



**CITY COUNCIL
REGULAR SESSION MINUTES
SEPTEMBER 20, 2023**

**This meeting was live-streamed on Manor's YouTube Channel
<https://www.youtube.com/@cityofmanorsocial/streams>**

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 (left at 11:00 p.m.)

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Scott Dunlop, Development Services Director
Lydia Collins, Finance Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
Frank Phelan P.E., City Engineer
Sarah Friberg, Court Administrator
Veronica Rivera, Assistant City Attorney
Phil Green, IT Director
Chasem Creed, IT Technician

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 7:11 p.m. on Wednesday, September 20, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Dr. Adolphus Anderson with Park Springs Baptist Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PROCLAMATION

A. Declaring Saturday, September 23, 2023, as “Austin Community College District Day”

Mayor Harvey read and presented the proclamation to Dr. Chris Cervini, Vice Chancellor of Austin Community College (ACC) and ACC personnel.

PUBLIC COMMENTS

Jere Dowell-Davis, 12406 Stoneridge Gap Lane, Manor, Texas, submitted a speaker card and expressed her concerns regarding animal control issues within the city. Ms. Dowell-Davis requested that the city enforce the ordinance regarding dog regulations within a home and stated that the city needed to provide additional animal services to the community.

Lauren Moore, 18105 Skysail Drive, Manor, Texas, submitted a speaker card and expressed her concerns regarding animal control problems within the city. She explained how she had fostered animals before and how she worked with other organizations to foster kittens. She asked for the city to provide additional animal control services for the community.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the Planning and Zoning Commission meetings, and translation of agendas. He stated he would be translating his petition into Spanish, and he would be submitting an initiative petition for council terms to return to 2-year terms and an addition of council compensation along with other requests. He spoke in opposition to Agenda Item No. 12 and Agenda Item No. 20. He stated that the city should take back the old school which is the county’s community library and fund the facility.

Mayor Harvey clarified that the City of Manor did not own the community library and belonged to the County; therefore, the city could not fund the facility.

No one else appeared at this time.

PUBLIC HEARING

1. Conduct a Public Hearing on the FY2023-2024 Proposed Property Tax Rate of the City of Manor, Texas.

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

Mayor Harvey opened the Public Hearing.

Director of Finance Collins discussed the proposed FY2023-2024 Property Tax Rate.

Mayor Harvey expressed his concerns regarding lowering the FY2023-2024 Property Tax Rate.

Council Member Deja Hill discussed her support regarding lowering the FY2023-2024 Property Tax Rate. She wished the community would have been in attendance to voice their opinions.

MOTION: Upon a motion made by Council Member Amezcua 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 the FY2023-2024 Proposed Annual Budget of the City of Manor, Texas.

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

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed annual budget.

Mayor Harvey discussed how the funding was created for the Community Programs. He discussed the process of how funding would be allocated to different programs and organizations within the city.

A discussion was held regarding Animal Control funding.

Director of Finance Collins discussed the attached PowerPoint Presentation.

The topic of discussion:

- FY2023-2024 Annual Budget Highlights
- 2021 Certificates of Obligation/Capital Improvement Program
- General Fund Expenditures
- Staffing/Employee Compensation
- Department's Highlights
- Utility Fund Revenue
- Debt Service Fund Summary

- Special Reserve H.O.T. and T.I.R.Z. Funds
- Special Reserve Impact Fund
- City Sponsored Events

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace, to close the public hearing.

There was no further discussion.

Motion to close carried 7-0

- 3. Conduct a public hearing on an ordinance amending Chapter 14 Zoning of the Manor Code of Ordinances to Modify the Provisions for the Residential Land Use Table Relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); Industrialized Housing Standards; and Office, Commercial, Institutional Architectural Standards.**

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 Zoning Ordinance.

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

- 4. Conduct a public hearing on an ordinance for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures; Owner: Dalton Wallace**

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

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his opposition to this item.

Tyler Snell, 13908 Heartland Drive, Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed development.

Development Services Director Dunlop discussed the proposed Okra PUD development. He discussed the parkland requirements. Mr. Dunlop discussed the modifications that the Planning and Zoning Commission had recommended.

Rachel Shanks with Sotol Ventures presented the attached PowerPoint Presentation and discussed the modifications to the PUD development. She explained the parkland concept.

Modifications discussed:

- Amenity features are not within detention.
- Playscapes have shade structures.
- Add a few additional parking spaces.
- The dog park is fenced.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to close the public hearing.

There was no further discussion.

Motion to close carried 7-0

5. Conduct a public hearing on an ordinance for the Manor Heights (Carillon) Subdivision Planned Unit Development (PUD) Amendment located at 13201 Old Kimbro Road, Manor, TX. Applicant: Kimley Horn and Associates, Inc; Owner: RHOF, LLC

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

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his opposition to this item.

Talley Williams with Metcalfe Wolff Stuart & Williams submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Alex Granados with Kimbley Horn submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the proposed Manor Heights PUD development.

A discussion was held regarding building regulations.

A discussion was held regarding the type of home structure that would be built.

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

- 6. Conduct a public hearing on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB). Applicant: Jiwon Jung; Owner: Build Block**

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

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his opposition to this item.

Development Services Director Dunlop discussed the proposed rezoning request.

Economic Development Director Jones discussed the benefits of future development for the city.

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

- 7. Consideration, discussion, and possible action to approve the City Council Minutes.**

- **September 6, 2023, City Council Regular Meeting;**
- **September 11, 2023, City Council Called Special Session; and**
- **September 15, 2023, City Council Called Special Session**

- 8. Consideration, discussion, and possible action on accepting the August 2023 Departmental Reports.**

- **Finance – Lydia Collins, Director of Finance**
- **Police – Ryan Phipps, Chief of Police**
- **Travis County ESD No. 12 – Ryan Smith, Fire Chief**
- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Scott Dunlop, Development Services Director**

- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Matt Woodard, Director of Public Works**
- **Manor Cemetery – Nora Sanchez, MC Manager**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**

9. Consideration, discussion, and possible action on a License and Maintenance Agreement with Lagos Residential Community, Inc. for the construction, improvement, installation, and maintenance of landscaping.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to accept and approve the Consent Agenda as read.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

At the request of Mayor Harvey, Item No. 18 was conducted next.

18. Consideration, discussion, and possible action on renewing the re-rate medical cost projection form for FY 2023-2024 between the City of Manor and the health insurance pool, TX Health Benefits Pool; and authorized the City Manager to execute the re-rate notice and benefits form.

The city staff recommended that the City Council approve and renew the re-rate medical cost projection form for FY2023-2024 between the City of Manor and the health insurance pool, TX Health Benefits Pool; and Authorize the City Manager to execute the re-rate notice and benefits verification form.

Human Resources Director Vasquez discussed the proposed benefits and recommended Option 1 to be considered as presented.

A discussion was held regarding proposed benefits.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to approve and renew the re-rate medical cost projection form for FY2023-2024 between the City of Manor and the health insurance pool, TX Health Benefits Pool; and Authorize the City Manager to execute the re-rate notice and benefits verification form for Option 1.

There was no further discussion.

Motion to approve carried 7-0

17. Consideration, discussion, and possible action on a lease contract for the funding of City of Manor Police vehicles.

The city staff recommended that the City Council approve and award the lease contract to Frost Bank and authorize the City Manager to execute the final contract after legal review.

Finance Director Collins discussed the proposed contract for funding police vehicles.

A discussion was held regarding the clarification of funding.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve and award the lease contract to Frost Bank and authorize the City Manager to execute the final contract after legal review.

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 8:59 p.m. on Wednesday, September 20, 2023, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened 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 Compensation and benefits for City Council Members* at 8:59 p.m. on Wednesday, September 20, 2023.

The Executive Session was adjourned at 9:19 p.m. on Wednesday, September 20, 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 the Closed Executive Session at 9:19 p.m. on Wednesday, September 20, 2023.

10. Consideration, discussion, and possible action on an amendment to a Statement of Work No. 9 for the Cottonwood Creek Wastewater Treatment Plant, Phase III project.

The city staff recommended that the City Council approve and award Statement of Work #9B to George Butler Associates, Inc. for the Cottonwood Creek Wastewater Treatment Plant Phase III Improvements project in the amount of \$8,100.00.

City Engineer Phelan discussed the proposed Statement of Work for the Cottonwood Creek Wastewater Treatment Plant, Phase III project.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve and award Statement of Work #9B to George Butler Associates, Inc. for the Cottonwood Creek Wastewater Treatment Plant Phase III Improvements project in the amount of \$8,100.00.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

The city staff recommended that the City Council approve Ordinance No. 716 for FY2023-24 Property Tax Rate.

Ordinance No. 716: An Ordinance of The City of Manor, Texas, Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Providing for Apportioning Each Levy for Specific Purposes; and Establishing When Taxes Shall Become due and Same Shall Become Delinquent, if not Paid.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve Ordinance No. 716 and “ I move that the property tax rate be decreased by the adoption of a tax rate of \$0.6789 on each \$100.00 valuation of property, which is effectively a 10.03% decrease in the tax rate.”

There was no further discussion.

Motion to approve carried 5-2 (Mayor Harvey and Mayor Pro Tem Emily Hill voted against)

12. Consideration, discussion, and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

The city staff recommended that the City Council approve Ordinance No. 718 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

Ordinance No. 718: An Ordinance of The City of Manor, Texas, Adopting an Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; 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 Amezcua and seconded by Council Member Moreno, to approve Ordinance No. 718 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

There was no further discussion.

Motion to approve carried 7-0

13. First Reading: Consideration, discussion, and possible action on an ordinance amending to Chapter 14 Zoning of the Manor Code of Ordinances to Modify the Provisions for the Residential Land Use Table Relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); Industrialized Housing Standards; and Office, Commercial, Institutional Architectural Standards.

The city staff recommended that the City Council approve the first reading as presented.

Ordinance: An Ordinance Of The City Of Manor, Texas, Amending Chapter 14, Zoning, of The Code of Ordinances of The City Of Manor, Texas, by Providing for Amendments to the Residential Land Use Table; Moving Regulations for Industrialized Housing From Chapter 14, Zoning to a Stand-Alone Section of the Code of Ordinances; Modifying Office, Commercial, And Institutional Architectural Standards; Providing An Effective Date, Savings, Severability, And Open Meetings Clauses; And Providing For Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the first reading of an ordinance amending Chapter 14 Zoning of the Code of Ordinances of the City of Manor, Texas, by Providing for Amendments to the Residential Land Use Table; Moving Regulations for Industrialized Housing From Chapter 14, Zoning to a Stand-Alone Section of the Code of Ordinances; Modifying Office, Commercial, and Institutional Architectural Standards; Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

There was no further discussion.

Motion to approve carried 7-0

14. First Reading: Consideration, discussion, and possible action on an ordinance for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures; Owner: Dalton Wallace

The city staff recommended that the City Council approve the first reading as presented.

Rachel Shanks with Sotol Ventures submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance: An Ordinance of the City of Manor, Texas, Amending Chapter 14, Zoning of the City of Manor, Texas Code of Ordinances Rezoning a Parcel of Land From Medium Commercial (C-2) To Planned Unit Development (PUD); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve the first reading of an ordinance for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX with modifications of amenity features are not within detention; playscapes have shade structures; add few additional parking spaces; and dog park fenced.

There was no further discussion.

Motion to approve carried 7-0

15. First Reading: Consideration, discussion, and possible action on an ordinance for the Manor Heights (Carillon) Subdivision Planned Unit Development (PUD) Amendment located at 13201 Old Kimbro Road, Manor, TX. Applicant: Kimley Horn and Associates, Inc; Owner: RHOF, LLC

The city staff recommended that the City Council approve the first reading as presented.

Talley Williams with Metcalfe Wolff Stuart & Williams submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Alex Granados with Metcalfe Wolff Stuart & Williams submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance: An Ordinance of The City of Manor, Texas, Amending Ordinance 534 to Modify the Planned Unit Development Land Use Plan for the Manor Heights Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the first reading of an ordinance Amending Ordinance 534 to Modify the Planned Unit Development Land Use Plan for the Manor Heights Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD).

There was no further discussion.

