



Dr. Christopher Harvey, Mayor
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 Council Regular Meeting

Wednesday, September 07, 2022 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

- A.** Declaring Sunday, September 11, 2022, as “*National Day of Service and Remembrance (9/11 Day)*”
- B.** Declaring Tuesday, September 20, 2022, as “*National Voter Registration Day*”
- C.** Declaring September 15 – October 15, 2022, as “*Hispanic Heritage Month*”

PUBLIC COMMENTS

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. No Action May be Taken by the City Council During Public Comments.

REPORTS

Reports about items of community interest on which no action will be taken.

- A. Las Salsas Bar & Grill – Mural Update**
Submitted by: Scott Dunlop, Development Services Director
- B. Leadership Manor Project Update**
Submitted by: Lluvia T. Almaraz, City Secretary

PUBLIC HEARINGS

- 1. Conduct a Public Hearing on the FY 2022-2023 Proposed Annual Budget of the City of Manor, Texas.**
Submitted by: Lydia Collins, Director of Finance

- 2. Conduct a Public Hearing on the FY2022-2023 Proposed Property Tax Rate of the City of Manor, Texas.**
Submitted by: Lydia Collins, Director of Finance

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

- 3. Consideration, discussion, and possible action to approve the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary
 - **August 17, 2022, City Council Regular Meeting;**
 - **August 19, 2022, City Council Called Special Session; and**
 - **August 23, 2022, City Council Called Special Session**

- 4. Second and Final Reading: Consideration, discussion and possible action on an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.**
Applicant: Henderson Professional Engineers
Owner: 16023 HWY 290 LLC
Submitted by: Scott Dunlop, Development Services Director

REGULAR AGENDA

- 5. Consideration, discussion, and possible action on a Statement of Work No. 14 to George Butler Associates, Inc. for the Wastewater Collection and Treatment System Master Plan.**
Submitted by: Frank T. Phelan, P.E., City Engineer

- 6. Consideration, discussion, and possible action on a Statement of Work No. 15 to George Butler Associates, Inc. for the Water Distribution System Master Plan.**
Submitted by: Frank T. Phelan, P.E., City Engineer

- 7. Consideration, discussion, and possible action on the appointment of Planning and Zoning Commission and Developer Representative as Community Impact Fee Advisory Committee.**
Submitted by: Frank T. Phelan, P.E., City Engineer

- 8. Consideration, discussion, and possible action on a Statement of Work No. 18 to George Butler Associates, Inc. for the 2022 Community Impact Fee (CIF) Program Update.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 9. Consideration, discussion, and possible action on a Statement of Work No. 20 to George Butler Associates, Inc. for the Gregg Lane Ground Storage Tank & Pressurization Facilities.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 10. Consideration, discussion, and possible action on a Statement of Work No. 22 to George Butler Associates, Inc. for the 2023 Sanitary Sewer Evaluation Study.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 11. Consideration, discussion, and possible action on a Statement of Work No. 23 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the FY2022 Bond-Funded Water, Wastewater and Roadway Improvement Projects.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 12. Consideration, discussion, and possible action on a Resolution to authorize the Manor Police Department to apply for grant funds for the purpose of purchasing bullet-resistant shields for the Manor Police Department.**
Submitted by: James Allen, Lieutenant
- 13. Consideration, discussion, and possible action on funding after-school programs.**
Submitted by: Scott Moore, City Manager
- 14. Consideration, discussion, and possible action on supporting a community health care annual calendar of events.**
Submitted by: Scott Moore, City Manager

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

- *Section 551.071 Consultation with Attorney and Section 1.05, Texas Disciplinary Rules of Professional Conduct - Regarding Interlocal Agreement for Fire Code Enforcement Services; and*
- *Section 551.072, Texas Government Code to deliberate the value and conveyance of the City's interest in real property*

OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, "No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest."

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, September 2, 2022, by 7:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org.



PROCLAMATION

WHEREAS, September 11, 2001, terrorists hijacked and then flew commercial airplanes into the twin towers of the World Trade Center in New York, causing both of them to collapse, and the Pentagon in Washington, inflicting severe damage. A fourth terrorist-hijacked plane crashed into a field in Shanksville, Pennsylvania, when passengers who became aware of the attacks attempted to take the plane back; and

WHEREAS, that day and the days that followed our Country was united, Americans no matter race, background or Religion were all united in prayer and with a resolve to help the families of victims and first responders who were never given the opportunity to live out their full lives; and

WHEREAS, On Patriot Day and National Day of Service and Remembrance, we honor every life that was taken too soon. We honor the first responders — firefighters, law enforcement officers, emergency workers, and service members — who answered the call of duty, and the brave civilians who rushed into action to save lives that day. Their courage embodies the American spirit and resilience, and their heroism continues to inspire new generations of Americans; and

WHEREAS, it is our sacred duty to never forget the events that transpired on that painful day in our country's history. So future generations can be reminded that when Americans from all walks of life unite together, we are stronger as a country.

NOW, THEREFORE, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the Sunday, September 11, 2022, as:

“National Day of Service and Remembrance (9/11 Day)”

in the City of Manor and call upon all citizens to observe this day with appropriate ceremonies and activities, including remembrance services, and to observe a moment of silence beginning at 8:46 a.m. eastern daylight time to honor the innocent victims who perished as a result of the terrorist attacks on September 11, 2001.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 7th day of September 2022.

Dr. Christopher Harvey, Mayor
City of Manor



PROCLAMATION

WHEREAS, The National Association of Secretaries of State (NASS) established the first National Voter Registration Day on September 25, 2012; and

WHEREAS, according to U.S. Census data from 2020, as many as 1 in 4 eligible Americans are not registered to vote; and

WHEREAS, every year, millions of Americans find themselves unable to vote because they miss a registration deadline, don't update their registration, or aren't sure how to register; and

WHEREAS, on Tuesday, September 20th volunteers and organizations from all over the country will "hit the streets" in a single day of coordinated field, technology and media efforts; and

WHEREAS, National Voter Registration Day seeks to create broad awareness of voter registration opportunities to reach tens of thousands of voters who may not register otherwise; and

WHEREAS, National Voter Registration Day is a day of civic unity. It's an opportunity to set aside differences, enjoy the rights and opportunities we all share as Americans, and celebrate our democracy. Nearly 4.7 million voters have registered to vote on this civic holiday celebration.

NOW, THEREFORE, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim Tuesday, September 20, 2022, as:

“National Voter Registration Day”

in the City of Manor and encourage all citizens to register to vote and make your voices heard and vote count!

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 7th day of September 2022.

Dr. Christopher Harvey, Mayor
City of Manor



PROCLAMATION

WHEREAS, The Hispanic Heritage observance began in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988; and

WHEREAS, National Hispanic Heritage Month celebrates the accomplishments of Hispanic Americans, who have enriched our culture and society and helped make America into the incredible country it is today; and

WHEREAS, Hispanic-American men and women embody the American values of devotion to faith and family, hard work, and patriotism through their countless contributions as leaders, innovators, entrepreneurs, and members of our Armed Forces; and

WHEREAS, Hispanics have enhanced and shaped our natural character with centuries-old traditions that reflect the multi-ethnic and multicultural customs of their communities, while adding their own distinct and dynamic perspectives to the story of our country; and

WHEREAS, September 15 – October 15 is recognized as National Hispanic Heritage Month, which is a time to honor the invaluable ways Hispanics contribute to our common goals, celebrate their diverse cultures, and to work towards a stronger, more inclusive, and more prosperous society for all; and

WHEREAS, Hispanic-Americans represent a significant and fast-growing demographic of the City of Manor, we honor the invaluable ways they contribute to our great city.

NOW THEREFORE, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim September 15 – October 15, 2022, as:

“Hispanic Heritage Month”

in the City of Manor and encourage all citizens to learn more about those of Hispanic heritage and to observe this month with appropriate programs and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 7th day of September 2022.

Dr. Christopher Harvey, Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Conduct a Public Hearing on the FY 2022-2023 Proposed Annual Budget of the City of Manor, Texas.

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- FY 2022-2023 Proposed Annual Budget

STAFF RECOMMENDATION:

It is city staff’s recommendation that the City Council conduct the first public hearing on the FY2022-2023 Proposed Annual Budget of the City of Manor, Texas.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



CITY OF MANOR

TRAVIS COUNTY, TEXAS

PROPOSED FY 2022-2023 Annual Budget

City of Manor, Texas

Scott Moore, City Manager
Lydia M. Collins, Director of Finance
September 7, 2022



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 \$1,607,868 or 21%, and of that amount \$1,522,937 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	\$0.5090
Debt Rate	<u>\$0.2380</u>
Total	\$0.7470
A. The property tax rate;	\$0.7470
B. The no-new-revenue (NNR) tax rate	\$0.6235
C. The NNR M&O tax rate	\$0.4807
D. The voter-approval tax rate	\$0.4975
E. The debt rate	\$0.2380
F. The de minimis rate	\$0.7472

(4) total amount of municipal debt obligations \$ 28,095,000

CITY OF MANOR



150TH

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
- Education Committee
- Healthcare Committee

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



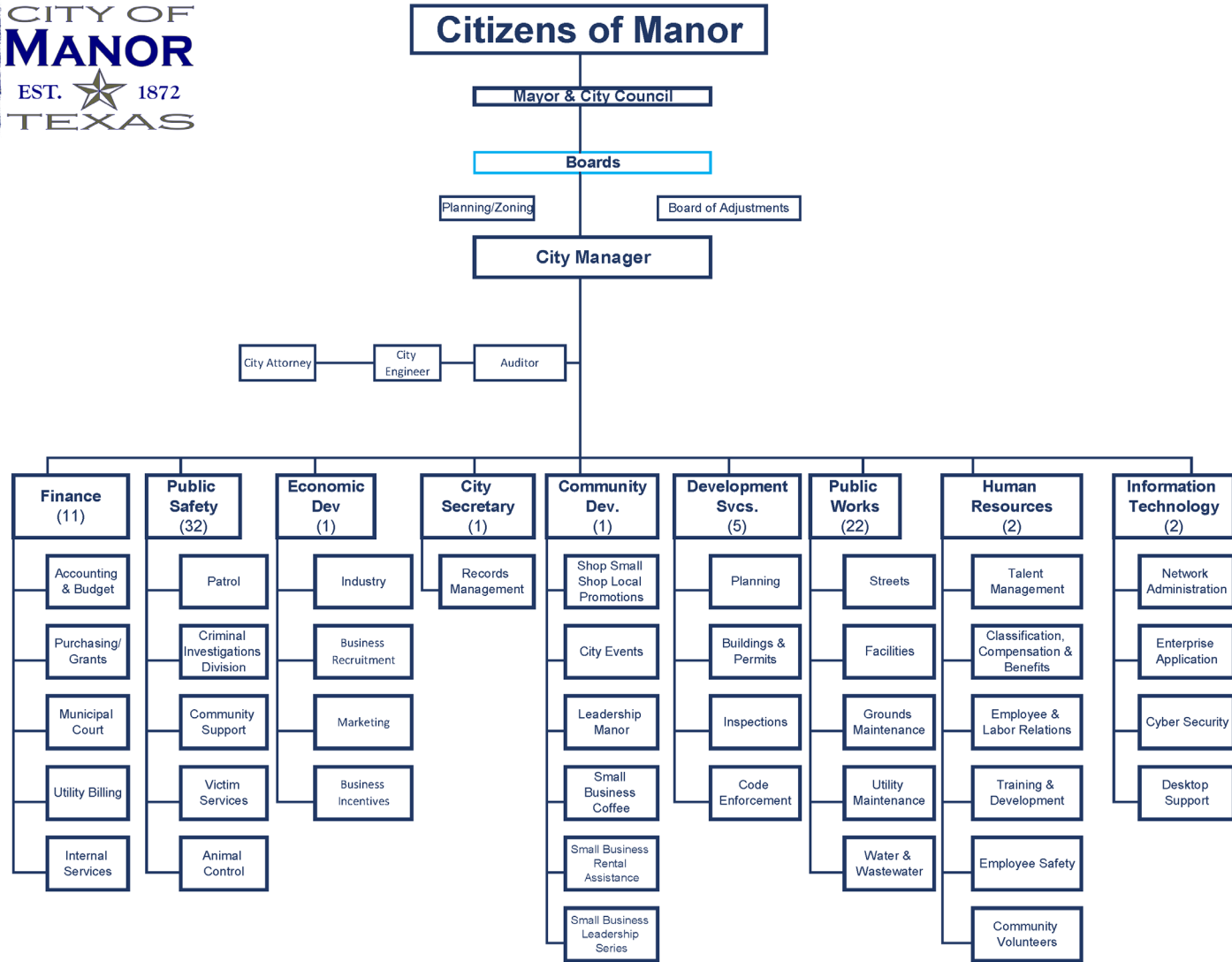
Sonia Wallace
Council Member
Place 4



Aaron Moreno
Council Member
Place 5

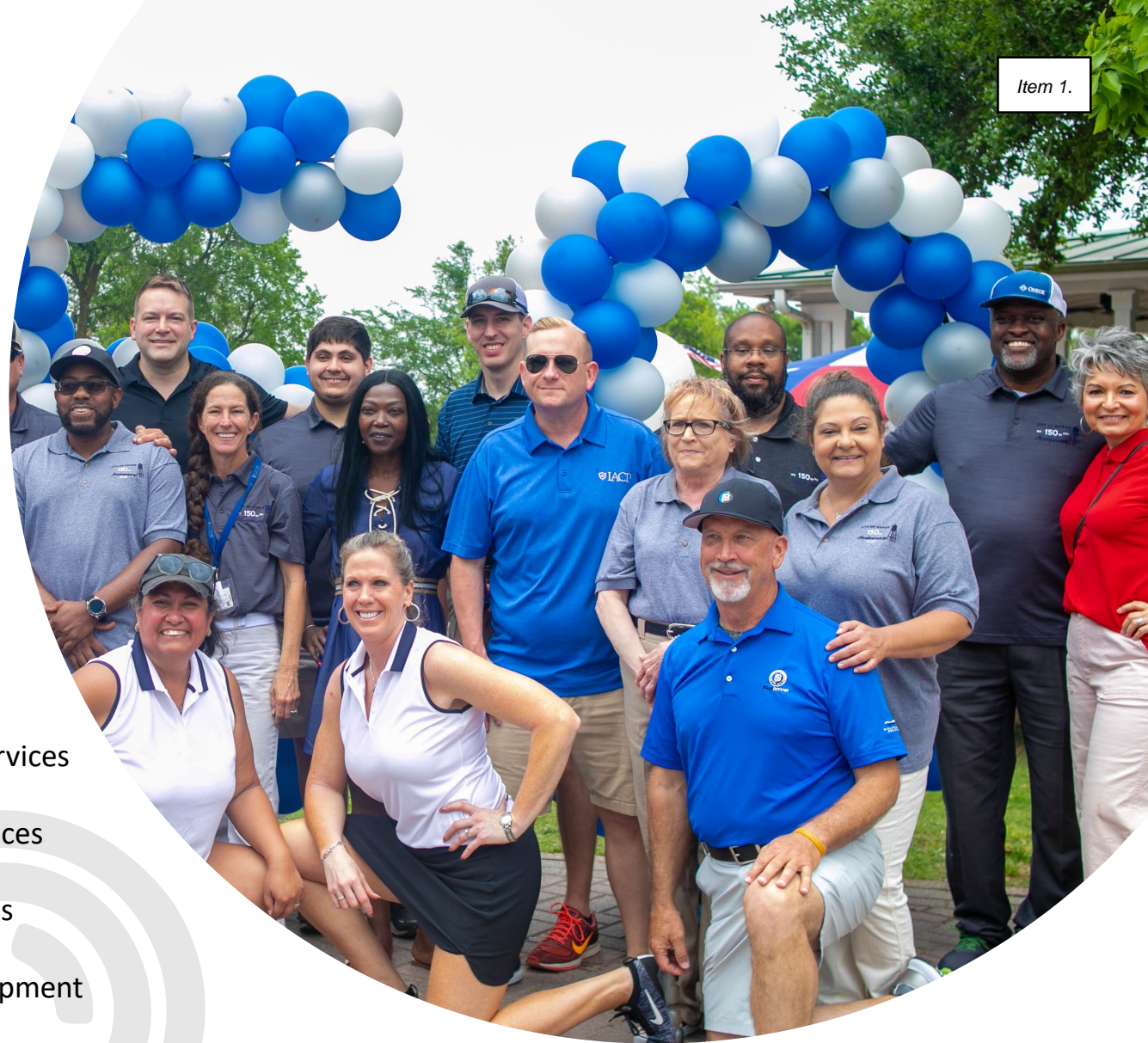


Deja Hill
Council Member
Place 6



CITY OF MANOR SENIOR MANAGEMENT TEAM

- Scott Moore**.....City Manager
- Lydia Collins**.....Director of Finance
- Ryan Phipps**.....Chief of Police
- Lluvia Almaraz**.....City Secretary
- Michael Tuley**.....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, 2022 through September 30, 2023, is hereby presented for your consideration.

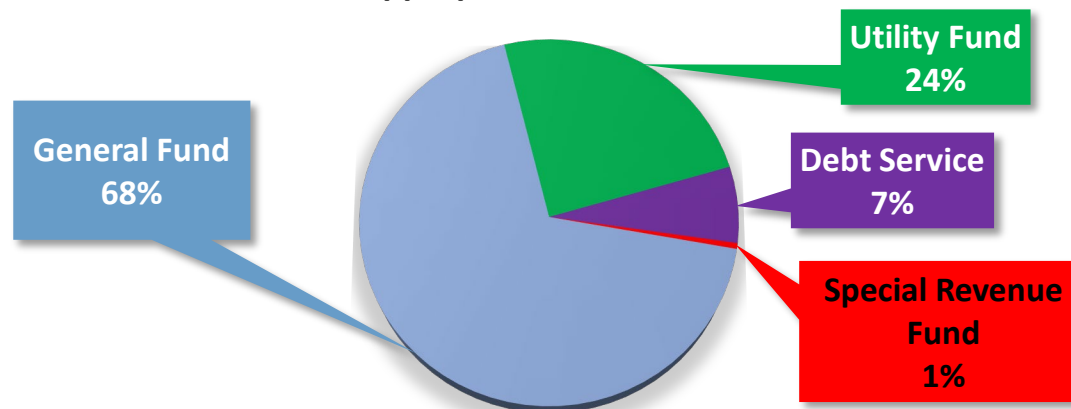
The grand total of all appropriations for all departments, operations, and functions proposed for the FY 2022-2023 Annual Budget is \$25,755,684 to be generally distributed as described herein.

