



**CITY COUNCIL  
REGULAR SESSION MINUTES  
APRIL 5, 2023**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Lydia Collins, Finance Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Phil Green, IT Director  
Michael Pachnick, IT Technician  
Veronica Rivera, Assistant City Attorney  
Pauline Gray, P.E., City Engineer

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:05 p.m. on Wednesday, April 5, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**INVOCATION**

Pastor Michael Gobert with Little Zion Baptist Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PUBLIC COMMENTS

Edith Roman, 12700 Sparks Rd. Manor, Texas, submitted a speaker card and spoke in regard to Eagle Nest Ranch. She thanked the City of Manor and staff for the support they had received. Ms. Roman requested the Council's support in the approval of individual addresses for Eagle Nest Ranch to be able to receive full services and individual addresses from the County.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding Manor's Historic District; requested for Agendas to be printed in Spanish and expressed his disagreement with Agenda Item's 5, 7, 10 and 11.

No one else appeared at this time.

## PUBLIC HEARINGS

- 1. Conduct a public hearing on an Ordinance annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the public hearing.

Development Services Director Dunlop discussed the proposed annexation.

Discussion was held regarding clarification on the annexation petition by the County.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 7-0**

- 2. Conduct a public hearing on an Ordinance annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the public hearing.

Development Services Director Dunlop discussed the proposed annexation.

Discussion was held regarding the distance of property.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 7-0**

### **CONSENT AGENDA**

#### **3. Consideration, discussion, and possible action to approve the City Council Minutes.**

- **March 15, 2023, City Council Regular Meeting; and**
- **March 20, 2023, City Council Called Special Session**

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:22 p.m. on Wednesday, April 5, 2023, in accordance with the requirements of the Open Meetings Law.

### **EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Apartments; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Lexington at West Boyce mixed use development; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID; Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; and Section 551.074 (Personnel Matters) to Interview Candidates for appointments to the Planning and Zoning Commission for Place No. 5 to fill a vacancy at 7:22 p.m. on Wednesday, April 5, 2023.*

The Executive Session was adjourned at 10:08 p.m. on Wednesday, April 5, 2023.

## OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 10:08 p.m. on Wednesday, April 5, 2023.

## REGULAR AGENDA

### **4. Consideration, discussion, and possible action on an appointment to the Planning and Zoning Commission for Place No. 5 to fill a vacancy.**

The city staff recommended that the City Council appoint a new member to the Planning and Zoning Commission for Place No. 5 with a term expiring on January 1, 2025.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill, to appoint Celestine Sermo to the Planning and Zoning Commission for Place No. 5 with a term expiring on January 1, 2025.

There was no further discussion.

**Motion to approve carried 7-0**

### **5. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement between The City of Manor and Davis Capital Investments, LLC known as the Project - Lexington at West Boyce.**

The city staff recommended that the City Council approve the Chapter 380 Grant Agreement Project – Lexington at West Boyce between the City of Manor and Davis Capital Investments, LLC and authorize the mayor to Execute the agreement.

Economic Development Director Jones discussed the proposed agreement.

Eric Davis with Davis Capital Investments submitted a speaker card in support of this item and discussed the proposed development.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Hill, to approve the Chapter 380 Grant Agreement Project – Lexington at West Boyce between the City of Manor and Davis Capital Investments, LLC as revised per discussion in executive session and authorize the mayor to execute the agreement.

There was no further discussion.

**Motion to approve carried 7-0**

**6. Consideration, discussion, and possible action on a change order to the construction contract for the FM 973 Water Main project.**

The city staff recommended that the City Council approve Change Order No. 4 to the construction contract for the FM 973 12” Water Main project with M&C Fonseca Construction, In. which will reduce the overall project costs by \$2,400.

City Engineer Gray discussed the proposed changer order.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill, to approve Change Order No. 4 to the construction contract for the FM 973 12” Water Main project with M&C Fonseca Construction, In. which will reduce the overall project costs by \$2,400.

There was no further discussion.

**Motion to approve carried 7-0**

**7. Consideration, discussion, and possible action on a change order for the FY2021 Capital Metro Paving Improvements Project.**

The city staff recommended that the City Council approve Change Order No. 1 for the FY2021 Capital Metro Paving Improvements Project with Forsythe Brothers Infrastructure, LLC., which will reduce the overall project costs by \$8,463.75.

City Engineer Gray discussed the proposed change order.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emil Hill, to approve Change Order No. 1 for the FY2021 Capital Metro Paving Improvements Project with Forsythe Brothers Infrastructure, LLC., which will reduce the overall project costs by \$8,463.75.

Discussion was held regarding the clarification on the BCT Funding allocation.

There was no further discussion.

**Motion to approve carried 7-0**

**8. Consideration, discussion, and possible action on an ordinance for the Proposed FY2021-2022 Amended Annual Budget.**

The city staff recommended that the City Council approve Ordinance No. 696 adopting an Amended Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022.

Finance Director Collins discussed the attached Power Point Presentation of the Proposed FY2021-2022 Amended Annual Budget.

Topic of discussion:

- General Fund Revenue
- Property Taxes
- Sales Tax
- 2021 Certificates of Obligation/Capital Improvement Program
- Historical Population Growth
- General Fund Expenditures
- General Fund Revenue Summary
- General Fund Expenditures Summary
- Utility Revenue Summary
- Utility Fund Expenditure Summary
- Debt Service Fund Summary
- Special Reserve H.O.T. Fund Summary
- Special Reserve Impact Fee Fund Summary

Ordinance No. 696: An Ordinance of the City of Manor, Texas, Adopting an Amended Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Appropriating the Various Amounts Thereof, and Repealing all Ordinances or Parts of Ordinances in Conflict Therewith; and Providing for an Effective Date.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve Ordinance No. 696 adopting an Amended Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022.

There was no further discussion.

**Motion to approve carried 7-0**

**9. Consideration, discussion, and possible action on a Resolution designating Public Works vehicles as emergency vehicles pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.**

The city staff recommended that the City Council approve Resolution No. 2023-10 designating Public Works vehicles as emergency vehicles pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.

Public Works Director Woodard discussed the proposed Resolution and presented the attached flyer to Council.

Resolution No. 2023-10: A Resolution of the City Council of the City of Manor, Texas, Designating Public Works Vehicles as Emergency Vehicles Pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Resolution No. 2023-10 designating Public Works vehicles as emergency vehicles Pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.

There was no further discussion.

**Motion to approve carried 7-0**

**10. Consideration, discussion, and possible action on a Right-of-Way Easement for Hill Lane.**

The city staff recommended that the City Council approve a Right-of-Way Easement for Hill Lane; and authorize the City Manager to execute the easement.

Development Services Director Dunlop discussed the proposed easement.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill, to approve a Right-of-Way Easement for Hill Lane; and authorize the City Manager to execute the easement.

There was no further discussion.

**Motion to approve carried 7-0**

**11. Consideration, discussion, and possible action on a Resolution authorizing the sale and conveyance of a 0.176 acres of land, more or less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, being a portion of a remnant tract of the Town of Manor, a subdivision recorded in Volume V, Page 796 of the Plat of Records of Travis County, Texas and authorizing conveyance of such small area remnant tract by Special Warranty Deed.**

The city staff recommended that the City Council approve Resolution No. 2023-11 authorizing the sale and conveyance of a 0.176 acres of land, more or less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, being a portion of a remnant tract of the Town of Manor, a subdivision recorded in Volume V, Page 796 of the Plat of Records of Travis County, Texas and authorizing conveyance of such small area remnant tract by Special Warranty Deed.

Tommy Tucker with Legacy Performance Capital submitted a speaker card in support of this item and was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the proposed resolution.

Resolution No. 2023-11: A Resolution of The City of Manor, Texas, Authorizing the Sale and Conveyance to Abutting Property Owner of a 0.176 Acre of Land, More or Less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, Being a Portion of a Remnant Tract of the Town of Manor, a Subdivision Recorded in Volume V, Page 796 of the Plat Records of Travis County, Texas; Providing Findings of Fact; Authorizing Conveyance of Such Small Area Remnant Tract by Special Warranty Deed; Providing Severability, and Open Meetings Clauses; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve Resolution No. 2023-11 authorizing the sale and conveyance of a 0.176 acres of land, more or less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, being a portion of a remnant tract of the Town of Manor, a subdivision recorded in Volume V, Page 796 of the Plat of Records of Travis County, Texas and authorizing conveyance of such small area remnant tract by Special Warranty Deed.