Motion to approve carried 7-0

16. First Reading: Consideration, discussion, and possible action on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB). Applicant: Jiwon Jung; Owner: Build Block

The city staff recommended that the City Council approve the first reading as presented.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single Family Suburban (SF-1) to Downtown Business (DB); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve the first reading of an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W. Boyce & 104 W. Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB)

A discussion was held regarding current development structure standards.

There was no further discussion.

Motion to approve carried 7-0

19. Consideration, discussion, and possible action regarding compensation and benefits for City Council Members.

The city staff recommended that the City Council give direction regarding the compensation and benefits for City Council Members.

A discussion was held regarding council compensation among Council Members.

Mayor Pro Tem Emily Hill recommended that City Council Compensation does not exceed \$2,500 and that the Mayor's Compensation does not exceed \$3,500.

A discussion was held regarding the council compensation of surrounding cities.

Assistant City Attorney Rivera clarified that the item would be brought back to Council as an Ordinance with amounts that have been recommended.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill, to provide City Council compensation of \$2,500 per Council Member monthly and \$3,500 for the mayor's monthly start date of next fiscal year of 2023-2024 starting October 2, 2023.

Council Member Amezcua stated that the proposed amounts hadn't been included in the current budget. She mentioned that a budget amendment would be needed.

A discussion was held regarding the annual cost of compensation.

A discussion was held regarding the council's health benefits.

MOTION: Upon an amended motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill, to direct staff to present an ordinance with the discussed recommendations at the October 2, 2023, Regular Council Meeting.

There was no further discussion.

Motion to approve carried 6-1 (Mayor Harvey voted against)

20. Consideration, discussion, and possible action regarding authorizing the City Manager to select a consultant and negotiate and execute a legal agreement to perform services pursuant to the August 25, 2023 Request for Proposal Scope of Services solicited under the Terms and Conditions for the Downtown Strategic Plan Consulting Services for the City of Manor, and, in the instance a contract cannot be negotiated and/or terms agreed to by the parties, then to hire an alternate to perform the contract services, subject to legal review.

The city staff recommended that the City Council authorize the City Manager to approve a consultant and an alternate to provide consulting services regarding the Downtown Strategic Plan and to authorize the City Manager to negotiate and execute a contract with said contractor or alternate in an amount not to exceed \$180,000,000 after legal review.

Economic Development Director Jones discussed the proposed contract for the Downtown Strategic Plan and the process the city took to elect a primary consultant and an alternate. He requested the City Council to authorize the City Manager to elect the consultants after a final review.

Mayor Harvey suggested that the item be presented at the next meeting to give the Council time to review proposals.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to postpone the item to the October 2, 2023, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 7-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 10:06 p.m. on Wednesday, September 20, 2023, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in - *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 Manor Spring project; and Sections 551.071 and 551.072 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding a resolution of the City of Manor, Texas authorizing the purchase and closing of real property for \$20,800,000.00, plus closing costs; providing for the approval of the Real Estate Purchase Contract and an amendment to the Contract; and authorizing the Mayor or City Manager to execute any and all contracts and documents necessary to purchase and close on the purchase of the property identified herein; and providing for related matters.* at 10:06 p.m. on Wednesday, September 20, 2023.

Council Member Deja Hill left the meeting at 11:00 p.m. during the Executive Session due to personal reasons.

The Executive Session was adjourned at 12:35 a.m. on Thursday, September 21, 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 the Closed Executive Session at 12:35 a.m. on Thursday, September 21, 2023.

21. Consideration, discussion, and possible action on a resolution of the City of Manor, Texas authorizing the purchase and closing of real property for \$20,800,000.00, plus closing costs; providing for the approval of the Real Estate Purchase Contract and an amendment to the Contract; and authorizing the Mayor or City Manager to execute any and all contracts and documents necessary to purchase and close on the purchase of the property identified herein; and providing for related matters.

The city staff recommended that the City Council approve Resolution No. 2023-31 authorizing the purchase and closing of real property for \$20,800,000.00, plus closing costs; providing for the approval of the Real Estate Purchase Contract and an amendment to the Contract; and authorizing the Mayor or City Manager to execute any and all contracts and documents necessary to purchase and close on the purchase of the property identified herein; and providing for related matters.

Resolution No. 2023-31: A Resolution of the City of Manor, Texas Authorizing the Purchase and Closing of Real Property for \$20,800,000.00 Plus Closing Costs; Providing for Approval of the Real Estate Purchase Contract and an Amendment to the Contract; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve Resolution No. 2023-31 authorizing the purchase and closing of real property for \$20,800,000.00, plus closing costs; providing for the approval of the Real Estate Purchase Contract and an amendment to the Contract; and authorizing the Mayor or City Manager to execute any and all contracts and documents necessary to purchase and close on the purchase of the property identified herein, and providing for related matters.

There was no further discussion.

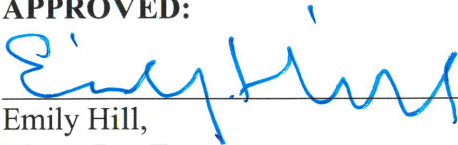
Motion to approve carried 5-1 (Council Member Amezcua voted against)

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 12:40 a.m. on Thursday, September 21, 2023.

These minutes were approved by the Manor City Council on the 18th day of October 2023.

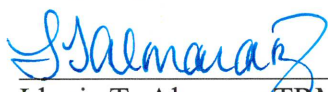
APPROVED:



Emily Hill,
Mayor Pro Tem



ATTEST:



Lluvia T. Almaraz, TRMC
City Secretary

CITY OF MANOR

Travis County, Texas

Proposed FY 2023-2024 Annual Budget



PROPOSED FY 2023-2024 ANNUAL BUDGET

Scott Moore, City Manager

Lydia Collins, Director of Finance

September 6, 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 \$1,114,264 or 12.94%, and of that amount \$1,033,009 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 \$0.4802
- Debt Rate \$0.1988
- Total \$0.6853
 - A. The property tax rate \$0.6763
 - B. The no-new-revenue (NNR) tax rate \$0.6763
 - C. The NNR M&O tax rate \$0.4565
 - D. The voter-approval tax rate \$0.6711
 - E. The debt rate \$0.1988
 - F. The de minimis rate \$0.6789

(4) total amount of municipal debt obligations \$ 30,140,000.00



CITY OF MANOR

COUNCIL-APPOINTED ADVISORY GROUPS, ORGANIZATIONS, AND REPRESENTATIVE AGENCIES

CITY

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

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



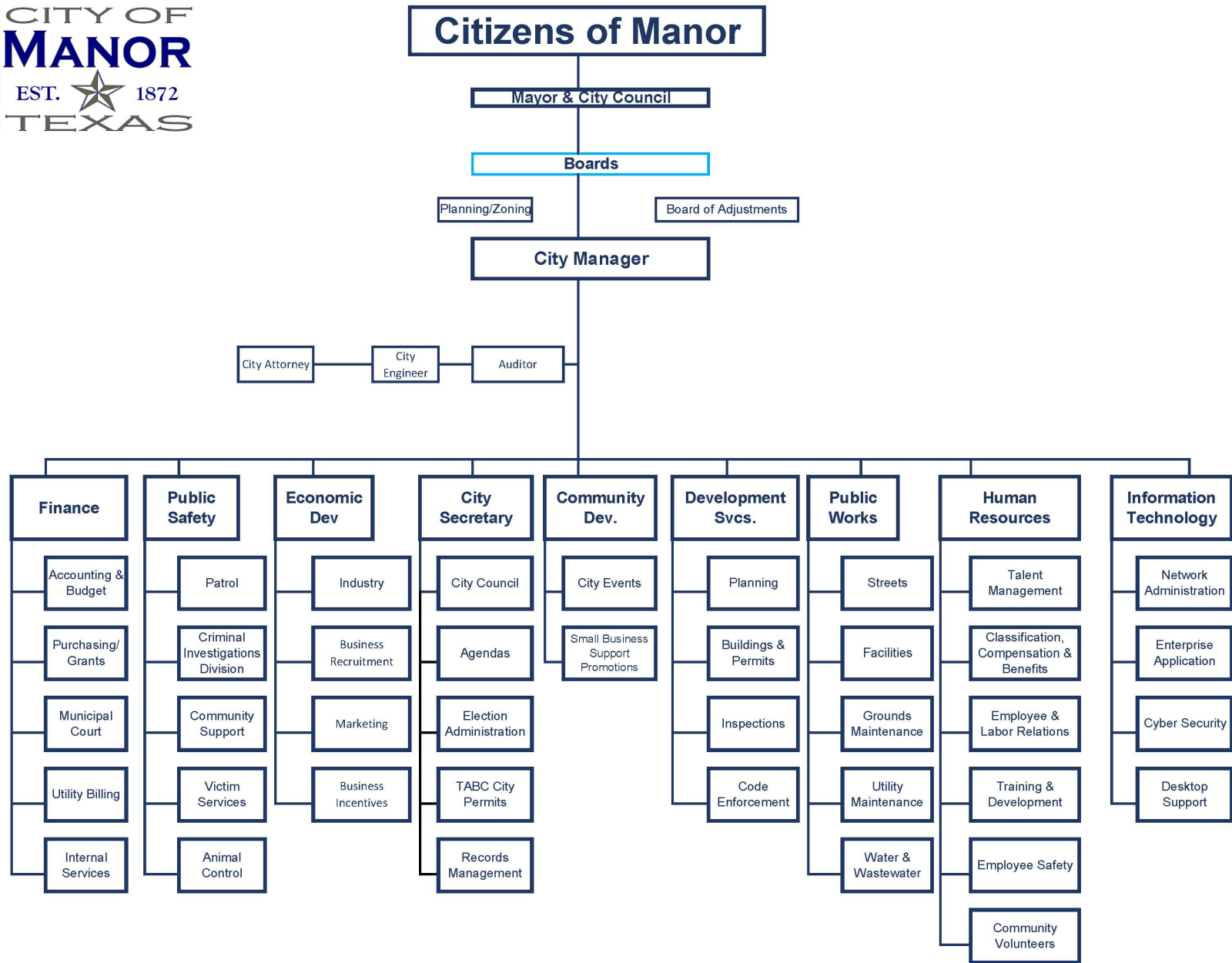
Sonia Wallace
Council Member
Place 4



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

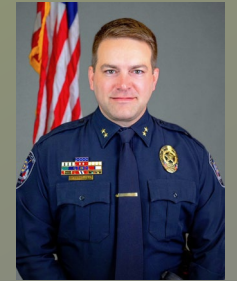
○ **Matthew Woodard**.....Director of Public Works

Scott Dunlop.....Director of Development Services

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, 2023, through September 30, 2024, is hereby presented for your consideration.

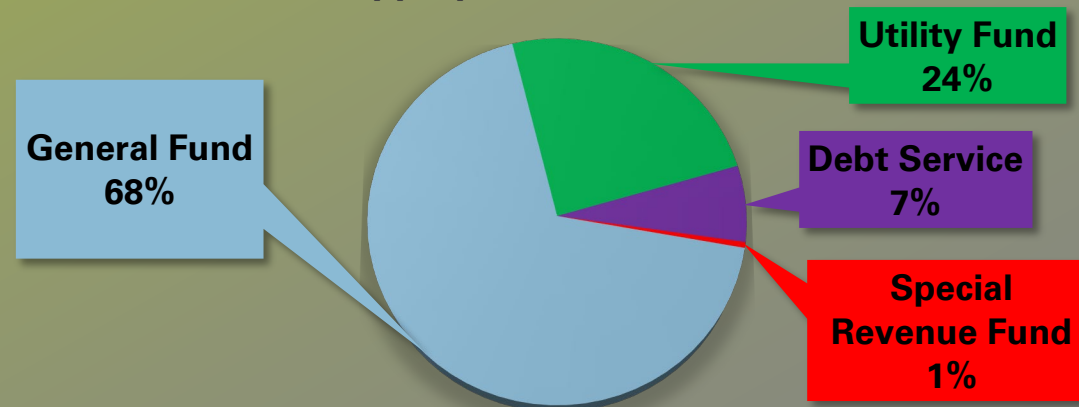
The grand total of all appropriations for all departments, operations, and functions proposed for the FY 2023-2024 Annual Budget is \$34,559,064 to be generally distributed as described herein.

