utility Fund to sustain the Utility Fund. Transfers among funds or also from the General Fund are budgeted, on an as-needed basis, to offset costs for special projects or services.

Utility Fund

Water, Wastewater, and Solid Waste Revenues – These revenues are generated from customer use of utility services and are billed on monthly utility statements. Projections of these revenues are determined by estimated growth rates within the utility system, along with any proposed rate increases as shown on the pro forma prepared by staff. The various assumptions are monitored through the year and estimates are adjusted as needed.

Fees – These revenues are generated from the assessment of tap fees. These fees, assessed for both Water and Wastewater, are intended to recover the cost of installing new water and wastewater taps. This also includes water and wastewater impact fees.

Transfers – A transfer from impact fees to the Utility Fund is budgeted to cover a portion of the debt service and capital project expenditures for the fiscal year. Impact fees are charged to new development and are to be used for the future expansion of water and wastewater facilities.

All Funds

Interest – Interest is projected based on the prior year's actual receipts and general economic outlook.



EXPENDITURE DESCRIPTIONS

Personnel – Accounts for each department's salaries, benefits, and related expenditures, such as overtime, employee insurance, Social Security and Medicare taxes, and the City's portion of retirement contributions.

Operating – Expenditures for the operations of the department; the maintenance of each department's equipment and buildings; and supplies and services utilized by the department.

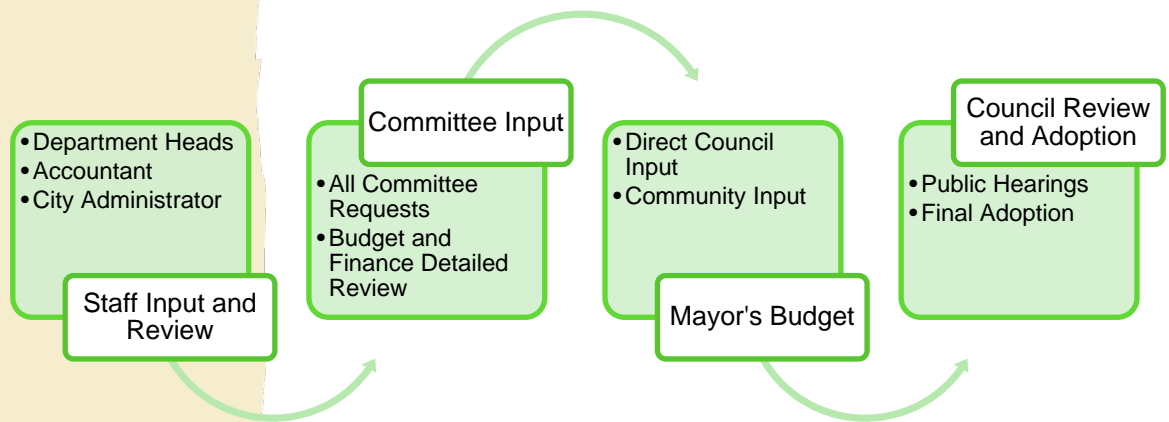
Capital Outlay – Expenditures that will result in the acquisition of or addition to fixed assets and meets specific criteria. Details can be found in the Financial Policies section of the Budget Overview.

Non-Operating – Expenditures in the City Administrator's Office that are unrelated to the daily operations of the department. Currently, this category includes economic development incentives related to several agreements.

Transfers – Expenditures from the funds transferred to other accounts.



THE BUDGET PROCESS



Important Dates:

Did You Know?

There were 5 standing committees and 1 Ad Hoc Committee that served during the FY 22 budget year.

Preliminary Budget Discussion outlining goals and other important information	4.28.2022
Joint Budget & Finance / Council Meeting	5.12.2022
Budget & Finance Committee Meetings Begin	5.26.2022
Final Budget & Finance Committee Meeting	8.04.2022
Mayor Submits Budget to Council	8.11.2022
Budget Discussion Only	8.16.2022
Budget Workshop & First Public Hearing	8.20.2022
Second Budget Hearing/Adoption	9.27.2022
Fiscal Year Begins	10.1.2022



Transmittal Letter from the Budget and Finance Committee Chair, Charles Young.

Revenue Projections:

In our meeting on May 12th, the Mayor had asked us to look at the revenue projections for FY 2023. The committee felt that because of economic uncertainty - inflation, supply chain issues, and predictions of a recession from many economists and political leaders - that we should be more cautious with our revenue projections. As a result, we recommended that we cut Staff's original sales tax revenue forecast by 5% to account for the possibility of worsening economic conditions. As a result, we cut sales tax revenue from \$7.4 million to \$7.22 million. (Note that the original figure should have actually been \$7.6 million, but the revenue amount for the Street Tax was off by \$200K).

Repair and Replacement:

Staff had recommended that we create 2 separate funds for repair and replacement for vehicles, IT Assets, equipment, etc. and for facilities maintenance and make annual commitments of \$285,000 and \$215,000 respectively. The committee felt that we needed to do further analysis on what the appropriate amounts for these funds over time and instead recommended that we do a one-time allocation of these funds and make determining the allocation of annual amounts a part of the long-range planning that we wanted to do after the budget planning cycle is completed. We also recommended that the facilities fund amount be reduced to \$150,000.

Staffing:

We supported staff's request for additional staffing. We believe that the City needs adequate staffing going forward.

Future Projects (CIP) and others:

* The committee approved requested funding for CIP projects for FY 2023, but was not comfortable with recommending increased funding for the Sunset Trail and Lone Oak projects without having bids for the additional work for these projects. The estimates supplied by the engineers had a roughly 70% increase over the original estimate for Sunset Trail and a roughly 50% increase for Lone Oak, which seemed excessively high to us. We have sufficient funds in both the Street Maintenance and Utility funds to cover these costs, but the question we lack the information to answer is whether we should do these projects now or wait to see if costs will go down as supply chain issues improve and demand decreases. Staff and the Public Works committee should determine whether or not these projects are immediately critical and solicit bids if they are so that we can make more informed decisions about whether we should allocate funds and go forward.

The committee also advocates for more outreach for citizen input prior to approving big ticket discretionary projects so that there is more of a citizen voice in determining what we spend our public funds on.

* P&E had asked if we would recommend allocation \$250,000 as seed money for projects resulting from the Parks and Open Spaces planning process. We made a recommendation that this money should come from the \$700,000 already earmarked for investment in public infrastructure.

* We did not recommend approving the budget item for the Burger Center Trail, as we felt the increase in the estimated costs (from \$115K to \$220K) did not justify the benefit from this project.

* We recommended extending the current contract for grounds maintenance for another 3 years as this was clearly the most cost-effective option.

* We recommended approving the Arts Commission's request for additional funding for Art Fest, as this is a signature event that needs additional investment to be sustainable.

* We recommended giving employees a one-time stipend to offset the effects of inflation this year. The total came to 5% of total salaries, and was tiered to give lower-paid employees a higher amount as inflation affects them to a greater degree than it does to higher-paid employees.

* We recommended approval of the requests from Public Works for :

* Chipper replacement (\$32K)

- * Hydrants (I believe that this was reduced to \$30K from \$60K)
- * A new admin vehicle (\$30K)
- * A small chipper (\$20K)
- * A GIS intern (reduced to \$20K from \$30K)
- * Manhole scanning (20K)
- * Pole Camera (\$17K)
- * Push Camera (\$12K)
- * Line Locator (\$12K)

- * We recommended approval of the following requests from the P&E committee:
 - * 290 Beautification - reduced to \$25K for litter pickup. Committee requested that P&E and staff come up with a recommendation for future beautification of this area.
 - * Prairie Restoration Project (\$15K)
 - * Adopt-a-Bench (\$10K)
 - * Community Garden Support (reduced to \$3K from \$4K)

- * We did not recommend allocating \$20K for a Food Forest Project - not because we oppose it, but because we feel it needs to be planned out.

- * Approved the following CED requests:
 - * We recommended allocating \$11K in requests from the CED committee (game night, movies, Spring Fling, etc.)
 - * We did not recommend allocating funds for a \$2K contingency request from CED

- * We also recommended allocating funds for the following:
 - * JDRF One Walk (\$10K)
 - * AISD - Sunset Valley Elementary (\$10K)
 - * Water Sampling (\$9K)
 - * Daisy Dash (\$5K)
 - * Computer Request (reduced to \$4K from \$6K)
 - * Council Food (reduced to \$3.5K from \$5K)

- * We did not recommend allocating funds for the following, as we feel the need to have staff analysis and specific funding amounts before we could make a recommendation:
 - * Solar panels for PW and PD buildings
 - * Funding for Upper Cougar Creek trails system
 - * Funding for minor infrastructure improvements to Valley Creek Park

Long-Range Financial Planning:

One of the most important things to come out of this year's budget cycle is a very strong recommendation by the committee that we revive the long-range planning we had previously done prior to the pandemic. This includes, but is not necessarily limited to, the following:

- * The 5-year budget forecast
- * The 40-year street and utility maintenance forecast and funding schedule
- * Repair and Replacement funds
- * Long-term CIP planning

Long-term planning for Parks and Open Spaces and public infrastructure within the guidelines and vision of the Comprehensive plan must all be part of the above. The committee strongly believes that we should be investing in the City, particularly in the area of public infrastructure, in order to enhance the quality of life, support environmental sustainability, and maintain/enhance accessibility and beautification of green spaces and shopping districts in Sunset Valley. But this needs to be done in the framework of well thought out and sustainable financial planning for the future.



FY 23 BUDGET DETAIL





OVERALL BUDGET DETAIL

The FY 22-23 Proposed Budget was developed using fiscally conservative revenues based on the unstable economic outlook for the country.

Total Revenues equal \$14,544,341 and includes planned transfers from the various fund reserve balance accounts for a variety of projects throughout the year. Sales tax revenue makes up \$7,220,000 with the remainder being a variety of other fees, drawn from reserves, or subsidy from the General Fund.

The General Fund remains the biggest funding source for the Utility Fund with an estimated transfer of \$1,139,161 for subsidizing utility rates and for infrastructure.

Other funds have a planned draw down of reserves as well for the Capital Improvement Plan projects estimated to be \$1.6M in this fiscal year.

Total expenses equal \$13,449,945 with revenues over expenses of \$1,104,396, which is due to various funds spending well below their estimated revenue projections.

This year, the budget includes a one-time employee stipend issued quarterly, as well as a cost-of-living adjustment (COLA) of 4%.

For the purposes of this budget, the FY 21-22 Actuals are through August 5, 2022.

[illegible]

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget- Committee Recommendation	2022-23 Budget- Mayor's Budget
		(5744) Repair & Maintenance - Parks & Grounds	\$ 3,271	\$ 9,001	\$ 5,743	\$ 7,802	\$ 8,200	\$ 7,051	\$ 12,000	\$ 12,000
		(5749) Repair and Maintenance - Natural Waterways	\$ 12,000	\$ 11,049	\$ 1,874	\$ -	\$ 12,000	\$ 21	\$ 12,000	\$ 12,000
		(5759) Repairs & Maintenance - Hydrants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
		(5515) Bank / Management Fees	\$ 4,884	\$ 3,819	\$ 5,348	\$ 7,982	\$ 6,750	\$ 3,702	\$ 12,000	\$ 12,000
		(5880) Water Quality Ponds	\$ -	\$ 4,441	\$ 3,352	\$ 1,800	\$ 15,000	\$ 147	\$ 15,000	\$ 15,000
		(5735) Rental Expense - Equipment	\$ 7,758	\$ 5,255	\$ 5,946	\$ 5,009	\$ 8,500	\$ 3,793	\$ 8,750	\$ 8,750
		(5725) Printing	\$ 6,262	\$ 5,677	\$ 3,779	\$ 6,920	\$ 7,175	\$ 6,478	\$ 8,700	\$ 8,700
		(5727) Audio System	\$ -	\$ 4,985	\$ -	\$ -	\$ 25,000	\$ 22,118	\$ -	\$ -
		(5815) Training - Mileage Reimbursement	\$ 8,039	\$ 4,254	\$ 4,551	\$ 2,270	\$ 9,537	\$ 3,376	\$ 9,850	\$ 9,850
		(5780) Software Acquisition	\$ -	\$ -	\$ 47,778	\$ -	\$ -	\$ -	\$ -	\$ -
		(5699) Storm Water Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
		(5706) Postage	\$ 5,777	\$ 5,901	\$ 2,387	\$ 4,467	\$ 2,850	\$ 2,787	\$ 5,000	\$ 5,000
		(5726) Property Lease Expense	\$ 5,200	\$ 5,200	\$ 5,200	\$ 2,600	\$ 5,200	\$ -	\$ 5,200	\$ 5,200
		(5516) Credit Card Fees	\$ 2,437	\$ 2,870	\$ 3,470	\$ 4,930	\$ 4,880	\$ 3,571	\$ 5,500	\$ 5,500
		(5545) Coffee / Food Service	\$ 8,405	\$ 9,869	\$ 2,711	\$ 1,181	\$ 2,647	\$ 2,258	\$ 2,500	\$ 2,500
		(5743) Repair & Maintenance - Landscaped Areas	\$ 2,684	\$ 4,417	\$ 4,185	\$ 2,841	\$ 4,500	\$ 3,229	\$ 4,500	\$ 4,500
		(5696) City Facilities Infrastructure	\$ -	\$ 24,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		(5505) Ammunition	\$ 2,673	\$ 299	\$ 1,078	\$ 2,773	\$ 3,800	\$ 3,709	\$ 4,800	\$ 4,800
		(5559) Adopt-A-Bench	\$ 112	\$ -	\$ 281	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
		(5510) Animal Control	\$ 1,554	\$ 1,629	\$ 1,831	\$ 2,323	\$ 3,500	\$ 2,104	\$ 3,500	\$ 3,500
		(5570) Consumables	\$ 1,810	\$ 2,373	\$ 1,930	\$ 2,342	\$ 2,500	\$ 2,382	\$ 2,900	\$ 2,900
		(5825) Training & Supplies - City Council	\$ 180	\$ 2,712	\$ 2,068	\$ 2,322	\$ 1,000	\$ 1,276	\$ 2,500	\$ 2,500
		(5100) Exams/ Testing / Certifications	\$ 470	\$ 1,439	\$ 688	\$ 1,184	\$ 3,000	\$ 1,441	\$ 2,700	\$ 1,200
		(5525) Bullet Proof Vests	\$ 2,800	\$ -	\$ -	\$ 930	\$ 930	\$ 930	\$ 4,000	\$ 4,000
		(5748) Repair & Maintenance - Fencing	\$ 1,158	\$ 2,497	\$ 697	\$ 335	\$ 2,500	\$ 1,020	\$ 2,500	\$ 2,500
		(5575) Wildlife Management & Implementation	\$ 2,619	\$ -	\$ 399	\$ -	\$ 4,300	\$ -	\$ 2,500	\$ 2,500
		(5695) Eco Event/Native Tree Planting	\$ 1,114	\$ 1,339	\$ 1,582	\$ -	\$ 1,500	\$ 751	\$ 3,000	\$ 3,000
		(5823) Education Programs	\$ -	\$ 230	\$ 285	\$ -	\$ 3,750	\$ -	\$ 3,750	\$ 3,750
		(5770) Small Equipment Repair/Purchase	\$ 1,318	\$ 150	\$ 681	\$ 801	\$ 6,533	\$ -	\$ 1,000	\$ 1,000

[illegible]



GENERAL FUND





THE GENERAL FUND

RESPONSIBILITIES

The General Fund is the overall “workhorse” of a City Budget. It is the area where the basic operating fund and accounts for everything not accounted for in another fund are placed.

This area typically contains contractual obligations, interlocal agreements, City Administration, City Secretary, and Public Safety for both fire and police.

Governmental Accounting

Municipal governments are bound by Governmental Accounting Standards Board (GASB) and must meet stringent guidelines for accounting.

The City also utilizes Fund Accounting which allocates costs to the appropriate cost center, for accountability and monitoring of each cost segment in the overall budget.

This is the area where subsidies are transferred to the other funds to ensure a balanced fund for each.

The City of Sunset Valley’s General Fund consists of:

- Administration
- Public Safety
- Municipal Court
- Public Works
- General Government

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR:

- General Fund this year includes moving contractual obligations to Austin Fire back into the General Government department of the fund where it was held in previous years. In FY 22, it was moved into the Administration Department.
- The City Secretary/Municipal Court clerk position has been combined.
- A staff position was added in mid-FY 22. The position is the Community Coordinator.

Budget at a Glance

Revenues: 6,307,402

- Sales Tax: 5,415,000
- Misc.: 64,863
- Operating Transfer In: 174,859
- Transfers in from Reserves: 337,000
- Franchise Fees: 125,000
- All Other: 190,680

Expenses: 6,198,829

- Administration: 1,341,721
- Public Safety: 1,466,263
- Municipal Court: 75,245
- Public Works: 1,071,617
- General Government: 2,243,982

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
General Operating Fund									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
Revenues									
	Sales Tax Revenue								
		(4180) Sales & Use Tax	4,923,353	4,861,535	4,427,629	5,105,213	4,243,108	4,750,940	5,415,000
	Total Sales Tax Revenue		4,923,353	4,861,535	4,427,629	5,105,213	4,243,108	4,750,940	5,415,000
	Misc Revenues								
		(4040) Fire District Collection Fees	32,804	34,977	61,499	62,440	32,389	0	35,000
		(4699) Other Revenues	0	0	0	203,278	0	165	0
		(4110) Miscellaneous Fees & Charges	5,185	67,981	8,125	2,283	24,000	1,348	5,000
		(4028) Event Revenue	5,279	7,765	415	0	4,764	2,625	17,400
		(4000) Adopt A Tree Energy Program	5,770	9,147	8,213	4,283	4,724	0	4,724
		(4190) Sale of Assets	0	0	7,031	20,200	0	0	0
		(4009) Property Lease Revenue	6,600	6,600	4,950	7,013	0	0	0
		(4090) Insurance Recovery of Loss	11,111	0	0	0	0	0	0
		(4022) Credit Card Convenience Fees	1,131	1,701	706	0	1,227	214	2,000
		(4025) Donations	0	4,929	0	0	1,561	0	0
		(4105) Leose Funds - State Comptroller	1,377	1,367	1,352	1,234	0	1,025	0
		(4200) School Zone Fees - County/City (Restricted Use)	867	871	808	928	550	627	550
		(4060) General Fees & Inspections	0	0	0	0	0	4,260	0
		(4001) Revenue - Ant Bait Program	118	449	190	146	189	56	189
	Total Misc Revenues		70,241	135,788	93,288	301,804	69,404	10,319	64,863
	Transfers/Subsidy								
		(4300) Operating Transfers In	182,156	138,556	150,071	0	0	0	174859
		(XFER) Transfer in from Reserves	0	0	0	0	0	0	337,000
	Total Transfers/Subsidy		182,156	138,556	150,071	0	0	0	511,859
	Franchise Fees								

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
General Operating Fund										
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(4228) Franchise Fee - COA Utilities	0	85,247	80,213	41,489	54,228	0	86,000	Requires Contract Renegotiation
		(4050) Franchise Tax	0	37,471	31,673	39,187	22,633	26,368	39,000	
		Total Franchise Fees	0	122,719	111,885	80,676	76,861	26,368	125,000	
Interest Revenue										
		(4095) Interest	86,217	126,570	69,367	7,699	76,091	13,634	50,000	
		Total Interest Revenue	86,217	126,570	69,367	7,699	76,091	13,634	50,000	
Permits										
		(4120) Permits, Licenses & Fees	39,766	29,343	26,814	22,482	29,010	63,539	55,000	Includes increases in permit and plan review fees. See Master Fee Schedule.
		(4121) Permit Billing	2,050	225	0	266	0	0	0	
		Total Permits	41,816	29,568	26,814	22,748	29,010	63,539	55,000	
Mixed Beverage Tax										
		(4182) Mixed Beverage Receipts Tax	36,825	40,488	35,170	34,464	32,795	30,893	50,000	
		Total Mixed Beverage Tax	36,825	40,488	35,170	34,464	32,795	30,893	50,000	
Court Fees and Fines										
		(4030) Court Income Fines	25,310	19,281	11,538	13,744	18,079	13,007	18,079	
		(4020) Court Income - Fees	29,210	7,805	8,257	4,844	13,305	3,069	13,305	
		(4230) Warrant Fee Collections	3,368	3,751	2,536	1,739	2,967	2,094	2,967	
		(4038) Court Technology Fee	0	183	354	488	438	946	438	
		(4035) Court Security Fee	0	137	325	548	328	539	450	
		(4036) Court-Truancy Prevention Fund	0	0	85	604	32	538	400	
		(4032) Court-Time Payment Fee	0	0	0	15	32	7	32	
		(4037) Court - Jury Fund	0	0	2	26	3	11	10	
		Total Court Fees and Fines	57,889	31,157	23,097	22,007	35,184	20,211	35,680	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
General Operating Fund										
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5006) Salary - Assistant to the City Administration	34,412	50,680	60,194	0	0	0	0	
		(5080) Salary - Utilities Superintendent	1,198	64,435	56,849	0	0	0	0	
		(5057) Salary - Administrative Clerk	44,474	42,571	26,017	0	0	0	0	
		(5065) Salary - Development Permit Coordinator	22,988	48,480	30,033	0	0	0	0	
		(5064) Salary - Maintenance Tech (QD)	30,356	42,370	20,480	0	0	0	0	
		(5122) Dental Insurance Benefits	13,009	15,573	11,418	6,352	7,601	6,282	8,298	
		(5068) Salary - Maintenance Tech (CW)	20,150	22,731	30,692	0	0	0	0	
		(5091) Salary - Licensing Incentives	7,425	11,050	12,170	8,030	7,874	9,003	9,700	
		(5063) Salary - Maintenance Tech 1 (RS)	6,824	26,163	31,226	0	0	0	0	
		(5061) Salary - Maintenance Tech (GG)	17,905	26,403	19,467	0	0	0	0	
		(5046) Salary - Longevity	12,549	8,790	9,558	4,947	3,219	3,219	5,850	
		(5084) Salary - Cell phone allowance	15,660	18,180	6,820	2,807	2,603	2,415	4,160	
		(5062) Salary - Maintenance Tech (DV)	14,159	30,262	6,560	0	0	0	0	
		(5124) Long Term Disability Insurance	7,396	7,571	7,051	4,342	5,636	4,438	6,152	
		(5087) Salary - Education	5,013	5,600	5,600	3,665	3,470	3,470	5,350	
		(5127) Health Reimbursement Account	0	0	0	0	15,000	2,250	5,000	
		(5357) Salary - Municipal Judge	13,005	13,455	9,603	0	0	0	0	
		(5088) Salary - Shift Differential	7,500	6,900	5,100	3,000	1,200	6,300	3,000	
		(5126) Short Term Disability Insurance	4,629	4,996	4,671	2,927	4,335	3,057	4,732	
		(5089) Tuition Reimbursement	0	2,500	2,834	3,227	3,000	0	10,000	
		(5094) Salary-Water Sampling	166	5,785	7,564	6,308	7,893	5,680	9055	
		(5002) Salary - Accountant	0	0	32,596	0	0	0	0	
		(5131) TWC - Employers Contribution	5,696	5,343	314	229	4,255	1,607	4,721	
		(5086) Salary - Bilingual	4,650	4,050	2,825	1,075	2,058	1,725	2,125	
		(5123) Vision Insurance	2,243	2,492	2,235	1,321	1,489	1,301	1,627	
		(5072) Reserve Officer - Part Time	4,483	4,995	3,893	0	0	0	0	
		(5092) Salary - Holiday Traffic Control	5,088	3,937	0	0	0	0	0	
		(5120) Life Insurance Benefits	1,171	1,300	1,152	710	846	843	923	
		(5135) Social Security Contribution	2,283	2,662	623	672	806	-1,166	806	
		(5099) Payroll Expenses - Payroll Services	0	-270,408	-252,165	0	0	0	0	
		Total Salary, Benefits, and Other Compensation	2,337,668	2,428,936	2,057,929	1,652,314	1,891,302	1,619,382	2,099,262	

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
General Operating Fund									
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	Transfers/Subsidies								
	(7000) Operating Transfers Out	1,056,062	831,451	14,634	452,040	102,806	265,000	757,000	Repair and Replacement
	(7001) Subsidy Transfer Out	0	0	0	0	0	0	929,160	Utility
	(7002) Infrastructure Subsidy Out	0	0	0	0	0	0	210,000	Utility Infrastructure
	Total Transfers/Subsidies	1,056,062	831,451	14,634	452,040	102,806	265,000	1,896,160	
	Other Operating Expenses								
	(5835) Utilities: elec/water/wastewater/telephone/gas	68,883	87,924	101,798	87,978	100,000	62,585	100,000	
	(5782) Software Maintenance Fees	33,142	39,840	31,287	96,349	114,637	110,516	119,550	
	(6000) Capital Outlay	208,851	0	150,068	0	0	0	0	
	(5613) 800 mghz Operation and Maintenance	6,707	7,041	0	0	234,238	46,788	0	
	(5655) Insurance - Fire/Theft/Vandalism/Bonds	0	0	41,826	41,400	45,955	45,955	45,885	
	(5523) Building Services	18,683	24,010	32,497	40,425	38,000	29,404	38,000	
	(5645) Fuel	28,430	30,210	23,261	23,910	34,000	26,766	37,000	
	(5740) Repair & Maintenance - Buildings	11,452	7,170	4,576	27,484	73,120	54,065	30,000	
	(5845) Vehicle Acquisition	0	0	0	0	112,000	0	30,000	
	(5755) Repair & Maintenance - Vehicles	16,675	16,562	21,476	24,210	20,252	15,297	23,200	
	(5820) Training & Education - City Staff	10,466	10,161	9,555	11,634	22,975	12,544	28,300	
	(5656) Insurance - Liability	32,297	42,003	7,885	12,451	9,520	9,520	7,655	
	(5625) Equipment Acquisition	0	6,840	0	9,310	63,000	18,152	9,000	
	(5860) Vehicle Insurance	11,876	13,048	14,677	15,276	13,898	13,357	15,810	
	(5614) 911 Call Share	52,323	45,253	0	0	0	0	0	
	(5830) Uniforms	14,762	9,572	8,113	14,915	11,500	10,516	13,000	
	(5560) Computer Equip/Software Acquisition	0	0	0	4,760	44,327	28,429	37,257	
	(5745) Repair & Maintenance - Equipment	11,302	7,368	6,603	8,895	9,000	6,996	11,700	
	(5705) Office Supplies/Delivery Fees	8,047	10,370	4,903	10,173	9,500	6,675	9,500	
	(5600) Dues / Subscriptions / Fees	5,950	4,471	5,513	8,071	10,175	7,468	11,850	
	(5744) Repair & Maintenance - Parks & Grounds	3,271	9,001	5,743	7,802	8,200	7,051	12,000	
	(5725) Printing	6,262	5,677	3,779	6,920	7,175	6,478	8,700	
	(5780) Software Acquisition	0	0	47,778	0	0	0	0	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
General Operating Fund										
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5735) Rental Expense - Equipment	7,458	4,893	5,946	4,981	7,000	3,344	6,750	
		(5515) Bank / Management Fees	3,319	3,431	4,137	7,186	4,750	3,312	10,000	
		(5815) Training - Mileage Reimbursement	3,224	2,642	3,691	2,270	6,937	3,376	7,250	
		(5706) Postage	5,777	5,901	2,387	4,467	2,850	2,787	5,000	
		(5726) Property Lease Expense	5,200	5,200	5,200	2,600	5,200	0	5,200	Payment to AISD for SFC Rental of Burger Stadium Parking Lot
		(5545) Coffee / Food Service	8,405	9,869	2,711	1,181	2,647	2,258	2,500	
		(5743) Repair & Maintenance - Landscaped Areas	2,684	4,417	4,185	2,841	4,500	3,229	4,500	
		(5753) Repair & Maintenance - Trails & Footpaths	3,157	3,763	2,706	2,990	3,500	620	4,500	
		(5500) Advertising / Public Notices	2,765	3,165	3,538	2,027	3,825	3,138	3,500	
		(5505) Ammunition	2,673	299	1,078	2,773	3,800	3,709	4,800	
		(5516) Credit Card Fees	1,241	1,754	2,153	2,966	3,380	2,104	4,000	
		(5559) Adopt-A-Bench	112	0	281	0	0	0	10,000	
		(5570) Consumables	1,810	2,373	1,930	2,342	2,500	2,382	2,900	
		(5711) Open Space Management	2,274	510	152	3,901	500	7	5,000	
		(5825) Training & Supplies - City Council	180	2,712	2,068	2,322	1,000	1,276	2,500	
		(5100) Exams/ Testing / Certifications	470	1,439	688	1,184	3,000	1,441	1,200	
		(5748) Repair & Maintenance - Fencing	1,158	2,497	697	335	2,500	1,020	2,500	
		(5575) Wildlife Management & Implementation	2,619	0	399	0	4,300	0	2,500	
		(5695) Eco Event/Native Tree Planting	1,114	1,339	1,582	0	1,500	751	3,000	
		(5770) Small Equipment Repair/Purchase	1,318	150	681	688	6,533	0	1,000	
		(5601) Organizational Memberships	999	735	687	1,688	1,425	726	2,500	
		(5525) Bullet Proof Vests	0	0	0	930	930	930	4,000	
		(5704) Employee Appreciation	938	1,000	771	665	950	160	1,500	
		(5565) Conservation Rangers	1,059	0	363	0	0	0	3,000	
		(5720) Personal Vehicle Use Mileage Expense	5,141	12	149	15	119	0	0	
		(5615) Election Expense	427	506	459	488	950	422	950	
		(5762) Reprographics Services	12	21	591	0	500	0	2,000	
		(5547) Ice Service	998	1,013	2,192	179	0	0	0	
		(5810) Training - LEOSE Funds	1,300	1,390	0	0	0	0	0	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
General Operating Fund										
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5444) Energy Conservation Rebates	15,710	21,810	12,392	7,097	15,000	1,625	15,000	
		(5552) Sunset Valley Arts Commission-Community Program	5,975	8,403	1,714	4,478	19,400	1,667	26,400	
		(5558) CED Community Events	3,900	2,208	0	0	15,000	13,797	16,000	
		(5400) Adopt A Tree Energy Conservation	5,765	10,188	10,263	2,883	7,500	0	7,500	
		(5133) Urban Forestry	9,448	4,085	804	996	9,000	1,400	9,000	
		(5472) Spring Cleaning Program	0	3,703	2,515	0	3,750	2,546	7,500	
		(5450) Library Card Reimbursement	4,680	4,434	2,422	2,435	2,375	2,204	2,500	
		(5475) Volunteer Awards Banquet	0	1,987	0	2,189	2,053	53	7,000	
		(5556) SFC- Farmer's Market	0	4,500	0	0	0	0	17,500	
		(5514) Business Appreciation	0	0	0	0	0	0	5500	
		(5437) Community Gardens	918	1,144	405	702	1,000	0	4,000	
		(5455) National Crime Nite Out	6,000	5,878	0	0	0	0	0	
		(5476) Teen Program Expenses	1,473	1,883	0	606	2,000	1,359	2,000	
		(5436) Trails Master Plan	930	4,298	868	0	1,500	0	1,500	
		(5561) P&E Community Programs	1,000	1,037	0	0	0	0	4,000	
		(5415) Green Business Program	0	0	0	0	0	0	5,000	
		(5551) Sunset Valley Arts Commission-Arts Fest	4,000	4,445	0	0	0	0	0	
		(5447) Pollution reduction Program	953	602	80	531	1,000	959	1,500	
		(5439) Community Partnership	1,172	1,771	0	0	369	369	0	
		(5401) Ant Bait Program	703	0	595	0	0	0	0	
		(5490) Tree Fund - Expenses	0	0	960	0	0	0	0	
		(5445) Env & Planning Library / Information	0	0	177	0	0	0	0	
Total Community Programs			62,627	82,376	33,194	39,081	79,947	25,977	131,900	
Misc Expenses										
		(PROPOSED) Proposed New Line	0	0	0	0	0	0	64,000	Proposed PT Accountant Position
		(5201) Miscellaneous Expenses	0	0	62,553	-1,036	0	7,242	0	
		(5775) Small Tools	5,802	6,872	6,811	7,481	6,000	4,886	6,000	
		(5678) Sales & Use Tax	0	0	0	0	276	3,653	0	
Total Misc Expenses			5,802	6,872	69,363	6,445	6,276	15,781	70,000	



ADMINISTRATION DEPARTMENT

RESPONSIBILITIES:

The City of Sunset Valley operates under the Mayor-Council form of government. Under this system, the City Council appoints a City Administrator who then manages the Department Directors and City staff to develop and implement policies guiding the City. This management includes coordination of daily operations, preparation of information for City Council agendas, long-range planning, preparation of budgets, development, and implementation of personnel regulations, financial and administrative policies, and other actions as directed by the Mayor and City Council, or the Code of Ordinances of the City of Sunset Valley. Major activities of the Administration Department include:

- City Administration
- Finance and Budget
- Human Resources
- Development Services
- Utility Billing
- Municipal Court

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR

FY 23 brings staffing changes to the Administration Department as follows:

- The prior Assistant to the City Administrator has been reclassified to an Assistant City Administrator
- The position of Municipal Court Clerk has been combined with that of the City Secretary
- A Community Coordinator position was added.
- An additional part-time accountant position has been proposed in the new budget.

BUDGET AT A GLANCE

Revenue: \$ 5,415,000

Expenses: \$ 1,341,721

Total Staffing: 6.5

Total Staffing Costs: \$653,324

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	General Operating Fund								
	Administration								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
		(5089) Tuition Reimbursement	0	0	0	0	0	0	0
		(5091) Salary - Licensing Incentives	0	0	0	265	500	250	600
		(5120) Life Insurance Benefits	50	198	184	194	203	223	246
		(5086) Salary - Bilingual	0	0	0	75	300	250	300
		(5135) Social Security Contribution	0	0	0	0	0	59	0
		Total Salary, Benefits, and Other Compensation	466,340	516,765	493,286	447,320	530,038	430,432	653,324
		Transfers/Subsidies							
		(7000) Operating Transfers Out	1,051,070	668,025	14,634	452,040	102,806	0	0
		Total Transfers/Subsidies	1,051,070	668,025	14,634	452,040	102,806	0	0
		Other Operating Expenses							
		(5835) Utilities: elec/water/wastewater/telephone/gas	68,883	87,924	101,798	87,978	100,000	62,585	100,000
		(5782) Software Maintenance Fees	16,736	18,306	27,427	67,748	102,000	99,209	91,000
		(5655) Insurance - Fire/Theft/Vandalism/Bonds	0	0	41,826	41,400	45,955	45,955	45,885
		(5560) Computer Equip/Software Acquisition	0	0	0	4,760	44,327	28,429	33,657
		(5705) Office Supplies/Delivery Fees	8,047	10,370	4,903	10,173	9,500	6,675	9,500
		(5656) Insurance - Liability	23,563	32,508	0	3,942	0	0	2,155
		(5780) Software Acquisition	0	0	47,778	0	0	0	0
		(5515) Bank / Management Fees	3,319	3,190	4,137	7,186	4,750	3,312	10,000
		(5725) Printing	4,600	4,840	3,276	6,069	5,775	5,679	7,500
		(5735) Rental Expense - Equipment	6,914	4,859	5,946	4,681	4,750	3,134	6,000
		(5706) Postage	5,777	5,901	2,387	4,467	2,850	2,787	5,000
		(5820) Training & Education - City Staff	1,283	985	2,685	2,729	7,125	3,948	7,500
		(5545) Coffee / Food Service	8,405	9,869	2,711	1,181	2,647	2,258	2,500
		(5600) Dues / Subscriptions / Fees	1,998	1,788	1,744	4,863	4,325	4,798	6,000
		(6000) Capital Outlay	26,695	0	0	0	0	0	0
		(5500) Advertising / Public Notices	2,765	3,165	3,538	2,027	3,825	3,138	3,500
		(5770) Small Equipment Repair/Purchase	1,318	150	681	688	6,533	0	1,000
		(5601) Organizational Memberships	999	735	687	1,688	1,425	726	2,500
		(5516) Credit Card Fees	192	648	841	1,357	950	609	2,000
		(5704) Employee Appreciation	938	1,000	771	665	950	160	1,500
		(5615) Election Expense	427	506	459	488	950	422	950
		(5815) Training - Mileage Reimbursement	250	0	213	0	237	164	250

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	Administration									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5720) Personal Vehicle Use Mileage Expense	141	12	149	15	119	0	0	
	Total Other Operating Expenses		183,250	186,756	253,959	254,104	348,994	273,987	338,397	
	Contract Services									
		(5306) Attorney	29,708	55,928	64,267	30,645	80,512	59,582	56,000	
		(5309) Audit	51,029	46,679	47,500	44,000	47,500	13,500	50,000	
		(5343) IT Management Services	36,413	38,454	46,172	32,508	50,000	40,301	50,000	
		(5330) General Engineering Services	0	900	7,818	36,977	58,275	57,879	50,000	
		(5312) Plan Review & Inspection	21,051	18,388	10,816	10,158	24,250	21,671	27,500	
		(5310) Economic Development - Business Survey	0	0	0	0	66,512	26,507	0	
		(5327) Engineer - Design Fees	686	0	2,845	79,108	10,376	0	0	
		(5362) Ordinance Codification Maintenance	2,578	2,053	2,027	2,477	10,500	8,513	10,000	
		(5326) Emergency Fund	0	0	11,214	28,493	0	0	0	Funded in General Government
		(5367) Payroll Services	4,837	4,902	4,236	4,354	4,275	4,077	5,000	
		(5366) Records Management	4,419	5,404	4,221	3,881	3,750	1,955	3,500	
		(5200) Temporary Help	48	0	0	132	285	0	1,500	
	Total Contract Services		150,769	172,707	201,115	272,732	356,235	233,985	253,500	
	Misc Expenses									
		(PROPOSED) Proposed New Line	0	0	0	0	0	0	64,000	Proposed Part Time Accountant
		(5201) Miscellaneous Expenses	0	0	62,553	0	0	7,242	0	
	Total Misc Expenses		0	0	62,553	0	0	7,242	64,000	
	Community Programs									
		(5450) Library Card Reimbursement	4,680	4,434	2,422	2,435	2,375	2,204	2,500	
		(5475) Volunteer Awards Banquet	0	1,987	0	2,189	2,053	53	7,000	
		(5514) Business Appreciation	0	0	0	0	0	0	5500	
		(5556) SFC- Farmer's Market	0	0	0	0	0	0	17,500	Funds Payment to AISD for Burger Center Parking Lot Rental
	Total Community Programs		4,680	6,421	2,422	21,790	4,428	2,257	32,500	
	Project									
		(7188) Sunset Valley Elementary Support	2,210	7,000	0	0	6,000	6,000	0	Now Included in General Govt. Dept.
		(7195) Uplands Planning 14/15	0	0	6,700	0	0	0	0	



THE PUBLIC SAFETY DEPARTMENT

RESPONSIBILITIES

The Sunset Valley Police Department provides 24-hour law enforcement services to retail and residential community situated in an urban environment but with a unique rural feel. In doing so our mission is to provide the most remarkable law enforcement services, *under the sun*, to residents and visitors to Sunset Valley. There are 14.5 employees in the police department which include:

- 1 Police Chief
- 1 Civilian Employee
- 1 Lieutenant
- 1 Detective Sergeant
- 2 Patrol Sergeant
- 8 Officers
- 1 Part-Time Community Resource Officer

Additional staff includes as-needed Reserve Officers who assist with special assignments, council meetings, and holiday retail area patrols.

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR

The addition of 1 part-time staff member, known as the Community Resource Officer, assists in handling trails and code enforcement issues.

This year, PD has revenue consisting of a operating transfer from Crime Control of \$174,859.

Budget at a Glance

Revenues: 174,859

- Transfers/Subsidies: 174,859

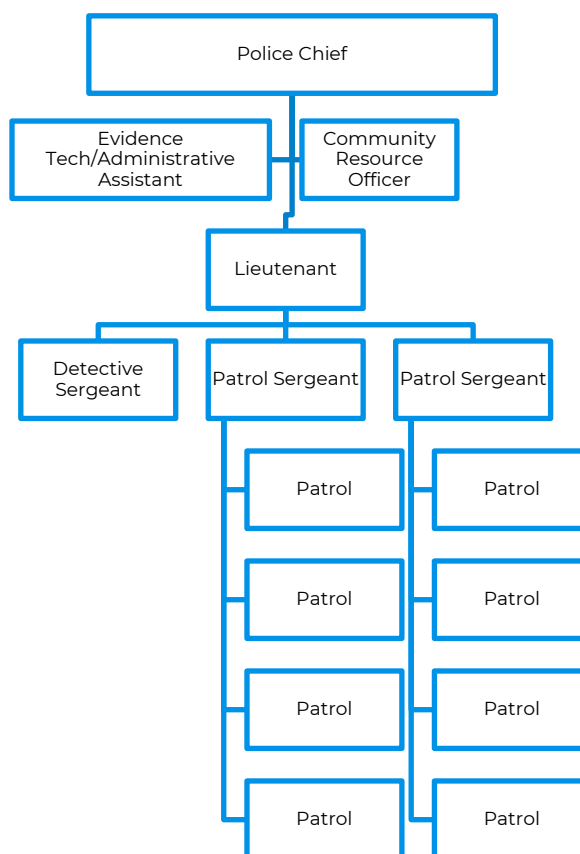
Expenses: 1,466,263

- Salary: 1,206,757
- Other Operating Expenses: 131,260
- Contract Services: 125,245
- Misc. Expenses: 3,000

Total Staff: 14.5



THE PUBLIC SAFETY DEPARTMENT



Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
Fund	General Operating Fund									
Dept.	Public Safety									
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes	
Revenues										
	Transfers/Subsidy									
	(4300) Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,859.00		
	Total Transfers/Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,859.00		
Total Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,859.00		
Expenses										
	Salary, Benefits, and Other Compensation	\$ 1,204,879.00	\$ 1,260,731.00	\$ 1,131,017.00	\$ 1,036,382.00	\$ 1,114,186.00	\$ 1,119,017.00	\$ 1,206,758.00		
	(5000) Salaries	\$ -	\$ -	\$ -	\$ 703,439.00	\$ 803,790.00	\$ 772,109.00	\$ 837,700.00		
	(5050) Salary - Patrol Officer	\$ 367,940.00	\$ 414,989.00	\$ 335,141.00	\$ -	\$ -	\$ -	\$ -		
	(5140) TMRS City Contribution	\$ 113,153.00	\$ 128,371.00	\$ 137,414.00	\$ 106,540.00	\$ 91,609.00	\$ 83,514.00	\$ 96,894.00		
	(5121) Medical Insurance Benefits	\$ 95,686.00	\$ 102,696.00	\$ 102,579.00	\$ 75,896.00	\$ 99,851.00	\$ 86,773.00	\$ 97,222.00		
	(5075) Salary - Sergeants	\$ 144,485.00	\$ 138,443.00	\$ 138,334.00	\$ -	\$ -	\$ -	\$ -		
	(5090) Salary - Overtime	\$ 29,214.00	\$ 24,122.00	\$ 25,569.00	\$ 67,576.00	\$ 30,926.00	\$ 61,984.00	\$ 68,000.00		
	(5015) Salary - Chief of Police	\$ 116,337.00	\$ 119,332.00	\$ 123,855.00	\$ -	\$ -	\$ -	\$ -		
	(5048) Salary - Lieutenant	\$ 89,498.00	\$ 92,204.00	\$ 95,631.00	\$ -	\$ -	\$ -	\$ -		
	(5093) Salary - Holiday Pay	\$ 15,658.00	\$ 16,214.00	\$ 30,024.00	\$ 30,306.00	\$ 25,000.00	\$ 45,258.00	\$ 31,000.00		
	(5150) Workers Compensation Benefits	\$ 28,015.00	\$ 19,646.00	\$ 21,532.00	\$ 13,488.00	\$ 26,417.00	\$ 21,075.00	\$ 30,127.00		
	(5045) Salary - Detective	\$ 81,993.00	\$ 82,053.00	\$ 7,343.00	\$ -	\$ -	\$ -	\$ -		
	(5055) Salary - Police Records Admin Assist	\$ 55,700.00	\$ 55,381.00	\$ 57,447.00	\$ -	\$ -	\$ -	\$ -		
	(5130) Medicare Tax - Employers Contribution	\$ 12,942.00	\$ 13,689.00	\$ 14,437.00	\$ 11,479.00	\$ 11,382.00	\$ 15,436.00	\$ 12,393.00		
	(5091) Salary - Licensing Incentives	\$ 6,600.00	\$ 7,800.00	\$ 9,600.00	\$ 7,100.00	\$ 1,200.00	\$ 7,700.00	\$ 7,100.00		
	(5122) Dental Insurance Benefits	\$ 6,253.00	\$ 7,386.00	\$ 5,705.00	\$ 4,290.00	\$ 4,629.00	\$ 4,198.00	\$ 4,861.00		
	(5088) Salary - Shift Differential	\$ 7,500.00	\$ 6,900.00	\$ 5,100.00	\$ 3,000.00	\$ 1,200.00	\$ 6,900.00	\$ 3,000.00		
	(5124) Long Term Disability Insurance	\$ 3,547.00	\$ 3,601.00	\$ 3,680.00	\$ 2,900.00	\$ 3,432.00	\$ 3,178.00	\$ 3,604.00		
	(5046) Salary - Longevity	\$ 4,112.00	\$ 2,696.00	\$ 3,224.00	\$ 2,648.00	\$ 2,048.00	\$ 2,048.00	\$ 3,200.00		
	(5084) Salary - Cell phone allowance	\$ 5,455.00	\$ 5,500.00	\$ 2,400.00	\$ 1,750.00	\$ 1,800.00	\$ 1,950.00	\$ 720.00		
	(5126) Short Term Disability Insurance	\$ 2,227.00	\$ 2,369.00	\$ 2,427.00	\$ 1,956.00	\$ 2,640.00	\$ 2,189.00	\$ 2,772.00		
	(5087) Salary - Education	\$ 2,563.00	\$ 2,200.00	\$ 2,550.00	\$ 1,900.00	\$ 1,500.00	\$ 1,375.00	\$ 2,700.00		
	(5131) TWC - Employers Contribution	\$ 2,370.00	\$ 2,380.00	\$ 144.00	\$ 134.00	\$ 2,640.00	\$ 925.00	\$ 2,772.00		
	(5072) Reserve Officer - Part Time	\$ 4,483.00	\$ 4,995.00	\$ 3,893.00	\$ -	\$ -	\$ -	\$ -		
	(5086) Salary - Bilingual	\$ 2,300.00	\$ 1,800.00	\$ 600.00	\$ 600.00	\$ 1,200.00	\$ 1,050.00	\$ 1,200.00		
	(5092) Salary - Holiday Traffic Control	\$ 5,088.00	\$ 3,937.00	\$ -	\$ -	\$ -	\$ -	\$ -		
	(5123) Vision Insurance	\$ 1,147.00	\$ 1,232.00	\$ 1,132.00	\$ 908.00	\$ 907.00	\$ 873.00	\$ 952.00		
	(5089) Tuition Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -		
	(5120) Life Insurance Benefits	\$ 614.00	\$ 601.00	\$ 580.00	\$ 472.00	\$ 515.00	\$ 604.00	\$ 541.00		
	(5035) Salary - Reserves	\$ -	\$ -	\$ 631.00	\$ -	\$ -	\$ -	\$ -		
	(5135) Social Security Contribution	\$ -	\$ 194.00	\$ 44.00	\$ -	\$ -	\$ (124.00)	\$ -		
Total Salaries, Benefits, and Other Compensation		\$ 1,204,880.00	\$ 1,260,731.00	\$ 1,131,016.00	\$ 1,036,382.00	\$ 1,114,186.00	\$ 1,119,015.00	\$ 1,206,758.00		
Other Operating Expenses		\$ 194,530.00	\$ 153,428.00	\$ 202,691.00	\$ 108,324.00	\$ 624,995.00	\$ 184,516.00	\$ 131,260.00		
	(5613) 800 mghz Operation and Maintenance	\$ 6,707.00	\$ 7,041.00	\$ -	\$ -	\$ 234,238.00	\$ 46,788.00	\$ -		
	(6000) Capital Outlay	\$ 37,714.00	\$ -	\$ 131,696.00	\$ -	\$ -	\$ -	\$ -		
	(5645) Fuel	\$ 21,115.00	\$ 20,318.00	\$ 17,074.00	\$ 18,436.00	\$ 22,000.00	\$ 19,045.00	\$ 25,000.00		
	(5764) Security System - Buildings	\$ -	\$ -	\$ -	\$ -	\$ 115,000.00	\$ 19,142.00	\$ -		
	(5625) Equipment Acquisition	\$ -	\$ 6,840.00	\$ -	\$ 9,310.00	\$ 63,000.00	\$ 31,473.00	\$ 9,000.00		



MUNICIPAL COURT DEPARTMENT

RESPONSIBILITIES

The Municipal Court Department is composed of one staffer and a part-time Municipal Court Judge, as well as Prosecutor expenses covered in the existing City Attorney fees.

Chapter 30, Subchapter A allows for the creation of a Municipal Court in the City. The Court is not considered a "Court of Record", and its proceedings are not recorded. If the defendant appeals the case, the defendant will be granted a new trial.

The Court handles multiple violation types including traffic citation, code enforcement, and other codes of Ordinance violations where required.

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR

FY 23 will bring a change in duties to the Municipal Court Clerk, historically, a position combined with other duties in the Administration Department, namely assisting the City Secretary, also a combined position. The Municipal Court Clerk position will be combined with the City Secretary position to better utilize staff and resources.