There was no further discussion.

**Motion to approve carried 7-0**

**12. Consideration, discussion, and possible action on a Texas Department of Transportation Asset Maintenance Form for sidewalks and pedestrian ramps at the intersection of N. FM 973 and Murchison Street.**

The city staff recommended that the City Council approve a Texas Department of Transportation Asset Maintenance Form for sidewalks and pedestrian ramps at the intersection of N. FM 973 and Murchison Street.

Development Services Director Dunlop discussed the proposed TxDOT Maintenance agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve a Texas Department of Transportation Asset Maintenance Form for sidewalks and pedestrian ramps at the intersection of N. FM 973 and Murchison Street and authorize the City Manger to execute the maintenance form.

There was no further discussion.

**Motion to approve carried 7-0**

**13. Consideration, discussion, and possible action on a Statement of Work to the CivicPlus Supplementation Subscription Services for the City of Manor.**

The city staff recommended that the City Council approve the Statement of Work to the CivicPlus Supplementation Subscription services for the City of Manor and authorize the City Manager to execute the agreement.

City Manager Moore discussed the proposed statement of work.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve the Statement of Work to the CivicPlus Supplementation Subscription services for the City of Manor and authorize the City Manager to execute the agreement.

There was no further discussion.

**Motion to approve carried 7-0**

**14. Consideration, discussion, and possible action on authorizing a letter of support for CapMetro's FY24 Community Project Funding request.**

Per Mayor Harvey Item No. 14 was pulled, no action was taken.

**15. Consideration, discussion, and possible action on authorizing a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.**

The city staff recommended that the City Council approve and authorizing a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.

City Manager Moore discussed the letter of support for CapMetro's FY24 Community Project Funding request.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve and authorize a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.

There was no further discussion.

**Motion to approve carried 7-0**

## **ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 10:49 p.m. on Wednesday, April 5, 2023.

These minutes were approved by the Manor City Council on the 19<sup>th</sup> day of April 2023. *(audio recording archived)*

**APPROVED:**



Dr. Christopher Harvey  
Mayor

**ATTEST:**

  
Lluvia T. Almaraz, TRMC  
City Secretary



# CITY OF MANOR

TRAVIS COUNTY, TEXAS

# PROPOSED FY 2021-2022 Amended Annual Budget

City of Manor, Texas

**Scott Moore, City Manager**  
**Lydia M. Collins, Director of Finance**  
**April 5, 2023**



As required by section 102.005 (d) of the Texas Local Government Code, the City of Manor provides the following statement on this cover page of its budget:

This budget will raise more total property taxes than last year's budget by \$1,402,804 or 17.34%, and of that amount \$851,165 is tax revenue to be raised from new property added to the tax roll this year.

(2) the record vote of each member of the governing body;

Christopher Harvey, Mayor \_\_\_\_\_ Emily Hill, Mayor Pro Tem \_\_\_\_\_ Councilmembers; Anne Weir \_\_\_\_\_, Maria Amezcua \_\_\_\_\_, Sonia Wallace \_\_\_\_\_, Aaron Moreno \_\_\_\_\_, Deja Hill \_\_\_\_\_.

(3) the municipal property tax rates for the preceding fiscal year:

|                                |                 |
|--------------------------------|-----------------|
| Operation and Maintenance Rate | \$0.6034        |
| Debt Rate                      | <u>\$0.1793</u> |
| Total                          | \$0.7827        |

|    |                                   |          |
|----|-----------------------------------|----------|
| A. | The property tax rate;            | \$0.7827 |
| B. | The no-new-revenue (NNR) tax rate | \$0.7617 |
| C. | The NNR M&O tax rate              | \$0.5624 |
| D. | The voter-approval tax rate       | \$0.5820 |
| E. | The debt rate                     | \$0.1793 |
| F. | The de minimis rate               | \$0.7827 |

(4) total amount of municipal debt obligations \$ 29,030,000

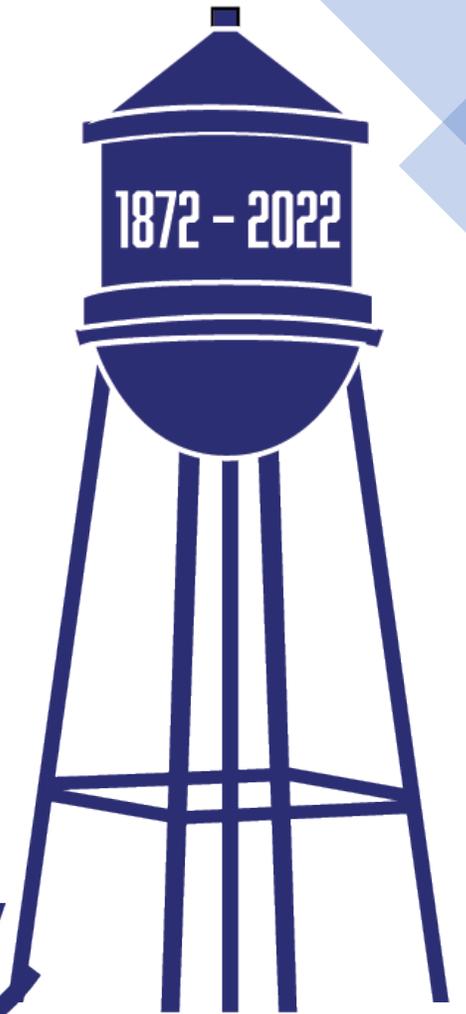


CITY OF MANOR



150<sup>TH</sup>

*Anniversary*



# CITY OF MANOR

## COUNCIL-APPOINTED ADVISORY GROUPS, ORGANIZATIONS, AND REPRESENTATIVE AGENCIES

### CITY

Board of Adjustment  
Planning & Zoning Commission  
Budget Committee  
Public Improvement District (PID) Committee  
Tax Increment Reinvestment Zone, No. 1 (TIRZ)  
Park Committee  
Public Tree Advisory Board  
Economic Development Committee  
Emergency Management Committee  
Public Safety Committee  
Capital Improvement Committee  
Community Collaborative Committee  
Healthcare Committee  
Ethics Commission  
Charter Review Commission

### REGION

Capital Area Council of Governments (CAPCOG)  
Capital Area Metropolitan Planning Organization (CAMPO)  
Capital Metro  
Travis County ESD#12  
Friends of Manor Parks  
Keep Manor Beautiful  
Manville Water  
EPCOR  
Oncor Electric  
Bluebonnet Electric  
Texas Film Commission  
Travis County Office of Emergency Management