The proposed FY 2023-2024 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. Our primary goal of this proposed budget is to maintain existing levels of service. Staff remains focused on enhancing service levels wherever possible.

The FY 2023-2024 Annual Budget as proposed is delineated into four (4) basic funding categories:

- **General Fund (\$19.7M)** – revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars
- **Utility Fund (\$7.5M)** – 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 (\$4.1M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- **Special Revenue (\$0.066M)** – revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream

Total Appropriations - All Funds



FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS

○ General Fund Revenue

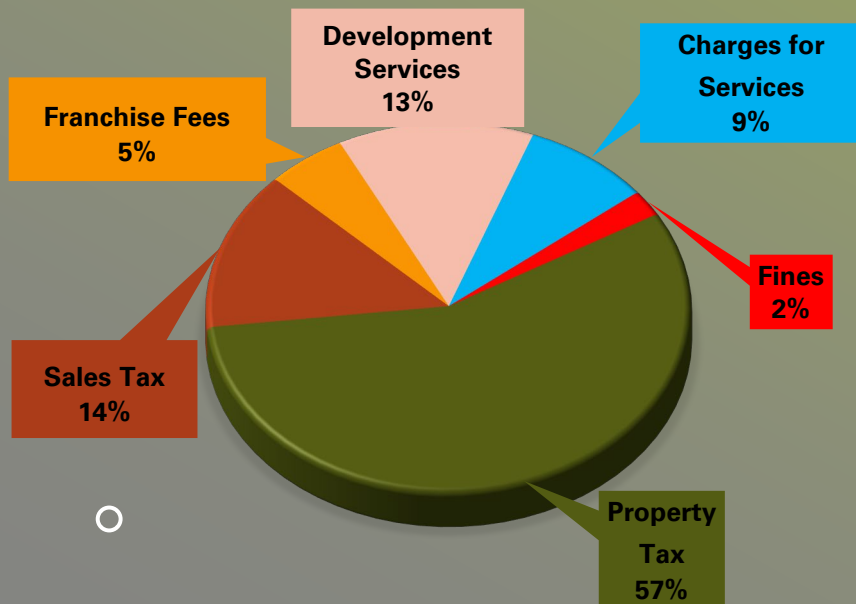
The General Fund is the City of Manor’s principal operating fund for essential city services and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding support as the graph below shows.

Property Taxes – Property tax revenue projected in FY23-24 assumes moderate growth in the city’s taxable valuation, as home construction is anticipated to continue at its present rate throughout the fiscal year.

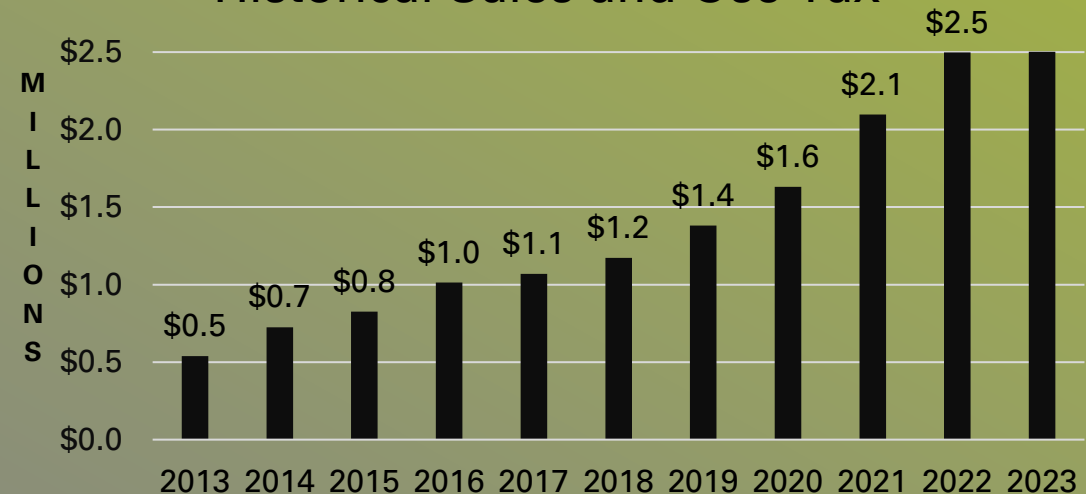
- The proposed FY23-24 Budget is predicated on adoption of a tax rate of \$0.6789. This rate will lower the tax rate from \$.7470 by \$.0681.

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 is currently projected to exceed **\$2.5M** by FY23-24 year-end



Historical Sales and Use Tax



2021 Certificates of Obligation/Capital Improvement Program

2021 Certificates of Obligation

Water

	INITIAL
FM 973 12" Waterline	525,320.00
FM 973 12" Waterline (Oversizing from 12" to 16")	230,000.00
Gregg Manor Water Storage Supply-Ground Storage Tank and Pumps	3,126,620.00
US 290 12" Waterline	380,765.00
Subtotal - Water	\$4,262,705.00

Wastewater

FM 973 Gravity Wastewater Line (Oversizing from 8" to 12" and 12" to 15")	417,910.00
Bell Farms Lift Station Expansion	799,250.00
Presidential Glen Lift Station Expansion	799,250.00
Subtotal - Wastewater	\$2,016,410.00

Total - All Funds **\$6,279,115.00**

Issuance Cost/Misc. \$80,885.00

GRAND TOTAL **\$ 6,360,000.00**

Status of the projects as of 8/8/2023

Water

FM 973 12" Waterline – **Project Completed**
 FM 973 12" Waterline (Oversizing from 12" to 16") – **Project Completed**
 Gregg Manor Water Storage Supply-Ground Storage Tank and Pumps – **Advertised for Bidding, Bid Opening August 22, 2023**

US 290 12" Waterline – **Surveying Complete and easement descriptions sent to ROW agent**

Wastewater

FM 973 Gravity Wastewater line – **Project Completed**
 Bell FARMS Lift Station Expansion – **Under Construction**
 Presidential Glen Lift Station Expansion – **Under Construction**

Tax Notes Series 2022

Water

Gregg Lane Ground Storage Tank and Pressurization Facilities	\$ 3,781,000.00
FM 973 Water Line	\$ 454,000.00
Subtotal - Water	\$ 4,235,000.00

Wastewater

Cottonwood WWTP Phase III Expansion	\$ 4,160,000.00
Subtotal - Wastewater	\$ 4,160,000.00

Streets

Improvements to roadways, including safety feature improvements	\$ 1,500,000.00
Subtotal - Streets	\$ 1,500,000.00

Total - All Funds	\$ 9,895,000.00
Issuance Cost/Misc.	\$ 105,000.00
GRAND TOTAL	\$ 10,000,000.00

Status of the projects as of 8/8/2023

Water

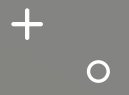
Gregg Lane Ground storage tank and pressurization facilities – **Preliminary Design**
 FM 973 Waterline – **Survey completed, working on easement descriptions**

Wastewater

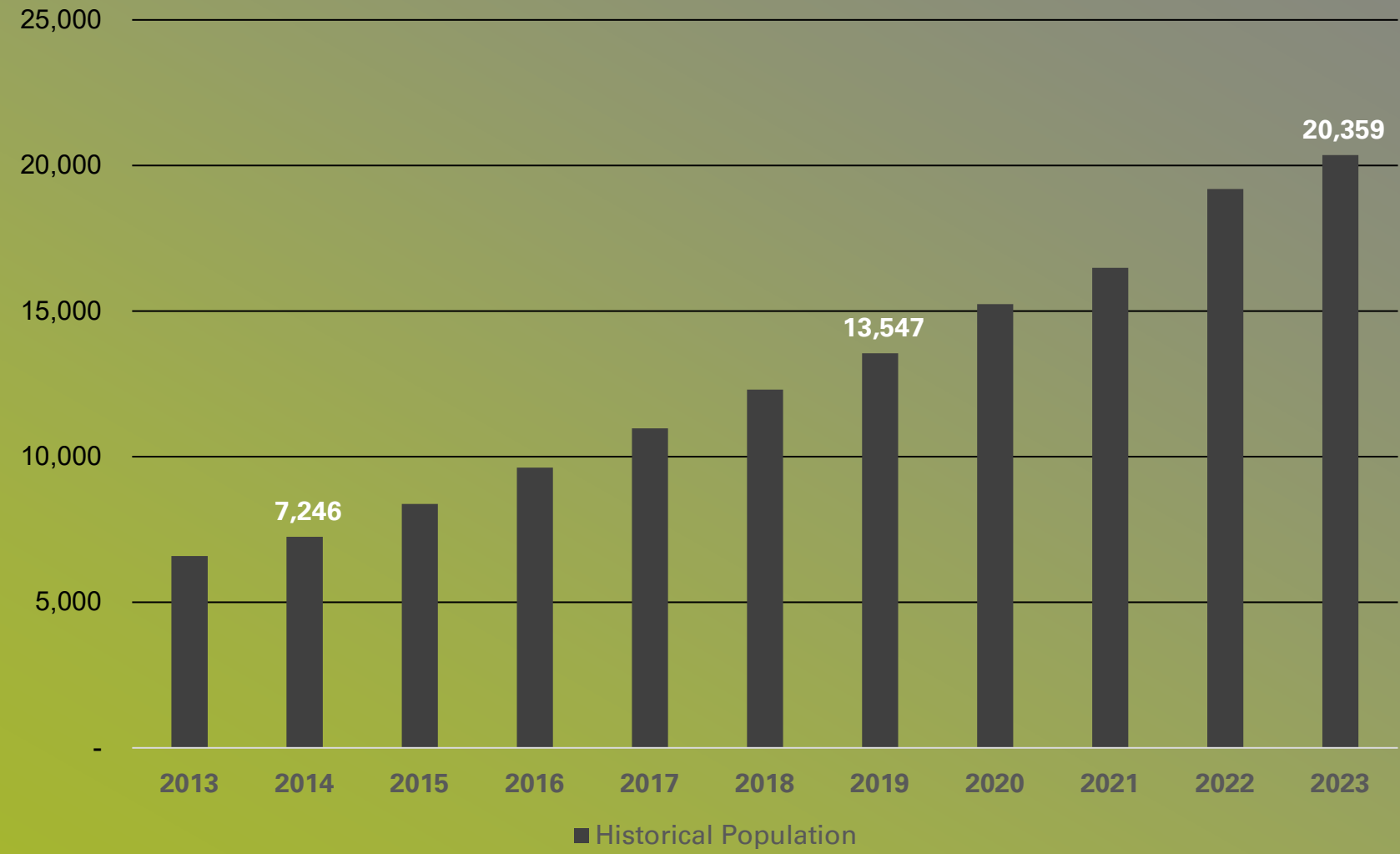
Cottonwood WWTP Phase III Expansion – **Working with Grant Dev Svcs on resubmittal scope for EDA Grant**

Streets

Improvements to roadways, including public safety feature improvements – **Plans approved for 1st half of project**



Historical Population

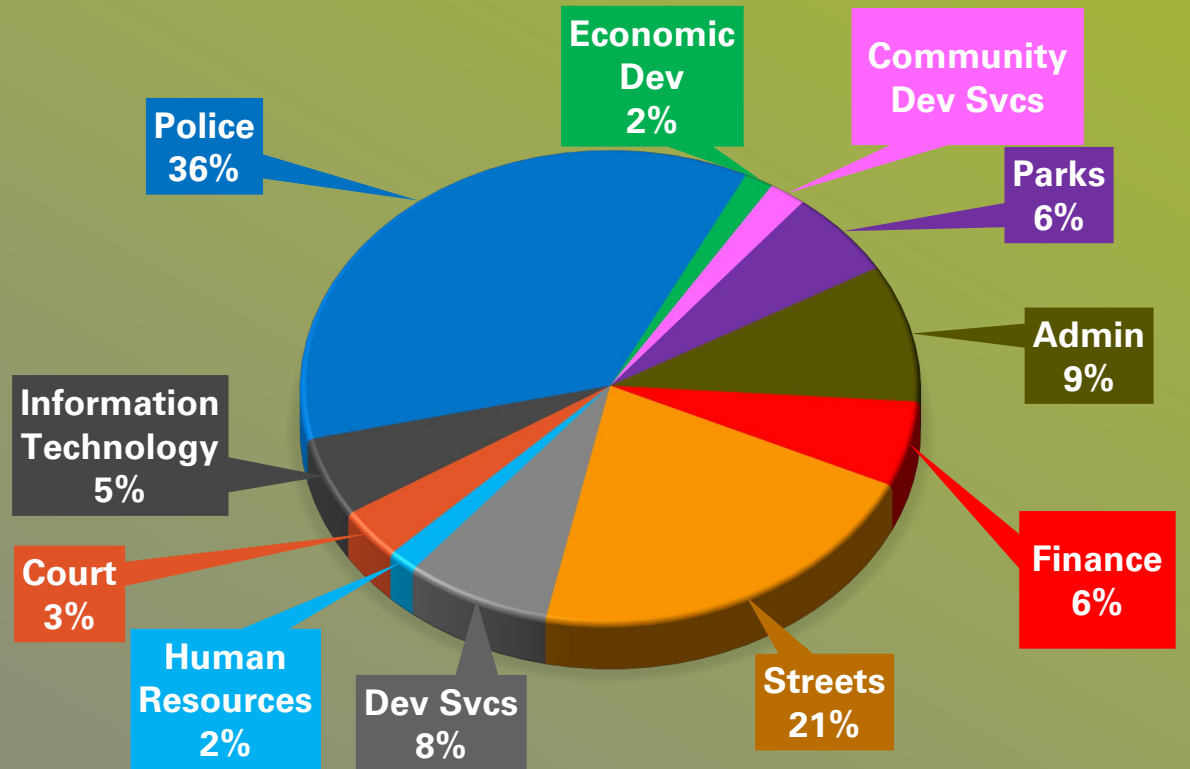


FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

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 2023-2024 Annual Budget includes total General Fund expenditures of **\$19.7M**.

