



Agenda Item Report

Legislative Board: City Council
Date: January 20, 2026
Contact: Natassa Robbins
Agenda Item ID / Number: 2026-52- / L.3

ITEM TITLE: Deliberation and possible action to consider an Ordinance on First and Final Reading for the City of Buda, Texas, and to adopt said Ordinance to approve Fiscal Year 2026 Budget Amendment #1, consisting of the following: 1. Dog Park Relocation to Stagecoach Park; 2. Janitorial Services; 3. STAR Bus Re-wrap; 4. Financial Forecast; 5. Body Armor; 6. Narcan and AED Supplies Funded by Opioid Abuse Funds; 7. Drainage Master Plan Cost Increase; 8. Human Services Grant Increase; 9. Sanitation Franchise Fee Transfer; 10. Police Vehicle Unit 2311 Replacement; 11. Shop with a Cop; 12. New Positions and Reclassifications (Finance Director Bianca Redmon) [PUBLIC TESTIMONY]

1. EXECUTIVE SUMMARY

The Fiscal Year 2026 Budget was originally adopted by the City Council on September 16, 2025. Since the adoption of the budget, there have been changes within various funds that require a change in appropriation of funds in the budget. This budget amendment request is the first budget amendment of the fiscal year.

2. BACKGROUND/HISTORY

A budget amendment by City Council is necessary if the total appropriation for the fund will change - either increase or decrease. This could occur under, but is not limited to, the following situations:

1. The total budgeted appropriation is expected to change at the fund level prior to year-end.
2. Acceptance of a grant, donation, or sponsorship that was not included in the annual budget.
3. Appropriation from fund balances for items that were not budgeted.

To streamline the process, budget amendments are to be considered by City Council on an as-needed basis and then formally adopted by ordinance periodically.

3. ANALYSIS

Staff has reviewed these amendment requests and determined that a budget amendment is required to adjust revenues and/or expenditure appropriations. The following items are included in this amendment:

- 1.01: Dog Park Relocation to Stagecoach Park.
- 1.02: One-time Cleaning Services
- 1.03: STAR Bus Re-wrap.
- 1.04: Financial Forecast.
- 1.05: Body Armor.
- 1.06: Narcan and AED Supplies Funded by Opioid Abuse Funds
- 1.07: Drainage Master Plan Cost Increase.
- 1.08: Human Services Grant Increase.
- 1.09: Sanitation Franchise Fee Transfer.

1.10: Police Vehicle Unit 2311 Replacement.

1.11: Shop with a Cop.

1.12: Position Update | Public Works Operations Analyst (includes changes to Pay Plan - Exhibit B)

1.13: New Positions (includes changes to Pay Plan - Exhibit B)

1.01. Dog Park Relocation to Stagecoach Park

To allocate unbudgeted funds for the relocation of the dog park to Stagecoach Park, covering fencing costs of \$39,322 from Viking Fence, approximately \$21,000 for sod, and \$14,678 for sand, totaling \$75,000. These expenses, originally anticipated as a rollover from FY 2025 due to the project's pre-October 1, 2025, completion timeline, were not included in the FY 2026 budget and require reallocation or adjustment to proceed with the project.

1.02. One-time Cleaning Services

To address the financial implications of current one items of cleaning services outside the annual contract and FY 2026 budget. An additional \$3,360 in unbudgeted funds for a one-time janitorial service contract with Austin Cleaning for machine scrubbing and resealing of the City Hall lobby cement floors, which was completed in January 2026 to address accumulated wear and tear, ensuring a safe, professional, and welcoming environment for staff and visitors; this expense, initially overlooked in the Fiscal Year 2026 budget due to unforeseen maintenance priorities amid facility usage demands, aligns with common municipal practices where cities amend budgets for essential upkeep to prevent larger future repair costs, maintain asset longevity.

1.03. STAR Bus Re-wrap

To recognize unanticipated expenditures for the STAR Bus rewrap costs. The rewrap of the Buda STAR Bus cost \$6,500, which was not included in the Fiscal Year 2026 adopted budget, as the existing wrap was in bad shape, peeling, and faded, necessitating an aesthetic repair to maintain the vehicle's professional appearance and operational integrity in support of public transit services.