# City of Manor – City Council



Dr. Christopher Harvey  
Mayor



Emily Hill  
Council Member  
Place 1  
Mayor Pro Tem



Anne Weir  
Council Member  
Place 2



Maria Amezcua  
Council Member  
Place 3



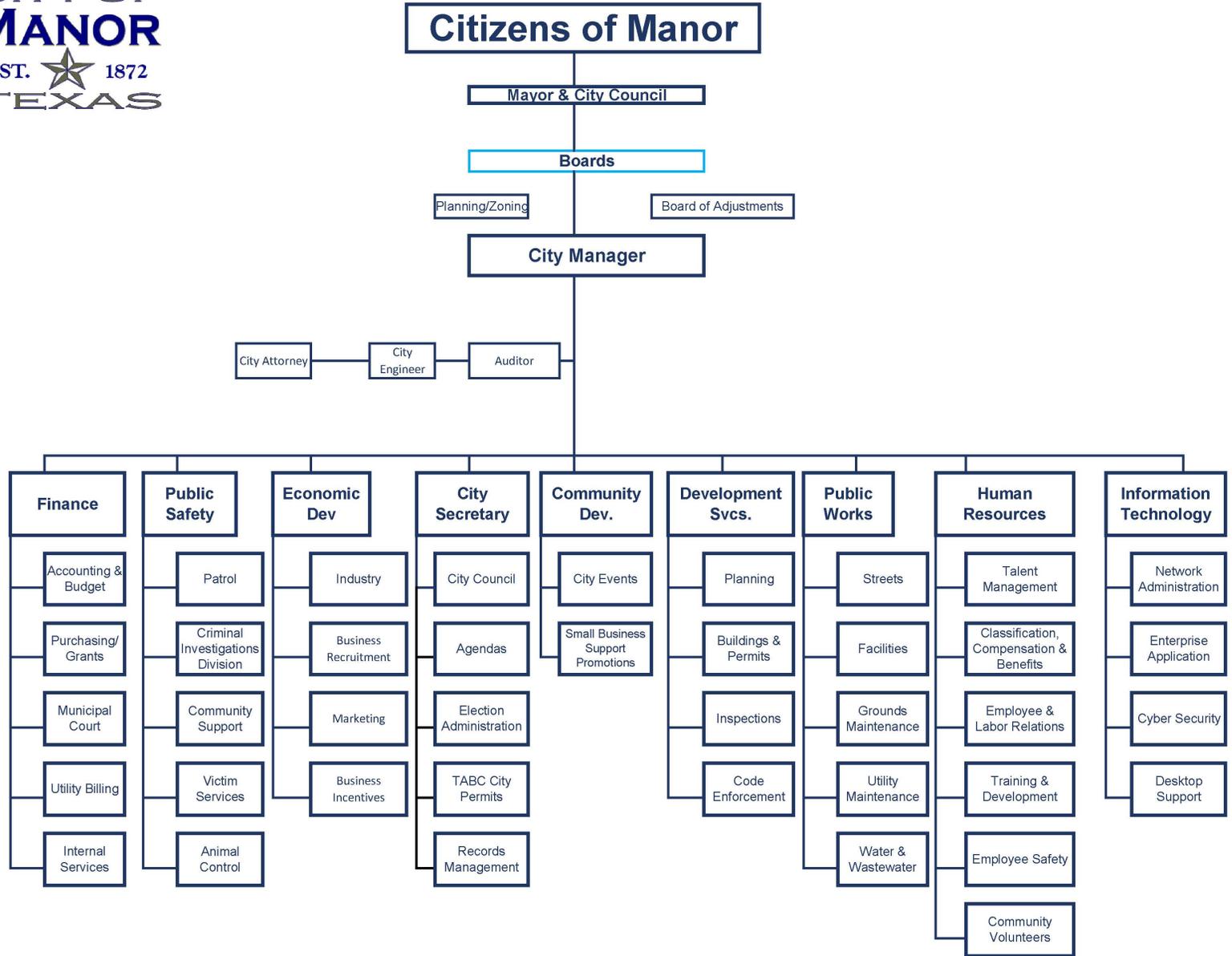
Sonia Wallace  
Council Member  
Place 4



Aaron Moreno  
Council Member  
Place 5



Deja Hill  
Council Member  
Place 6



# CITY OF MANOR SENIOR MANAGEMENT TEAM

- Scott Moore**.....City Manager
- Lydia Collins**.....Director of Finance
- Ryan Phipps**.....Chief of Police
- Lluvia Almaraz**.....City Secretary
- Matthew Woodard**.....Director of Public Works
- Scott Dunlop**.....Director of Development Services
- Debra Charbonneau**.....Director of Community Services
- Tracey Dubois-Vasquez**.....Director of Human Resources
- Scott Jones**.....Director of Economic Development
- Phil Green**.....Director of Information Technology





## Mayor and City Council,

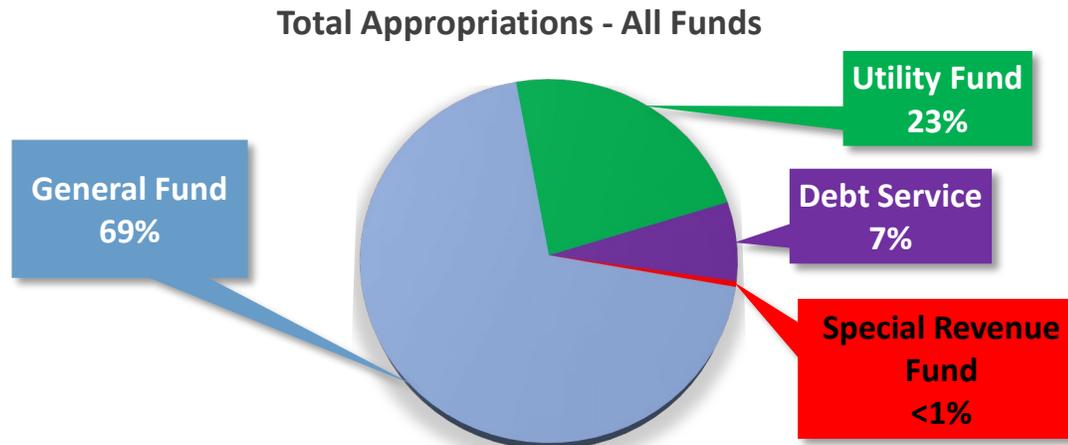
In accordance with the provisions of Article III Section 8.04 of the Manor City Charter, the proposed *Annual Operating Budget* for the City of Manor for the Fiscal Year of October 1, 2021 through September 30, 2022, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the FY 2021-2022 Amended Annual Budget is \$19,979,898 to be generally distributed as described herein.

The proposed FY 2021-2022 Amended Annual Budget is a zero based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations and services.

The FY 2021-2022 Amended Annual Budget as proposed is delineated into four (4) basic funding categories:

- \* **General Fund (\$19.9M)** – revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars
- \* **Utility Fund (\$6.8M)** – an enterprise fund monitoring all financial transactions relating to the provision of potable water and sanitary sewer services through the city’s systems
- \* **Debt Service (\$2.2M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- \* **Special Revenue (\$0.057M)** – revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream

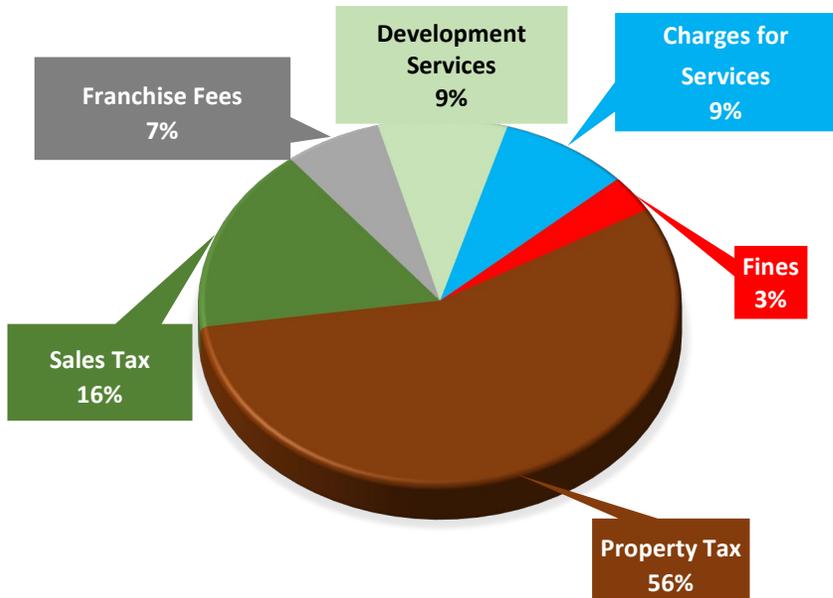


# FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS

## General Fund Revenue

The General Fund is the City of Manor’s principal operating fund for essential city services and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding support as the graph below shows.

- Property Taxes** – Property tax revenue in FY21-22 is moderate growth in the city’s taxable valuation, as home construction is anticipated to continue at its present rate throughout the fiscal year.
  - The FY21-22 Amended Annual Budget has adoption of a tax rate of \$0.7827. This rate will lower the tax rate from \$.8161 by \$.0334.