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.



FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

Staffing

The proposed budget includes full-year funding for up to **one hundred eighteen (118) total city employees with only 91 filled positions**: one hundred fifteen (115) full-time, one (1) part-time position and two (2) police reserve positions. Police reserve position is not paid, the city does include workers comprehensive and auto liability insurance.

These staffing positions include changes approved by Council in the FY 2022-2023 mid-year budget amendment for both full-year funding of new positions and the deletion/reclassification of others:

- Unfunded 2 Social resource specialist positions
- Funded Emergency Management Coordinator
- Funded Crime Analyst Technician

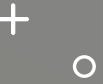
New positions included in the proposed FY 2023-2024 Budget:

- 1 Meter Technician
- 2 Construction Inspectors
- 3 Wastewater Crewman

Employee Compensation

- The City continues to strive to provide appropriate and market – competitive compensation for all city employees in order to provide the highest possible level of services.
- The proposed *FY 2023-2024 Budget* includes the adopted pay scale study approved by City Council on August 2, 2023 with the recommended title changes.
- Cost-of-Living Adjustment (COLA) of 3% in base salaries for all full-time positions. In July 2023, the Consumer Price Index (CPI) had a 4.9% cost-of-living. as of July 2023, the CPI was **4.9%**.

FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.



Administration

- Anticipated increase of 16% to the health insurance cost
- Increase of Right of Way purchases related back to **Comprehensive Plan Implementation T.3**
- Laserfische product for internal use for records management

Streets

- Anticipated increase of 16% to the health insurance cost
- The proposed FY2023-2024 Budget includes a \$700,000 investment in street maintenance and/or improvements. This amount will go towards Blake Manor Road. This will involve full-depth repair for portions of the road and mill and overlay. The work will be from the City Limits to Lexington.
- Increase of \$100,000 for street repairs related back to **Comprehensive Plan Implementation T.16**
- Increase of \$138,000 for stormwater master plan related back to **Comprehensive Plan Implementation IF.3**

Development Services

- Anticipated increase of 16% to the health insurance cost
- Land planning use fiscal analysis related back to **Comprehensive Plan Implementation LU-10**
- Increase in contracted building inspection services
- Online interactive public portal for city maps

FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.



Parks

- Anticipated increase of 16% to the health insurance cost
- Increase to cemetery repairs/maintenance as approved at CCM 8/2/2023
- Increase in engineering services/contracted services Comprehensive Plan Implementation PR.9
- Design ideas for splash pad Comprehensive Plan Implementation PR.24
- Design ideas for inclusive park have met with 2 vendors as of 8/4/2023 with a meeting with a 3rd vendor Comprehensive Plan Implementation PR.22
- Grant Development Services is preparing a Parks Master Plan and grant funding Comprehensive Plan Implementation PR.9, 12,15, 42, 45

Court

- Anticipated increase of 16% to the health insurance cost

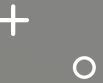
Police

- Anticipated increase of 16% to the health insurance cost
- Repairs to Police department building
- Increase of 15% for Travis County Dispatching Services
- New line-item K-9 unit
- New line item CTRS (Central TEXAS Regional SWAT)

Information Technology

- Anticipated increase of 16% to the health insurance cost

FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.



Economic Development Services

- Anticipated increase of 16% to the health insurance cost
- Increase of 18% to the sales tax rebate for Greenview Development
- Increase of contracted services for downtown strategic plan, TIRZ Consulting, downtown façade grant program incentive, downtown infrastructure short-term incentive, etc related back to Comprehensive Plan Implementation ED 18, 19, 21, 22, 1 & 3

Community Development Services

- Anticipated increase of 16% to the health insurance cost

Human Resoucrs

- Anticipated increase of 16% to the health insurance cost
- New g/l for marketing material

Public Works

- Anticipated increase of 16% to the health insurance cost
- Requesting 2 new positions (Construction Inspectors)
- Increase to repair the Miller building (roof and floor repair). Repairs were originally done in June 2015

FY 2023-2024 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.



Water Department

- Anticipated increase of 16% to the health insurance cost
- Increase in R.O.W. acquisitions for infrastructure
- Vehicles under Enterprise program
- Increase in water testing
- Increase in engineering services for water master plan Comprehensive Plan Implementation IF6
- Increase to Capital Outlay > \$5K for Water tank purchase this was approved by Council on 7/5/2023

Wastewater Department

- Anticipated increase of 16% to the health insurance cost
- Repairs to pumphouse. This is located behind the PD
- Increase in engineering services for I&I program phase 2 and WW master programs referenced in Comprehensive Plan Implementation IF19

FINANCIAL SUMMARY OF ALL FUNDS PROJECTED FY 2023-2024

	General Fund	Debt Service (I&S) Fund	Special Revenue Fund	Utility Water/Wastewater Fund	Total All Funds
Est. Revenue	19,798,134	4,188,697	228,104	7,564,758	31,779,693
Total Funds Available	19,798,134	4,188,697	228,104	7,564,758	31,779,693
Budgeted Expenditures	19,798,134	4,188,697	100,000	7,564,758	31,651,589



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 estimated to be received for the 2023-24 fiscal year are \$19,798,134. Direct expenditures are proposed to be \$19,798,134. The following are general comments on sources and expected trends of revenue for the General Fund in the forthcoming fiscal year.

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 estimated revenue for the general fund by major funding category. This is followed by a more detailed look at revenue by general category.

	FY 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
ADMINISTRATION				
TAXES	12,140,315	12,140,315	11,965,026	13,927,200
MISCELLANEOUS	102,000	111,810	(138,963)	31,810
PERMITS/LICENSES	6,290	6,290	225	6,290
OTHER	50,129	50,129	1,242,714	1,242,646
TOTAL ADMINISTRATION	12,298,734	12,308,544	13,069,002	15,207,946
STREET				
MISCELLANEOUS	187,474	187,474	312,885	187,474
SANITATION CHARGES	1,120,000	1,120,000	1,375,210	1,120,000
TOTAL STREET	1,307,474	1,307,474	1,688,095	1,307,474
DEVELOPMENT SERVICES				
MISCELLANEOUS	48,930	48,930	47,433	54,310
PERMITS/LICENSES	3,100,850	3,100,850	2,167,087	2,374,211
TOTAL DEVELOPMENT SERVICES	3,149,780	3,149,780	2,214,520	2,428,521
COURT				
MISCELLANEOUS	1,200	1,200	1,824	1,400
COURT FEES	417,098	417,098	424,727	419,037
TOTAL COURT	418,298	418,298	426,551	420,437
POLICE				
MISCELLANEOUS	42,513	42,513	71,648	42,513
POLICE CHARGES/FEES	56,850	56,850	51,962	76,138
TOTAL POLICE	99,363	99,363	123,610	118,651
NON-DEPARTMENTAL				
TRANSFERS	0	0	0	315,105
TOTAL NON-DEPARTMENTAL	0	0	0	315,105
TOTAL REVENUES	17,273,649	17,283,459	17,521,778	19,798,134

GENERAL FUND EXPENDITURE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to the General 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 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
ADMINISTRATION				
PERSONNEL	469,587	469,587	324,641	498,583
OPERATING	445,532	445,532	520,815	437,799
REPAIRS & MAINTENANCE	44,000	44,000	37,181	38,600
CONTRACTED SERVICES	288,300	288,300	751,126	539,300
TOTAL ADMINISTRATION	1,247,419	1,247,419	1,633,764	1,514,282
FINANCE				
PERSONNEL	708,012	708,012	501,666	757,499
OPERATING	237,680	237,680	222,104	237,680
REPAIRS & MAINTENANCE	2,700	2,700	8,582	3,000
CONTRACTED SERVICES	63,200	63,200	45,338	67,200
DEBT PAYMENTS	0	0	0	20,000
TOTAL FINANCE	1,011,592	1,011,592	777,690	1,085,379
STREET				
PERSONNEL	574,079	574,079	397,093	675,637
OPERATING	243,095	243,095	227,364	248,670
REPAIRS & MAINTENANCE	190,000	190,000	112,545	190,000
CONTRACTED SERVICES	2,444,000	2,444,000	1,968,079	2,782,800
DEBT PAYMENTS	235,301	235,301	702,348	235,301
CAPITAL OUTLAY < \$5K	10,000	10,000	229,497	10,000
CAPITAL OUTLAY > \$5K	10,000	10,000	3,011	10,000
TOTAL STREET	3,706,475	3,706,475	3,639,937	4,152,408

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 the General 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.

DEVELOPMENT SERVICES

PERSONNEL	888,261	888,261	532,467	948,228
OPERATING	140,899	140,899	134,369	219,915
REPAIRS & MAINTENANCE	4,400	4,400	6,600	4,400
CONTRACTED SERVICES	655,000	655,000	487,077	695,000
DEBT PAYMENTS	20,000	20,000	6,458	28,500
TOTAL DEVELOPMENT SERVICES	1,708,560	1,708,560	1,166,972	1,896,043

PARKS

PERSONNEL	502,589	502,589	403,832	606,627	
OPERATING	+	42,250	42,250	34,815	54,650
REPAIRS & MAINTENANCE	●	393,500	393,500	116,675	341,000
CONTRACTED SERVICES	○	4,000	4,000	15,457	12,000
DEBT PAYMENTS		41,889	41,889	6,458	54,518
GRANT EXPENDITURES		0	0	0	10,000
CAPITAL OUTLAY < \$5K		8,250	8,250	5,774	8,250
CAPITAL OUTLAY > \$5K		25,000	25,000	0	25,000
TOTAL PARKS		1,017,478	1,017,478	583,011	1,112,045

COURT

PERSONNEL	237,840	237,840	211,383	351,112
OPERATING	52,245	52,245	20,201	52,245
CONTRACTED SERVICES	291,500	291,500	125,535	181,198
CAPITAL OUTLAY < \$5K	1,620	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	0	13,307
TOTAL COURT	596,512	596,512	357,119	599,483

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 the General 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.

POLICE

PERSONNEL	4,613,172	4,613,172	3,124,651	4,963,924
OPERATING	462,762	462,762	414,787	709,878
REPAIRS & MAINTENANCE	96,500	96,500	98,817	111,500
CONTRACTED SERVICES	346,000	346,000	323,030	393,349
DEBT PAYMENTS	565,500	565,500	422,104	565,500
CAPITAL OUTLAY < \$5K	+	1,000	1,000	1,052
CAPITAL OUTLAY > \$5K	●	126,470	126,470	97,851
TOTAL POLICE	○	6,211,404	6,211,404	4,482,292

INFORMATION TECHNOLOGY (I.T.)