The proposed FY 2022-2023 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 2022-2023 Annual Budget as proposed is delineated into four (4) basic funding categories:

- * **General Fund (\$17.2M)** – revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars
- * **Utility Fund (\$6.2M)** – 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 (\$0.057M)** – revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream

Total Appropriations - All Funds

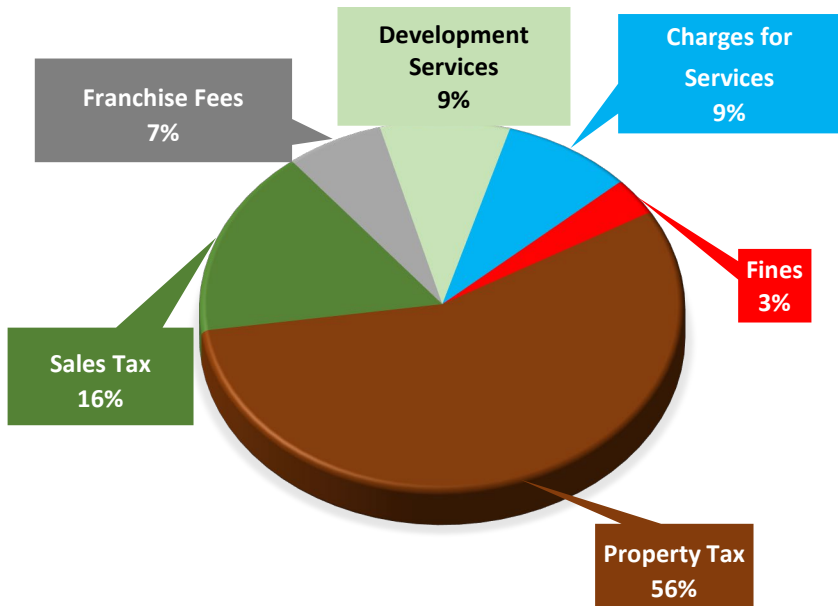


FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS

General Fund Revenue

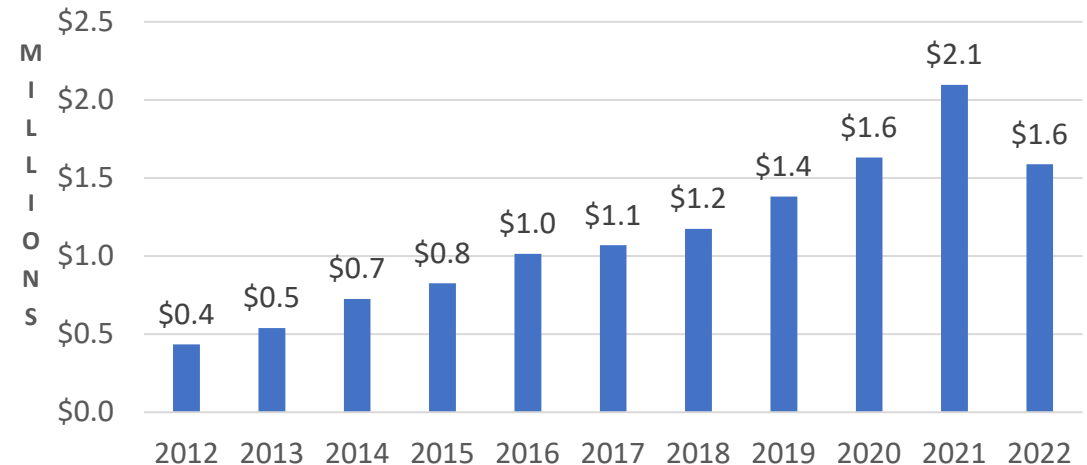
The General Fund is the City of Manor’s principal operating fund for essential city services and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding support as the graph below shows.

- **Property Taxes** – Property tax revenue projected in FY22-23 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 FY22-23 Budget is predicated on adoption of a tax rate of \$0.7470. This rate will lower the tax rate from \$.7827 by \$.0357.



- **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 **\$2.8M** by FY22-23 year-end – which would be the City’s highest annual total ever (with last year’s total of **\$2.4M** being the second highest)

Historical Sales and Use Tax



FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

2022 Certificates of Obligation

Water

	INITIAL
Gregg Lane Ground Storage Tank and Pressurization Facilities	\$ 3,781,000.00
FM973 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

2022 Certificates of Obligation/Capital Improvement Program

- On August 24, 2022 Council voted and unanimously approved the issuance of the Tax Note Series 2022 in a total amount of \$10M to fund various water, wastewater and street projects.
- 500,000 ground storage tank and pump station to provide additional storage and system pressurization on east side of water system
- Water line connecting Butler Tract area to north FM 973 water distribution system
- Plant expansion to serve near-term growth in the Cottonwood Basin

FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS AND ISSUES

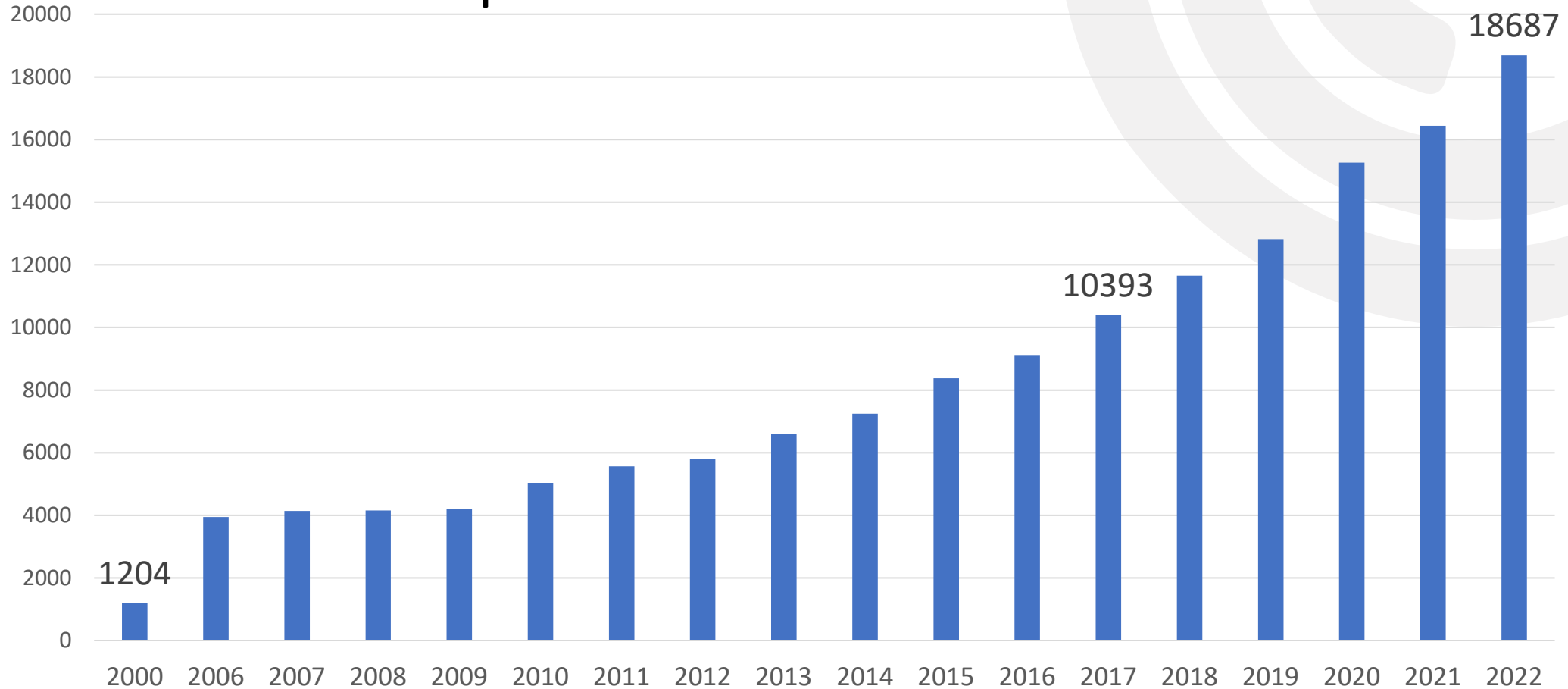
As the City Council is aware, Manor has been growing tremendously over the past two decades, but particularly in the past couple years that growth has super charged. From a city of 1,204 residents in 2000 to an estimated population of 18,687 today - with half that growth having occurred only in the last five years (Historical Population Growth). That is a 271% increase in residents since the 2010 census. It took 17 years to grow by approximately 9,000 residents, but in the last 5 years we've grown by an additional 9,000.

In response to the demands on the Development Services Department, in 2016 we implemented an online permitting system – My Government Online.

Commercial business development will follow this growth in housing as more rooftops continue. With the Bank of America project, The Holiday Inn, Whole Foods Distribution Center, MISD k-8 campus, and Compass Rose k-7 are just a few of the business projects expected to open for business in FY 2022-2023



Historical Population Growth



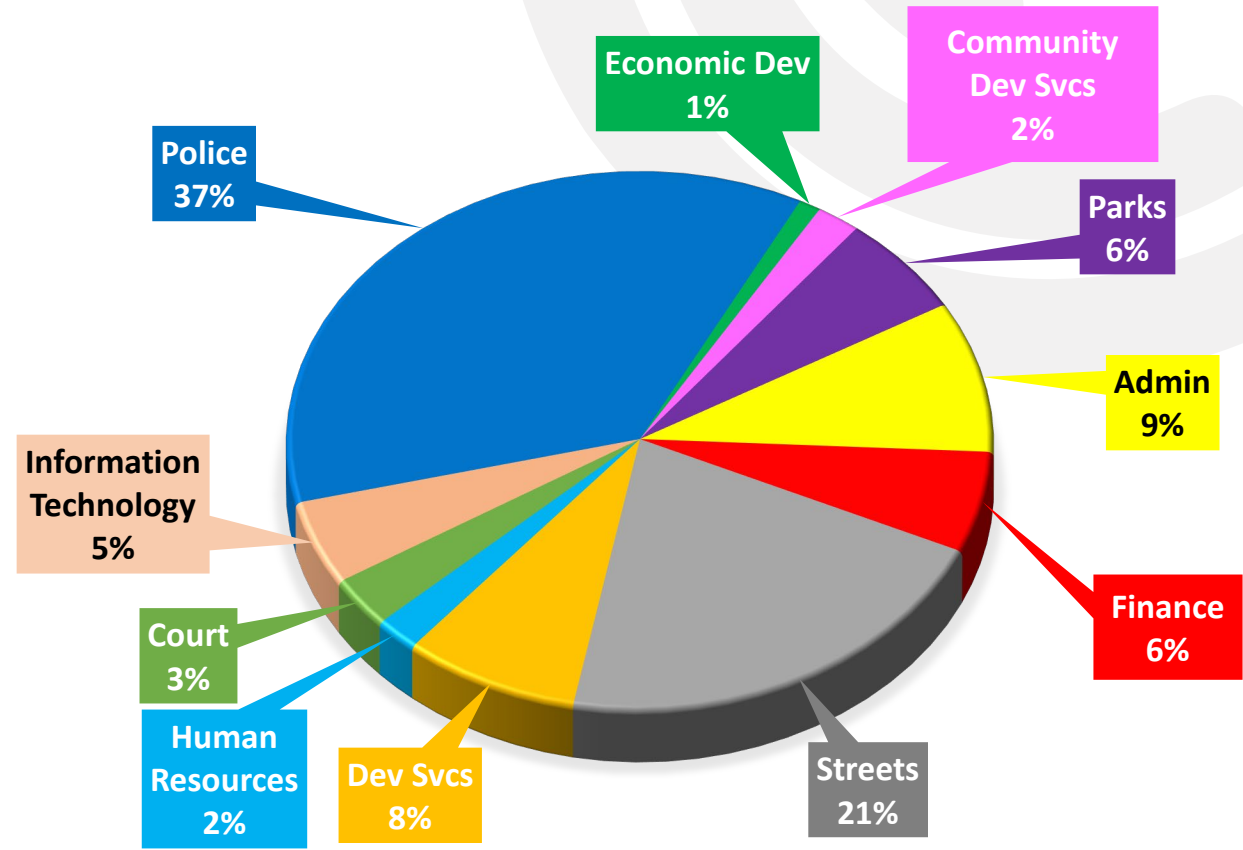
***Graph shows population within City limits only**

FY 2022-2023 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 2022-2023 Annual Budget includes total General Fund expenditures of **\$17.2M**.

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 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

Staffing

The proposed budget includes full-year funding for up to **one hundred eleven (111) total city employees with only 78 filled positions**: one hundred ten (110) 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 21-22 mid-year budget amendment for both full-year funding of new positions and the deletion/reclassify of others:

- One (1) Director of Public Works to shadow retiring current Director of Public Works
- One (1) Director of Economic Development
- Delete IT manager Position

New positions included in the proposed FY22-23 Budget are:

- Reclassify One (1) Purchasing Agent to Finance Manager
- Reclassify One (1) Receptionist to Utility Clerk
- One (1) Development Services Supervisor
- Two (2) Building Inspectors
- One (1) Plan Reviewer
- One (1) Parks Crewman
- Four (4) Police Officers; **International Association of Chiefs of Police (IACP) recommends at least 2.2 officers per 1,000 residents**
- Reclassify One (1) Captain position to Assistant Chief
- One (1) Information Technology Technician

FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

EMPLOYEE COMPENSATION

The City must continue to strive to provide appropriate and market – competitive compensation for all city employees in order to provide the highest possible level of services. Accordingly, the proposed *FY22-23 Budget* includes a Cost-of-Living Adjustment (COLA) of **10%** in base salaries for all current full-time city employees. In 2021 the Consumer Price Index (CPI) had a **9.3%** cost-of-living. As of July 2022, the CPI was **8.5%** with an additional anticipated increase of **2.3%** by December 2022.

Analysis is on-going, but it is currently anticipated that there will be a **18%** increase in overall costs associated with *Employee Health Insurance* – for both the City and employees. This is due to the City’s rolling loss ratio at 114%.

PARKS

In the recent past, the City established a Park Fund. This is a general ledger account; where money paid by developers at Final Plat approval in lieu of the dedication of land and interest thereon, shall be held in said fund in trust to be used solely and exclusively for the purpose of purchasing and/or equipping public park and recreational land. This shall be used solely for the purpose of purchasing and/or equipping or improving land for public park and recreation uses and shall never be used for maintaining or operating public park facilities, or for any other purpose.

This general ledger account had deposits on 6/16/2020, 7/20/2020, 8/12/2021 for a total of **\$470,250.00**. The Parks department also has \$300,000 budgeted for park repairs and/or maintenance.

STREETS MAINTENANCE

The proposed FY22-23 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.

FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

UTILITY RATES

The City is currently in the middle of a water and wastewater rate study. Our last rate study showed a 12% increase to the water base rate only. We will have a presentation from Raftelis in the next few weeks.

CITY VEHICLES

The following vehicles are in the proposed FY22-23 Budget:

- Eight (8) Police vehicles
- Three (3) Trucks for Streets
- Two (2) Trucks for Development Services
- One (1) Truck for Parks
- Three (3) Trucks for Water

CITY EQUIPMENT

The following equipment are in the proposed FY22-23 Budget:

- One (1) Genie S-45
- One (1) Tandem 12 yard Dump truck
- One (1) Gradall Excavator
- One (1) Valve Exercise
- One (1) Mini Excavator

FINANCIAL SUMMARY OF ALL FUNDS PROJECTED FY 2022-23

Item 1.

	General Fund	Debt Service (I&S) Fund	Special Revenue Fund	Utility Water/Wastewater Fund	Total All Funds
Est. Revenue	17,274,799	4,176,713	9,167,485	6,207,086	36,826,083
Total Funds Available	17,274,799	4,176,713	9,167,485	6,207,086	36,826,083
Budgeted Expenditures	17,274,799	4,176,713	11,168,637	5,675,527	38,295,676

* Reference Exhibit "A"



Proposed Annual Budget Fiscal Year 2022-23

Original Budget Adopted: _____
Ordinance Number: _____

Amended Budget Adopted: _____
Ordinance Number: _____

FY 2022-2023			31-Aug-22			FY 2022-23			FUND BALANCES	
BUDGETED REVENUES	BUDGETED EXPENSES	NET	FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET	BUDGET REVENUES	BUDGET EXPENSES	NET	ESTIMATED 30-Sep-22	PROJECTED 30-Sep-23
GENERAL FUND										
10,602,194	1,748,711	8,853,483	10,642,995	972,446	9,670,550	12,298,734	1,627,619	10,671,115		
-	794,390	(794,390)	0	745,951	(745,951)	-	1,006,792	(1,006,792)		
1,304,604	3,435,385	(2,130,781)	1,444,272	2,338,422	(894,150)	1,307,474	3,706,475	(2,399,001)		
2,337,199	908,987	1,428,212	3,374,165	811,194	2,562,971	3,149,780	1,318,760	1,831,020		
40,000	1,206,419	(1,166,419)	40,000	614,616	(574,616)	-	1,017,478	(1,017,478)		
405,270	596,512	(191,242)	489,791	376,671	113,121	418,298	596,512	(178,214)		
330,861	4,966,454	(4,635,593)	92,252	4,279,063	(4,186,811)	99,363	6,211,404	(6,112,041)		
-	767,741	(767,741)	-	607,302	(607,302)	-	937,240	(937,240)		
1,150	415,670	(414,520)	1,132	285,489	(284,357)	-	248,286	(248,286)		
-	-	-	-	-	-	1,150	338,199	(337,049)		
-	181,009	(181,009)	-	131,431	(131,431)	-	266,034	(266,034)		
-	-	-	-	-	-	-	-	-		
15,021,278	15,021,278	-	16,084,607	11,162,584	4,922,023	17,274,799	17,274,799	0		
UTILITY FUND										
0	563,139	(563,139)	0	495,615	(495,615)	0	484,699	(484,699)		
2,448,683	2,998,967	(550,284)	3,367,763	2,191,918	1,175,845	3,328,954	3,414,028	(85,074)		
2,040,250	1,151,127	889,123	2,817,895	1,131,339	1,686,556	2,878,132	1,776,800	1,101,332		
-	-	-	-	-	-	-	-	-		
4,488,933	4,713,233	(224,300)	6,185,659	3,818,872	2,366,786	6,207,086	5,675,527	531,559		
19,510,211	19,734,511	(224,300)	22,270,265	14,981,456	7,288,809	23,481,885	22,950,326	531,559	1,355,584	1,887,143
2,210,247	2,183,123	27,124	2,189,619	2,816,434	(626,815)	4,176,713	4,176,588	125	91,186	91,311
RESTRICTED FUNDS										
12,000	7,307	4,693	3,282	-	3,282	9,500	9,500	-	46,674	46,674
8,600	7,620	980	3,740	-	3,740	8,400	500	7,900	12,518	20,418
33,225	9,000	24,225	74,789	58,824	15,964	30,709	305,285	(274,576)	457,267	182,691
392,006	-	392,006	800,412	959,441	(159,029)	392,006	364,102	27,904	734,293	762,197
864,500	-	864,500	3,856,682	5,220,183	(1,363,501)	2,615,438	3,909,455	(1,294,017)	2,208,728	914,711
-	-	-	-	-	-	-	478,700	(478,700)	478,700	0
6,283,904	6,283,904	-	6,283,904	208,634	6,075,270	6,075,270	6,075,270	0	-	-
7,594,235	6,307,831	1,286,404	11,449,630	6,783,434	4,666,196	9,131,323	11,142,812	(2,011,489)	3,985,151	1,973,662
29,314,693	28,225,465	1,089,228	35,909,514	24,581,325	11,328,189	36,789,921	38,269,726	(1,479,804)	5,431,922	3,952,117
GRAND TOTALS										

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.