BUDGET AT A GLANCE

Revenue: 37,731

Expenses: 75,245

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	Municipal Court									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
	Court Fees and Fines									
		(4030) Court Income Fines	25,310	19,281	11,538	11,379	18,079	13,007	18,079	
		(4020) Court Income - Fees	29,210	7,805	8,257	4,061	13,305	3,069	13,305	
		(4230) Warrant Fee Collections	3,368	3,751	2,536	1,489	2,967	2,094	2,967	
		(4038) Court Technology Fee	0	183	354	351	438	438	438	
		(4035) Court Security Fee	0	137	325	381	328	539	450	
		(4036) Court-Truancy Prevention Fund	0	0	85	442	32	538	400	
		(4032) Court-Time Payment Fee	0	0	0	15	32	7	32	
		(4037) Court - Jury Fund	0	0	2	23	3	11	10	
	Total Court Fees and Fines		57,889	31,157	23,097	18,140	35,184	19,704	35,680	
	Misc Revenues									
		(4022) Credit Card Convenience Fees	916	1,222	524	0	835	214	1,500	Reinstatement Post COVID
		(4200) School Zone Fees - County/City (Restricted	867	871	808	928	550	627	550	
		(4110) Miscellaneous Fees & Charges	0	0	0	0	0	300	0	
	Total Misc Revenues		1,783	2,092	1,332	928	1,385	1,140	2,050	
Total Revenues			59,672	33,249	24,429	19,068	36,569	20,844	37,731	
Expenses										
	Salary, Benefits, and Other Compensation									
		(5000) Salaries	0	0	0	28,335	41,261	34,456	45,624	
		(5006) Salary - Assistant to the City Administration	34,412	50,680	60,194	0	0	0	0	
		(5140) TMRS City Contribution	6,202	7,077	7,370	2,368	3,350	3,797	3,483	
		(5121) Medical Insurance Benefits	5,318	5,458	5,532	1,855	5,112	3,987	4,863	
		(5357) Salary - Municipal Judge	13,005	13,455	9,603	0	0	0	0	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	Municipal Court									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5090) Salary - Overtime	951	1,110	1,154	540	1,339	517	1,407	
		(5130) Medicare Tax - Employers Contribution	706	977	1,027	475	601	644	621	
		(5135) Social Security Contribution	806	834	571	672	806	-535	806	
		(5122) Dental Insurance Benefits	455	464	414	104	631	190	631	
		(5124) Long Term Disability Insurance	196	387	203	146	468	65	468	
		(5087) Salary - Education	550	600	600	133	200	125	0	
		(5131) TWC - Employers Contribution	324	221	18	9	360	47	360	
		(5126) Short Term Disability Insurance	121	134	134	34	360	45	360	
		(5046) Salary - Longevity	492	392	440	97	0	0	0	
		(5086) Salary - Bilingual	0	0	0	75	300	250	300	
		(5150) Workers Compensation Benefits	127	139	150	113	267	121	127	
		(5091) Salary - Licensing Incentives	225	300	300	35	0	0	0	
		(5123) Vision Insurance	77	78	81	21	124	39	124	
		(5120) Life Insurance Benefits	46	43	43	9	70	12	70	
		(5084) Salary - Cell phone allowance	0	250	0	24	0	0	0	
		(5099) Payroll Expenses - Payroll Services	0	-15,817	-20,082	0	0	0	0	
		Total Salary, Benefits, and Other Compensation	64,014	66,780	67,752	35,044	55,248	43,762	59,245	
	Contract Services									
		(5306) Attorney	4,752	6,365	4,590	2,737	12,090	8,008	8,000	
		(5354) Municipal Court Services	0	0	213	0	500	350	500	
		(5343) IT Management Services	0	0	0	75	1,760	0	0	
		Total Contract Services	4,752	6,365	4,803	2,812	14,350	8,358	8,500	
	Other Operating Expenses									
		(5782) Software Maintenance Fees	3,585	3,719	3,860	3,891	5,371	4,041	4,500	
		(5516) Credit Card Fees	1,049	1,106	1,311	1,609	2,000	1,371	2,000	
		(5820) Training & Education - City Staff	200	0	200	0	350	200	500	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	Municipal Court									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5725) Printing	1,489	0	0	0	0	0	0	
		(5815) Training - Mileage Reimbursement	0	0	0	0	200	0	500	
		(5690) Municipal Court Supplies	276	60	213	0	150	0	0	
	Total Other Operating Expenses		6,599	4,885	5,584	5,500	8,071	5,612	7,500	
Total Expenses			75,365	78,030	78,139	43,356	77,669	57,732	75,245	
Revenues Less Expenses			-15,693	-44,781	-53,710	-24,288	-41,100	-36,888	-37,515	

PUBLIC WORKS DEPARTMENT

RESPONSIBILITIES

The Public Works Department is responsible for maintaining all the City's infrastructure, public lands, and other assets. The Public Works Department provides water, wastewater, solid waste, drainage, streets, parks, facilities, and greenspace maintenance services throughout the City. The City of Sunset Valley has an extensive amount of infrastructure and amenities packed into one square mile. The Public Works Department strives to make Sunset Valley a wonderful place to live and visit. The Public Works Department provides a variety of services and programs for residents, businesses, and visitors to Sunset Valley including:

- Water Operation
- Wastewater Operations
- Solid Waste Services
- Watershed Protection
- CIP Management
- Parks and Open Space
- Urban Forestry
- Wildlife Management
- Streets & Drainage
- Facilities Maintenance

Included in the FY23 budget is the purchase of an Administrative/Public Works vehicle that will be utilized by city staff to reduce the use of personal vehicles. Emergency funds were also included to allow for better response to damage and natural disasters.

Budget at a Glance

Revenues: 341,913

- Transfers/Subsidies:
337,000
- Misc Revenues
4,913

Expenses: 1,071,619

- Transfers/Subsidies:
337,000
- Salary:
166,436
- Contract Services:
307,083
- Other Operating:
197,600
- Community
Programs:
49,000
- Other:
10,500

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
Fund	General Operating Fund									
Dept.	Public Works									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues	Transfers/Subsidy	(XFER) Transfer in from Reserves	0	0	0	0	0	0	337,000	
Revenues	Total Transfers/Subsidy		0	0	0	0	0	0	337,000	
Revenues	Misc Revenues	(4000) Adopt A Tree Energy Program	5,770	9,147	8,213	4,283	4,724	0	4,724	
Revenues	Misc Revenues	(4001) Revenue - Ant Bait Program	118	449	190	104	189	56	189	
Revenues	Total Misc Revenues		5,888	9,597	8,403	4,387	4,913	56	4,913	
Revenues	Revenues	(4229) Mulch Delivery Fees	0	0	0	0	0	575	0	
Revenues	Total Mulch Delivery Fees Revenues		0	0	0	0	0	575	0	
Total Revenues			5,888	9,597	8,403	4,387	4,913	631	341,913	
Expenses	Salary, Benefits, and Other Co	(5000) Salaries	0	0	0	86,865	76,830	56,944	79,667	
Expenses	Salary, Benefits, and Other Co	(5030) Salary - Parks & Natural Resources Mgr.	79,829	83,327	90,232	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5140) TMRS City Contribution	49,367	81,781	61,400	11,838	9,380	7,714	10,795	
Expenses	Salary, Benefits, and Other Co	(5121) Medical Insurance Benefits	64,788	73,667	58,829	5,166	10,230	7,907	11,141	
Expenses	Salary, Benefits, and Other Co	(5060) Salary - Public Works Director	74,037	111,898	35,333	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5066) Salary - Ground Maintenance Supervisor	58,310	64,480	66,950	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5077) Salary - Youth Program	24,037	23,925	385	11,093	38,880	8,367	40,000	
Expenses	Salary, Benefits, and Other Co	(5010) Salary - PW Operations Manager	55,159	73,911	46,918	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5080) Salary - Utilities Superintendent	1,198	64,435	56,849	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5150) Workers Compensation Benefits	16,628	20,937	20,007	3,566	19,483	13,395	3,929	
Expenses	Salary, Benefits, and Other Co	(5057) Salary - Administrative Clerk	30,128	42,571	26,017	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5064) Salary - Maintenance Tech (QD)	30,356	42,370	20,480	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5068) Salary - Maintenance Tech (CW)	20,150	22,731	30,692	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5063) Salary - Maintenance Tech 1 (RS)	6,824	26,163	31,226	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5061) Salary - Maintenance Tech (GG)	17,905	26,403	19,467	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5062) Salary - Maintenance Tech (DV)	14,159	30,262	6,560	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5094) Salary-Water Sampling	166	5,785	7,564	6,308	7,893	5,680	9055	
Expenses	Salary, Benefits, and Other Co	(5130) Medicare Tax - Employers Contribution	5,487	9,133	6,573	1,353	1,165	1,304	1,341	
Expenses	Salary, Benefits, and Other Co	(5084) Salary - Cell phone allowance	7,160	10,120	3,820	417	443	285	990	
Expenses	Salary, Benefits, and Other Co	(5065) Salary - Development Permit Coordinato	22,043	0	0	0	0	0	0	
Expenses	Salary, Benefits, and Other Co	(5046) Salary - Longevity	5,011	3,490	4,006	583	627	627	650	
Expenses	Salary, Benefits, and Other Co	(5122) Dental Insurance Benefits	4,405	5,283	3,535	289	518	381	597	
Expenses	Salary, Benefits, and Other Co	(5091) Salary - Licensing Incentives	600	2,950	2,270	630	6,174	1,753	2000	
Expenses	Salary, Benefits, and Other Co	(5090) Salary - Overtime	2,218	3,135	3,942	1,029	2,046	1,779	3000	
Expenses	Salary, Benefits, and Other Co	(5086) Salary - Bilingual	2,350	2,250	2,225	325	258	275	325	
Expenses	Salary, Benefits, and Other Co	(5087) Salary - Education	1,900	2,800	2,200	365	270	320	150	
Expenses	Salary, Benefits, and Other Co	(5124) Long Term Disability Insurance	2,200	2,185	1,812	129	384	326	442	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
Fund	General Operating Fund									
Dept.	Public Works									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Expenses	Salary, Benefits, and Other Co	(5089) Tuition Reimbursement	0	0	0	0	1,500	0	3,000	
Expenses	Salary, Benefits, and Other Co	(5126) Short Term Disability Insurance	1,358	1,558	1,192	151	295	225	340	
Expenses	Salary, Benefits, and Other Co	(5131) TWC - Employers Contribution	2,028	1,904	107	28	295	60	329	
Expenses	Salary, Benefits, and Other Co	(5135) Social Security Contribution	1,477	1,633	58	0	0	-491	0	
Expenses	Salary, Benefits, and Other Co	(5123) Vision Insurance	699	808	677	57	101	79	117	
Expenses	Salary, Benefits, and Other Co	(5093) Salary - Holiday Pay	0	0	0	113	0	2,091	0	
Expenses	Salary, Benefits, and Other Co	(5120) Life Insurance Benefits	460	457	346	36	58	62	66	
Expenses	Salary, Benefits, and Other Co	(5099) Payroll Expenses - Payroll Services	0	-260,192	-241,563	0	0	0	0	
Expenses	Salary, Benefits, and Other Compensation		602,435	582,160	370,108	130,342	176,830	109,082	167,934	
Expenses	Contract Services	(5350) Grounds Maintenance	111,252	116,757	128,400	113,923	161,702	154,403	193,404	3rd Party Landscaping services. The remainder is funded in the Venue Fund.
Expenses	Contract Services	(5326) Emergency Fund	0	0	0	0	50,000	21,030	50,000	Emergency Fund
Expenses	Contract Services	(5343) IT Management Services	0	0	0	11,882	19,586	11,129	29,379	
Expenses	Contract Services	(5349) Digital Mapping Services	0	0	0	0	0	0	20,000	
Expenses	Contract Services	(5321) Contingency Fund	0	0	0	0	0	0	14,300	Contingency for unplanned expenses throughout the year. Normal purchasing rules will apply.
Expenses	Contract Services	(5332) Planning Services	0	2,022	27	29	0	0	0	
Expenses	Contract Services	(5200) Temporary Help	0	0	0	169	0	0	0	
Expenses	Total Contract Services		111,252	118,779	128,427	126,003	231,288	186,562	307,083	
Expenses	Other Operating Expenses	(5523) Building Services	18,683	24,010	32,497	40,425	38,000	29,404	38,000	
Expenses	Other Operating Expenses	(5740) Repair & Maintenance - Buildings	11,452	7,170	4,576	27,484	73,120	54,065	30,000	Separate from the amount set aside as a one time amount for building repair.
Expenses	Other Operating Expenses	(5645) Fuel	7,315	9,891	6,187	5,474	12,000	7,721	12,000	
Expenses	Other Operating Expenses	(5744) Repair & Maintenance - Parks & Grounds	3,271	9,001	5,743	7,802	8,200	7,051	12,000	
Expenses	Other Operating Expenses	(5845) Vehicle Acquisition	0	0	0	0	0	0	30,000	
Expenses	Other Operating Expenses	(5860) Vehicle Insurance	4,241	5,708	8,045	7,638	6,088	6,088	8,000	
Expenses	Other Operating Expenses	(5745) Repair & Maintenance - Equipment	9,070	6,083	3,522	6,069	6,000	5,954	7,500	
Expenses	Other Operating Expenses	(5755) Repair & Maintenance - Vehicles	5,254	3,360	5,822	6,312	6,000	2,173	8,000	
Expenses	Other Operating Expenses	(5820) Training & Education - City Staff	2,795	2,177	2,986	875	7,300	2,566	7,300	
Expenses	Other Operating Expenses	(5743) Repair & Maintenance - Landscaped Areas	2,684	4,417	4,185	2,841	4,500	3,229	4,500	
Expenses	Other Operating Expenses	(5753) Repair & Maintenance - Trails & Footpaths	3,157	3,763	2,706	2,990	3,500	620	4,500	
Expenses	Other Operating Expenses	(5782) Software Maintenance Fees	0	0	0	14,375	0	0	5,050	
Expenses	Other Operating Expenses	(5711) Open Space Management	2,274	510	152	3,901	500	7	5,000	
Expenses	Other Operating Expenses	(5830) Uniforms	3,111	1,584	692	1,108	2,000	1,866	2,000	
Expenses	Other Operating Expenses	(5748) Repair & Maintenance - Fencing	1,158	2,497	697	335	2,500	1,020	2,500	
Expenses	Other Operating Expenses	(5575) Wildlife Management & Implementation	2,619	0	399	0	4,300	0	2,500	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
Fund	General Operating Fund									
Dept.	Public Works									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Expenses	Other Operating Expenses	(5695) Eco Event/Native Tree Planting	1,114	1,339	1,582	0	1,500	751	3,000	
Expenses	Other Operating Expenses	(5815) Training - Mileage Reimbursement	561	287	838	817	3,000	348	3,000	
Expenses	Other Operating Expenses	(5565) Conservation Rangers	1,059	0	363	0	0	0	3,000	
Expenses	Other Operating Expenses	(5560) Computer Equip/Software Acquisition	0	0	0	0	0	0	3,600	
Expenses	Other Operating Expenses	(5570) Consumables	608	559	444	797	900	817	900	
Expenses	Other Operating Expenses	(6000) Capital Outlay	5,925	0	0	0	0	0	0	
Expenses	Other Operating Expenses	(5600) Dues / Subscriptions / Fees	919	295	599	408	1,000	352	1,000	
Expenses	Other Operating Expenses	(5100) Exams/ Testing / Certifications	275	670	0	0	1,500	0	0	
Expenses	Other Operating Expenses	(5762) Reprographics Services	12	21	591	0	500	0	2,000	
Expenses	Other Operating Expenses	(5735) Rental Expense - Equipment	543	34	0	300	2,250	210	750	
Expenses	Other Operating Expenses	(5547) Ice Service	998	1,013	2,192	179	0	0	0	
Expenses	Total Other Operating Expenses		89,098	84,389	84,817	130,130	184,658	124,243	196,100	
Expenses	Transfers/Subsidies	(7000) Operating Transfers Out	0	0	0	0	0	265,000	337,000	
Expenses	Total Transfers/Subsidies		0	0	0	0	0	265,000	337,000	
Expenses	Community Programs	(5444) Energy Conservation Rebates	15,710	21,810	12,392	7,097	15,000	1,625	15,000	
Expenses	Community Programs	(5400) Adopt A Tree Energy Conservation	5,765	10,188	10,263	2,883	7,500	0	7,500	
Expenses	Community Programs	(5133) Urban Forestry	9,448	4,085	804	996	9,000	1,400	9,000	
Expenses	Community Programs	(5472) Spring Cleaning Program	0	3,703	2,515	0	3,750	2,546	7,500	
Expenses	Community Programs	(5437) Community Gardens	918	1,144	405	702	1,000	0	4,000	
Expenses	Community Programs	(5476) Teen Program Expenses	1,473	1,883	0	606	2,000	1,359	2,000	
Expenses	Community Programs	(5436) Trails Master Plan	930	4,298	868	0	1,500	0	1,500	
Expenses	Community Programs	(5415) Green Business Program	0	0	0	0	0	0	5,000	
Expenses	Community Programs	(5447) Pollution reduction Program	953	602	80	531	1,000	959	1,500	
Expenses	Community Programs	(5401) Ant Bait Program	703	0	595	0	0	0	0	
Expenses	Community Programs	(5490) Tree Fund - Expenses	0	0	960	0	0	0	0	
Expenses	Community Programs	(5445) Env & Planning Library / Information	0	0	177	0	0	0	0	
Expenses	Total Community Programs		35,900	47,713	29,059	12,814	40,750	7,888	53,000	
Expenses	Misc Expenses	(5775) Small Tools	3,597	3,872	3,854	4,890	3,000	2,425	3,000	
Expenses	Total Misc Expenses		3,597	3,872	3,854	4,890	3,000	2,425	3,000	
Expenses	Project	(7189) PEAS Program	0	0	0	0	0	0	7,500	PEAS Program- uses committed funds that are set aside specifically for childrens' health programs
Expenses	Total Project		0	0	0	0	0	0	7,500	
Total Expenses			842,282	836,913	616,265	404,178	636,526	695,200	1,071,617	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
Fund	General Operating Fund									
Dept.	Public Works									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues Less Expenses			-836,395	-827,316	-607,862	-399,791	-631,613	-694,569	-729,704	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	General Government									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
	Misc Revenues									
		(4028) Event Revenue	5,279	7,765	415	0	4,764	2,625	17,400	
		(4009) Property Lease Revenue	6,600	6,600	4,950	7,013	0	0	0	
		(4022) Credit Card Convenience Fees	0	17	0	0	0	0	0	
	Total Misc Revenues		11,879	14,382	5,365	7,013	4,764	2,625	17,400	
Total Revenues			11,879	14,382	5,365	7,425	4,764	2,625	17,400	
Expenses										
	Transfers/Subsidies									
		(7001) Subsidy Transfer Out	0	0	0	0	0	0	929,160	
		(7000) Operating Transfers Out	0	0	0	0	0	0	420,000	
		(7002) Infrastructure Subsidy Out	0	0	0	0	0	0	210,000	
	Total Transfers/Subsidies		0	0	0	0	0	0	1,559,160	
Fire & Emergency Services										
		(5336) Fire and Emergency Services	509,850	509,850	522,641	538,320	0	0	579,222	
	Total Fire & Emergency Services		509,850	509,850	522,641	538,320	0	0	579,222	
										Utility
Other Operating Expenses										Repair and Replacement
		(6000) Capital Outlay	138,517	0	18,372	0	0	0	0	Utility Infrastructure
		(5726) Property Lease Expense	5,200	5,200	5,200	2,600	5,200	0	5,200	
		(5559) Adopt-A-Bench	112	0	281	0	0	0	10,000	
		(5825) Training & Supplies - City Council	180	2,712	2,068	2,322	1,000	1,276	2,500	
	Total Other Operating Expenses		144,009	7,912	25,921	4,922	6,200	1,276	17,700	Now included in the Public Safety Budget



GENERAL GOVERNMENT DEPARTMENT

RESPONSIBILITIES

The General Government Department in the General Fund is the repository where many general government expenses, such as Council expenses, leases, and other contracts are assigned.

FY 22 saw a change in the amount budgeted in this department as the Fire and Emergency Contract was moved from this fund to the Public Safety budget. For FY 23, it is again budgeted here in General Government.

Budget at a Glance

Revenues: 17,400

Expenses: 2,243,982

- Transfers/Subsidies:
1,559,160
- Fire & Emergency
Services: 579,222
- Salary & Benefits:
12,000
- Community
Programs: 46,400
- Contingency 19,500
- SV Elem Support:
10,000
- Other Operating:
17,700

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	General Government									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
	Misc Revenues									
		(4028) Event Revenue	5,279	7,765	415	0	4,764	2,625	17,400	
		(4009) Property Lease Revenue	6,600	6,600	4,950	7,013	0	0	0	
		(4022) Credit Card Convenience Fees	0	17	0	0	0	0	0	
	Total Misc Revenues		11,879	14,382	5,365	7,013	4,764	2,625	17,400	
	Total Revenues		11,879	14,382	5,365	7,425	4,764	2,625	17,400	
Expenses										
	Transfers/Subsidies									
		(7001) Subsidy Transfer Out	0	0	0	0	0	0	929,160	
		(7000) Operating Transfers Out	0	0	0	0	0	0	420,000	
		(7002) Infrastructure Subsidy Out	0	0	0	0	0	0	210,000	
	Total Transfers/Subsidies		0	0	0	0	0	0	1,559,160	
	Fire & Emergency Services									
		(5336) Fire and Emergency Services	509,850	509,850	522,641	538,320	0	0	579,222	
	Total Fire & Emergency Services		509,850	509,850	522,641	538,320	0	0	579,222	
										Utility
	Other Operating Expenses									Repair and Replacement
		(6000) Capital Outlay	138,517	0	18,372	0	0	0	0	Utility Infrastructure
		(5726) Property Lease Expense	5,200	5,200	5,200	2,600	5,200	0	5,200	
		(5559) Adopt-A-Bench	112	0	281	0	0	0	10,000	
		(5825) Training & Supplies - City Council	180	2,712	2,068	2,322	1,000	1,276	2,500	
	Total Other Operating Expenses		144,009	7,912	25,921	4,922	6,200	1,276	17,700	Now included in the Public Safety Budget

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	General Operating Fund									
	General Government									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	Community Programs									
		(5552) Sunset Valley Arts Commission-Co	5,975	8,403	1,714	4,478	19,400	1,667	26,400	
		(5558) CED Community Events	3,900	2,208	0	0	15,000	13,797	16,000	
		(5561) P&E Community Programs	1,000	1,037	0	0	0	0	4,000	SFC lease of the AISD Parking Lot area.
		(5551) Sunset Valley Arts Commission-Ar	4,000	4,445	0	0	0	0	0	One time pass thru expense. There should be an associated revenue to offset the expense on the the program gets off the ground.
		(5556) SFC- Farmer's Market	0	4,500	0	0	0	0	0	
	Total Community Programs		14,875	20,593	1,714	4,478	34,400	15,464	46,400	
	Project									
		(7010) Business Grant Program	0	0	0	100,000	0	0	0	
		(7127) Community Fire Planning	12,205	13,116	573	0	0	0	0	
		(7188) Sunset Valley Elementary Support	0	0	0	0	0	0	10,000	
		(5605) Easement Acquisition	900	0	0	0	0	0	0	
		(5660) Land Acquisition	0	500	0	0	0	0	0	No request by SFC this year
	Total Project		13,105	13,616	573	100,000	0	0	10,000	
	Salary, Benefits, and Other Compensation									
		(5127) Health Reimbursement Account	0	0	0	0	15,000	2,250	5,000	
		(5089) Tuition Reimbursement	0	2,500	2,834	3,227	0	0	7,000	
	Total Salary, Benefits, and Other Compensat		0	2,500	2,834	3,227	15,000	2,250	12,000	One time support - Not an annual commitment
	Contract Services									
		(5321) Contingency Fund	0	1,100	0	0	9,724	0	19,500	

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	General Operating Fund								
	General Government								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
	Total Contingency Fund		0	1,100	0	0	9,724	0	19,500
	Misc Expenses								Encumber any unused funds from FY 22 and carry over.
		(5678) Sales & Use Tax	0	0	0	0	276	3,653	0
		(5201) Miscellaneous Expenses	0	0	0	-1,036	0	0	0
	Total Misc Expenses		0	0	0	-1,036	276	3,653	0
	Total Expenses		681,840	555,571	553,683	649,911	65,600	22,642	2,243,982
									Contingency Fund - Normal purchasing rules apply.
	Revenues Less Expenses		-669,961	-541,190	-548,318	-642,486	-60,836	-20,017	-2,226,582



UTILITY FUND





UTILITY FUND

RESPONSIBILITIES

The City operates its Water, Wastewater, and Solid Waste Utility systems. Each of these three services is accounted for separately in an Enterprise Fund.

Wholesale water and wastewater services are provided to the City of Sunset Valley by contracts with the City of Austin, but Sunset Valley is the retail provider within the City of Sunset Valley. Commercial Water and Wastewater services are billed at the cost of service. Residential Water, Wastewater, and Solid Waste Services are billed at less than the cost of service and the General Fund provides an annual operating and infrastructure transfer to the Utility Fund. This year a utility rate study will be conducted to determine the cost of service for the different classes of customers, residential and commercial.

In addition to the wholesale contract expense, the City is responsible for the distribution, collection, metering, and billing system within the City of Sunset Valley. The Public Works Department maintains the public water system with over 7 miles of water lines and the wastewater system which includes over 5 miles of wastewater lines and one lift station.

Solid Waste and Recycling services are provided to both residential and commercial customers by a contract with Texas Disposal Systems (TDS). TDS interfaces directly with commercial accounts.

Residential accounts are billed directly to the city on a consolidated bill and the city bills residents for only a

Budget at a Glance

Revenues: \$2,635,974

- Utility Sales: \$959,783
- Transfers/Subsidy: \$1,609,161
- Interest: \$62,258
- Misc. Revenues: \$4,773

Expenses: \$2,634,007

- Salaries: \$414,466
- Utilities Expense: \$1,286,410
- Community Programs: \$15,000
- Contract Services: \$21,500
- Misc. Expenses: \$896,631

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
Revenues									
	Utility Sales								
		(4220) Utility Sales	935,033	953,567	936,244	1,010,668	955,572	525,182	959,783
	Total Utility Sales		935,033	953,567	936,244	1,010,668	955,572	525,182	959,783
	Transfers/Subsidy								
		(4300) Operating Transfers In	849,254	876,984	3,486	452,040	0	0	0
		(4301) Subsidy Transfer In	0	0	0	0	0	0	929,161
		(XFER) Transfer in from Reserves	0	0	0	0	0	0	470,000
		(4302) Infrastructure Subsidy In	0	0	0	0	0	0	210,000
	Total Transfers/Subsidy		849,254	876,984	3,486	452,040	0	0	1,609,161
	Interest Revenue								
		(4095) Interest	72,686	113,917	54,856	4,664	62,258	7,471	62,258
	Total Interest Revenue		72,686	113,917	54,856	4,664	62,258	7,471	62,258
	Misc Revenues								
		(4100) Late Fees (A/R)	1,833	3,055	1,145	0	1,548	0	1,548
		(4210) Tap Fees - Reconnects	1,520	550	910	1,760	839	0	839
		(4060) General Fees & Inspections	100	100	50	0	1,488	0	1,488
		(4022) Credit Card Convenience Fees	564	480	275	0	419	69	419
		(4115) Penalties/Fines/Surcharges	0	0	0	0	317	1,038	317
		(4170) Recycle / Reclamation Sales	41	270	4	0	162	0	162
	Total Misc Revenues		4,059	4,454	2,384	1,760	4,773	1,106	4,773
Total Revenues			1,861,032	1,948,923	996,971	1,469,133	1,022,603	533,760	2,635,975
Expenses									

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
	Utilities Expenses								
		(5373) Utility Contractual Services	1,008,488	943,538	996,054	1,084,152	1,231,941	669,452	1,258,660
		(5798) Annual WW Line Inspections	11,500	13,156	0	14,398	15,000	0	20,000
		(5374) Utility Dumpster Rental	5,244	6,916	6,106	3,626	7,000	1,899	7,000
		(5375) Utility Inspections	100	550	163	92	750	0	750
		(5841) Utility Line Infrastructure	2,193	0	0	0	0	0	0
	Total Utilities Expenses		1,027,525	964,160	1,002,323	1,102,267	1,254,691	671,352	1,286,410
	Transfers/Subsidies								
		(7000) Operating Transfers Out	202,873	208,959	0	0	0	1,020,234	470,000
		(XFER TO RESERVES) Transfers to Reserves	0	0	0	0	0	0	210,000
	Total Transfers/Subsidies		202,873	208,959	0	0	0	1,020,234	680,000
	Salary, Benefits, and Other Compensation								
		(5000) Salaries	0	0	0	176,676	234,212	183,285	270,040
		(5099) Payroll Expenses - Payroll Services	0	228,957	207,572	0	0	0	0
		(5140) TMRS City Contribution	92,681	0	53,347	28,411	27,640	24,679	30,967
		(5121) Medical Insurance Benefits	5,758	0	0	22,266	40,458	25,698	39,222
		(5091) Salary - Licensing Incentives	1,200	0	0	1,290	12,936	3,920	23,496
		(5080) Salary - Utilities Superintendent	59,989	0	0	0	0	0	0
		(5150) Workers Compensation Benefits	9,063	0	0	7,356	9,456	0	11,020
		(5094) Salary-Water Sampling	6,356	0	0	0	0	0	17,000
		(5090) Salary - Overtime	4,250	0	0	4,247	7,821	6,356	8,220
		(5060) Salary - Public Works Director	34,722	0	-966	0	0	0	0
		(5063) Salary - Maintenance Tech 1 (RS)	26,963	0	0	0	0	0	0
		(5130) Medicare Tax - Employers Contribution	3,168	0	0	2,725	3,434	3,768	3,848
		(5065) Salary - Development Permit Coordinator	19,142	0	0	0	0	0	0
		(5010) Salary - PW Operations Manager	17,602	0	0	0	0	0	0

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
		(5057) Salary - Administrative Clerk	12,499	0	-371	0	0	0	0
		(5067) Salary - PW - Contract Services Specialist	0	0	0	0	6,019	6,019	0
		(5064) Salary - Maintenance Tech (QD)	11,983	0	0	0	0	0	0
		(5001) Salary - Accounting Clerk	9,455	0	729	0	0	0	0
		(5068) Salary - Maintenance Tech (CW)	8,270	0	943	0	0	0	0
		(5062) Salary - Maintenance Tech (DV)	8,967	0	0	0	0	0	0
		(5122) Dental Insurance Benefits	455	0	0	1,250	1,894	1,237	1,936
		(5066) Salary - Ground Maintenance Supervisor	6,547	0	383	0	0	0	0
		(5084) Salary - Cell phone allowance	1,170	0	0	862	1,440	822	1,260
		(5076) Salary - PW Maintenance Tech (QD)	369	0	6,243	0	0	0	0
		(5124) Long Term Disability Insurance	238	0	0	867	1,404	783	1,435
		(5086) Salary - Bilingual	-335	0	0	645	510	700	1,560
		(5126) Short Term Disability Insurance	176	0	0	585	1,080	539	1,104
		(5087) Salary - Education	600	0	0	450	735	465	900
		(5030) Salary - Parks & Natural Resources Mgr.	4,045	0	0	0	0	0	0
		(5131) TWC - Employers Contribution	250	0	0	39	1,080	204	1,104
		(5050) Salary - Patrol Officer	2,896	0	0	0	0	0	0
		(5046) Salary - Longevity	0	0	0	574	376	334	760
		(5123) Vision Insurance	77	0	0	253	370	256	379
		(5120) Life Insurance Benefits	42	0	0	142	211	149	215
		(5093) Salary - Holiday Pay	0	0	0	679	0	0	0
		Total Salary, Benefits, and Other Compensation	348,598	228,957	267,880	249,318	351,076	259,216	414,466
	Other Operating Expenses								
		(5758) Repairs & Maintenance - System	39,439	69,994	55,105	53,700	32,500	14,549	50,000
		(5625) Equipment Acquisition	0	683	0	0	30,000	0	64,000
		(5877) Water Conservation Program	21,350	16,773	13,226	13,079	20,000	23,292	20,000
		(5590) Depreciation Expense	66,630	0	71,785	0	0	0	0

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
		(5782) Software Maintenance Fees	10,389	10,978	8,684	9,449	8,706	7,519	8,706
		(5759) Repairs & Maintenance - Hydrants	0	0	0	0	0	0	30,000
		(5820) Training & Education - City Staff	5,683	2,807	2,779	3,821	6,700	4,144	6,700
		(5835) Utilities: elec/water/wastewater/telephone/gas	1,141	1,278	2,051	1,763	5,200	0	5,200
		(5510) Animal Control	1,554	1,629	1,831	2,323	3,500	2,104	3,500
		(5745) Repair & Maintenance - Equipment	176	3,070	0	3,609	2,400	1,927	2,700
		(5755) Repair & Maintenance - Vehicles	1,021	1,517	998	1,077	2,000	1,764	3,500
		(5815) Training - Mileage Reimbursement	4,815	1,612	860	0	2,600	0	2,600
		(5516) Credit Card Fees	1,196	1,116	1,318	1,965	1,500	1,468	1,500
		(5600) Dues / Subscriptions / Fees	850	1,237	514	1,477	1,775	400	2,575
		(5515) Bank / Management Fees	1,565	388	1,211	796	2,000	390	2,000
		(5705) Office Supplies/Delivery Fees	1,800	974	58	241	1,800	567	1,800
		(5830) Uniforms	900	704	618	717	1,450	307	1,800
		(5735) Rental Expense - Equipment	300	362	0	28	1,500	449	2,000
		(5645) Fuel	1,000	0	0	0	1,000	0	1,750
		(5650) Hazardous Material Disposal	259	352	0	61	1,500	0	1,500
		(5795) Tire Recycling	603	240	435	622	750	201	800
		(5624) Backhoe - Replacement	0	500	0	0	0	0	0
		(5753) Repair & Maintenance - Trails & Footpaths	0	0	0	34	0	0	0
		Total Other Operating Expenses	160,672	116,215	161,472	94,761	126,881	59,082	212,631
	Contract Services								
		(5324) Emergency Response Services-non City	0	0	0	0	15,000	7,817	15,000
		(5303) Aquifer District Fees	3,210	3,210	3,210	3,235	3,500	2,370	3,500
		(5327) Engineer - Design Fees	2,358	1,107	360	15,001	0	0	3,000
		(5371) Industrial Waste Services	769	0	0	0	0	0	0
		Total Contract Services	6,337	4,318	3,570	18,236	18,500	10,188	21,500

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
	Community Programs								
		(5410) Brush Chipping Program	12,739	6,552	8,771	18,644	12,000	2,420	15,000
	Total Community Programs		12,739	6,552	8,771	18,644	12,000	2,420	15,000
	Misc Expenses								
		(5775) Small Tools	3,970	4,295	2,827	2,999	4,500	412	4,000
		(5201) Miscellaneous Expenses	0	0	0	0	0	-1,102	0
	Total Misc Expenses		3,970	4,295	2,827	2,999	4,500	-690	4,000
	Project								
		(7213) Lift Station Improvements	0	0	0	13,766	0	0	0
		(7212) Backflows, Meters, & Vaults Improvements	0	0	0	0	0	-19,077	0
	Total Project		0	0	0	13,766	0	-19,077	0
	Total Expenses		1,762,714	1,533,455	1,446,844	1,499,991	1,767,648	2,002,723	2,634,007
	Revenues Less Expenses		98,318	415,468	-449,872	-30,858	-745,045	-1,468,964	1,968



THE WATER DEPARTMENT EXPLAINED

RESPONSIBILITIES

The Water Utilities provide services to residential and commercial customers and a cost-of service study is performed periodically to determine the cost of service for the different classes of customers. Wholesale water is provided to the City of Sunset Valley by contracts with the City of Austin, but Sunset Valley is the retail provider within the City of Sunset Valley.

In addition to the wholesale contract expense, the City is responsible for the distribution, collection, metering, and billing system within the City of Sunset Valley.

The Public Works Department maintains the public water system with over 7 miles of water lines.

NOTABLE CHANGES FROM PRIOR FISCAL YEAR

This year the department will be focusing on hydrant maintenance and repairs. This budget includes an increase in funding to conduct the inspection of these hydrants to ensure proper function of fire protection throughout the City.

Budget at a Glance

Revenues: 960,437

- Utility Sales: 564,139
- Transfers/Subsidy: 363,190
- Interest: 31,129
- Misc Revenues: 1,979

Expenses: 960,437

- Utilities Expense: 610,614
- Salary: 211,067
- Contract Services: 16,500
- Misc Expenses: 122,256

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Utility Enterprise Fund									
	Water Department									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
	Utility Sales									
		(4220) Utility Sales	559,539	571,951	562,897	497,983	564,139	266,891	564,139	Sale of water to customers - More residents are returning to work, and not working from home
	Total Utility Sales		559,539	571,951	562,897	497,983	564,139	266,891	564,139	
	Transfers/Subsidy									
		(4300) Operating Transfers In	251,531	311,606	3,486	181,184	0	0	0	
		(4301) Subsidy Transfer In	0	0	0	0	0	0	363,190	Water Subsidy- Total Expenses minus revenues to figure out subsidy
	Total Transfers/Subsidy		251,531	311,606	3,486	181,184	0	0	363,190	
	Interest Revenue									
		(4095) Interest	36,343	56,959	27,428	2,332	31,129	3,736	31,129	Penalties suspended during COVID
	Total Interest Revenue		36,343	56,959	27,428	2,332	31,129	3,736	31,129	
	Misc Revenues									
		(4210) Tap Fees - Reconnects	600	550	450	0	839	0	839	Tap fees for new connections/replacement connections - Disconnects were discontinued during COVID
		(4060) General Fees & Inspections	0	100	0	0	823	0	823	General work provided by PW
		(4115) Penalties/Fines/Surcharges	0	0	0	0	317	1,038	317	Penalties suspended during COVID
		(4022) Credit Card Convenience Fees	0	0	0	0	0	69	0	
	Total Misc Revenues		600	650	450	0	1,979	1,106	1,979	
Total Revenues			848,013	941,166	594,261	681,499	597,247	271,733	960,437	
Expenses										
	Utilities Expenses									
		(5373) Utility Contractual Services	486,815	457,425	464,153	506,038	598,396	313,169	610,364	Cost of purchased water from the City of Austin
		(5375) Utility Inspections	50	275	0	0	250	0	250	Cost for inspections related to utilities.
	Total Utilities Expenses		486,865	457,700	464,153	506,038	598,646	313,169	610,614	
Salary, Benefits, and Other Compensation										
		(5000) Salaries	0	0	0	87,471	112,903	89,986	130,828	Allocation of all public works employees (spread between Public Works, Water, Wastewater, Solid Waste, Street, Venue, and Drainage)
		(5099) Payroll Expenses - Payroll Services	0	143,424	118,347	0	0	0	0	
		(5140) TMRS City Contribution	56,211	0	53,347	14,205	13,152	11,391	15,090	City contribution for retirement
		(5121) Medical Insurance Benefits	5,758	0	0	11,133	19,718	11,861	19,125	

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
	Water Department								
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	(5080) Salary - Utilities Superintendent	41,993	0	0	0	0	0	0	
	(5094) Salary-Water Sampling	6,356	0	0	0	0	0	17,000	Cost of weekend and holiday sampling of water (moved from PW expenses)
	(5091) Salary - Licensing Incentives	1,200	0	0	740	6,762	2,135	12,252	
	(5150) Workers Compensation Benefits	4,640	0	0	4,485	4,755	0	5,550	
	(5090) Salary - Overtime	2,894	0	0	2,324	3,747	3,450	4,105	
	(5063) Salary - Maintenance Tech 1 (RS)	20,535	0	0	0	0	0	0	
	(5060) Salary - Public Works Director	18,600	0	-552	0	0	0	0	
	(5065) Salary - Development Permit Coordinator	15,164	0	0	0	0	0	0	
	(5067) Salary - PW - Contract Services Specialist	0	0	0	0	6,019	6,019	0	
	(5010) Salary - PW Operations Manager	10,561	0	0	0	0	0	0	
	(5130) Medicare Tax - Employers Contribution	1,798	0	0	1,358	1,634	1,849	1,875	
	(5057) Salary - Administrative Clerk	8,333	0	-247	0	0	0	0	
	(5001) Salary - Accounting Clerk	4,718	0	729	0	0	0	0	
	(5062) Salary - Maintenance Tech (DV)	5,380	0	0	0	0	0	0	
	(5122) Dental Insurance Benefits	455	0	0	625	926	571	947	
	(5084) Salary - Cell phone allowance	1,170	0	0	448	720	420	630	\$30/mo allowance per employee allocated across different departments
	(5124) Long Term Disability Insurance	238	0	0	434	686	392	702	Cost of employee LTD- allocated across different departments
	(5050) Salary - Patrol Officer	2,896	0	0	0	0	0	0	
	(5086) Salary - Bilingual	0	0	0	313	270	375	810	\$50/mo bilingual incentive allocated across different departments
	(5126) Short Term Disability Insurance	176	0	0	293	528	270	540	Cost of employee STD- allocated across different departments
	(5087) Salary - Education	600	0	0	253	245	200	450	Monthly incentive for employees with degrees allocated across different departments
	(5064) Salary - Maintenance Tech (QD)	2,068	0	0	0	0	0	0	
	(5131) TWC - Employers Contribution	250	0	0	20	528	104	540	Unemployment tax, city contribution
	(5046) Salary - Longevity	0	0	0	223	125	125	333	Cost of longevity incentive for all employees 5+ years with the city allocated across different departments
	(5068) Salary - Maintenance Tech (CW)	768	0	332	0	0	0	0	
	(5123) Vision Insurance	77	0	0	127	181	118	185	Cost of employee vision insurance
	(5076) Salary - PW Maintenance Tech (QD)	492	0	74	0	0	0	0	
	(5120) Life Insurance Benefits	42	0	0	71	103	74	105	Cost of employee life insurance- allocated across different departments
	(5093) Salary - Holiday Pay	0	0	0	390	0	0	0	
	Total Salary, Benefits, and Other Compensation	213,374	143,424	172,030	124,911	173,002	129,340	211,067	
	Other Operating Expenses								

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
	Water Department								
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	(5758) Repairs & Maintenance - System	14,894	21,924	23,292	38,442	27,500	11,534	30,000	Funds for repairs and maintenance of the water system. This includes repairs for water leaks, annual inspections (backflows/hydrants), and required testing.
	(5877) Water Conservation Program	21,350	16,773	13,226	13,079	20,000	23,292	20,000	Rebates approved by council, reimbursement to residents for under 3000 gallon water use remains.
	(5782) Software Maintenance Fees	10,389	10,978	8,684	9,449	8,706	7,519	8,706	Fees for utility billing software including incode.
	(5590) Depreciation Expense	0	0	71,785	0	0	0	0	FY22 purchase of generator
	(5759) Repairs & Maintenance - Hydrants	0	0	0	0	0	0	30,000	Hydrant Maintenance
	(5625) Equipment Acquisition	0	0	0	0	30,000	0	8,000	Funds for Water Leak Detection System
	(5820) Training & Education - City Staff	4,383	2,535	1,348	3,585	5,200	2,899	5,200	Training for Water System Operators. Training needs to be a continued focus for the City. This increases employee knowledge and greatly benefits the City.
	(5835) Utilities: elec/water/wastewater/telephone/gas	361	630	1,621	1,089	4,200	0	4,200	Utilities related to the water department.
	(5516) Credit Card Fees	1,196	1,116	1,318	1,965	1,500	1,468	1,500	Cost of charging credit cards for utility payments
	(5515) Bank / Management Fees	1,565	388	1,211	796	2,000	390	2,000	Funds for reimbursement of mileage and per diem expenses.
	(5815) Training - Mileage Reimbursement	3,453	1,232	860	0	1,600	0	1,600	Cost of bank account fees
	(5600) Dues / Subscriptions / Fees	850	774	403	1,402	1,200	400	2,000	Cost for fees for various utility related memberships. These memberships save the City money on training expenses. Membership fees are increasing and maintaining memberships is necessary to keep employees engaged in professional development.
	(5755) Repair & Maintenance - Vehicles	619	746	648	591	1,000	943	2,000	Maintenance of vehicles used for water system maintenance
	(5745) Repair & Maintenance - Equipment	176	94	0	462	1,200	1,123	1,500	Supplies for annual Consumer Confidence Reports and other items for office supplies for Utility use.
	(5705) Office Supplies/Delivery Fees	1,000	974	58	114	1,000	567	1,000	Repair of equipment used for water system management including pumps and generators.
	(5830) Uniforms	669	440	444	342	700	200	800	Funds provide for Personal Protective Equipment.
	(5645) Fuel	500	0	0	0	500	0	750	Fuel for equipment and vehicles associated with the Utilities. Increase due to inflation.
	(5735) Rental Expense - Equipment	0	0	0	0	250	72	500	Funds for rental of equipment for water projects. Rental equipment costs are increasing.
	Total Other Operating Expenses	61,405	58,603	124,898	71,315	106,556	50,408	119,756	
	Transfers/Subsidies								
	(7000) Operating Transfers Out	115,927	119,405	0	0	0	120,000	0	
	Total Transfers/Subsidies	115,927	119,405	0	0	0	120,000	0	
	Contract Services								

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Utility Enterprise Fund									
	Water Department									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5324) Emergency Response Services-non City	0	0	0	0	10,000	6,920	10,000	Funds for emergency services such as emergency testing, water leak repairs, etc. The City needs to have funds available within the utility funds for protecting the public water source.
		(5303) Aquifer District Fees	3,210	3,210	3,210	3,235	3,500	2,370	3,500	Fees the City is required to pay the Barton Springs Edward's Aquifer Conservation District each year regardless of the amount of water used.
		(5327) Engineer - Design Fees	0	1,107	0	10,956	0	0	3,000	There are times when questions arise that need an engineering consultation related to water infrastructure that are outside of projects.
	Total Contract Services		3,210	4,318	3,210	14,191	13,500	9,290	16,500	
	Misc Expenses									
		(5775) Small Tools	3,182	2,412	1,995	2,633	2,500	242	2,500	Funds for tools and supplies used in water system management.
		(5201) Miscellaneous Expenses	0	0	0	0	0	-1,102	0	
	Total Misc Expenses		3,182	2,412	1,995	2,633	2,500	-860	2,500	
	Project									
		(7212) Backflows, Meters, & Vaults Improvements	0	0	0	0	0	-19,077	0	
	Total Project		0	0	0	0	0	-19,077	0	
	Total Expenses		883,964	785,861	766,285	719,088	894,204	602,270	960,437	
	Revenues Less Expenses		-35,951	155,305	-172,024	-37,589	-296,957	-330,537	0	



WASTEWATER DEPARTMENT

RESPONSIBILITIES

The Public Works Department maintains a wastewater system which includes over 5 miles of wastewater lines and one lift station.

Included in the Utility Enterprise Fund is the contractual cost to the City of Sunset Valley from the City of Austin for the purchase of water and disposal of wastewater.

Budget at a Glance

Revenues: 747,933

- Utility Sales: 386,641
- Transfers/Subsidy: 329,498
- Interest: 31,129
- Misc. Revenues: 665

Expenses: 747,933

- Utilities Expense: 560,636
- Salary: 125,473
- Contract Services: 5,000
- Misc. Expenses: 56,824

NOTABLE CHANGES FROM PRIOR FISCAL YEAR

This year's budget reflects an increase in funding for the maintenance of the City's wastewater infrastructure. This includes more cleaning of the City's lift station.

[illegible]

[illegible]

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
		Utility Enterprise Fund								
		Wastewater Department								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5046) Salary - Longevity	0	0	0	130	84	84	238	Cost of longevity incentive for all employees 5+ years with the city allocated across different departments
		(5076) Salary - PW Maintenance Tech (QD)	-124	0	772	0	0	0	0	
		(5123) Vision Insurance	0	0	0	84	115	79	120	Cost of employee vision insurance
		(5120) Life Insurance Benefits	0	0	0	47	66	50	68	Cost of employee life insurance- allocated across different departments
		(5093) Salary - Holiday Pay	0	0	0	226	0	0	0	
		Total Salary, Benefits, and Other Compensation	85,440	57,091	55,529	76,677	106,324	78,485	125,473	
		Transfers/Subsidies								
		(7000) Operating Transfers Out	86,946	89,554	0	0	0	330,234	0	
		Total Transfers/Subsidies	86,946	89,554	0	0	0	330,234	0	
		Other Operating Expenses								
										Funds to provide repairs to wastewater system including maintenance of the lift station, inspections, and potential leaks. Increase due to the need to perform preventative maintenance regularly on the system.
		(5758) Repairs & Maintenance - System	6,107	1,833	4,741	14,433	5,000	3,015	20,000	
		(5625) Equipment Acquisition	0	0	0	0	0	0	24,000	Funds for Line Locator and Push Camera
		(5745) Repair & Maintenance - Equipment	0	2,976	0	3,147	1,200	804	1,200	Funds to repair equipment associated with the wastewater utility including pumps.
		(5820) Training & Education - City Staff	1,300	272	1,430	237	1,500	1,245	1,500	Training for staff in wastewater. Having a well trained staff benefits the City.
		(5755) Repair & Maintenance - Vehicles	402	771	350	486	1,000	821	1,500	This fund is for the repair and maintenance of vehicles used in wastewater system management.
		(5835) Utilities: elec/water/wastewater/telephone/gas	780	648	429	674	1,000	0	1,000	Utilities related to wastewater. Once the lift station rehabilitation has been completed this will need to be monitored for any potential increases.
		(5815) Training - Mileage Reimbursement	1,362	380	0	0	1,000	0	1,000	Reimbursement for travel due to training.
		(5830) Uniforms	231	264	174	375	750	107	1,000	Personal Protective Gear. Cost of some items have increased.

[illegible]

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Utility Enterprise Fund									
	Wastewater Department									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues Less Expenses			-8,489	69,441	-130,980	29,049	-254,759	-446,868	0	



SOLID WASTE DEPARTMENT

RESPONSIBILITIES

The Solid Waste Department includes the contractual cost for solid waste to residential customers.

The Solid Waste Utility also includes the cost for brush chipping/grinding as well as other solid waste services.

NOTABLE CHANGES FROM PRIOR FISCAL YEAR

FY 23 will see the return of curbside brush chipping, although on a modified schedule and amount.

Budget at a Glance

Revenues: 245,637

- Utility Sales: 9,003
- Transfers/Subsidy: 236,473
- Misc. Revenues: 162

Expenses: 245,637

- Utilities Expense: 115,160
- Salary:
77,927
- Misc. Expenses:
52,550

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
	Solid Waste Department								
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	(5066) Salary - Ground Maintenance Supervisor	6,547	0	383	0	0	0	0	
	(5150) Workers Compensation Benefits	1,278	0	0	157	1,648	0	1,861	
	(5090) Salary - Overtime	163	0	0	574	1,772	825	1,610	
	(5068) Salary - Maintenance Tech (CW)	6,022	0	46	0	0	0	0	
	(5060) Salary - Public Works Director	5,374	0	-138	0	0	0	0	
	(5130) Medicare Tax - Employers Contribution	500	0	0	554	749	750	762	
	(5030) Salary - Parks & Natural Resources Mgr.	4,045	0	0	0	0	0	0	
	(5001) Salary - Accounting Clerk	2,369	0	0	0	0	0	0	
	(5057) Salary - Administrative Clerk	2,083	0	-62	0	0	0	0	
	(5122) Dental Insurance Benefits	0	0	0	208	379	286	379	Cost of employee dental insurance
	(5124) Long Term Disability Insurance	0	0	0	145	281	131	281	Cost of employee LTD- allocated across different departments
	(5084) Salary - Cell phone allowance	0	0	0	140	252	134	216	\$30/mo allowance per employee allocated across different departments
	(5046) Salary - Longevity	0	0	0	221	167	125	190	Cost of longevity incentive for all employees 5+ years with the city allocated across different departments
	(5126) Short Term Disability Insurance	0	0	0	98	216	90	216	Cost of employee STD- allocated across different departments
	(5087) Salary - Education	0	0	0	71	245	163	150	Monthly incentive for employees with degrees allocated across different departments
	(5131) TWC - Employers Contribution	0	0	0	7	216	36	216	Unemployment tax, city contribution
	(5086) Salary - Bilingual	-335	0	0	129	90	100	240	Monthly incentive for employees who speak Spanish allocated across different departments
	(5123) Vision Insurance	0	0	0	42	74	59	74	Cost of employee vision insurance
	(5120) Life Insurance Benefits	0	0	0	24	42	25	42	Cost of employee life insurance- allocated across different departments
	(5093) Salary - Holiday Pay	0	0	0	62	0	0	0	
	Total Salary, Benefits, and Other Compensation	49,785	28,442	34,576	47,731	71,751	51,392	77,927	
	Other Operating Expenses								
	(5625) Equipment Acquisition	0	0	0	0	0	0	32,000	Funds for new chipper
	(5510) Animal Control	1,554	1,629	1,831	2,323	3,500	2,104	3,500	Funds for animal waste stations, animal disposal, and other items related to animal control.
	(5795) Tire Recycling	603	240	435	622	750	201	800	Funds for recycling tires. More items to be disposed of due to tires ending up in creeks and on sides of roads
	(5735) Rental Expense - Equipment	300	362	0	0	750	0	750	Funds for rental of equipment related to Solid Waste services

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Utility Enterprise Fund								
	Wastewater & Wastewater Infrastructure Reserve								
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues									
	Transfers/Subsidy								
	(XFER) Transfer in from Reserves	0	0	0	0	0	0	470,000	Transfer in from Utility reserves for CIP projects
	(4302) Infrastructure Subsidy In	0	0	0	0	0	0	210,000	Subsidy in from General Fund for Utility Repair & Replacement- \$120,000 for water and \$90,000 for wastewater
	(4300) Operating Transfers In	202,873	208,959	0	0	0	0	0	
	Total Transfers/Subsidy	202,873	208,959	0	0	0	0	680,000	
	Total Revenues	202,873	208,959	0	0	0	0	680,000	
Expenses									
	Transfers/Subsidies								
	(7000) Operating Transfers Out	0	0	0	0	0	570,000	470,000	Transfer out from Utility reserves for CIP projects
	(XFER TO RESERVES) Transfers to Reserves	0	0	0	0	0	0	210,000	Transfer to Utiltiy Reserves for Utility Repair & Replacement
	Total Transfers/Subsidies	0	0	0	0	0	570,000	680,000	
	Other Operating Expenses								
	(5758) Repairs & Maintenance - System	18,438	46,238	27,072	825	0	0	0	
	Total Other Operating Expenses	18,438	46,238	27,072	825	0	0	0	
	Utilities Expenses								
	(5841) Utility Line Infrastructure	2,193	0	0	0	0	0	0	
	Total Utilities Expenses	2,193	0	0	0	0	0	0	
	Total Expenses	20,631	46,238	27,072	825	0	570,000	680,000	
	Revenues Less Expenses	182,242	162,721	-27,072	-825	0	-570,000	0	



CRIME CONTROL AND PREVENTION DISTRICT FUND





CRIME CONTROL AND PREVENTION DISTRICT

RESPONSIBILITIES

The Crime Control and Prevention tax is assessed as .125 percent of the total sales tax paid by shoppers in Sunset Valley. It helps support programs within the Police Department and helps offset operational expenses that would otherwise be paid by the General Fund, the large fund which most City expenses are drawn from.