PERSONNEL	267,185	267,185	207,994	310,447
OPERATING	250,600	250,600	160,256	251,600
REPAIRS & MAINTENANCE	5,000	5,000	4,022	5,000
CONTRACTED SERVICES	274,371	274,371	191,168	274,371
CAPITAL OUTLAY < \$5K	35,000	35,000	50,958	45,000
CAPITAL OUTLAY > \$5K	109,884	109,884	25,641	109,884
TOTAL INFORMATION TECHNOLOGY		942,040	942,040	640,039

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 the General 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.

ECONOMIC DEV. SVCS

PERSONNEL	167,085	167,085	131,426	174,111
OPERATING	81,200	81,200	21,620	86,300
CONTRACT SERVICES	385,000	388,000	2,525	919,000
TOTAL ECONOMIC DEV SVCS	633,285	636,285	155,571	1,179,411

HUMAN RESOURCES

PERSONNEL	224,734	224,734	148,659	230,871
OPERATING	46,100	46,100	48,639	70,600
TOTAL HUMAN RESOURCES	270,834	270,834	197,298	301,471

COMMUNITY DEV. SVCS

PERSONNEL	125,349	125,349	93,630	120,649
OPERATING	212,850	212,850	93,879	156,850
TOTAL COMMUNITY DEV	338,199	338,199	187,509	277,499
<u>TOTAL EXPENDITURES</u>	<u>17,683,799</u>	<u>17,686,799</u>	<u>13,821,202</u>	<u>20,183,134</u>

UTILITY FUND REVENUE SUMMARY

Revenues are generally a function of certain “rates” applied to specific quantifiable amounts such as volumes of water used, wastewater used and sanitation service. The chart summarizes estimated revenue for the utility fund by major funding category. This is followed by a more detailed look at revenue by general category.

	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
<u>WATER</u>				
MISCELLANEOUS	525	525	493,302	525
WATER/SEWER CHARGES	3,328,429	3,328,429	3,126,418	3,527,371
TRANSFERS	0	0	0	977,211
TOTAL WATER	3,328,954	3,328,954	3,619,719	4,505,107
<u>WASTEWATER</u>				
WATER/SEWER CHARGES	2,878,132	2,878,132	3,373,730	3,059,651
TOTAL WASTEWATER	2,878,132	2,878,132	3,373,730	3,059,651
TOTAL REVENUES	6,207,086	6,207,086	6,993,449	7,564,758

UTILITY FUND EXPENDITURE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to the 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 leases and other debt instruments according to a pre-determined payment schedule.

	FY 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
PUBLIC WORKS				
PERSONNEL	413,704	413,704	420,012	619,396
OPERATING	28,450	28,450	15,187	29,702
REPAIRS & MAINTENANCE	11,500	11,500	10,130	41,500
CONTRACTED SERVICES	31,045	31,045	73,480	31,445
TOTAL PUBLIC WORKS	494,199	494,199	522,022	731,543
WATER				
PERSONNEL	487,951	487,951	219,712	603,164
OPERATING	296,219	296,219	460,522	438,039
REPAIRS & MAINTENANCE +	66,500	66,500	72,185	102,500
WATER/WASTEWATER ●	2,267,750	2,267,750	1,732,973	2,267,750
CONTRACTED SERVICES	138,300	138,300	77,253	138,300
DEBT PAYMENTS ○	129,308	129,308	54,236	129,308
CAPITAL OUTLAY < \$5K	8,000	8,000	8,319	8,000
CAPITAL OUTLAY > \$5K	253,840	253,840	331,944	848,058
TOTAL WATER	3,647,868	3,647,868	2,957,142	4,535,119
WASTEWATER				
PERSONNEL	203,733	203,733	157,353	468,982
OPERATING	585,357	585,357	361,720	533,412
REPAIRS & MAINTENANCE	71,500	71,500	182,973	92,000
WATER/WASTEWATER	68,000	68,000	59,701	80,500
CONTRACTED SERVICES	804,000	804,000	690,770	835,248
DEBT PAYMENTS	9,210	9,210	0	20,000
CAPITAL OUTLAY < \$5K	5,000	5,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	0	262,955
TOTAL WASTEWATER	1,776,800	1,776,800	1,452,518	2,298,097
TOTAL EXPENDITURES	5,918,867	5,918,867	4,931,683	7,564,759
REVENUES OVER/(UNDER) EXPENDITURES	288,219	288,219	2,061,767	0

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 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
<u>NON-DEPARTMENTAL</u>				
TAXES	4,176,588	4,176,588	4,181,544	4,176,588.00
OTHER	12,109	12,109	10,675	12,109.00
TRANSFERS	0	0	0	-
TOTAL NON-DEPARTMENTAL	+	4,188,697	4,188,697	4,192,220
		●	<u>4,188,697</u>	<u>4,188,697.00</u>
		○		

	FY 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2022-23 BUDGET
<u>NON-DEPARTMENTAL</u>				
OPERATING	150	150	300	150.00
DEBT PAYMENTS	4,176,438	4,176,438	4,177,614	4,177,373.50
TRANSFERS	0	0	0	-
TOTAL NON-DEPARTMENTAL	4,176,588	4,176,588	4,177,914	4,177,523.50
		<u>4,176,588</u>	<u>4,177,914</u>	<u>4,177,523.50</u>
TOTAL EXPENDITURES				
REVENUES OVER/(UNDER) EXPENDITURES	12,109	12,109	14,306	11,173.50

SPECIAL RESERVE H.O.T. AND T.I.R.Z. FUND SUMMARY

Hotel Occupancy Tax Fund (H.O.T.) – 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 advertising and promotional programs to attract tourist; historical restoration and preservation; directional signage to public sights and attractions frequently visited by tourist; the construction, maintenance and operation of a convention or visitor center; certain transportation systems serving tourist and hotel guest; encouragement and promotion of the arts; facilities and personnel for the registration of convention delegates.

Tax Increment Reinvestment Zone - Are special zones created by City Council to attract new investment in an area. These zones help finance costs of redevelopment and promote growth in areas that would otherwise not attract sufficient market development in a timely manner. Taxes attributable to new improvements (tax increments) are set-aside in a fund to finance public improvements within the boundaries of the zone.

	FY 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
<u>ADMINISTRATION</u>				
TAXES	66,610	66,610	208,215	212,652
OTHER	25	25	0	15,452
TOTAL ADMINISTRATION	66,635	66,635	208,215	228,104
TOTAL REVENUES	<u>66,635</u>	<u>66,635</u>	<u>208,215</u>	<u>228,104</u>

	FY 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2022-23 BUDGET
<u>ADMINISTRATION</u>				
OPERATING	100,000	100,000	66,626	100,000
TOTAL ADMINISTRATION	100,000	100,000	66,626	100,000
TOTAL EXPENDITURES	<u>100,000</u>	<u>100,000</u>	<u>66,626</u>	<u>100,000</u>
REVENUES OVER/(UNDER) EXPENDITURES	(33,365)	(33,365)	141,589	128,104

SPECIAL RESERVE IMPACT 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 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
WATER				
OTHER	630,434	630,434	527,570	656,444
TOTAL WATER OTHER	630,434	630,434	527,570	656,444
WASTEWATER				
OTHER	1,682,352	1,682,352	1,581,928	1,682,352
TOTAL WASTEWATER OTHER	1,682,352	1,682,352	1,581,928	1,682,352
		+		
TOTAL REVENUES	2,312,786	2,312,786	2,109,498	2,338,796
		○		
	FY 2022-23 ORIGINAL BUDGET	FY 2022-23 CURRENT BUDGET	Y-T-D ACTUAL AS OF 8/11/2023	REQUESTED 2023-24 BUDGET
WATER				
REPAIRS & MAINTENANCE	1,100,000	1,100,000	1,106,523	454,544
CONTRACTED SERVICES	6,500	6,500	0	6,500
TOTAL WATER	1,106,500	1,106,500	1,106,523	461,044
WASTEWATER				
REPAIRS & MAINTENANCE	5,702,752	5,702,752	1,817,090	1,852,752
CONTRACTED SERVICES	25,000	25,000	0	25,000
TOTAL WASTEWATER	5,727,752	5,727,752	1,817,090	1,877,752
TOTAL EXPENDITURES	6,834,252	6,834,252	2,069,086	2,338,796
REVENUES OVER/(UNDER) EXPENDITURES	(4,521,466)	(4,521,466)	40,411	(0)

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City Sponsored Events for FY 2023-2024

- o OctoberManor Night at the Park
- o NovemberArbor Day
- o DecemberHolidays in the Park
- o JanuaryMartin Luther King Day
- o FebruaryBlack History Luncheon
- o AprilEaster Egg Dash
- o JuneJuneteenth
- o July4th of July Fireworks Show
- o September.....Hispanic Heritage Month

City Partnered Events for FY 2023-2024

- o MayManorPalooza
- o NovemberVeteran’s Day Service



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THANK YOU

City of Manor

Website: www.manortx.gov



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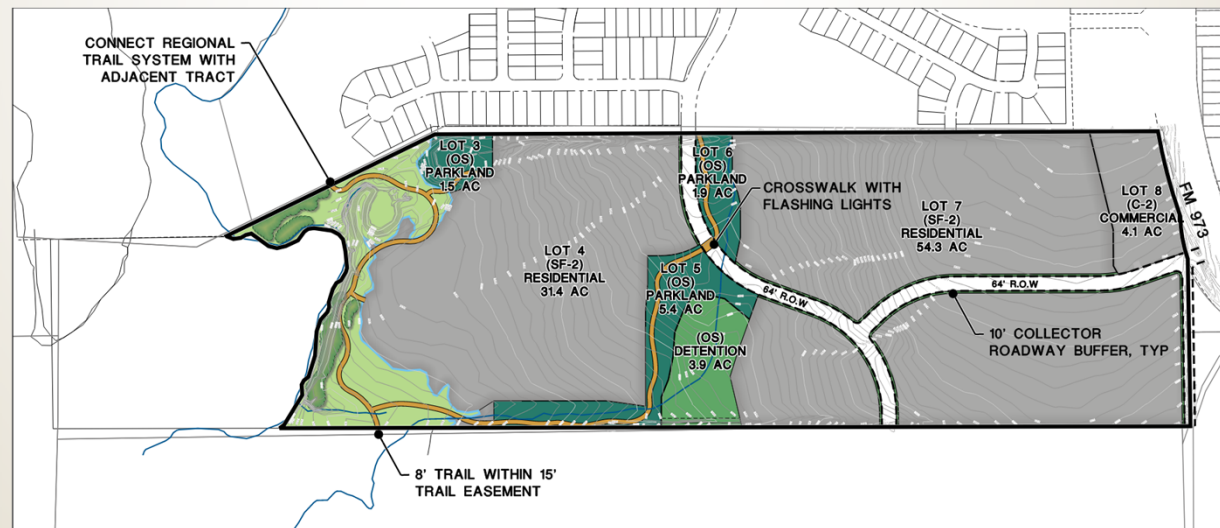