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 estimated to be received for the 2022-23 fiscal year are \$17,274,799. Direct expenditures are proposed to be \$17,274,799. 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 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/31/2022	REQUESTED 2022-23 BUDGET
<u>ADMINISTRATION</u>				
TAXES	9,955,027	10,062,775	9,833,586	12,140,315
MISCELLANEOUS	215,000	433,000	434,038	102,000
PERMITS/LICENSES	6,290	6,290	3,915	6,290
OTHER	100,129	100,129	51,239	50,129
TOTAL ADMINISTRATION	10,276,446	10,602,194	10,322,779	12,298,734
<u>STREET</u>				
MISCELLANEOUS	187,474	187,474	105,018	187,474
SANITATION CHARGES	1,117,130	1,117,130	1,088,779	1,120,000
TOTAL STREET	1,304,604	1,304,604	1,193,797	1,307,474
<u>DEVELOPMENT SERVICES</u>				
MISCELLANEOUS	38,345	38,345	42,942	48,930
PERMITS/LICENSES	1,880,497	2,298,854	3,104,863	3,100,850
TOTAL DEVELOPMENT SERVICES	1,918,842	2,337,199	3,147,805	3,149,780
<u>COURT</u>				
MISCELLANEOUS	1,096	1,200	1,886	1,200
COURT FEES	403,660	404,070	428,128	417,098
TOTAL COURT	404,756	405,270	430,014	418,298
<u>POLICE</u>				
MISCELLANEOUS	272,661	272,661	32,070	42,513
POLICE CHARGES/FEES	56,380	56,850	55,061	56,850
TOTAL POLICE	329,041	329,511	87,131	99,363
<u>COMMUNITY DEV SVCS</u>				
MISCELLANEOUS	400	1,150	1,132	1,150
TOTAL COMMUNITY SERVICES	400	1,150	1,132	1,150
TOTAL REVENUES	14,274,089	15,019,928	15,222,660	17,274,799

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 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/31/2022	REQUESTED 2022-23 BUDGET
<u>ADMINISTRATION</u>				
PERSONNEL	430,840	295,099	224,708	464,787
OPERATING	576,510	638,312	208,443	445,532
REPAIRS & MAINTENANCE	44,000	44,000	17,530	44,000
CONTRACTED SERVICES	651,800	771,300	448,766	673,300
TOTAL ADMINISTRATION	1,703,150	1,748,711	899,447	1,627,619
<u>FINANCE</u>				
PERSONNEL	603,665	563,489	413,555	703,212
OPERATING	151,365	165,002	184,343	237,680
REPAIRS & MAINTENANCE	2,700	2,700	968	2,700
CONTRACTED SERVICES	57,900	63,200	59,576	63,200
TOTAL FINANCE	815,631	794,391	658,442	1,006,792
<u>STREET</u>				
PERSONNEL	531,301	373,918	297,285	574,079
OPERATING	183,495	217,195	172,477	243,095
REPAIRS & MAINTENANCE	175,000	335,000	215,519	190,000
CONTRACTED SERVICES	1,973,250	2,395,350	1,129,861	2,444,000
DEBT PAYMENTS	36,359	53,922	86,169	235,301
CAPITAL OUTLAY < \$5K	10,000	10,000	1,429	10,000
CAPITAL OUTLAY > \$5K	50,000	50,000	12,275	10,000
TOTAL STREET	2,959,405	3,435,385	1,915,015	3,706,475
<u>DEVELOPMENT SERVICES</u>				
PERSONNEL	550,904	498,768	372,060	883,461
OPERATING	100,121	135,819	99,774	140,899
REPAIRS & MAINTENANCE	4,400	4,400	1,005	4,400
CONTRACTED SERVICES	270,000	270,000	221,105	270,000
TOTAL DEVELOPMENT SVCS	925,425	908,987	700,402	1,318,760

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 2020-21	FY 2020-22	Y-T-D ACTUAL	REQUEST
	ORIG. BUDGET	CURR. BUDGET	AS OF 7/31/2022	2022-21 BUDGET
<u>PARKS</u>				
PERSONNEL	417,152	401,179	258,406	502,589
OPERATING	25,850	35,850	28,159	42,250
REPAIRS & MAINTENANCE	183,000	665,621	183,101	393,500
CONTRACTED SERVICES	1,500	1,500	0	4,000
DEBT PAYMENTS	24,518	24,518	32,371	41,889
CAPITAL OUTLAY < \$5K	10,750	10,750	290	8,250
CAPITAL OUTLAY > \$5K	67,000	67,000	60,422	25,000
TOTAL PARKS	729,770	1,206,418	562,750	1,017,478
<u>COURT</u>				
PERSONNEL	350,202	237,840	178,185	237,840
OPERATING	51,245	52,245	28,554	52,245
CONTRACTED SERVICES	291,500	291,500	136,946	291,500
CAPITAL OUTLAY < \$5K	1,620	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	0	13,307
TOTAL COURT	707,874	596,512	343,685	596,512
<u>POLICE</u>				
PERSONNEL	3,861,713	3,586,682	2,650,400	4,613,172
OPERATING	336,444	415,895	332,567	462,762
REPAIRS & MAINTENANCE	96,500	121,500	99,408	96,500
CONTRACTED SERVICES	306,207	306,207	283,871	346,000
DEBT PAYMENTS	453,500	453,500	384,466	565,500
CAPITAL OUTLAY < \$5K	6,200	6,200	670	1,000
CAPITAL OUTLAY > \$5K	125,470	76,470	31,602	126,470
TOTAL POLICE	5,186,034	4,966,454	3,782,984	6,211,404

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 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 2020-21	FY 2020-22	Y-T-D ACTUAL	REQUEST
	ORIG. BUDGET	CURR. BUDGET	AS OF 7/31/2022	2022-21 BUDGET
<u>INFORMATION TECHNOLOGY (I.T.)</u>				
PERSONNEL	274,649	179,701	134,643	262,385
OPERATING	174,500	221,600	164,622	250,600
REPAIRS & MAINTENANCE	11,085	11,085	3,763	5,000
CONTRACTED SERVICES	190,000	210,471	151,022	274,371
CAPITAL OUTLAY < \$5K	35,000	35,000	61,557	35,000
CAPITAL OUTLAY > \$5K	70,000	109,884	16,794	109,884
TOTAL I.T	755,234	767,741	532,401	937,240
<u>ECONOMIC DEV. SVCS</u>				
PERSONNEL	246,129	174,558	167,085	167,085
CONTRACT SERVICES				15,000
OPERATING	12,850	16,110	81,200	81,200
TOTAL ECONOMIC DEV SVCS	258,979	190,668	248,285	263,285
<u>COMMUNITY DEV. SVCS</u>				
PERSONNEL	246,129	172,158	117,290	125,349
OPERATING	137,850	241,110	108,768	212,850
TOTAL COMMUNITY DEV	383,979	413,268	226,058	338,199
<u>HUMAN RESOURCES</u>				
PERSONNEL	121,008	121,008	78	219,934
OPERATING	181,008	181,008	105,344	46,100
TOTAL HUMAN RESOURCES	302,017	302,017	105,423	266,034
TOTAL EXPENDITURES	14,727,497	15,330,553	9,974,892	17,289,799

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.

WATER

MISCELLANEOUS

WATER/SEWER CHARGES

OTHER

TRANSFERS

TOTAL WATER

WASTEWATER

OTHER FINANCING SOURCES

WATER/SEWER CHARGES

OTHER

TRANSFERS

TOTAL WASTEWATER

TOTAL REVENUES

FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
ORIG. BUDGET	CURR. BUDGET	AS OF 07/31/2022	2022-23 BUDGET
525	525	80,770	525
2,448,158	2,448,218	2,762,092	3,328,429
0	0	0	0
0	0	0	0
2,448,683	2,448,743	2,842,862	3,328,954
0	0	0	0
2,040,250	2,040,250	2,283,053	2,878,132
641	0	0	0
0	0	0	0
2,040,891	2,040,250	2,283,053	2,878,132
4,489,574	4,488,993	5,125,915	6,207,086

UTILITY FUND EXPENDITURES 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
	ORIG. BUDGET	CURR. BUDGET	AS OF 07/31/2022	2022-23 BUDGET
PUBLIC WORKS				
PERSONNEL	437,745	467,744	400,384	413,704
OPERATING	28,350	28,350	8,186	28,450
REPAIRS & MAINTENANCE	36,000	36,000	16,262	11,500
CONTRACTED SERVICES	3,500	31,045	15,110	31,045
TOTAL PUBLIC WORKS	505,595	563,139	439,942	484,699
WATER				
PERSONNEL	501,562	501,562	187,158	487,951
OPERATING	214,934	258,502	237,991	296,219
REPAIRS & MAINTENANCE	66,500	66,500	84,632	66,500
WATER/WASTEWATER	2,053,750	2,053,750	1,495,682	2,267,750
CONTRACTED SERVICES	3,800	8,300	6,300	138,300
DEBT PAYMENTS	80,353	80,353	81,618	129,308
CAPITAL OUTLAY < \$5K	10,000	10,000	845	8,000
CAPITAL OUTLAY > \$5K	20,000	20,000	13,204	20,000
TRANSFERS	0	0	0	0
TOTAL WATER	2,950,899	2,998,967	2,107,429	3,414,028
WASTEWATER				
PERSONNEL	196,338	195,568	136,366	203,733
OPERATING	360,315	404,907	375,763	585,357
REPAIRS & MAINTENANCE	59,000	59,000	32,635	71,500
WATER/WASTEWATER	59,650	184,650	218,938	68,000
CONTRACTED SERVICES	239,002	272,002	255,440	804,000
DEBT PAYMENTS	0	0	0	9,210
CAPITAL OUTLAY < \$5K	5,000	5,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	13,081	30,000
TRANSFERS	0	0	0	0
TOTAL WASTEWATER	949,305	1,151,127	1,032,223	1,776,800
TOTAL EXPENDITURES	4,405,799	4,713,233	3,579,594	5,675,527

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.

REVENUE SUMMARY

NON-DEPARTMENTAL

TAXES
OTHER
TRANSFERS
TOTAL NON-DEPARTMENTAL

TOTAL REVENUES

FY 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/31/2022	REQUESTED 2022-23 BUDGET
2,210,122	2,210,122	2,179,684	4,176,588.00
125	665	545	125.00
0	0	0	-
2,210,247	2,210,787	2,180,229	4,176,713.00
2,210,247	2,210,787	2,180,229	4,176,713.00

EXPENDITURE SUMMARY

NON-DEPARTMENTAL

OPERATING
DEBT PAYMENTS
TRANSFERS
TOTAL NON-DEPARTMENTAL

TOTAL EXPENDITURES

FY 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/31/2022	REQUESTED 2022-23 BUDGET
150	150	300	150.00
2,182,973	2,182,973	2,190,122	4,176,438.00
0	0	0	-
2,183,123	2,183,123	2,190,422	4,176,588.00
2,183,123	2,183,123	2,190,422	4,176,588.00

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
	ORIG. BUDGET	CURR. BUDGET	AS OF 07/31/2022	2022-23 BUDGET
REVENUE SUMMARY				
<u>ADMINISTRATION</u>				
TAXES	33,200	33,200	66,556	66,610
OTHER	25	25	0	25
TOTAL ADMINISTRATION	33,225	33,225	66,556	66,635
TOTAL REVENUES	33,225	33,225	66,556	66,635
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 07/31/2022	2022-23 BUDGET
EXPENDITURE SUMMARY				
<u>ADMINISTRATION</u>				
OPERATING	292,002	292,002	341,939	100,000
TOTAL ADMINISTRATION	292,002	292,002	341,939	100,000
TOTAL EXPENDITURES	292,002	292,002	341,939	100,000

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
	ORIG. BUDGET	CURR. BUDGET	AS OF 07/31/2022	2022-23 BUDGET
REVENUE SUMMARY				
WATER				
OTHER	392,006	392,006	765,928	492,006
TOTAL WATER OTHER	392,006	392,006	765,928	492,006
WASTEWATER				
OTHER	864,500	864,500	3,775,739	964,500
TOTAL WASTEWATER OTHER	864,500	864,500	3,775,739	964,500
TOTAL REVENUES	1,256,506	1,256,506	4,541,666	1,456,506
EXPENDITURE SUMMARY				
WATER				
REPAIRS & MAINTENANCE	0	0	0	1,100,000
CONTRACTED SERVICES	0	0	954,987	6,500
TOTAL WATER	0	0	954,987	1,106,500
WASTEWATER				
REPAIRS & MAINTENANCE	0	0	5,199,000	5,300,000
CONTRACTED SERVICES	0	0	21,183	25,000
TOTAL WASTEWATER	0	0	5,220,183	5,325,000
TOTAL EXPENDITURES	0	0	6,175,170	6,431,500

PROPOSED FY 2022-2023 ANNUAL BUDGET

CITY OF MANOR, TEXAS





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Conduct a Public Hearing on the FY2022-2023 Proposed Property Tax Rate of the City of Manor, Texas.

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- FY 2022-2023 Proposed Property Tax Rate

STAFF RECOMMENDATION:

It is city staff's recommendation that the City Council conduct the first public hearing on the FY2022-2023 Proposed Property Tax Rate of the City of Manor, Texas.

It is ci
Propos

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

Statements required in notice if the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate, as prescribed by Tax Code §§26.06(b-2).

Item 2.

NOTICE OF PUBLIC HEARING ON TAX INCREASE

This notice only applies to a taxing unit other than a special taxing unit or municipality with a population of less than 30,000, regardless of whether it is a special taxing unit.

PROPOSED TAX RATE	\$ <u>7470</u>	per \$100
NO-NEW-REVENUE TAX RATE	\$ <u>.6235</u>	per \$100
VOTER-APPROVAL TAX RATE	\$ <u>.7355</u>	per \$100

The no-new-revenue tax rate is the tax rate for the City of Manor tax year that will raise the same amount of property tax revenue for City of Manor from the same properties in both the 2021 tax year and the 2022 tax year.

The voter-approval tax rate is the highest tax rate that City of Manor may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Manor is proposing to increase property taxes for the 2022 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 7, 2022 at 7:00pm at 105 E Eggleston St., Manor, Texas 78653.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Manor is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of City of Manor at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

(List names of all members of the governing body below, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating absences.)

FOR the proposal: Christopher Harvey, Emily Hill, Anne Weir, Sonia Wallace and Aaron Moreno, Maria Amezcua and Deja Hill
AGAINST the proposal: _____
PRESENT and not voting: _____
ABSENT: _____

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

Item 2.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Manor last year
(name of taxing unit)
 to the taxes proposed to be imposed on the average residence homestead by City of Manor this year.
(name of taxing unit)

	2021	2022	Change
Total tax rate (per \$100 of value)	2021 adopted tax rate	2022 proposed tax rate	(Increase/Decrease) of (nominal difference between tax rate for preceding year and proposed tax rate for current year) per \$100, or (percentage difference between tax rate for preceding year and proposed tax rate for current year)%
Average homestead taxable value	2021 average taxable value of residence homestead	2022 average taxable value of residence homestead	(Increase/Decrease) of (percentage difference between average taxable value of residence homestead for preceding year and current year)%
Tax on average homestead	2021 amount of taxes on average taxable value of residence homestead	2022 amount of taxes on average taxable value of residence homestead	(Increase/Decrease) of (nominal difference between amount of taxes imposed on the average taxable value of a residence homestead in the preceding year and the amount of taxes proposed on the average taxable value of a residence homestead in the current year), or (percentage difference between taxes imposed for preceding year and taxes proposed for current year)%
Total tax levy on all properties	2021 levy	(2022 proposed rate x current total value)/100	(Increase/Decrease) of (nominal difference between preceding year levy and proposed levy for current year), or (percentage difference between preceding year levy and proposed levy for current year)%

(Include the following text if these no-new-revenue maintenance and operations rate adjustments apply for the taxing unit)

No-New-Revenue Maintenance and Operations Rate Adjustments

State Criminal Justice Mandate (counties)

The _____ County Auditor certifies that _____ County has spent \$ _____ in the previous 12 months for the maintenance and operations cost of keeping inmates sentenced to the Texas Department of Criminal Justice. _____ County Sheriff has provided _____ information on these costs, minus the state revenues received for the reimbursement of such costs.

This increased the no-new-revenue maintenance and operations rate by _____ /\$100.

Indigent Health Care Compensation Expenditures (counties)

The _____ spent \$ _____ from July 1 _____ to June 30 _____ on indigent health care compensation procedures at the increased minimum eligibility standards, less the amount of state assistance. For current tax year, the amount of increase above last year's enhanced indigent health care expenditures is \$ _____

This increased the no-new-revenue maintenance and operations rate by _____ /\$100.

Indigent Defense Compensation Expenditures (counties)

The _____ spent \$ _____ from July 1 _____ to June 30 _____ to provide appointed counsel for indigent individuals in criminal or civil proceedings in accordance with the schedule of fees adopted under Article 26.05, Code of Criminal Procedure, and to fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure, less the amount of any state grants received. For current tax year, the amount of increase above last year's enhanced indigent defense compensation expenditures is \$ _____

This increased the no-new-revenue maintenance and operations rate by _____ /\$100.

Eligible County Hospital Expenditures (cities and counties)

The _____ spent \$ _____ from July 1 _____ to June 30 _____ on expenditures to maintain and operate an eligible county hospital. For current tax year, the amount of increase above last year's eligible county hospital expenditures is \$ _____

This increased the no-new-revenue maintenance and operations rate by _____ /\$100.

(If the tax assessor for the taxing unit maintains an internet website)

For assistance with tax calculations, please contact the tax assessor for Travis County at 512-854-3858 or tnt@traviscountytx.gov, or visit _____ for more information.

(If the tax assessor for the taxing unit does not maintain an internet website)

For assistance with tax calculations, please contact the tax assessor for _____ at _____ or _____.

2022 Truth in Taxation Calculations
 City of Manor

Data Input Page
 August 15, 2022

Item 2.