- Sales Tax** – The State of Texas imposes a 6.25% sales and use tax on “all retail sales, leases and rentals of most goods, as well as taxable services”. The City of Manor imposes an additional 2.0% sales tax to create a maximum combined rate of 8.25%. Of that total Austin MTA (Capital Metro) receives 1.0%, and Travis County Emergency Services District 12 0.05%. The City has experienced steady annual increases in sales tax revenue over the last decade, but the last two years have produced historical income levels:
  - Total Sales Tax Revenue was **\$2.1M** by FY21-22 year-end

## Historical Sales and Use Tax





## Proposed Amended Annual Budget Fiscal Year 2021-22

Original Budget Adopted: 15-Sep-2021  
Ordinance Number: 621

Amended Budget Adopted: 20-Apr-2022  
Ordinance Number: 643

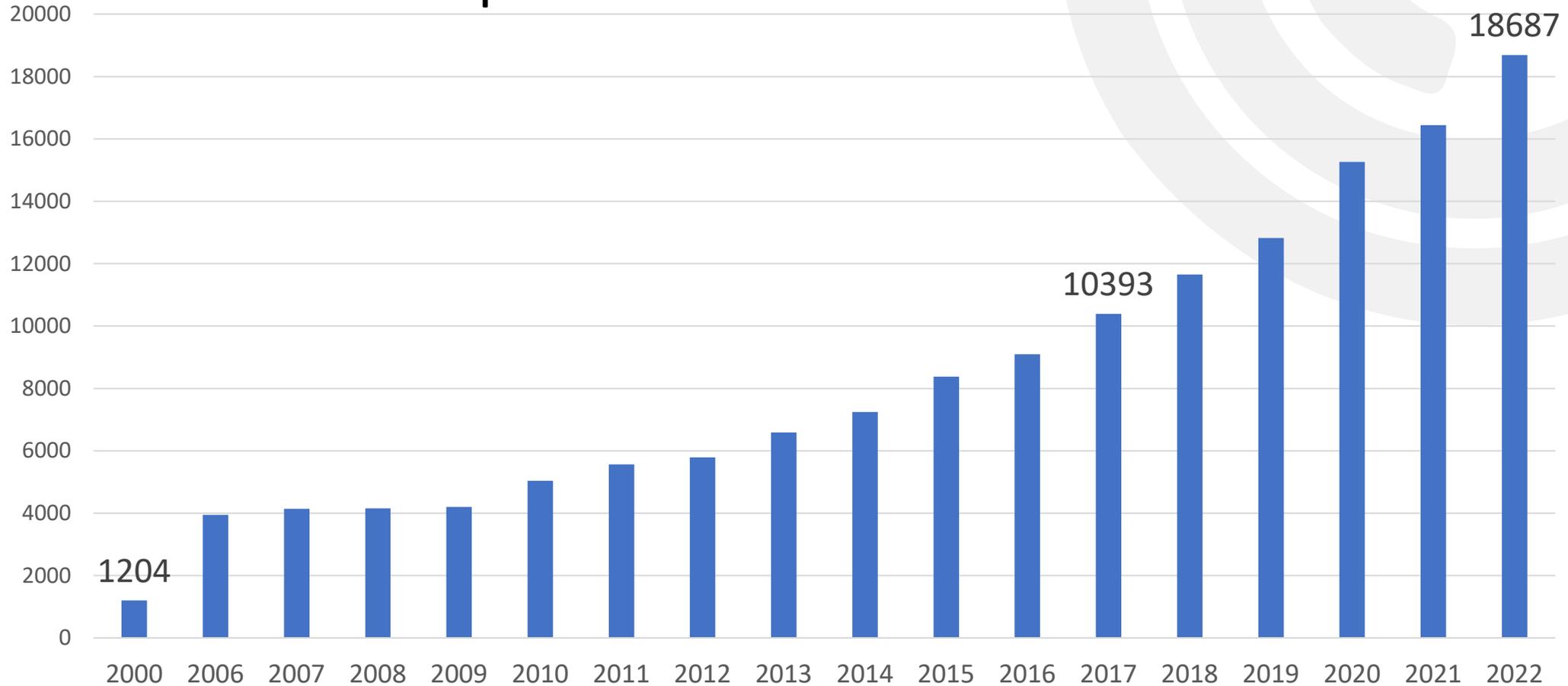
Amended Budget Adopted: \_\_\_\_\_  
Ordinance Number: \_\_\_\_\_

| FY 2021-2022            |                   |                  | 30-Sep-22            |                      |                   | FY 2021-22        |                   |                   | FUND BALANCES       |                     |
|-------------------------|-------------------|------------------|----------------------|----------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| BUDGETED REVENUES       | BUDGETED EXPENSES | NET              | FYTD ACTUAL REVENUES | FYTD ACTUAL EXPENSES | NET               | BUDGET REVENUES   | BUDGET EXPENSES   | NET               | ESTIMATED 30-Sep-21 | PROJECTED 30-Sep-22 |
| <b>GENERAL FUND</b>     |                   |                  |                      |                      |                   |                   |                   |                   |                     |                     |
| 10,973,664              | 1,748,711         | 9,224,953        | 14,095,614           | 1,227,865            | 12,867,749        | 14,095,617        | 1,227,865         | 12,867,752        |                     |                     |
| -                       | 794,391           | (794,391)        | -                    | 831,022              | (831,022)         | -                 | 831,715           | (831,715)         |                     |                     |
| 1,652,474               | 3,435,385         | (1,782,911)      | 1,575,059            | 3,343,562            | (1,768,503)       | 1,575,059         | 3,343,579         | (1,768,520)       |                     |                     |
| 3,422,300               | 908,987           | 2,513,313        | 3,601,857            | 999,396              | 2,602,461         | 3,601,782         | 999,397           | 2,602,385         |                     |                     |
| 40,000                  | 1,206,418         | (1,166,418)      | 40,000               | 1,073,185            | (1,033,185)       | 40,000            | 1,073,313         | (1,033,313)       |                     |                     |
| 406,270                 | 596,512           | (190,242)        | 525,334              | 454,758              | 70,576            | 525,334           | 454,791           | 70,543            |                     |                     |
| 330,861                 | 4,975,239         | (4,644,378)      | 140,956              | 4,724,904            | (4,583,948)       | 140,956           | 4,725,098         | (4,584,142)       |                     |                     |
| -                       | 767,741           | (767,741)        | -                    | 681,947              | (681,947)         | -                 | 681,947           | (681,947)         |                     |                     |
| 1,150                   | 415,668           | (414,518)        | 1,132                | 309,521              | (308,389)         | 1,150             | 309,521           | (308,371)         |                     |                     |
| -                       | 181,009           | (181,009)        | -                    | 146,375              | (146,375)         | -                 | 146,377           | (146,377)         |                     |                     |
| <b>16,826,719</b>       | <b>15,030,061</b> | <b>1,796,658</b> | <b>19,979,952</b>    | <b>13,792,535</b>    | <b>6,187,417</b>  | <b>19,979,898</b> | <b>13,793,603</b> | <b>6,186,295</b>  |                     |                     |
| <b>UTILITY FUND</b>     |                   |                  |                      |                      |                   |                   |                   |                   |                     |                     |
| -                       | 563,139           | (563,139)        | -                    | 551,725              | (551,725)         | -                 | 551,943           | (551,943)         |                     |                     |
| 2,448,743               | 2,998,967         | (550,224)        | 3,678,398            | 2,600,497            | 1,077,901         | 3,678,398         | 2,600,499         | 1,077,899         |                     |                     |
| 2,040,250               | 1,151,127         | 889,123          | 3,138,623            | 1,277,163            | 1,861,460         | 3,138,623         | 1,277,165         | 1,861,458         |                     |                     |
| <b>4,488,993</b>        | <b>4,713,233</b>  | <b>(224,240)</b> | <b>6,817,021</b>     | <b>4,429,385</b>     | <b>2,387,636</b>  | <b>6,817,021</b>  | <b>4,429,607</b>  | <b>2,387,414</b>  |                     |                     |
| <b>21,315,712</b>       | <b>19,743,294</b> | <b>1,572,418</b> | <b>26,796,973</b>    | <b>18,221,920</b>    | <b>8,575,053</b>  | <b>26,796,919</b> | <b>18,223,210</b> | <b>8,573,709</b>  | <b>17,541,224</b>   | <b>26,114,933</b>   |
| <b>2,210,787</b>        | <b>2,573,123</b>  | <b>(362,336)</b> | <b>2,195,933</b>     | <b>2,817,069</b>     | <b>(621,136)</b>  | <b>2,195,933</b>  | <b>2,817,070</b>  | <b>(621,137)</b>  | <b>91,186</b>       | <b>(529,951)</b>    |
| <b>RESTRICTED FUNDS</b> |                   |                  |                      |                      |                   |                   |                   |                   |                     |                     |
| 9,500                   | 9,500             | -                | 9,944                | 7,691                | 2,253             | 9,944             | 7,691             | 2,253             | 46,674              | 48,927              |
| 8,400                   | 500               | 7,900            | 8,894                | -                    | 8,894             | 8,894             | -                 | 8,894             | 12,518              | 21,412              |
| 33,200                  | 9,000             | 24,200           | 81,215               | 63,945               | 17,270            | 81,215            | 120,545           | (39,330)          | 410,704             | 371,374             |
| 392,006                 | -                 | 392,006          | 1,065,066            | 960,031              | 105,035           | 845,134           | 837,429           | 7,705             | 2,282,907           | 2,290,612           |
| 864,500                 | -                 | 864,500          | 4,703,534            | 5,720,540            | (1,017,006)       | 1,967,532         | 5,078,005         | (3,110,473)       | 7,479,905           | 4,369,432           |
| -                       | -                 | -                | 192,500              | -                    | 192,500           | 192,500           | -                 | 192,500           | 479,247             | 671,747             |
| -                       | -                 | -                | 6,283,904            | 349,701              | 5,934,204         | 6,283,904         | 349,701           | 5,934,204         | -                   | -                   |
| <b>1,307,606</b>        | <b>19,000</b>     | <b>1,288,606</b> | <b>12,771,879</b>    | <b>7,438,260</b>     | <b>5,333,619</b>  | <b>9,389,123</b>  | <b>6,383,371</b>  | <b>2,995,753</b>  | <b>10,758,927</b>   | <b>7,820,476</b>    |
| <b>24,834,105</b>       | <b>22,335,417</b> | <b>2,498,688</b> | <b>41,764,785</b>    | <b>28,477,249</b>    | <b>13,287,536</b> | <b>38,381,975</b> | <b>27,433,651</b> | <b>10,948,325</b> | <b>28,381,338</b>   | <b>38,338,662</b>   |
| <b>GRAND TOTALS</b>     |                   |                  |                      |                      |                   |                   |                   |                   |                     |                     |