1.04. Financial Forecast

To appropriate \$32,183 in unbudgeted funds for the financial forecasting services contract (#25-143) with Forvis Mazars, LLP, which was originally budgeted in Fiscal Year 2025 but, due to an extended RFP process and implementation timeline, resulted in the contract being signed in September 2025 and associated costs being incurred in Fiscal Year 2026. These services encompass the development of a comprehensive long-term financial planning model focused on the General Fund and Debt Service Fund, including revenue and expense forecasting over a 10-year horizon, historical data analysis for trend identification, scenario modeling to evaluate impacts from economic conditions, policy changes, and capital investments, sensitivity analyses for key assumptions such as inflation and population growth, and the creation of a user-friendly Microsoft Excel-based tool with graphical representations to facilitate dynamic financial assessments. This initiative will benefit the City by enhancing informed decision-making on resource allocation, capital planning, and fiscal policies, promoting long-term financial sustainability, and aligning with best practices from the Government Finance Officers Association (GFOA) for proactive municipal budgeting and strategic financial management in accordance with the City's Comprehensive Financial Management Policy.

1.05. Body Armor

To appropriate \$8,805 in unbudgeted funds for the purchase of body armor and related accessories, including load-bearing vests, ordered in August 2025 for new hires. The armor was received in Fiscal Year 2026 but not budgeted due to unforeseen vacancies requiring immediate filling to maintain public safety operations. This adjustment will allocate the necessary appropriation from the Police Department Special Fund (Fund 450), which currently maintains a balance exceeding \$12,000, ensuring no impact on the General Fund while preserving fiscal balance and compliance with municipal budgeting requirements.

1.06. Narcan and AED Supplies Funded by Opioid Abuse Funds

To allocate \$7,200 from previously received opioid abuse settlement funds for the purchase of AED supplies and Narcan via BuyBoard Contract #698-23, specifically for equipping all supervisory vehicles in the Police Department. These funds, held in fund balance and subject to annual state reporting requirements, are designated for opioid-related initiatives and carry cases to support rapid intervention in overdose emergencies. Equipping supervisory vehicles with AEDs and Narcan is critical for enhancing first responder capabilities in addressing the opioid crisis, as Narcan rapidly reverses opioid overdoses by blocking receptors and restoring breathing, while AEDs provide life-saving defibrillation for sudden cardiac arrests often associated with overdoses, thereby improving community safety, and aligning with public health priorities in Texas.

1.07. Drainage Master Plan Cost Increase

To appropriate an additional \$148,740 for the Stormwater Drainage Master Plan project, increasing the total allocation from the originally budgeted \$230,000 (combining FY25 funds for CIP projects D06 Stormwater Drainage Master Plan \$175,000 and D11 Drainage Inventory \$55,000, Inspection and Maintenance Plan, which were established in FY20 and FY21 without subsequent adjustments for inflation or updated scope) to \$378,740 to fully fund the professional services agreement with BGE, Inc. The City Council approved the agreement on October 21, 2025, authorizing the City Manager to execute the contract for engineering and GIS services to develop a comprehensive plan identifying critical drainage issues, proposing flood mitigation solutions, and generating a prioritized Capital Improvement Plan (CIP) list incorporating updated NOAA Atlas 14 rainfall data for more accurate stormwater modeling. This adjustment, to be transferred from available General Fund Balance to the General CIP Fund, ensures the project's completion within 18 months.

1.08. Human Services Grant Increase

To increase the appropriation for the Human Services Grants program from \$40,000 to \$42,000 in the Fiscal Year 2026 budget, aligning with the City Council's direction during the July 23, 2025, budget workshop to enhance funding allocations for key community partners, including an additional \$1,000 each for the Buda United Methodist Food Pantry and Onion Creek Senior Center. This adjustment addresses the discrepancy between the adopted budget and the amounts communicated to grant recipients following the workshop discussion. The increased funding will bolster essential nonprofit services such as food assistance and senior programs, promoting community well-being and equitable resource distribution, with the additional \$2,000 to be allocated from available General Fund balance.

1.09. Sanitation Franchise Fee Transfer

To establish a monthly 10% franchise fee transfer from the Sanitation Fund to the General Fund in the total amount of \$266,500 for Fiscal Year 2026, based on the budgeted sanitation revenue of \$2,665,000. The City's sanitation rates charged to customers include two components beyond the base service cost: a 10% franchise fee and a \$0.25 administrative fee. Franchise fee revenues are transferred monthly to the General Fund and are used to help offset street and roadway maintenance costs, which are disproportionately impacted by heavy solid-waste trucks traveling throughout the City. The adopted FY 2026 budget did not include the franchise fee transfer, and this budget amendment corrects that omission to ensure the revenues are properly recognized and allocated in accordance with their intended purpose.