A.	2022 TOTAL TAXABLE VALUE	NET CERT. VALUE.....	\$	1,583,021,163	
		VALUE IN PROTEST.....	\$	171,254,887	
		VALUE NOT ON CERTIFIED ROLL.....		0	
		TOTAL TAXABLE VALUE.....	\$	1,754,276,050	
B.	2021 TOTAL TAXABLE VALUE.....		\$	1,190,837,048	
C.	2021 TAX CEILINGS.....		\$	0	
D.	2021 TAXABLE VALUE LOST ON COURT APPEALS.....		\$	0	
		D1. ORIGINAL 2021 ARB VALUES.....	\$	0	
		D2. 2021 VALUES RESULTING FROM FINAL COURT DECISIONS.....	\$	0	
E.	2021 UNDISPUTED TAXABLE VALUE SUBJECT TO CH 42 APPEAL AS OF JULY 25...		\$	20,791,351	
		E1. 2021 ARB CERTIFIED VALUE.....	\$	23,101,501	
		E2. 2021 DISPUTED VALUE.....	\$	2,310,150	
F.	2021 DEANNEXED TAX VALUE.....		\$	0	
G.	2021 TAXABLE VALUE BECOMING EXEMPT IN 2022.....		\$	50,000	
		G1. ABSOLUTE EXEMPTIONS.....	\$	0	
		G2. PARTIAL EXEMPTIONS AND AMOUNT EXEMPT DUE TO AN INCREASE.....	\$	50,000	
H.	2021 TAXABLE VALUE LOST ON SPECIAL APPRAISAL.....		\$	0	
		H1. 2021 MARKET VALUE.....	\$	0	
		H2. 2021 PRODUCTIVITY VALUE.....	\$	0	
I.	2022 TAXABLE VALUE POLLUTION CONTROL EXEMPTION.....		\$	0	
J.	2022 TAXABLE VALUE OVER-65 HOMESTEADS		\$	0	
K.	2022 TAX. VALUE OF PROP. ANNEXED > JAN. 1, 2021.....		\$	0	
L.	2022 TAX. VALUE OF NEW IMP. ADDED > JAN. 1, 2021.....		\$	232,155,045	
M.	2021 TAX RATES.....	M & O.....	\$	0.6034	/\$100
		I & S.....	\$	0.1793	/\$100
		TOTAL TAX RATE.....	\$	0.7827	/\$100
N.	M&O YEAR END FUND BALANCE.....		\$	0	
O.	I&S YEAR END FUND BALANCE.....		\$	0	
P.	2022 TOTAL DEBT SERVICE NEEDED.....		\$	4,176,588.00	
		AMOUNT PAID FROM FUNDS IN SCHEDULE A.....	\$	0.00	
		AMOUNT PAID FROM OTHER SOURCES.....	\$	0.00	
		ADJUSTED 2022 DEBT SERVICE.....	\$	4,176,588.00	
Q.	2021 EXCESS DEBT TAX COLLECTIONS.....		\$	0.00	
R.	CERTIFIED 2022 ANTICIPATED COLLECTION RATE.....		%	100.00%	
		R1. 2021 ACTUAL COLLECTION RATE.....	%	101.00%	
		R2. 2020 ACTUAL COLLECTION RATE.....	%	100.00%	
		R3. 2019 ACTUAL COLLECTION RATE.....	%	101.00%	
S.	FUNCTION OR ACTIVITY TRANSFER (+/-).....		\$	0	
T.	REFUNDS FOR TAX YEARS PRIOR TO 2021.....		\$	7,802.09	
		M&O PORTION.....	\$	6,014.80	
U.	TCEQ CERTIFIED POLLUTION CONTROL EXPENSES.....		\$	0	
V.	2021 TAXES IN TAX INCREMENT FINANCING (TIF).....		\$	0	
W.	TIF CAPTURED APPRAISED VALUE.....		\$	0	
X.	ENHANCED INDIGENT HEALTH CARE EXPENDITURES.....		\$	0	
Y.	INCREASED AMOUNT OF INDIGENT HEALTH CARE		\$	0	

RATE ADJUSTMENTS

2022 Unused Increment Rate			0.0000
No New Revenue Tax Rate			0.6235
No New Revenue M & O Tax Rate			0.4807
Voter Approval M & O Tax Rate			0.4975
Debt Rate			0.2380
Schedule A Funds Needed for Above Debt Rate			1,411.00
Debt Rate Reduction Using Above Schedule A Funds			0.0000
	Unadjusted Voter Approval Rate		0.7355
	Voter Approval Rate adjusted for unsued increment rate		0.7355
	Voter-Approval Rate:		0.7355
	De minimis Rate:		0.7472
Statement of Increase/Decrease:	INCREASE	by	1,446,694

City of Manor

2022

NO-NEW-REVENUE TAX RATE WORKSHEET

1. **2021 total taxable value.** Enter the amount of 2021 taxable value on the 2021 tax roll today. Include any adjustments since last year's certification; exclude the Section 25.25 (d) one-fourth and one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). \$ 1,190,837,048
2. **2021 tax ceilings.** \$ 0
3. **Preliminary 2021 adjusted taxable value.**
Subtract line 2 from line 1. \$ 1,190,837,048
4. **2021 total adopted tax rate.** \$ 0.7827 /\$100
5. **2021 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value.**
- A. Original 2021 ARB values:** \$ 0
- B. 2021 values resulting from final court decisions:** -\$ 0
- C. 2021 value loss.** Subtract B from A : \$ 0
6. **2021 taxable value subject to an appeal under Chapter 42, as of July 25**
- A. 2021 ARB certified value:** \$ 23,101,501
- B. 2021 disputed value:** -\$ 2,310,150
- C. 2021 undisputed value.** Subtract B from A. \$ 20,791,351
7. **2021 Chapter 42-related adjusted values**
Add Lines 5C and 6C \$ 20,791,351
8. **2021 taxable value, adjusted for actual or potential court-ordered adjustments.**
Add Line 3 and Line 7. \$ 1,211,628,399
9. **2021 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2021.** Enter the 2021 value of property in deannexed territory. \$ 0
10. **2021 taxable value lost because property first qualified for an exemption in 2022.**
If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, or temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2022 does not create a new exemption or reduce taxable value.
- A. Absolute exemptions.**
Use 2021 Market Value: \$ 0
- B. Partial exemptions.** 2022 exemption amount, or 2022 percentage exemption times 2021 value: +\$ 50,000
- C. Value loss.** Add A and B: \$ 50,000

11. 2021 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal, or public access airport special appraisal in 2022. Use only properties that first qualified in 2022; do not use properties that qualified in 2021.			
A. 2021 market value:	\$	0	
B. 2022 productivity or special appraised value:	-\$	0	
C. Value loss. Subtract B from A.		\$	0
12. Total adjustments for lost value. Add Lines 9, 10C, and 11C.		\$	50,000
13. 2021 captured value of property in a TIF. Enter the total value of 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2021 taxes were deposited into the tax increment fund. If the taxing unit has no captured appraised value in line 18D, enter 0.		\$	0.00
14. 2021 total value. Subtract Line 12 and Line 13 from Line 8.		\$	1,211,578,399
15. Adjusted 2021 total levy. Multiply Line 4 by Line 14 and divide by \$100.		\$	9,483,024.13
16. Taxes refunded for years preceding tax year 2021. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2021. Types of refunds include court decisions, Tax Code Section 25.25 (b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021.		\$	7,802.09
17. Adjusted 2021 levy with refunds and TIF adjustment. Add Lines 15 and 16.		\$	9,490,826.22
18. Total 2022 taxable value on the 2022 certified appraisal roll today. This value includes only certified values or certified estimates of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.			
A. Certified values	\$	1,583,021,163	
B. Counties: Include railroad rolling stock values certified by the State Comptroller:	+\$	0	
C. Pollution Control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	-\$	0	
D. Tax increment financing: Deduct the 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2022 taxes will be deposited into tax increment fund. Do not include any new property value that that will be included in Line 23 below.	-\$	0	
E. Total 2022 value. Add A and B, then subtract C and D.		\$	1,583,021,163

2022
VOTER-APPROVAL TAX RATE WORKSHEET

<p>28. 2021 M&O tax rate</p>	\$	0.6034 /\$100
<p>29. 2021 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the No-New-Revenue Tax Rate Worksheet.</p>	\$	1,211,628,399
<p>30. Total 2021 M&O levy. Multiply Line 28 by Line 29 and divide by \$100.</p>	\$	7,310,965.76
<p>31. Adjusted 2021 levy for calculating NNR M&O rate.</p>		
<p>A. M&O taxes refunded for years preceding tax year 2021. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line only applies to tax years preceding tax year 2021.</p>		
+\$		6,014.80
<p>B. 2021 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.</p>		
-\$		0.00
<p>C. 2021 transferred function. If discontinuing all of a department, function or activity and transferring it to another unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in F below. The taxing unit receiving the function will add this amount in F below. Other taxing units enter 0.</p>		
+/- \$		0.00
<p>D. 2021 M&O levy adjustments. Subtract B from A. For a taxing unit with C, subtract if discontinuing function and add if receiving function.</p>		
\$		6,014.80
<p>E. Add Line 30 to 31D.</p>		
	\$	7,316,980.56
<p>32. 2022 adjusted taxable value. Enter the amount in Line 25 of the NNR Tax Rate Worksheet</p>	\$	1,522,121,005.00
<p>33. 2022 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.</p>	\$	0.4807 /\$100

34. **Rate adjustment for state criminal justice mandate.**

A. 2022 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.

\$ 0.00

B. 2021 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.

\$ 0.00

C. Subtract B from A and divide by Line 32 and multiply by \$100.

\$ 0.0000

D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0.0000 /\$100

35. **Rate adjustment for indigent health care expenditures.**

A. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose.

\$ 0.00

B. 2021 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.

\$ 0.00

C. Subtract B from A and divide by Line 32 and multiply by \$100.

\$ 0.0000

D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0.0000 /\$100

36. **Rate adjustment for county indigent defense compensation.**

A. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose.

\$ 0.00

B. 2021 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.

\$ 0.00

C. Subtract B from A and divide by Line 32 and multiply by \$100.

\$ 0.00

D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.

\$ 0.00

E. Enter the lesser of C and D. If not applicable, enter 0. \$ 0.0000 /\$100

37. **Rate adjustment for county hospital expenditures.**

A. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022.

\$ 0.00

B. 2021 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021.

\$ 0.00

C. Subtract B from A and divide by Line 32 and multiply by \$100.

\$ 0.00

D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.

\$ 0.00

E. Enter the lesser of C and D. If not applicable, enter 0.

\$ 0.0000 /\$100

38. **Rate adjustment for municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code, which only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.

A. Amount appropriated for public safety in 2021. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year

\$ 0.00

B. Expenditures for public safety in 2021. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.

\$ 0.00

C. Subtract B from A and divide by Line 32 and multiply by \$100.

\$ 0.0000

D. Enter the rate calculated in C. If not applicable, enter 0.

\$ 0.0000 /\$100

39. **Adjusted 2022 NNR M&O rate.**

Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.

\$ 0.4807 /\$100

40. **Adjustment for 2021 sales tax specifically to reduce property values.** Cities, counties, and hospital districts that collected and spent additional sales tax on M&O expenses in 2021 should complete this line. These entities will deduct the sales tax gain rate for 2022 in Section 3. Other taxing units, enter zero.

A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2021, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.

\$ 0.00

B. Divide Line 40A by Line 32 and multiply by \$100

\$ 0.0000 /\$100

C. Add Line 40B to Line 39.

\$ 0.4807 /\$100

41. **2022 voter-approval M&O rate.**

Enter the rate as calculated by the appropriate scenario below.

Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.

-or-

Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.

-or-

D41. Disaster Line 41: 2022 voter-approval M&O rate for a taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for a property located in the taxing unit, the governing body may direct the person calculating the voter-approval rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval rate in this manner until the earlier of **1)** the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or **2)** the third year after the tax year in which the disaster occurred.

If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08, \$ 0.4975 /\$100

42. **Total 2022 debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that:

- (1) are paid by property taxes
- (2) are secured by property taxes
- (3) are scheduled for payment over a period longer than one year, and
- (4) are not classified in the taxing unit's budget as M&O expenses.

A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments.

\$ 4,176,588.00

B. Subtract unencumbered fund amount used to reduce total debt.

-\$ 0.00

C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none).

-\$ 0.00

D. Subtract amount paid from other resources.

-\$ 0.00

E. Adjusted debt. Subtract B, C, and D from A.

\$ 4,176,588.00

43. Certified 2021 excess debt collections. Enter the amount certified by the collector.	\$	0.00
44. Adjusted 2022 debt. Subtract Line 43 from Line 42E.	\$	4,176,588.00
45. 2022 anticipated collection rate.		
A. Enter the 2022 anticipated collection rate certified by the collector.	100.00%	
B. Enter the 2021 actual collection rate	101%	
C. Enter the 2020 actual collection rate	100%	
D. Enter the 2019 actual collection rate	101%	
E. If the anticipated collection rate in A is lower than actual collection rates in B, C, and D, enter the lowest collection rate from B, C, and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.		100%
46. 2022 debt adjusted for collections. Divide Line 44 by Line 45E	\$	4,176,588.00
47. 2022 total taxable value. Enter the amount on Line 21 of the No-New-Revenue Tax Rate Worksheet.	\$	1,754,276,050
48. 2022 debt tax rate. Divide Line 46 by Line 47 and multiply by \$100	\$	0.2380 /\$100
49. 2022 voter-approval tax rate. Add Lines 41 and 48.	\$	0.7355 /\$100
D49. Distaster Line 49 (D49): 2022 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$	0.7355 /\$100
50. COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2022 county voter-approval tax rate.	\$	N/A

2022
ADDITIONAL SALES TAX WORKSHEET

51. **Taxable sales.** Units that adopted the sales tax in August or November 2021 or May 2022, enter the Comptroller's estimate of taxable sales for the previous four quarters. Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before Nov. 2021, skip this line. \$ 0.00

52. **Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.

UNITS THAT ADOPTED THE SALES TAX IN NOVEMBER 2021 OR MAY 2022.
Multiply the amount on line 50 by the sales tax rate (.01, .005, or .0025, as applicable) and multiply the result by .95.

- OR -

UNITS THAT ADOPTED THE SALES TAX BEFORE NOVEMBER 2021.
Enter the sales tax revenue for the previous four quarters. Do NOT multiply by .95. \$ 0.00

53. **2022 total taxable value.** Enter the amount from Line 21 of the NNR Worksheet \$ 1,754,276,050

54. **Sales tax adjustment rate.**
Divide Line 52 by Line 53 and multiply by 100. \$ 0.0000 /\$100

55. **2022 NNR tax rate, unadjusted for sales tax.** Enter the rate from Line 26 or 27, as applicable, on the NNR Worksheet. \$ 0.6235 /\$100

56. **2022 NNR tax rate, adjusted for sales tax.**
Taxing units that adopted the sales tax in November 2021 or in May 2022.
Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2021. \$ 0.00 /\$100

57. **2022 voter-approval tax rate, unadjusted for sales tax.** Enter the rate from Line 49, Line D49 or Line 50, as applicable, of the Voter-Approval Tax Rate Worksheet. \$ 0.7355 /\$100

58. **2022 voter-approval tax rate, adjusted for sales tax.**
Subtract Line 54 from Line 57. \$ 0.7355 /\$100

2022
VOTER-APPROVAL RATE ADJUSTMENT FOR POLLUTION CONTROL

59. **Certified expenses from TCEQ.** Enter the amount certified in the determination letter from TCEQ. The taxing unit shall provide its tax assessor-collector with a copy of the letter. \$ 0.00

60. **2022 total taxable value.** Enter the amount from Line 21 of the NNR Worksheet. \$ 1,754,276,050

61. **Additional rate for pollution control.**
Divide Line 59 by Line 60 and multiply by \$100. \$ 0.0000 /\$100

62. **2022 voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), or Line 58 (taxing units with additional sales tax). \$ 0.7355 /\$100

City of Manor

2022

VOTER-APPROVAL RATE ADJUSTMENT FOR UNUSED INCREMENT RATE

63. 2021 unused increment rate. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. If the number is less than zero, enter zero.	\$	0.0000 /\$100
64. 2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$	0.0000 /\$100
65. 2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the nubmer is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$	0.0000 /\$100
66. 2022 unused increment rate. Add Lines 63, 64, and 65.	\$	0.0000 /\$100
67. 2022 voter-approval tax rate, adjusted for unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$	0.7355 /\$100

City of Manor

2022

DE MINIMIS RATE

****THIS SECTION SHOULD ONLY BE COMPLETED BY A TAXING UNIT THAT IS A MUNICIPALITY OF LESS THAN 30,000 OR A TAXING UNIT THAT DOES NOT MEET THE DEFINITION OF A SPECIAL TAXING UNIT. (Texas Tax Code Section 26.063(a)(1).)**

68. Adjusted 2022 NNR M&O tax rate. Enter the rate from Line 39 of the Voter-Approval Tax Rate Worksheet.	\$	0.4807 /\$100
69. 2022 total taxable value. Enter the amount on Line 21 of the NNR Tax Rate Worksheet.	\$	1,754,276,050
70. Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$	0.0285 /\$100
71. 2022 debt rate. Enter the rate from Line 48 of the Voter-Approval Tax Rate Worksheet.	\$	0.2380 /\$100
72. De minimus rate. Add Lines 68, 70, and 71.	\$	0.7472 /\$100

City of Manor

2022

TOTAL TAX RATE

No-new-revenue tax rate

As applicable, enter the 2022 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).

\$ 0.6235 /\$100

Voter-approval tax rate

As applicable, enter the 2022 voter-approval tax rate from: Line 49, Line D49 (disaster) Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).

\$ 0.7355 /\$100

De minimis rate

If applicable, enter the de minim rate from Line 72.

\$ 0.7472 /\$100

City of Manor

August 15, 2022

**NOTICE OF TAX RATES,
ESTIMATED UNENCUMBERED FUND BALANCES, AND DEBT SERVICE**

I, Bruce Elfant, Tax Assessor-Collector for Travis County, in accordance with Sec. 26.04, Texas Property Tax Code, provide this notice on 2022 property tax rates for your jurisdiction. This notice presents information about two tax rates. The No-New-Revenue tax rate would impose the same amount of taxes as last year if you compare the properties taxed in both years. The Voter-Approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as they are required by state law. The rates are given per \$100 of property value.

THIS YEAR'S NO-NEW-REVENUE TAX RATE:

Last year's adjusted taxes (after subtracting taxes on lost property).....	\$	9,490,826.22
/ This year's adjusted tax base (after subtracting value of new property).....	\$	1,522,121,005
= This year's no-new-revenue tax rate.....	\$	0.6235 /\$100

THIS YEAR'S VOTER-APPROVAL TAX RATE:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for transferred function).....	\$	7,316,980.56
/ This year's adjusted tax base.....	\$	1,522,121,005
= This year's no-new-revenue operating rate.....	\$	0.4807 /\$100
x 1.035 = This year's maximum operating rate.....	\$	0.4975 /\$100
+ This year's debt rate.....	\$	0.2380 /\$100
= This year's voter-approval rate.....	\$	0.7355 /\$100

(Maximum rate the taxing unit can adopt without an election for voter approval)

Schedule A: Unencumbered Fund Balances:

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Maintenance & Operations	\$	0
Interest & Sinking (Debt)	\$	0
Total	\$	0

Schedule B, 2022 Debt Service, Parts 1 and 2, are attached

Bruce Elfant
Travis County Tax Assessor-Collector

Prepared By: _____
Veronica Ruiz

Schedule B, 2022 Debt Service, Part 2

August 15, 2022

Total Required for 2022 Debt Service.....	\$	4,176,588.00
- Amount (if any) paid from funds listed in Schedule A.....	\$	0.00
- Amount (if any) paid from other sources.....	\$	0.00
- Excess collections last year.....	\$	0.00
= Total to be paid from taxes in 2022.....	\$	4,176,588.00
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2022.....	\$	0.00
= Total Debt Levy.....	\$	4,176,588.00

Schedule B, 2022 Debt Services, Part 1

August 15, 2022

DESCRIPTION	PRINCIPAL	INTEREST	OTHER	TOTALS
2012 GO Bond	315,000.00	19,252.50	150.00	334,402.50
2012 CO Bond	130,000.00	17,181.00	0.00	147,181.00
2015 GO Bond	465,000.00	57,135.50	0.00	522,135.50
2016 CO Bond	780,000.00	312,127.00	670.00	1,092,797.00
2021 CO Bond	375,000.00	105,072.00	0.00	480,072.00
2022 Tax Note	1,338,000.00	262,000.00		1,600,000.00
TOTALS	3,403,000.00	772,768.00	820.00	4,176,588.00



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- August 17, 2022, City Council Regular Meeting;
- August 19, 2022, City Council Called Special Session; and
- August 23, 2022, City Council Called Special Session

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- August 17, 2022, City Council Regular Meeting;
- August 19, 2022, City Council Called Special Session; and
- August 23, 2022, City Council Called Special Session

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the City Council Minutes of the August 17, 2022, City Council Regular Meeting; August 19, 2022, City Council Called Special Session; and August 23, 2022, City Council Called Special Session.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 17, 2022**

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
- Vacant, Place 6

CITY STAFF:

- Scott Moore, City Manager
- Lluvia T. Almaraz, City Secretary
- Scott Dunlop, Development Services Director
- Lydia Collins, Director of Finance
- Ryan Phipps, Chief of Police
- Denver Collins, Captain
- Scott Jones, Economic Development Director
- Debbie Charbonneau, Heritage and Tourism Manager
- Michael Tuley, Director of Public Works
- Sarah Friberg, Court Administrator
- Phil Green, IT Director
- Paige Saenz, City Attorney

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 7:02 p.m. on Wednesday, August 17, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PRESENTATION

A. Donation of books to Manor ISD Elementary Librarians by 100 Black Men of Austin.

Karl Spencer, President of 100 Black Men of Austin presented books to four (4) Manor ISD Elementary Librarians. Alejandro Gongora, Chief Academic Officer with Manor ISD and Michael Perkins, Chief Schools Officer with Manor ISD introduced themselves and thanked Mr. Spencer for the book donations. The following elementary schools received book donations: Lagos Elementary; Oaks Meadows Elementary Fine Arts Academy; Decker Elementary and Bluebonnet Trail Elementary.