The General Fund is the general operating fund and the largest fund of the city as it includes all traditional government services such general administration, street and drainage, maintenance, development services, police and courts, and parks.  
The Utility Fund accounts for the city's water and wastewater enterprise. Unlike the general fund it operates as a proprietary fund functioning more like a business.  
The Restricted Funds are used only for specific purposes. Revenues and payments are limited either by state law or local ordinance.



# Historical Population Growth



**\*Graph shows population within City limits**

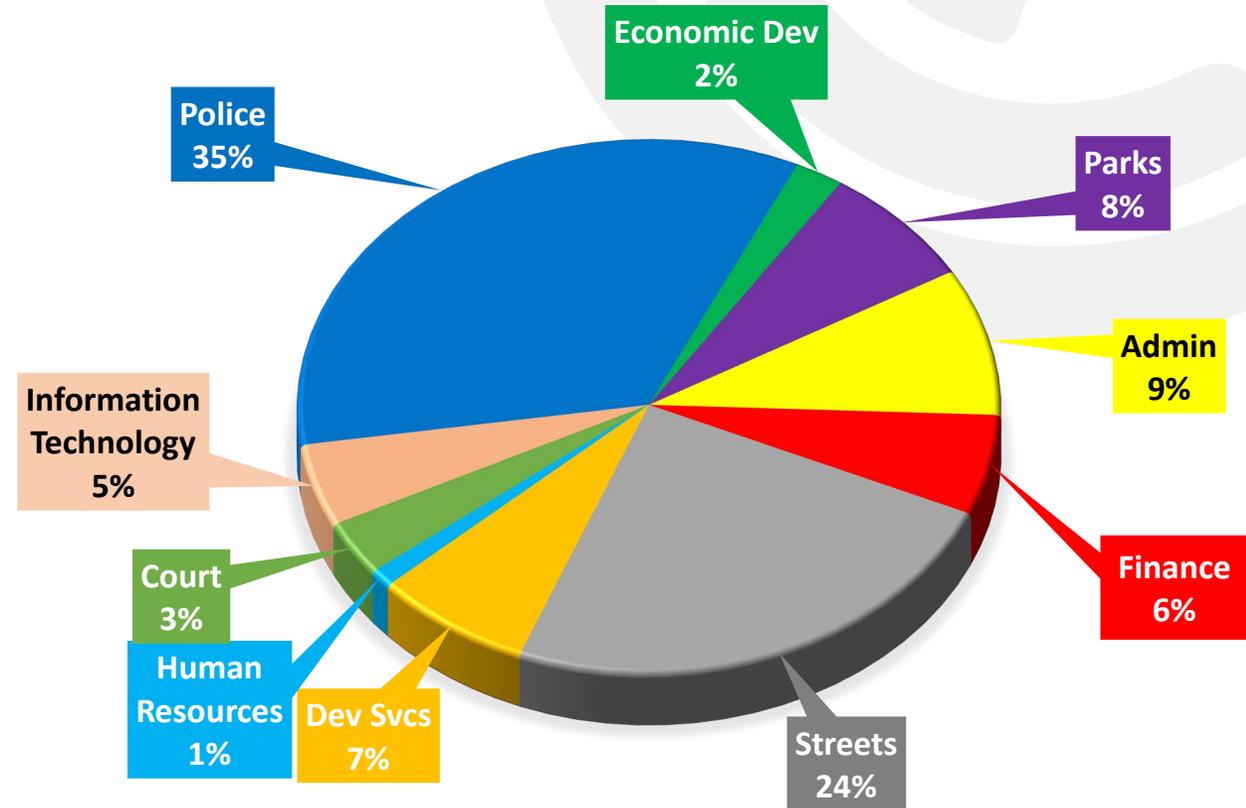


# FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## General Fund Expenditures

The General Fund is the primary operating fund of the City of Manor and is utilized to account for all costs traditionally associated with city government. The proposed FY 2021-2022 Amended Annual Budget includes total General Fund expenditures of **\$13.8M**.

Within City of Manor operations, General Fund Expenditures are those costs associated with the provision of essential city services including, but not limited to public safety, parks, public works, mobility and asset maintenance. The primary sources of income supporting the General Fund are Property and Sales Taxes.



# General Fund

Article III Section 8.05 of the Manor City Charter states “the City Manager is responsible for the timely preparation and presentation of the budget”. The **General Fund** is the primary operating fund in the budget used to account for resources not required to be accounted for in other funds devoted to specific activities. It is used to account for operations of basic City functions such as public safety, public works, cultural and leisure programs, community planning/development plus direction and management of all municipal functions. Services provided by the City are classified according to activity and presented as operating departments in the Budget.

As a spending plan for the year the budget contains estimates of revenues expected to be generated in the forthcoming year as well as the cost of programs that are planned for the year. Two basic elements of all funds are revenue and expenditures, the latter of which authorize expenditures for line items that appear in each departmental breakdown. These are detailed in the budget document for each activity in each fund. The former are estimates of fiscal resources that are expected to be generated during the subject fiscal year and are intended to finance programs of “Expenditures” for that same time frame.

Total revenue received for the 2021-22 fiscal year is \$19,979,898. Direct expenditures were \$13,793,603. The following are general comments on sources and expected trends of revenue for the General Fund.