OKRA – FINAL PUD

Located off FM 973

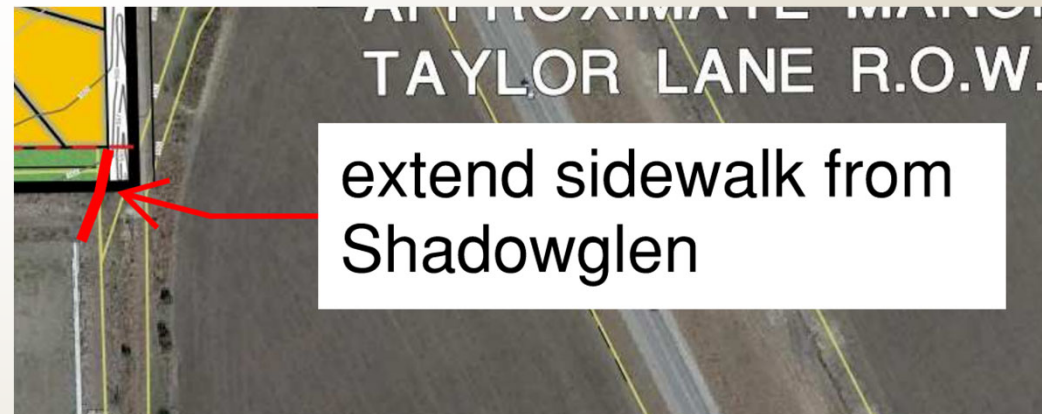
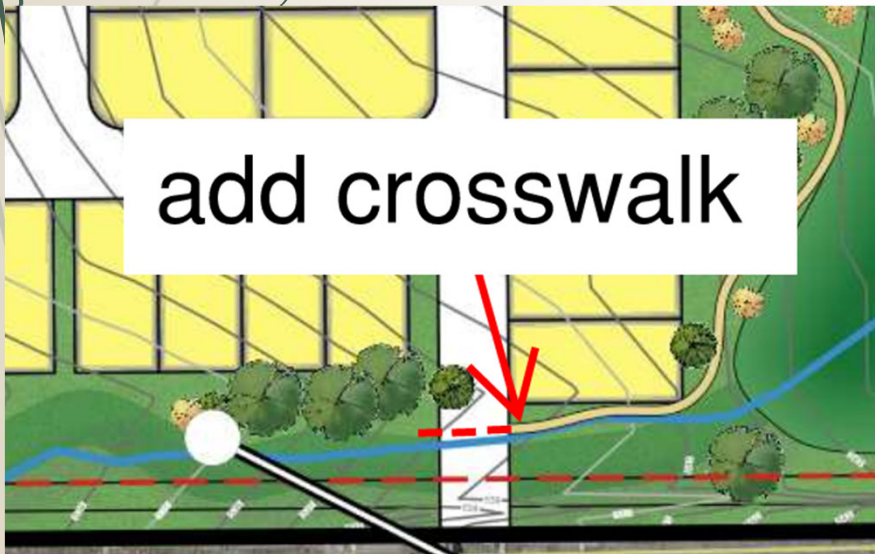
OKRA

- 113.415 acres
- Currently zoned C2
- Proposed mix-use development with commercial and residential



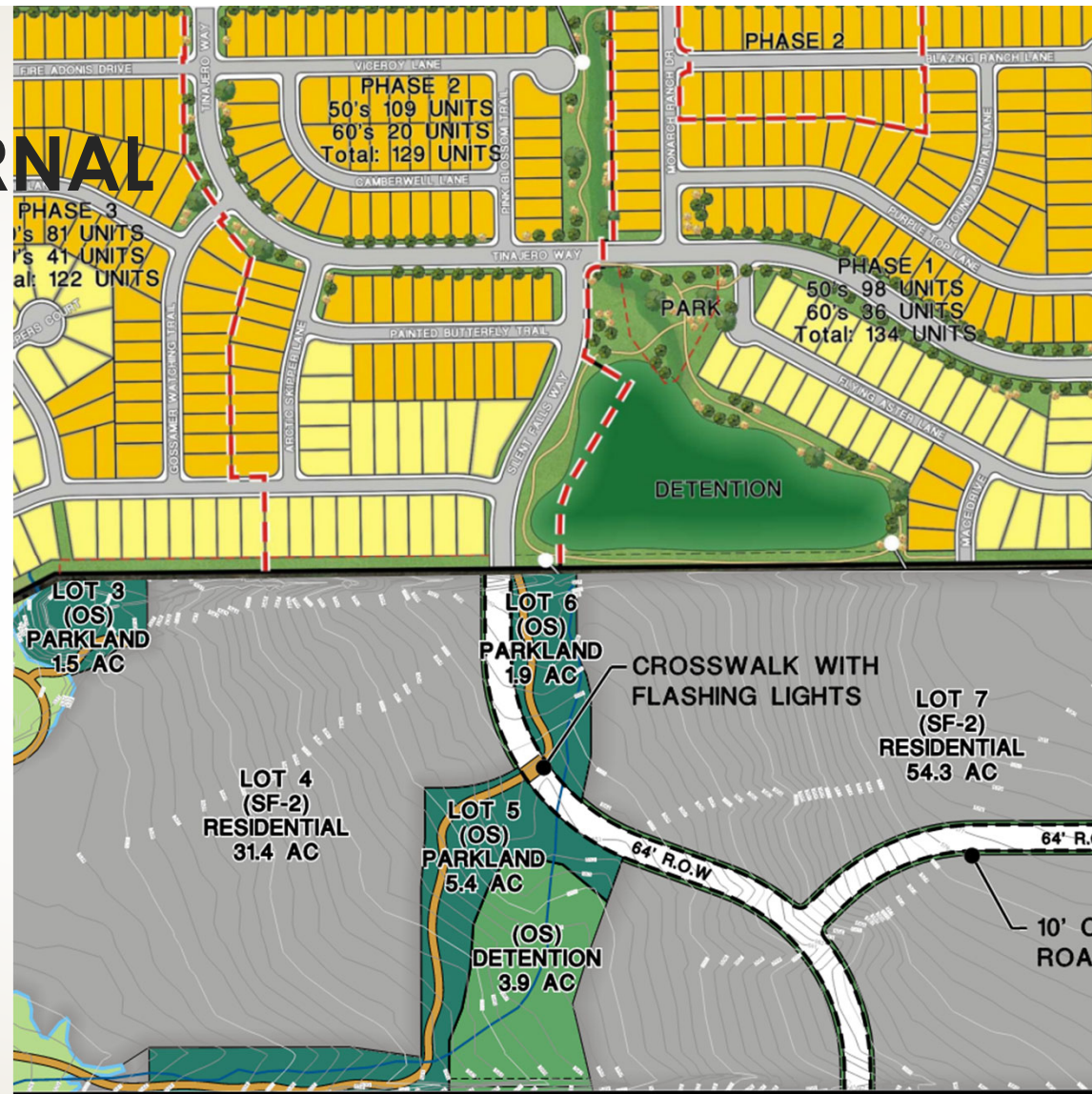
PUD PARKLAND REQUESTS

- Add crosswalk over Caldera Way to connect internal trail to regional trail
- Extend sidewalk from Shadowglen to Okra's entrance

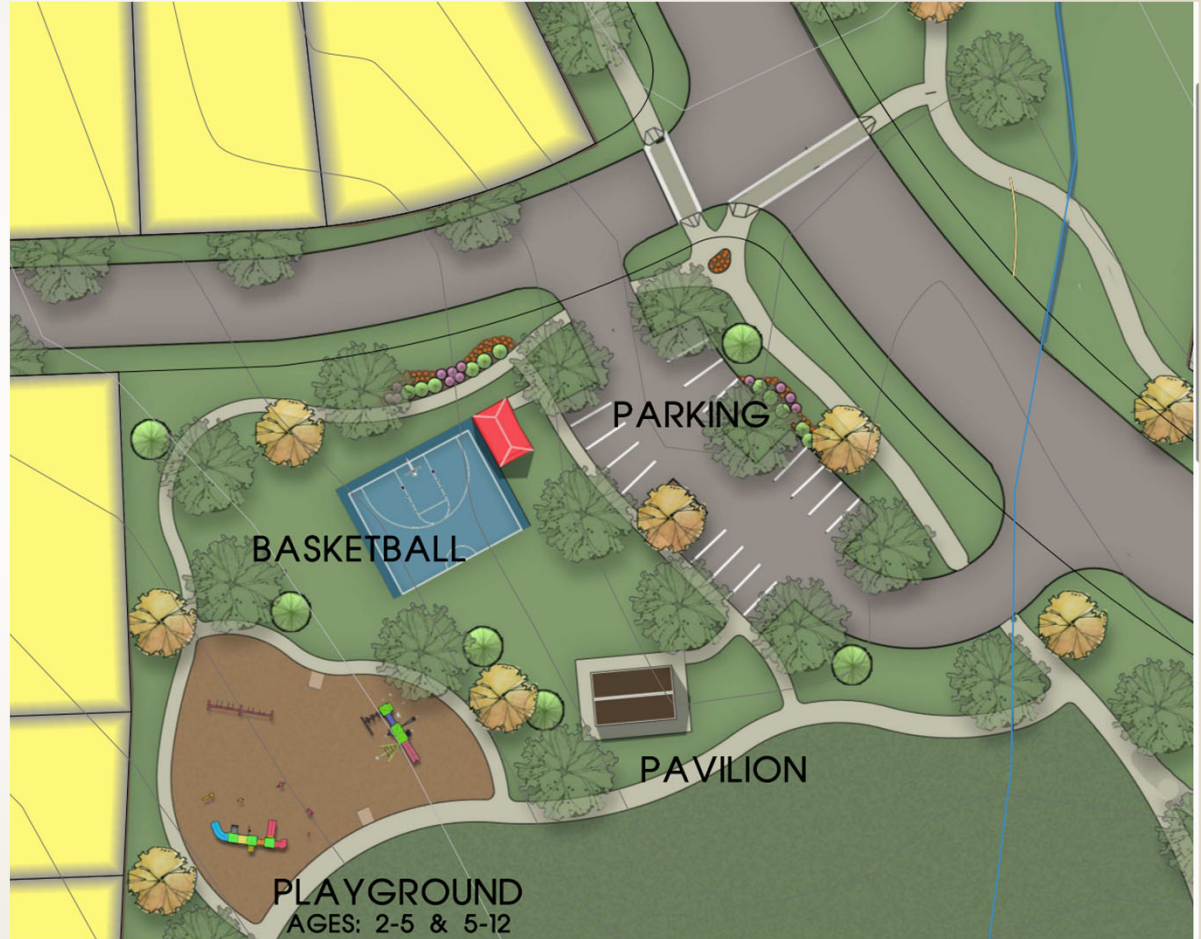


PARKLAND- INTERNAL

- Connected to Monarch Ranch's public parkland land through trails and a crosswalk
- 8.8 acres
 - Detention is **not** included in the parkland calculation
- Amenities:
 - Two playgrounds
 - Min. 20 Parking Spaces
 - Dog park
 - Basketball court
 - Pavilion



PARKLAND CONCEPT



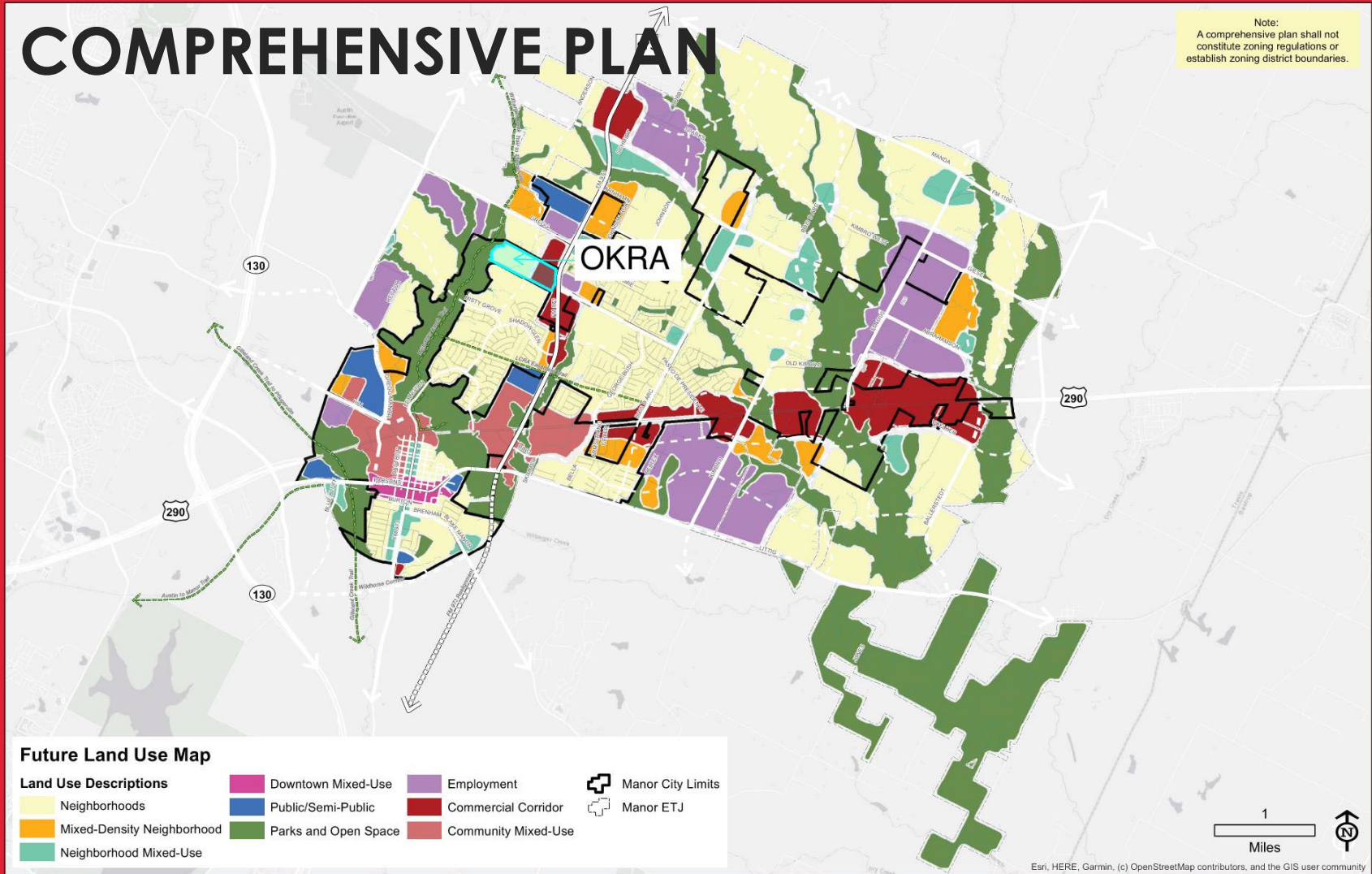
ADDITIONAL PARK AREA - REGIONAL TRAIL



- Smaller Park area off the Regional Trail with street parking

COMPREHENSIVE PLAN

Note:
A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.