Any declines in sales tax will adversely affect this fund, and declining reserves will need to be offset by the General Fund.

The Crime Control District is not staffed. The fund is used as a cost center to assess salary costs in the overall Public Safety budget.

This tax was re-approved by the residents in November 2021.

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR

FY 23 brings a reduction in the reserve account in this fund as the Budget and Finance Committee voted to fund some repair and replacement items out of the reserve of this fund as opposed to the Repair and Replacement fund.

Budget at a Glance

Revenues: 862,350

- Sales Tax Revenue: 451,250
- Transfers/Subsidies: 410,600
- Interest: 500

Expenses: 862,350

- Salary: 474,791
- Community Programs: 6,500
- Other Expenses: 206,200
- Transfers/Subsidies: 174,859

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Crime Control & Prevention District Tax									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
	Sales Tax Revenue									
		(4181) Sales & Use Tax - Crime Control and Prevention Tax	403,044	398,627	365,836	421,818	349,247	394,337	451,250	
	Total Sales Tax Revenue		403,044	398,627	365,836	421,818	349,247	394,337	451,250	
	Transfers/Subsidy									
		(XFER) Transfer in from Reserves	0	0	0	0	0	0	410,600	Transfer in from reserves to cover deficit in budget
	Total Transfers/Subsidy		0	0	0	0	0	0	410,600	
	Interest Revenue									
		(4095) Interest	6,506	4,726	2,444	358	4,349	1,386	500	
	Total Interest Revenue		6,506	4,726	2,444	358	4,349	1,386	500	
Total Revenue			409,550	403,353	368,280	422,176	353,596	395,723	862,350	
Expenses										
	Salary, Benefits, and Other Compensation									
		(5000) Salaries	0	0	0	188,148	268,859	88,145	325,910	Salaries for Detective, Sargeants, Reserve Officers, and Code Enforcement Officer
		(5140) TMRS City Contribution	0	0	0	28,411	30,131	24,679	33,914	
		(5121) Medical Insurance Benefits	0	0	0	22,266	28,150	25,698	30,797	
		(5050) Salary - Patrol Officer	0	0	118,493	0	0	0	0	
		(5090) Salary - Overtime	0	0	0	23,959	10,672	1,911	27,246	
		(5045) Salary - Detective	0	0	76,627	0	0	0	0	
		(5035) Salary - Reserves	0	0	8,569	2,023	0	0	25,000	
		(5150) Workers Compensation Benefits	0	0	0	0	8,581	0	10,516	
		(5130) Medicare Tax - Employers Contribution	0	0	0	3,115	3,744	2,279	4,920	
		(5092) Salary - Holiday Traffic Control	0	0	0	0	5,000	0	5,000	
		(5093) Salary - Holiday Pay	0	0	0	9,906	0	3,337	0	
		(5135) Social Security Contribution	0	0	476	849	1,860	-1,896	4,442	
		(5122) Dental Insurance Benefits	0	0	0	1,250	1,683	1,237	2,209	
		(5124) Long Term Disability Insurance	0	0	0	867	1,248	783	1,638	
		(5126) Short Term Disability Insurance	0	0	0	585	960	539	1,260	
		(5088) Salary - Shift Differential	0	0	0	1,700	2,400	0	0	
		(5131) TWC - Employers Contribution	0	0	0	36	960	90	1,260	
		(5046) Salary - Longevity	0	0	0	1,168	1,312	656	0	
		(5091) Salary - Licensing Incentives	0	0	0	2,000	500	100	0	

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Crime Control & Prevention District Tax									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	(5123)	Vision Insurance	0	0	0	253	330	256	433	
	(5084)	Salary - Cell phone allowance	0	0	0	370	360	300	0	
	(5120)	Life Insurance Benefits	0	0	0	142	187	149	246	
	Total Salary, Benefits, and Other Compensation		0	0	204,166	287,047	366,937	148,264	474,791	
	Transfers/Subsidies									
	(7000)	Operating Transfers Out	364,010	512,634	100	0	0	0	174,859	
	Total Transfers/Subsidies		364,010	512,634	100	0	0	0	174,859	
	Other Operating Expenses									
	(5614)	911 Call Share	0	0	52,041	59,847	68,824	68,824	80,000	Paid to Travis County S.O. for dispatching services at CTECC, a centralized dispatch center responsible for emergency calls throughout Travis Co. SVPD pays fair share based percentage of total calls dispatched. Based on an average of 15% increase each year
	(5625)	Equipment Acquisition	0	0	7,862	0	27,500	27,500	37,000	Contingency to replace Cameras damaged as a result of vandalism or some other destruction (\$7000) and annual camera maintenance (\$30,000)
	(5845)	Vehicle Acquisition	0	0	0	0	0	0	60,000	1 Vehicle purchase approved by B&F
	(5782)	Software Maintenance Fees	0	0	33,175	13,750	0	0	15,000	*Moved to Administration* Annual software licensing and renewal agreements for criminal justice records programs (INCODE) including Public Safety Records Management System, Code Red, evidence management software, and mobile data software.
	(5613)	800 mghz Operation and Maintenance	0	0	8,172	9,000	15,920	11,982	13,500	Paid to Travis County for portable radio and MDC maintenance costs. Cost is based on estimated 3% annual increase.
	(5600)	Dues / Subscriptions / Fees	500	600	500	0	0	0	700	Dues membership to professional law enforcement organizations for department members.
	Total Other Operating Expenses		500	600	101,750	82,597	112,244	108,306	206,200	
	Community Programs									
	(5455)	National Crime Nite Out	0	0	2,500	0	2,500	0	3,500	Annual community building partnership event to promote police-community relations.

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Crime Control & Prevention District Tax								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
									Notes
		(5439) Community Partnership	0	0	1,712	1,468	1,579	317	3,000
		Total Community Programs	0	0	4,212	1,468	4,079	317	6,500
		Total Expenses	364,510	513,234	310,228	371,231	483,259	256,887	862,350
		Revenues Less Expenses	45,041	-109,881	58,052	50,945	-129,663	138,835	0



STREET FUND





STREET FUND

RESPONSIBILITIES

In 2001, an election was held, and the voters authorized the collection of a 1/4th of one percent Sales Tax under Chapter 327 Texas Tax Code to repair and maintain streets. This tax provides funding for the maintenance and repair of municipal streets existing on the date of the election to adopt or reauthorize the tax.

“Municipal Street” is defined as the entire width of a right of way held by a municipality in fee or by easement or dedication that has a part open for public use for vehicular travel. This does not include a designated state highway, federal highway, road, or designated county road.

A schedule of street repair and maintenance activities is updated annually as part of the budget process to project the use of this tax to repair and maintain city streets. Collection of this tax began in January 2002 and has been reauthorized every 4 years since that time. The last reauthorization was in November of 2021.

In FY 21, costs for staff were included in the Street fund based on the percentage of time staff spends on street-related maintenance and projects.

NOTABLE CHANGES FROM THE PRIOR BUDGET YEAR

Any unused funds from this revenue source fall into the fund balance. Capital projects are funded out of the non-committed reserve balance in this account allowing the council greater discretion on the number of projects to fund each year.

Budget at a Glance

Revenues: 1,750,925

- Sales Tax: 902,500
- Transfers/Subsidy: 770,000
- Interest: 78,425

Expenses: 1,001,819

- Transfers/Subsidies: 770,000
- Salary: 81,819
- Other Expenses: 150,000

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Street Replacement/Repair Fund								
	Street Repair/Replacement Funds								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
Revenues									
	Sales Tax Revenue								
		(4185) Sales and Use Tax - R&M Street	820,538	810,236	737,920	850,848	707,167	791,804	902,500
	Total Sales Tax Revenue		820,538	810,236	737,920	850,848	707,167	791,804	902,500
	Transfers/Subsidy								
		(XFER) Transfer in from Reserves	0	0	0	0	0	0	770,000
	Total Transfers/Subsidy		0	0	0	0	0	0	770,000
	Interest Revenue								
		(4095) Interest	87,409	141,497	72,423	7,265	78,425	13,544	78,425
	Total Interest Revenue		87,409	141,497	72,423	7,265	78,425	13,544	78,425
Total Revenues			907,948	951,733	810,343	858,113	785,592	805,348	1,750,925
Expenses									
	Transfers/Subsidies								
		(7000) Operating Transfers Out	0	0	22,747	0	0	537,130	770,000
	Total Transfers/Subsidies		0	0	22,747	0	0	537,130	770,000
	Other Operating Expenses								
		(5750) Repair & Maintenance - Streets & Drains	34,556	81,218	253,078	40,970	180,000	69,092	150,000
		(5770) Small Equipment Repair/Purchase	0	0	0	113	0	0	0

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Street Replacement/Repair Fund								
	Street Repair/Replacement Funds								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
	Total Other Operating Expenses		34,556	81,218	253,078	41,082	180,000	69,092	150,000
	Salary, Benefits, and Other Compensation								
		(5000) Salaries	0	0	0	35,984	40,971	36,547	55,440
		(5121) Medical Insurance Benefits	0	0	0	3,711	6,686	3,954	7,314
		(5140) TMRS City Contribution	0	0	0	4,735	4,686	3,797	6,395
		(5091) Salary - Licensing Incentives	0	0	0	355	3,234	946	5,514
		(5150) Workers Compensation Benefits	0	0	0	2,025	1,794	0	2,493
		(5090) Salary - Overtime	0	0	0	1,025	1,226	1,597	1,673
		(5130) Medicare Tax - Employers Contribution	0	0	0	562	582	735	795
		(5122) Dental Insurance Benefits	0	0	0	208	324	190	379
		(5086) Salary - Bilingual	0	0	0	169	232	200	360
		(5084) Salary - Cell phone allowance	0	0	0	214	277	194	288
		(5124) Long Term Disability Insurance	0	0	0	145	240	131	281
		(5126) Short Term Disability Insurance	0	0	0	98	185	90	216
		(5046) Salary - Longevity	0	0	0	116	125	125	190
		(5131) TWC - Employers Contribution	0	0	0	9	185	42	216
		(5087) Salary - Education	0	0	0	111	45	43	150
		(5123) Vision Insurance	0	0	0	42	63	39	74
		(5120) Life Insurance Benefits	0	0	0	24	36	25	42
		(5093) Salary - Holiday Pay	0	0	0	164	0	0	0
	Total Salary, Benefits, and Other Compensation		0	0	0	49,696	60,892	48,653	81,819
	Project								
		(7184) Sunset Trail Street	0	0	9,580	0	0	0	0

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Street Replacement/Repair Fund								
	Street Repair/Replacement Funds								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
		(7206) Pillow Road Trench Repair Project	0	2,299	0	0	0	0	0
	Total Project		0	2,299	9,580	0	0	0	0
	Contract Services								
		(5327) Engineer - Design Fees	0	0	0	6,840	0	0	0
	Total Contract Services		0	0	0	6,840	0	0	0
Total Expenses			34,556	83,516	285,405	97,618	240,892	654,875	1,001,819
Revenues Less Expenses			873,392	868,217	524,938	760,494	544,700	150,473	749,105



DRAINAGE FUND





DRAINAGE FUND

RESPONSIBILITIES

The City Council voted to implement a Drainage Utility effective October 1, 2010, per the provisions of Chapter 552 of the Local Government Code. An annual determination is made of the funding requirements of the Drainage Utility and all lots are assessed a monthly fee based on the impervious cover of the lot. For commercial properties, the fee is assessed on the actual impervious cover. For residential lots, a table is used to classify the impervious cover of the lot into three different categories, with most residential lots being in the middle category.

The monthly fee for this middle category is determined to be the one Living Unit Equivalent (LUE) and all other fees are based on the relationship to one LUE.

For FY 23, the monthly assessment is proposed to remain at \$4.00 per LUE. Funds generated by the fees are placed in a restricted Proprietary Fund per Chapter 552 requirements and are used for the maintenance and operations of the city's drainage and stormwater system.

Property located in the city's ETJ along Brodie Lane and Country White is included in the Drainage Utility because stormwater from these properties drains into the city's stormwater system.

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR

The Public Works Department will be placing a renewed focus on management of stormwater infrastructure throughout the City, including camera inspections of storm drains.

Budget at a Glance

Revenues: 203,004

- Utility Sales: 120,000
- Transfers/Subsidy: 77,000
- Interest: 66,000

Expenses: 198,953

- Transfers/Subsidy: 77,000
- Salary: 61,703
- Other Expenses: 60,250

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Drainage Utility									
	Drainage Utility									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
		Utility Sales	101,464	101,468	101,644	101,619	96,391	67,675	120,000	
		Transfers/Subsidy	0	0	0	0	0	0	77,000	
		Interest Revenue	6,340	10,421	5,814	633	6,004	1,192	6,004	
Total Revenues			107,804	111,888	107,458	102,252	102,395	68,867	203,004	
Expenses										
	Salary, Benefits, and Other Compensation									
		(5000) Salaries	0	0	0	25,330	42,249	26,952	42,191	Allocation of all public works employees (spread between Public Works, Water, Wastewater, Solid Waste, Street, Venue, and Drainage)
		(5121) Medical Insurance Benefits	0	0	0	3,711	6,533	3,954	5,849	
		(5140) TMRS City Contribution	0	0	0	4,735	5,147	3,797	4,823	City contribution for retirement
		(5091) Salary - Licensing Incentives	0	0	0	135	2,058	526	3,618	
		(5150) Workers Compensation Benefits	0	0	0	1,272	1,982	0	1,813	
		(5090) Salary - Overtime	0	0	0	435	1,197	825	1,075	
		(5130) Medicare Tax - Employers Contribution	0	0	0	385	640	586	599	
		(5122) Dental Insurance Benefits	0	0	0	208	316	190	295	
		(5084) Salary - Cell phone allowance	0	0	0	140	270	134	216	\$30/mo allowance per employee allocated across different departments
		(5124) Long Term Disability Insurance	0	0	0	145	234	131	218	Cost of employee LTD- allocated across different departments
		(5046) Salary - Longevity	0	0	0	116	209	125	190	Cost of longevity incentive for all employees 5+ years with the city allocated across different departments
		(5086) Salary - Bilingual	0	0	0	129	90	100	240	\$50/mo bilingual incentive allocated across different departments
		(5126) Short Term Disability Insurance	0	0	0	98	180	90	168	Cost of employee STD- allocated across different departments
		(5131) TWC - Employers Contribution	0	0	0	6	180	31	168	Unemployment tax, city contribution
		(5087) Salary - Education	0	0	0	41	90	43	150	Monthly incentive for employees with degrees allocated across different departments
		(5123) Vision Insurance	0	0	0	42	62	39	58	Cost of employee vision insurance
		(5120) Life Insurance Benefits	0	0	0	24	35	25	33	Cost of employee life insurance- allocated across different departments
		(5093) Salary - Holiday Pay	0	0	0	62	0	0	0	
Total Salary, Benefits, and Other Compensation			0	0	0	37,013	61,472	37,546	61,703	
Transfers/Subsidies										
		(7000) Operating Transfers Out	0	0	3,486	0	0	65,000	77,000	
Total Transfers/Subsidies			0	0	3,486	0	0	65,000	77,000	

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Drainage Utility								
	Drainage Utility								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
									Notes
	Other Operating Expenses								
		(5746) Repair & Maint. - Drainage-Streets & ROW	1,095	1,308	4,305	1,734	20,000	0	19,000
		(5699) Storm Water Program	0	0	0	0	0	0	20,000
		(5625) Equipment Acquisition	0	0	0	0	0	0	17,000
		(5761) Repair & Maintenance - Water Quality Ponds	5,387	4,085	5,815	1,429	4,000	834	3,500
		(5749) Repair and Maintenance - Natural Waterways	12,000	0	0	0	0	0	0
		(5823) Education Programs	0	230	0	0	750	0	750
		Total Other Operating Expenses	18,482	5,623	10,119	3,162	24,750	834	60,250
	Contract Services								
		(5350) Grounds Maintenance	0	0	0	30,000	0	0	0
		(5327) Engineer - Design Fees	0	690	0	4,675	0	0	0
		Total Contract Services	0	690	0	34,675	0	0	0
		Total Expenses	18,482	6,313	15,243	74,850	86,222	103,380	198,953
		Revenues Less Expenses	89,321	105,575	92,215	27,401	16,173	-34,514	4,051



VENUE FUND





VENUE FUND

RESPONSIBILITIES

In November 2007, an election was held, and the voters authorized the collection of a 1/8th of one percent Sales Tax under Chapter 334 of the Local Government Code. This would establish a Watershed Protection and Preservation Project under Section 334.001 (4)(F). The tax provides for the planning, acquisition, and development of a watershed protection and preservation program. It entitled the Edwards Aquifer Protection Venue Project along Brodie Land or Country White Lane, with funds to be limited to watershed protection, acquisition of property, and acquisition of conservation easements.

The tax began to be collected in April 2008 and there is no requirement or provision to reauthorize this tax. The City Council has the authority to determine when the Venue is complete and when the tax will end.

In November 2015, the voters approved a proposition to expand the geographic area of the Venue to include the entire City limits and Extraterritorial Jurisdiction of the City of Sunset Valley.

Revenue from this tax has largely been used to purchase property or to reimburse the General Fund for properties acquired by the City. This was done before the eligibility to use Green Tax for their purchase.

In 2018, Council adopted a Water Quality Protection Program that allows for various activities to be undertaken for the protection of water quality throughout the Sunset Valley.

The Venue Tax has since been used to help preserve and protect the City's 270 acres of greenspaces and conservation area as well as maintain stormwater/water quality infrastructure. This includes the maintenance of 7 water quality facilities. All of these programs have the goal of protecting the aquifer and water quality.

Budget at a Glance

Revenues: 453,050

- Sales Tax: 451,250
- Interest: 1,800

Expenses: 272,449

- Salary: 85,949
- Contractual Services: 42,000
- Community Programs: 47,500
- Other Operating Expenses: 97,000

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	Venue									
	Venue									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
Revenues										
	(4184) Sales and Use Tax - Green Tax		410,300	405,148	368,988	425,456	353,610	395,931	451,250	
	(4095) Interest		18,820	30,904	17,174	1,811	17,962	3,448	1,800	
	(4300) Operating Transfers In		0	0	7,590	0	0	0	0	
Total Revenues			429,119	436,052	393,751	427,267	371,572	399,380	453,050	
Expenses										
	Project									
	(5660) Land Acquisition		0	0	0	0	1,000,918	1,000,918	0	
	(7177) Brodie Lane WQ/HMT Maintenance		0	59,145	0	0	0	0	0	
	(7214) Homestead Park Planning/Upper Cougar Creek		0	0	0	30,000	0	0	0	
	(7181) Ernest Robles Way WQP Rehabilitation		0	0	325	13,920	0	0	0	
	(7203) 34 Reese - Environmental Study		2,004	0	0	0	0	0	0	
	Total Project		2,004	59,145	325	43,920	1,000,918	1,000,918	0	
Transfers/Subsidies										
	(7000) Operating Transfers Out		850,067	0	0	0	0	40,000	0	
Total Transfers/Subsidies			850,067	0	0	0	0	40,000	0	
Salary, Benefits, and Other Compensation										
	(5000) Salaries		0	0	0	63,079	81,449	42,893	59,882	Allocation of all public works employees (spread between Public Works, Water, Wastewater, Solid Waste, Street, Venue, and Drainage)
	(5099) Payroll Expenses - Payroll Services		0	41,451	45,872	0	0	0	0	
	(5121) Medical Insurance Benefits		0	0	0	7,422	10,383	7,907	8,832	
	(5140) TMRS City Contribution		0	0	0	9,470	9,747	7,594	7,043	City contribution for retirement
	(5150) Workers Compensation Benefits		0	0	0	3,018	3,649	0	2,712	
	(5091) Salary - Licensing Incentives		0	0	0	440	4,998	1,405	2,010	
	(5090) Salary - Overtime		0	0	0	909	1,774	1,552	1,885	
	(5130) Medicare Tax - Employers Contribution		0	0	0	958	1,211	985	901	
	(5122) Dental Insurance Benefits		0	0	0	417	526	381	420	Cost of employee dental insurance
	(5046) Salary - Longevity		0	0	0	427	543	460	349	Cost of longevity incentive for all employees 5+ years with the city allocated across different departments
	(5084) Salary - Cell phone allowance		0	0	0	337	450	216	396	\$30/mo allowance per employee allocated across different departments
	(5086) Salary - Bilingual		0	0	0	258	210	225	450	\$50/mo bilingual incentive allocated across different departments

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Venue								
	Venue								
		2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
	(5124) Long Term Disability Insurance	0	0	0	289	390	261	311	Cost of employee LTD- allocated across different departments
	(5087) Salary - Education	0	0	0	283	360	230	150	Monthly incentive for employees with degrees allocated across different departments
	(5126) Short Term Disability Insurance	0	0	0	195	300	180	239	Cost of employee STD- allocated across different departments
	(5131) TWC - Employers Contribution	0	0	0	14	300	45	239	Unemployment tax, city contribution
	(5123) Vision Insurance	0	0	0	84	103	79	82	Cost of employee vision insurance
	(5120) Life Insurance Benefits	0	0	0	47	59	50	47	Cost of employee life insurance- allocated across different departments
	(5093) Salary - Holiday Pay	0	0	0	113	0	0	0	
	Total Salary, Benefits, and Other Compensation	0	41,451	45,872	87,760	116,452	64,461	85,949	
	Other Operating Expenses								
	(5711) Open Space Management	0	22,292	14,540	41,920	40,000	8,400	40,000	Provides funds for tasks related to open space management as outlined in the water quality protection program. This will include Wildfire Mitigation of City-Owned Property,
	(5880) Water Quality Ponds	0	4,441	3,352	1,800	15,000	147	15,000	Provides funds for maintenance and repair of City Water Quality facilities.
	(5749) Repair and Maintenance - Natural Waterways	0	11,049	1,874	0	12,000	21	12,000	Provides funds to maintain creeks and waterways. Including areas within Sunset Valley tributary and drainage easements within the City.
	(5625) Equipment Acquisition	0	0	0	0	0	0	20,000	Purchase of a new small chipper
	(5745) Repair & Maintenance - Equipment	0	3,000	441	0	3,000	655	3,000	Provides funds for the repair and maintenance of equipment involved in Water Quality Protection.
	(5823) Education Programs	0	0	285	0	3,000	0	3,000	Provides funds for educational activities related to Water Quality Protection.
	(5753) Repair & Maintenance - Trails & Footpaths	0	0	0	304	2,000	976	2,000	Maintain trails and footpaths to prevent erosion.
	(5820) Training & Education - City Staff	0	0	0	499	2,000	0	2,000	Training and education for staff regarding Water Quality Protection.
	Total Other Operating Expenses	0	40,782	20,491	44,523	77,000	10,200	97,000	
	Contract Services								
	(5350) Grounds Maintenance	0	0	0	30,000	13,260	0	30,000	Anticipated increase in contract costs. Alternative, the Public Works Department is proposing to bring these services in house with additional employees to reduce costs and improve effectiveness.



HOTEL OCCUPANCY TAX FUND





HOTEL OCCUPANCY FUND EXPLAINED

RESPONSIBILITIES

Also known as the HOT fund, 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 intermittently from other bed and breakfast hotels in the City.

There are very specific criteria for spending these funds. Some of the annual programs funded from these funds include the city's Marketing Campaign, JDRF One Walk, Sunset Valley Farmer's Market, and the annual 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 Artfest the other historical recipients.

NOTABLE CHANGES FROM PRIOR FISCAL YEAR

Recently, the City adopted Short Term Rental (STR) regulations which will impact this fund. STR regulations require that properties must register and pay their portion of the HOT tax.

Budget at a Glance

Revenues: 264,636

Expenses: 207,540

- Sunset Valley Arts Commission-Arts Fest 120,540
- Advertising - Art Fest 41,500
- SFC – Farmer's Market: 25,500
- JDRF One Walk 2016 15,000
- Daisy Dash Run 5,000

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	Hotel Occupancy Tax Fund								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
Revenues									
		(4080) Hotel Occupancy Tax	255,262	248,891	129,900	155,050	167,565	159,034	255,000
		(4095) Interest	11,525	16,406	7,945	725	9,636	1,179	9,636
		(4300) Operating Transfers In	0	0	2,933	0	0	0	0
Total Revenues			266,786	265,297	140,778	155,775	177,201	167,137	264,636
Expenses									
	Community Programs								
		(5551) Sunset Valley Arts Commission-Arts Fest	40,001	37,650	24,563	0	39,915	41,227	120,540
		(6551) Advertising - Art Fest	40,761	41,385	6,220	0	61,911	50,418	41,500
		(6556) Advertising - SFC	39,887	41,808	16,593	33,419	25,307	14,871	0
		(5554) JDRF One Walk 2016	15,000	15,000	15,000	0	0	0	15,000
		(5556) SFC- Farmer's Market	0	0	0	0	30,000	0	25500
		(5549) Daisy Dash Run	0	0	0	0	0	0	5,000
	Total Community Programs		135,650	135,843	62,377	33,419	157,133	106,515	207,540
		(5500) Advertising / Public Notices	93,082	116,591	35,457	189,645	147,833	83,717	0
Total Expenses			228,732	252,434	97,834	223,064	304,966	190,232	207,540
Revenues Less Expenses			38,055	12,863	42,944	-67,290	-127,765	-23,095	57,096



REPAIR AND REPLACEMENT FUND





REPAIR AND REPLACEMENT

RESPONSIBILITIES

The Repair and Replacement budget creates a fund for the repair and replacement of aging equipment.

This year, the recommendation is to create a plan that has specific categories that are not in conflict with each other. For example, the computer equipment is in the same fund as building maintenance. Obviously, needed repairs to an aging building, often outweigh the need for computer equipment.

The Budget and Finance committee voted to fund a one-time \$150,000 amount for building maintenance & repair and to create an annually occurring fund for other items including:

- Vehicles - \$135,000
- IT Assets - \$35,000
- Key Duty Gear (PD) - \$25,000
- Equipment (Mowers, etc.) - \$75,000

For a total amount of \$420,000. Additional discussion will be needed from the City Council and Budget and Finance Committee on the creation of a building maintenance fund with an annual amount and its relationship to the Long-Range Financial Plan.

BUDGET AT A GLANCE

Revenues: 420,000

Expenses: When incurred

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	GN-Equipment Repair & Replacement Fund								
	Replacement Funds								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
Revenues									
		Transfers/Subsidy	148,255	163,426	0	0	102,806	0	420,000
		Interest Revenue	8,831	16,046	7,957	602	0	946	0
		Court Fees and Fines	0	0	2,250	0	0	0	0
Total Revenues			157,086	179,472	10,207	602	102,806	946	420,000
Expenses									
	Other Operating Expenses								
		(5845) Vehicle Acquisition	0	38,755	23,036	0	0	0	0
		(5625) Equipment Acquisition	0	481	1,564	26,975	0	0	0
		(5740) Repair & Maintenance - Buildings	0	0	0	0	0	0	150,000
		(5755) Repair & Maintenance - Vehicles	0	0	0	0	0	0	135,000
		(5745) Repair & Maintenance - Equipment	0	0	0	0	0	0	75,000
		(5696) City Facilities Infrastructure	0	24,320	0	0	0	0	0
		(5560) Computer Equip/Software Acquisition	8,584	10,446	2,085	1,156	0	0	35,000
		(5727) Audio System	0	4,985	0	0	0	0	0
		(5808) Trail Replacement/Major Repairs	0	3,400	0	0	0	0	0
		(5622) Police Equipment Reserve	0	0	2,940	0	0	0	0
		(5525) Bullet Proof Vests	2,800	0	0	0	0	0	25,000
		(5500) Advertising / Public Notices	-5,925	0	0	0	0	0	0
	Total Other Operating Expenses		5,459	82,387	29,625	28,131	0	0	420,000
Total Expenses			5,459	82,387	29,625	28,131	0	0	420,000
Revenues Less Expenses			151,627	97,085	-19,418	-27,530	102,806	946	0



REPAIR AND REPLACEMENT Department

This page intentionally left
blank



CAPITAL IMPROVEMENT FUND





CAPITAL IMPROVEMENT

RESPONSIBILITIES

Capital Projects were reviewed by City Staff, the City Engineer, and both the Public Works Committee and the Budget Committee. A 5-year plan is included as part of this budget adoption. The project amounts are budgeted out of reserves for the following projects:

Project Name	Project Description	Project Limits / Area	Project Cost
Water System Improvements			
AISD Water Meter Conversion	Connect Burger Center and SVES water meters to CoSV water system as per CoA Water Supply Agreement.	Jones Road from Pillow to Reece	\$115,000
Country White Lane Water Main Improvements	Extend water line into Country White Lane.	Country White Lane	\$100,000
Water Meter Vault Repair – Home Depot Blvd.	Repair water meter vault to mitigate vault flooding.	Home Depot Blvd. at Brodie Lane	\$55,000
Streets			
Country White Lane Infrastructure Improvements	Street reconstruction, drainage and utility improvements (Engineering and right-of-way acquisition only).	Brodie Lane to cul-de-sac	\$455,000
Ernest Robles Way Street Repair at Upper Cougar Creek	Repair street and bank areas at culvert crossing.	ERW at Upper Cougar Creek	\$515,000
ERW and Home Depot Blvd. Concrete Street Repair	Repair concrete pavement and joint material replacement.	ERW between Brodie Lane and Jones Road & Home Depot Blvd.	\$255,000

Budget at a Glance

Transfers In: 1,317,000

NOTABLE CHANGES FROM THE PRIOR FISCAL YEAR

An increased expense for FY 22 projects is expected and will be discussed in a separate item with Council. Any budgetary impacts will be made from a transfer from reserves or other mechanisms.

Proposed 5 Year CIP Summary

Engineering Costs will be estimated at 15% of the project cost.

Project/Fund	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Utility Fund (Water & Wastewater)							\$ 1,774,000
W -Lone Oak	\$ 190,000.00						
W -Sunset Trail	\$ 128,000.00	\$ 252,000.00	TBD				
W -Backflow Prevention		\$ 15,000.00					
W -Residential Automated Meter		\$ 105,000.00					
WW- Lift Station	\$ 82,000.00	\$ 112,000.00	TBD				
WW - US 290 Sewer		\$ 150,000.00	TBD				
W - Stearns Lane			\$ 150,000				
W- Home Depot Water Vault			\$ 55,000				
W - AISD Meter Conversion			\$ 115,000				
W- Country White Waterline			\$ 100,000	\$ 430,000			
W- Commercial AMR						\$ 200,000	
Subtotal	\$ 400,000.00	\$ 634,000.00	\$ 420,000	\$ 430,000	\$ -	\$ 200,000	
Streets							\$ 1,652,130
S- Lone Oak Turnaround		\$ 80,000.00	TBD				
S- Lone Oak Related to Waterline		\$ 239,126.00	TBD				
S- Sunset Trail Related to Waterline		\$ 143,003.00	TBD				
S- Maintenance Plan FY 22		\$ 75,001.00					
S- Maintenance Plan FY 23			inc in Operating Budget				
S- ERW Repair			\$ 515,000				
S - ERW /HomeDpeot			\$ 255,000				
S- Maintenance Plan FY 24				\$ 115,000			
S- Maintenance Plan FY 25					\$ 115,000		
S- Maintenance Plan FY 26						\$ 115,000	
Subtotal		\$ 537,130.00	\$ 770,000	\$ 115,000	\$ 115,000	\$ 115,000	
Drainage							
D-Jones Road Drainage							
Subtotal		\$ -	\$ 77,000				\$ 77,000
Venue Fund							\$ 65,000
Lovegrass Water Quality Pond		\$ 65,000.00	TBD				
Subtotal		\$ 65,000.00		\$ -	\$ -	\$ -	
General Fund							\$ 140,000
Burger Center Trail							For Discussion
Valley Creek Park		\$ 40,000.00					
Parks and Open Space Master Plan		\$ 50,000.00					
Land Development Code		\$ 50,000.00					
Public Safety Improvements-City Hall Complex		\$ 115,000.00					New project per Council priority Mayor's Budget
IT improvements to City Hall		\$ 25,000.00					Mayor's Budget
GIS Mapping		\$ 25,000.00					
Subtotal		\$ 305,000.00	\$ -	\$ -	\$ -	\$ -	
Grand Total All							\$ 4,013,130



CITY OF SUNSET VALLEY

2022—2023 Capital Improvement Plan

DRAFT
AUGUST 9, 2022



CITY OF SUNSET VALLEY
2022-2023
CAPITAL IMPROVEMENT PLAN SUMMARY

Project Name	Project Description	Project Limits / Area	Project Cost	Fiscal Year				
				21 - 22	22 - 23	23 - 24	24 - 25	25 - 26
Water System Improvements								
AISD Water Meter Conversion	Connect Burger Center and SVES water meters to CoSV water system as per CoA Water Supply Agreement.	Jones Road from Pillow to Reece	\$115,000		X			
Country White Lane Water Main Improvements	Extend water line into Country White Lane.	Country White Lane	\$530,000		X			
Water Meter Vault Repair – Home Depot Blvd.	Repair water meter vault to mitigate vault flooding.	Home Depot Blvd. at Brodie Lane	\$55,000		X			
Streets								
Country White Lane Infrastructure Improvements	Street reconstruction, drainage and utility improvements (Engineering and right-of-way acquisition only).	Brodie Lane to cul-de-sac	\$455,000		X			
Ernest Robles Way Street Repair at Upper Cougar Creek	Repair street and bank areas at culvert crossing.	ERW at Upper Cougar Creek	\$515,000		X			
ERW and Home Depot Blvd. Concrete Street Repair	Repair concrete pavement and joint material replacement.	ERW between Brodie Lane and Jones Road & Home Depot Blvd.	\$255,000		X			

PROJECT INFORMATION SHEET

Project Name: AISD Facilities Water Meter Conversion

TYPE OF IMPROVEMENT: WATER SYSTEM

PROJECT DESCRIPTION

Purpose:

The purpose of this project is to convert AISD's local facilities, CoSV Burger Center and Sunset Valley Elementary School, to CoSV water customers as per the 2007 Wholesale Agreement with CoA. In 2007, City of Sunset Valley committed to providing water service to AISD facilities by 2022.

Scope of Work:

The improvements include connecting the existing CoA water main the existing CoSV water main, capping the CoA water main, and acquiring CoA Water facilities west of the connection, including Burger Center and SVES water meter assemblies.

Notable Project Challenges:

The connection of existing mains entails excavation with in Jones Road, requiring traffic lane shifts. Traffic and access will be maintained at all times. Utility conflicts could potentially exist at the main connection point. Short duration water service interruptions are expected.

ROW/Facility Acquisitions:

CoSV will be required to compensate CoA for approximately 550' of 8" water main that will be converted and incorporated into to CoSV's water system.

Approvals:

Austin Water requires a Tap Permit approval. And, an cost agreement must be reached for the acquisition of CoA facilities.

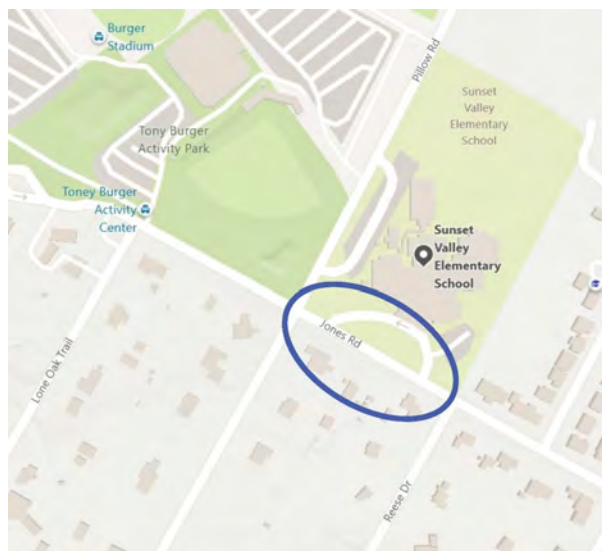
Project Delivery and Schedule:

This project will take approximately 8 months to complete.

ESTIMATED PROJECT COSTS

Project Activity	Estimated Cost
Engineering and Permitting	\$11,000
Right-of-way / Facility Acquisition	\$60,000
Construction	\$70,000
Project Contingency	\$14,000
TOTAL ESTIMATED PROJECT COSTS	\$115,000

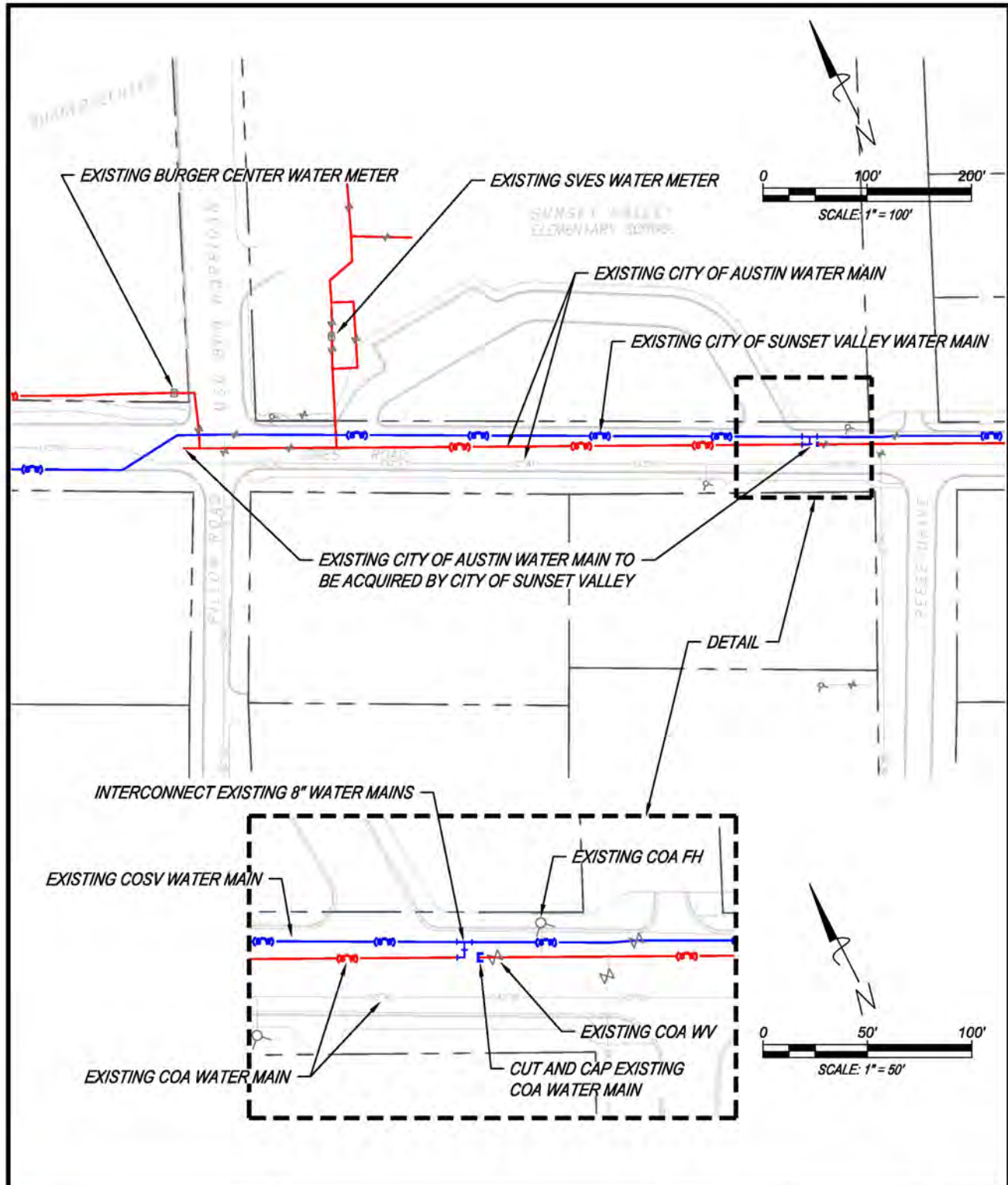
PROJECT LOCATION MAP



PROJECT PHOTOGRAPHS/ ILLUSTRATIONS



PROJECT LAYOUT SHEET



172 CREEKSIDE PARK, STE 115
BULVERDE, TX 78070

(830) 438-0329
TBPE FIRM F-21047

CITY OF SUNSET VALLEY AISD WATER METER CONVERSION EXHIBIT

DRAFTED BY: TB

DESIGNED BY: TT

CHECKED BY: TT

SHEET NO.

1 OF 1

5/17/2022

PROJECT INFORMATION SHEET

Project Name: Country White Lane Water, Sewer, Street, and Drainage Improvements

TYPE OF IMPROVEMENTS: WATER,
WASTEWATER AND STREET SYSTEM

PROJECT DESCRIPTION

Purpose:

This project includes:

- Extension of an 8" water main in Country White Lane to establish fire protection existing homes located in CoSV's ETJ.
- Extension of an 8" sewer main in Country White Lane to establish sewer service for existing homes located in CoSV's ETJ
- Reconstruction of Country White Lane (including drainage).

Scope of Work:

The project improvements include:

- Installing a master water meter just south of an existing backflow preventer (privately owned)
- Acquiring approximately 300' of private water main,
- Extending an 8" water line along the south side of Country White lane.
- Landscaping/trees.
- The street (including turnaround) and drainage improvements will be reconstructed in half-streets with the north side completed first followed by the south side.
- Ditch improvements are proposed on the north side of Country White Lane and will outfall into the existing concrete ditch at Brodie Lane.

Notable Project Challenges:

Due to limited right-of-way, flagman will be required to maintain traffic through the construction area.

ROW Acquisition:

15' of additional right-of-way from 5 parcels of land.

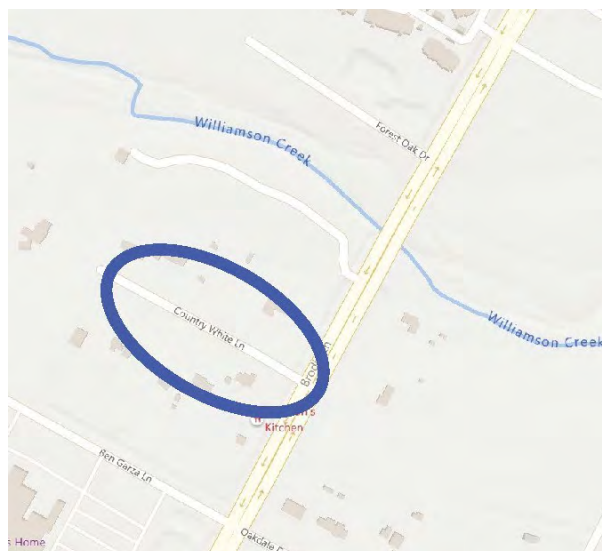
Approvals:

This work will require a TCEQ approval of an EAPP/SCS, approval from the City of Austin for a mater meter, an agreement to acquire a private water main, and approval from Travis County.

Project Delivery and Schedule:

This project is suitable for traditional design-bid-construct delivery with project award going to the lowest responsive bidder. The project will take approximately 24 months to complete.

PROJECT LOCATION MAP



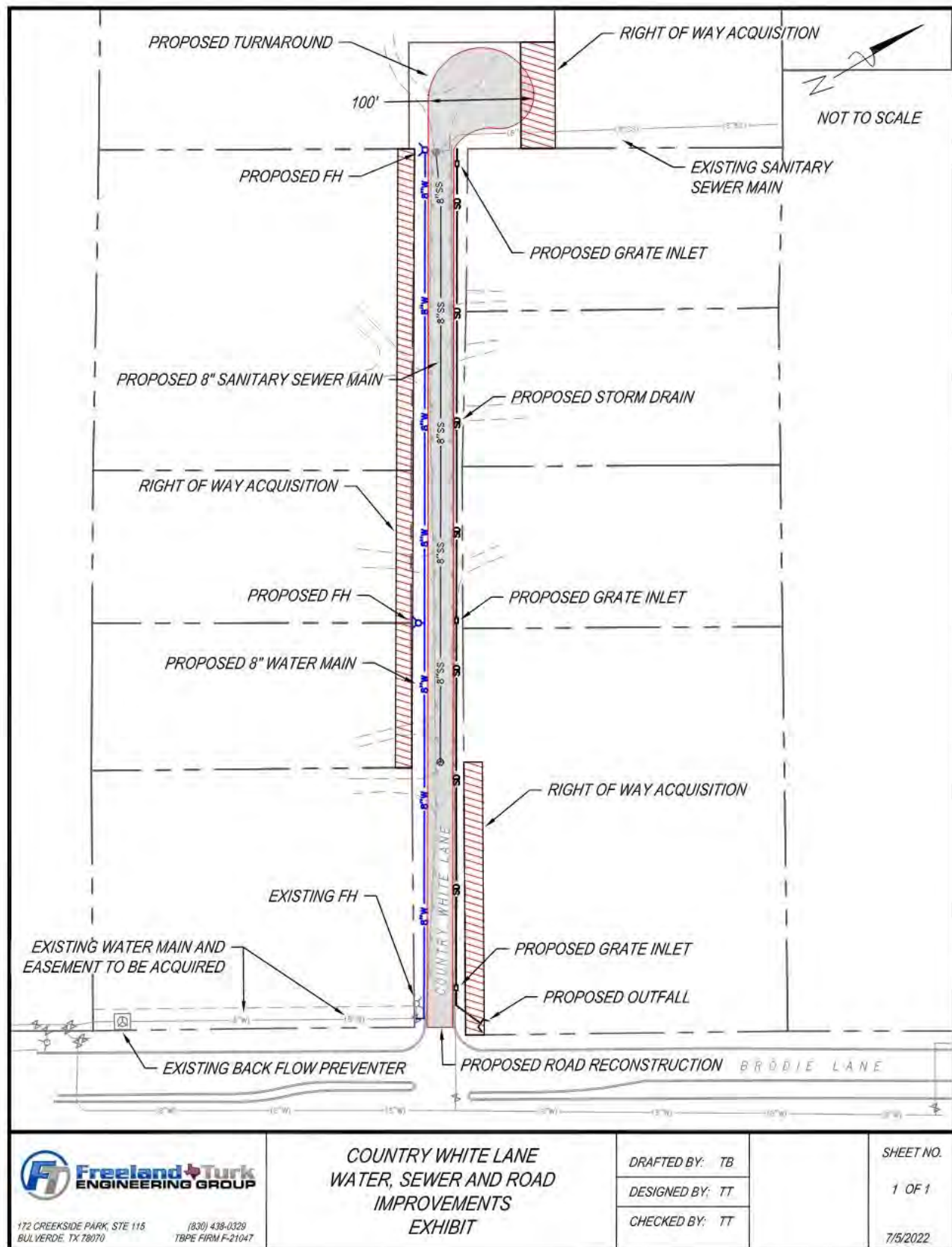
PROJECT PHOTOGRAPHS/ILLUSTRATIONS



ESTIMATED PROJECT COSTS

Project Activity	Estimated Cost
Engineering and Permitting	\$ 250,000
Right-of-way Acquisition	\$ 164,000
Construction	\$ 1,235,000
Project Contingency	\$ 165,000
TOTAL ESTIMATED PROJECT COSTS	\$ 1,814,000

PROJECT LAYOUT SHEET



PROJECT INFORMATION SHEET

Project Name: Country White Lane Water Main Improvements

TYPE OF IMPROVEMENT: WATER SYSTEM

PROJECT DESCRIPTION

Purpose:

This project includes the extension of an 8" water main in Country White Lane to establish fire protection existing homes located in CoSV's ETJ.

Scope of Work:

The water system improvements involve installing a master water meter just south of an existing backflow preventer (privately owned by The Barn), acquiring approximately 300' of private water main, and extending an 8" water line along the south side of Country White lane. After completing the water main extension, the existing 2-1/2" water line will be abandoned.

Notable Project Challenges:

None

ROW Acquisitions:

None

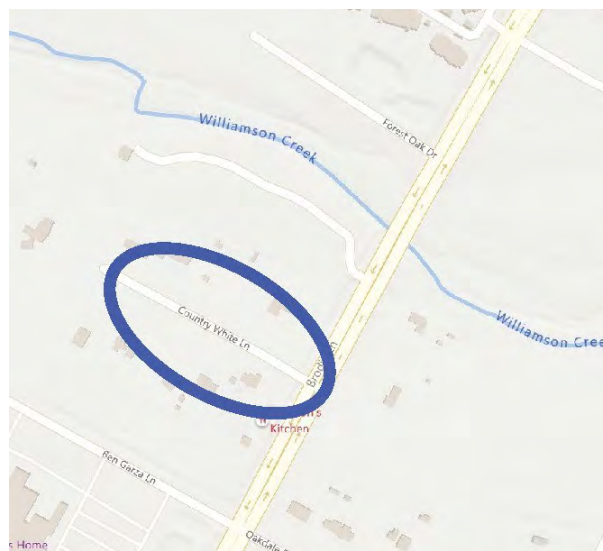
Approvals:

This work will require approval from CoA to construct a master meter, an agreement to acquire a private water main, and approvals from Travis County.

Project Delivery and Schedule:

This project is suitable for traditional design-bid-construct delivery with project award going to the lowest responsive bidder. The project will take approximately 11 months to complete.