PUBLIC COMMENTS

Barbara LaBruzza, 12219 Highway 290E, Manor, Texas, submitted a speaker card and spoke in regard to the Bocce Ball Court closure. She stated that her family really enjoyed the sport and would like for the courts to reopen.

Kathy Argenta submitted a speaker card and spoke in regard to the Bocce Ball Court closure. She stated that the sport was important to the senior community and asked for the city to repair issues and reopen the courts soon.

Kevin Winslet submitted a speaker card and spoke in regard to the Bocce Ball Court closure.

Manuel DaSilva, 13725 Andrew Johnson Street, spoke in regard to the Bocce Ball Court closure. He would like for the courts to be repaired and reopen soon.

Robert Battaile submitted a speaker card and spoke in regard to adding biographies on the city's website for City Council and head staff. He stated that the city should reword the vision statement and expressed his concerns regarding the non-funding for city parks in the upcoming budget.

Mayor Harvey commented that there was no motive on the bocce courts closure but due to safety concerns the courts were closed. He expressed how important it was for the community to be involved in the community surveys regarding city's future development.

No one else appeared at this time.

PUBLIC HEARINGS

1. Conduct a Public Hearing on the FY2022-2023 Proposed Property Tax Rate of the City of Manor, Texas.

The city staff recommended that the City Council postpone Public Hearing to the September 7, 2022, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Deja Hill, to postpone Public Hearing to the September 7, 2022, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 7-0

2. Conduct a Public Hearing on an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX. Applicant: Henderson Professional Engineers; Owner: 16023 HWY 290 LLC

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

Mayor Harvey opened the public hearing.

Scott Dunlop, Development Services Director discussed the proposed rezoning request.

Discussion was held regarding the permitting uses for the development.

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

At the request of Mayor Harvey, Item No. 4 was pulled from the Consent Agenda and considered separately.

CONSENT AGENDA

3. Consideration, discussion, and possible action to approve the City Council Minutes of August 3, 2022, City Council Regular Meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the City Council Minutes of August 3, 2022, City Council Regular Meeting.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

4. Consideration, discussion, and possible action on the acceptance of the July 2022 Departmental Reports.

- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Scott Dunlop, Development Services Director**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **Police – Ryan Phipps, Chief of Police**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Michael Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**

Development Services Director Jones discussed the Incentive Competitiveness Analysis Report.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve and accept the July 2022 Departmental Reports.

Council Member Weir commented on the great job Manor PD was doing regarding their monthly report. She also thanked Debbie Charbonneau for all the community events that are happening within the city.

There was no further discussion.

Motion to approve carried 7-0

5. First Reading: Consideration, discussion and possible action on an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX. Applicant: Henderson Professional Engineers; Owner: 16023 HWY 290 LLC

The city staff recommended that the City Council approve the first reading of an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to General Office (GO); Making Findings of Fact; and Providing for Related Matters.

Discussion was held regarding the rezoning use for General Office.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve the first reading of an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

Discussion was held regarding clarification of property's annexation to city limits.

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on a resolution adopting and establishing a Deferred Compensation Plan with Mission Square Retirement and Adopting a Declaration of Trust with Vantage Trust.

The city staff recommended that the City Council approve and adopt Resolution No. 2022-11 establishing the Deferred Compensation Plan with Mission Square Retirement; and authorize the City Manager to execute the contract.

Director of Finance Collins discussed the proposed deferred compensation plan.

Resolution No. 2022-11: A Resolution of The City of Manor, Texas Adopting and Establishing a Deferred Compensation Plan with Mission Square Retirement and Adopting a Declaration of Trust with Vantage Trust.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve and adopt Resolution No. 2022-11 establishing the Deferred Compensation Plan with Mission Square Retirement; and authorize the City Manager to execute the contract.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on an ordinance approving the 2022 Annual Update to the Service and Assessment Plan and Assessment Roll for the Manor Heights Public Improvement District Including the Collection of the 2022 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 668 approving the Manor Heights Public Improvement District 2022 Annual Service Plan Update including the collection of the 2022 annual installments.

Allison Snyder with P3Works discussed the annual service update renewal 2022 for Manor Heights Public Improvement District.

Ordinance No. 668: An Ordinance of The City Council of The City of Manor, Texas Approving the 2022 Annual Update to the Service and Assessment Plan and Assessment Roll for the Manor Heights Public Improvement District Including the Collection of The 2022 Annual Installments.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to adopt Ordinance No. 668 approving the Manor Heights Public Improvement District 2022 Annual Service Plan Update including the collection of the 2022 annual installments.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on an ordinance approving the 2022 Annual Update to the Amended and Restated Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2022 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 669 approving the Rose Hill Public Improvement District 2022 Amended and Restated Service and Assessment Plan including the collection of the 2022 annual installments.

Allison Snyder with P3Works discussed the annual update to the amended and restated service and assessment plan and assessment roll for Rose Hill Public Improvement District.

Ordinance No. 669: An Ordinance of The City Council of The City of Manor, Texas Approving the 2022 Annual Update to The Amended and Restated Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2022 Annual Installments.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to adopt Ordinance No. 669 approving the Rose Hill Public Improvement District 2022 Amended and Restated Service and Assessment Plan including the collection of the 2022 annual installments.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances Chapter 15 Site Development by providing for the amendment of general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs, and illuminated signs.

The city staff recommended that the City Council City Council approve Ordinance No. 670 amending Manor Code of Ordinances Chapter 15 Site Development by providing for the amendment of general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs, and illuminated signs.

Robert Battaile submitted a speaker card and expressed his concerned regarding the time listed on a park signage. He stated that the parks should all close at dusk and not at 10:00 p.m. for safety concerns.

Development Services Director Dunlop discussed the proposed amendments to the site development ordinance.

Ordinance No. 670: An Ordinance of The City of Manor, Texas, Amending Manor Code of Ordinances Chapter 15 Site Development by Providing for The Amendment of General Requirements; Content; Off-Street Parking Requirements; Landscaping and Screening Definitions; Landscaping Requirements; Screening Requirements; On-Site Signs; Off-Site Signs; Illuminated Signs; Providing Severability, Savings Clause, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to approve Ordinance No. 670 amending Manor Code of Ordinances Chapter 15 Site Development by providing for the amendment of general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs, and illuminated signs.

Discussion was held regarding the limitation of installation on trees.

Discussion was held regarding the requirements to maintain the scenic recognition award for the city.

There was no further discussion.

Motion to approve carried 6-1 (Council Member Deja Hill voted against)

10. Consideration, discussion, and possible action on a resolution for the purpose of planning for the priorities of the additional one percent (1%) use of General Revenue Sales and Use Tax Revenue if approved by a majority of qualified voters at the Special Election being held on November 8, 2022.

The city staff recommended that the City Council approve Resolution No. 2022-12 for the purpose of planning for the priorities of the additional one percent (1%) use of General Revenue Sales and Use Tax Revenue if approved by a majority of qualified voters at the Special Election Being Held on November 8, 2022.

City Manager Moore discussed the proposed resolution.

Mayor Harvey discussed how the city would provide education to the community regarding what is being proposed and what would be on the ballot to ensure that the community is well informed.

Resolution No. 2022-12: A Resolution of The City Council of The City of Manor, Texas, Planning for the Priorities of the Additional One Percent (1%) Use of General Revenue Sales and Use Tax Revenue if Approved by a Majority of Qualified Voters at the Special Election Being Held on November 8, 2022.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve Resolution No. 2022-12 for the purpose of planning for the priorities of the additional one percent (1%) use of General Revenue Sales and Use Tax Revenue if approved by a majority of qualified voters at the Special Election Being Held on November 8, 2022.

Discussion was held regarding the clarification on final priorities listed on the resolution.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on a resolution ordering a General Election to be held on November 8, 2022, for the purpose of electing three (3) Council Members of the City Council (Place Nos. 2, 4, and 6) for a four-year term; Making provisions for the conduct of the election; Providing for other matters relating to the election; Authorize the Mayor to execute the final Notice of General Election; and Authorize the City Manager to execute the election agreements with Travis County.

The city staff recommended that the City Council approve Resolution No. 2022-13 ordering the November 8, 2022, General Election for the purpose of electing three (3) Council Members of the City Council (Place Nos. 2, 4, and 6); making provisions for the conduct of the election; providing for other matters relating to the election; authorize the Mayor to execute the final Notice of General Election; and authorize the City Manager to execute the election agreements with Travis County.

Resolution No. 2022-13: A Resolution of The City of Manor, Texas, Ordering a General Election to be Held on November 8, 2022, for the Purpose of Electing Three (3) Council Members of The City Council (Place Nos. 2, 4, And 6) for a Four-Year Term; Making Provisions for the Conduct of The Election; Providing for Other Matters Relating to the Election; and Providing An Effective Date.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Deja Hill, to approve Resolution No. 2022-13 ordering the November 8, 2022, General Election for the purpose of electing three (3) Council Members of the City Council (Place Nos. 2, 4, and 6); making provisions for the conduct of the election; providing for other matters relating to the election; authorize the Mayor to execute the final Notice of General Election; and authorize the City Manager to execute the election agreements with Travis County.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on proposed Charter Amendments.

The city staff recommended that the City Council City Council approve the proposed Charter Amendments Proposition C through Proposition J as proposed.

City Manager Moore discussed the proposed Charter Amendments.

Discussion was held regarding the proposition of City Secretary Section to be included or excluded from the proposed Charter amendment.

City Manager Moore is requesting for the City Secretary section to stay as is and not be amended.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve the proposed Charter Amendments Proposition C through Proposition J as proposed.

Discussion was held regarding the clarification on ballot language.

Mayor Harvey clarified that due to consistency purposes the City Secretary section was being left as is.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on an ordinance ordering a Special Election to be held on November 8, 2022, on the adoption of amendments to the City Charter; Providing for the election procedures; Providing for an effective date; Providing an open meetings clause; Providing for related matters; and Authorize the Mayor to execute the final Notice of Special Election.

The city staff recommended that the City Council approve Ordinance No. 671 Ordering a Special Election to be Held on the Adoption of Amendments to the City Charter; Providing for the Election Procedures; Providing for an Effective date; Providing an Open Meetings Clause; Providing for related matters; and authorize the Mayor to execute the final Notice of General Election.

City Attorney Saenz advised that the motion would need to include the exclusion of City Secretary section.

Ordinance No. 671: An Ordinance of The City of Manor, Texas, Ordering a Special Election to be Held on the Adoption of Amendments to the City Charter; Providing for the Election Procedures; Providing for an Effective Date; Providing an Open Meetings Clause; and Providing For Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Ordinance No. 671 Ordering a Special Election to be Held on the Adoption of Amendments to the City Charter; Providing for the Election Procedures; Providing for an Effective date; Providing an Open Meetings Clause; Providing for related matters; and authorize the Mayor to execute the final Notice of General Election with the exclusion of Section 7.07 City Secretary.

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 8:56 p.m. on Wednesday, August 17, 2022, 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 (Consultation with Attorney)* to consult with legal counsel regarding the *Interlocal Agreement for Fire Code Enforcement Services between the City of Manor and Travis County Emergency Services District No. 12.* at 8:56 p.m. on Wednesday, August 17, 2022.

The Executive Session was adjourned at 9:27 p.m. on Wednesday, August 17, 2022

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 9:27 p.m. on Wednesday, August 17, 2022.

Mayor Harvey opened the floor for action to be taken on the items discussed in the Executive Session.

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:27 p.m. on Wednesday, August 17, 2022.

These minutes approved by the Manor City Council on the 7th day of September 2022. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



**CITY COUNCIL
CALLED SPECIAL SESSION MINUTES
AUGUST 19, 2022**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2 (Absent)
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 Jones, Economic Development Director
Phil Green, IT Director

SPECIAL SESSION – 2:30 P.M.

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Harvey at 2:37 p.m. on Friday, August 19, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared at this time.

REGULAR AGENDA

1. Consideration, discussion, and possible action on a Resolution by the City Council of the City of Manor, Texas, Establishing Legislative Priorities for the City of Manor, and Recommending those Priorities to the Texas Municipal League for Inclusion in their Legislative Program.

The city staff recommended that the City Council approve Resolution No. 2022-14 Supporting Legislation that Extends to all Municipalities Authority to Manage Emergency Service Districts Within Its Defined Corporate Limits and Support Additional Appropriations For Affordable And Workforce Housing.

Mayor Harvey explained the process for the city's resolution submittal to the Texas Municipal League to be considered in TML's Legislative Program and advocacy efforts for the 88th Texas Legislative Session.

Discussion was held regarding the following matters:

1. Support state legislation that would protect municipalities abilities to manage Emergency Service Districts ("Districts") within their defined corporate limits:
 - Change governance structure for Districts from an appointed board to an elected body to produce accountability to taxpayers and eliminate the "taxation without representation" problem that currently exists.
 - Require Districts to receive approval from the City for expansion (i.e., annexation of additional territory). If the City rejects the request, the District must provide a petition from 50% of property owners in the service area.
 - Require the District to obtain budget approval from each City in whose boundaries the District provides services.
 - Require a commensurate number of board appointees to the District board from citizens who live in the City served by the District, appointed by the City Council.
 - Enact term limits on District board members. (Currently, County Commissioners' courts may reappoint the same members into perpetuity.)
 - Require Districts that maintain a website to post meeting agendas on their website.
2. Support legislations and additional appropriations for affordable and workforce housing that allows for the expansion and preservation of diverse, affordable homes in cities.

Discussion was held regarding the attached cover sheets regarding the city's concerns on the matters stated above.

Discussion was held regarding housing affordability within the city.

Resolution No. 2022-14: A Resolution of The City Council of The City of Manor, Texas, Supporting Legislation That Extends to all Municipalities Authority to Manage Emergency Service Districts Within Its Defined Corporate Limits and Support Additional Appropriations for Affordable and Workforce Housing.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Resolution No. 2022-14 Supporting Legislation that Extends to all Municipalities Authority to Manage Emergency Service Districts Within Its Defined Corporate Limits and Support Additional Appropriations for Affordable And Workforce Housing.

There was no further discussion.

Motion to approve carried 6-0

ADJOURNMENT

The Special Session of the Manor City Council Adjourned at 3:21 p.m. on Friday, August 19, 2022.

These minutes approved by the Manor City Council on the 7th day of September 2022. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

2022

TML RESOLUTION COVER SHEET

Sponsoring Entity : City of Manor

Brief Background: Affordable and workforce housing is important to the economic sustainability for Manor and all cities through State of Texas to support the local workforce and allow workers to live close to their jobs. We recognize shorter commute times reduce traffic congestion, air pollution, and expenditures needed for annual street maintenance and repairs. When communities are able to provide affordable rent units, it frees up income for individuals and families to pay for other living expenses, including food, travel costs to work or school, and monthly prescriptions. We understand the need to have an adequate housing supply in the different regions of the state that provides secure and stable housing to a household. This allows the head of each household to focus on their jobs and additional training opportunities that are offered to advance their careers. A recent annual study by the National Low Income Housing Coalition found that there is a shortage of 687,674 rental housing units accessible to low income families in Texas. Seventy-four percent of the state's Extremely Low Income households are severely cost-burdened, meaning they spend more than half of their monthly income on housing. For every 100 in-need renters in Texas, there are only 29 affordable units available to rent. A person is considered overburdened if they spend more than thirty percent of their monthly income on housing. The study found that the amount of federal dollars the state is expected to receive is significant, but does not come close to filling the state's affordable housing inventory. Affordable housing is generally defined to mean a low- or moderate-income family can afford to buy or rent a decent quality dwelling without spending more than 30% of its income on shelter. In Manor, a low-income family earns 80% of the Median Family Income (MFI): \$70,000. Workforce housing for moderate-income workers in professions needed in all communities such as teachers, fire fighters, and nurses, is also in short supply. Most are overqualified for affordable housing yet cannot afford to buy or to rent the average market-rate home. Costs for daily necessities continue to rise, but take home pay has not kept up with the costs for many families. A greater number of working-class Texans need reasonably-priced housing. Generally, workforce housing incentives are targeted to employees earning no more than 140% of MFI; MFI is approximately \$87,500 in Manor.

What the Resolution is Intended to Accomplish: The City of Manor supports legislation and additional appropriations for affordable and workforce housing that allows for the expansion and preservation of diverse, affordable housing in cities across the state.

How the Resolution is City-Related/How it Address a Municipal Issue: Without funding to assist with affordable and workforce housing, families will continue to struggle with other necessities like food and medical services and face the difficulty of reaching long term stabilization, which in turn hinders a region's and the state's economy.

Statewide Importance: This is a critical issue for urban and rural areas of Texas.

Submitted By: **Name: Dr. Christopher Harvey**
Title: Mayor
City: City of Manor
Email: drcjharvey@cityofmanor.org

2022
TML RESOLUTION COVER SHEET

Sponsoring Entity: City of Manor

Brief Background: Emergency Service District boards are appointed by a Commissioners Court, except under limited circumstances. This creates an accountability issue from the appointed board to the residents of the District and the municipalities within the District where the District and board are assessing and collecting tax revenues, but are not directly accountable to those being taxed. Residents and municipalities aggrieved by a board action must make appeals to a Commissioners Court, which may or may not take action.