# General Fund Revenue Summary

- Revenues are generally a function of certain “rates” applied to specific quantifiable amounts such as assessed property values, volumes of water used, a percentage of gross revenues (franchise fees), etc. The chart summarizes revenue for the general fund by major funding category. This is followed by a more detailed look at revenue by general category.

|                                   | FY 2021-22<br>ORIG. BUDGET | FY 2021-22<br>CURR. BUDGET | Y-T-D ACTUAL<br>AS OF 09/30/2022 | REQUESTED<br>2021-22 BUDGET |
|-----------------------------------|----------------------------|----------------------------|----------------------------------|-----------------------------|
| <b>REVENUE SUMMARY</b>            |                            |                            |                                  |                             |
| <b>ADMINISTRATION</b>             |                            |                            |                                  |                             |
| TAXES                             | 9,955,027                  | 10,434,245                 | 10,665,656                       | 10,665,659                  |
| MISCELLANEOUS                     | 215,000                    | 433,000                    | 3,268,638                        | 3,268,638                   |
| PERMITS/LICENSES                  | 6,290                      | 6,290                      | 3,975                            | 3,975                       |
| OTHER                             | 100,129                    | 100,129                    | 157,345                          | 157,345                     |
| <b>TOTAL ADMINISTRATION</b>       | <b>10,276,446</b>          | <b>10,973,664</b>          | <b>14,095,614</b>                | <b>14,095,617</b>           |
| <b>STREET</b>                     |                            |                            |                                  |                             |
| MISCELLANEOUS                     | 187,474                    | 187,474                    | 105,018                          | 105,018                     |
| SANITATION CHARGES                | 1,117,130                  | 1,465,000                  | 1,470,042                        | 1,470,041                   |
| <b>TOTAL STREET</b>               | <b>1,304,604</b>           | <b>1,652,474</b>           | <b>1,575,059</b>                 | <b>1,575,059</b>            |
| <b>DEVELOPMENT SERVICES</b>       |                            |                            |                                  |                             |
| MISCELLANEOUS                     | 38,345                     | 49,320                     | 51,078                           | 51,078                      |
| PERMITS/LICENSES                  | 1,880,497                  | 3,372,980                  | 3,550,779                        | 3,550,704                   |
| <b>TOTAL DEVELOPMENT SERVICES</b> | <b>1,918,842</b>           | <b>3,422,300</b>           | <b>3,601,857</b>                 | <b>3,601,782</b>            |
| <b>PARKS/RECREATION</b>           |                            |                            |                                  |                             |
| MISCELLANEOUS                     | 40,000                     | 40,000                     | 40,000                           | 40,000                      |
| <b>TOTAL PARKS/RECREATION</b>     | <b>40,000</b>              | <b>40,000</b>              | <b>40,000</b>                    | <b>40,000</b>               |
| <b>COURT</b>                      |                            |                            |                                  |                             |
| MISCELLANEOUS                     | 1,096                      | 2,200                      | 2,294                            | 2,294                       |
| COURT FEES                        | 403,660                    | 404,070                    | 523,039                          | 523,040                     |
| <b>TOTAL COURT</b>                | <b>404,756</b>             | <b>406,270</b>             | <b>525,333</b>                   | <b>525,334</b>              |
| <b>POLICE</b>                     |                            |                            |                                  |                             |
| MISCELLANEOUS                     | 272,661                    | 272,661                    | 66,004                           | 66,004                      |
| POLICE CHARGES/FEES               | 57,730                     | 58,200                     | 74,953                           | 74,952                      |
| <b>TOTAL POLICE</b>               | <b>330,391</b>             | <b>330,861</b>             | <b>140,956</b>                   | <b>140,956</b>              |
| <b>ECONOMIC DEV SVCS</b>          |                            |                            |                                  |                             |
| TAXES                             | 400                        | 1,150                      | 1,132                            | 1,150                       |
| <b>TOTAL COMMUNITY SERVICES</b>   | <b>400</b>                 | <b>1,150</b>               | <b>1,132</b>                     | <b>1,150</b>                |
| <b>TOTAL REVENUES</b>             | <b>14,275,439</b>          | <b>16,826,719</b>          | <b>19,979,953</b>                | <b>19,979,898</b>           |

# GENERAL FUND EXPENDITURE SUMMARY

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.
- **Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.
- **Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings
- **Contracted Services** – Expenditures for engineering and legal services; and document storage.
- **Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

|                                   | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
|-----------------------------------|------------------|------------------|------------------|------------------|
| EXPENDITURE SUMMARY               | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>ADMINISTRATION</b>             |                  |                  |                  |                  |
| PERSONNEL                         | 430,840          | 295,099          | 298,109          | 298,108          |
| OPERATING                         | 601,510          | 638,312          | 253,534          | 253,534          |
| REPAIRS & MAINTENANCE             | 44,000           | 44,000           | 29,394           | 29,394           |
| CONTRACTED SERVICES               | 651,800          | 771,300          | 647,448          | 646,829          |
| <b>TOTAL ADMINISTRATION</b>       | <b>1,728,150</b> | <b>1,748,711</b> | <b>1,228,485</b> | <b>1,227,865</b> |
| <b>FINANCE</b>                    |                  |                  |                  |                  |
| PERSONNEL                         | 603,665          | 563,489          | 530,095          | 530,096          |
| OPERATING                         | 151,365          | 165,002          | 239,647          | 240,339          |
| REPAIRS & MAINTENANCE             | 2,700            | 2,700            | 1,060            | 1,060            |
| CONTRACTED SERVICES               | 57,900           | 63,200           | 60,220           | 60,220           |
| <b>TOTAL FINANCE</b>              | <b>815,631</b>   | <b>794,391</b>   | <b>831,022</b>   | <b>831,715</b>   |
| <b>STREET</b>                     |                  |                  |                  |                  |
| PERSONNEL                         | 531,301          | 373,918          | 376,747          | 376,746          |
| OPERATING                         | 183,495          | 217,195          | 248,156          | 248,167          |
| REPAIRS & MAINTENANCE             | 175,000          | 335,000          | 241,471          | 241,470          |
| CONTRACTED SERVICES               | 1,923,250        | 2,395,350        | 2,351,517        | 2,351,524        |
| DEBT PAYMENTS                     | 36,359           | 53,922           | 86,169           | 86,169           |
| CAPITAL OUTLAY < \$5K             | 10,000           | 10,000           | 5,353            | 5,353            |
| CAPITAL OUTLAY > \$5K             | 50,000           | 50,000           | 34,150           | 34,150           |
| <b>TOTAL STREET</b>               | <b>2,909,405</b> | <b>3,435,385</b> | <b>3,343,562</b> | <b>3,343,579</b> |
| <b>DEVELOPMENT SERVICES</b>       |                  |                  |                  |                  |
| PERSONNEL                         | 550,904          | 498,768          | 468,677          | 468,677          |
| OPERATING                         | 100,121          | 135,819          | 169,618          | 169,619          |
| REPAIRS & MAINTENANCE             | 4,400            | 4,400            | 1,216            | 1,216            |
| CONTRACTED SERVICES               | 270,000          | 270,000          | 355,283          | 353,427          |
| <b>TOTAL DEVELOPMENT SERVICES</b> | <b>925,425</b>   | <b>908,987</b>   | <b>1,001,252</b> | <b>999,397</b>   |

# GENERAL FUND EXPENDITURE SUMMARY CON'T

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

- Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.

- Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

- Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

- Contracted Services** – Expenditures for engineering and legal services; and document storage.