PROJECT LOCATION MAP



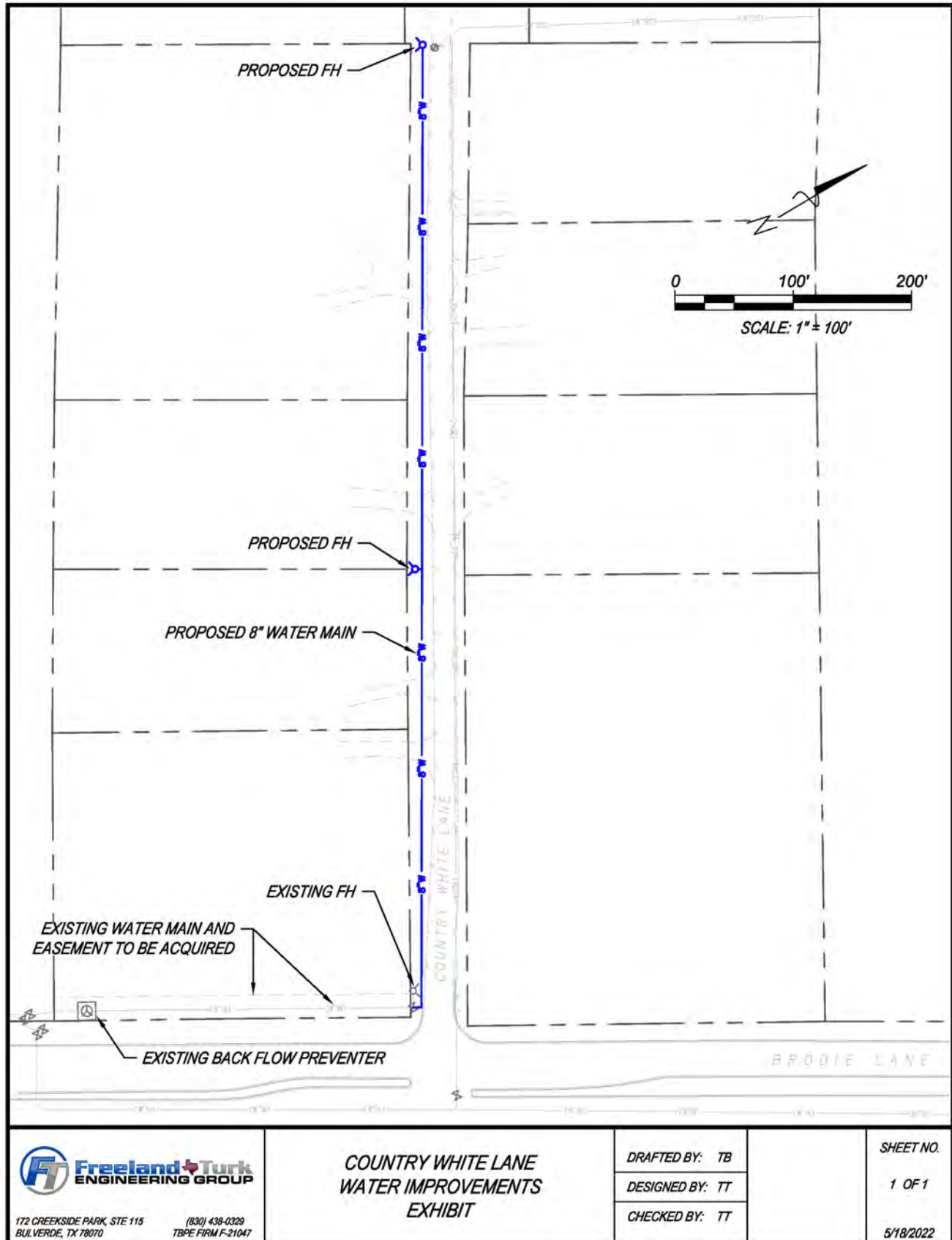
PROJECT PHOTOGRAPHS/ ILLUSTRATIONS



ESTIMATED PROJECT COSTS

Project Activity	Estimated Cost
Engineering and Permitting	\$ 54,000
Right-of-way Acquisition	\$ 76,000
Construction	\$ 350,000
Project Contingency	\$ 50,000
TOTAL ESTIMATED PROJECT COSTS	\$ 530,000

PROJECT LAYOUT SHEET



PROJECT INFORMATION SHEET

Project Name: ERW and Home Depot Blvd. Concrete Street Repair

TYPE OF IMPROVEMENT: STREET SYSTEM

PROJECT DESCRIPTION

Purpose:

This project consists of repairing portions of the concrete pavement on ERW and Home Depot Blvd. by replacing patches of pavement and replacing joint material in existing expansion joints.

Scope of Work:

The work involves removing and replacing patches of concrete pavement where spalling, cracking, and settlement has occurred. Also, joint material will be replaced in select location where expansion joints are failing.

Notable Project Challenges:

The concrete patching and expansion joint work replacement requires traffic lane closures on both streets. Two-way traffic and access will be maintained at all times. Work may be scheduled at night to minimize inconvenience to the traveling public.

ROW Acquisitions:

None

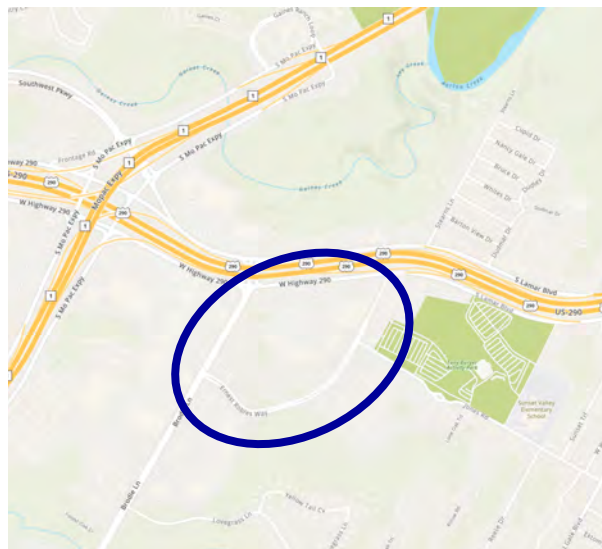
Approvals:

None

Project Delivery and Schedule:

This project is suitable for traditional design-bid-construct delivery with project award going to the lowest responsive bidder. The project will take approximately 9 months to complete.

PROJECT LOCATION MAP



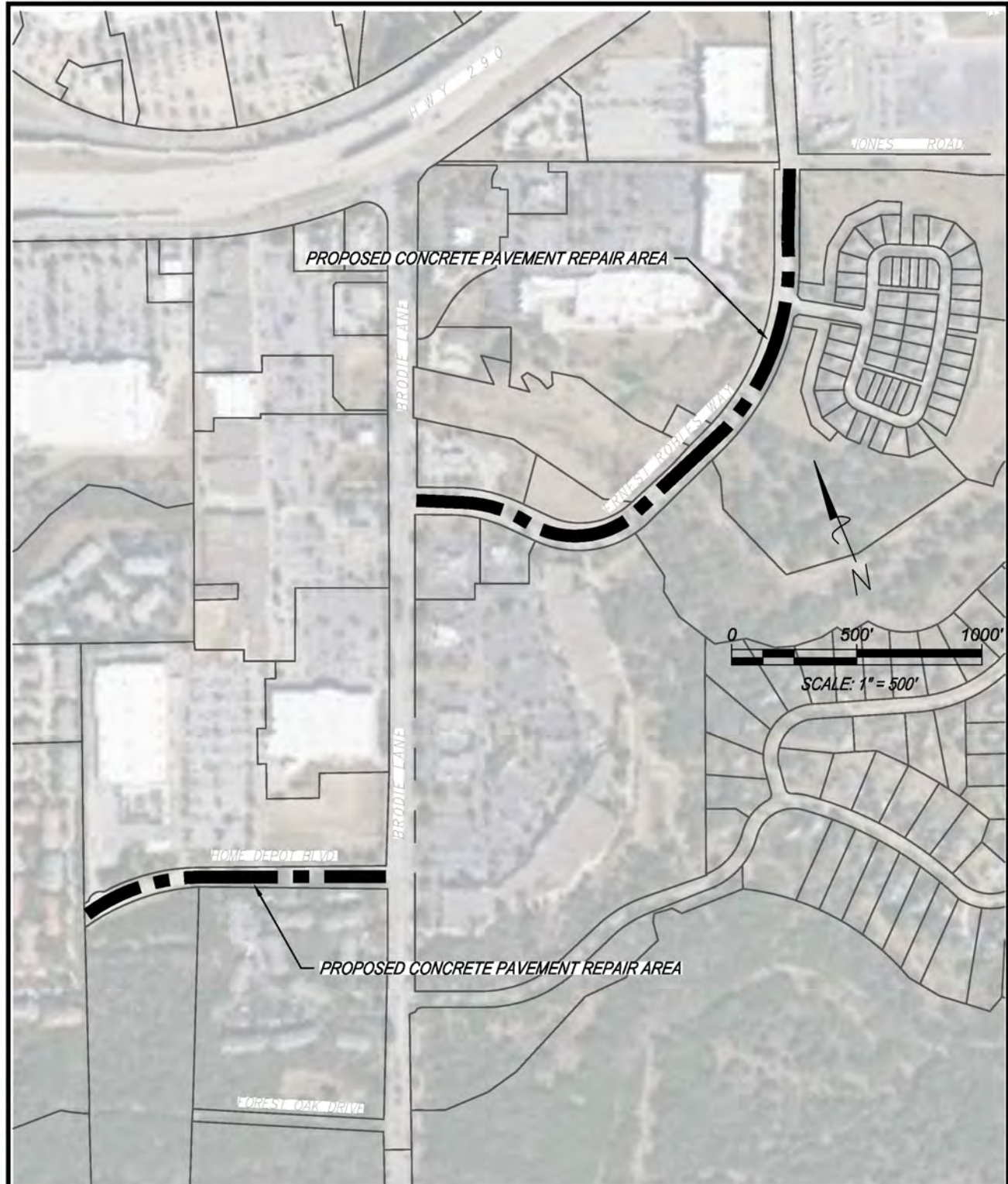
PROJECT PHOTOGRAPHS/ILLUSTRATIONS



ESTIMATED PROJECT COSTS

Project Activity	Estimated Cost
Engineering and Permitting	\$ 30,000
Right-of-way Acquisition	\$ 0
Construction	\$ 200,000
Project Contingency	\$ 25,000
TOTAL ESTIMATED PROJECT COSTS	\$ 255,000

PROJECT LAYOUT SHEET



172 CREEKSIDE PARK, STE 115
BULVERDE, TX 78070

(830) 438-0329
TBPE FIRM F-21047

ERNEST ROBLES WAY AND HOME DEPOT BLVD CONCRETE PAVEMENT REPAIRS EXHIBIT

DRAFTED BY: TB

DESIGNED BY: TT

CHECKED BY: TT

SHEET NO.

1 OF 1

5/18/2022

PROJECT INFORMATION SHEET

Project Name: Ernest Robles Way Street Repair at Upper Cougar Creek

TYPE OF IMPROVEMENT: STREET SYSTEM

PROJECT DESCRIPTION

Purpose:

This project will repair the concrete pavement and stone stacks that are damaged caused by the settlement of road fill material at the Upper Cougar Creek multiple box drainage culvert.

Scope of Work:

This project includes demolition, soil stabilization, placement of concrete pavement and inlets, placement of the stone stacks, and reconstruction of the existing trials and railing.

Notable Project Challenges:

The street repair will require two phases of traffic lane closures. Two-way traffic and access will be maintained at all times during construction.

ROW Acquisitions:

None

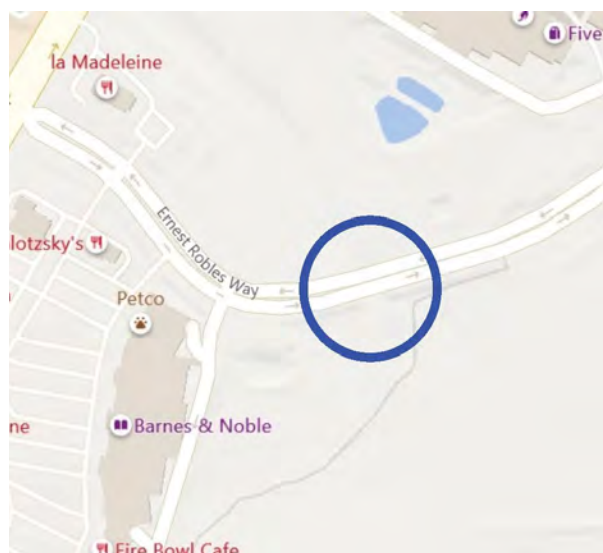
Approvals:

A EAPP/WPAP requires approval from TCEQ before construction can begin.

Project Delivery and Schedule:

This project is suitable for traditional design-bid-construct delivery, with the project award going to the lowest responsive bidder. The project will take approximately 12 months to complete.

PROJECT LOCATION MAP



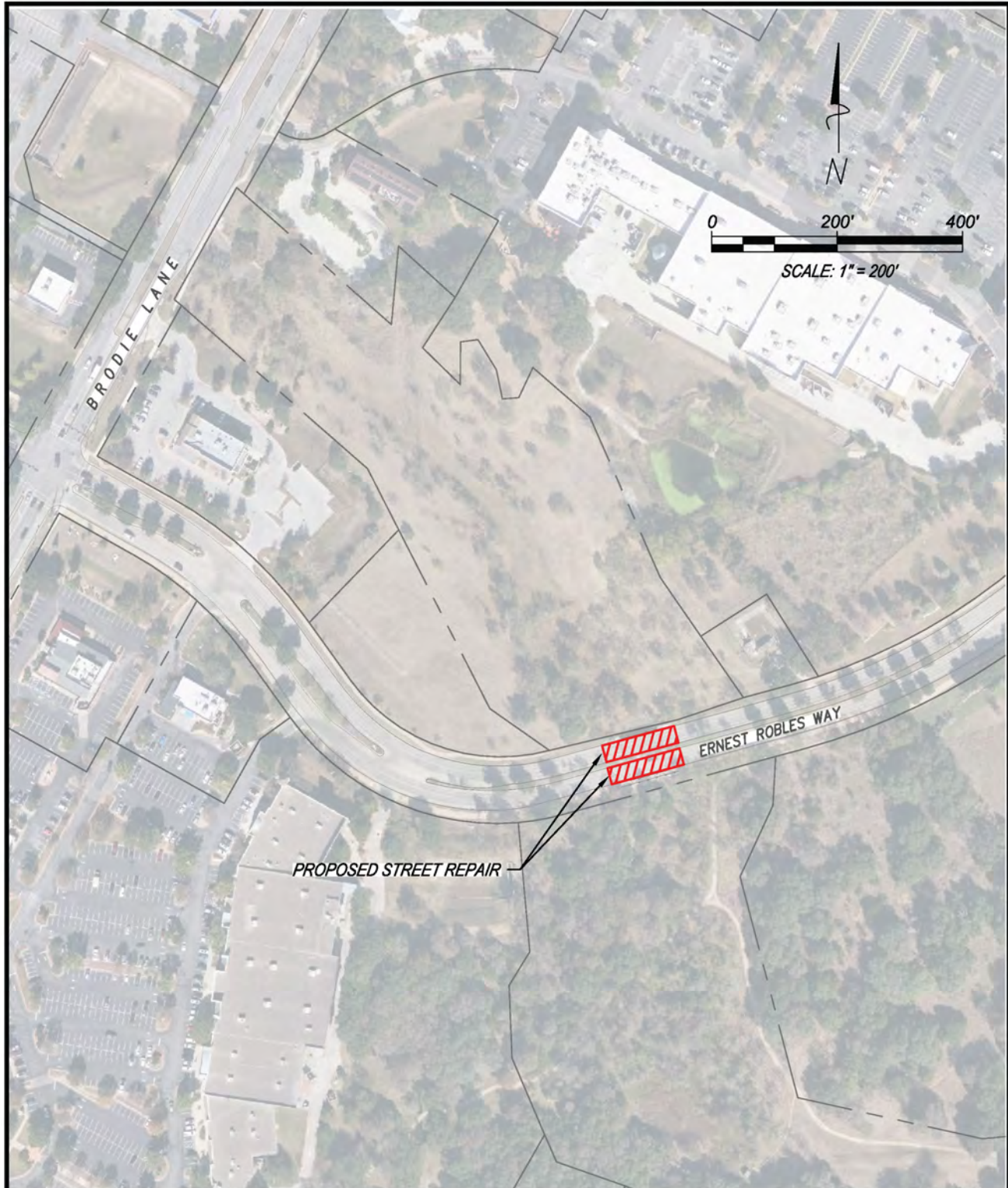
ESTIMATED PROJECT COSTS

Project Activity	Estimated Cost
Engineering and Permitting	\$ 80,000
Right-of-way Acquisition	\$ 0
Construction	\$ 390,000
Project Contingency	\$ 45,000
TOTAL ESTIMATED PROJECT COSTS	\$ 515,000

PROJECT PHOTOGRAPHS/ILLUSTRATIONS



PROJECT LAYOUT SHEET



172 CREEKSIDE PARK, STE 115
BULVERDE, TX 78070

(830) 439-0329
TBPE FIRM F-21047

ERNEST ROBLES WAY STREET REPAIR EXHIBIT

DRAFTED BY: TB

DESIGNED BY: TT

CHECKED BY: TT

SHEET NO.

1 OF 1

5/18/2022

PROJECT INFORMATION SHEET

Project Name: Home Depot Water Meter Vault Repair

TYPE OF IMPROVEMENT: WATER SYSTEM

PROJECT DESCRIPTION

Purpose:

This project involves the repair of Home Depot's water meter vault to stop water from flooding the inside of the vault. Also included is the replacement of the concrete pavement adjacent to the vault to mitigate water ponding along the curb line.

Scope of Work:

The improvements include additional water leak studies, irrigation pipe repair and pavement repair on Home Depot Blvd.

Notable Project Challenges:

Pavement Repair will require lane closures.

ROW Acquisitions:

None

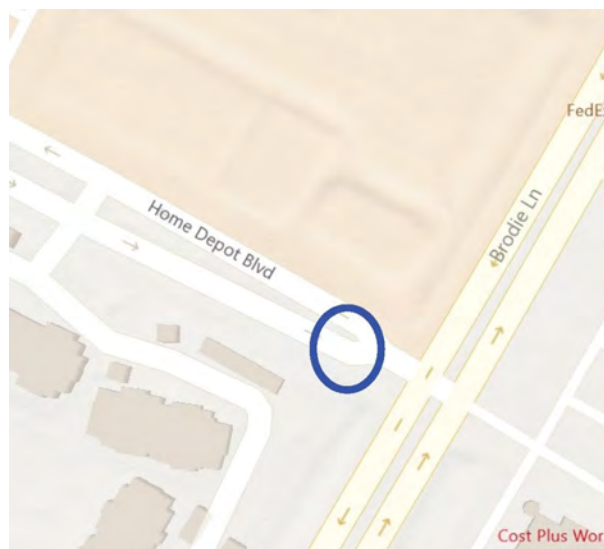
Approvals:

None

Project Delivery and Schedule:

This project can be combined with the ERW and Home Depot Blvd. Street Repairs. The project will take approximately 7 months to complete.

PROJECT LOCATION MAP



PROJECT PHOTOGRAPHS/ ILLUSTRATIONS



ESTIMATED PROJECT COSTS

Project Activity	Estimated Cost
Engineering and Permitting	\$ 15,000
Right-of-way Acquisition	\$ 0
Construction	\$ 35,000
Project Contingency	\$ 5,000
TOTAL ESTIMATED PROJECT COSTS	\$ 55,000

PROJECT LAYOUT SHEET



172 CREEKSIDE PARK, STE 115
BULVERDE, TX 78070

(830) 439-0329
TBPE FIRM F-21047

HOME DEPOT BLVD WATER VAULT REPAIR EXHIBIT

DRAFTED BY: TB

DESIGNED BY: TT

CHECKED BY: TT

SHEET NO.

1 OF 1

5/18/2022

Sunset Valley									
FY23 Budget Spreadsheets - Types									
Download generated on 10/20/2022									
	CIP & Projects								
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget
Revenues									Notes
	Transfers/Subsidy								
		(4300) Operating Transfers In	0	0	0	0	0	1,827,364	1,654,000
	Total Transfers/Subsidy								
Total Revenues			0	0	0	0	0	1,827,364	1,654,000
Expenses									
	Project								
		(7216) ERW Bridge Repairs	0	0	0	0	0	0	515,000
		(7215) ERW - Home Depot Street Repairs	0	0	0	0	0	0	255,000
		(7218) Stearn's Lane Waterline - Townbridge	0	0	0	0	0	0	150,000
		(7223) Open Space Project	0	0	0	0	0	0	337000
		(7217) AISD Master Meter Conversion	0	0	0	0	0	0	115,000
		(7219) Country White Waterline	0	0	0	0	0	0	100,000
		(7213) Lift Station Improvements	0	0	0	0	180,234	16,485	0
		(7222) Jones Road Drainage	0	0	0	0	0	0	77,000
		(7220) Home Depot Meter Vault	0	0	0	0	0	0	55,000
		(7221) Increase in Cost - Lift Station	0	0	0	0	0	0	50,000
		(7156) Land Development Revisions	0	0	0	0	50,000	0	0
		(7212) Backflows, Meters, & Vaults Improvements	0	0	0	0	15,000	15,000	0
	Total Project		0	0	0	0	245,234	31,485	1,654,000
	Other Operating Expenses								
		(5758) Repairs & Maintenance - System	0	0	0	0	825,000	107,982	0
		(5750) Repair & Maintenance - Streets & Drainage	0	0	0	0	537,130	37,586	0
		(5764) Security System - Buildings	0	0	0	0	115,000	2,315	0
		(5761) Repair & Maintenance - Water Quality Ponds	0	0	0	0	65,000	4,710	0
		(5753) Repair & Maintenance - Trails & Footpaths	0	0	0	0	40,000	18,634	0
		(5727) Audio System	0	0	0	0	25,000	22,118	0
	Total Other Operating Expenses		0	0	0	0	1,607,130	193,345	0
	Contract Services								

Sunset Valley										
FY23 Budget Spreadsheets - Types										
Download generated on 10/20/2022										
	CIP & Projects									
			2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Actual	2022-23 Budget	Notes
		(5332) Planning Services	0	0	0	0	50,000	32,513	0	
		(5349) Digital Mapping Services	0	0	0	0	25,000	11,589	0	
		(5327) Engineer - Design Fees	0	0	0	0	0.4	0	0	
	Total Contract Services		0	0	0	0	75,000	44,102	0	
Total Expenses			0	0	0	0	1,927,364	269,152	1,654,000	
Revenues Less Expenses			0	0	0	0	-1,927,364	1,558,212	0	



STATISTICAL INFORMATION

Year: 2022
Taxing Unit: CITY OF SUNSET VALLEY
As of Roll Corr: 0
Property Count: 463

159

Value Type	Value	Count
Improvement HS Value	\$168,272,118	
Improvement NHS Value	\$182,945,638	
Land HS Value	\$145,372,010	
Land NHS Value	\$85,309,673	
Ag Market Value	\$0	
Timber Market Value	\$0	
Real Mobile Value	\$581,899,439	332
Mineral Value	\$0	0
Personal Property Value	\$37,435,371	131
Auto Value	\$0	0
Total Market Value	\$619,334,810	
Ag Use	\$0	
Timber Use	\$0	
Homestead Cap	\$94,374,505	216
Total Taxable Value	\$484,850,284	
Omitted Imprv HS Value	\$0	
Omitted Imprv NHS Value	\$0	
Tax Increment Imprv Value	\$0	
Tax Increment Land Value	\$0	
Weed Taxable Acres	\$0	
Personal Property Late Interstate Application	\$0	0

Year: 2022
Taxing Unit: CITY OF SUNSET VALLEY
As of Roll Corr: 0
Property Count: 463

160

Exemption	Amount	Count
HS State	\$16,576,126	217
HS Local	\$0	
OV65	\$291,000	99
DP	\$9,000	3
DV	\$17,000	2
DVHS	\$3,012,518	4
DVHSS	\$0	0
DVCH	\$0	0
DVCHS	\$0	0
MASSS	\$0	0
FRSS	\$0	0
DSTR	\$0	0
EX	\$0	0
EX-XA	\$0	0
EX-XD	\$0	0
EX-XF	\$0	0
EX-XG	\$0	0
EX-XH	\$0	0
EX-XI	\$0	0
EX-XJ	\$0	0
EX-XL	\$0	0
EX-XM	\$0	0
EX-XN	\$0	0
EX-XO	\$0	0
EX-XP	\$0	0
EX-XQ	\$0	0
EX-XR	\$0	0
EX-XS	\$0	0
EX-XT	\$0	0
EX-XU	\$0	0

Year: 2022
Taxing Unit: CITY OF SUNSET VALLEY
As of Roll Corr: 0
Property Count: 463

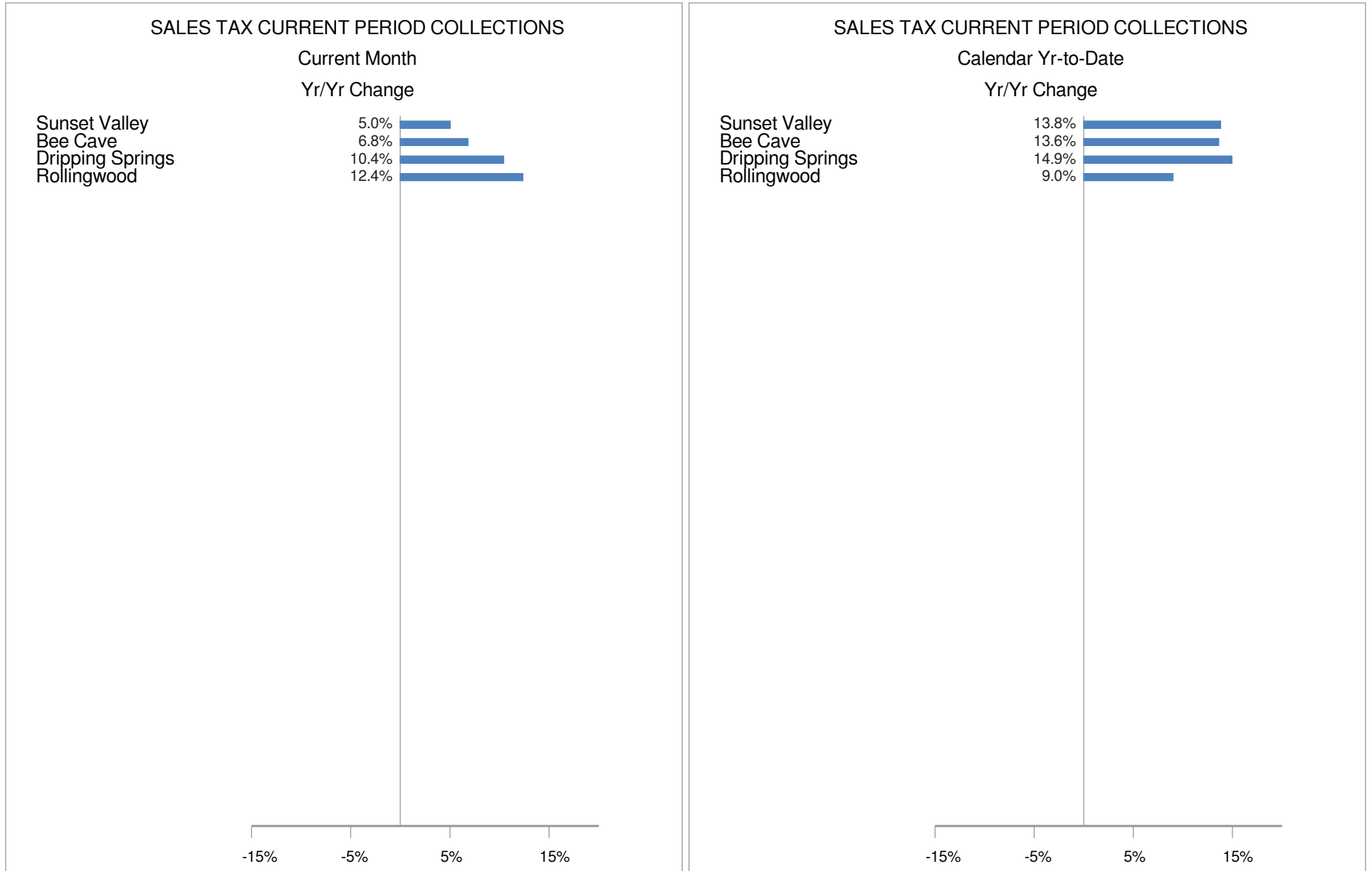
161

Exemption	Amount	Count
EX-XV	\$19,865,252	37
EX366	\$13,863	15
AB	\$0	0
CH	\$0	0
CHODO	\$0	0
CLT	\$0	0
ECO	\$0	0
EN	\$0	0
FR	\$0	0
GIT	\$0	0
HT	\$0	0
LIH	\$0	0
LVE	\$0	0
PC	\$0	0
SO	\$325,262	29
ABMNO	\$0	0

SALES TAX TREND

Sunset Valley - Comp

Jul-22



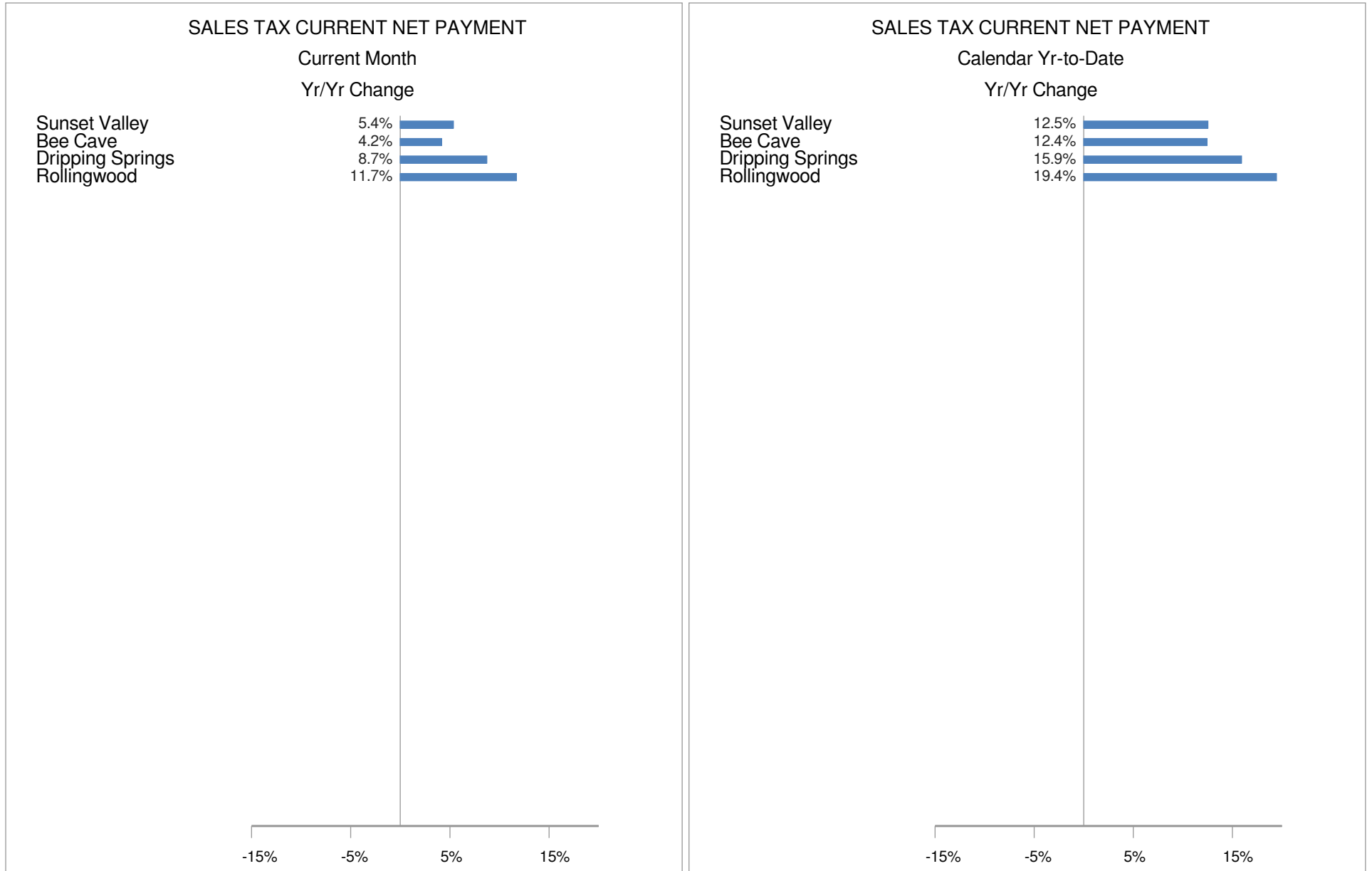
SALES TAX REVENUE
Sunset Valley - Comp
Jul-22 - Current Period Collections

Entity Name	Same Month Last Year	Current Month	YoY Chg \$	YoY Chg %	Prior YtD	Current YtD	YtD Chg \$	YtD Chg %
Sunset Valley	\$ 573,978.23	\$ 602,760.80	\$ 28,782.57	5.01%	\$ 3,715,869.39	\$ 4,229,399.78	\$ 513,530.39	13.82%
Bee Cave	\$ 1,137,088.85	\$ 1,214,672.62	\$ 77,583.77	6.82%	\$ 7,360,235.18	\$ 8,362,282.98	\$ 1,002,047.80	13.61%
Dripping Springs	\$ 308,831.34	\$ 341,012.58	\$ 32,181.24	10.42%	\$ 2,098,713.34	\$ 2,412,358.96	\$ 313,645.62	14.94%
Rollingwood	\$ 77,848.60	\$ 87,471.24	\$ 9,622.64	12.36%	\$ 543,810.66	\$ 592,804.12	\$ 48,993.46	9.01%

SALES TAX TREND

Sunset Valley - Comp

Jul-22



SALES TAX REVENUE
Sunset Valley - Comp
Jul-22 - Net Payments

Entity Name	Same Month Last Year	Current Month	YoY Chg \$	YoY Chg %	Prior YtD	Current YtD	YtD Chg \$	YtD Chg %
Sunset Valley	\$ 572,800.71	\$ 603,493.76	\$ 30,693.05	5.36%	\$ 3,754,408.36	\$ 4,224,895.85	\$ 470,487.49	12.53%
Bee Cave	\$ 1,165,456.67	\$ 1,213,842.19	\$ 48,385.52	4.15%	\$ 7,439,124.65	\$ 8,363,042.64	\$ 923,917.99	12.42%
Dripping Springs	\$ 315,809.89	\$ 343,377.34	\$ 27,567.45	8.73%	\$ 2,096,172.96	\$ 2,429,747.41	\$ 333,574.45	15.91%
Rollingwood	\$ 77,604.82	\$ 86,675.43	\$ 9,070.61	11.69%	\$ 528,955.58	\$ 631,807.69	\$ 102,852.11	19.44%

SALES TAX SNAPSHOT

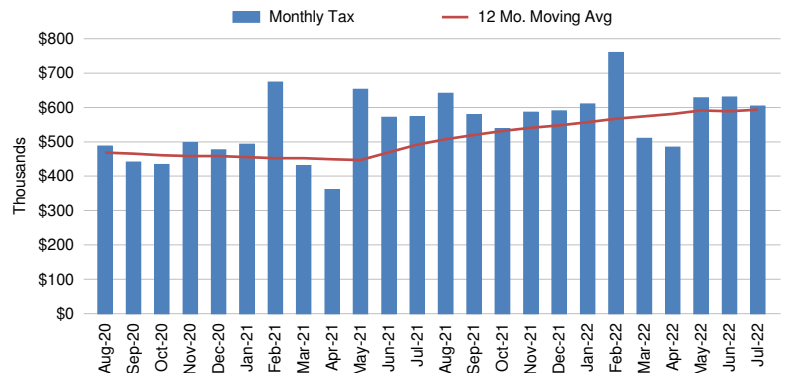
Sunset Valley

Jul-22

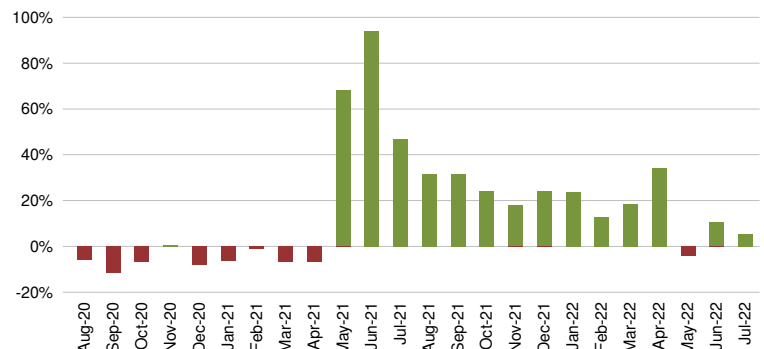
Sales Tax Net Payments

FY Mo.	FY2021	FY2022	YoY % Change
Oct	\$ 433,705	\$ 537,953	24.0%
Nov	\$ 497,739	\$ 586,084	17.7%
Dec	\$ 476,091	\$ 589,742	23.9%
Jan	\$ 492,702	\$ 609,517	23.7%
Feb	\$ 673,293	\$ 759,867	12.9%
Mar	\$ 430,956	\$ 509,905	18.3%
Apr	\$ 360,765	\$ 484,118	34.2%
May	\$ 652,949	\$ 627,823	-3.8%
Jun	\$ 570,943	\$ 630,171	10.4%
Jul	\$ 572,801	\$ 603,494	5.4%
Aug	\$ 640,545		
Sep	\$ 579,028		
FYTD	\$ 5,161,943	\$ 5,938,675	15.0%
FY Total	\$ 6,381,517		

Sales Tax Net Payments Trend



Sales Tax Net Payments Change - YoY



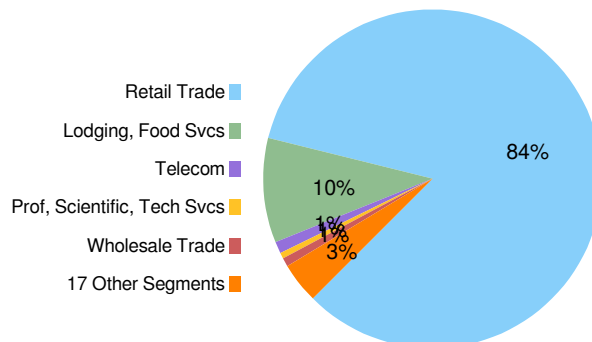
Top 10 Taxpayers

Rank	Company	FYTD Collections	% Total
1	HOME DEPOT U.S.A., INC.		
2	ACADEMY, LTD.		
3	FINE WINES & SPIRITS OF NORTH TEXAS LLC		
4	NORDSTROM, INC.		
5	HOMEGOODS, INC.		
6	MARMAXX OPERATING CORP.		
7	KOHL'S ILLINOIS, INC.		
8	BED BATH & BEYOND, INC.		
9	ROSS DRESS FOR LESS, INC.		
10	PETSMART, INC.		
Top 10 Companies		\$ 3,757,752	62.0%
2568 Other Large Companies		\$ 2,231,281	36.8%
Small Companies/Other		\$ 65,646	1.1%
Single Local Tax Rate (SLT)		\$ 5,708	0.1%
Total		\$ 6,060,387	100.0%

Industry Segment Collections Trend - YoY % Chg

SEGMENT	Feb	Mar	Apr	May	Jun	Jul
Retail Trade	11.5%	19.4%	34.0%	-9.4%	11.5%	3.9%
Lodging, Food Svcs	18.5%	4.0%	35.2%	26.2%	16.1%	16.0%
Telecom	-40.9%	-9.3%	72.6%	-5.1%	-15.6%	-5.8%
Wholesale Trade	65.0%	86.4%	144.7%	52.2%	-31.3%	-24.1%
Prof, Scientific, Tech Svcs	31.0%	89.9%	58.4%	70.8%	-3.4%	45.3%
All Others	33.8%	23.8%	35.6%	16.1%	-5.7%	9.9%
Total Collections	12.7%	18.5%	34.6%	-4.3%	10.7%	5.2%

Sales Tax Collections by Industry Segment

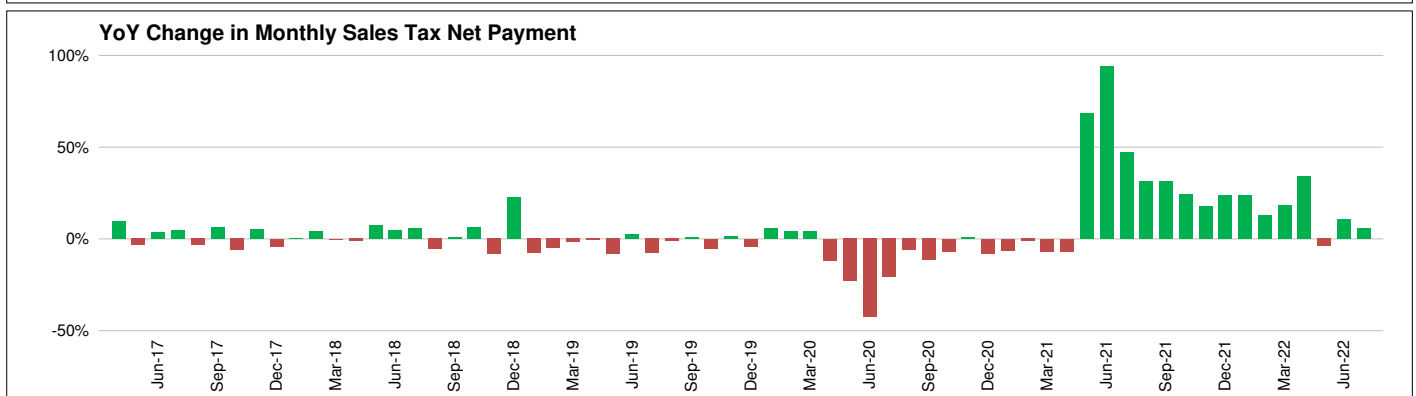
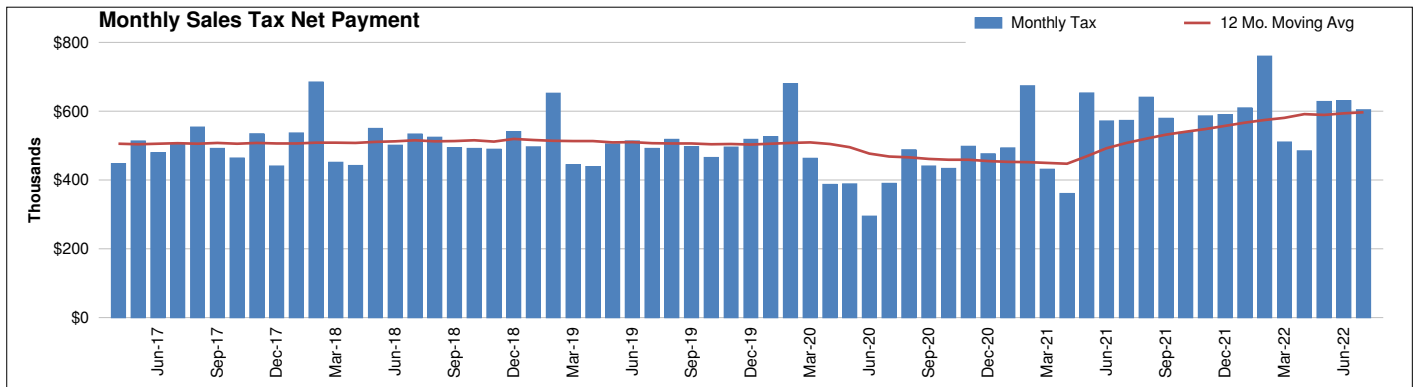
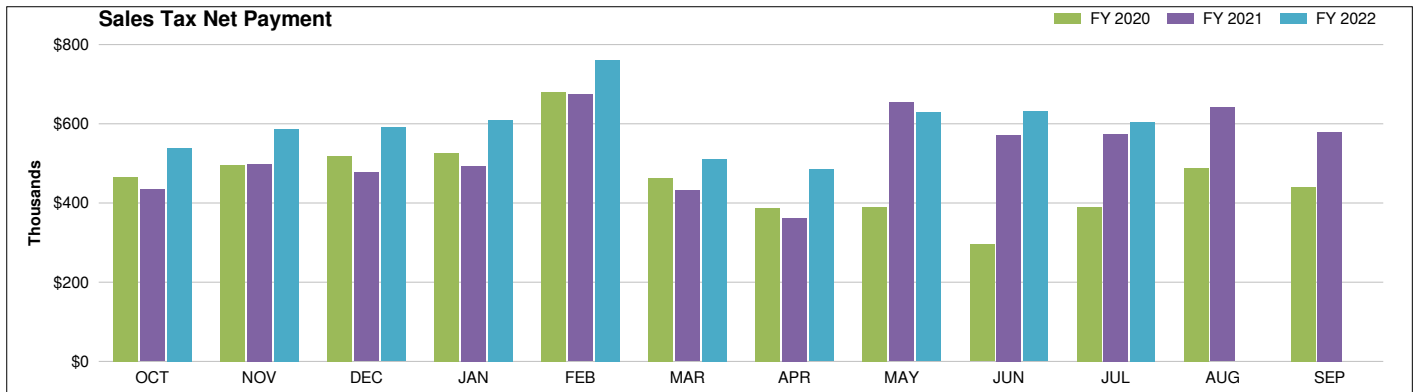


Sunset Valley - Sales Tax Net Payment Trend

	FISCAL YEAR				
	2018	2019	2020	2021	2022
Oct	\$ 463,808	\$ 491,236	\$ 465,420	\$ 433,705	\$ 537,953
Nov	\$ 533,899	\$ 489,434	\$ 495,228	\$ 497,739	\$ 586,084
Dec	\$ 440,419	\$ 540,146	\$ 517,793	\$ 476,091	\$ 589,742
Jan	\$ 536,750	\$ 496,433	\$ 525,321	\$ 492,702	\$ 609,517
Feb	\$ 684,587	\$ 652,244	\$ 679,963	\$ 673,293	\$ 759,867
Mar	\$ 451,270	\$ 444,118	\$ 462,568	\$ 430,956	\$ 509,905
Apr	\$ 442,078	\$ 438,610	\$ 387,192	\$ 360,765	\$ 484,118
May	\$ 549,709	\$ 504,872	\$ 388,573	\$ 652,949	\$ 627,823
Jun	\$ 501,082	\$ 512,957	\$ 294,578	\$ 570,943	\$ 630,171
Jul	\$ 533,027	\$ 491,551	\$ 390,053	\$ 572,801	\$ 603,494
Aug	\$ 523,730	\$ 518,181	\$ 487,412	\$ 640,545	
Sep	\$ 493,832	\$ 497,138	\$ 440,434	\$ 579,028	
YEAR	\$ 6,154,191	\$ 6,076,919	\$ 5,534,536	\$ 6,381,517	\$ 5,938,675

YoY Change -1.3% -8.9% 15.3% na

Change: FY '22/'21			
Month		Year-to-Date	
\$	%	\$	YTD %
\$ 104,248	24.0%	\$ 104,248	24.0%
\$ 88,346	17.7%	\$ 192,593	20.7%
\$ 113,651	23.9%	\$ 306,244	21.8%
\$ 116,815	23.7%	\$ 423,060	22.3%
\$ 86,574	12.9%	\$ 509,633	19.8%
\$ 78,949	18.3%	\$ 588,582	19.6%
\$ 123,354	34.2%	\$ 711,936	21.2%
\$ (25,125)	-3.8%	\$ 686,811	17.1%
\$ 59,228	10.4%	\$ 746,039	16.3%
\$ 30,693	5.4%	\$ 776,732	15.0%



Sunset Valley
TOP 30 COMPANIES RANK and CHANGE SUMMARY
Jul-22

Fiscal Year: Oct-Sep

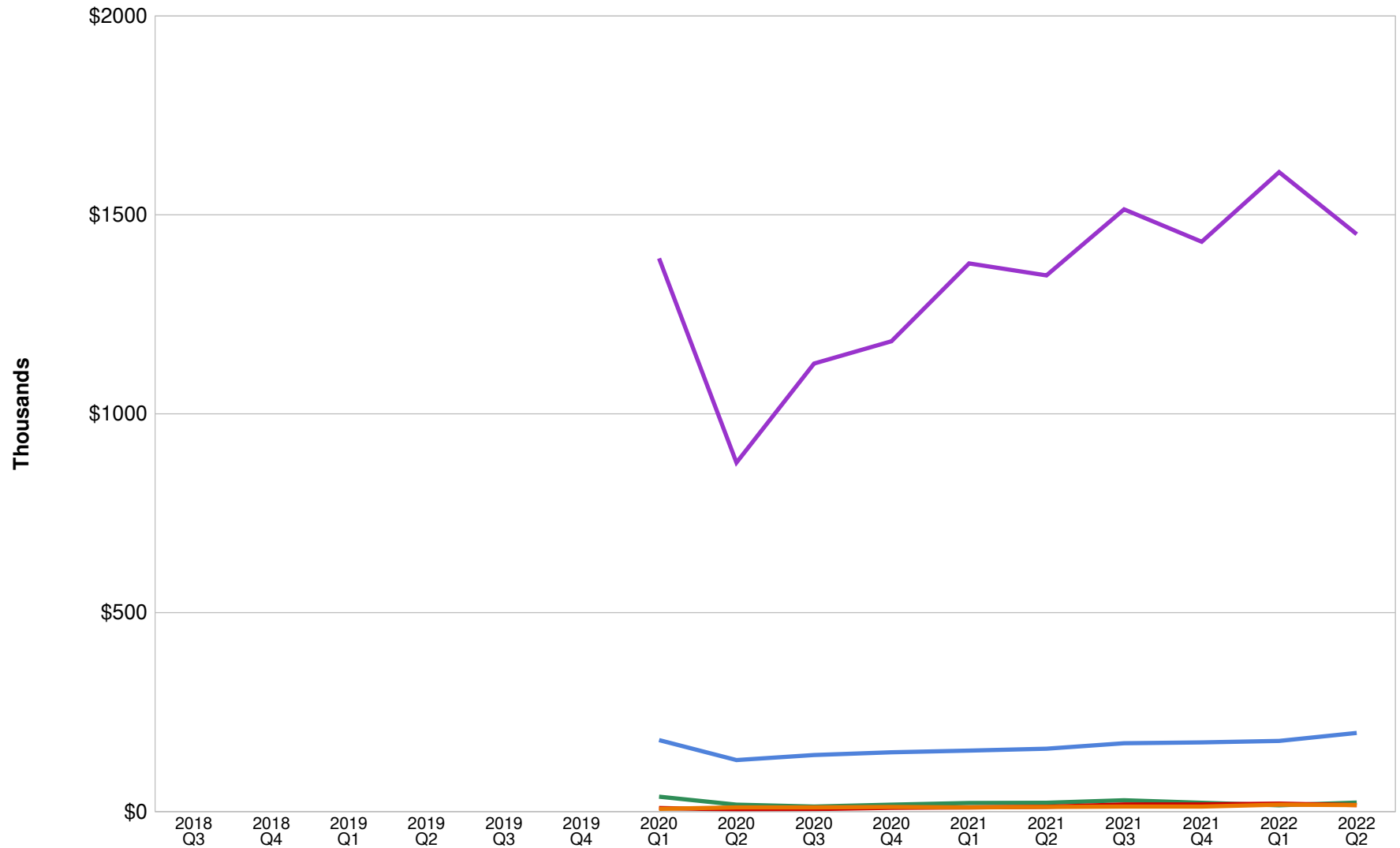
Rank*	Company	NAICS Key	Prior Fiscal YTD Sales Tax Collections	Current Fiscal YTD Sales Tax Collections	Change \$	Change %	Current Fiscal YTD % Total Collections
1	HOME DEPOT U.S.A., INC.	9					
2	ACADEMY, LTD.	9					
3	FINE WINES & SPIRITS OF NORTH TEXAS LLC	9					
4	NORDSTROM, INC.	9					
5	HOMEGOODS, INC.	9					
6	MARMAXX OPERATING CORP.	9					
7	KOHL'S ILLINOIS, INC.	9					
8	BED BATH & BEYOND, INC.	9					
9	ROSS DRESS FOR LESS, INC.	9					
10	PETSMART, INC.	9					
TOP 10 LARGE** COMPANIES			3,405,946	3,757,752	351,806	10.3%	62.0%
11	ULTA SALON, COSMETICS & FRAGRANCE, INC.	9					
12	MICHAELS STORES, INC.	9					
13	DSW SHOE WAREHOUSE, INC.	9					
14	COST PLUS OF TEXAS, INC.	9					
15	PETCO ANIMAL SUPPLIES STORES INC.	9					
16	OLD NAVY, LLC	9					
17	BURLINGTON COAT FACTORY OF TEXAS L.P.	9					
18	BARNES & NOBLE BOOKSELLERS, INC.	9					
19	CELLCO PARTNERSHIP DBA VERIZON WIRELESS	12					
20	TARKA HOLDINGS LLC	22					
21	BUY BUY BABY INC.	9					
22	SCHLOTZSKY'S TEXAS STORES LLC	22					
23	CHICAGO PIZZA & BREWERY, L.P.	22					
24	SEPHORA USA, INC.	9					
25	RARE HOSPITALITY INTERNATIONAL, INC.	22					
26	CHIPOTLE MEXICAN GRILL OF COLORADO, LLC	22					
27	FIVE BELOW INC.	9					
28	HAZA FOODS LLC.	22					
29	MIGHTY FINE ACQUISITION LLC	22					
30	HZ LM CASUAL FOODS LLC	22					
TOP 30 LARGE COMPANIES			4,514,378	5,159,869	645,491	14.3%	85.1%
TOP 100 LARGE COMPANIES			5,122,641	5,886,974	764,333	14.9%	97.1%
2,477 OTHER LARGE COMPANIES			96,207	102,058	5,852	6.1%	1.7%
SMALL COMPANIES & OTHER			47,824	65,646	17,822	37.3%	1.1%
SINGLE LOCAL TAX RATE COLLECTIONS (SLT)			3,340	5,708	2,367	70.9%	0.1%
TOTAL COLLECTIONS			5,270,012	6,060,387	790,375	15.0%	100.0%
STATE COMPTROLLER FEES			5,270,012	5,456,893	186,881	3.5%	90.0%
NET PAYMENTS				603,494	603,494	0.0%	10.0%