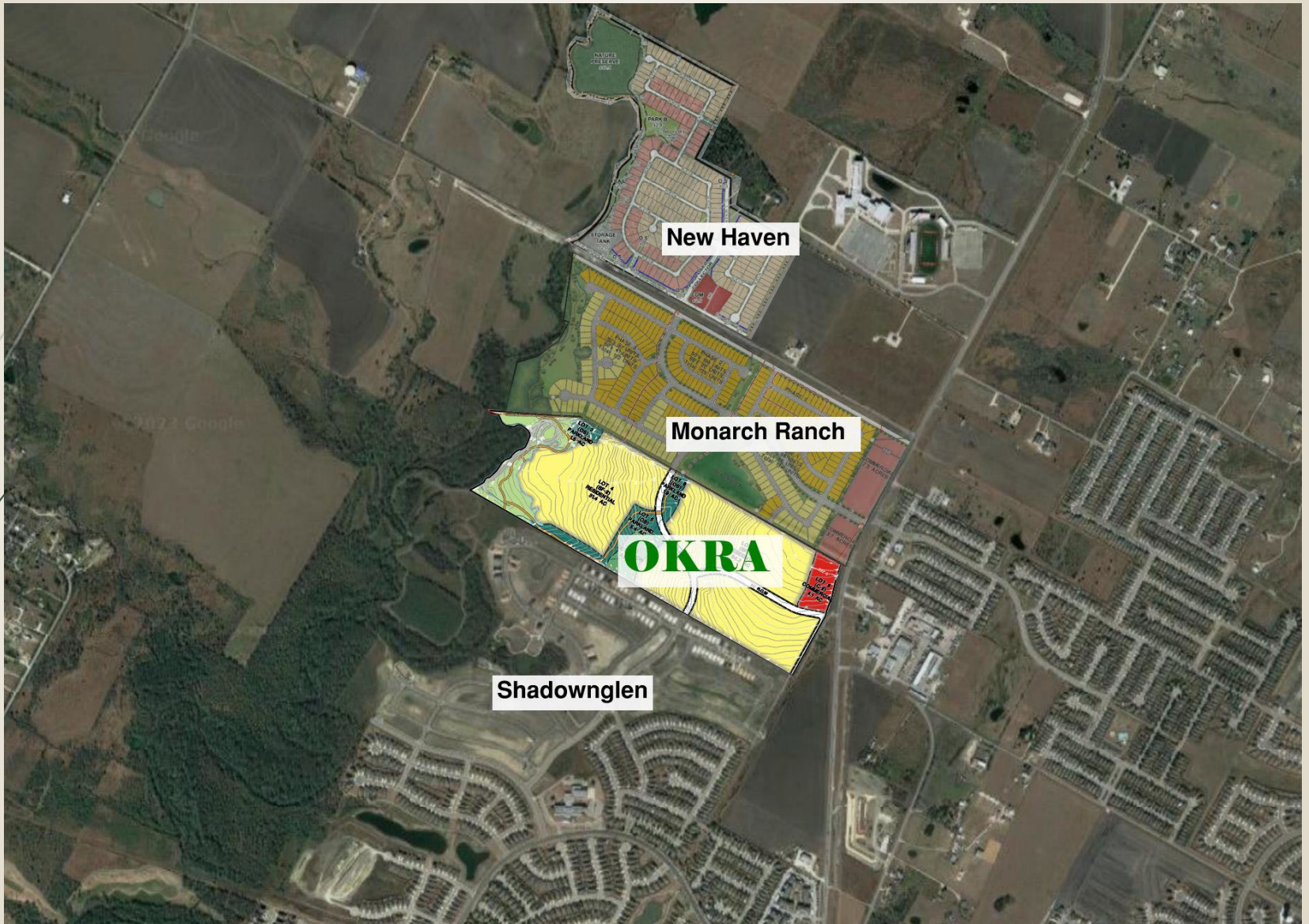


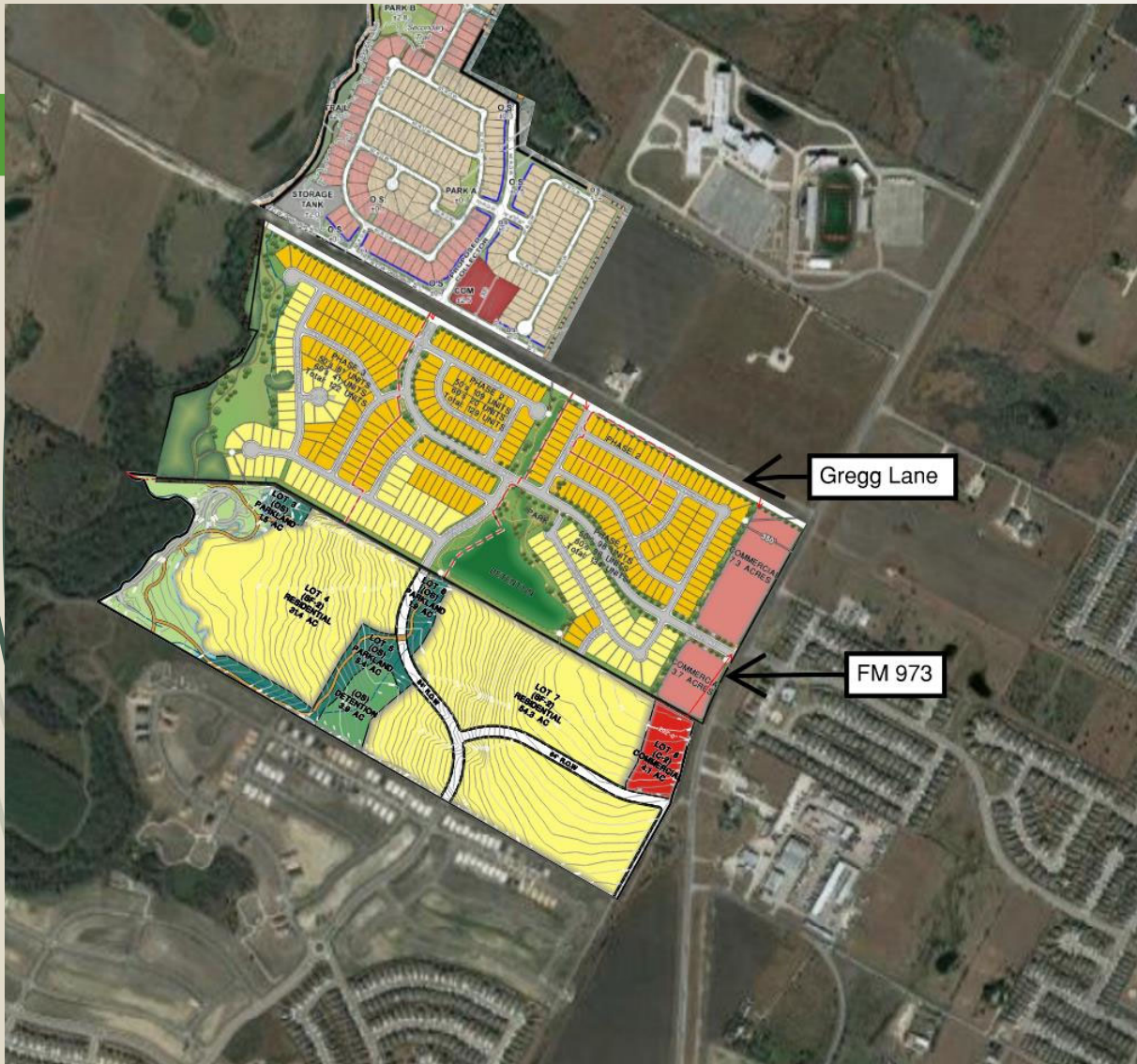
Future Land Use Map

Land Use Descriptions	Downtown Mixed-Use	Employment	Manor City Limits
Neighborhoods	Public/Semi-Public	Commercial Corridor	Manor ETJ
Mixed-Density Neighborhood	Parks and Open Space	Community Mixed-Use	
Neighborhood Mixed-Use			



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community





INTERNAL ROAD IMPROVEMENTS

- 64' Silent Falls Way collector road from Shadowglen to New Haven
- 64' collector road entrance off FM 973



EXTERNAL ROAD IMPROVEMENTS

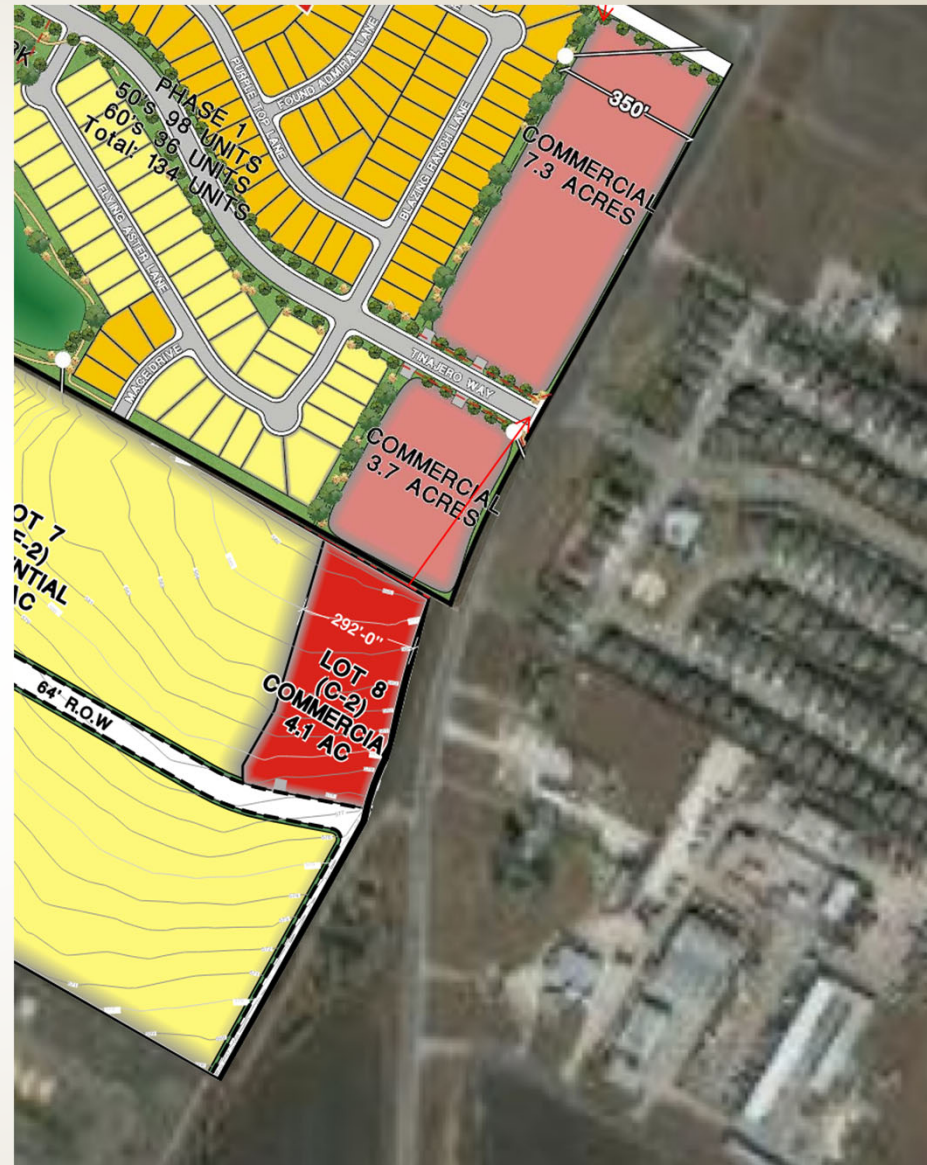
- ▶ Extend the Center Lane that ends at Tinajero Way past Suncrest
- ▶ Add a Right Hand Turn Lane into OKRA