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

|                       | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
|-----------------------|------------------|------------------|------------------|------------------|
|                       | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>PARKS</b>          |                  |                  |                  |                  |
| PERSONNEL             | 417,152          | 401,179          | 322,340          | 322,342          |
| OPERATING             | 25,850           | 35,850           | 38,408           | 38,534           |
| REPAIRS & MAINTENANCE | 183,000          | 665,621          | 467,881          | 467,881          |
| CONTRACTED SERVICES   | 1,500            | 1,500            | 1,518            | 1,518            |
| DEBT PAYMENTS         | 24,518           | 24,518           | 32,371           | 32,371           |
| CAPITAL OUTLAY < \$5K | 10,750           | 10,750           | 716              | 716              |
| CAPITAL OUTLAY > \$5K | 67,000           | 67,000           | 209,951          | 209,951          |
| <b>TOTAL PARKS</b>    | <b>729,770</b>   | <b>1,206,418</b> | <b>1,073,185</b> | <b>1,073,313</b> |
|                       |                  |                  |                  |                  |
| <b>COURT</b>          |                  |                  |                  |                  |
| PERSONNEL             | 350,202          | 237,840          | 223,998          | 224,011          |
| OPERATING             | 51,245           | 52,245           | 41,255           | 41,271           |
| CONTRACTED SERVICES   | 291,500          | 291,500          | 189,505          | 189,509          |
| CAPITAL OUTLAY < \$5K | 1,620            | 1,620            | 0                | 0                |
| CAPITAL OUTLAY > \$5K | 13,307           | 13,307           | 0                | 0                |
| <b>TOTAL COURT</b>    | <b>707,874</b>   | <b>596,512</b>   | <b>454,758</b>   | <b>454,791</b>   |
|                       |                  |                  |                  |                  |
| <b>POLICE</b>         |                  |                  |                  |                  |
| PERSONNEL             | 3,861,713        | 3,477,412        | 3,354,040        | 3,354,045        |
| OPERATING             | 336,444          | 454,095          | 436,095          | 436,183          |
| REPAIRS & MAINTENANCE | 96,500           | 147,000          | 191,292          | 190,542          |
| CONTRACTED SERVICES   | 306,207          | 306,207          | 284,674          | 284,674          |
| DEBT PAYMENTS         | 453,500          | 507,855          | 410,105          | 410,105          |
| CAPITAL OUTLAY < \$5K | 6,200            | 6,200            | 865              | 965              |
| CAPITAL OUTLAY > \$5K | 125,470          | 76,470           | 48,583           | 48,583           |
| <b>TOTAL POLICE</b>   | <b>5,186,034</b> | <b>4,975,239</b> | <b>4,725,654</b> | <b>4,725,098</b> |

# GENERAL FUND EXPENDITURE SUMMARY CON'T

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.
- **Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.
- **Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings
- **Contracted Services** – Expenditures for engineering and legal services; and document storage.
- **Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

|                                      | FY 2021-22   | FY 2021-22   | Y-T-D ACTUAL        | REQUESTED      |
|--------------------------------------|--------------|--------------|---------------------|----------------|
|                                      | ORIG. BUDGET | CURR. BUDGET | AS OF<br>09/30/2022 | 2021-22 BUDGET |
| <b>INFORMATION TECHNOLOGY (I.T.)</b> |              |              |                     |                |
| PERSONNEL                            | 274,649      | 179,701      | 174,122             | 174,122        |
| OPERATING                            | 174,500      | 221,600      | 221,183             | 221,184        |
| REPAIRS & MAINTENANCE                | 11,085       | 11,085       | 4,514               | 4,514          |
| CONTRACTED SERVICES                  | 190,000      | 210,471      | 217,781             | 192,939        |
| CAPITAL OUTLAY < \$5K                | 35,000       | 35,000       | 72,394              | 72,394         |
| CAPITAL OUTLAY > \$5K                | 70,000       | 109,884      | 16,794              | 16,794         |
| <b>TOTAL I.T</b>                     | 755,234      | 767,741      | 706,788             | 681,947        |
|                                      |              |              |                     |                |
| <b>ECONOMIC DEV. SVCS</b>            |              |              |                     |                |
| PERSONNEL                            | 246,129      | 174,558      | 176,313             | 175,498        |
| OPERATING                            | 137,850      | 241,110      | 134,022             | 134,023        |
| <b>TOTAL COMMUNITY DEV</b>           | 383,979      | 415,668      | 310,336             | 309,521        |
|                                      |              |              |                     |                |
| <b>HUMAN RESOURCES</b>               |              |              |                     |                |
| PERSONNEL                            | 121,009      | 121,009      | 124,619             | 124,620        |
| OPERATING                            | 60,000       | 60,000       | 21,756              | 21,757         |
| <b>TOTAL HUMAN RESOURCES</b>         | 181,009      | 181,009      | 146,375             | 146,377        |

# UTILITY FUND REVENUE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

**Personnel** - Accounts for staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City’s portion of retirement contribution.

**Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

**Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

**Contracted Services** – Expenditures for engineering and legal services; and document storage.

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

|                         | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
|-------------------------|------------------|------------------|------------------|------------------|
| REVENUE SUMMARY         | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>WATER</b>            |                  |                  |                  |                  |
| MISCELLANEOUS           | 525              | 525              | 0                | 0                |
| WATER/SEWER CHARGES     | 2,448,158        | 2,448,218        | 3,678,433        | 3,678,398        |
| <b>TOTAL WATER</b>      | 2,448,683        | 2,448,743        | 3,678,433        | 3,678,398        |
| <b>WASTEWATER</b>       |                  |                  |                  |                  |
| WATER/SEWER CHARGES     | 2,040,250        | 2,040,250        | 3,138,623        | 3,138,623        |
| <b>TOTAL WASTEWATER</b> | 2,040,891        | 2,040,250        | 3,138,623        | 3,138,623        |
| <b>TOTAL REVENUES</b>   | <b>4,489,574</b> | <b>4,488,993</b> | <b>6,817,056</b> | <b>6,817,021</b> |



# UTILITY FUND EXPENDITURE SUMMARY

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.
- **Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.
- **Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings
- **Contracted Services** – Expenditures for engineering and legal services; and document storage.
- **Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

|                           | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
|---------------------------|------------------|------------------|------------------|------------------|
| EXPENDITURE SUMMARY       | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>PUBLIC WORKS</b>       |                  |                  |                  |                  |
| PERSONNEL                 | 437,745          | 467,744          | 485,447          | 485,447          |
| OPERATING                 | 28,350           | 28,350           | 11,163           | 11,163           |
| REPAIRS & MAINTENANCE     | 36,000           | 36,000           | 21,269           | 21,269           |
| CONTRACTED SERVICES       | 3,500            | 31,045           | 34,064           | 34,064           |
| <b>TOTAL PUBLIC WORKS</b> | <b>505,595</b>   | <b>563,139</b>   | <b>551,943</b>   | <b>551,943</b>   |
| <b>WATER</b>              |                  |                  |                  |                  |
| PERSONNEL                 | 501,562          | 501,562          | 228,675          | 228,675          |
| OPERATING                 | 214,934          | 258,502          | 277,357          | 277,359          |
| REPAIRS & MAINTENANCE     | 66,500           | 66,500           | 89,038           | 89,038           |
| WATER/WASTEWATER          | 2,053,750        | 2,053,750        | 1,884,712        | 1,884,713        |
| CONTRACTED SERVICES       | 3,800            | 8,300            | 9,361            | 9,361            |
| DEBT PAYMENTS             | 80,353           | 80,353           | 81,617           | 81,617           |
| CAPITAL OUTLAY < \$5K     | 10,000           | 10,000           | 1,727            | 1,727            |
| CAPITAL OUTLAY > \$5K     | 20,000           | 20,000           | 28,009           | 28,009           |
| <b>TOTAL WATER</b>        | <b>2,950,899</b> | <b>2,998,967</b> | <b>2,600,499</b> | <b>2,600,499</b> |
| <b>WASTEWATER</b>         |                  |                  |                  |                  |
| PERSONNEL                 | 196,338          | 195,568          | 162,265          | 162,265          |
| OPERATING                 | 360,315          | 404,907          | 495,211          | 495,211          |
| REPAIRS & MAINTENANCE     | 59,000           | 59,000           | 43,305           | 43,305           |
| WATER/WASTEWATER          | 59,650           | 184,650          | 253,803          | 253,803          |
| CONTRACTED SERVICES       | 239,002          | 272,002          | 309,500          | 309,500          |
| CAPITAL OUTLAY > \$5K     | 30,000           | 30,000           | 13,081           | 13,081           |
| <b>TOTAL WASTEWATER</b>   | <b>949,305</b>   | <b>1,151,127</b> | <b>1,277,165</b> | <b>1,277,165</b> |