* Ranked by Total of Last Fiscal Year + Current Fiscal YTD

** Businesses whose detailed sales tax data is available

Sunset Valley

INDUSTRY SEGMENT SALES TAX TREND



— Retail Trade
— Lodging, Food Svcs
— Telecom
— Wholesale Trade
— Prof, Scientific, Tech Svcs

Sunset Valley INDUSTRY SEGMENT RANK & CHANGE

Jul-22

Fiscal Year: Oct-Sep

INDUSTRY SEGMENT*	% Total Current YTD Collections	Prior Fiscal YTD Sales Tax Collections	Current Fiscal YTD Sales Tax Collections	Change	
				\$	%
Retail Trade	83.4%	4,390,658	4,993,089	602,431	13.7%
Lodging, Food Svcs	10.3%	519,259	616,975	97,717	18.8%
Telecom	1.1%	69,845	68,574	(1,271)	-1.8%
Wholesale Trade	1.0%	37,411	58,814	21,403	57.2%
Prof, Scientific, Tech Svcs	0.9%	38,037	52,403	14,366	37.8%
Top 5	96.7%	5,055,209	5,789,855	734,646	14.5%
Manufacturing	0.8%	37,831	45,641	7,810	20.6%
Construction	0.7%	31,152	44,795	13,644	43.8%
Utilities	0.5%	29,045	30,480	1,435	4.9%
Recreation, Arts, Entmt	0.4%	21,814	26,441	4,627	21.2%
Admin, Support, Waste Mgmt	0.3%	14,999	16,298	1,299	8.7%
Information excl. Telecom	0.2%	6,931	12,577	5,646	81.5%
Other Services	0.2%	6,318	10,217	3,900	61.7%
Financial, Insurance	0.1%	8,970	7,136	(1,834)	-20.4%
Unidentified	0.1%	2,352	3,221	869	37.0%
Real Estate, Rental, Leasing	0.0%	1,535	1,778	243	15.9%
Transportation, Warehousing	0.0%	1,513	26	(1,487)	-98.3%
Health Care, Social Assistance	0.0%	307	142	(165)	-53.8%
Education Services	0.0%	376	126	(250)	-66.5%
Public Admin	0.0%	340	141	(199)	-58.5%
Company, Enterprise Mgmt	0.0%	154	159	5	3.1%
Ag, Forestry, Fishing, Hunting	0.0%	2	0	(2)	-91.1%
Mining, Oil/Gas Extr	0.0%				0.0%
All Other	3.3%	163,639	199,178	35,539	21.7%
TOTAL COLLECTIONS	100.0%	5,218,848	5,989,033	770,185	14.8%

INDUSTRY SEGMENT	% Change from same month Prior Year					
	Feb	Mar	Apr	May	Jun	Jul
Retail Trade	11.5%	19.4%	34.0%	-9.4%	11.5%	3.9%
Lodging, Food Svcs	18.5%	4.0%	35.2%	26.2%	16.1%	16.0%
Telecom	-40.9%	-9.3%	72.6%	-5.1%	-15.6%	-5.8%
Wholesale Trade	65.0%	86.4%	144.7%	52.2%	-31.3%	-24.1%
Prof, Scientific, Tech Svcs	31.0%	89.9%	58.4%	70.8%	-3.4%	45.3%
All Others	33.8%	23.8%	35.6%	16.1%	-5.7%	9.9%
TOTAL COLLECTIONS	12.3%	18.2%	35.5%	-4.5%	10.5%	5.2%

* Ranked by Current + Prior YTD Collections

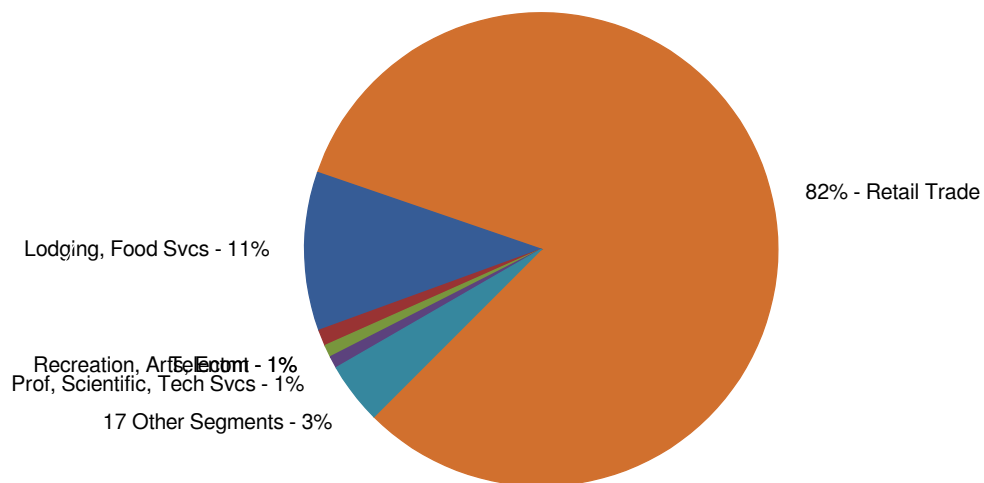
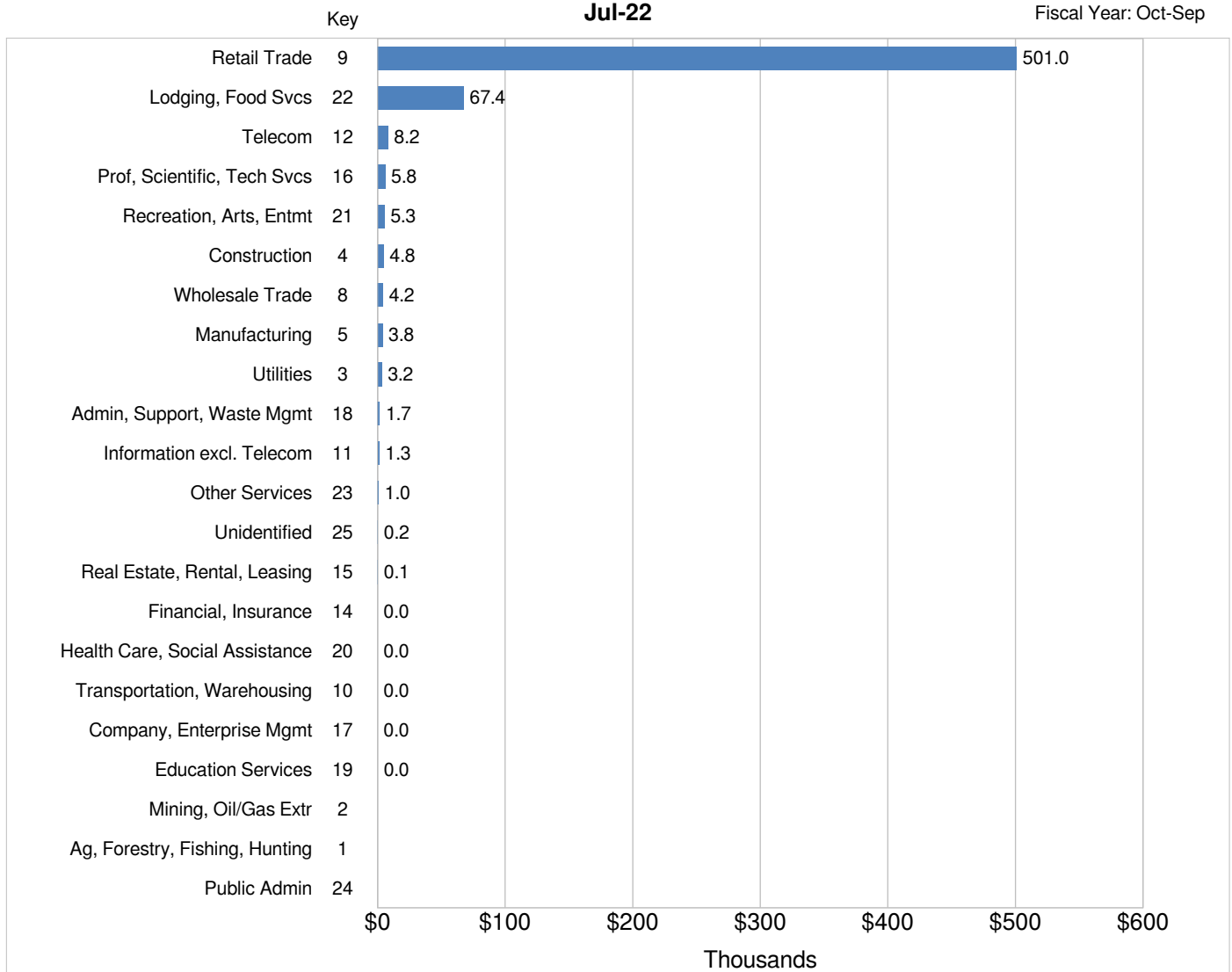
Sunset Valley

INDUSTRY SEGMENT SALES TAX RANK & DISTRIBUTION

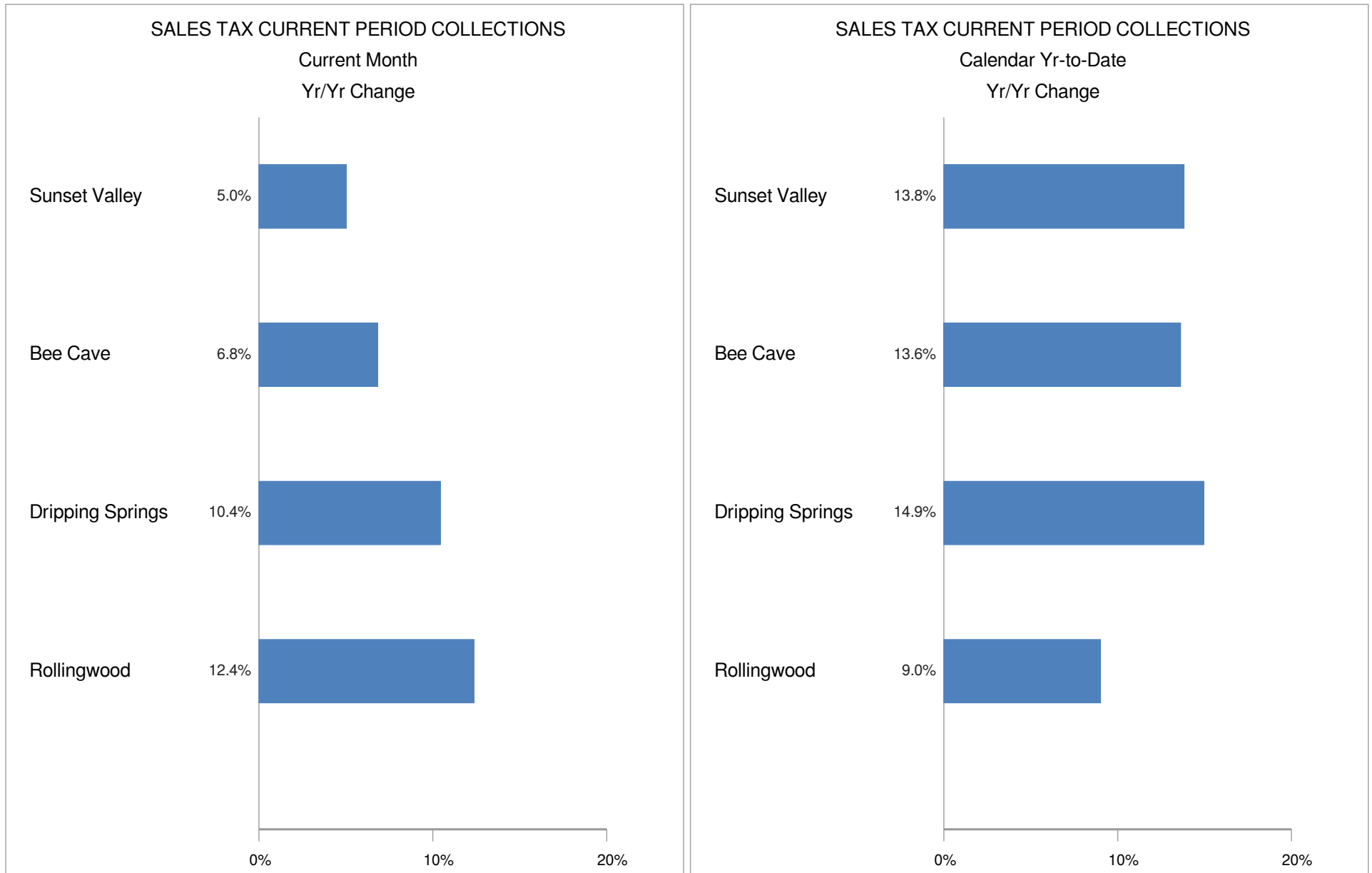
(Prior Fiscal Year + Current Fiscal Year-to-Date)

Jul-22

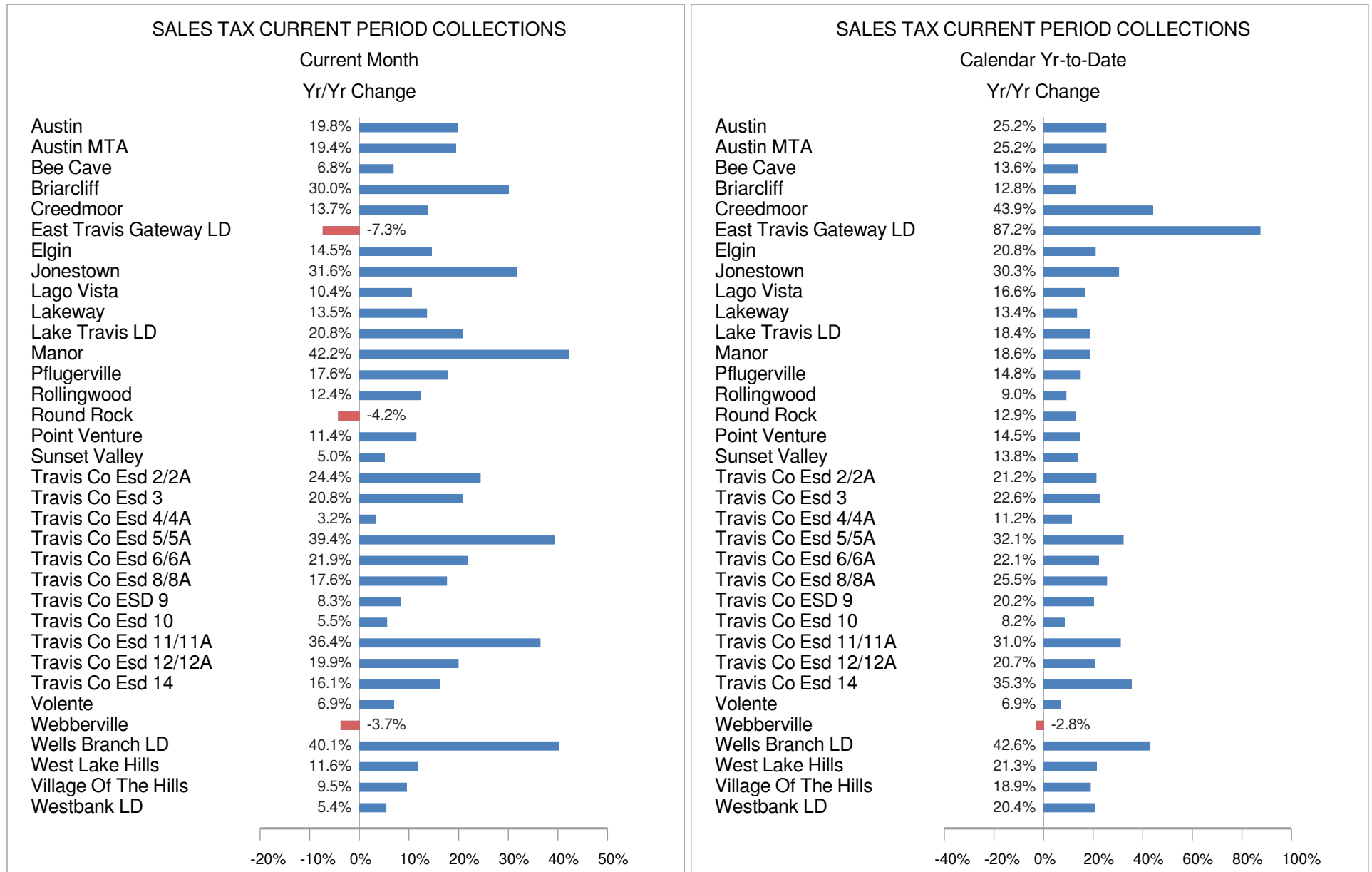
Fiscal Year: Oct-Sep



SALES TAX TREND
Sunset Valley - Comp
Jul-22



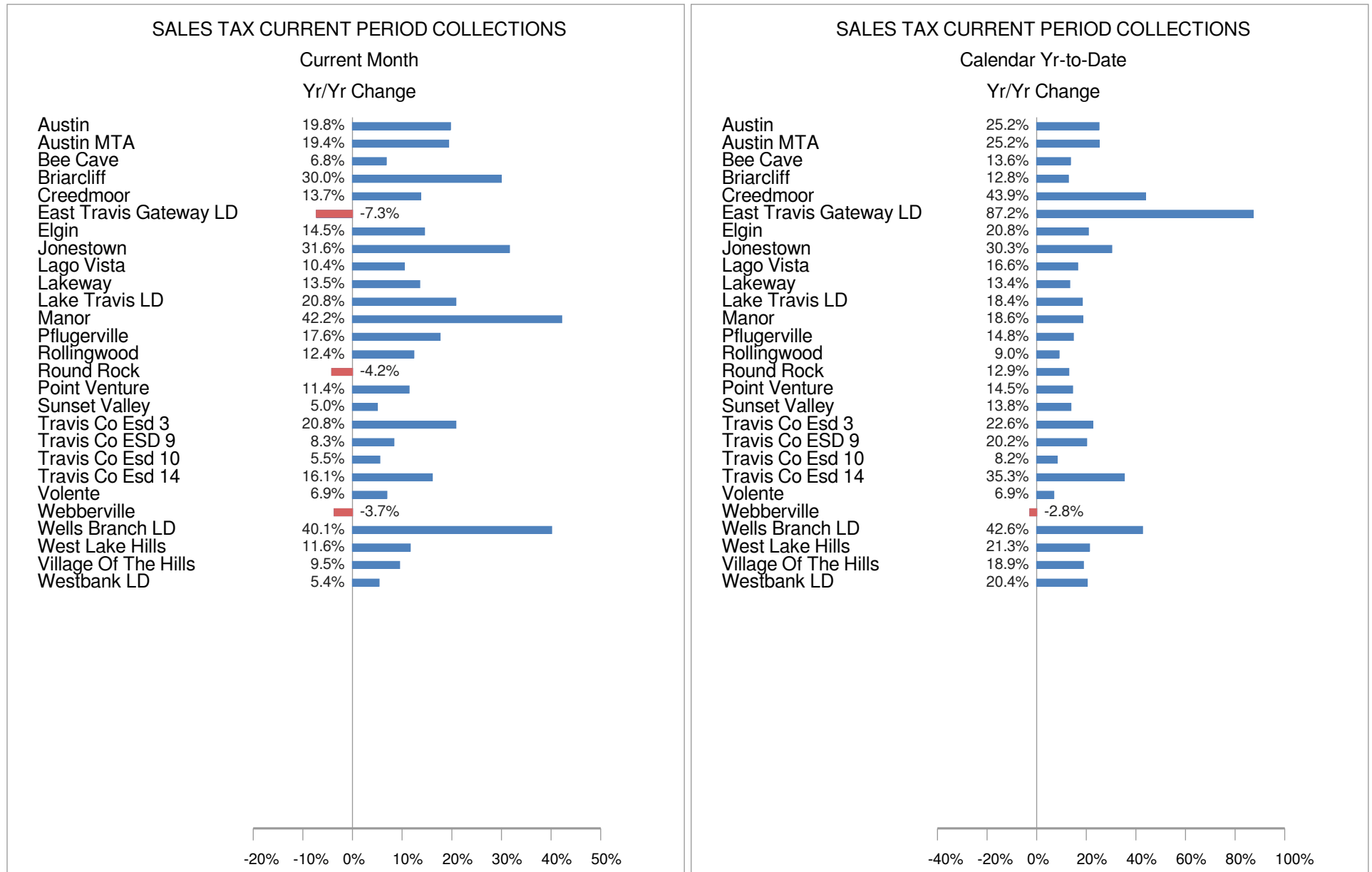
SALES TAX TREND TRAVIS COUNTY Jul-22



NAICS KEY

Code	Industry Segment
1	Ag, Forestry, Fishing, Hunting
2	Mining, Oil/Gas Extr
3	Utilities
4	Construction
5	Manufacturing
6	Included in Key No. 5
7	Included in Key No. 5
8	Wholesale Trade
9	Retail Trade
10	Transportation, Warehousing
11	Information excl. Telecom
12	Telecom
13	Included in Key No. 11
14	Financial, Insurance
15	Real Estate, Rental, Leasing
16	Prof, Scientific, Tech Svcs
17	Company, Enterprise Mgmt
18	Admin, Support, Waste Mgmt
19	Education Services
20	Health Care, Social Assistance
21	Recreation, Arts, Entmt
22	Lodging, Food Svcs
23	Other Services
24	Public Admin
25	Unidentified

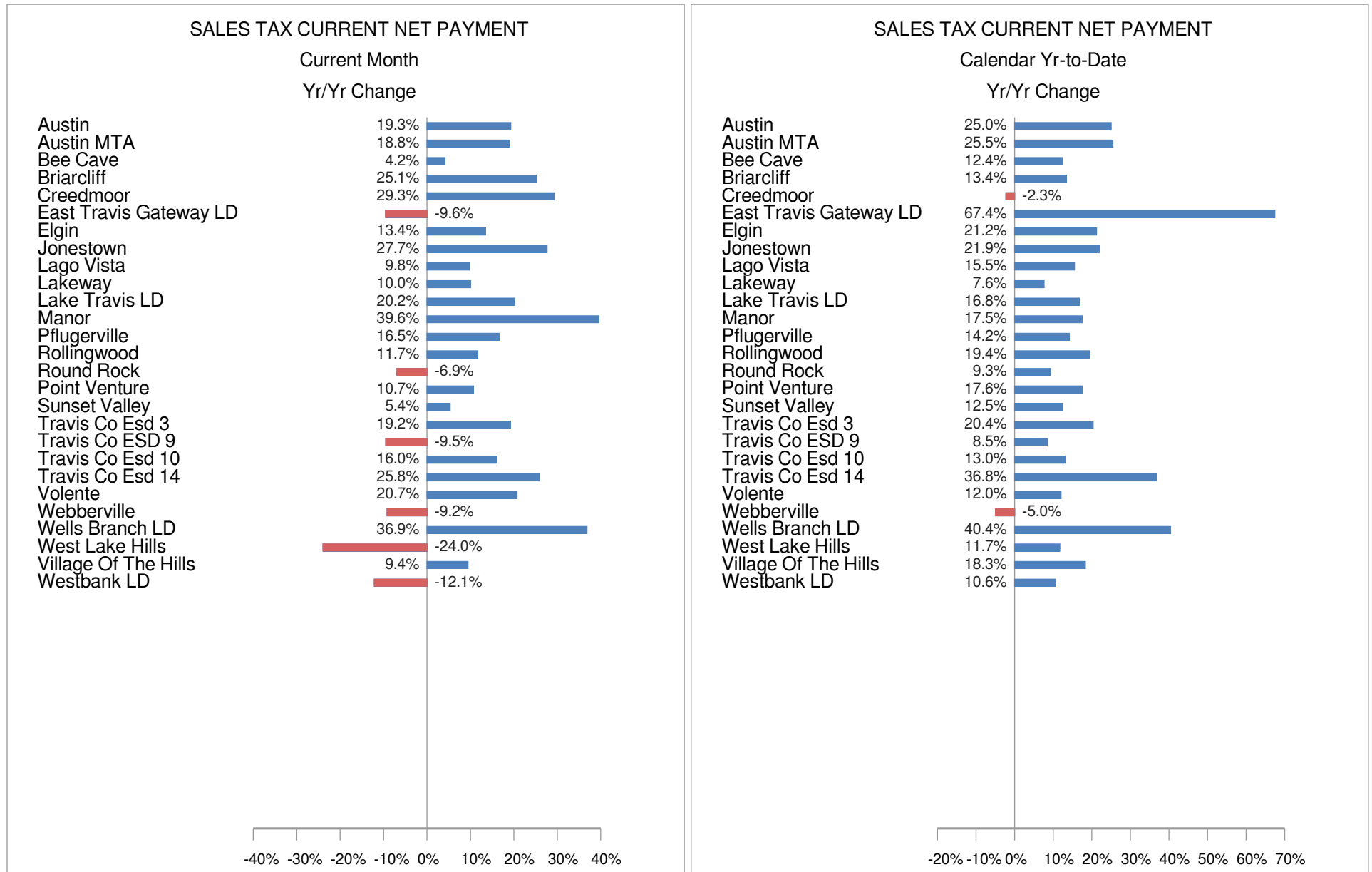
SALES TAX TREND TRAVIS COUNTY Jul-22



**SALES TAX REVENUE
TRAVIS COUNTY
Jul-22 - Current Period Collections**

Entity Name	Same Month Last Year	Current Month	YoY Chg \$	YoY Chg %	Prior YtD	Current YtD	YtD Chg \$	YtD Chg %
Austin	\$ 22,872,372.10	\$ 27,390,648.63	\$ 4,518,276.53	19.75%	\$ 148,483,881.73	\$ 185,857,804.76	\$ 37,373,923.03	25.17%
Austin MTA	\$ 25,423,165.11	\$ 30,346,608.36	\$ 4,923,443.25	19.37%	\$ 163,988,267.50	\$ 205,332,801.79	\$ 41,344,534.29	25.21%
Bee Cave	\$ 1,137,088.85	\$ 1,214,672.62	\$ 77,583.77	6.82%	\$ 7,360,235.18	\$ 8,362,282.98	\$ 1,002,047.80	13.61%
Briarcliff	\$ 11,085.32	\$ 14,409.81	\$ 3,324.49	29.99%	\$ 78,203.80	\$ 88,205.93	\$ 10,002.13	12.79%
Creedmoor	\$ 14,068.37	\$ 15,998.20	\$ 1,929.83	13.72%	\$ 85,817.45	\$ 123,484.62	\$ 37,667.17	43.89%
East Travis Gateway LD	\$ 212,246.71	\$ 196,806.60	\$ (15,440.11)	-7.27%	\$ 672,276.29	\$ 1,258,791.08	\$ 586,514.79	87.24%
Elgin	\$ 255,775.44	\$ 292,897.05	\$ 37,121.61	14.51%	\$ 1,660,062.40	\$ 2,006,091.13	\$ 346,028.73	20.84%
Jonestown	\$ 18,821.64	\$ 24,773.22	\$ 5,951.58	31.62%	\$ 122,438.86	\$ 159,509.61	\$ 37,070.75	30.28%
Lago Vista	\$ 78,083.10	\$ 86,235.07	\$ 8,151.97	10.44%	\$ 500,336.49	\$ 583,209.69	\$ 82,873.20	16.56%
Lakeway	\$ 445,464.02	\$ 505,751.37	\$ 60,287.35	13.53%	\$ 3,074,414.37	\$ 3,485,172.72	\$ 410,758.35	13.36%
Lake Travis LD	\$ 134,894.46	\$ 162,970.89	\$ 28,076.43	20.81%	\$ 907,253.89	\$ 1,074,192.29	\$ 166,938.40	18.40%
Manor	\$ 159,379.58	\$ 226,568.21	\$ 67,188.63	42.16%	\$ 1,135,709.78	\$ 1,346,832.09	\$ 211,122.31	18.59%
Pflugerville	\$ 1,826,413.80	\$ 2,148,431.41	\$ 322,017.61	17.63%	\$ 13,263,323.43	\$ 15,224,839.26	\$ 1,961,515.83	14.79%
Rollingwood	\$ 77,848.60	\$ 87,471.24	\$ 9,622.64	12.36%	\$ 543,810.66	\$ 592,804.12	\$ 48,993.46	9.01%
Round Rock	\$ 8,185,042.66	\$ 7,841,494.93	\$ (343,547.73)	-4.20%	\$ 57,668,601.50	\$ 65,130,510.71	\$ 7,461,909.21	12.94%
Point Venture	\$ 8,757.50	\$ 9,757.50	\$ 1,000.00	11.42%	\$ 47,153.06	\$ 53,994.36	\$ 6,841.30	14.51%
Sunset Valley	\$ 573,978.23	\$ 602,760.80	\$ 28,782.57	5.01%	\$ 3,715,869.39	\$ 4,229,399.78	\$ 513,530.39	13.82%
Travis Co Esd 3	\$ 437,830.73	\$ 529,016.56	\$ 91,185.83	20.83%	\$ 2,596,825.59	\$ 3,183,525.59	\$ 586,700.00	22.59%
Travis Co ESD 9	\$ 156,467.05	\$ 169,487.85	\$ 13,020.80	8.32%	\$ 1,011,260.58	\$ 1,215,156.85	\$ 203,896.27	20.16%
Travis Co Esd 10	\$ 81,358.28	\$ 85,837.25	\$ 4,478.97	5.51%	\$ 549,928.12	\$ 595,271.97	\$ 45,343.85	8.25%
Travis Co Esd 14	\$ 97,284.02	\$ 112,904.95	\$ 15,620.93	16.06%	\$ 551,957.73	\$ 746,785.78	\$ 194,828.05	35.30%
Volente	\$ 29,740.00	\$ 31,797.43	\$ 2,057.43	6.92%	\$ 121,077.07	\$ 129,445.83	\$ 8,368.76	6.91%
Webberville	\$ 9,991.42	\$ 9,623.95	\$ (367.47)	-3.68%	\$ 78,045.25	\$ 75,894.91	\$ (2,150.34)	-2.76%
Wells Branch LD	\$ 128,394.95	\$ 179,902.88	\$ 51,507.93	40.12%	\$ 793,036.81	\$ 1,131,265.19	\$ 338,228.38	42.65%
West Lake Hills	\$ 289,080.96	\$ 322,737.01	\$ 33,656.05	11.64%	\$ 1,890,762.45	\$ 2,293,277.19	\$ 402,514.74	21.29%
Village Of The Hills	\$ 23,288.85	\$ 25,501.83	\$ 2,212.98	9.50%	\$ 152,335.06	\$ 181,094.15	\$ 28,759.09	18.88%
Westbank LD	\$ 245,246.46	\$ 258,394.64	\$ 13,148.18	5.36%	\$ 1,624,850.36	\$ 1,955,516.56	\$ 330,666.20	20.35%

SALES TAX TREND TRAVIS COUNTY Jul-22



SALES TAX REVENUE
TRAVIS COUNTY
Jul-22 - Net Payments

Entity Name	Same Month Last Year	Current Month	YoY Chg \$	YoY Chg %	Prior YtD	Current YtD	YtD Chg \$	YtD Chg %
Austin	\$ 23,319,605.65	\$ 27,821,065.22	\$ 4,501,459.57	19.30%	\$ 150,810,517.10	\$ 188,580,631.34	\$ 37,770,114.24	25.04%
Austin MTA	\$ 25,875,152.41	\$ 30,752,324.28	\$ 4,877,171.87	18.85%	\$ 166,647,243.59	\$ 209,116,437.76	\$ 42,469,194.17	25.48%
Bee Cave	\$ 1,165,456.67	\$ 1,213,842.19	\$ 48,385.52	4.15%	\$ 7,439,124.65	\$ 8,363,042.64	\$ 923,917.99	12.42%
Briarcliff	\$ 11,445.66	\$ 14,321.56	\$ 2,875.90	25.13%	\$ 79,232.58	\$ 89,839.19	\$ 10,606.61	13.39%
Creedmoor	\$ 12,563.47	\$ 16,240.44	\$ 3,676.97	29.27%	\$ 136,801.56	\$ 133,698.78	\$ (3,102.78)	-2.27%
East Travis Gateway LD	\$ 218,463.03	\$ 197,584.57	\$ (20,878.46)	-9.56%	\$ 768,178.41	\$ 1,286,254.58	\$ 518,076.17	67.44%
Elgin	\$ 257,798.15	\$ 292,446.72	\$ 34,648.57	13.44%	\$ 1,675,545.17	\$ 2,031,447.68	\$ 355,902.51	21.24%
Jonestown	\$ 19,050.65	\$ 24,319.63	\$ 5,268.98	27.66%	\$ 131,496.69	\$ 160,340.16	\$ 28,843.47	21.93%
Lago Vista	\$ 78,705.61	\$ 86,384.60	\$ 7,678.99	9.76%	\$ 509,415.13	\$ 588,572.87	\$ 79,157.74	15.54%
Lakeway	\$ 460,542.38	\$ 506,607.06	\$ 46,064.68	10.00%	\$ 3,280,860.04	\$ 3,531,236.58	\$ 250,376.54	7.63%
Lake Travis LD	\$ 140,018.59	\$ 168,289.62	\$ 28,271.03	20.19%	\$ 952,909.90	\$ 1,112,870.53	\$ 159,960.63	16.79%
Manor	\$ 161,382.19	\$ 225,308.00	\$ 63,925.81	39.61%	\$ 1,143,070.24	\$ 1,343,370.97	\$ 200,300.73	17.52%
Pflugerville	\$ 1,849,889.80	\$ 2,155,918.99	\$ 306,029.19	16.54%	\$ 13,480,165.34	\$ 15,394,961.67	\$ 1,914,796.33	14.20%
Rollingwood	\$ 77,604.82	\$ 86,675.43	\$ 9,070.61	11.69%	\$ 528,955.58	\$ 631,807.69	\$ 102,852.11	19.44%
Round Rock	\$ 8,296,396.65	\$ 7,723,281.00	\$ (573,115.65)	-6.91%	\$ 57,407,125.68	\$ 62,757,327.67	\$ 5,350,201.99	9.32%
Point Venture	\$ 8,762.87	\$ 9,702.90	\$ 940.03	10.73%	\$ 47,811.32	\$ 56,207.08	\$ 8,395.76	17.56%
Sunset Valley	\$ 572,800.71	\$ 603,493.76	\$ 30,693.05	5.36%	\$ 3,754,408.36	\$ 4,224,895.85	\$ 470,487.49	12.53%
Travis Co Esd 3	\$ 446,387.81	\$ 532,030.16	\$ 85,642.35	19.19%	\$ 2,687,443.92	\$ 3,234,681.03	\$ 547,237.11	20.36%
Travis Co ESD 9	\$ 186,783.36	\$ 169,073.35	\$ (17,710.01)	-9.48%	\$ 1,147,160.78	\$ 1,244,673.32	\$ 97,512.54	8.50%
Travis Co Esd 10	\$ 76,790.20	\$ 89,114.21	\$ 12,324.01	16.05%	\$ 530,912.57	\$ 600,178.59	\$ 69,266.02	13.05%
Travis Co Esd 14	\$ 96,637.74	\$ 121,575.00	\$ 24,937.26	25.80%	\$ 566,029.33	\$ 774,346.61	\$ 208,317.28	36.80%
Volente	\$ 29,692.55	\$ 35,847.04	\$ 6,154.49	20.73%	\$ 124,450.99	\$ 139,400.15	\$ 14,949.16	12.01%
Webberville	\$ 10,673.78	\$ 9,691.55	\$ (982.23)	-9.20%	\$ 84,108.92	\$ 79,927.82	\$ (4,181.10)	-4.97%
Wells Branch LD	\$ 131,162.19	\$ 179,516.48	\$ 48,354.29	36.87%	\$ 816,320.72	\$ 1,146,150.13	\$ 329,829.41	40.40%
West Lake Hills	\$ 301,549.24	\$ 229,301.76	\$ (72,247.48)	-23.96%	\$ 1,951,762.78	\$ 2,180,870.89	\$ 229,108.11	11.74%
Village Of The Hills	\$ 23,316.50	\$ 25,516.26	\$ 2,199.76	9.43%	\$ 152,283.64	\$ 180,154.65	\$ 27,871.01	18.30%
Westbank LD	\$ 259,567.90	\$ 228,071.83	\$ (31,496.07)	-12.13%	\$ 1,750,276.23	\$ 1,935,250.79	\$ 184,974.56	10.57%



APPENDICES



APPENDIX A – PROFORMAS OF FUNDS IMPACTED BY THE CIP

GENERAL FUND						
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	FY 23 Proposed Budget
Revenues	5,398,497	5,486,381	4,937,322	5,578,067	4,928,731	5,809,884
Expenses	4,875,304	4,617,728	3,612,352	3,705,547	3,482,888	5,809,884
Revenues Less Expenses	523,193	868,653	1,324,970	1,872,520	1,445,843	0
PROFORMA						
	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Beginning Balance	\$ 8,973,000	\$ 8,958,659	\$ 8,724,175	\$ 8,209,545	\$ 7,694,770	\$ 7,179,846
Anticipated Revenues						
Revenue Per Year (Assumes growth of 1%)	\$ 5,795,543	\$ 5,853,498	\$ 5,912,033	\$ 5,971,154	\$ 6,030,865	\$ 6,091,174
Anticipated Expenditures						
Operating (Assumes a 1% growth)	\$ 5,809,884	\$ 5,867,983	\$ 5,926,663	\$ 5,985,929	\$ 6,045,789	\$ 6,106,246
Capital	\$ -	\$ 220,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Potential Investment/Projects		Burger Center Trail	Parks and Open Space	Parks and Open Space	Parks and Open Space	Parks and Open Space
Balance						
Closing Balance	\$ 8,958,659	\$ 8,724,175	\$ 8,209,545	\$ 7,694,770	\$ 7,179,846	\$ 6,664,774

UTILITY FUND						
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	FY23 Proposed Budget
Revenues	1,861,032	1,948,923	996,971	1,469,133	656,236	2,635,974
Expenses	1,762,714	1,533,455	1,446,844	1,499,991	2,002,723	2,634,007
Revenues Less Expenses	98,318	415,468	(449,872)	(30,858)	(1,346,487)	1,967
PROFORMA						
	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Beginning Balance	4,185,900	3,717,867	3,289,854	3,291,860	3,093,887	3,095,934
Anticipated Revenues						
Revenue Per Year (Assumes growth of 1%)	2,165,974	2,187,634	2,209,510	2,231,605	2,253,921	2,276,460
Anticipated Expenditures						
<i>Operating (Assumes a 1% growth)</i>	2,164,007	2,185,647	2,207,504	2,229,579	2,251,874	2,274,393
<i>Capital</i>	470,000	430,000		200,000		
Potential Investment/Projects	CIP List - Stearns, County White, AISD Master Meter, Home Depot vault	Country White Water Line		Commercial AMR		
Balance						
Closing Balance	3,717,867	3,289,854	3,291,860	3,093,887	3,095,934	3,098,001

STREETS						
Expand All	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	FY 23 Proposed Budget
Revenues	\$907,948	\$951,733	\$810,343	\$858,113	\$805,348	\$1,750,925
Expenses	104,523	83,516	285,405	97,618	654,875	1,001,819
Revenues Less Expenses	\$803,424	\$868,217	\$524,938	\$760,494	\$150,473	\$749,105
PROFORMA						
	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Beginning Balance	\$ 7,807,700	\$ 7,671,806	7379393.06	8028556.091	8685360.752	9349883.459
Anticipated Revenues						
Revenue Per Year (Assumes growth of 1%)	980,925	990,734	1,000,642	1,010,648	1,020,754	1,030,962
Anticipated Expenditures						
<i>Operating (Assumes a 1% growth)</i>	231,819	234,137	236,479	238,843	241,232	243,644
<i>Capital</i>	885,000	1,049,010	115,000	115,000	115,000	115,000
Potential Investment/Projects	ERW/Home Depot & ERW Bridge	Street Maintenance Plan & Other Street CIP Projects	Street Maintenance Plan	Street Maintenance Plan	Street Maintenance Plan	Street Maintenance Plan
Balance						
Closing Balance	\$ 7,671,806	\$ 7,379,393	\$ 8,028,556	\$ 8,685,361	\$ 9,349,883	\$ 10,022,201



APPENDIX B – SALARY COSTS PER EMPLOYEE

				2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023	2022-2023
Position Name*	Funds	Departments	Incumbent Name	Salary	Overtime	Longevity	Education	Licensing	Shift Differential	Bilingual	Cell Phone Allowance	TMRS Retirement	Medicare	FICA	TWC	Worker's Comp	Dental Insurance	Medical Insurance	Vision Insurance	AD&D Insurance	Long Term Disability	Short Term Disability	Total Budgeted \$	
Records, Property, & Evidence Tech	01	02	Neubauer, Shanna	\$ 62,074	\$ 3,104	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,651	\$ 951	\$ -	\$ 240	\$ 2,315	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 85,147	
Patrol Officer	01	02	Milne, Adam	\$ 56,030	\$ 2,802	\$ -	\$ 600	\$ -	\$ 1,200	\$ -	\$ -	\$ 7,076	\$ 879	\$ -	\$ 240	\$ 2,090	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 79,345	
Lieutenant	01	02	Early, Tyler	\$ 98,994	\$ -	\$ 576	\$ -	\$ 1,200	\$ -	\$ -	\$ 360	\$ 11,802	\$ 1,466	\$ -	\$ 240	\$ 3,692	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 129,159	
Assistant City Administrator	01	01	Lingafelter, Matt	\$ 95,187	\$ -	\$ 544	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ 11,277	\$ 1,401	\$ -	\$ 240	\$ 428	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 118,406	
Reserve Officers	19	19	Various	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,501	\$ 435	\$ 1,860	\$ 240	\$ 1,119	\$ 421	\$ -	\$ 82	\$ 47	\$ 312	\$ 240	\$ 38,257	
Ground Maintenance Supervisor	14	14	Cantu, Sam	\$ 68,120	\$ 3,406	\$ 950	\$ -	\$ 600	\$ -	\$ 600	\$ 360	\$ 8,640	\$ 1,074	\$ -	\$ 240	\$ 2,868	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 95,286	
Patrol Officer	01	02	Open	\$ 53,630	\$ 2,682	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 6,712	\$ 834	\$ -	\$ 240	\$ 2,000	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 78,126	
Utilities Supervisor	18	18	Sandoval, Rolando	\$ 59,800	\$ 2,990	\$ -	\$ -	\$ 3,600	\$ -	\$ 600	\$ 360	\$ 7,860	\$ 977	\$ -	\$ 240	\$ 3,403	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 88,258	
Maintenance Tech 1	25	25	Jordan Thompson	\$ 36,712	\$ 1,836	\$ -	\$ -	\$ 2,400	\$ -	\$ 600	\$ 360	\$ 4,891	\$ 608	\$ -	\$ 240	\$ 2,089	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 60,563	
Code/Trails Enforcer	19	19	Brownlow, James	\$ 36,420	\$ 1,821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 554	\$ 2,371	\$ 240	\$ -	\$ 421	\$ -	\$ 82	\$ 47	\$ 312	\$ 240	\$ 42,509	
Administrative Assistant	01	03	Marquez, Melissa	\$ 56,285	\$ 2,814	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ 6,967	\$ 866	\$ -	\$ 240	\$ 253	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 78,854	
City Accountant	01	01	Sorahan, Kyle	\$ 77,250	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 360	\$ 9,127	\$ 1,134	\$ -	\$ 240	\$ 348	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 99,887	
Patrol Officer	01	02	Strong, Charles	\$ 65,630	\$ 3,282	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ 8,182	\$ 1,017	\$ -	\$ 240	\$ 2,448	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 90,427	
PW Superintendent	25	25	Burns, Dakota	\$ 69,000	\$ -	\$ -	\$ -	\$ 2,400	\$ -	\$ -	\$ 360	\$ 8,374	\$ 1,041	\$ -	\$ 240	\$ 2,905	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 92,748	
Public Works Director	25	25	Meredith, Carolyn	\$ 95,000	\$ -	\$ 950	\$ 900	\$ 3,000	\$ -	\$ 600	\$ 360	\$ 11,765	\$ 1,462	\$ -	\$ 240	\$ 4,000	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 129,104	
Patrol Officer	01	02	LeBlanc, Brandon	\$ 56,030	\$ 2,802	\$ -	\$ -	\$ -	\$ 1,200	\$ 600	\$ -	\$ 7,076	\$ 879	\$ -	\$ 240	\$ 2,090	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 79,345	
Community Vitality Coordinator	01	01	Ramirez, Danielle	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	\$ 7,628	\$ 948	\$ -	\$ 240	\$ 293	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 82,896	
Maintenance Tech 1	25	25	Michael Jimenez	\$ 36,712	\$ 1,836	\$ -	\$ 600	\$ 2,400	\$ -	\$ -	\$ 360	\$ 4,891	\$ 608	\$ -	\$ 240	\$ 2,089	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 60,563	
Patrol Officer	01	02	Open	\$ 60,830	\$ 3,042	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ 7,734	\$ 961	\$ -	\$ 240	\$ 2,269	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 88,304	
Municipal Judge	01	03	Johnson, Kent	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189	\$ 806	\$ 240	\$ -	\$ 421	\$ -	\$ 82	\$ 47	\$ 312	\$ 240	\$ 15,337	
Maintenance Tech 1	25	25	Moore, Duncan	\$ 36,712	\$ 1,836	\$ -	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ 4,779	\$ 594	\$ -	\$ 240	\$ 2,089	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 57,078	
Maintenance Tech 1	25	25	Rodriguez, Zach	\$ 36,712	\$ 1,836	\$ -	\$ -	\$ 2,400	\$ -	\$ 600	\$ 360	\$ 4,891	\$ 608	\$ -	\$ 240	\$ 2,089	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 58,163	
City Administrator	01	01	Carrillo, Sylvia	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,672	\$ 2,320	\$ -	\$ 240	\$ 720	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 192,781	
Patrol Officer	01	02	Jaime, Rigoberto	\$ 56,030	\$ 2,802	\$ -	\$ -	\$ -	\$ 1,200	\$ 600	\$ -	\$ 7,076	\$ 879	\$ -	\$ 240	\$ 2,090	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 81,745	
Patrol Officer	01	02	Laws, Kristofer	\$ 56,030	\$ 2,802	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 7,006	\$ 870	\$ -	\$ 240	\$ 2,090	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 78,666	
Patrol Officer	01	02	Saucedo, Luis	\$ 75,230	\$ 3,762	\$ 720	\$ -	\$ 1,200	\$ -	\$ 600	\$ -	\$ 9,512	\$ 1,182	\$ -	\$ 240	\$ 2,806	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 103,681	
Sergeant	19	19	Gill, Crystal	\$ 73,900	\$ 3,695	\$ 336	\$ -	\$ 600	\$ -	\$ -	\$ 360	\$ 9,207	\$ 1,144	\$ -	\$ 240	\$ 2,756	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 103,067	
Police Chief	01	02	Carter, Lenn	\$ 128,720	\$ -	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ 360	\$ 15,169	\$ 1,885	\$ -	\$ 240	\$ 4,801	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 162,903	
Accounting Clerk	02	06	Lori Comstock	\$ 53,560	\$ 2,678	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,563	\$ 815	\$ -	\$ 240	\$ 241	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 74,926	
Sergeant	19	19	Eller, Robert	\$ 73,900	\$ 3,695	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ 360	\$ 9,167	\$ 1,139	\$ -	\$ 240	\$ 2,756	\$ 421	\$ 9,727	\$ 82	\$ 47	\$ 312	\$ 240	\$ 102,687	
Detective	19	19	Stern, Robert	\$ 90,700	\$ 4,535	\$ 672	\$ -	\$ 1,200	\$ -	\$ -	\$ 360	\$ 11,374	\$ 1,413	\$ -	\$ 240	\$ 3,383	\$ 421	\$ 7,327	\$ 82	\$ 47	\$ 312	\$ 240	\$ 122,306	



APPENDIX C- FINANCIAL POLICIES



The City of Sunset Valley Financial Policies

City Council Approved
April 16, 2013

FP105 – Amended 5-21-2013
FP105 – Amended 8-20-2013
FP201 – Amended 4-19-2016
FP207 – Amended 4-19-2016
FP201 – Amended 4-18-2017
FP207 – Amended 4-18-2017
FP105 – Amended 2-06-2018
FP103 – Amended 4-16-2019
FP105 – Amended 4-16-2019
FP317 – Amended 4-16-2019
FP103 – Amended 5-21-2019
FP105 – Amended 8-26-2020
FP103 – Amended 8-26-2020

Table of Contents

<i>Policy No.</i>	<i>Description</i>	<i>Page</i>
FP 101	Purchasing Code of Ethics	1 - 2
FP 103	General Financial Guidelines	3 - 4
FP 105	Budget Planning and Management	5 - 12
FP 107	Control of Revenue by City Department	13-16
FP 201	Competitive Bidding and Non Bid Purchases	17 - 29
FP 203	Interlocal Agreements	30 - 32
FP 205	Local Purchasing Programs	33 - 34
FP 207	Purchase Authorization	35 -40
FP 209	Purchase Orders	41 - 43

<i>Policy No.</i>	<i>Description</i>	<i>Page</i>
FP 301	Accounts Payable	44 - 47
FP 303	City Vehicle Use for Travel/Training	48 - 49
FP 307	Corporate Cards	50 - 51
FP 309	Inventory of Equipment & Disposition	52 - 53
FP 311	Receiving Fixed Assets/High Theft Items	54 - 55
FP 313	Signatory Authority	56 - 57
FP 315	Travel Expense Reimbursement	58 - 61
FP 317	General Fund Reserve Fund Policy	62 - 63
FP 319	Self Funding Policy	64 - 67

Purchasing Code of Ethics

Policy Reference: FP101
Effective Date: April 16, 2013

A. Statement of Purchasing Policy

It is the policy of the City of Sunset Valley to conduct all municipal purchasing activities with the highest ethical standards and to ensure that there are no conflicts of interest or perceived conflicts of interest by city staff or elected officials.