COMMERCIAL – C2

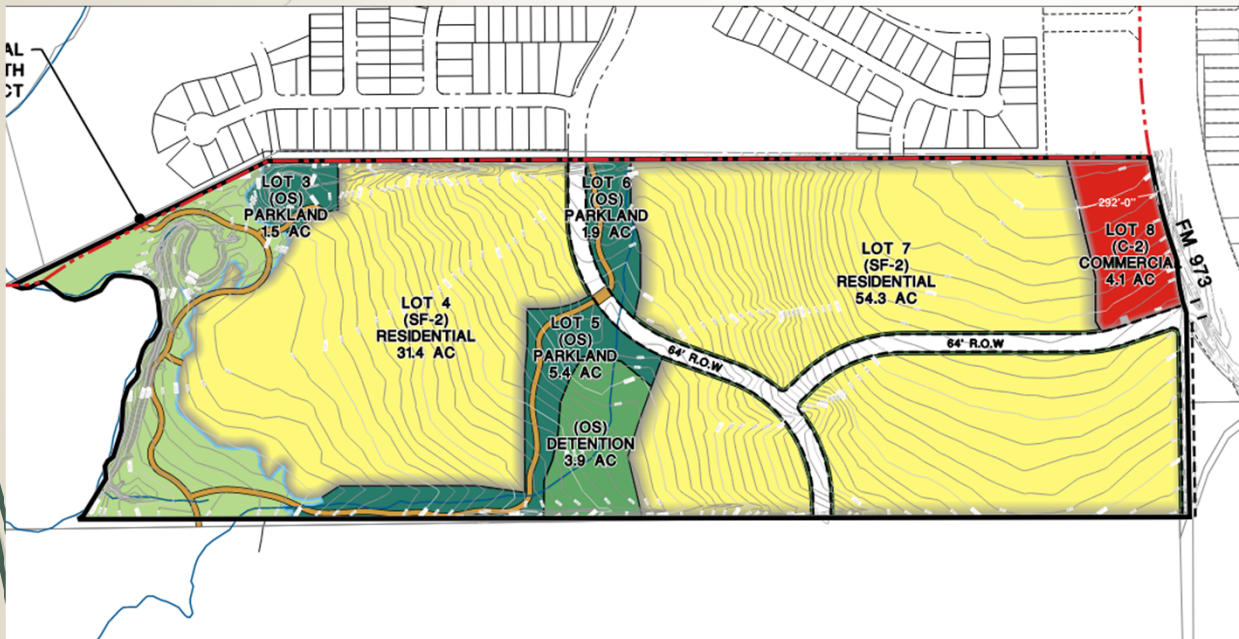
➤ 4.1 acres commercial

The following uses shall be prohibited within the C-2 area of the PUD:

- Amusement (outdoor)
- Automobile Repair (minor)
- Automobile Repair (major)
- Commercial Off-Street Parking
- Contractor's Shop
- Financial Services (alternative)
- Funeral Services
- Kennel
- Laundry Services
- Mini-Storage Warehouse
- Off-Site Accessory Parking
- Pawnshop
- Recreational Vehicle Sales and Rental
- Truck and Trailer Sales and Rental
- Veterinary Service, Large

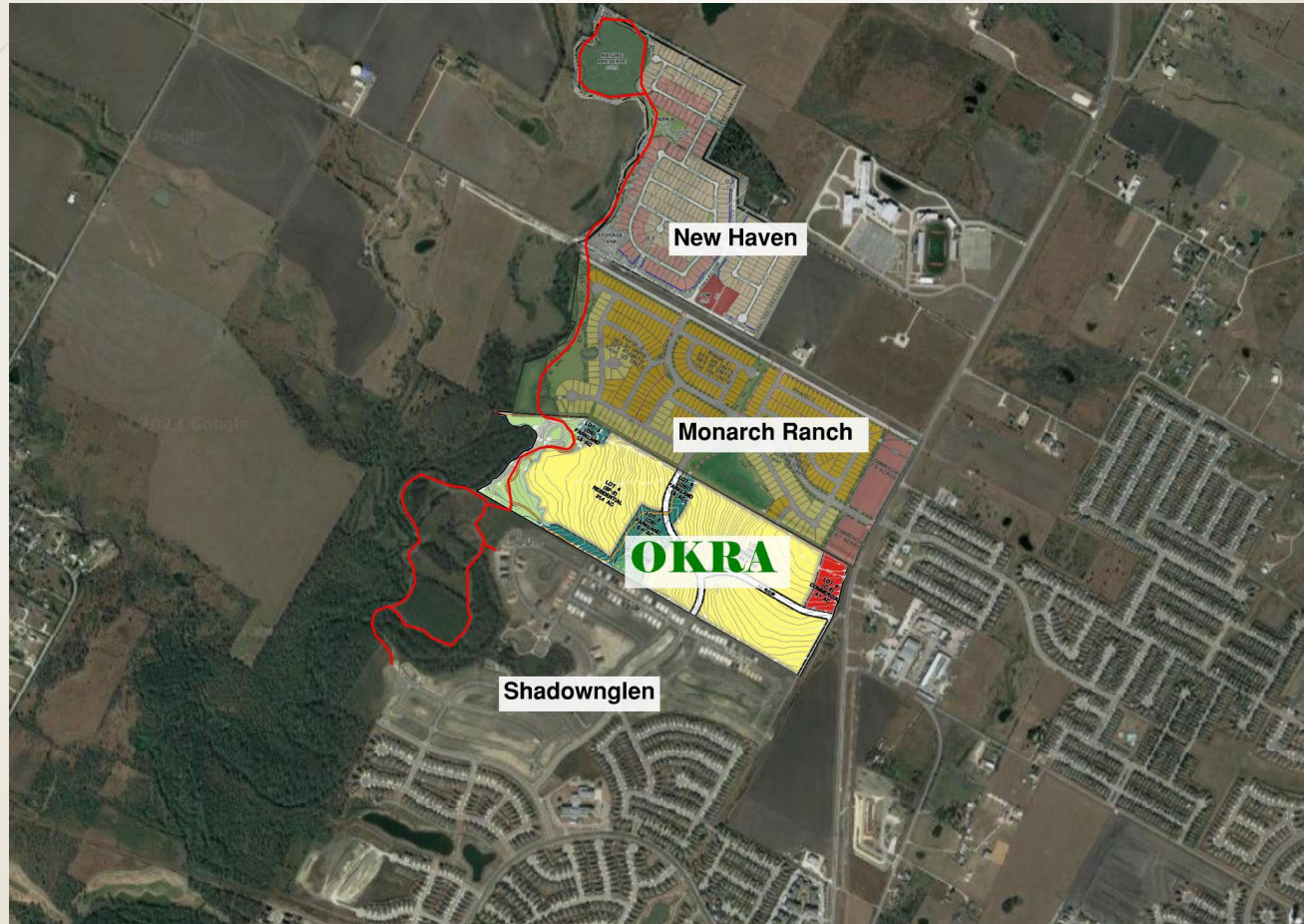


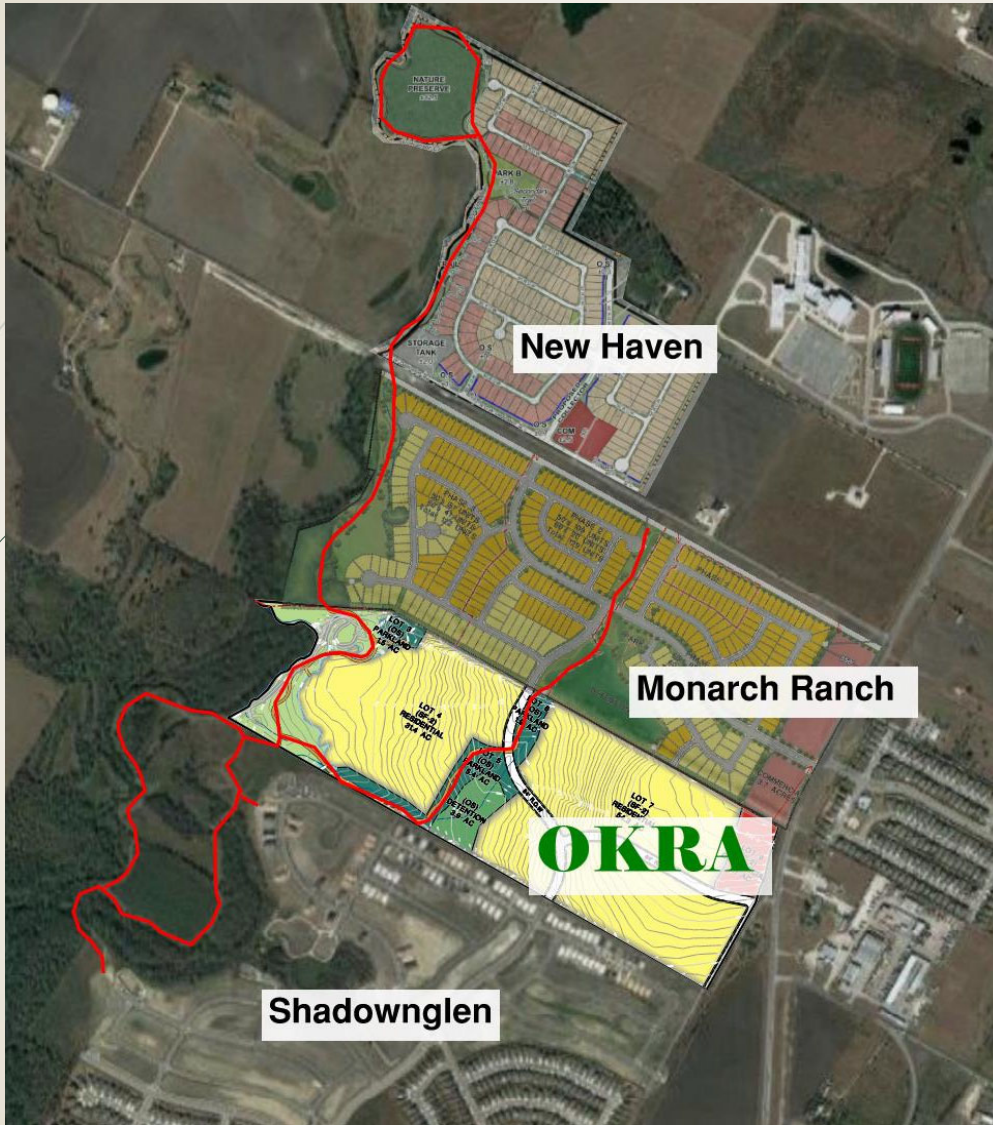
RESIDENTIAL – SF2



- Mixture of 60' and 50' lots
- Lot depth 120 ft
- ~300 homes

PARKLAND REGIONAL





- Regional Trail and Public Park on OKRA maintained by OKRA HOA



Questions?