1.10. Police Vehicle Unit 2311 Replacement

To appropriate \$35,480 from the General Fund for the replacement of Police Department vehicle unit 2311, a 2023 Dodge Charger damaged beyond repair on November 16, 2025. After evaluating insurance options from the Texas Municipal League Intergovernmental Risk Pool (TMLIRP), the City choose to relinquish the vehicle for the maximum reimbursement of \$32,075 (market value of \$33,075 minus \$1,000 deductible), deeming repairs uneconomical due to potential hidden structural or frame damage. This funding will cover the shortfall for acquiring and equipping a new Ford Explorer patrol vehicle at a total cost of \$67,555 (\$47,905 for the base unit plus \$19,650) for

equipment purchase and installation), ensuring continued operational readiness and public safety.

1.11. Shop with a Cop

To increase the Shop with a Cop program expenditures from \$8,000 into \$14,523 for FY 2026, incorporating accumulated prior-year donation balances for Blue Santa initiatives, which have grown significantly due to strong community support, fundraising events, and generous contributions from local residents and businesses. This adjustment allows for expanded program activities, such as providing more children with holiday shopping experiences alongside police officers, fostering positive community relations while maintaining fiscal accountability.

1.12. Position Update | Public Works Operations Analyst

To reclassify the Public Works Records Clerk position to a Public Works Operations Analyst, increasing the pay scale from grade 53 to 58, with an associated annual cost of \$8,914 to better reflect the actual and evolving duties currently being performed and the City's growing operational needs. The role has expanded beyond traditional records management and now focuses heavily on asset tracking, lifecycle management, compliance documentation, and cross-department coordination; key justification points include the City's inventory of physical assets, vehicles, equipment, and infrastructure continuing to grow, requiring a more structured and accountable asset management approach, responsibilities now encompassing maintaining asset databases, coordinating audits, supporting departmental compliance requirements, and assisting with long-term planning and reporting, the reclassification aligning the title and compensation with the complexity, accountability, and risk associated with asset management functions, and this change improving operational efficiency and reducing risk by ensuring assets are properly tracked, documented, and managed throughout their lifecycle, noting that this is a reclassification only and does not increase headcount.

1.13. New Positions

The budget amendment proposes adding a Construction Inspector position at an annual cost of \$69,602 to address the strain on current inspection capacity amid increased development activity and ongoing infrastructure projects. This role ensures timely and consistent inspections for compliance with codes, standards, and safety requirements, preventing project delays, reducing reliance on overtime or contracted services, and mitigating risks from rushed or missed inspections. It also supports development timelines, protects the City's interests by verifying work aligns with approved plans, and improves customer service through more responsive scheduling for developers and contractors.

The amendment also includes a Parks Office Manager position at an annual cost of \$57,058, implementing a key recommendation from the comprehensive Matrix Consulting Group Parks Department Assessment, which evaluated staffing, workload, and service delivery. This position provides essential administrative and operational support to handle growing demands in facilities, programming, and public interactions, centralizing functions such as scheduling, purchasing, records management, customer service, and communications. By alleviating administrative burdens on supervisory and field staff, it enhances efficiency, aligns with best practices from an independent consultant, and allows the department to focus on core service delivery, safety, and maintenance for long-term sustainability.

4. FINANCIAL IMPACT

This budget amendment changes appropriations from fund balance by the following amounts:

Fund	Revenues	Expenditures	Fund Balance Net Increase/(Decrease)
General Fund	299,575	432,759	(133,184)
Water Fund	0	25,999	(25,999)
Wastewater Fund	0	26,606	(26,606)
Sanitation Fund	0	266,500	(266,500)
Police Special Fund	0	8,805	(8,805)
Hotel/Motel Fund	0	0	0
General CIP Fund	148,740	148,740	0
Grants	0	0	0
Total	448,315	909,409	(461,094)

The change also adds two new positions to the authorized full-time equivalent employee schedule - a Parks Office Manager and an additional Construction Inspector.

5. STRATEGIC PLAN/GOALS

EXCEPTIONAL CITY SERVICES

6. STRATEGIC PLAN OBJECTIVES

Maintain a fiscally responsible City property tax rate and competitive fee structure.

7. PROS AND CONS

Pro: This amendment aligns the budget with current expectations of both revenue and expenditures.

Cons: Not applicable.

8. ALTERNATIVES

Not applicable.

9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION

Staff recommends consideration of approval of the first budget amendment for Fiscal Year 2026 on first and final reading.

Attachments:

[Ordinance - FY2026 BA#1.docx](#)

[Budget Amendment#1 Slides 01.20.26.pdf](#)

[Exhibit A Budget Amendment 01.20.26.pdf](#)

[Exhibit B - City of Buda Amended FY25-26 Pay Plan.pdf](#)