What the Resolution in Intended to Accomplish: The resolution seeks support from the Texas Municipal League for legislation that will make all Emergency Service District boards members subject to an election by residents of the District; require Districts to receive approval from the City for expansion (i.e., annexation of additional territory); require the District to obtain budget approval from each City in whose boundaries the District provides service; require a commensurate number of board appointees to the District board from citizens who live in the City served by the District, appointed by the City Council; enact term limits on District board members (Currently, County Commissioners' courts may reappoint the same members into perpetuity.); and require Districts that maintain a website to post meeting agendas on their website.

How the Resolution is City-Related/How it Address a Municipal Issue: In recent years, Emergency Service Districts have taken actions that purport to serve their best interest but are detrimental to residents and municipalities within the District; such as removing collocated Emergency Medical Service facilities, assessing sales tax within the corporate limits of municipalities, and expanding their jurisdictions without the consent of a municipality. This resolution seeks support for legislation that will enable greater accountability by the board by causing their membership to be elected rather than appointed.

Statewide Importance: This is a growing issue for urban and rural areas of across the State of Texas dealing with substantial planned growth development being impacted by Emergency Service Districts as the majority of residents and municipalities of the State are subject to Commissioner Court appointed Emergency Service District boards.

Submitted By: **Name: Dr. Christopher Harvey**
 Title: Mayor
 City: City of Manor
 Email: drcjharvey@cityofmanor.org

RESOLUTION NO. 2022-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, SUPPORTING LEGISLATION THAT EXTENDS TO ALL MUNICIPALITIES AUTHORITY TO MANAGE EMERGENCY SERVICE DISTRICTS WITHIN ITS DEFINED CORPORATE LIMITS AND SUPPORT ADDITIONAL APPROPRIATIONS FOR AFFORDABLE AND WORKFORCE HOUSING.

WHEREAS, the Texas Municipal League has invited member cities to submit resolutions by August 22, 2022, with the recommendations for consideration in TML’s Legislative Program and advocacy efforts for the 88th Texas Legislative Session; and

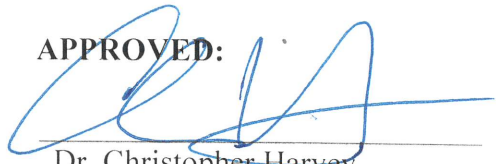
WHEREAS, City Council supports legislation addressing the matters described herein and the TML Resolution Cover Sheet that accompanies this Resolution and recommends inclusion of these matters in TML’s Legislative Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, that Texas Municipal League include the following matters in Legislative Program for the 88th Texas Legislative Session:

1. Support state legislation that would protect municipalities abilities to manage Emergency Service Districts (“Districts”) within their defined corporate limits:
 - Change governance structure for Districts from an appointed board to an elected body to produce accountability to taxpayers and eliminate the “taxation without representation” problem that currently exists.
 - Require Districts to receive approval from the City for expansion (i.e., annexation of additional territory). If the City rejects the request, the District must provide a petition from 50% of property owners in the service area.
 - Require the District to obtain budget approval from each City in whose boundaries the District provides services.
 - Require a commensurate number of board appointees to the District board from citizens who live in the City served by the District, appointed by the City Council.
 - Enact term limits on District board members. (Currently, County Commissioners' courts may reappoint the same members into perpetuity.)
 - Require Districts that maintain a website to post meeting agendas on their website.

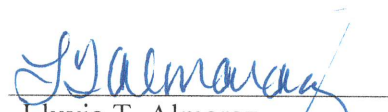
2. Support legislations and additional appropriations for affordable and workforce housing that allows for the expansion and preservation of diverse, affordable homes in cities.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 19th DAY OF AUGUST 2022.

APPROVED: 

Dr. Christopher Harvey,
Mayor

ATTEST:



Luvia T. Almaraz,
City Secretary





**CITY COUNCIL
CALLED SPECIAL SESSION MINUTES
AUGUST 23, 2022**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

- Emily Hill, Mayor Pro Tem, Place 1 (Arrived at 6:39 p.m.)
- Anne Weir, Place 2
- Maria Amezcua, Place 3 (Arrived at 6:29 p.m.)
- Sonia Wallace, Place 4
- Aaron Moreno, Place 5
- Deja Hill, Place 6

CITY STAFF:

- Scott Moore, City Manager
- Lluvia T. Almaraz, City Secretary
- Lydia Collins, Director of Finance
- Scott Jones, Economic Development Director
- Scott Dunlop, Development Services Director

SPECIAL SESSION – 6:00 P.M.

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Harvey at 6:09 p.m. on Tuesday, August 23, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Mayor Harvey submitted a speaker card and spoke in regard to the Texas Municipal League (TML) Policy Summit he attended. He gave a brief report of the process that TML would take to the upcoming Legislative Session. Mayor Harvey stated that the city’s resolution would be presented at the TML Conference in October for consideration and approval.

No one else appeared at this time.

REGULAR AGENDA

1. Consideration, discussion, and possible action on ordinance authorizing the issuance of “City of Manor, Texas Tax Notes, Series 2022”; and enacting provisions incident and related to the issuance of said notes.

The city staff recommended that the City Council approve Ordinance No. 672 authorizing the issuance of \$10,000,000 “City of Manor, Texas Note, Series 2022”; and Enacting provisions incident and related to the Issuance of Said Note.

Director of Finance Collins discussed the proposed bond issuance.

Gregory Miller with Bickerstaff Heath Delgado Acosta LLP discussed the Tax Note of \$10,000,000 and explained the Interest Rate for the bond.

Discussion was held regarding the Debt Service Schedule.

Discussion was held regarding closing dates.

Director of Finance Collins discussed the reasons for the bond that would include the following:

1) design and construction of, and the acquisition of equipment and other property for, the improvement and expansion of the City’s water and sewer systems, including the oversizing and expansion of water and sewer lines, the construction of new water and sewer lines, the addition of new ground storage tanks and pumps, and the expansion of one or more lift stations; (2) improvements to certain roadways, including safety feature improvements, throughout the City; and (3) the payment of professional services and costs of issuance related thereto.

Discussion was held regarding the clarification of bond issuance for safety features and possibly drainage improvements.

Christina Lane Financial Advisor with SAMCO Capital discussed the bond process.

Discussion was held regarding the city’s Net Debt Service Schedule.

Ordinance No. 672: An Ordinance Authorizing the Issuance of \$10,000,000 “City of Manor, Texas Tax Note, Series 2022”; and Enacting Provisions Incident and Related to the Issuance of Said Note.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to approve Ordinance No. 672 authorizing the issuance of \$10,000,000 “City of Manor, Texas Note, Series 2022”; and Enacting provisions incident and related to the Issuance of Said Note.

There was no further discussion.

Motion to approve carried 7-0

ADJOURNMENT

The Special Session of the Manor City Council Adjourned at 6:47 p.m. on Tuesday, August 23, 2022.

These minutes approved by the Manor City Council on the 7th day of September 2022. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion and possible action on an Ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

Applicant: Henderson Professional Engineers
Owner: 16023 HWY 290 LLC

BACKGROUND/SUMMARY:

This property was annexed in 2017. No zoning was requested at the time of annexation, so it defaulted to Agricultural zoning. General Office should generally be located along arterial roadways and serve as community or regional employment centers.

First reading was approved at the August 17, 2022, Regular Council Meeting.

LEGAL REVIEW: No
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 673
- Letter of Intent
- Zoning Map
- Area Map
- Permitted Use
- Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is city staff’s recommendation for the City Council to approve the second and final reading of an Ordinance No. 673 rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

ORDINANCE NO. 673

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM AGRICULTURAL (A) TO GENERAL OFFICE (GO); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

WHEREAS, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

WHEREAS, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

SECTION 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

SECTION 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

SECTION 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from Agricultural (A) to zoning district General Office (GO). The Property is accordingly hereby rezoned to General Office (GO).

SECTION 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Texas Gov't. Code.

ORDINANCE NO. 673

PASSED AND APPROVED FIRST READING on this the 17th day of August 2022.

PASSED AND APPROVED SECOND AND FINAL READING on this the 7th day of September 2022.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT "A"

Property Address: 16023 US Hwy 290 E, Elgin, TX 78621

Property Legal Description:

Lot 16, Bluebonnet Park, according to the map or plat thereof, recorded in Volume 95, Page 2, Plat Records, Travis County, Texas

February 15, 2022

Salt and Pepper Development
C/O Bruce Raney
601 Quail Valley Drive
Georgetown, Texas 78626
512.585.6346 BruceR@SaltAndPepperDevelopment.com

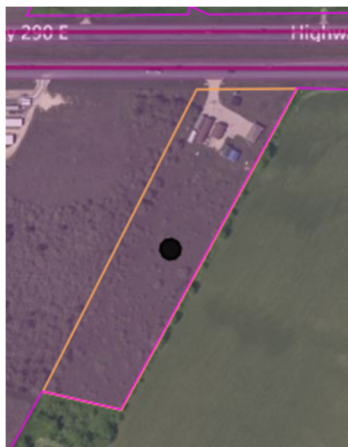
RE: 16023 US-290, Elgin, Texas 78621

To Whom It May Concern:

Henderson Professional Engineers is under contract with Salt and Pepper Development on the property located at 16023 US-290, Elgin, Texas 78621 for the Re-Zoning application from AG- Agricultural to GO- General Office. The legal description of the property is: Lot 16 Bluebonnet Park. The 4.7874-acre tract of land is shown in Travis County Appraisal District records as 773142, inside the corporate limits of Manor, Texas. The City of Manor application requires a deed showing ownership, proof of signatory authority, ownership authorization for HPE to represent them as an agent, several exhibits to show zoning categories of surrounding properties and a letter outlining the proposal for rezoning. It is important to note that re-zoning is a proposal and this could be changed and may be entirely different than this vision. This proposal cannot be conditionally approved for the rezoning.

The City of Manor requires information to be submitted to the development services department no less than 4 weeks before the first available Planning and Zoning Commission meeting. Those meetings are held on the second Wednesday of each Month. Based on our history of re-zoning applications in the area, the Planning and Zoning commission will then make a recommendation to the City Council to approve or deny the rezoning application. The City Council meets on the first and third Wednesday of each month and must hear the rezoning case and hold a public hearing twice prior to final approval. Based on the best available written data, it is possible that the re-zoning may be approved within 90 days from the date of the conveyance of the land and the application submittal to the city.

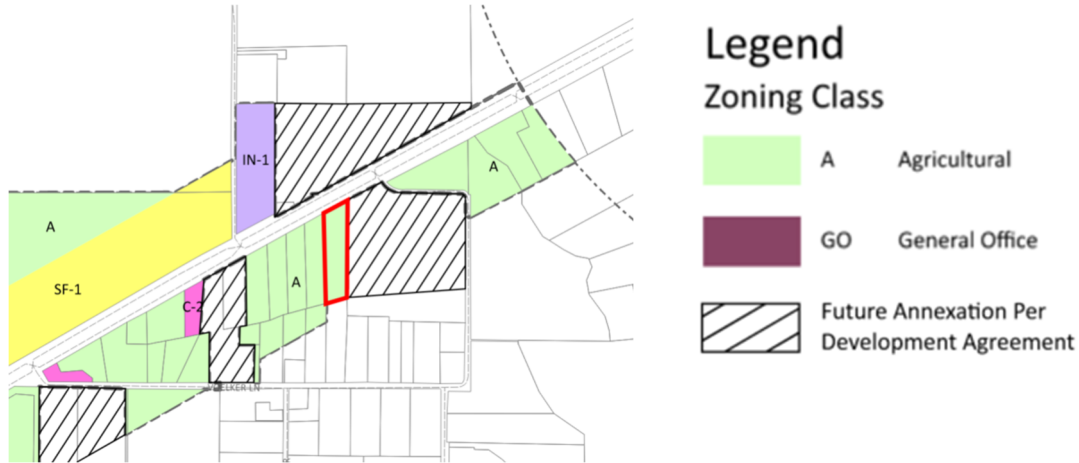
In my career, I have personally been involved in numerous re-zoning and re-platting projects within the Hill Country area. I am very familiar with the process in Manor, Texas and have a great working relationship with the City staff of Manor, Texas. I have a high degree of confidence that the rezoning from Ag-Agricultural to GO-General Office will be approved. The property is outlined in yellow below:



www.hendersonpe.com | 512.350.6228 | 600 Round Rock West Drive, Suite 604, Round Rock, TX 78681
PELS Firm F-22208 | WBE210166 | HUB 1853873845300

Page | 1

The project site is currently zoned A (Agricultural). The existing roads and utilities (water, sewer and power) will serve the new commercial development. The current zoning of the surrounding areas is:



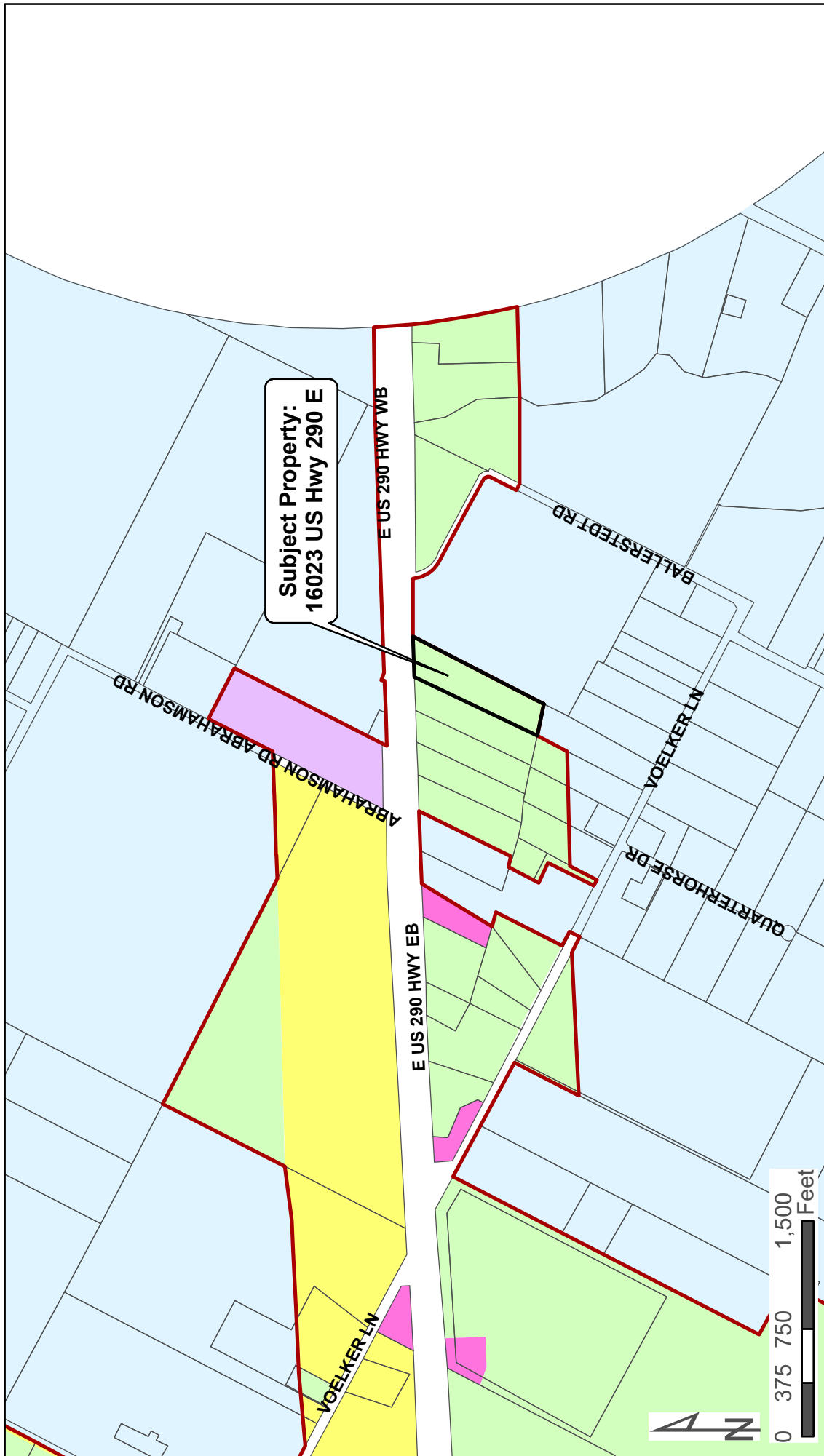
The City of Manor Code of Ordinances provides the regulations for the jurisdiction of this development at this time. The Code of Ordinances, Chapter 14, indicates that General Office should provide large office complexes to support the community as a whole and to provide regional employment opportunities. This site, located along an arterial roadway and can provide for transitional uses between neighborhoods and more intensive commercial regional activities.

Should you need additional information please do not hesitate to contact me at Jen@HendersonPE.com or 512.350.6228.

Respectfully,

Jen Henderson, P.E.
President
Henderson Professional Engineers, LLC

JH/

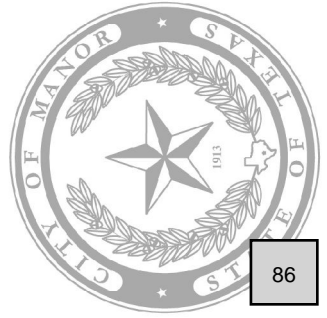


Subject Property:
16023 US Hwy 290 E

Zone	Color	Description
A - Agricultural	Light Green	Agricultural
SF-1 - Single Family Suburban	Yellow	Single Family Suburban
SF-2 - Single Family Standard	Light Yellow	Single Family Standard
TF - Two Family	Orange	Two Family
TH - Townhome	Light Orange	Townhome
MF-1 - Multi-Family 15	Brown	Multi-Family 15
MF-2 - Multi-Family 25	Dark Brown	Multi-Family 25
MH-1 - Manufactured Home	Light Green	Manufactured Home
I-1 - Institutional Small	Light Blue	Institutional Small
I-2 - Institutional Large	Blue	Institutional Large
GO - General Office	Dark Red	General Office
C-1 - Light Commercial	Light Pink	Light Commercial
C-2 - Medium Commercial	Pink	Medium Commercial
C-3 - Heavy Commercial	Dark Pink	Heavy Commercial
NB - Neighborhood Business	Light Red	Neighborhood Business
DB - Downtown Business	Red	Downtown Business
IN-1 - Light Industrial	Light Purple	Light Industrial
IN-2 - Heavy Industrial	Dark Purple	Heavy Industrial
PUD - Planned Unit Development	Red Diagonal Lines	Planned Unit Development
ETJ	Light Blue	ETJ

Proposed:
General Office (GO)

Current:
Agricultural (A)





Item 4.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Athletic facility	C	C	C								
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								
Child care center		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off-street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Community garden	C	C	C		C	C	C				

Item 4.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Construction and equipment sales (major)									P	P	P
Construction and equipment sales (minor)							P	P	P	P	
Consumer repair services					P	P	P	P	P		
Contractor's shop								C	C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room								C/S	C/S	C/S	
Garden center								C	C	C	
Gasoline station (full service)								C/S	C		
Gasoline station (limited)					C/S			C/S	C/S	C	
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		

Item 4.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C	C	C	
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Pet store					C	C	C	C	C		

Item 4.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Portable building sales									P	P	
Printing and publishing				C	C	C	C	C	C		
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive-in or drive-through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		
Semi-permanent food establishment							C	C	C		
Shooting range, indoor									P	P	

Item 4.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Smoke shop or tobacco store							P	P	P		
Theater							P	P	P		
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop or travel center									P	P	
Utility services, major			C							C	C
Utility services, minor	P	P	P	P	P	P	P	P	P	P	P
Vehicle storage facility									C	C	
Veterinary services, large								C	C		
Veterinary services, small					C	C	C	C	C		
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		



7/7/2022

City of Manor Development Services

Notification for a Zoning Application

Project Name: 16023 US-290 General Office Rezoning
 Case Number: 2022-P-1454-ZO
 Case Manager: Scott Dunlop
 Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Zoning Application for 16023 US-290 located at 16023 US-290, Elgin, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Zoning Application for the 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

Applicant: *Henderson Professional Engineers*

Owner: *16023 HWY 290 LLC*

The Planning and Zoning Commission will meet at 6:30PM on 8/10/2022 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Subdivision Short Form Final Plat has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

PHANTASTIC ENDEAVOR LLC
3345 KENDALL LN
IRVING TX 75062-6593

ABRAHAMSON ROYCE L
7009 BENT OAK CIR
AUSTIN TX 78749-2301

BRADLEY BLANCHE D
16100 VOELKER LN
ELGIN TX 78621-4108

CHUNG BENJAMIN TAEHOON
66 Quarter Horse
Irvine CA 92602-0201

424 GILMER LLC
12702 Sherbourne St
Austin TX 78729-4541

BRYANT CRAIG T
PO BOX 1534
BROWNWOOD TX 76804-1534

ALAMO CONCRETE PRODUCTS LTD
PO BOX 34210
SAN ANTONIO TX 78265-4210

PHAN HAI VAN
7205 CURPIN CV
AUSTIN TX 78754-5781

LINVILLE LLC
1100 N AVENUE F
ELGIN TX 78621-1035

NASSIM HILL PROPERTIES LP
15908 HIGHWAY 290 E
ELGIN TX 78621-4156



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 14 to George Butler Associates, Inc. for the Wastewater Collection and Treatment System Master Plan.