# DEBT SERVICE FUND SUMMARY

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

|                               | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
|-------------------------------|------------------|------------------|------------------|------------------|
| REVENUE SUMMARY               | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>NON-DEPARTMENTAL</b>       |                  |                  |                  |                  |
| TAXES                         | 2,210,122        | 2,210,122        | 2,193,923        | 2,193,923        |
| OTHER                         | 125              | 665              | 2,010            | 2,010            |
| <b>TOTAL NON-DEPARTMENTAL</b> | <b>2,210,247</b> | <b>2,210,787</b> | <b>2,195,933</b> | <b>2,195,933</b> |
| <b>TOTAL REVENUES</b>         | <b>2,210,247</b> | <b>2,210,787</b> | <b>2,195,933</b> | <b>2,195,933</b> |
|                               | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
| EXPENDITURE SUMMARY           | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>NON-DEPARTMENTAL</b>       |                  |                  |                  |                  |
| OPERATING                     | 150              | 150              | 300              | 300              |
| DEBT PAYMENTS                 | 2,182,973        | 2,572,973        | 2,816,770        | 2,816,770        |
| <b>TOTAL NON-DEPARTMENTAL</b> | <b>2,183,123</b> | <b>2,573,123</b> | <b>2,817,070</b> | <b>2,817,070</b> |
| <b>TOTAL EXPENDITURES</b>     | <b>2,183,123</b> | <b>2,573,123</b> | <b>2,817,070</b> | <b>2,817,070</b> |



# SPECIAL RESERVE H.O.T. FUND SUMMARY

**Hotel Tax Fund** – Funds from this source are collected from lodging establishments located in the City and its ETJ, that offer rooms for rent daily. Revenue from this source is to be used for promotional activities of the City

|                             | FY 2021-22    | FY 2021-22    | Y-T-D ACTUAL     | REQUESTED      |
|-----------------------------|---------------|---------------|------------------|----------------|
| REVENUE SUMMARY             | ORIG. BUDGET  | CURR. BUDGET  | AS OF 09/30/2022 | 2021-22 BUDGET |
| <b>ADMINISTRATION</b>       |               |               |                  |                |
| TAXES                       | 33,200        | 33,200        | 81,215           | 81,215         |
| TOTAL ADMINISTRATION        | 33,225        | 33,225        | 81,215           | 81,215         |
| <b>TOTAL REVENUES</b>       | <b>33,225</b> | <b>33,225</b> | <b>81,215</b>    | <b>81,215</b>  |
|                             | FY 2021-22    | FY 2021-22    | Y-T-D ACTUAL     | REQUESTED      |
| EXPENDITURE SUMMARY         | ORIG. BUDGET  | CURR. BUDGET  | AS OF 09/30/2022 | 2021-22 BUDGET |
| <b>ADMINISTRATION</b>       |               |               |                  |                |
| OPERATING                   | 9,000         | 9,000         | 120,545          | 120,545        |
| <b>TOTAL ADMINISTRATION</b> | <b>9,000</b>  | <b>9,000</b>  | <b>120,545</b>   | <b>120,545</b> |
| <b>TOTAL EXPENDITURES</b>   | <b>9,000</b>  | <b>9,000</b>  | <b>120,545</b>   | <b>120,545</b> |



# SPECIAL RESERVE IMPACT FEE FUND SUMMARY

- **Impact Fee Funds:** Impact fees are mechanisms authorized by the Local Government Code and used by City's to build up reserves for future costs of extending water and wastewater facilities to new development and provide for the expansion of treatment facilities that are needed because of the addition of new users.

|                           | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
|---------------------------|------------------|------------------|------------------|------------------|
| REVENUE SUMMARY           | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>WATER</b>              |                  |                  |                  |                  |
| OTHER                     | 392,006          | 392,006          | 1,065,066        | 1,065,066        |
| <b>TOTAL WATER</b>        | 392,006          | 392,006          | 1,065,066        | 1,065,066        |
| <b>WASTEWATER</b>         |                  |                  |                  |                  |
| OTHER                     | 864,500          | 864,500          | 4,703,534        | 4,703,534        |
| <b>TOTAL WASTEWATER</b>   | 864,500          | 864,500          | 4,703,534        | 4,703,534        |
| <b>TOTAL REVENUES</b>     | <b>1,256,506</b> | <b>1,256,506</b> | <b>5,768,600</b> | <b>5,768,600</b> |
|                           | FY 2021-22       | FY 2021-22       | Y-T-D ACTUAL     | REQUESTED        |
| EXPENDITURE SUMMARY       | ORIG. BUDGET     | CURR. BUDGET     | AS OF 09/30/2022 | 2021-22 BUDGET   |
| <b>WATER</b>              |                  |                  |                  |                  |
| REPAIRS/MAINTENANCE       | 0                | 0                | 955,577          | 955,577          |
| CONTRACTED SERVICES       | 0                | 0                | 4,454            | 4,454            |
| <b>TOTAL WATER</b>        | 0                | 0                | 960,031          | 960,031          |
| <b>WASTEWATER</b>         |                  |                  |                  |                  |
| REPAIRS & MAINTENANCE     | 0                | 0                | 5,699,357        | 5,699,357        |
| CONTRACTED SERVICES       | 0                | 0                | 21,183           | 21,183           |
| <b>TOTAL WASTEWATER</b>   | 0                | 0                | 5,720,540        | 5,720,540        |
| <b>TOTAL EXPENDITURES</b> | <b>0</b>         | <b>0</b>         | <b>6,680,572</b> | <b>6,680,571</b> |





**City Sponsored Events for FY 2021-2022**

- October .....Manor Night at the Park
- November .....Arbor Day
- December .....Holidays in the Park
- February .....Black History Luncheon
- July .....4<sup>th</sup> of July Fireworks Show

**City Partnered Events for FY 2021-2022**

- May .....ManorPalooza
- June .....Juneteenth
- November .....Veteran's Day Service



# PROPOSED FY 2021-2022 AMENDED ANNUAL BUDGET

CITY OF MANOR, TEXAS





PUBLIC WORKS



FIRST RESPONDER

## Why recognize public works professionals as **FIRST RESPONDERS**?

While police, fire, and EMS are often the three most recognized first responders, public works is also often silently there—providing vital support to emergency response partners, helping protect essential services, and restoring those services following an emergency situation. Consider the following:

- In 2003, President George W. Bush issued [Presidential Policy Directive 8 \(PPD-8\)](#) officially recognizing public works as first responders.
- In 2010, Mississippi, under House Bill (HB) 664, recognized public works professionals as first responders.
- In 2019, the US Senate passed Senate Concurrent Resolution 15 (S.Con.Res.15), "Expressing support for the designation of October 28, 2019, as Honoring the Nation's First Responders Day." Public works is specifically included.
- In 2022 New Hampshire Governor Chris Sununu signed into law SB325, formally recognizing public works employees as first responders.
- In 2022, New Hampshire passed HB 536, "An Act relative to death benefits for public works employees killed in the line of duty, and relative to workers' compensation offsets for certain retirement system benefits."
- Public works is often considered "the silent arm of public safety" ... usually without fanfare. Public works professionals are often the first on scene and the last to leave the scenes of disasters—no matter the peril.
- The National Incident Management System (NIMS) lists public works alongside police, fire, and public health in its documentation: [National Incident Management System, 3rd Edition \(fema.gov\)](#).

## What can I do?

- Establish a public works awareness committee.
- Arrange networking sessions with fellow public works professionals to share your ideas, experiences, and your public works awareness success stories.
- Put together a short presentation/video to share with your elected officials at the local, county, state, and federal levels highlighting the vital role public works professionals have as first responders.
- Reach out to APWA's Government Affairs staff and refer to the APWA website for the latest information.
- When discussing public works as first responders, remember to use the APWA theme, "Ready and Resilient."
- Remind your organizations and those you serve, whether it is clearing debris after a major storm, clearing the roads during winter weather conditions, setting up protective barriers, or any other critical essential function, that **public works is always there** to ensure government operations return to normal as quickly as possible. "*Public works is the silent arm of public safety!*"

Please don't hesitate to reach out to APWA Government Affairs Manager, Marty Williams by phone (202) 218-6732 or email [mwilliams@apwa.net](mailto:mwilliams@apwa.net), or APWA's Marketing Department by phone at (816) 595-5257 or email [jshilhanek@apwa.net](mailto:jshilhanek@apwa.net), should you have any questions or need assistance raising awareness of public works as first responders.