To achieve the purpose of this Article, it is essential that those doing business with the City of Sunset Valley observe the ethical standards prescribed here.

B. General Ethical Standards

1. There shall be no attempt to realize personal gain through public procurement with the City of Sunset Valley by any employee or elected official.
2. There shall be no attempt to influence any employee or elected official of the City of Sunset Valley to breach the standards of ethical conduct set forth in this code.
3. No employee or elected official of the City of Sunset Valley shall participate directly or indirectly in a procurement when the employee or elected official knows that:
 - a. the employee or elected official or any member of the employee's or elected official's immediate family has a financial interest pertaining to the procurement; or
 - b. business or organization in which the employee or elected official, or any member of the employee's or elected official's immediate family has a financial interest pertaining to the procurement; or
 - c. any other person, business or organization with whom the employee or elected official or any member of the employee's or elected official's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

4. Gratuities

Employees or former employees of the City of Sunset Valley shall not solicit, demand, accept or agree to accept a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other

advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

5. Kickbacks

No payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Sunset Valley, or any person associated therewith, as an inducement for the award of a subcontract or order.

6. No employee or elected official or former employee of the City of Sunset Valley shall use confidential information for actual or anticipated personal gain.

Adopted: November 8, 2000

Amended: April 16, 2013

General Financial Guidelines

Policy Reference: FP103
Effective Date: August 6, 2020

Introduction

These policies and procedures shall reinforce fiscal planning and management of the City of Sunset Valley's resources.

Overall Goals

The financial goals of the City of Sunset Valley are designed to ensure the City's sound financial condition, flexibility, and best Accounting and Management practices, at all times.

1. **Sound Financial Condition** may be defined as:
 - ✓ Cash Solvency – The ability to pay bills.
 - ✓ Budgetary Solvency – The ability to annually balance the budget.
 - ✓ Long Term Solvency – The ability to pay future costs.
 - ✓ Resiliency – The ability to sustain needed and desired services into the future.
2. **Elasticity** is a goal that ensures the City of Sunset Valley is in a position to react and respond to changes in the economy and new service challenges without measurable financial hardship.
3. **Adherence to Best Accounting and Management Practices** in conformance with generally accepted accounting procedures as applied to governmental units.

Financial Principles

1. A balanced budget should be prepared annually by the Mayor and forwarded to the City Council for consideration and or approval.
2. Ongoing operating costs should be funded by ongoing revenue sources. This protects the City of Sunset Valley from fluctuating service levels and avoids concern when one-time revenues are reduced or removed. In addition:
 - Federal grants should not support essential City of Sunset Valley services. Federal grant monies should be tied to programs and services with the understanding that those services delivered with grant funding may be revised and altered based on grant funding availability.

- New operating costs associated with capital projects and capital equipment purchases should be funded through the operating budget each year.
 - Maintain general government fund balances equal to 100% of actual average revenue for the preceding 5 years.
 - Cash Reserve Funds in the Utility Fund should equal to three (3) months of operating expenditures for all operating funds.
3. Department Heads are responsible for managing their departmental budgets.
 4. All contracts and agreements for the on-going provisions of goods or services that are for an account of not less than \$10,000 annually shall reviewed every three (3) years through issuance of a Request for Proposal or Request for Qualifications. Such agreements for a term of up to five (5) years at fixed prices or rates shall be similarly reviewed not less frequently than 5 years.
 5. Replacement of City vehicles should be funded through the Equipment Replacement Fund.
 6. Investment practices should be in accordance with the City's Investment Policy. The Investment Policy should be reviewed annually.
 7. Operating, Personnel, Capital, and Repair/Replacement costs should be charged to the Utility Fund and funded in accordance with an annual determination made by the City Council.
 8. The City of Sunset Valley should maintain financial guidelines that provide the ability to achieve the highest bond rating possible.

Adopted: April 6, 1999
 Amended: November 8, 2000
 Amended: April 17, 2012
 Amended: April 16, 2013
 Amended: April 16, 2019
 Amended: May 21, 2019
 Amended: August 6, 2020

Budget Planning & Management

Policy Reference: FP105

Intent: To establish a process for submittal, review and management of the annual City budget.

A. General Provisions

Sunset Valley is a General Law, Type A City, under the statutes of the Local Government Code. The Mayor is charged with the duty of filing a balanced budget not later than August 12th of each fiscal year.

B. Purpose

The purpose of the City's budget is to set priorities based on available resources, authorizing the types and levels of service that are offered during the next fiscal year, to provide for a level of expenditures that are to be made for each Department, and to control expenditures.

Priorities include:

- Utilities
- Infrastructure
- Maintaining city assets
- Minimizing the cost to the citizens of Sunset Valley for services

C. Budget Related Goals with Policies

1. Keep the City in a fiscally stable position in both the short and long term.

- a. Ongoing operations shall be funded from ongoing revenues.
- b. All operating revenues and expenditures shall be monitored monthly and reviewed by Budget & Finance.
- c. Revenues should be conservatively projected, and expenditures budgeted at 97% to help ensure budget solvency.
- d. The City shall not adopt any new City services until a cost of service is reviewed and the service has adequate funding made available.
- e. A Long Range Financial Plan shall be established and updated annually during the budget process.

- f. The proposed budget will include a comparison of the operating ratios and revenue targets that are included in the Long Range Financial Plan.

2. Maintain sufficient financial liquidity to meet normal operating and contingency obligations.

- a. Maintain general governmental fund balances equal to 100% of actual average revenue for the preceding 5 years.
- b. Maintain enterprise (Utility Fund) fund balances equal to three (3) months of operating expenditures for all operating funds.
- c. Fund balances should be maintained to meet a target level of 90 days of operating expenses necessary to meet operating, capital, and contingency requirements.

3. Operate utilities in a responsive and fiscally sound manner.

- a. Utility rates shall be reviewed annually and adjusted, if necessary, to reflect construction goals, maintain bond payments, and avoid large increases at one time.
- b. The cost of utility contractual services which the City has no control over, shall be passed through to residential and commercial users in a manner consistent with Council direction.
- c. Excess fund balances shall be used to off-set rate increases where possible with any remaining balances being used for approved capital purposes.

4. Maintain and meet infrastructure and capital needs.

- a. When capital funding decisions are made, priority shall be given to maintaining existing capital assets over the acquisition or construction of new facilities.
- b. The City shall review its Capital Improvements Plan annually to identify cost increases and major maintenance projects for funding strategies.
- c. Prior to undertaking a capital project, all ongoing operational and maintenance costs shall be identified and included as part of the policy discussion.

5. The City shall maximize county, state, and federal grants, loan programs, and other governmental sources for capital needs when it is consistent with City plans and policies. Certificates of Obligation can be used to finance infrastructure improvements for public benefits that support quality of life. Provide a long and short term debt strategy that allows the City to meet current and future needs through borrowed capital without imposing severe financial burden.

- a. While the City's preference is that borrowing is the method of last resort, when fiscally prudent the City shall review all forms of funding to determine the least costly method and type of financing most appropriate.
- b. When Certificates or Bonds are used to finance debt, the bonds shall be issued for a maximum of 20 years or for the life of the asset, whichever is a shorter time period.
- c. The City shall evaluate the cost and benefit of borrowing against the same for "pay-as-you-go" for all borrowing programs.
- d. The City shall develop a long term replacement program to meet equipment needs such as vehicles, computers, and mowers.

6. Establish accountability in Budget Monitoring.

- a. The City Council approves all appropriations.
- b. Department Heads are responsible for managing their budgets within the appropriated budget.
- c. Any budget adjustment between funds shall be approved by the City Council in budget amendments.
- d. Budget adjustments within a fund that make changes to individual line items within the same department of \$500 or less and that do not increase the total departmental appropriation shall be approved, before the funds are expended, by the department head, and the City Administrator, and reported to City Council.
- e. Budget adjustments within a fund that make changes to individual items within the same department over \$500 but less than \$2,500 and that do not increase the total departmental appropriation shall be approved, before the funds are expended, by the Mayor and reported to the City Council.
- f. Departmental expenditures shall be made from the appropriate budgeted line item accounts based on the object of expenditure, not accounts where an excess of funds exists.

7. Provide financial reports in a timely and understandable manner.

- a. Quarterly budget reports outlining the status of revenues and expenditures shall be provided to the City Administrator, Department Heads and the Finance Committee.
- b. Quarterly investment portfolio reports shall be provided to the Finance Committee.

- c. The City's budget document shall be presented in a format that provides 5 years of past financial data, projection of current fiscal year, and proposed fiscal year budget amounts.
- d. A Comprehensive Annual Financial Report, prepared in accordance with Generally Accepted Accounting Principles (GAAP), performed by an outside entity shall be presented to the City Council.

D. Planning

1. The Mayor shall meet during the first quarter of the calendar year with the City Administrator and Department Heads, to identify:
 - a. Objectives of the City as well as evaluation criteria to be used in budgeting for growth, change, and capital improvements.
 - b. Instructions on expenditure reductions in selected areas or some growth permitted in areas targeted to provide greater levels or different levels of service to the citizens, general public and employees.
 - c. General priorities to be placed on particular services for the coming year in the event revenues are not available and expenditures are forced to match the revenues.
2. The Mayor shall meet during the first quarter of the calendar year with the Finance Committee to prepare a Schedule for Departmental and Committee budget submissions and subsequent work sessions.
 - a. Adequate time should be implemented in the process to get a budget that is achievable, meets the needs of the City, encourages effective and efficient operations, and provides opportunity for public input.
 - b. Adequate time should be implemented in the process to include time for a second meeting in case additional information or analysis is requested at the first meeting.
3. The Accounting Department is responsible for preparing reports for all accounts included in the listing of account for each Department.
 - a. The report shall include a five year history of the expenditure and the current expenses projected for the entire year.
 - b. Actual data for the current year to date and estimating the amount of expenditures that will be incurred for the remainder of the year should provide a reasonable estimate of the total expenditures projected through the end of the current fiscal year.

- c. Historical data gives a perspective on prior performance that may be a useful guide in planning for the New Year and as a control measure because budgeted and actual results that differ significantly from historical levels prompt the need for further analysis and explanation.

E. Tax Revenues

1. State law requires the calculation of “effective” and “rollback” tax rates. The “effective” rate is that rate which generates the same revenue in the proposed year as the current year from properties on the tax roll in both years. The “rollback” rate is a rate which represents an eight percent increase in the operations/maintenance portion of the total tax rate.
2. A debt service rate is also calculated each year. The debt service rate is that rate which generates revenue equal to the Interest and Principle obligations due in the proposed year.
3. The tax rates are adopted each year prior to adoption of the budget and requirements to publish notices in a general circulation newspaper are followed when required. The tax rates are adopted by ordinance and require a two thirds vote of the City Council.

F. Submittal Documentation

1. Personnel expenses should include current salary listed by position and associated fringe benefits. Justification for any additions to personnel, full or part-time, including level of expertise needed, anticipated salary requested, and job description.
2. Operating expenses should contain all recurring expenditures, other than personnel, that are necessary in providing services to the community of Sunset Valley. Justification of expenditures should include any planned growth or reduction in expenditures when compared to the previous year, any increased/decreased levels of service that would affect such expenditures, any planned change in mix of services offered that impacts such expenditures, impact of technology on the way services are being provided and the level of expenditures needed, and anticipated changes in demand for such services based on population changes, demographic shifts or political changes.
3. Contractual services should contain expenditures that are necessary in providing professional and contract services necessary in providing services to the City of Sunset Valley. Justification of expenditures shall include any additional or changes to contracts or services already in place with the City. New services justification shall include a proposal detailing the services to be provided.
4. Capital assets should contain buildings, furniture, fixtures, and equipment proposed for acquisition in the next fiscal year. Justifications shall include detailed information of the item to be acquired along with maintenance, replacement costs, and impact on human resources, both internal and external. All capital purchases shall indicate the month in which the planned expenditure is to take place.

5. Programs/Projects should contain an outline of the goals and purpose for each planned program/project. Programs/projects supported by Committees shall obtain estimates for implementation from the appropriate Department Head. Justifications shall include detailed information of the item to be acquired along with maintenance, replacement costs, and impact on human resources, both internal and external. All programs/projects shall indicate the month in which the planned expenditure is to take place.
6. Construction projects should contain a list of funding availability for all Capital Improvement Projects. Estimates reflecting anticipated increases/decreases needed to complete projects with deficiencies /overages should also be shown. All construction projects shall indicate the month in which the planned expenditure is to take place.
7. Budget forms shall be provided by Administration to ensure consistency and compatibility for consolidation purposes.
8. A schedule for implementation of all projects, programs, and construction projects shall be provided with the Mayor's Budget.

G. Coordination

1. The Accounting office shall work with the City Administrator in preparing revenue projections for the coming year.
- 2 All Department Heads and Committee Chairs shall turn in their proposed budgets and amendments where applicable as per set financial calendar.

H. Adoption

Upon meeting any notice and hearing requirements the City Council votes to adopt the budget. A majority of the Council must approve the ordinance adopting the budget.

I. Amending the Budget

Once the budget is adopted, formal Council approval is needed to move appropriations from one fund to another fund, increase appropriations in any fund, transfer appropriations between Departments, and approve transfers of appropriations within a Department in accordance with Section C.6. of this policy.

J. Implementation

Upon adoption of the annual budget, careful planning must be exercised for all expenditures outside of day-to-day operational needs to ensure actual revenues projected are on-hand prior to initializing an expense for capital assets, projects, and new programs.

Adopted: November 8, 2000
Amended: December 17, 2007
Amended: April 16, 2013
Amended: May 21, 2013
Amended: August 20, 2013 (2a)
Amended: February 6, 2018
Amended: April 16, 2019
Amended: August 18, 2020
Amended: June 8, 2021

This page intentionally left blank.

Control of Revenue by City Departments

Policy Reference: FP107

Intent: To provide a procedure to aid City Departments in the handling and remitting of revenue in order to ensure adequate controls over cash as well as the accurate recording, and timely deposits of revenue.

Scope: All areas of the City whose activities include the sale of goods and services and/or the receipt of revenue funds.

A. Cash Handling & Control - Departmental

1. All revenue collected by all City Offices must be remitted to the Accounting Office weekly.
2. A spreadsheet identifying individual transactions posted by name, type, and amount of revenue will be remitted with the revenue in order to reconcile accounts.
3. A copy of the printout reconciling funds remitted each week shall be turned in to the Public Works Director.
4. All checks must be verified for signature, body and figures, and cannot be either stale-dated (older than 6 months) or post-dated.
5. All individuals remitting payment by cash shall be issued an official City receipt.

B. Cash Handling & Control – Accounting Office

1. The Accounting Office will verify that the attached reconciliation(s) equal(s) actual revenue remitted by each department for in house deposits and prepare the deposit.
2. Revenue should be stored in a secured locked area. Funds shall be deposited weekly.
3. All revenue to be deposited shall be delivered to the City's banking institution(s) by a member of the Sunset Valley Police Department, whenever possible.

4. The Accountant will reconcile all monthly bank accounts. In reconciling the bank statements, the Accountant will review deposits, transfers/withdraws, checks that cleared bank, and bank fees to verify that no unauthorized transactions have occurred during the period or any excessive fees have been charged by the bank. The Accountant will also verify that no unauthorized transactions or adjustments have been made to the accounting system during the bank reconciliation process.

C. Cash Handling & Control – Public Works Director

1. The Public Works Director will receive a copy of the revenue report submitted by each department to the Accounting Office for in house deposits.
2. The bank receipt from in house deposits, prepared by the accounting office and delivered by the Police Department, will be given to Public Works Director.
3. When the bank statements have been received, they will be given to the Public Works Director to review and initial before giving them to the accountant.
4. After reconciliation of bank statements are prepared by the Accountant, they shall be presented to the Public Works Director for review for accuracy and approval for any necessary adjusting entries.
5. Whenever available, authorization shall be established for the deposit of funds by electronic transfer of all payments owed to the City of Sunset Valley (i.e.: Comptroller of Public Accounts, County School Zone Allocation Fees, COPS Grant).

Adopted:	April 6, 1999
Amended:	November 8, 2000
Amended:	April 16, 2013
Amended:	June 8, 2021

This page intentionally left blank.

Competitive Sealed Bids (ITB), Competitive Sealed Proposals (RFP) and Non-Bid Purchases

Policy Reference: F201
Effective Date: April 18, 2017

Intent: To ensure that public monies are spent properly and legally and that the best possible value is received for the money while providing a fair and equitable opportunity to vendors desiring to do business with the City of Sunset Valley.

A. General

Competitive Bidding can be accomplished on two levels. The first level of bidding consists of obtaining price or rate quotations from vendors for a desired good or service by telephone or in writing. The second level consists of formal sealed bids (**ITB**) or proposals (**RFP**) based on specifications and conditions of purchase provided by the City.

1. In applying any requirements established by this policy, all separate, sequential, or component purchases (as defined in the definitions section) ordered or purchased with the intent of avoiding the competitive bidding requirements are treated like a single purchase.
2. Any municipal official or employee commits a Class B Misdemeanor if he/she intentionally or knowingly makes or authorizes separate, sequential or component purchases to avoid the competitive bidding requirements.
 - a. The final conviction for violations shall result in immediate removal from office or employment of that person. Also, for four years of the date of final conviction, the person is ineligible to:
 - ❖ be a candidate for or to be elected or appointed to a public office in this state;
 - ❖ be employed by the city; or
 - ❖ receive compensation through a contract with the city.
 - b. However, the removed official or employee does not lose any retirement or workers compensation benefit rights.

B. Definitions

1. "Bond funds" includes money in the City treasury received from the sale of bonds and includes the proceeds of bonds that have been voted but have not been issued and delivered.
2. "Component purchases," means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.

3. "Current funds" includes money in the City treasury, taxes in the process of being collected in the current tax year, and all other revenue that may be anticipated with reasonable certainty in the current tax year.
4. "High technology procurement" means the procurement of equipment, goods, or services of a highly technical nature, including:
 - a. Data processing equipment and software and firmware used in conjunction with data processing equipment;
 - b. Telecommunications equipment, radio systems, and microwave systems;
 - c. Electronic distributed control systems, including building energy management systems; and
 - d. Technical services related to those items.
5. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
6. "Sequential purchases" means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

C. Exemptions

The competitive bidding or proposal requirements do not apply to items exempted from the competitive bidding provisions. The items exempted are:

1. Items purchased in case of public calamity to relieve the needs of the citizens or to preserve city property;
2. Items to preserve or protect the public health or safety of the residents of the city;
3. Items necessary because of unforeseen damage to public property;
4. Personal, Professional, or Planning Services
5. Work paid for on a daily basis (day labor);
6. Land or right-of-way;
7. Items available from only one source, such as patented, copyrighted, natural monopoly, or secret process items, films, manuscripts, or books, electric power, gas, or other utilities, books, papers, other library materials subject to exclusive distribution rights, and management services provided by a non-profit organization to a municipal museum, park, zoo, or other facility which the organization has financially or otherwise supported;

8. Rare books, papers and other library materials for a public library;
9. Paving, street widening and other public improvements where at least one-third of the costs are paid by special assessments;
10. A public improvement project which has been authorized but for which there is a deficiency of funds to complete in accordance with the plans as authorized;
11. A payment under a contract by which a developer participates in the construction of a public improvement under Subchapter C, Chapter 212;
12. Personal property sold at a public auction by a licensed auctioneer, or sold at a going out of business sale, or sold by another political subdivision of the state, a state agency or the federal government; and

D. Commitment of Current Revenues

If a contract for the acquisition, including lease of real or personal property, pertains to the City of Sunset Valley's right to terminate at the expiration of each budget period during the term of the contract, or is conditioned on a best efforts attempt to obtain and appropriate funds for payment of the contract, or both, then the contract is a commitment of current revenues only. This provision applies to all contracts made by a municipality, county, school district, special purpose district or authority, or other political subdivision of the state.

E. Prohibition of Conflict of Interest in Purchases

The City of Sunset Valley is prohibited from purchasing from a cooperative association if any member of the governing body will receive a pecuniary benefit from the purchase other than as reflected in an increase in dividends available to all members of the association.

F. Competitive Sealed Bids (ITB) or Competitive Sealed Proposals (RFP) Requirements

The City of Sunset Valley must use competitive sealed bids or competitive sealed proposals for all expenditures of \$ \$50,000 or over, except for a contract for insurance or for an alternative delivery method than has been approved by the City Council as authorized in Chapter 2269 of the Government Code. Insurance contracts of \$5,000 or over from one or more municipal funds must be competitively bid.

All bids or proposals must be sealed.

With competitive bids (ITB), you are limited to what was requested in the specification. If you discover that your needs are not satisfied, you must re-draft the specifications and start all over again. And, if not satisfied with the prices, you must either accept the lowest responsible bidder, or the bidder, who provides goods or services at the best value for the City of Sunset Valley, or reject all bids and start over.

When using competitive sealed proposals, the proposal shall be evaluated using a set of weighted factors. These factors, and their weights, must be stated in the request for proposals.

With a proposal, when the first proposal is received and evaluated, then you may meet in private session with each proposer, and negotiate for exactly what you need, or as close as possible to your desired system or service as can be agreed upon. Then you accept the best-evaluated proposal, using the weighted factors. Negotiations are not limited to one meeting. You should have as many as are productive.

In applying any requirements established by this policy, all separate, sequential, or component purchases (as defined in the definitions section) ordered or purchased with the intent of avoiding the competitive bidding requirements are treated like a single purchase.

1. Notice of Competitive Bidding

All contracts requiring competitive bids or proposals must be advertised and must contain notice of the date and time at which the bids/proposals will be publicly opened and read aloud. The advertising must be in a newspaper of general circulation in the city, and:

- a. Must be published therein at least once a week for two consecutive weeks before the bid opening, and
- b. The first publication must be on or before the 14th day before the date the bids are publicly opened and read aloud.
- c. If no newspaper is published in the city, the notice must be posted at the city hall for 14 days before the date the bids are publicly opened and read aloud. (If posted inside the city hall, and the city hall is not opened for some days during the period, those days will not count toward the 14-day period.)
- d. If the contract is to be for the purchase of road maintenance or construction machinery, the notice must contain the general specifications for the machinery.

2. Receiving the Bid/Proposal

Receiving competitive bids and proposals must be done properly in order to ensure that no possibility of favoritism or even the appearance of favoritism exists. The following steps should be taken:

- a. Each bid or proposal must be returned to the government office designated in the invitation in a separate envelope, sealed and with the bid/proposal identification number marked on the outside of the envelope. Only one bid/proposal should be submitted per envelope. If more than one bid/proposal is to be submitted, require that the vendor use separate envelopes for each one.

- b. The bid/proposal envelope should be time and date stamped in the designated office as soon as it is received.
- c. The bid/proposal envelope shall then be filed unopened together with the other bids/proposals for the same invitation/request number.
- d. Bids/proposals are opened at the hour specified in the invitation/request at the place named in the invitation/request. Vendors and the public are invited and encouraged to attend the bid opening. In case there are no observers attending the bid opening, always have a member of another office act as witness so that charges of irregularities can be disproved.
- e. The following are grounds for disqualification:
 - 1. Unsigned bids/proposals, or bids/proposals with unauthorized signatures
 - 2. Bids/proposals received after the date and time for opening. Late bids/proposals cannot be considered for award of the purchase.
 - 3. Bids/proposals where prices are conditional on award of another bid/proposal, or when priced are subject to unlimited escalation.
- f. Disqualified bids/proposals are returned to the bidder. Late bids/proposals shall be returned unopened.

3. Tabulating the Bid/Proposal Results

When the bids/proposal are opened, the results are tabulated for easy reference by the City of Sunset Valley. The following should be included in the summary:

- a. Double-check all calculations and sums.
- b. Extend unit prices to a total price for the requested quantity.
- c. Verify that the bid/proposal is signed by an authorized signer for the vendor.
- d. Verify that the bid/proposal meets all requirements listed in the specifications. Listing all areas where it fails to meet any conditions included in the specifications, and whether any failures disqualify the bid or proposal.
- e. Verify that all required samples are included.
- f. Testing of samples if required, and includes the results of the testing.

4. Awarding of the Contract – Competitive Sealed Bid

- a. If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City of Sunset Valley. Determining the best value for Sunset Valley, Sunset Valley may consider:
 1. The purchase price;
 2. The reputation of the bidder and of the bidder's goods or services;
 3. The quality of the bidder's goods or services;
 4. The extent to which the goods or services meet the City's needs;
 5. The bidder's past relationship with the City of Sunset Valley'
 6. The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized business and non-profit organizations employing persons with disabilities;
 7. The total long-term cost to the City of Sunset Valley to acquire the bidder's goods or services; and
 8. Any relevant criteria specifically list in the request for bid.

It must be indicated in the bid specifications and requirements that the contract may be awarded either to the lowest bidder or to the bidder who provides goods or services at the best value for the municipality.

- b. The contract must be awarded to the lowest responsible bidder if the competitive sealed bidding requirement applies to the contract for the construction of:
 1. Highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways, and taxiways, drainage projects, or related types of projects associated with civil engineering construction; or
 2. Buildings or structures that are incidental to projects that are primarily civil engineering construction projects.
- c. If the competitive sealed bidding requirement applies to the contract for the constructions of a facility, the contract must be awarded to the lowest responsible bidder or awarded under the method described in Subchapter H, Chapter 271, ALTERNATIVE PROJECT DELIVERY METHODS FOR CERTAIN PROJECTS.
- d. The City of Sunset Valley may reject any and all bids.
- e. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price.

- f. When two or more responsible bidders have submitted lowest and best bids that are identical in both amount or substance, the governing body must select only one of the bidders and award the contract to that bidder or reject all bids.
 - 1. If only one of the lowest responsible bidders is a resident of the City, the bid shall be awarded to that bidder. If two or more of the low, responsible bidders are residents, then one of them shall be selected by drawing lots.
 - 2. In all other cases, the contract shall be awarded to one of the low, responsible bidders by the drawing of lots. The drawing of lots shall be done as directed by the Mayor in public session.

5. Awarding of the Contract – Competitive Sealed Proposal

- a. If the competitive sealed proposal requirement applies to the contract, the contract must be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the City of Sunset Valley considering the relative importance of price and the other evaluation factors included in the request for proposals.
- b. The evaluation and recommendation should include whether the vendor has submitted a responsive proposal (one meeting all the criteria of the RFP). It should also give information about whether the vendor has a record of being a responsible bidder (one who has proven capable of performing a contract and/or appears financially and technically capable of adequately performing this contract).
- c. Proposals should also be evaluated using alternate methods of evaluation, if applicable, such as:
 - 1. Life cycle or total cost
 - 2. Energy efficiency/economic performance
 - 3. Warranties
 - 4. Price versus performance factors
 - 5. Evaluation of discounts
 - 6. Other factors
- d. Proposals are evaluated one against the other and then ranked. The proposals are then negotiated and re-ranked, and narrowed to a list of finalists or final selection.
 - 1. Factors used to evaluate the proposals and weights attached to each factor may include price, experience of proposer's staff, financial soundness, service capability, and service response time.

2. Other factors that might be considered are:

- a) Availability of backup unit during extended maintenance
 - b) Payment options
 - c) Upgrade capability
 - d) Cost of maintenance
 - e) Reputation
 - f) Experience with this and other governments
- e. For proposals, the contract is awarded to the responsible offerer whose proposal is determined to be the lowest evaluated offer resulting from negotiation, considering the relative importance of all the criteria stated in the request for proposals.
- f. Proposals that contain trade or confidential information that is identified by the proposer will be opened in such a way as to avoid disclosure of this information. All other information in proposals shall be open to the public.
- g. All proposals reasonably susceptible to being selected must be given fair and equal consideration, and discussions must be conducted with all these proposers. For the purpose of obtaining best final offers, the proposals may be revised before awarding the contract, in order to give maximum satisfaction to all proposers and the City.

6. Change Orders

After award of the contract, the governing body may make changes to plans, specifications, or quantities, if necessary. But the total contract amount may not be increased unless the increase will be paid from current funds, or is provided for by issuing time warrants. If a change order of \$15,000 or less is involved, the governing body may grant authority to an employee to approve the change order. No increase of more than 25 percent may be made, and any decrease of 25 percent or more must have the consent of the contractor.

7. Enforcement

A contract awarded in violation of this policy is void.

G. Alternative Competitive Proposals for High Technology Items

The alternative method of competitive purchasing for high technology items is to use requests for proposals. A request for proposal must include the conditions to be satisfied, and the relative importance of price and other evaluation criteria.

Definition of “High Technology Procurements” include data processing equipment and software, telecommunications equipment, radio and microwave systems, electronic control systems, including building energy management systems, and services related to these items.

H. Normal Non-bid Purchases

For any purchase that is less than the level requiring competitive bids set forth in the Purchasing Authorization Policy, the following procedures should be used:

1. Price rate quotations should be obtained from a sufficient number of vendors to ensure competition. Procedures for obtaining price or rate quotations are established as follows:

- a. Purchases costing between \$1001 and \$2999

Purchases between \$1001 and \$2999 must comply with the following requirements and the City of Sunset Valley Purchase Authorization Policy.

1. Written or telephone requests for price or rate quotations are made to at least three vendors. If a list of vendors is maintained by the Department Head it should be rotated so that, over time, all vendors are contacted equally.
2. Written price or rate quotations should contain at least the following information:
 - a) Name and address of vendor,
 - b) Description of item,
 - c) Quantity required,
 - d) Last date quotations will be accepted,
 - e) Approximate date delivery is required, and
 - f) Terms and conditions of purchase
 - g) Or unit price, as specified, and
 - h) The date through which quoted price will be effective.
 - i) The request for price or rate quotations should include a statement that the quoted price will be honored during the stated period.
3. For telephoned price or rate quotations, certain information should be provided to the vendor, including at least the following:
 - a) Description of item,

- b) Number of items required,
 - c) Date delivery required, as accurately as possible, and
 - d) The terms and conditions of purchase.
4. Whether a written or telephoned price or rate quotation is received, certain specific information should be obtained, and recorded in writing, such as:
- a) The name and address of the vendor,
 - b) Total or unit price, as specified,
 - c) Date through which quoted price will be effective,
 - d) Name of the representative giving the quote, and
 - e) The specific product offered, if not already stated.
- b. Purchases costing between \$3000 and \$49,999.

Purchases between \$3000 and \$49,999 must comply with the following requirements and the City of Sunset Valley Purchase Authorization Policy.

1. Written requests for price or rate quotations are sent to at least five vendors, and at least two vendors from the list of Historically Underutilized Businesses (HUB), if available. If a list of vendors is maintained by the Department Head it should be rotated so that, over time, all vendors are contacted equally.
2. The request for price or rate quotations should contain at least the following information:
 - a) Name and address of vendor,
 - b) Description of item,
 - c) Quantity required,
 - d) Last date quotations will be accepted,
 - e) Approximate date delivery is required, and
 - f) Terms and conditions of purchase
3. The request should include certain specific information, such as:
 - a) Total or unit price, as specified, and

- b) The date through which quoted price will be effective.
- c) The request for price or rate quotations should include a statement that the quoted price will be honored during the stated period.

c. Selecting the Vendor

After price or rate quotations are taken, a vendor is selected. The selection is based on several factors, including:

1. Price – All other factors being equal, the lowest price should always be taken.
2. Quality of good or service – If more than one vendor can deliver at an acceptable price, the relative quality of each should be considered.
3. Reliability of the vendor – Based on past performances as documented in the vendor file.
4. Ability to service the item.
5. Other relevant factors. While Historically Underutilized Businesses must be contacted for purchases between \$3000 and \$49,999 they are treated equally for award purposes.

d. Making the Purchase

After price or rate quotations are obtained, the Department Head selects a vendor and prepares a purchase order, acquires the signatory authorization as outlined in the City of Sunset Valley Purchase Authorization Policy, makes the purchase, and forwards the purchase order to Accounting for processing. Price quotation documentation shall follow the following format as the minimum guideline for attachment to purchase orders.

1. Price or rate quotations are tabulated on a summary sheet. The sheet should contain for each vendor:
 - a) Vendor name;
 - b) Quoted price;
 - c) Information relating to the vendor's reliability and past performance, and
 - d) The purchasing department's evaluation of the quality of the product, if known.
2. The lowest and best offer should be selected, based on price, reliability of the vendor and quality of the product.

I. Professional Services

1. When the existing staff of the City of Sunset Valley cannot offer the expertise to accomplish a necessary goal, service or project, an individual may be engaged to provide this service as a consultant. These individuals have demonstrable professional and technical skills necessary to perform a service or need within the operations of the City of Sunset Valley. Consultants are temporary, occasional personnel who possess special skills and knowledge in various areas but are not employees of the City of Sunset Valley
2. The procurement of defined professional services may not be awarded on the basis of bids. Instead, they must be awarded on the basis of demonstrated competence and qualifications, so long as the professional fees are consistent with, and not higher than the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by state law.
3. Professional services include, but are not limited to; those performed by a certified public accountant, licensed architect, attorney, registered surveyor, engineer or any group or association thereof.
4. When procuring professional services, the entity shall use a two-step selection process. First, the entity shall select an individual or firm capable of performing the service, on the basis of demonstrated competence and qualifications. The entity shall then enter into negotiations on a contract at a fair and reasonable price.
5. If the entity is unable to negotiate a satisfactory contract with the most highly qualified individual or firm, it shall formally end negotiations with that person or firm, and then proceed to the next most highly qualified and repeat the process. Negotiations are carried on in this sequence until a contract is made.
6. If any agreement or contract is entered into with one of the above mentioned professionals on the basis of a competitive bid, it is contrary to public policy and is void.

J. Public Work Projects

Bonds for payment and performance of contracts are required on certain public works projects.

1. The prime contractor must execute a bond for performance and a bond for payment of materials or labor, for the construction, alteration or repair of public buildings or public works as follows:
 - a. The performance bond is to ensure the faithful performance of the contract as required by the plans and specifications and contract documents. For a contract in excess of \$100,000 a performance bond shall be executed in the amount of the contract.
 - b. The payment bond is for the protection of vendors supplying materials or labor for the contract. For a contract in excess of \$49,999 a payment bond shall be executed in the amount of the contract.

2. If a vendor is not paid within 60 days of filing a claim, it has the right to sue the principal or the sureties on the payment bond. The claim may include the unpaid amount plus reasonable attorney's fees.
 - a. Claimants may be suppliers of materials or labor, or mechanics and laborers. They may be those having a direct contractual relationship with the prime contractor, or only with a subcontractor.
3. Retainage of ten percent shall be withheld from all payments to the prime contractor.

Adopted: November 8, 2000
Amended: November 25, 2003
Amended: April 16, 2013
Amended: April 19, 2015
Amended: April 18, 2017

Interlocal Agreements

Policy Reference: F203
Effective Date: April 16, 2013

Intent: To encourage the cooperation between local governments to improve efficiency and effectiveness of governmental functions and services including police protection, fire protection and administrative functions.

- A. The Interlocal Cooperation Act allows local governments to contract with one another, and with an agency of this state, or a similar agency of an adjoining state to perform “governmental functions and services”.

Definition of “An agency of this state” includes departments, boards, bureaus, commissions, courts, offices, authorities, councils, institutions, universities, colleges, any services or parts of a state institution of higher education, and any statewide job or employment training program for disadvantaged youth that is substantially funded by federal funds and created by executive order.

Definition of “Local governments” includes counties, home rule cities or general law cities, towns or villages, special districts, school districts, junior college districts, any other legally constituted district of this state or of adjoining state or a combination of political subdivisions.

Definition of “Governmental functions and services” are defined as any of the following:

- * police protection and detention services
- * fire protection
- * streets, roads and drainage
- * public health and welfare
- * parks and recreation
- * library services
- * museum services
- * waste disposal
- * planning
- * engineering
- * administrative functions and
- * other governmental functions which are of mutual concern to the contracting parties

Definitions of “Administrative functions” are defined as functions normally associated with routine operations of government, such as tax assessment and collection, personnel services, purchasing, data processing, warehousing, equipment repair and printing.

- B. The City of Sunset Valley may make contracts and agreements with one or more other local governments to perform governmental functions or services. The contracts may be for the performance of any governmental function or service that the City of Sunset Valley are legally entitled to perform themselves including cooperative purchasing. The agreements must include provisions for payments in amounts that fairly compensate the performing party for the services performed.
- C. The Interlocal Cooperation Act specifically allows for contracting parties to:

- 1. Agree to cooperative purchasing arrangements, either between and among themselves, or with the state, including cooperative agreements with the State Purchasing and General Services Commission.

When engaged in cooperative agreements with other types of political subdivisions, the agreement may specify which government’s rules, regulations or ordinances will apply.

- 2. If the County makes an Interlocal contract with the City of Sunset Valley to undertake projects to construct, improve, or repair buildings, roads, streets or other facilities, the Commission Court must give specific written approval to each individual project prior to beginning the project in a document separate from the contract. The County is barred from accepting payment for such a project without the required approval, and the City of Sunset Valley may not offer such payment.
- 3. The City of Sunset Valley may contract with any political subdivisions created under the laws of the State of Texas to obtain or provide a water supply or waste water treatment facilities, or any interest in such facilities. The contracts may also be to lease or operate such supply or treatment facilities.

The contract may contain any terms or extend for any period that the entities can legally agree to, and may state that the contract is in effect until any bonds or refunding bonds issued in lieu of those bonds are repaid.

- 4. The City of Sunset Valley may provide emergency assistance to another local government regardless of whether they have in place any interlocal agreement to do so, provided that:
 - * the presiding officer of the local government desiring the assistance believes that a civil emergency exists, and the official requests the assistance, and
 - * before the assistance is rendered, the local government providing the assistance has, by resolution or other official act, authorized the assistance.

5. The City of Sunset Valley may contract with another local government, a state agency or a transportation corporation to jointly enter into a highway project, including the costs of an easement or interest in land needed for or beneficial to the project. If the project lasts over a period of years, the local government may levy ad valorem taxes to make payments on the project.

D. All Interlocal Agreements must be approved by a majority vote of the City Council.

Adopted: November 8, 2000

Amended: April 16, 2013

Local Purchasing Programs

Policy Reference: FP205
Effective Date: April 16, 2013

Intent: To provide purchasing through state contracts to save time and effort in local purchasing while satisfying bidding requirements.

- A. The Texas Building & Procurement Commission (TBPC), The Texas Association of School Boards (TASB), and the Houston-Galveston Area Council (HGAC) are agencies that provide purchasing programs, for local governments. If feasible, they will extend their contract prices to local governments, solicit bids on items for them, and provide information and technical services on the program. These agencies are allowed to charge an amount not exceeding the costs of services performed, and is allowed to adopt rules and procedures to administer the program.

The City is not limited to the above listed agencies but the following criteria must be met before a new program can be used.

B. Local Government Participation

Definition of a “Local Government” includes cities, counties, school districts, special districts, junior college districts, and other legally constituted political subdivisions of the state.

In order for a local government to participate in the program, it must:

- * adopt a resolution (one time) that the government be allowed to participate in the program on a voluntary basis, and to the extent the commission deems feasible;
- * designate an official, under the direction of the governing body, to act for the local government in all matters relating to the program, including the purchase of items from any contracts under this program;
- * submit requisitions for purchases directly to the commission;
- * be responsible for payment directly to the vendor; and
- * monitor the vendors’ compliance with all conditions of the contract.

- C. Purchasing under these programs satisfies all competitive bidding requirements.

Adopted: November 8, 2000
Amended: April 16, 2013

This page intentionally left blank.

Purchase Authorizations

Policy Reference: FP207
Effective Date: April 18, 2017

Intent: To provide levels of authorization required on purchase orders for goods or services supplied to the City of Sunset Valley.

A. General Provisions

It is the responsibility of each Department Head to insure that for any expenditure initiated by the department, for either products or services, that:

1. A properly completed purchase order or travel reimbursement request is prepared.
2. Expenditure meets the goals provided within the budget justification forms.
3. Expenditure is an approved budget line item.
4. If applicable, expenditure complies with all grant agency guidelines.
5. All required supporting documentation is attached to the purchase order or travel reimbursement request.
6. The purchaser shall make every attempt to reflect the actual cost that will be reflected on the invoice.
7. The purchase order or travel reimbursement request shall possess the Department Head's signature on the appropriate line indicating that all of the above conditions have been satisfied before forwarding to the Accounting Department.
8. The Accounting Department shall verify the purchase order of travel reimbursement request has all levels of signature authority required based on the total being requested and/or the nature of the item being purchased. Any discrepancies shall be reported to the City Administrator for disposition.

B. Purchasing Authorization Requirements

1. The following purchase authorization requirements shall apply for payments of goods and services with the exception of reoccurring payments, construction contracts, professional consulting agreements, and emergency purchases.

a. Purchases up to \$200.99

No purchase order is required. Individual purchases are reported on a monthly spread sheet which is approved by the Department Head or Supervisor. Monthly reports including receipts for purchases are submitted to the Accounting Department for payment.

b. Purchase Orders \$201 to \$1,000.99

Purchase of single or multiple items or services to be performed that do not have an aggregate total exceeding \$1,000.99 shall require only the Department Head signature as authorization of purchase. No additional rate or price quotation documentation is required.

c. Purchase Orders between \$1001 and \$2999.99

Purchase of single or multiple items or services to be performed that have an aggregate total between \$1001 and \$2999.99 shall require the signature of both the Department Head and the City Administrator. For purchase orders between \$1001 and \$2999.99 rate or price quotation documentation from three independent sources is required. Verbal or written documentation is acceptable. Documentation of rate or price quotation documentation must be submitted with the purchase order. The only exceptions that shall be allowed to this provision are Emergency Purchases (See Competitive Bidding and Non-Bid Purchases Policy for documentation requirements).

In the event the City Administrator is unavailable, the Assistant City Administrator's signature is required. "Unavailable" is defined as a situation whereby the City Administrator is ill, on vacation, or out of town.

d. Purchase Orders Between \$3000 and \$4999.99

Purchase of single or multiple items or services to be performed that have an aggregate total between \$3000 and \$4999.99 shall require the signature of both the Department Head and the City Administrator. For purchase orders between \$3000 and \$4999.99 written price or rate quotation documentation from five independent sources is required. No verbal documentation will be acceptable. Price or rate quotations shall include two vendors from the Historically Underutilized Businesses (HUB) list available from the Office of Small Business Assistance of the Texas Building and Procurement Commission. In the event a HUB is not available from the list of vendors, documentation to support an exclusion of a HUB vendor must be submitted with the purchase order. Documentation of all written rate or price quotations must be submitted with the purchase order. The only exception that shall be allowed to this provision are Emergency Purchases (See Competitive Bidding and Non-Bid Purchases Policy for documentation requirements).

In the event the City Administrator is unavailable, the Assistant City Administrator's signature is required. "Unavailable" is defined as a situation whereby the City Administrator is ill, on vacation, or out of town.

e. Purchase Orders between \$5000 and \$24,999

Purchases of single or multiple items or services to be performed that have an aggregate total between \$5000 and \$24,999 shall require the signature of the Department Head, City Administrator, and Mayor.

f. Purchase Orders between \$25,000 and \$49,999

Purchases of single or multiple items or services to be performed that have an aggregate total of \$25,000 or more shall require approval by a majority vote of the City Council. For purchase orders between \$25,000 and \$49,999 written price or rate quotations documentation from five independent sources is required. No verbal documentation will be acceptable. Price or rate quotations shall include two vendors from the Historically Underutilized Businesses (HUB) list available from the Office of Small Business Assistance of the Texas Building and Procurement Commission. In the event a HUB is not available from the list of vendors, documentation to support an exclusion of a HUB vendor must be submitted with the purchase order. Documentation of all written rate or price quotations must be submitted with the purchase order. A bid comparison shall be prepared with recommendation for award and placed on a City Council agenda for consideration. The only exceptions that shall be allowed to this provision are Emergency Purchases (See Competitive Bidding and Non-Bid Purchases Policy for documentation requirements).

In the event the City Administrator is unavailable, the Assistant City Administrator's signature is required. "Unavailable" is defined as a situation whereby the City Administrator is ill, on vacation, or out of town.

g. Purchases \$50,000 and Up

Purchases of single or multiple items or services to be performed that have an aggregate total of \$50,000 or more shall require approval by a majority vote of the City Council. For purchase orders of \$50,000 or more, written Requests for Proposal or Competitive Sealed bids must be obtained. Verbal documentation is not acceptable. A bid comparison shall be prepared with recommendation for award and placed on a City Council agenda for consideration. Upon approval of a vendor by the City Council a purchase order shall be prepared by the Department Head and delivered to the City Administrator for approval. No additional signatures are required. Documentation of all Requests for Proposals or Competitive Sealed bids received along with the bid comparison and recommendation must be submitted with the purchase order. The only exceptions that shall be allowed to this provision are Emergency Purchases (See Competitive Bidding and Non-Bid Purchases Policy for documentation requirements).

In the event the City Administrator is unavailable, the Mayor's signature is required. "Unavailable" is defined as a situation whereby the City Administrator is ill, on vacation, or out of town.

2. Construction Contracts

All construction projects of \$50,000 or more shall be advertised for acceptance of competitive bids in order to achieve the best economy of seal pricing for the City of Sunset Valley. A bid comparison shall be prepared with recommendations for award and placed on a City Council agenda for consideration. Award of all construction projects shall be approved by a majority vote of the City Council and executed by the Mayor. No additional signatures are required.

Alternative delivery methods. Pursuant to state law, City Council may determine that the alternative delivery methods described by Chapter 2269 of the Government Code, provide a better value for the City with respect to expenditures that exceed \$50,000 than the competitive bidding procedures described in Chapter 252, TX. Local Gov't Code. If such a determination is made, the City must use one of the alternative delivery methods described in Chapter 2269 with respect to that expenditure.

3. Emergency Purchases

A. Texas statutes allow emergency or exempted purchases without competitive bidding. The City of Sunset Valley is generally exempted from competitive bidding if:

1. In case of a public calamity the prompt purchase of items is required to provide for the needs of the public or to preserve the property of the City,
2. The item(s) is necessary to preserve or protect the public health or safety of residents of the City; or
3. The item(s) is made necessary by unforeseen damage to public property.

B. The designation of Emergency Purchase indicates a situation of such urgency that the normal purchasing procedure must be modified in the interest of speed and therefore no competitive bids are required.

C. Normal Working Hours

1. The requesting Department Head shall notify the City Administrator by telephone immediately, with as much information as possible about the Emergency Purchase required, so that the purchasing action can be initiated immediately. In the absence of the Mayor, the Mayor Pro tem shall be contacted. The City Administrator will notify the Mayor (or Mayor Pro tem of all emergency situations.)
2. The requesting Department Head contacts as many vendors as necessary to arrange the Emergency Purchase. If time permits, the purchase order is completed. Otherwise the purchase is completed by telephone, and the purchase order is completed after the fact and delivered to the vendor and Accounting Department.

3. The person making the purchase may be required to pick up the Emergency Purchase from the vendor if expedited delivery is not available.

D. Evenings, Weekends and Holidays

1. The requesting Department Head shall notify the City Administrator by telephone immediately with as much information as possible about the Emergency Purchase required. In the absence of the City Administrator, the Mayor shall be contacted. In the absence of both the City Administrator and Mayor, the Mayor Pro tem shall be notified. The City Administrator will notify the Mayor (or Mayor Pro tem) of all emergency situations.
2. The requesting Department Head takes whatever steps are necessary to procure needed supplies, services, or equipment to relieve the emergency situation. If possible only those goods or services needed during the evening, weekend or holiday are procured.
3. On the first normal working day following the emergency, the Department Head shall prepare a purchase order and attach all invoices, bills of materials, receipts, or other documents related to the purchase.

- E. The Department Head must submit in writing on the next business day, or as soon thereafter as possible, that the purchase involved was necessary because of one of the reasons listed in Section B(4)(A) above.

4. Professional Consulting Services

Services to be performed by professional consultants shall require selection and approval by a majority vote of the City Council.

5. Recurring Payments

Recurring payments are regularly scheduled payments such as leases, postage, payroll, insurances, reserve uniform allowance, warrant checks, employee related deductions, state comptroller, release of deposits, bonds, retainage and fiscal securities, utility payments, and retirement. Recurring payments do not require a purchase order. Each recurring payment must indicate the proper coding for distribution of expenses and reflect the signature or initials of the approving authority and the date approved.

6. Sole Source Purchases

Sole source purchases require the same authorization levels identified in Section B(1) above. Documentation requirements shall be as follows:

1. The requesting party who determines the item is a sole source purchase must attach a statement they have contacted a sufficient number of vendors to determine that only one practical source of supply exists or state the reasons why only one source of supply exists.

Definition of "Sole Source Purchases" include (1) there is no competitive product, (2) the product is only available from a regulated or natural monopoly, (3) the product is a component of an existing system which is only available from one supplier, (4) the item is produced by non-profit corporations using handicapped workers, or (5) the item is produced by prison workers.

Adopted: November 8, 2000

Amended: April 16, 2013

Amended: April 19, 2016

Amended: April 18, 2017

Purchase Order Procedures

Policy Reference: FP209
Effective Date: April 16, 2013

Intent: To procure goods and services of the highest quality and of the lowest price available for city use, to safeguard public funds against misappropriation, to assure that goods and services are available where and when needed, and to ensure that requirements for competitive bids and proposals are thoroughly carried out so as to provide public awareness of city projects and to prevent unlawful benefit of favored constituents.

A. Procedures

1. Department Heads

Each Department Head, or his/her designee, will be responsible for purchasing supplies and equipment for their Department's needs, soliciting and evaluating bids, and ensuring compliance with state purchasing laws and city purchasing policies.

2. Purchase Order Requirements

- a. All purchases for goods and services must be accompanied by a purchase order, with the exception of reoccurring expenditures and expenditures under \$201.00. Recurring payments are defined as those which arise on a regular basis and are in most instances for a consistent amount.
- b. In using purchase orders, Department Heads will adhere to the Purchase Authorization Policy for approval signatures.
- c. For all purchases that do not have a work order, the Department Head or his/her designee, shall attach all proper original documentation to the purchase order prior to final submission. Documentation shall consist of one or more of the following:
 - 1) Receipt of Purchase
 - 2) Project – Written vendor comparison documentation or Sealed Bid Forms, when applicable
 - 3) Written vendor comparison documentation when applicable
- d. In the event that none of the above is available, the City Administrator may authorize an exception to this policy based on his/her best judgment. Written explanation by the Department Head and authorized signatures will be attached to the purchase order when such an exception is authorized.