BACKGROUND/SUMMARY:

The existing master plan was developed over a 2-year period and was adopted in July of 2008. The plan and was intended to project ultimate wastewater collection and treatment needs for the CITY and develop a 10-year capital improvements plan. Growth within the CITY over the intervening period has been slower than anticipated for a number of years due the recession that began in 2008 and lasted until 2014. In the following six to eight years growth has increased dramatically and is fast outpacing growth projections from the prior study, hence the need to update the existing study and project flows for both a 10-year period ending in 2033 and ultimate conditions. This past fall flow monitoring was performed under a separate study as part of the Inflow and Infiltration (I/I) reduction effort. Results from this plan update will be compared to collection system flow monitoring data to calibrate and confirm existing system capacities. The wastewater master plan will include a dynamic model of the system’s trunk main that can be maintained and updated to evaluate new development projects as they arise and aid in evaluation and determination of capital project scopes, priority and timing.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes
PRESENTATION: Yes
ATTACHMENTS: Yes

- Statement of Work No. 14

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the proposed Statement of Work No. 14 to the existing Master Services Agreement with George Butler Associates, Inc. for the Wastewater Collection and Treatment System Master Plan project in the amount of \$303,100.00.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

EXHIBIT A

**Statement of Work (SOW) No. 14
TO MASTER SERVICES AGREEMENT**

Statement of Work No. 14 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: Professional Engineering Services to provide services and cost for updating the comprehensive master plan for the City of Manor’s (CITY) wastewater collection and treatment systems. The existing master plan was developed over a 2-year period and was adopted in July of 2008. The plan and was intended to project ultimate wastewater collection and treatment needs for the CITY and develop a 10-year capital improvements plan. Growth within the CITY over the intervening period has been slower than anticipated for a number of years due the recession that began in 2008 and lasted until 2014. In the following six to eight years growth has increased dramatically and is fast outpacing growth projections from the prior study, hence the need to update the existing study and project flows for both a 10-year period ending in 2033 and ultimate conditions. This past fall flow monitoring was performed under a separate study as part of the Inflow and Infiltration (I/I) reduction effort. Results from this plan update will be compared to collection system flow monitoring data to calibrate and confirm existing system capacities.

SCOPE OF SERVICES:

TASK 100: PRELIMINARY CONFERENCES AND INVESTIGATION

SUBTASK 1: Conduct Kickoff Meetings (2 meetings). Arrange and provide agendas for kickoff meetings with CITY’s Public Works staff and others as appropriate for the project. Discussions shall be held to review and confirm the project goals, planning intervals and objectives, to evaluate primary concerns regarding implementation of the project(s), and to confirm the scope of work, schedule and deliverables. Minutes of the meetings will be generated and submitted to the City for project records.

SUBTASK 2: Conduct Progress and Review Meetings (4 meetings). Arrange, provide agendas and conduct progress and submittal review meetings with CITY staff. Minutes of the meetings will be generated and submitted to the City for project records.

SUBTASK 3: Administration. Provide project administration by coordinating work with CITY and making assignments to ENGINEER’s staff and maintaining schedule. Provide monthly billings to CITY accompanied by schedule of completion and description of work completed associated with the billing.

TASK 200: COLLECT AVAILABLE DATA

SUBTASK 1: Define and Establish Wastewater Service Study Area. Work with the CITY to define the study area boundaries and gather documents related to current and future land use and population projections

for areas within the service area. Documents considered in the plan will be the 2022 Comprehensive Plan for land uses and population projections, 2008 Wastewater Master Plan for overall regional solutions, and the 2021 Community Impact Fee (CIF) Capital Improvements Plan (CIP) for status of previously identified 10-year CIP projects.

SUBTASK 2: Collect Records. Data will be collected from the CITY that will include but is not limited to previous reports, record drawings, pump station information, asset registry, GIS data (wastewater system, planning department), rainfall data, mapping and population data for the project.

SUBTASK 3: Survey Manholes. Manholes that are connected to pipes with diameters of 12 inches or greater (approximately 255) will be surveyed to obtain coordinates and manhole rim elevations. Measurements of depth to invert will also be collected. Only those manholes that are intended to be modeled will be surveyed.

SUBTASK 4: Establish Design Criteria. CITY and ENGINEER will discuss and establish desired design criteria relative to TCEQ Rules for conveyance based on expected flows, modeling, and capacity requirements. If design criteria varies from previous master plans, impacts of design criteria modification will be considered relative to existing data and projections.

SUBTASK 5: Review data. Review the collected data and established criteria, identifying any data gaps and noting any necessary assumptions.

SUBTASK 6: Data Collection Technical Memorandum. Issue technical memorandum documenting the Wastewater Service Study Area, current and future land uses and population projections, collected records and selected design criteria.

TASK 300: REVIEW STATUS OF EXISTING WASTEWATER CAPITAL IMPROVEMENTS PLAN INFRASTRUCTURE PROJECTS

SUBTASK 1: Review proposed infrastructure projects from City of Manor 2021 Wastewater Community Impact Fee Capital Improvements Plan.

SUBTASK 2: Provide general status (pending, under construction, complete) of each proposed infrastructure project from the City of Manor 2021 Wastewater Community Impact Fee Capital Improvements Plan from Exhibit A-4 of the Plan.

TASK 400: REVIEW EXISTING COLLECTION AND TREATMENT SYSTEMS

SUBTASK 1: Establish Understanding of Existing Systems. Review and understand current capacities and projections of the existing infrastructure focusing on interceptors, lift stations and treatment works.

SUBTASK 2: Establish Current Flow Characteristics. Review flow monitoring report from Fall of 2021 to understand the current operational state of the systems. Quantified I/I analyses from the I/I study will be considered when performing the review of the existing systems.

SUBTASK 3: Develop Network Figures. Based on existing data generated by others for land use projections and establishing flow monitoring basins, figures will be developed that represent the extents of the collection system and operational configurations.

SUBTASK 4: Evaluate Treatment Capacities. ENGINEER will compare treatment capacities designed at the plant to experienced flows.

TASK 500: MODELING

SUBTASK 1: Drainage Basins, Land Uses, Population and Flow Projections. Establish within an ArcGIS platform all system basins, and utilize planned land uses and population projections to develop flow projections within each basin for the 10-year planning horizon. CITY will provide all future land uses and population projections to be used in growth scenario modeling for 10 year and ultimate scenarios.

SUBTASK 2: Network Development. Utilizing the GIS data from the I/I Reduction program, a model network of sewers 12 inch and greater in the CITY's collection system shall be developed in PCSWMM. The network will also include pump stations within the service area. Routing, elevation, and missing data checks will be conducted on the initial network. Corrective measures will primarily be conducted in the office and may include checking record drawings for missing data or interpolating missing elevations between known invert data. It is anticipated that some data (for up to 200 locations) will need to be collected in the field and will require rim elevation surveys such as diversions and flow splitters to correct or verify the network. Pump station data will be collected from the CITY's records or from discussions with CITY staff and/ or site visits (up to 38). Any needed changes to the GIS will be documented and communicated to CITY's GIS personnel. Data flags will be included in the Model to flag the source of the data used.

SUBTASK 3: Model Calibration. Model calibration will be conducted by utilizing ENGINEER's existing procedures and existing flow monitoring data. ADDWF will be calculated from diurnal flows, large users and population equivalents. Infiltration will be inserted as a constant flow distributed through the catchments. Inflow will be represented in the model and calibrated to the Q vs. i plot, rain events to which the model is to be verified, and shape of the synthetic hydrograph obtained from summarized data.

SUBTASK 4: Model Settings Workshop. A model set-up workshop will be conducted with CITY to determine the estimated percent development of future growth basins for the 5 and 10-year study horizon model runs.

The levels of growth to include in the model runs will be based on an estimated percent development in identified growth areas. The established level of growth (percent developed) in each growth basin will be for the 5 and 10-year study horizon.

SUBTASK 5: Model Runs. Model runs will be conducted. The CITY's design storm will be used for all model runs. The following model runs will be completed:

- Existing Conditions
- Interim Future Growth Conditions (5-year time horizon)
- 10-year Future Growth Conditions

TASK 600: MODEL RUNS ANALYSIS AND RESULTING COSTS

SUBTASK 1: Cost Data. Unit cost data will be developed to estimate relief sewer and I/I removal costs. Information will be collected from CITY to assist in this process. The cost data will include sewer installation or relief sewer costs, pump station costs and I/I removal costs. The cost data will be summarized for the report.

SUBTASK 2: I/I Removal Cost. The estimated I/I removal cost for the CITY's wastewater collection system will be established.

SUBTASK 3: Summarize Model Runs. For each model run, overloaded sewers will be established with a percent used. An estimated relief sewer cost will be established for each run. Relief sewers and relief sewer costs will be based on replacement sewers to carry the flow with no surcharge. City-preferred priority for line replacement alternatives is first pipe bursting, then line removal/replacement and then parallel mains. Recommendations for replacement methodologies will be provided.

SUBTASK 4: Establish Urgency of Relief Sewers. The model runs will assist in determining the urgency of relief sewers for interceptors. Based on the results, a recommended timeline of improvements will be developed and presented in the alternative workshop meeting as described below. Trigger points for actual project implementation will also be identified for critical CIP projects.

TASK 700: ALTERNATIVE EVALUATION FOR RELIEF OF INTERCEPTORS

SUBTASK 1: Alternative Development Workshop. The alternative relief options for interceptors will be developed under 10-year growth conditions. Once all alternatives' options have been developed, a meeting with CITY will then be held to narrow the alternatives to no more than three. Possible alternatives include pipe bursting, parallel interceptor, replacement interceptor and storage.

SUBTASK 2: Alternative Model Runs. The alternative relief options will be set up in the model and run for 10-year growth conditions during the CITY's design storm. Relief sizing will be determined to safely transport the flow.

SUBTASK 3: Alternative Cost Estimates and Analyses. Planning level cost estimates of the alternatives will then be established. A comparison of the alternatives will then be conducted to establish pros and cons for each.

SUBTASK 4: Meeting with CITY to Select Alternative. A meeting with the CITY be held to review the alternatives and select an alternative for the recommended plan.

TASK 800: REPORTING

SUBTASK 1: Summarize Work Completed. The work completed will be summarized into report form.

SUBTASK 2: Develop Recommendations. Recommendations for improvements to the collection system including new facilities, interceptors' capacity, I/I removal and further evaluation of overloaded sewers will be developed. Included with the recommendations will be conceptual-level cost estimates.

SUBTASK 3: Phasing Plan. A phasing plan will be developed. Projects will be prioritized based on the size of the project and costs. Review of model runs for existing conditions, interim (5-year) growth and 10-year growth will also assist in establishing project phases.

SUBTASK 4: Prepare Draft Report. A draft report will be prepared that summarizes and presents results. The report will be submitted to CITY and a review meeting will be scheduled to discuss comments.

SUBTASK 5: Prepare Final Report. A final report will address any comments from the draft report review meeting. A final submittal will include a hard copy and digital version of the final report.

SUBTASK 6: Data Submittal. The following submittals will be provided at the end of the project:

- PCSWMM Model:
 - Existing System Set-up
 - 10-year Growth Set-up
 - Final Alternative Set-up
- Inventory data in a format that can be imported into a GIS database. (To be coordinated with Manor GIS Staff).

ADDITIONAL SERVICES:

Services specifically excluded under this Agreement include:

1. Any designs, reports or studies not specifically listed.
2. Additional meetings and site visits not specifically listed.
3. Any other service not specifically listed.
4. Potholing not specifically listed.
5. Testing or analysis.

COMPENSATION:

TASK 100 FEE:	\$29,600
TASK 200 FEE:	\$31,900
TASK 300 FEE:	\$9,300
TASK 400 FEE:	\$22,800
TASK 500 FEE:	\$134,100
TASK 600 FEE:	\$13,700
TASK 700 FEE:	\$13,600
TASK 800 FEE:	\$48,100

TOTAL: \$303,100

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____



By: _____

Date: _____

Date: 8/30/2022



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 15 to George Butler Associates, Inc. for the Water Distribution System Master Plan.

BACKGROUND/SUMMARY:

The existing master plan was last updated in July of 2010. This study included the evaluation of the water system to meet existing regulatory requirements and accommodate anticipated growth within the system The plan was intended to project long-term water distribution needs for the CITY and develop a 10-year capital improvements plan. Growth within the CITY over the intervening period has been faster than anticipated for a number of years due to the substantial growth in the Central Texas area. The growth has increased dramatically and is fast outpacing growth projections from the prior study, hence the need to update the existing study and project flows for a 10-year period ending in 2033. The projection for ultimate population capacity has nearly doubled since the previous study was performed.

GBA will prepare an update to the existing water master plan reviewing: water system performance, existing facilities, areas of potential growth, new regulatory requirements, long-term wholesale supply source options, and develop a prioritized capital improvement project plan.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes
PRESENTATION: Yes
ATTACHMENTS: Yes

- Statement of Work No. 15

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the proposed Statement of Work No. 15 to the existing Master Services Agreement with George Butler Associates, Inc. for the Water Distribution System Master Plan project in the amount of \$138,800.00.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

EXHIBIT A

**Statement of Work (SOW) No. 15
TO MASTER SERVICES AGREEMENT**

Statement of Work No. 15 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2022.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: Professional Engineering Services to provide services and costs for updating the comprehensive master plan for the City of Manor’s (CITY) water distribution system. The existing master plan was last updated in July of 2010. This study included the evaluation of the water system to meet existing regulatory requirements and accommodate anticipated growth within the system The plan was intended to project long-term water distribution needs for the CITY and develop a 10-year capital improvements plan. Growth within the CITY over the intervening period has been faster than anticipated for a number of years due to the substantial growth in the Central Texas area. The growth has increased dramatically and is fast outpacing growth projections from the prior study, hence the need to update the existing study and project flows for a 10-year period ending in 2033. The projection for ultimate population capacity has nearly doubled since the previous study was performed.

GBA will prepare an update to the existing water master plan reviewing: water system performance, existing facilities, areas of potential growth, new regulatory requirements, long-term wholesale supply source options, and develop a prioritized capital improvement project plan.

SCOPE OF SERVICES:

TASK 100: PROJECT ADMINISTRATION AND MANAGEMENT

SUBTASK 1: Conduct Kickoff Meeting. Arrange and provide agendas for kickoff meetings with CITY’s Engineering and Public Works staff, and others as appropriate for the project. Discussions shall be held to review and confirm the project goals, planning intervals, and objectives, to evaluate primary concerns regarding the implementation of the project(s), and to confirm the scope of work, schedule, and deliverables. Minutes of the meeting will be generated and submitted to the City for project records.

SUBTASK 2: Conduct Progress and Review Meetings (2 meetings). Arrange, provide agendas and conduct progress and submittal review meetings with CITY staff. Minutes of the meetings will be generated and submitted to the City for project records.

SUBTASK 3: Administration. Provide project administration by coordinating work with CITY and making assignments to ENGINEER’s staff and maintaining the schedule. Provide monthly billings and progress reports to CITY accompanied by a schedule of completion and description of work completed associated with the billing.

TASK 200: COLLECT AVAILABLE DATA

SUBTASK 1: Define and Establish Water Service Study Area. Work with the CITY to define the study area boundaries and gather documents related to current and future land use and population projections for areas within the service area. Documents considered in the plan will be the 2021 CIF Update for land uses and CIP projects, the current Comprehensive Plan Update for population projections, and the 2010 Master Water Plan for the status of previously identified CIP projects.

SUBTASK 2: Collect Records. Data will be collected from the CITY that will include but is not limited to previous reports, previous land development studies, record drawings, booster pump station information, system operations and controls, SCADA data, pressure recordings, operational records (work orders, pipe breaks, etc.), GIS data, mapping, water use data, preliminary plats or relevant information for proposed developments, and population projection data for the project.

SUBTASK 3: Perform field investigation of existing facilities including pumping and storage facilities, well site, and meter vaults.

SUBTASK 4: Establish Design Criteria. CITY and ENGINEER will discuss and establish desired design criteria relative to TCEQ Rules for water distribution based on expected water demands, modeling, and capacity requirements. If design criteria vary from previous master plans, impacts of design criteria modification will be considered relative to existing data and projections.

SUBTASK 5: Review data. Review the collected data and established criteria, identifying any data gaps and noting any necessary assumptions.

SUBTASK 6: Data Collection Technical Memorandum. Issue technical memorandum documenting the Water Service Study Area, current and future land uses and population projections, collected records, outstanding records or data gaps, and selected design criteria.

TASK 300: REVIEW OF EXISTING WATER DISTRIBUTION SYSTEM

SUBTASK 1: Review proposed infrastructure improvements proposed in the City of Manor 2010 Water Master Plan and the 2021 CIF Update.

SUBTASK 2: Provide general status (pending, under construction, complete) of each proposed infrastructure improvement from the City of Manor 2010 Water Master Plan and the 2021 CIF Update.

SUBTASK 3: Establish Understanding of Existing System. Review and understand current capacities and future projected requirements of the existing infrastructure of the water distribution system.

SUBTASK 4: Evaluate existing water system facilities to meet regulatory requirements and accommodate growth projections.