- e. Department Heads shall complete purchase orders with correct, relevant information prior to submission to the Accounting Department. This information shall include:
 - 1) The vendor name, address, and phone number
 - 2) Goods or services purchased
 - 3) Quantity and estimated cost per unit
 - 4) Total cost
 - 5) Funds used to purchase goods or services (Distribution Code)
 - 6) Signature(s) as outlined in Purchasing Authority Policy
 - 7) Department and person responsible for making purchase
 - 8) Date of purchase
 - 9) Name of person who gave confirmation of purchase order (verbal purchases)
 - 10) Destination or Ship To address
- f. Disbursement of petty cash funds (less than \$50) will be made without a written purchase order. At the time a request for replacement funds is made, the fund will be reconciled and expenses disbursed to the appropriate Department and Distribution Code.
- g. In the case that an emergency exists, the Department Head shall follow the guidelines outlined in the Purchase Authorization Policy.

3. Routing the Purchase Order

After preparing the Purchase Order, it must be routed to the following:

- a. Additional Authorization – for any further signature of the authorizing official(s) as per the Purchase Authorization Policy
- b. Accounting Department – for processing

4. Processing the Purchase Order by Accounting

When the purchase order is received in Accounting, it must be verified for accuracy, authorization, and budget authority. Accounting must do the following:

- a. Check the purchase order for completeness.
- b. Check computations (total price, etc) for accuracy.
- c. Verify contract provision, if on an existing contract.
- d. Verify the authorization.
- e. Verify the budget authority.

5. Completing the Purchase

After the Purchase Order is returned by Accounting to the requesting Department, the purchase may be completed.

- a. When placing the order, the Department must complete the following information:
 - 1) Order Taken By (note "name" if ordered by phone or "pick- up" when personally received by Sunset Valley Personnel)
 - 2) Date Ordered
 - 3) Person Placing Order
 - 4) Delivery Date
- b. After placing the order, disburse Purchase Order as follows:
 - 1) Original stays in Accounting
 - 2) All remaining copies are returned to the requesting department

6. Receiving of Merchandise

- a. All merchandise whether shipped by Vendor or Picked Up by City Personnel must be received by the Receptionist and logged in as received.
- b. The Receptionist shall immediately notify the designated department placing the order that their order has been received.
- c. The designated department shall retrieve their order and complete the receiving portion of the purchase order.
- d. The received purchase order shall be submitted to the accounting department for processing.

Adopted: November 8, 2000
Amended: April 16, 2013

Accounts Payable

Policy Reference: FP301
Effective Date: April 16, 2013

Intent: To provide payment of all authorized obligations of the City of Sunset Valley and authority to transfer funds to meet those obligations.

A. Responsibility for Payment

1. The Accounting Department is responsible for satisfying all properly authorized obligations of the City of Sunset Valley within thirty (30) days of receipt or due date of invoice, whichever is earliest.
2. The Accounting Department is also responsible for maintaining any and all records (check copies, computer reports, purchase orders with attachments, travel reimbursement requests, payroll time sheets, etc.) to support satisfaction of said obligation in an orderly, structured fashion that facilitates ease of retrieval.
3. The City's payment obligations are payable only and solely from funds appropriated and available for the purpose of the purchase. The absence of appropriated or other lawfully available funds shall render the purchase or contract null and void to the extent funds are not appropriated or available and any deliverables unpaid shall be returned to the vendor or contractor.

B. Responsibility for Compliance

1. The Accounting Department is responsible for insuring that all purchase order or requests for disbursements comply with City of Sunset Valley policies (see Purchasing Authorization Levels and Competitive Bid and Non-Bid Purchases) and shall not turn over processing unless all documents possess the proper signatures.
2. Should the Accounting Department receive a purchase order or request for payment that lacks proper approval as authorized, the Accounting Department shall reject the document and return it to the requesting department.
3. If the Accounting Department receives a request for payment with proper signatures, and still feels that the request does not comply with the City of Sunset Valley guidelines, he/she shall bring the matter to the attention of the City Administrator for disposition. If the objectionable request was originated by the City Administrator, he/she shall bring the matter to the attention of the Mayor for disposition.

4. The Accounting Department shall verify all purchase orders or request for disbursement are properly coded prior to input in the system. The coding shall indicate the fund, department, account to be charged for the expense, function and location if applicable, and shall be written on the face of the purchase order.
5. All properly executed and coded purchase orders shall be turned in to the Accounting Department for system entry.

C. Invoice Processing

1. After each day's mail is logged by the receptionist, all invoices are to be directed only to the Accounting Department. The Accounting Department shall endeavor to match invoices to purchase orders by performing the following tasks:
 - a. The name listed as "pay to" on the purchase order shall match the vendor name on the invoice.
 - b. The quantity, description, and price listed on the invoice must match what is listed on the purchase order. If any of the items do not agree, he/she shall reject the item for processing and provide a copy of the invoice (stamped copy) to the requesting Department to resolve the discrepancy. At all times the Accounting Department must retain possession of the original invoice. The Accounting Department shall pay from a statement only if the vendor does not issue individual invoices
 - c. If all items on the invoice agree to those listed on the properly approved purchase order the Accounting Department shall attach the invoice to the purchase order and then input into the accounting program to release encumbered funds
 - d. The Accounting Department is responsible for researching the status of all invoices in his/her possession which do not match to any purchase order.
 - e. If an employee of the City of Sunset Valley has incurred an expense for which a properly approved purchase order has not been received by Accounting, it (the expense and resulting liability) becomes the property of the employee and not the City of Sunset Valley.
 - f. If partial shipments or deliveries are authorized by a Department Head, the vendor will be paid for the partial shipment or delivery provided the invoice matches the shipment or delivery.
 - g. The City may withhold a part or all of any payment otherwise due, on account of:
 - 1) Delivery of defective or non-conforming deliverables by the vendor;
 - 2) Failure of vendor to submit proper invoices and supporting documentation.

- 3) Failure of a Contractor to comply with any material provision of executed Contract Documents; or
- 4) Failure of Contractor to perform obligations within completed time specified within the Contract and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay.

D. Check Processing

1. The Accountant shall review unposted disbursements prior to check processing to determine if it meets the City of Sunset Valley policy, has proper authorizations, invoice matches purchase order and is within the departmental budget, and was properly coded for entry into the accounting accounts payable system. If any of the preceding are not satisfied, the Accountant will reject payment approval. If all items are in order, the Accountant will initial and date the Accounts Payable report and will return all documentation to the Accounting Department who will generate a check.
2. After checks are generated, the Accounting Department will present the checks, distribution breakdown, and all supporting documentation to the appropriate signatory authority. See FP313.
3. At all times the Accounting Department will insure physical security of the checks and supporting documentation by either personally delivering and retrieving the documents from the check signer, or allowing an authorized representative of accounting/administration as designated by the City Administrator to take custody of payment instruments.
4. The final review takes place at the time of check signing by the City Administrator.
5. When the checks are signed and returned to the Accounting Department the check is immediately mailed along with any remittance advice and the supporting documentation is filed in a timely manner.
6. All payments for materials and services are to be filed in alphabetical vendor order and shall be filed separate from travel reimbursements.

E. Transfer of Funds to Meet Obligations

1. After checks are generated, the Accounting Department shall prepare a cash requirements report. The report shall indicate both funds available in checking and funds needed to meet payables/payroll generated.

2. Upon preparing a cash requirements report, the Accounting Department shall provide the information to the City Administrator. The City Administrator shall transfer the funds needed to meet payables/payroll generated.
3. Documentation of the transfer of funds shall be submitted by the City Administrator to the Accounting Department for entry into the accounting program.
4. In the event the Accounting Department is not available to prepare the cash requirements report, the duty falls to the City Administrator.

Adopted-Payment of Invoices:	Payment of Invoices 4/6/99
Amended-Account Payable:	November 8, 2000
Amended:	April 16, 2013

City Vehicle Use For Out of City Travel/Training Purposes

Policy Reference: FP303
 Effective Date: April 16, 2013

Intent: Establish guidelines for use of City vehicles for out of city travel/training purposes.

Travel which involves the use of a City vehicle will be authorized for only those activities that are necessary for out of city travel/training purposes. Authorization can only be given by the City Administrator. Authorized drivers must follow all policies and procedures for operation. Failure to do so may result in the termination of driving privileges to use City vehicles for out of city travel/training purposes. The City of Sunset Valley reserves the right to revoke driving privileges at any time.

A. Authorization and Drivers' Responsibilities

Prior to operating the vehicle, the following information must be in the employee's personnel file. All information will be kept confidential:

1. The driver's license number and expiration date.
2. A record check with the Department of Motor Vehicles.

Employees requesting the use of a City vehicle for out of city travel/training purposes shall not be eligible to operate vehicles if the total points assigned to their driving record is 10 or more.

Violations	Points
1.1 License suspension, revocation	10
1.2 Driving while intoxicated or under the influence	10
1.3 Any serious violation, i.e. reckless driving, endangering lives of others, racing	10
1.4 Any speeding violation	3
1.5 Any standard moving violation, i.e. careless driving, stop sign, land crossover, failure to signal, failure to keep right, following too close, etc.	2
1.6 Any chargeable bodily injury accident	3
1.7 Any chargeable property damage accident	3

B. Procedures

Employees operating City vehicles for out of city travel/training purposes must report to their supervisors any accident involving said vehicles within twenty-four (24) hours of the occurrence.

Failure to report license suspensions; or failure to maintain the required driver's license; or failure to meet minimum driving record criteria will be sufficient grounds for removal of privileges to use City vehicles for out of city travel/training purposes and may subject the employee to disciplinary action.

Employees who have been ruled ineligible (except for offenses listed under 1.2 of this policy) to use City vehicles for out of city travel/training purposes may have their privileges reinstated provided the employee successfully completes a Defensive Driver Training Program approved by the Texas Education Commission and submits evidence of satisfactory completion to their Department Head.

An employee who has been ruled ineligible for driving privileges may use the defensive driving course option only once a year in order to have his/her eligibility status reinstated.

Safe driving practices, speed limits, and other driving laws must be observed at all times. The City will not be responsible for any fines incurred by staff while driving the vehicle.

Approved: November 8, 2000

Amended: April 16, 2013

Corporate Cards Charge Cards

Policy Reference: FP307
Effective Date: April 16, 2013

Intent: To designate employees who may incur expenses on behalf of the City during daily operations and emergency situations or in the event the City has not established a credit account. Cardholders must abide by the guidelines and procedures listed below.

A. Comments/Procedures

All purchases or charged expenses using a City credit card must follow all purchasing guidelines set forth in these Financial Policies.

B. Card Eligibility

Only Department Heads and supervisors who may incur expenses on behalf of the City of Sunset Valley will be eligible for a Corporate Card after successfully completing their 6-month introductory period (for new hires) and be in good job standing.

A written request from the Department Head to designate staff members as authorized signers on other city charge accounts (i.e. Home Depot, Sam's) must be submitted to the Accounting Office for approval.

C. Unauthorized Charges

The City of Sunset Valley and the Cardmember are not liable for charges resulting from unauthorized use of any charge card. An unauthorized use is a use that did not benefit the City of Sunset Valley and that was incurred by someone who is not the Cardmember and who did not have actual, implied, or apparent authority to use the corporate card.

D. Misuse of Corporate or Other Charge Card

All amounts charged to the Corporate Card or other City Charge Card shall be for official business use only. Any abuse or misuse of any City Card is subject to immediate cancellation of the Card in addition to disciplinary action, commensurate with the nature of the offense.

E. Lost or Stolen Cards

If a card is lost or stolen it should be reported immediately by phone to the Card Account Company, and by e-mail to the City Administrator, Department Head, and to the City of Sunset Valley Accounting Department.

Please indicate the date and time when the card was lost or stolen and any other pertinent information.

F. Miscellaneous Purchases

1. Gasoline, Oil & basic Fluid Charges. Each Department Head shall receive a number of gas charge cards equal to the number of registered vehicles within the Department. Charges for gasoline, oil and basic fluid purchases shall not be required to submit a Purchase Order prior to actual purchase. All other guidelines and procedures listed above must be followed. This provision does not include oil changes performed on vehicles.
2. Building or Office Supplies. All purchases must be in compliance with Purchase Authorization policies and Purchase Order Procedures as well as other guidelines and procedures listed above. Purchase Orders shall reflect a not-to-exceed amount for each item proposed to be purchased on a city charge card.

Adopted: November 8, 2000

Amended: April 16, 2013

Inventory of Equipment and Disposition

Policy Reference: FP309
Effective Date: April 16, 2013

Intent: Provide procedures for managing equipment, including replacement equipment, until disposition takes place.

A. Property Records

1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, location of property, the acquisition date, and cost of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
2. All records will be maintained by the City of Sunset Valley Accounting department under the supervision of the City Administrator.

B. Annual Inventory

Physical inventory of the property will be taken and the results reconciled with the property records prior to September 30th of each year in order to provide reconciling documentation for the annual audit report.

C. Control Numbers

A control number will be assigned to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss or theft shall be investigated.

D. Maintenance

Adequate maintenance shall be performed on all equipment to keep the property in good operating condition and prolong the life span.

E. Disposal

1. In the event the asset is obsolete or beyond repair, its status shall be documented in the asset records.
2. No asset disposal is allowed without City Council authorization. (See Ordinance 990706 for procedures).

Adopted: November 8, 2000
Amended: April 16, 2013

This page intentionally left blank.

Receiving Fixed Assets/High Theft Items

Policy Reference: FP311
Effective Date: April 13, 2012

Intent: To provide a receiving policy and establish procedures to insure that all assets that are purchased and paid for are in fact received and monitor assets for valuation and depreciation purposes (external reporting requirement)

A. Definitions

1. Fixed Asset (FA): Shall be construed to be any item with a purchase value equal to or more than \$5,000. Some fixed assets may consist of multiple integrate items with each component valued below \$5,000. In this event, the combined value of the items shall be used to determine if it qualifies as a fixed asset. This shall also include software.
2. High Theft (HT): All computer hardware and software and electronic equipment (VCRs, cameras, TVs, cellular phones, etc) that are easily transportable, easily marketable, desirable for home use, and possess a purchase value equal to or more than \$500.
3. Receiving Area: Designated City of Sunset Valley employee responsible for ensuring compliance with the intent and scope of this policy.

B. Procedure

1. Before any FA & HT item is purchased a properly completed purchase order must be presented to the Accounting Department.
2. All FA & HT items must be received at City Hall with the exception of vehicles that are picked up outside of Austin.
3. Upon asset arrival at the office it will be logged as received by the receptionist and he/she shall immediately notify the designated Department Head placing the order. He/she shall physically secure all items until an identification number is assigned. At no time shall the item be released by the receiving area until the copy of the purchase order in the receiving area has been signed as received by the designated Department Head.
4. Any discrepancies must be immediately documented and reported to the Accounting Department.

5. All warranty documentation shall be centrally located in the Accounting Department. All documentation related to the purchase of vehicles, along with a set of keys, shall be turned into the City Administrator.
6. The Accounting Department shall immediately match the receiving reports to the authorized purchase order and process for payment.
7. Maintenance of the fixed asset/inventory records shall be the responsibility of the Accounting Department. All information from the purchase voucher, packing slip, etc. shall be entered into the records on a timely basis. Within 48 hours an identification number shall be issued for the item by the Accounting Department and secured to the FA or HT item (with the exception of software).
8. In the absence of Accounting Personnel, the City Administrator shall be responsible for maintaining fixed asset/inventory records and securing tags.
9. Designated Department is defined as:

Administration	City Administrator Accountant
Police Dept.	Chief of Police Sergeant
Public Works	Director Assistant Director

Adopted: November 8, 2000

Amended: April 13, 2013

Signatory Authority

Policy Reference: FP313
Effective Date: April 16, 2013

Intent: To provide procedures on authorization of City checks and electronic payments.

All disbursements from City funds shall require two signatures for approval. Checks shall have two signatures as identified in this policy and any electronic payments shall be approved by two signatures on the payment register prior to release of payments. After approval of the payment register, electronic payments shall be made in accordance with the City Depository guidelines. Two employees shall be required to send electronic payments; one employee to initiate the payment and a different employee to send the payment using encrypted passwords.

Payroll checks and payroll direct deposits are issued by the City's Payroll system vendor are signed by the vendor's representative in accordance with the agreement with the vendor. The payroll register shall be approved prior to release by two signatures: 1) the Mayor, Mayor Pro tem, or other Councilmember authorized by the City Council as a signatory and, 2) the City Administrator or Assistant City Administrator.

Electronic payments (vendor and recurring payments)

The electronic payment register shall be approved prior to release by two signatures: 1) the Mayor, Mayor Pro Tem, or other Councilmember authorized by the City Council as a signatory and, 2) the City Administrator or Assistant City Administrator.

Manual payroll checks, vendor and recurring checks shall require two signatures as follows:

Checks in an amount of \$.01 to \$499.99:

- Any two signatures from the following:
- Mayor, Mayor-Pro Tem, other Councilmember authorized by the City Council as a signatory, City Administrator, Assistant City Administrator, or Department Head (only one Department Head may sign)

Checks in an amount exceeding \$500:

- Two signatures from the following:
- Mayor, Mayor-Pro Tem, Councilmember authorized by the City Council as a signatory City Administrator or Assistant City Administrator. The Mayor or Mayor Pro tem must be one of the signers.

Adopted: November 8, 2000
Amended: August 5, 2008
Amended: February 7, 2012
Amended: April 16, 2013

This page intentionally left blank.

Travel Expense Reimbursement

Policy Reference: FP315
Effective Date: April 16, 2013

Intent: To provide general guidelines for travel necessary for City operations, and ensure that all costs are justified and fully supported by appropriate documentation and original receipts. Reimbursement for travel is intended to provide repayment to City Council and staff members for costs incurred in travel.

A. General Guidelines

All out of town travel must be approved in advance by the City Administrator. If the City Administrator is not available, the Department Head may approve travel.

No reimbursement will be made for costs not directly related to the City of Sunset Valley; for costs not authorized under the City of Sunset Valley grant rules; for costs not authorized by appropriate supervisory personnel; for undocumented or unreasonable costs; or for expenses not backed by a receipt. Tax exemption certificates must be carried and used in appropriate circumstances.

B. Travel Reimbursement Payment Schedule

Reimbursement shall occur no later than 2 weeks after the appropriate in-town and out-of-town travel documentation are received by the Accounting Department and approved by the Department Head. Reimbursement will be made as explained below.

C. Mileage

Mileage for travel by personal vehicle will be reimbursed at the IRS standard. Distance will be determined by the traveler's vehicle odometer or a software mapping program. For in-town travel, mileage shall be calculated to/from the office. If a business related errand or training is run before coming to the office or at the end of the business day, distance will be the round trip mileage from the point of origin. For example, if going from the office to bank and then home at the end of the day, mileage paid will be from office to bank doubled (RT); or if at the beginning of the day employee goes from home to training and then to office, mileage paid will be from home to training doubled (RT)--employee cannot claim from training back to office. For out-of-town travel, mileage shall be calculated to/from home or office - whichever was the actual travel route.

D. In-Town Travel

In-town travel is Sunset Valley, Texas and Austin, Texas. Travelers cannot collect meal per diem for in-town travel. Employees are allowed to claim mileage for in-town business related errands or training (see "Mileage" for more details about how to determine how mileage is calculated for payment). Documentation for reimbursement must include the beginning and ending odometer readings for each day, origination and destination points, and total miles traveled. A software mapping program may also determine distance between points of travel.

E. Out-of-Town Travel

Out-of-town travel is defined as travel to locations outside of Sunset Valley and Austin, Texas. All travel to out-of-town locations must be pre-approved by the City Administrator. For out-of-town travel, public transportation (airlines, car rental, taxis) will be reimbursed on the basis of reasonable cost and with appropriate documentation. Documentation for use of personal vehicle must include beginning and ending odometer readings for each day, origination and destination points, and total miles traveled. A software mapping program may also determine distance between points of travel.

F. Travel Time

1. When a workday begins and ends with air travel, employees should document their workday as beginning from the time they reach the airport (not to exceed 120 minutes prior to the scheduled flight time) and ending when they leave the airport (not when they arrive home).
2. Employees who drive overnight are considered working all the time they are driving and should document their workday accordingly.
3. Employees traveling overnight on business (for more than one day) should document their time spent in traveling (except for meal periods) based on their normal working hours on their non-working days, such as Saturday, Sunday, and holidays, as well as on their regular working days.
4. Travel time as a passenger on an airplane, train, boat, bus or automobile outside of regular working hours is not considered work time by the Wage and Hour Division.
5. Meal periods are non-compensable time.

G. Airline Travel

1. All air travel and car rental must be pre-approved in writing by the City Administrator or his/her designee and Department Head prior to purchase/reservation. In the case of Airline Travel only, a copy of the itinerary must be attached to a signed purchase order and forwarded to the Accounting Department, as this acts as the approval for payment of airline tickets billed through the City's corporate card. Airline travel shall be at less than first class,

unless unavailable. Employees are required to take the lowest fare available. If they do not, they must have the written approval of the City Administrator.

The portion of the ticket remaining after the flight ticket is used shall serve as the receipt.

H. Car Rental

Car rental may be pre-approved via a purchase order for out-of-town travel involving air travel. In all other cases, the staff person is responsible for payment of the rental car (e.g. Sunset Valley will not reimburse for rental) unless prior approval has been granted by the Department Head and the City Administrator or his/her designee. Car rental should be for the least expensive compact automobile immediately available which will serve the needs of the trip. The car rental form/receipt serves as documentation for reimbursement.

Employees who elect to have the car rental agency fill the gas tank are responsible for paying the difference between the market price and the price charged by the rental agency.

I. Taxi

Taxi service will include the cost of the fare. Tips will be reimbursed up to ten percent (10%) of the fare.

J. Lodging

Lodging will be paid at actual reasonable cost with efforts made to obtain the State of Texas per diem rate of \$104.00 per night. Rates over \$104.00 per night may be approved under special conditions. These special conditions are:

1. attending a prior approved training, conference or retreat at the hotel/lodging
2. attending a prior approved professional meeting at the hotel
3. room is occupied by two staff persons and the cost of one room is less than two separate rooms
4. if less expensive lodging will require considerable more travel time

K. Per Diem

For in town training, if meals are not provided with the registration fee, a per diem at the lunch rate will be paid if you are in training for more than 5 hours.

Per diem is paid to reimburse employees for meals during out-of-town travel. As some meals may cost more than per diem and others less, per diem is paid based upon whether an employee is in a travel status (has left home or office on an out-of-town trip and has not returned to home or office from that trip) at the approximate time of each meal and regardless of the actual cost of meals. Receipts are not required for meals.

Per diem shall be paid on the following basis (State of Texas per diem rates):

Out of Town Travel status during:	Per diem paid:
Breakfast 7:00 - 8:00 a.m.	\$12.00
Lunch 12:00 -1:00 p.m.	\$18.00
Dinner 6:00 - 7:00 p.m.	\$36.00

If an employee is at a conference or training and registration includes meals, the per diem for those meals will not be paid.

L. Parking

The City of Sunset Valley will reimburse for parking when conducting City business when documented by an official receipt (i.e. receipts for parking garages, short-term/long-term parking, etc.).

M. Tips

Tips related to meals during out of town travel are not reimbursable due to per diem payments.

Adopted:	November 8, 2000
Amended:	May 8, 2002
Amended:	April 16, 2013

General Fund Reserve Policy

Policy Reference: FP317
Effective Date: July 30, 2020

Intent: A General Fund Reserve has been established by the City of Sunset Valley to protect the City against an unexpected event that results in the City's inability to meet critical/essential financial obligations, for example, a loss of all sales tax revenue due to a tornado that destroys the majority of the retail shopping area. The goal of the reserve fund is to reserve sufficient funds to keep the City operating for a time to allow sales tax revenues to be renewed.

- Should maintain General Government fund balance equal to 100% of budget revenue average for preceding 5 years.

Adopted: October 24, 2006
Amended: April 16, 2013
Amended: April 16, 2019
Amended: July 30, 2020

This page intentionally left blank.

Self Funding Policy

Policy Reference: FP319
Effective Date: April 16, 2013

Intent: The City of Sunset Valley maintains an Equipment Repair and Replacement fund to ensure that money is available to repair and replace significant equipment and infrastructure items. The Equipment Repair and Replacement fund is addressed in a separate policy entitled “Repair and Replacement Policy”. The money in this fund accumulates interest, and the adopted City budget may include anticipated interest from this fund in its revenue forecasts. From time to time, this fund may have accumulated more funds than is reasonably necessary to repair and replace any items that are projected to need repair or replacement within the next three to five years. The purpose of this policy is to provide a mechanism to allow the use and replacement of any eligible funds (as defined below) in the Equipment Repair and Replacement Fund in a manner that (i) will not appreciably impact projected City revenues on which the adopted City budget is based and (ii) will ensure that sufficient funds remain in the Equipment Repair and Replacement Fund to meet any needs for repair or replacement of significant equipment and infrastructure items that may arise while any eligible (as defined below) funds are in use.

1. Eligible Funds

The amount of any “Eligible Funds”, if any, in the Equipment Repair and Replacement fund at any time is determined by taking the total amount in the Equipment Repair and Replacement Fund as of the preceding fiscal year, and subtracting: 1) the total amount, if any, of funds that have already been allocated from the Equipment Repair and Replacement Fund under this policy, but have not yet been repaid to the Fund; 2) the total amount that is projected to be expended from the fund for repair and replacement items over the next three budget years; and an amount of \$250,000 to ensure that sufficient funds remain in the Equipment Repair and Replacement Fund to cover any unanticipated equipment repairs or replacements.

2. Period of Repayment

At the time any Eligible Funds are to be expended, the City Council shall set a Period of Repayment. Any Eligible Funds that are expended shall be repaid no later than two years from the date the Eligible Funds are utilized.

3. Amount of Repayment

The total amount of the repayment for any expenditure of Eligible funds is equal to the amount expended (the "Outstanding Principal Balance") plus an amount that accounts for the projected revenue from interest that the City anticipated receiving if the funds had remained in the Equipment Repair and Replacement fund and were not expended.

4. Monthly Repayments

The total amount of the repayment for any expenditure of Eligible Funds will be repaid in monthly installments as described in this paragraph. Each expenditure of Eligible Funds shall be assigned an individual Project Number for tracking purposes. The monthly repayment shall be calculated using the formula below on each individual Project Number ("Project"). Since each Project expenditure will be tracked individually and receive regular monthly repayments, Project's balances due shall not be combined when determining the monthly principal and interest to be repaid. Except as provided in Paragraph 6, the amount of each monthly installment to be repaid per Project will be calculated as follows:

- a. Amount of Monthly Payment in Initial Fiscal Year Repayment: The Monthly Payment Amount shall be the sum of the Monthly Principal Amount and the Monthly Interest Amount as described herein:
 1. Fixed Monthly Principal Amount: The Fixed Monthly Principal Amount shall be calculated by taking the total amount of Eligible Funds to be repaid for an assigned Project and dividing that amount by the number of months set by the City Council under the Period of Repayment in Paragraph 3. Nothing shall prevent the City from making additional payments to be applied against the outstanding balance of the Project. However, should the City elect exercising this option, no adjustment to the Monthly Interest Amount Due will be made.
 2. Monthly Interest Amount: The Monthly Interest Amount shall be determined by creating an amortization schedule by applying specific assumptions to a software application that is deemed reliable by the Deputy City Administrator. The specific assumptions to be input to the application shall include the following terms as defined herein:
 1. Period of Repayment (in months)
 2. Outstanding Principal Balance
 3. Fixed Monthly Principal Amount
 4. Annual Interest Rate (defined as the rate used in the adopted budget for the current fiscal year as reflected in Line item – Revenue Interest)
 5. The amortization method shall be the fixed principal/variable interest method

Note: The amortization schedule shall be applied for the payment dates and amounts in the current fiscal year for which it has been created.

- b. Amount of Monthly Payment in Subsequent Fiscal Years: If the total amount of the Eligible Funds for the Project have not been fully repaid in the initial fiscal year, then the monthly payment amount in any subsequent fiscal year shall be calculated in the same manner as set forth above except that the monthly principal amount shall be based on the remaining amount of Eligible Funds to be repaid rather than the total amount of the Eligible Funds to be repaid. By way of example, if the original Outstanding Principal Balance on a Project was \$100,000, and principal amount payments of \$60,000 were repaid in the initial fiscal year, the new Outstanding Principal Balance amount to be repaid in the next fiscal year would be based on the \$40,000 amount of Eligible funds remaining to be paid rather than the \$100,000 original Outstanding Principal Balance.

Note: The amortization schedule shall be adjusted to reflect the Annual Interest Rate used in the adopted budget for the subsequent fiscal year as reflected in Line item – Revenue (Interest)

5. Delayed Monthly Principal Amount Payments, or Monthly Interest Amount Only Payments

For repayments in the initial fiscal year only, payment of the Fixed Monthly Principal Amount due under paragraph 5 may be delayed beginning with the first full month after any Eligible funds are expended on a Project for a period of up to six (6) months or September 30 of the calendar year, whichever occurs earlier. For example, if funds are expended on a Project in January, payment of the Fixed Monthly Principal Amount due may be delayed through July of that year, with the first Fixed Monthly Principal Amount payment made in August. If funds are expended on a Project in July, then Fixed Monthly Principal Amount payments may be delayed only through September 30 of that same calendar year. At the conclusion of the period of the delayed Fixed Monthly Principal Amount payments, payments of the Fixed Monthly Principal Amount shall be made in accordance with paragraph 5, except that the Fixed Monthly Principal Amount due shall be calculated by beginning with the total amount of Eligible Funds to be repaid for an assigned Project and dividing that amount by the number of months set by the City Council under the Period of Repayment in Paragraph 3 less the number of months that no Fixed Monthly Principal Amount payment was made under this section. By way of example, if the total amount of Eligible Funds to be repaid on a Project was \$100,000 and the repayment period was 24 months, and the City Council elected to delay repayment of the Fixed Monthly Principal Amount for 4 months, then the Fixed Monthly Principal Amount would be calculated by dividing \$100,000 by 20 total months (24 original repayment minus the 4 months for delayed Fixed Monthly Principal Amount payments), and the Fixed Monthly Principal Amount payment would be \$5,000 per month. Nothing in this paragraph shall allow for any delay in the Monthly Interest Amount due under Paragraph 5, and each month the Monthly Interest Amount payment shall be made in accordance with Paragraph 5. The referenced amortization schedule shall be applied with the additional specific assumption that reflects the timeframe for the delayed initial payment.

6. The amortization schedule that reflects the monthly payment of principal and interest shall be presented concurrently with the approval of any Project that is being considered for the use of Eligible Funds.

7. Monthly Budget Adjustments

Each month, the Monthly Payment Amount due for each Project shall be repaid immediately out of revenues received by the city in that month and before such revenues are expended for any other purpose, and, if necessary, the then current adopted budget shall be amended accordingly.

8. In the event that any portion of a Project's repayment, either principal or interest, cannot be met, the City Council shall approve one of the following actions (1) approve an amended Project payment calculations and amortization schedule (2) approve the delay in the start date of a specific project or program, or (3) transfer other general operating funds that are determined to be in excess of actual budget expenses.

Adopted: May 22, 2007:

Amended: April 16, 2013



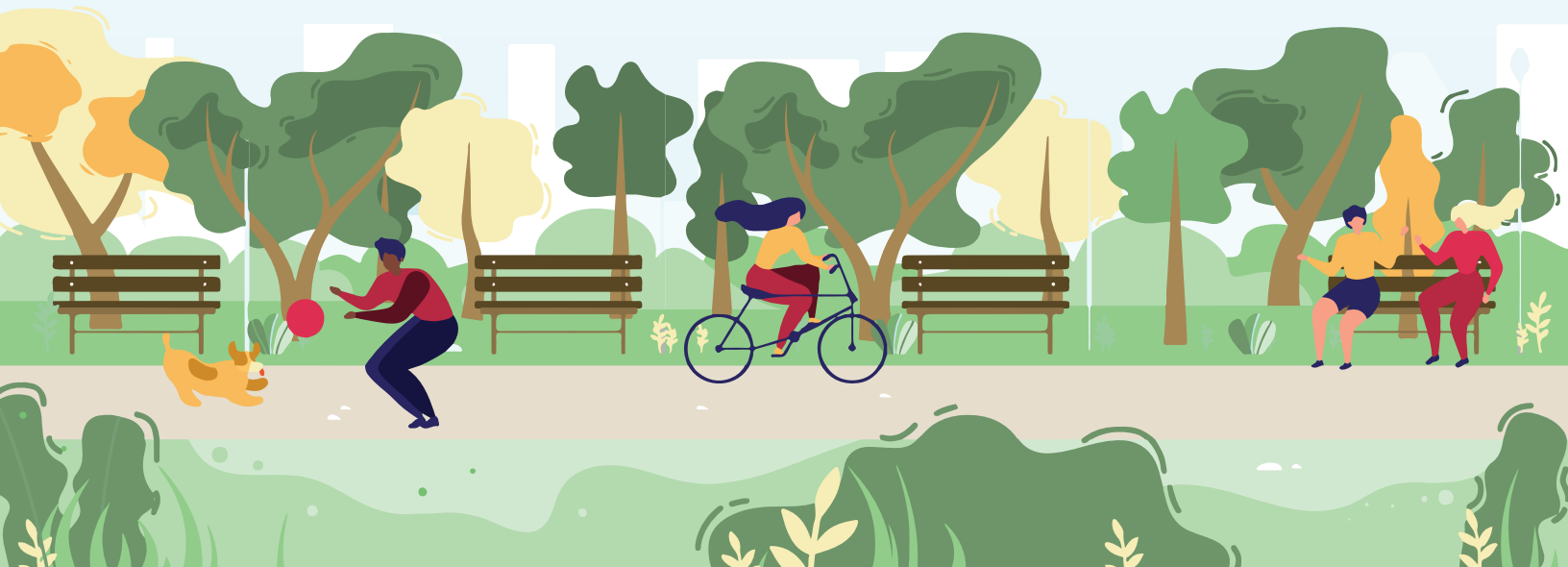
APPENDIX D – PARKS AND OPEN SPACE MASTER PLAN

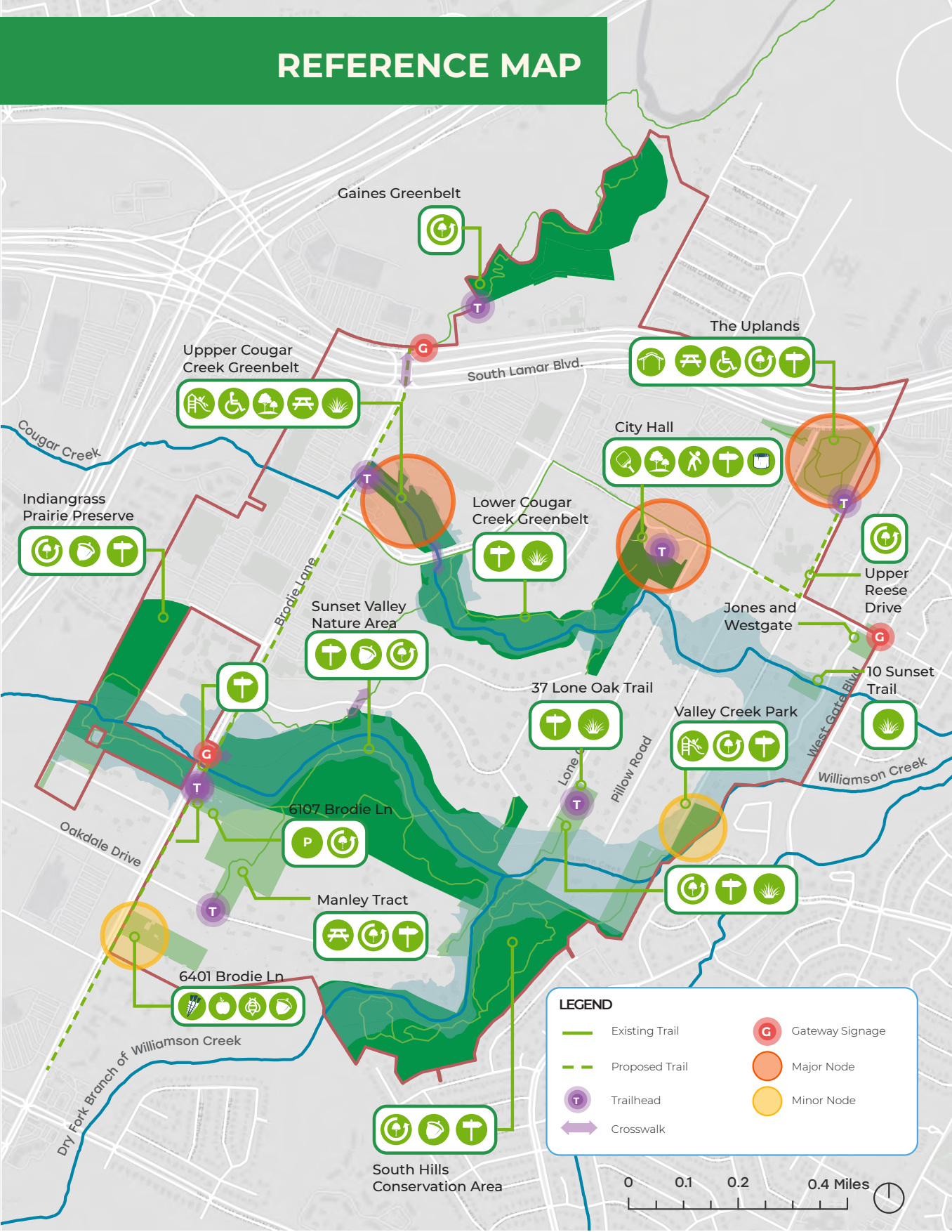
CITY OF SUNSET VALLEY

PARKS AND OPEN SPACE PLAN

AREA PLANS DRAFT

A revised document will be presented to City Council for further discussion. No official action has been taken.





GAINES GREENBELT 4

THE UPLANDS 6

UPPER REESE DRIVE 8

CITY HALL 10

UPPER COUGAR CREEK 12

LOWER COUGAR CREEK 14

JONES AND WESTGATE 16

10 SUNSET TRAIL..... 18

VALLEY CREEK PARK 20

37 LONE OAK TRAIL..... 22

SUNSET VALLEY NATURE AREA..... 24

INDIANGRASS PRAIRIE PRESERVE 26

6107 BRODIE LANE..... 28

MANLY TRACT 30

6401 BRODIE LANE..... 32

SOUTH HILLS CONSERVATION AREA 34

TABLE OF CONTENTS

GAINES GREENBELT



Ecological Restoration in Central Texas. Source: SER Texas Chapter



Possible farmers market pavillion.



Possible farmers market pavillion.



Shaded gathering areas.



Wayfinding signage.



Tree planting. Source: Embark services.



Signage helps protect sensitive areas during restoration efforts.



Pickleball Court. Source: AJC



Nature Play. Source: Earthscapeplay



Tree planting for shade.



Trailhead signage.



Destination playground. Source: Do512



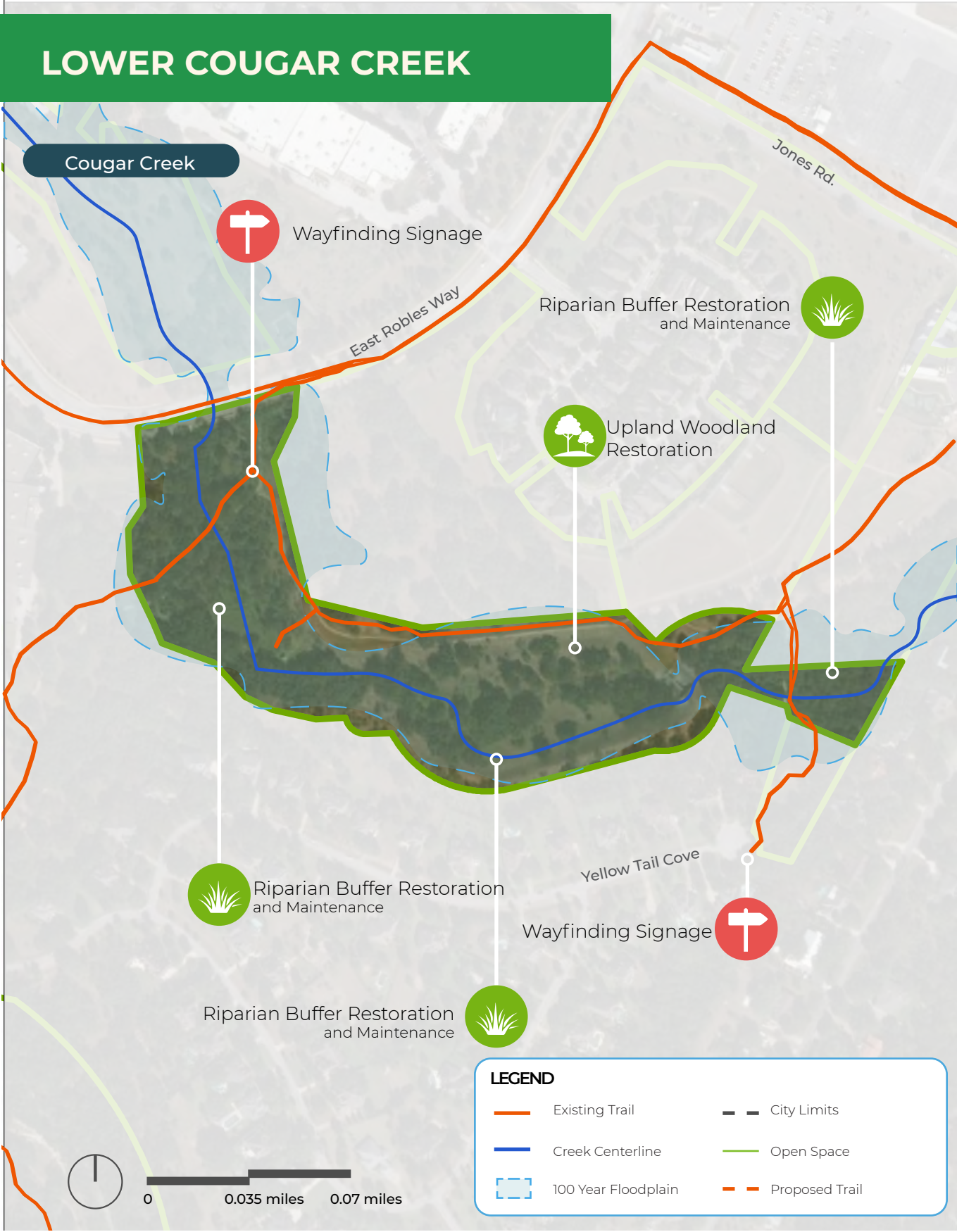
Floodplain restoration helps support a healthy ecosystem.



Shaded gathering areas.



ADA Accessible path. Source: Seattle Times



Example trailhead kiosk. Source: Hiking Project



Example wayfinding signage. Source: Heine Jones



Example of possible gateway signage. Source: Phil Hardberger Park, City of San Antonio.



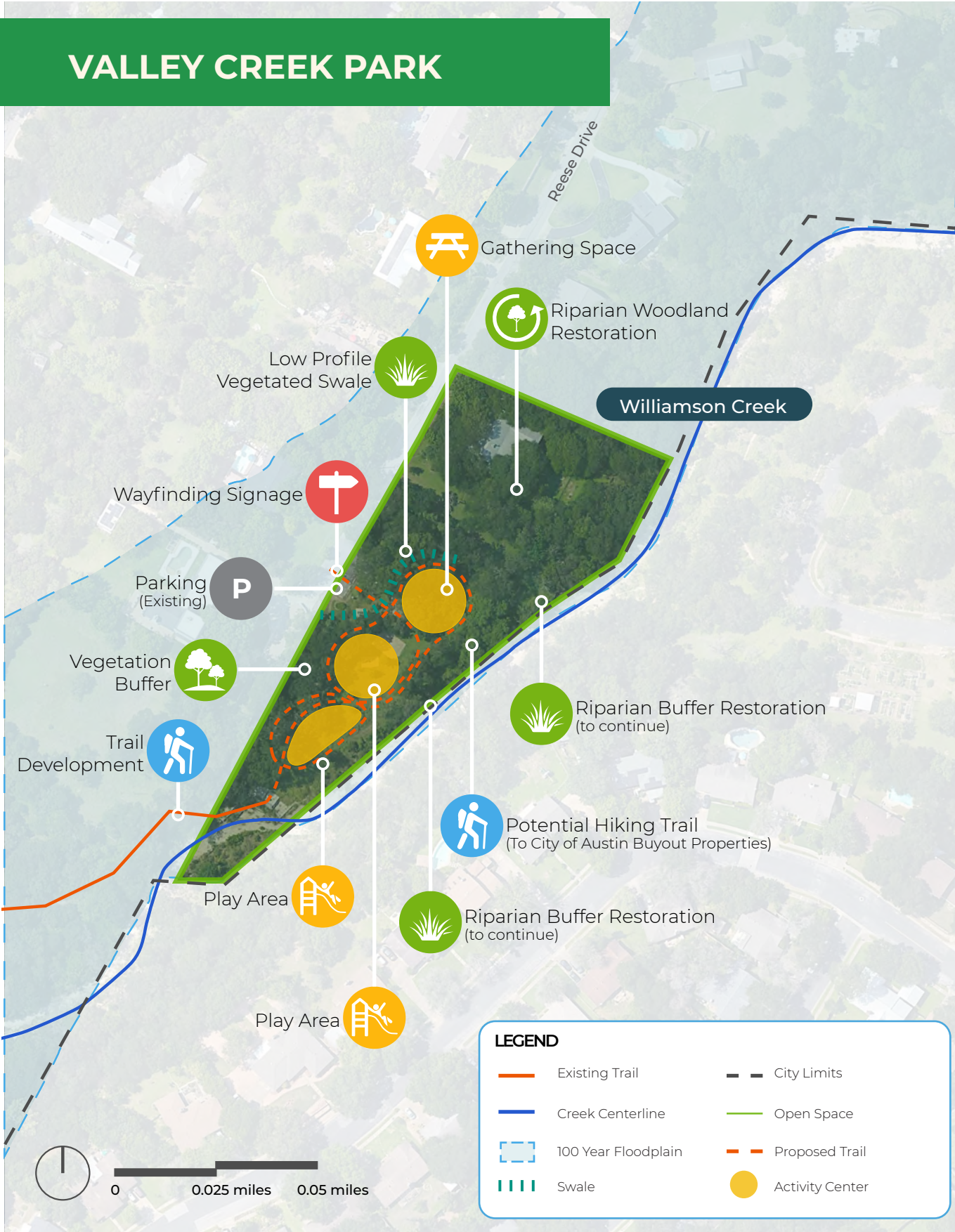
Public Art



Tree planting. Source: Texan by Nature



Floodplain restoration helps support a healthy ecosystem.



Playground for younger children. Source: Exploration Park, Houston



Wayfinding signage.



Shaded gathering areas.

37 LONE OAK TRAIL



Possible trailhead kiosk. Source: Onlyinyourstate



Prairie Restoration. Source: Austin Parks Foundation

SUNSET VALLEY NATURE AREA



Wayfinding signage.



Signage helps protect sensitive areas during restoration efforts.



Example of possible trailhead signage.



Environmental education signage.

INDIANGRASS PRAIRIE PRESERVE



Environmental education.



Pollinator nesting boxes and environmental education.



Interactive environmental education.



Example trailhead kiosk.



Integrate parking with green infrastructure.
Source: Meador Library



Restore and maintain existing ecology.



Fountains can accommodate ADA accessibility needs and pets. Source: St. Croix Recreation



Shade over small group gathering spaces. Source: McKinney Falls State Park



Food forest. Source: The Gardening Channel



Community Garden Plots.

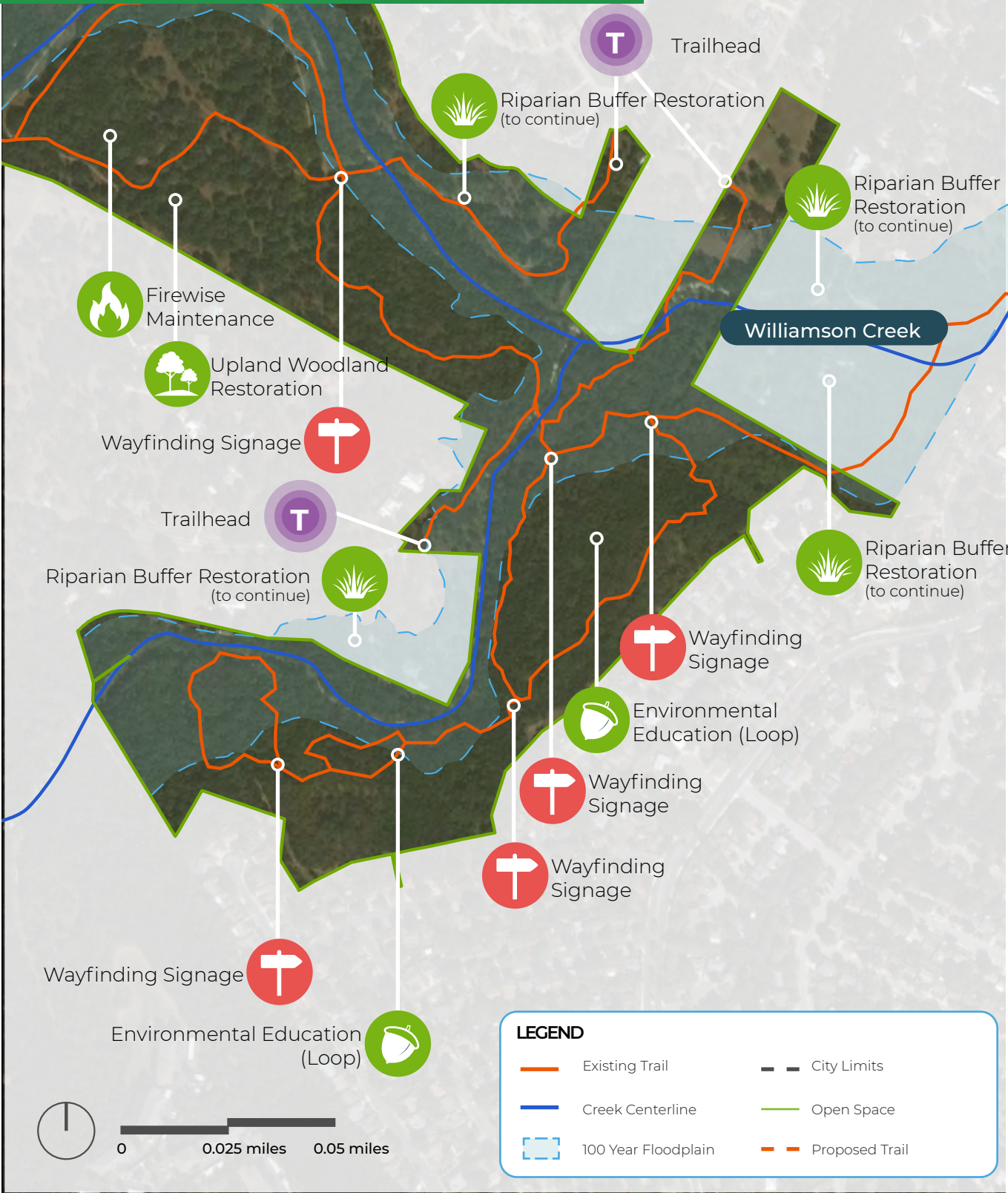


Pollinator nesting boxes. Source: Carol Jelich



Interactive environmental education. Source: Playgroundaroundthecorner

SOUTH HILLS CONSERVATION AREA



Environmental education signage.



Restore and maintain existing ecology and trails.



Trail wayfinding signage.



APPENDIX E – CITY HALL FEASIBILITY REPORT

CITY HALL RENOVATION

FOR



Sunset Valley

- Population: 650 – 700
- County: Travis
- State: Texas

Design Objectives:

- To transform a portion of the existing building into a flex space for different types of events.
- To provide easy access to clean and secure storage for sensitive private files and City Hall Equipment, etc.
- To determine new occupancy and occupant load of renovation.
- To check current building code for plumbing fixture count to accommodate new occupancy.
- To determine ADA requirements.

Issues with existing Structure:

- Terrible Acoustics at Council Chambers cause disruption on public meetings.
- Sensitive files of the City do not have any private storage.
- Existing attic storage is hard to access and to move equipment and materials.
- No visible signage for the City Hall compared to other buildings in the development.
- Highly expensive Audio/Visual Equipment does not have a secure storage area.

Design Considerations:

- Opening existing areas to use for Flex Space (Private, Public, Emergency) events.
- Accommodate additional storage for files, equipment, materials, etc.
- Cost of construction of renovation to highlight a base cost of materials and labor.

SUNSET VALLEY TOWNHALL INPUT			
REQUESTS	CONSIDERED	NOT CONSIDERED	ALTERNATE
PROVIDE A FLEX SPACE FOR COMMUNITY EVENTS: PUBLIC PRIVATE EMERGENCY	FLEX SPACE IS PROVIDED		
ENTRY LOBBY AND COUNCIL OF CHAMBERS ACOUSTIC ISSUES	FLOOR AND CEILING OF BOTH AREAS WILL RECEIVE ACOUSTICAL TREATMENTS		
EXTRA STORAGE FOR FILES	ADMINISTRATOR, ACCOUNTING OFFICE, AND MAP ROOM ARE NOW STORAGE ROOMS		
STORAGE FOR EXPENSIVE AUDIO/VISUAL EQUIPMENTS	A DEDICATED ROOM FOR THE AV OFFICE OF THE CHAMBERS WITH A SECURE HARDWARE		
HYDRAULIC LIFT SYSTEM			A LIFT SYSTEM FOR THE ATTIC SPACE IS ADDED AS AN ALTERNATE
OUTSIDE SIGNAGE	AN ALLOWANCE WILL BE PROVIDED FOR SIGNAGE		
SCHEDULING OF DIFFERENT EVENTS	A WORK AREA AND RECEPTION IS ALLOCATED FOR SCHEDULING		
LOWERING THE CEILING COUNCIL OF CHAMBERS		REASONS: COST-INEFFECTIVE AESTHETIC LOOK OF THE COUNCIL OF CHAMBERS THE ROOM WILL FEEL SMALLER AND WITH THE PSYCHOLOGICAL EFFECT OF CONFINEMENT	
BUILDING EXPANSION FOR STORAGE		ADMINISTRATOR, ACCOUNTING OFFICE, AND MAP ROOM ARE NOW STORAGE ROOMS	
	BREAK ROOM WILL NOW BE A PREP KITCHEN (FOR EVENTS) AND AN ALLOWANCE IS PROVIDED FOR EQUIPMENTS/MILLWORK/FIXTURES)		

Preliminary Cost Estimates of Renovation:

PRELIMINARY COST ESTIMATE						
TASK/MATERIAL	MATERIAL	QUANTITY/SF		COST	LABOR	TOTAL COST
DEMOLITION					\$50,000.00	\$50,000.00
WOOD FRAMING				\$10,000.00	\$20,000.00	\$30,000.00
DRYWALL INSTALLATION (TAPE AND FLOATED)	\$20.00 /PANEL	40	PANELS	\$800.00	\$15,000.00	\$15,800.00
REPAINT INTERIOR		4,900	SF		\$10.00	\$49,000.00
NOISE ABSORBENT CARPET TILES (INSTALLED)	\$15.00 /SF	4,000	SF	\$60,000.00		\$40,000.00
ACOUSTIC FABRIC CEILING TREATMENT	\$50.00 /YARD	15	YARDS	\$750.00	\$30.00	\$22,500.00
RUBBER BASE BOARDS	\$90.00 /ROLL	4	ROLLS	\$400.00	\$15.00	\$6,000.00
ELECTRICAL ALLOWANCE				\$60,000.00		\$60,000.00
MECHANICAL ALLOWANCE				\$40,000.00		\$40,000.00
HYDRAULIC LIFT SYSTEM ALLOWANCE(ALTERNATE)				\$30,000.00		\$30,000.00
OUTSIDE SIGNAGE ALLOWANCE				\$30,000.00		\$30,000.00
DOORS AND HARDWARES				\$20,000.00		\$20,000.00
PREP KITCHEN ALLOWANCE(EQUIP/MILL/FIXTURES)				\$60,000.00		\$60,000.00
TOTAL						\$453,300.00
CONTINGENCY					25.00%	\$113,325.00
GENERAL CONTRACTOR OVERHEAD					25.00%	\$113,325.00
OWNER'S ALLOWANCE					25.00%	\$113,325.00
GRAND TOTAL						\$793,275.00

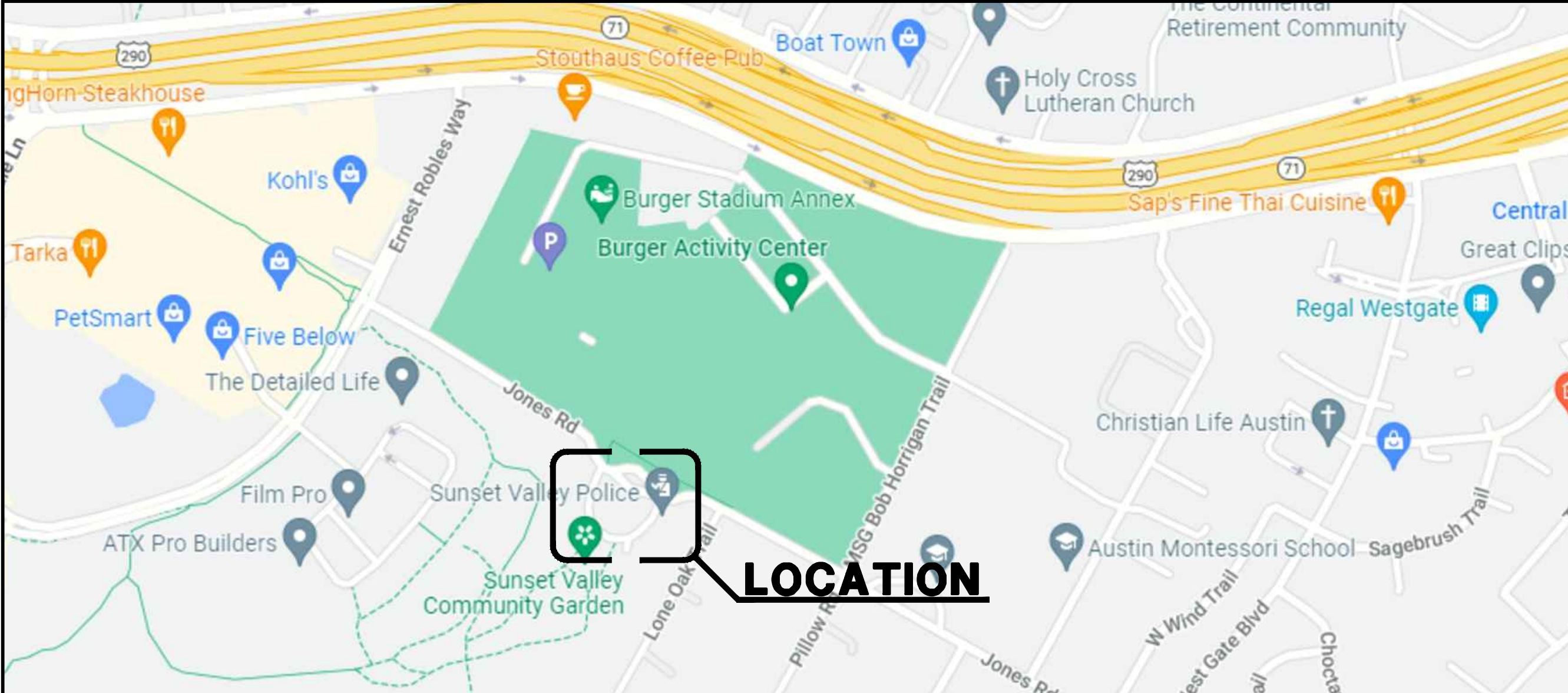
NOTE:

THIS COST ESTIMATE IS FOR GENERAL CONSTRUCTION TO PROVIDE A ROUGH ORDER MAGNITUDE.

PRICES ARE NOT GUARANTEED AND MAY CHANGE WITHOUT NOTICE DUE TO UNFORESEEN COST INCREASES OF IMPORTED PRODUCTS AND CURRENCY FLUCTUATIONS.



SUNSET VALLEY CITY HALL

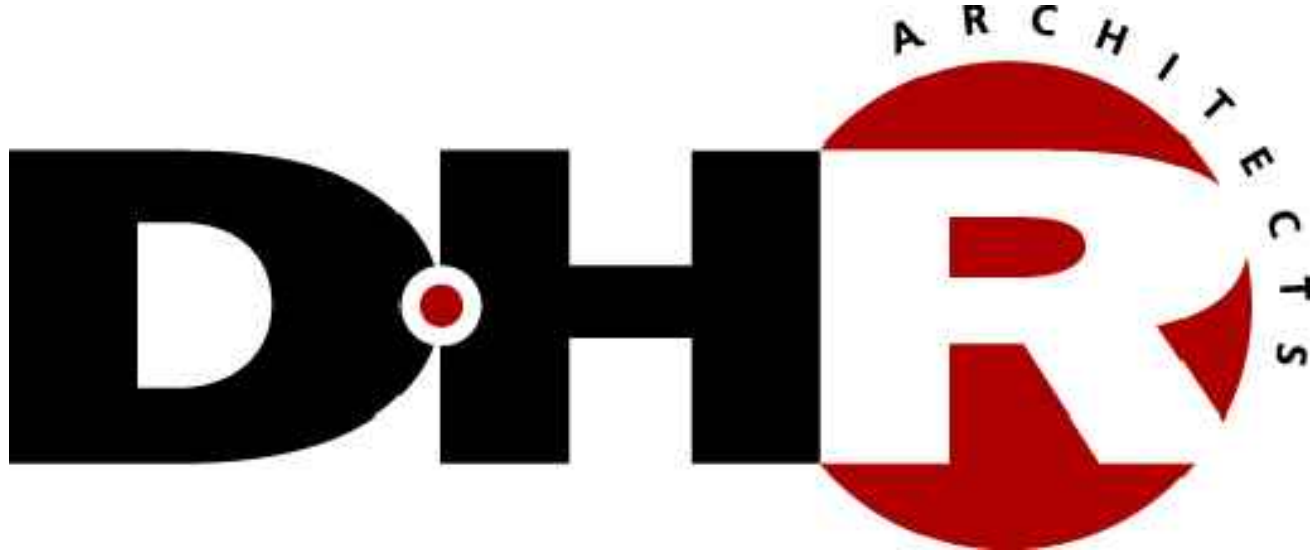
CODE INFORMATION		CODE INFORMATION				LOCATION
CODES (EFFECTIVE 4-1-2022)		OCCUPANCY CLASSIFICATION		OCCUPANT LOAD		
2021	INTERNATIONAL EXISTING BUILDING CODE	ASSEMBLY-3: UNCONCENTRATED	15	+/-1,920 SF		
		STORAGE	300	+/-1,682 SF		
2021	INTERNATIONAL BUILDING CODE	KITCHEN	200	+/-215 SF		
2021	INTERNATIONAL FIRE CODE	TOTAL OCCUPANT LOAD: 136				
2021	UNIFORM PLUMBING CODE	CONSTRUCTION TYPE				
2020	NATIONAL ELECTRICAL CODE	TYPE V-B CONSTRUCTION				
2021	UNIFORM MECHANICAL CODE	PLUMBING FIXTURE COUNT:				
		MEN	WOMAN	LAVATORIES		
		1/75 (60% URINAL)	1/75	1/200		
		REQUIRED	1	1		
		EXISTING	4	2		
						

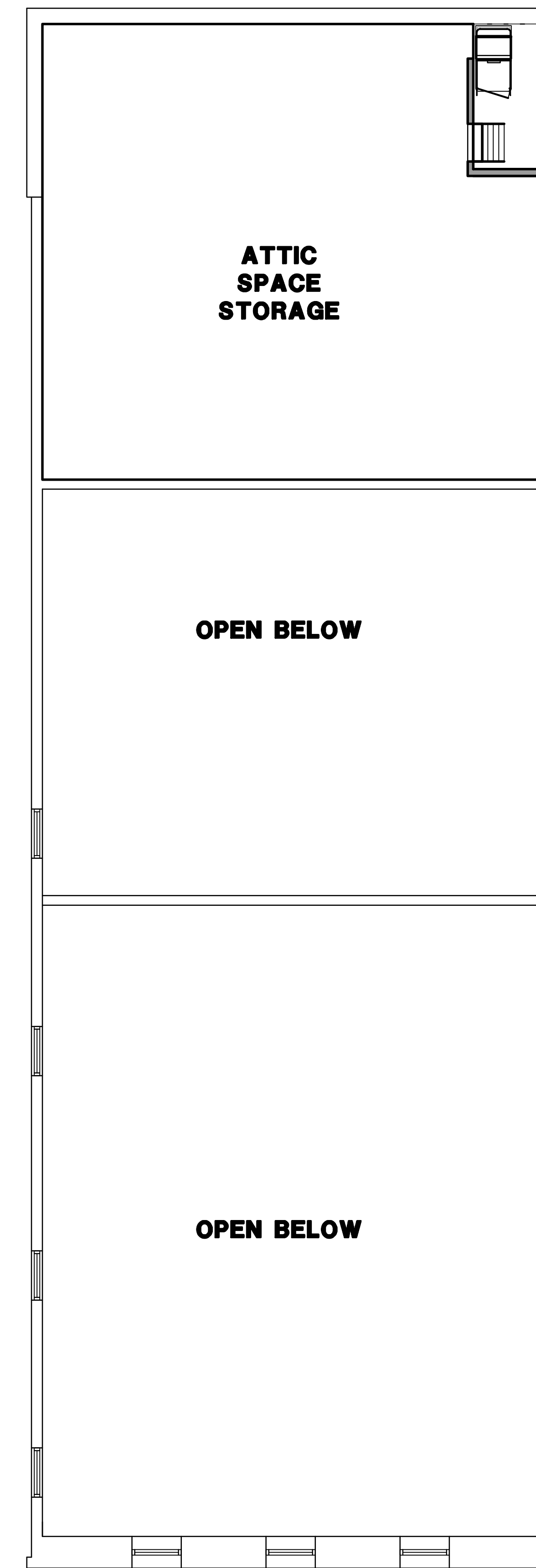
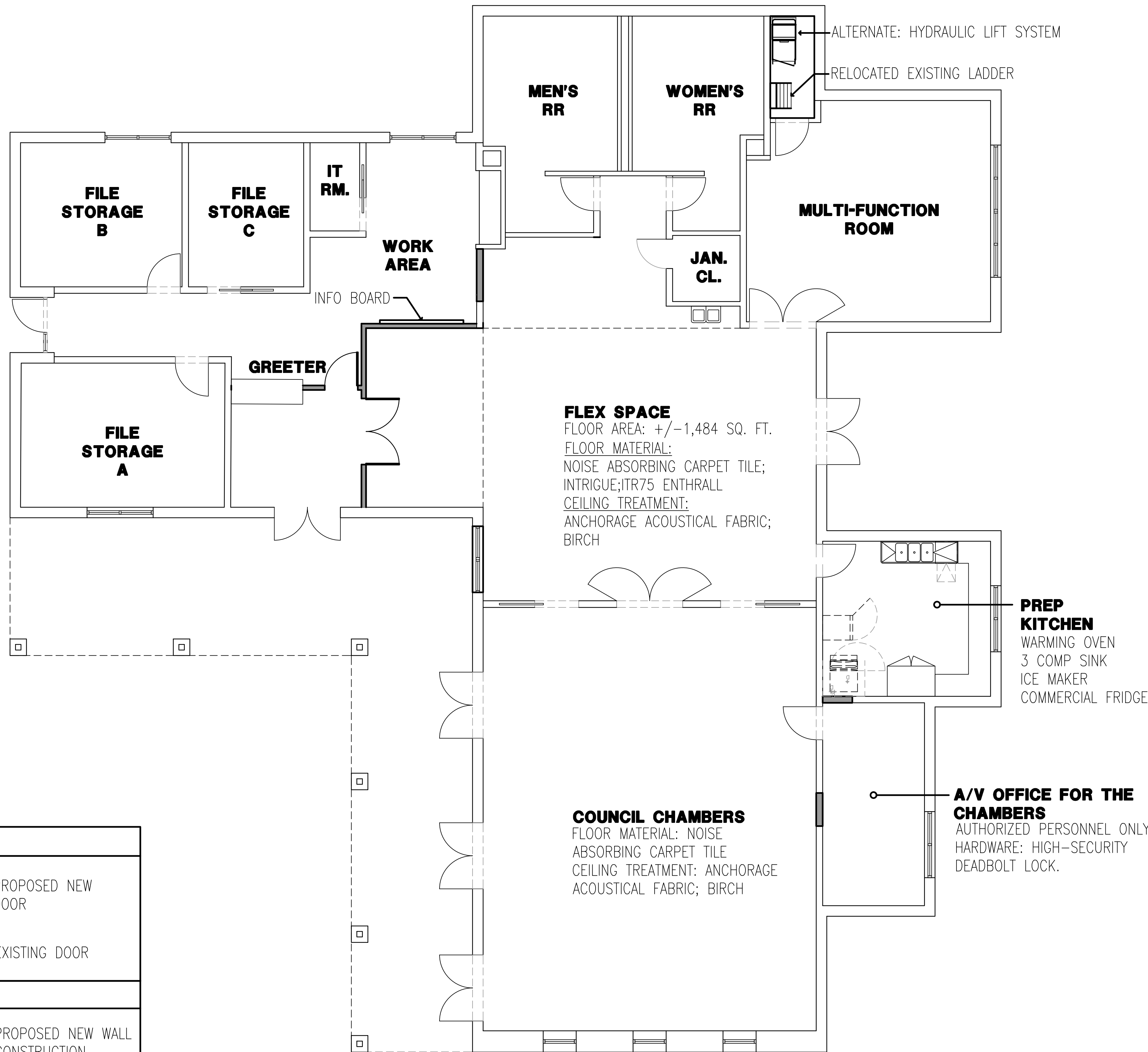


CODE CLASSIFICATION

SUNSET VALLEY CITY HALL
3205 JONES ROAD,
SUNSET VALLEY, TX 78745

SCALE:	3/16" = 1'-0"
DRAWN BY:	RE
APPROVED BY:	GDH
DATE:	7/15/22





DOOR LEGEND

PROPOSED NEW DOOR

EXISTING DOOR

WALL LEGEND

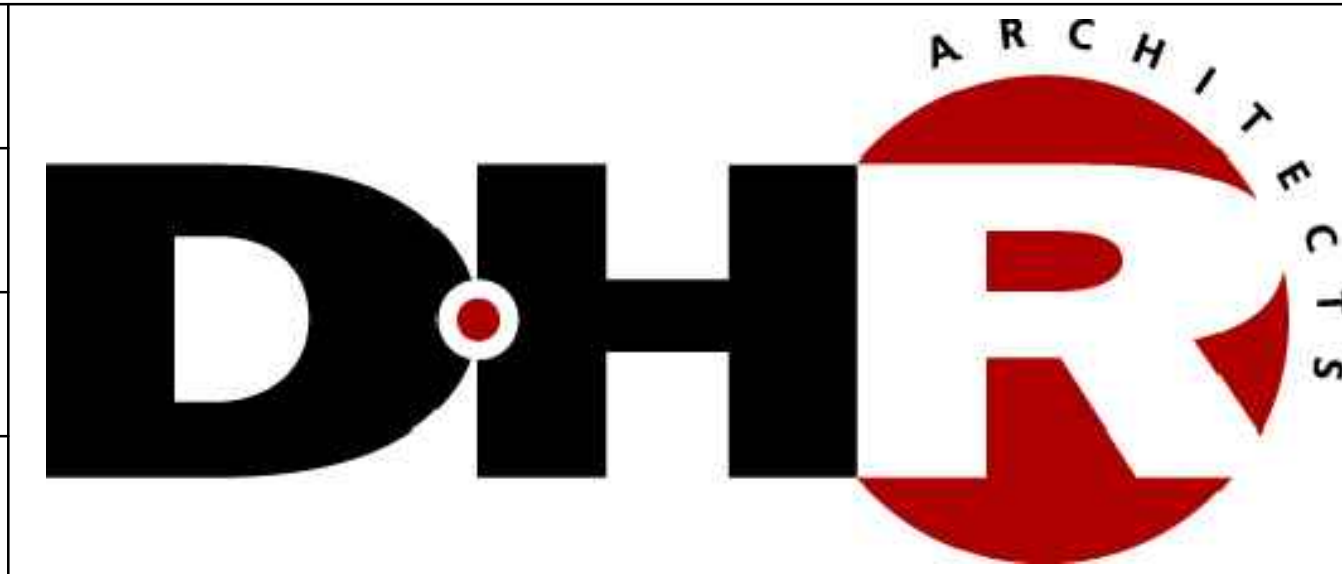
PROPOSED NEW WALL CONSTRUCTION

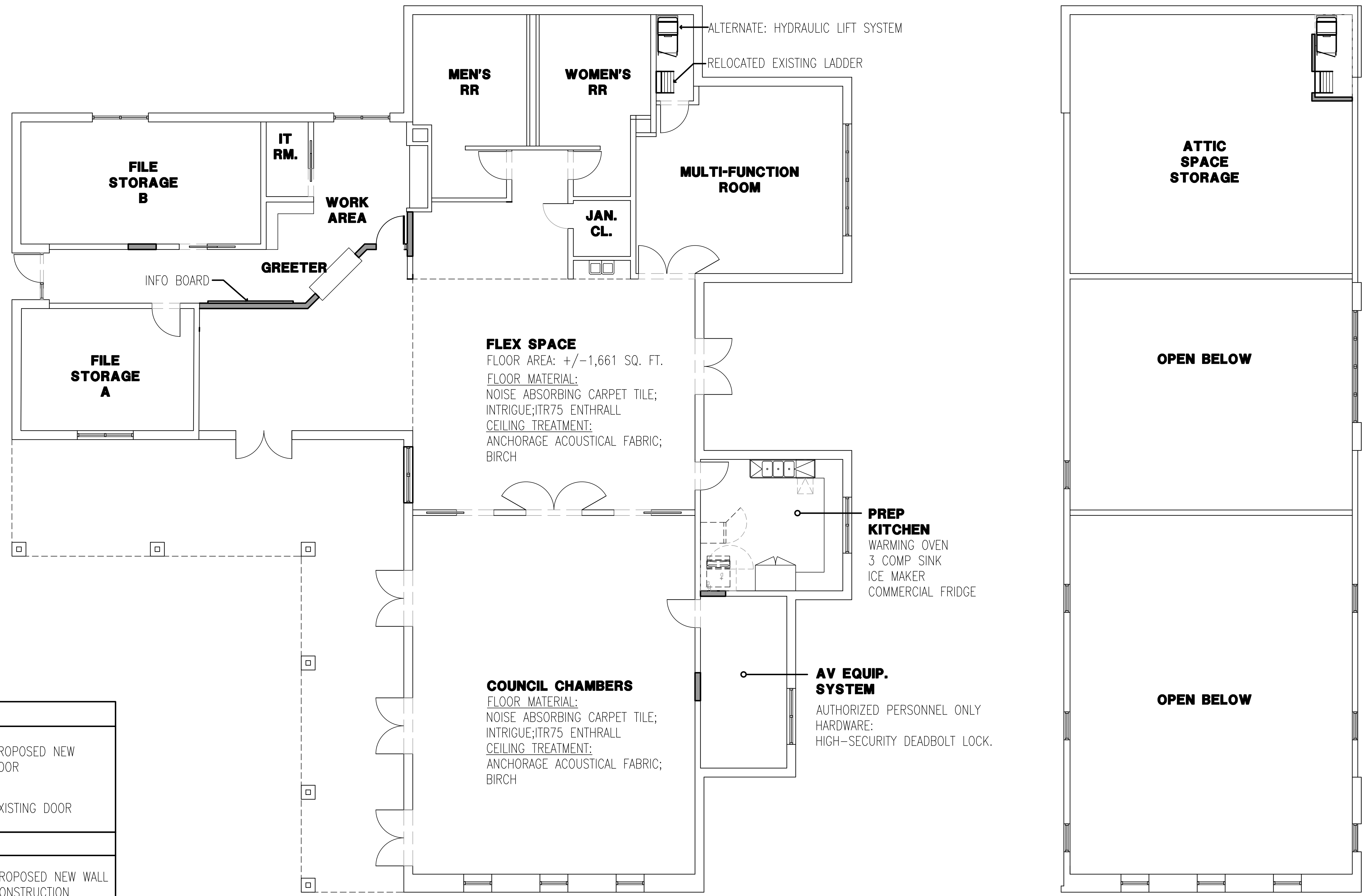
EXISTING WALL

PROPOSED PLAN - OPTION A
(CONCEPTUAL LAYOUT & PRELIMINARY)

SUNSET VALLEY CITY HALL
3205 JONES ROAD,
SUNSET VALLEY, TX 78745

SCALE:	3/16" = 1'-0"
DRAWN BY:	RE
APPROVED BY:	GDH
DATE:	7/15/22





DOOR LEGEND

PROPOSED NEW DOOR

EXISTING DOOR

WALL LEGEND

PROPOSED NEW WALL CONSTRUCTION

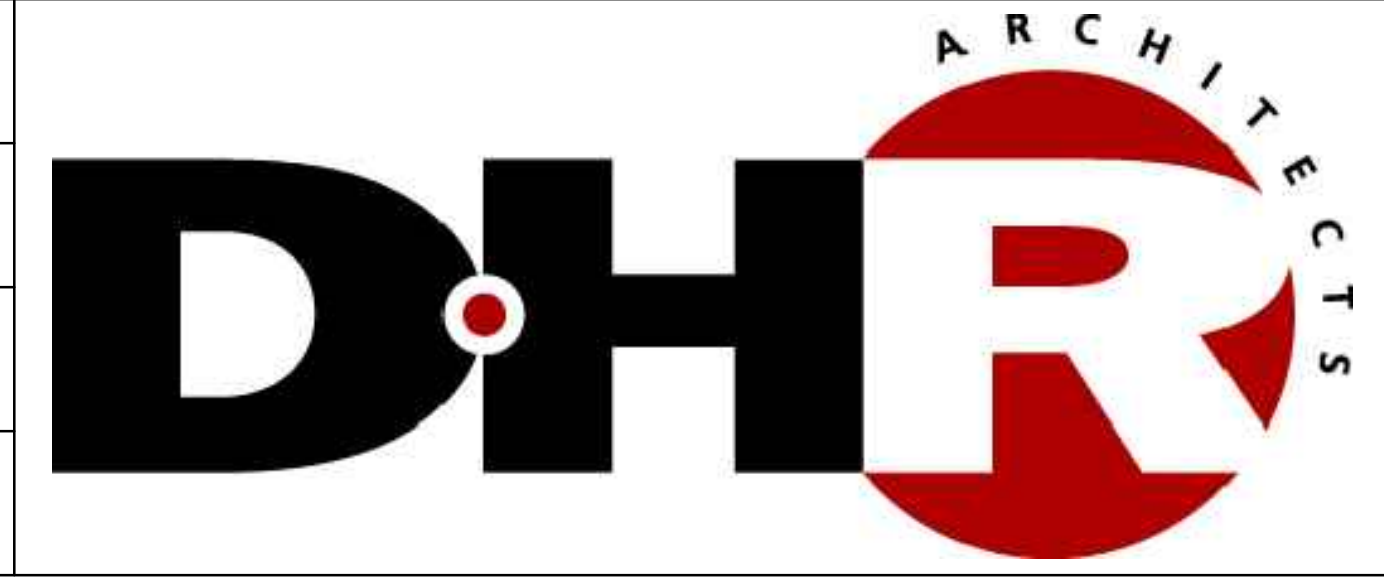
EXISTING WALL

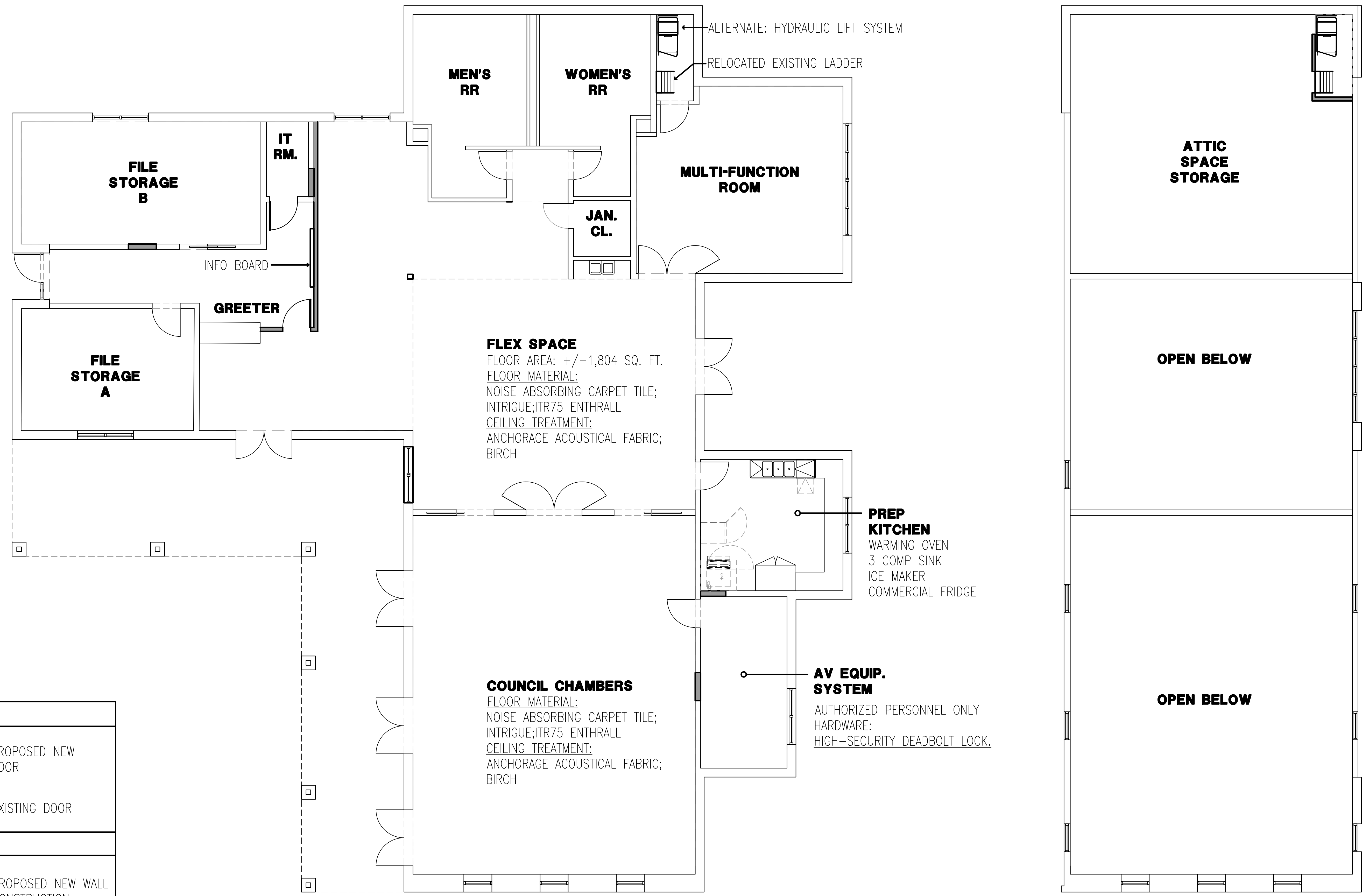


PROPOSED PLAN - OPTION B
(CONCEPTUAL LAYOUT & PRELIMINARY)

SUNSET VALLEY CITY HALL
3205 JONES ROAD,
SUNSET VALLEY, TX 78745

SCALE:	3/16" = 1'-0"
DRAWN BY:	RE
APPROVED BY:	GDH
DATE:	7/15/22





DOOR LEGEND

PROPOSED NEW DOOR

EXISTING DOOR

WALL LEGEND

PROPOSED NEW WALL CONSTRUCTION

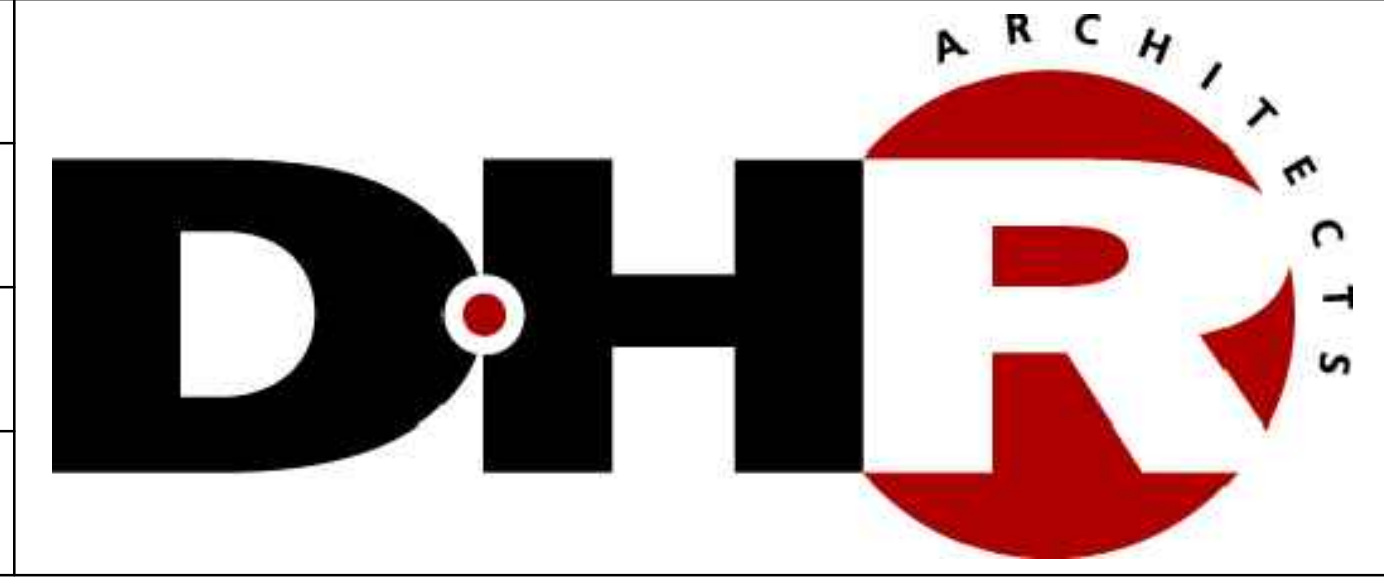
EXISTING WALL



PROPOSED PLAN - OPTION C
(CONCEPTUAL LAYOUT & PRELIMINARY)

SUNSET VALLEY CITY HALL
3205 JONES ROAD,
SUNSET VALLEY, TX 78745

SCALE:	3/16" = 1'-0"
DRAWN BY:	RE
APPROVED BY:	GDH
DATE:	7/15/22





Appendix F – Council Corrections

Council Requested Corrections for 9/6/22 Meeting

1. Page 27 – PD organization chart position titles made to match PD organization chart on Page 67
2. Page 28 – Community resource/trails officer added to budgeted positions, totals updated
3. Page 31 – Removed misspelling and extra items in left-hand column
4. Page 33 – Cleared up wording on Special Revenue Funds
5. Page 35 – Changed “counties” to “county”
6. Page 37 – Changed “City Manager” to City Administrator”
7. Page 44 – Cleared up wording on paragraphs 2, 4, 5, and 6
8. Page 45-56 – Column for B&F Recommendation updated
9. Page 74 – Cleared up wording – changed “and” to “an”
10. Page 104 – Cleared up wording regarding declines in sales tax revenues
11. Page 128 – Updated CIP amount for Country White waterline updated to reflect only the budgeted amount for FY23



GLOSSARY

Glossary of Terms

Abbreviations

ACA – Assistant City Administrator

AISD – Austin Independent School District

CA - City Administrator

CAFR – Comprehensive Annual Financial Report

CCN – Certificate of Convenience and Necessity

CCP – Code of Criminal Procedure

CIP – Capital Improvement Plan, Program, or Projects

COLA Cost of living adjustment

ETJ – Extraterritorial Jurisdiction

FTE – Full-Time Equivalents

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

GIS – Geographical Information Systems

HOT – Hotel Occupancy Tax

LCRA – Lower Colorado River Authority

LGC – Local Government Code

MGD – Million Gallons per Day

MS4 – Municipal Separate Storm Sewer System

O&M – Operations and Maintenance

ROW – Right of Way

SCADA – Supervisor Control and Data Acquisition

TCAD – Travis Central Appraisal District

TCEQ – Texas Commission on Environmental Quality

UCR – Uniform Crime Reports

XFER - Transfer

Definitions

Accounts Payable – A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

Accounts Receivable – An asset reflecting amounts due from other persons or organizations for goods and services furnished by the City.

Accrual Basis – A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of cash flows.

Accrued Expenses – Expenses incurred but not due until a later date.

Adopted Budget – The budget approved by City Council which sets revenues and expenditures for the fiscal year.

Ad Valorem Taxes (Current) – Commonly referred to as property taxes. All property, real personal, mixed tangible, intangible, annexations, additions, and improvements to property located within the City limits that are subject to taxation on January 1st of the current fiscal year. Following the final passage of the appropriations ordinance, the City Council sets the tax rate and levy for the current fiscal year beginning October 1st and continuing through the following September 30th.

Ad Valorem Taxes (Delinquent) – All taxes are due upon receipt of bills and are delinquent if not paid before February 1st of the fiscal year in which it is imposed.

Ad Valorem Taxes (Penalty and Interest) – A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of the month the tax remains unpaid prior to July 1st of the year in which it becomes delinquent.

Austin Independent School District (AISD) The public school district that provides elementary grade education to residents in the Sunset Valley area (school district boundaries do not align with the City limits).

Aldermanic – A form of government in which a municipality elects a legislative body (i.e. City Council).

Appropriation – The maximum level of spending for each fund and for each department as authorized annually by the City Council.

Assessed Valuation – The value established for real or personal property for use as a basis for levying property taxes. Property values are established by the Travis County Tax Assessor-Collector or the Williamson County Tax Assessor based on the location of the property.

Asset – The resources and property of the City that can be used or applied to cover liabilities.

Assigned Fund Balance – Amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the government delegates the authority. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at minimum, intended to be used for the purpose of that fund.

Audit – A comprehensive review of the manner in which the government's resources were actually utilized. A certified public accountant issues an opinion over the presentation of financial statements, tests the controls over the safekeeping of assets, and makes recommendations for improvements where necessary. The City is required to have an annual audit conducted by a qualified certified public accountant firm selected by the City Council.

Balanced Budget – A budget in which the expenditures shall not exceed the total of estimated revenue and any fund balances available from prior fiscal years.

Bond – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types are general obligation bonds, certificates of obligation, and revenue bonds. Sunset Valley has no bond debt or other similar obligations.

Budget – A financial plan for a specified period of time (fiscal year) that matches all projected revenues and proposed expenditures for various municipal services.

Budgetary Basis – Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which they are paid or encumbered, if applicable.

Budget Category – A group of expenses related by function. The City uses six budget categories including: Personnel, Operations and Maintenance, Supplies, Services, Capital Outlay and Debt Service.

Budget Message – A general discussion of the submitted budget presented in writing by the Mayor in a General Law City as a part of the budget document.

Budget Schedule – The schedule of key dates or milestones that the City follows in the preparation and adoption of a budget.

Capital Improvement Plan (CIP) – A five-year planning document that outlines the capital projects within the next five years and includes information regarding funding, project description and scheduling, and status. The City Council annually adopts a CIP as part of the budget process.

Capital Outlay – A specific and identifiable improvement or purchase over \$5,000 for which expenditures are proposed within the capital budget or capital improvement program and result in the acquisition of or addition to fixed assets, and meets these criteria: has an anticipated useful life of at least two years; can be permanently identified as an individual unit of property; belongs to one of the following categories: Equipment, Buildings, Improvements Other Than Buildings, or Land; constitutes a tangible, permanent addition to the value of City assets; does not constitute repair or maintenance; and is not readily susceptible to loss.

Cash Basis – A basis of accounting under which transactions are recognized only when cash changes “hands.”

Certificate of Convenience and Necessity (CCN) – A permit issued by a governmental agency that authorizes the holder of the permit the exclusive right to provide utility service within a particular geographic area.

Certificates of Obligation (COs) – Tax-supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval of the City Council. Sunset Valley has no outstanding COs or other debt obligations.

Code of Criminal Procedure (CCP) – The portion of the Texas Statutes that applies to criminal procedures.

Capital Improvement Project (CIP) – A project that will constitute a capital outlay of the City upon completion and typically takes several years to complete.

Committed Fund Balance – Amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority (City Council). Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

Comprehensive Annual Financial Report (CAFR) – An annual document

that contains the City's audited financial statements as well as other financial and statistical City information.

Comprehensive Plan – A plan or a guiding visionary document that shapes development codes and government actions in its application. A comprehensive plan sets goals for the social, economic, and natural environment of an entity by setting out policies and direction for the use, development and protection of land.

Contractual Services – Services purchased by the City, such as maintenance contracts.

Debt Service – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Sunset Valley has no debt or other similar obligations.

Debt Service Rate – The rate at which revenues generated will be sufficient to pay the City's general debt service. This rate is set by law and is the same for both the No-New-Revenue and Voter-Approval Rates. Sunset Valley has no debt and therefore no debt service rate.

Deficit – The excess of the liabilities of a fund over its assets, the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

Department – A major administrative division of the City which indicates overall responsibility for an operation or a group of related operations within a functional area.

Depreciation – The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fiscal asset's lost usefulness is the depreciation, or the reserve cost, in order to replace the item at the end of its useful life.

Encumbrance – The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before goods or services are received. After receipt, the commitment is referred to as an account payable.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Extraterritorial Jurisdiction (ETJ) – The unincorporated area that is contiguous to the corporate boundaries of a city. Cities have certain powers in their ETJ to promote and protect the general health, safety, and welfare of persons residing in and adjacent to the city.

Exempt/Exemption – Amounts under state law that are deducted from the appraised value of property for tax purposes. Tax rates are applied to the non-exempt portion of the appraised value to calculate the annual tax levy.

Expenditure – This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

Expenses – Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

Fiscal Year – The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Sunset Valley has specified October 1st to September 30th as its fiscal year.

Fixed Assets – Assets of a long-term character, which are intended to continue to be held or used such as land, buildings, improvements other than buildings, machinery, and equipment.

Franchise Fee – A fee paid by public service businesses for use of city streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas, cable television and commercial garbage services.

Full-Time Equivalent (FTE) – The numeric breakdown of city positions. A regular full-time employee (40 hours per week) equals one (1.0) full-time equivalent. Part-time positions are calculated as 0.5 full-time equivalents, and seasonal staff positions are considered 0.25 full-time equivalents.

Function – A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund – An accounting entity with a separate set of self-balancing accounts that records all financial transactions for specific activities or government functions. Commonly used funds in public accounting are general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, and internal service funds.

Fund Balance – The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an unreserved fund balance.

Fund Equity – Generally, the difference between a fund's assets and liabilities.

General Fund – The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as police protection, parks and recreation, streets, and general administration.

General Law City - a city whose powers are limited by the specific authority granted by Texas statutes. General Law cities are restricted to doing what state statutes direct or permit them to do. A specific grant of authority or permission must be provided in the state statutes to initiate a particular action

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards of and guidelines to financial accounting and reporting. These principles (i) govern the form and content of the basic financial statements of an entity; (ii) encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time; (iii) include not only broad guidelines of general application, but also detailed practices and procedures; and (iv) provide a standard by which to measure financial presentations.

General Obligation Bonds (GOs) – Bonds that finance public projects such as streets, municipal facilities, and park improvements. These bonds are backed by the full faith and credit of the issuing government. Also referred to as Limited Tax Bonds. The City has no outstanding GO Bonds.

Geographic Information System (GIS) – A geographic information system integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information.

Governmental Accounting Standards Board (GASB) – The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

Government Finance Officers Association (GFOA) – The GFOA is the professional association of state/provincial and local finance officers in the United States and Canada and has served the public finance profession since 1906. GFOA members are dedicated to the sound management of government financial resources.

Governmental Funds – Funds, within a governmental accounting system, that support general tax- supported governmental activities such as public

safety, public library, etc.

Grants – Contributions or gifts of cash or other assets from another government or organization to be used or expended for a specific purpose, activity, or facility.

Hotel Occupancy Tax (HOT) – Funds collected from hotels and similar facilities and remitted to the City to fund items that (i) directly enhance and promote tourism and the convention and hotel industry and (ii) clearly fit into one of the statutorily provided categories for expenditure of local hotel occupancy tax revenues.

Impact Fees – Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service related to capital projects. Also called Capital Recovery Fees.

Intergovernmental Revenues – Revenues from other governments in the form of grants or shared revenues.

Levy – To impose taxes, special assessments, or special charges for the support of governmental activities. Also, the total amount of taxes, special assessments, or special charges imposed by a government.

Local Government Code (LGC) – The portion of the Texas Statutes that applies to local governments.

Lower Colorado River Authority (LCRA) – An agency of the State of Texas that fulfills a variety of roles in Central Texas: delivering electricity, managing the water supply and environment of the lower Colorado River basin, providing public recreation areas, and supporting community and economic development.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

Maintenance – The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement, and other upkeep, needed to maintain the asset so that it continues to provide normal service.

Million Gallons per Day (MGD) – A measurement of water or wastewater flow.

Mixed Beverage Tax – A tax imposed on the gross receipts of a licensee from the sale, preparation, or serving of mixed beverages.

Modified Accrual Basis – Basis of accounting according to which revenues are recognized in the accounting period in which they become available and

measurable and expenditures are recognized in the accounting period in which the fund liability occurs, if measurable.

Municipal Separate Storm Sewer System (MS4) – A publicly owned system of collecting or conveying runoff that does not connect with a wastewater collection system or treatment plant.

No-New-Revenue Tax Rate – The tax rate required to produce the same amount of tax revenue for the current fiscal year as the previous fiscal year on properties taxed in both years.

Non-operating Expenditures – Expenditures that are unrelated to the daily operations of the department.

Non-spendable Fund Balance – Amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory, endowment or permanent funds.

Operations and Maintenance (O&M) – Represents the portion of taxes assessed for the operations and maintenance of General Fund services. Also referred to as Maintenance and Operations.

Open Meetings – The Open Meetings Act was adopted to help make governmental decision making accessible to the public. It requires meetings of governmental bodies to be open to the public, except for expressly authorized executive sessions, and to be preceded by public notice of the time, place, and subject matter of the meeting.

Operating Budget – A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The proposed budget is the financial plan presented by the Mayor (in a General Law City) for consideration by the City Council, and the adopted budget is the financial plan ultimately approved and authorized by the City Council.

Ordinance – A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as a state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

Per Capita Debt – Total tax supported debt outstanding divided by population.

Performance Measures – Performance measures are specific quantitative and qualitative indicators that report on the progress of activities and goals. Measures include inputs (the resources required to complete objectives), outputs (the number of units produced), efficiency measures (the number of units produced per input), and effectiveness measures (the end result of the objective).

Personnel Services – Expenditures made for salaries and related benefit costs.

Plat – A recorded legal document which shows the actual or planned features on a piece of property, including streets, utilities, easements and building lots.

Policy – A definite course of action adopted after a review of information and directed at the realization of goals.

Preliminary Engineering Report – A Preliminary Engineering Report describes the present situation, analyzes alternatives, and proposes a specific course of action, from an engineering perspective. The level of effort required to prepare the report and the depth of analysis within the report are proportional to the size and complexity of the proposed project.

Principal – The face value of a bond, payable on stated dates of maturity. The City of Sunset Valley has no outstanding principal balance on debt.

Pro forma – Forecasted financial figures based on previous business operations for estimate purposes.

Program Description – A description of the nature of service delivery provided at a particular level of funding.

Program Goals – Goals identify the end result the department desires to achieve with its activities. Goals are often ongoing and may not be achieved in one year.

Property Tax – Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

Property Tax Rate – A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Proposed Budget – The budget that has been prepared by the City Administrator and the Mayor and submitted to the City Council for approval.

Proprietary Fund – Funds within a governmental accounting system that operate like business entities. These funds are characterized as either enterprise or internal service funds.

Reserve – An account used to indicate that a portion of fund resources is restricted for a specific purpose or is not available for appropriation and subsequent spending.

Retained Earnings – An equity account reflecting the accumulated earnings of a

proprietary fund.

Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and debt service.

Revenue Bonds – Long-term debt (bonds), the repayment of which is based upon pledged revenues for a revenue generating facility.

Revenues – All amounts of money earned or received by the City from external sources.

Sales Tax – A general sales tax is levied on persons and businesses selling merchandise and/or services in the City limits on a retail basis. State law defines the categories for taxation.

Subsidy – A transfer from the General Fund to offset expenses in a fund and allow the fund to remain solvent.

Supervisor Control and Data Acquisition (SCADA) – A computer system used by the utility departments that allows operators to supervise and control various pumps and motors, and change process controls in the plant or distribution system while collecting and storing data.

Special Revenue Fund – Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Tax Base – The total property valuations on which each taxing entity levies its tax rates.

Tax Levy – The total revenues to be raised by ad valorem taxes for expenditures ordained by the City Council.

Taxable Value – Estimated value of property on which ad valorem taxes are levied.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Travis Central Appraisal District (TCAD) – The entity responsible for appraising all real and business personal property within Travis County, Texas.

Texas Commission on Environmental Quality (TCEQ) – The Texas Commission on Environmental Quality is the regulatory environmental agency for the State of Texas. TCEQ monitors the City's utility systems for compliance with state law.

Tax Increment Reinvestment Zone (TIRZ) – A zone designated for renewal

by the governing board of an entity. Development and improvements are funded through special property tax provisions as governed by Chapter 311 of the State of Texas Tax Code.

Transfers In/Out – Transfers made from one City fund to another City fund for the purpose of reimbursement of expenditures, general and administrative services, or debt services.

Unassigned Fund Balance – The residual classification of the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Uniform Crime Reports (UCR) – The Uniform Crime Reporting (UCR) Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics. Today, these publications are produced from data provided by nearly 17,000 law enforcement agencies across the United States.

Utility Fund – The City's enterprise fund that accounts for the activities related to providing water, wastewater, and solid waste services to the customers in the City of Sunset Valley service area.

Voter-Approval Tax Rate – The maximum rate allowed by law without voter approval via a mandatory election. The calculation includes a 3.5 percent increase on the prior year operations and maintenance no-new-revenue rate plus the amount necessary to cover debt service. Provisions allow for adjustment to the 3.5 percent increase due to increase not utilized in previous years, declared disasters, and other exceptions. The City continues its pledge to its residents of a no property tax city.