TASK 400: REVIEW OF WATER SUPPLY NEEDS

SUBTASK 1: Evaluate existing water supply sources for affordability and ability to meet the long-term needs for the City.

SUBTASK 2: Hold one (1) meeting with two (2) potential wholesale suppliers to review feasibility, affordability, and available capacity.

TASK 500: HYDRAULIC MODELING

SUBTASK 1: Update the City’s computerized hydraulic water model based on new water demand data and recently constructed improvements.

SUBTASK 2: Identify areas with high probability of near-term growth and develop water supply projections.

SUBTASK 3: Hydraulic Model Calibration. Using data collected by the City, hydraulic model will be calibrated for accuracy of results. City shall provide pressure recordings and fire hydrant testing at locations determined by the Engineer.

SUBTASK 4: Hydraulic Model Scenarios of the existing system and the proposed future system will include:

- Existing Conditions
- Ability to support projected growth.
- Interim Future Growth Conditions (5-years)
- 10-year Future Growth Conditions
- Long-term Growth Conditions (20-years)

The levels of growth to include in the model runs will be based on an estimated percent development in identified growth areas. The established level of growth (percent developed) in each growth area will be for the 5, 10, and 20-year time horizon. Water demand scenarios shall include: average day, maximum day, and peak hour.

SUBTASK 5: Evaluate hydraulic modeling results to identify regulatory or level of service concerns. Develop recommendations of water system improvements to meet growth projections, fire flow needs, and regulatory requirements.

TASK 600: REPORTING

SUBTASK 1: Summarize Work Completed. The work completed will be summarized into report form.

SUBTASK 2: Develop Recommendations. Recommendations and opinions of probably for improvements to the water distribution system will be provided. Included with the recommendations will be conceptual-level cost estimates.

SUBTASK 3: Phasing Plan. A phasing plan will be developed. Projects will be prioritized based on the size of the project and costs. Review of model runs for existing conditions, interim (5-year), 10-year, and 20-year growth will also assist in establishing project phases.

SUBTASK 4: Prepare Draft Report. A draft report will be prepared that summarizes and presents results. The report will be submitted to CITY and a review meeting will be scheduled to discuss comments.

SUBTASK 4: Present Draft Report. Hold workshop meeting with CITY staff to review the preliminary report and findings. Discuss comments or proposed changes.

SUBTASK 6: Prepare Final Report. A final report will address any comments from the draft report review meeting. A final submittal will include a hard copy and digital version of the final report.

SUBTASK 7: Present Final Report. Coordinate with Owners’ staff and attend a meeting for the purposes of presenting report findings to the City Council.

SUBTASK 8: Data Submittal. The following submittals will be provided at the end of the project:

- Inventory data in a format that can be imported into a GIS database. (To be coordinated with Manor Staff).

CITY PROVIDED ASSUMPTIONS:

- Historical Water Use Data – Sales, Purchases, water lost, customer meter data, etc.
- SCADA Data – Water storage tank levels, pump station discharge pressures and flow rates, master meter flow rates.
- Model Calibration Data – Pressure recordings and fire hydrant flow tests.
- Wholesale Supplier information – water rates, water purchase agreements, available capacities. Source water quality reports.
- GIS Data
- Distribution System Documents – Work Orders, as constructed drawings, operating reports, and pump curves or tags.
- Population Projection Documents – Previous land development studies, Population projection reports, preliminary plats or relevant information for the proposed developments, and Economic development plans.

ADDITIONAL SERVICES:

Services specifically excluded under this Agreement include:

1. Any designs, reports or studies not specifically listed.
2. Additional meetings and site visits not specifically listed.
3. Any other service not specifically listed.
4. Development of land use and land development scenarios.

COMPENSATION:

TASK 100 FEE:	\$	5,700
TASK 200 FEE:	\$	19,800
TASK 300 FEE:	\$	13,400
TASK 400 FEE:	\$	9,600
TASK 500 FEE:	\$	45,400
TASK 600 FEE:	\$	44,900

TOTAL: \$ **138,800**



CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____

Frank T. Phelon
By: _____

Date: _____

Date: 8/30/2022



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the appointment of Planning and Zoning Commission and Developer Representative as Community Impact Fee Advisory Committee.

BACKGROUND/SUMMARY:

Periodically, updates to the City's adopted Community Impact Fee Program is necessary to address changing development conditions. The City Council may appoint the Planning and Zoning Commission and at least one representative of the development community as the Community Impact Fee Advisory Committee. The Committee will be responsible for evaluating and recommending any proposed changes to the Community Impact Fee Land Use Assumptions, Capital Improvements Plan, and/or Impact Fee amount.

LEGAL REVIEW: No Applicable
FISCAL IMPACT: Yes
PRESENTATION: No
ATTACHMENTS: No

STAFF RECOMMENDATION:

It is city staff's recommendation that the City Council approve appointing the Planning and Zoning Commission and a development community representative as the Community Impact Fee Advisory Committee.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 18 to George Butler Associates, Inc. for the 2022 Community Impact Fee (CIF) Program Update.

BACKGROUND/SUMMARY:

Community Impact Fee (CIF) programs are updated at a minimum every five years to comply with the statutory requirements of Chapter 395 of the Local Government Code. The last update to the Water and Wastewater CIF programs was conducted in 2021. Due to recent changes in growth and development within the service area and the City's desire to add a roadway component, City Staff determined that a full update to the CIF Program is warranted. The process will take roughly eight months to complete the update. The City's Planning and Zoning Commission in concert with a development representative and the Advisory Consultant will develop the updates for Council consideration and final CIF Ordinance adoption.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes
PRESENTATION: Yes
ATTACHMENTS: Yes

- Statement of Work No. 18

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the proposed Statement of Work No. 18 to the existing Master Services Agreement with George Butler Associates, Inc. for the 2022 Community Impact Fee Program Update project in the amount of \$63,100.00.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

EXHIBIT A

**Statement of Work (SOW) No. 18
TO MASTER SERVICES AGREEMENT**

Statement of Work No. 18 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: 2022 Community Impact Fee (CIF) Program Update. Review current program status and new growth needs with advisory committee. Perform growth projections, land use assumptions, and conduct public hearing/meetings. Develop impact fee capital improvements project list for water, wastewater and roadway facilities, prepare cost estimates with fee-eligible portions, recommend new fee structure and conduct public hearing/meetings. Furnish support documentation and mapping for City files and provide implementation guidelines.

SCOPE OF SERVICES:

TASK 1: REVIEW ADVISORY COMMITTEE MAKEUP AND ACTIVITIES

Reconstitute Advisory Committee (AC) from 2021 and revise committee member selection as necessary. Review last meeting to initiate the 2022 update.

SUBTASK 1: Contract Maintenance.

SUBTASK 2: Kickoff Meeting. Initial meeting to review AC roles and responsibilities, current program status and set schedule for CIF update.

TASK 2: EVALUATE LAND USE ASSUMPTIONS (LUA) WITH ASSISTANCE FROM AC

SUBTASK 1: Generate Updated LUA Map. The ENGINEER will update the CITY’s existing LUA map with AC input for 2022 to reflect anticipated changes in development projects and timelines.

SUBTASK 2: Review LUA Map with AC. AC will provide comments to ENGINEER on the updated LUA map.

SUBTASK 3: Revise LUA Map from AC Comments. ENGINEER will incorporate discussed AC changes in LUA map before presentation to City Council.

SUBTASK 4: Present LUA Map to City Council. ENGINEER will attend City Council meeting to present revised LUA map.

TASK 3: GENERATE POPULATION PROJECTIONS AND CAPITAL IMPROVEMENT PROGRAM (CIP) NEEDS

SUBTASK 1: Generate Population Projections and CIP Needs. ENGINEER will work with City Staff and AC to develop expected population growth projections based upon the updated LUA map, and available comprehensive plan data.

TASK 4: GENERATE CIP WITH REVIEW AND COMMENT FROM AC

SUBTASK 1: Generate CIP and Review with AC. ENGINEER will revise the CIP elements accordingly to meet the utility and roadway facility service requirements as determined via the updated LUA's and population projections.

SUBTASK 2: Review CIP with AC. ENGINEER will incorporate discussed AC changes in the CIP before presentation to City Council.

SUBTASK 3: CIP Revision. Revise CIP from AC Comments ENGINEER will attend City Council meeting to present revised CIP.

TASK 5: PRESENT LUA'S AND CIP TO COUNCIL; DISCUSS CIF CALCULATION

SUBTASK 1: Present CIP to Council and Discuss CIF Calculation. Engineer to present CIP elements and budget, and discuss methodologies for CIF calculation and assessment. Information will include survey of local area CIFs for selected municipalities to compare against current, maximum and proposed CIFs.

TASK 6: RECOMMEND COMMUNITY IMPACT FEE

SUBTASK 1: Update Ordinance. ENGINEER will revise CIF Ordinance to reflect changes to CIF costs, and maximum assessable CIF.

SUBTASK 2: Recommend CIF. ENGINEER will provide updated CIF Ordinance, including CIF amounts as recommended by the AC to the City Council for consideration.

ADDITIONAL SERVICES:

Services specifically excluded under this Agreement include:

1. Additional meetings and site visits not specifically listed.
2. Any other service not specifically listed.

COMPENSATION:

TASK 1 FEE:	\$4,300
TASK 2 FEE:	\$22,500
TASK 3 FEE:	\$3,400
TASK 4 FEE:	\$27,600
TASK 5 FEE:	\$2,200
TASK 6 FEE:	\$3,100

Grand Total (Tasks 1-6): \$63,100

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____

Frank T. Phelon
By: _____

Date: _____

Date: 8/30/2022



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 20 to George Butler Associates, Inc. for the Gregg Lane Ground Storage Tank & Pressurization Facilities.

BACKGROUND/SUMMARY:

The Gregg Lane Ground Storage Tank and Pressurization Facilities project will provide facilities for the receipt of potable water by the City of Manor under a wholesale water service agreement with EPCOR from the existing master meter located along Gregg Lane. The proposed facility will accept water from the wholesale provider, store water in the ground storage tank and provide pressurized water for the City’s water distribution system. The project will include a 500,000-gallon ground storage tank, pump building, pumps, hydropneumatic tank, chemical feed system, electrical, controls, SCADA, emergency generator set, yard piping and site improvements. These improvements will provide increased system reliability with the additional water storage as well as greater control of City water distribution system pressures and elevated storage tank levels.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes
PRESENTATION: Yes
ATTACHMENTS: Yes

- Statement of Work #20

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the proposed Statement of Work No. 20 to the existing Master Services Agreement with George Butler Associates, Inc. for the Gregg Lane Ground Storage Tank & Pressurization Facilities project in the amount of \$483,500.00.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

EXHIBIT A

**Statement of Work (SOW) No. 20
TO MASTER SERVICES AGREEMENT**

Statement of Work No. 20 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: Professional Engineering Services for preliminary engineering, design, permitting, bidding and construction phases for the Gregg Lane Ground Storage Tank and Pressurization Facilities project. These improvements include the design of a 500,000-gallon ground storage tank and water pressurization facility, including ground storage tank, pump building, pumps, hydropneumatic tank, chemical feed, electrical, controls, SCADA, emergency generator set, yard piping and site improvements.

SCOPE OF SERVICES:

TASK 1: PROJECT MANAGEMENT

Coordinate project goals and align CITY and ENGINEER expectations and purposes. Subtasks will include:

- SUBTASK 1: Kickoff Meeting
- SUBTASK 2: Schedule Maintenance
- SUBTASK 3: Progress Meetings
- SUBTASK 4: Invoices and Progress Reports
- SUBTASK 5: Principal Oversight

TASK 2: PRELIMINARY ENGINEERING

- SUBTASK 1: Collect all maps, drawings, and specifications available on the relevant portions of the project.
- SUBTASK 2: Define the project criteria in accordance with funding commitments and limits.
- SUBTASK 3: Review field investigations, surveying, geotechnical and mapping analysis to refine the quantitative limits of the project.
- SUBTASK 4: Identify alternative designs, methodologies, equipment and configurations for the proposed project.
- SUBTASK 5: Complete preliminary design calculations and drawing for the construction of the facilities.

SUBTASK 6: Submit preliminary design to Owner for review and approval.

SUBTASK 7: Prepare preliminary opinion of probable cost for the anticipated quantities involved for identified alternatives.

TASK 3: CONSTRUCTION DOCUMENT PHASE

SUBTASK 1: Review field investigation, survey, geotechnical and other data for performance of detailed designs, as required.

SUBTASK 2: Prepare drawings for construction of the project.

SUBTASK 3: Prepare technical specifications for construction of the project.

SUBTASK 4: Prepare contract documents for construction of the project.

TASK 4: PERMITTING PHASE

SUBTASK 1: Prepare and submit applications for City and TCEQ review.

SUBTASK 2: Respond to reviewing entity comments.

SUBTASK 3: Finalize plans and documents accordingly with any necessary changes from regulating entities.

TASK 5: BIDDING PHASE

SUBTASK 1: Provide bidding documents to CITY and assist with bidding.

SUBTASK 2: Issue bid documents to potential bidders.

SUBTASK 3: Answer potential bidder inquiries and issue addenda as necessary.

SUBTASK 4: Conduct pre-bid conference (as necessary.)

SUBTASK 5: Submit opinion of probable construction costs (OPCC) and attend bid opening.

SUBTASKS 6: Review bids, develop bid tabulation, perform contractor qualifications verification and provide recommendation for award.

SUBTASK 7: Submit to CITY for review and approval to award.

SUBTASK 8: Provide contracts and notice of award.

TASK 6: CONSTRUCTION PHASE

SUBTASK 1: Review required bonding and insurance requirements, prepare and issue notice to proceed.

SUBTASK 2: Conduct pre-construction conference and review contract requirements.

SUBTASK 3: Perform submittal review in accordance with construction documents.

SUBTASK 4: Conduct periodic observations of construction progress and prepare record copies of inspections.

SUBTASK 5: Review field testing reports.

SUBTASK 6: Issue construction-related decisions to contractor on proceeding with alternative or unit price work items.

SUBTASK 7: Review contractor's pay requests for accurate progress representation and make recommendations to Owner for payment.

SUBTASK 8: Conduct a final inspection of all completed work and quantities, and issue recommendations for final payment.

SUBTASK 9: Issue a certificate of substantial construction compliance and closeout documents.

SUBTASK 10: Prepare record construction drawings to reflect any adjustments.

ADDITIONAL SERVICES:

Services specifically excluded under this Agreement include:

1. Easement acquisition services.
2. Re-designs after first approval or due to changes in regulatory criteria or Owner options.
3. Topographic or boundary surveys or survey corrections, easement surveys and field notes/descriptions.
4. Design or survey services for other improvements, conveyances, or utilities other than listed.
5. Permitting not specifically listed, payment of review fees, filing fees, permit fees, advertising fees, service commitment charges, aid to construction or other similar charges.
6. SWPPP or TPDES permits.
7. Construction phase services not specifically listed.
8. Any designs or reports not specifically listed.
9. Additional meetings and site visits not specifically listed.
10. Any other service not specifically listed.

COMPENSATION:

TASK 1. FEE:	\$27,700
TASK 2. FEE:	\$52,000
TASK 3. FEE:	\$309,000
TASK 4. FEE:	\$11,100
TASK 5. FEE:	\$13,000
TASK 6. FEE:	\$70,700

TOTAL: \$483,500



CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____

Frank T. Phelon
By: _____

Date: _____

Date: 8/30/2022



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 22 to George Butler Associates, Inc. for the 2023 Sanitary Sewer Evaluation Study.

BACKGROUND/SUMMARY:

The 2023 Sanitary Sewer Evaluation Study project will inventory, inspect, and evaluate existing sanitary sewer lines and structures for both structural condition and inflow and infiltration (I/I) defects; analyze the extent of I/I in the project area through the use of flow monitoring; and provide rehabilitation recommendations for the studied assets. This is a continuation of the program that began in 2022 and will continue to help mitigate excess flows into the sanitary sewer system.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes
PRESENTATION: Yes
ATTACHMENTS: Yes

- Statement of Work No. 22
- Exhibit A-1 Scope of Services

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the proposed Statement of Work No. 22 to the existing Master Services Agreement with George Butler Associates, Inc. for the 2023 Sanitary Sewer Evaluation Study project in the amount of \$290,800.00.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

EXHIBIT A

**Statement of Work (SOW) No. 22
TO MASTER SERVICES AGREEMENT**

Statement of Work No. 22 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: Professional Engineering Services for Sanitary Sewer Evaluation Study including inventory, inspection, and evaluation of selected existing sanitary sewer lines and structures for both structural condition and inflow and infiltration (I/I) defects; analyze the extent of I/I in the project area using flow monitoring; and provide rehabilitation recommendations for the studied assets.

STATEMENT OF WORK:

This SOW is generally as described below and as more particularly described in the attached Scope of Services, Exhibit A-1.

TASK 100: PROJECT MANAGEMENT AND ADMINISTRATION

Coordinate project goals and align CITY and ENGINEER expectations and purposes. Subtasks will include:

SUBTASK 1: Contract Maintenance

SUBTASK 2: Kickoff Meeting

SUBTASK 3: Progress Meetings

TASK 200: FIELD INVESTIGATIONS

SUBTASK 1: Review of existing data to identify data gaps and prepare for field investigations by developing GIS datasets for various types of field work to be performed.

SUBTASK 2: Flow and Rainfall Monitoring: The ENGINEER will provide flow monitoring equipment and data gathering at a minimum of four (4) flow monitoring sites for a period of 60 days and at nine (9) sites for a period of 90 days. The ENGINEER will provide rainfall monitoring at three (3) sites in the CITY. These sites will be spatially selected and appropriate to collect rainfall data patterns and volumes across the CITY. To gain a baseline understanding of how the system reacts to groundwater levels, piezometers, level only meters that measure groundwater levels, will be installed in one (1) location simultaneously during flow and rainfall monitoring in the CITY.

SUBTASK 3: Simple Manhole Condition Assessments: The ENGINEER will perform simple manhole condition assessments on up to 105 manhole structures in a specific portion of the project area that has

previously been identified as having excessive I/I quantities. Condition assessments will gather basic information about the structures and provide an overall condition rating to determine if further rehabilitation is necessary.

SUBTASK 4: Internal Manhole Condition Assessments: The ENGINEER will perform internal assessments on structures that are determined to need further, more detailed inspections in Subtask 3. It is anticipated approximately 10% of the structures inspected under Subtask 3 will require a more detailed inspection, or approximately 10 structures.

SUBTASK 5: CCTV Inspections: The ENGINEER will review CCTV inspections of up to 31,000 LF of sanitary sewers. The CCTV will be collected by a subconsultant hired by the ENGINEER. NASSCO PACP scoring and condition ratings will be used to score the pipes and to help determine which lines will require rehabilitation.

SUBTASK 6: Smoke Testing: The ENGINEER will perform smoke testing on up to 31,000 LF of sanitary sewers. This testing will identify the locations of public and private sources of I/I in a specific portion of the project area that has previously been identified as having excessive I/I quantities.

SUBTASK 7: Dyed Water Testing: The ENGINEER will perform dyed water testing on up to ten (10) sources identified as being inconclusive during smoke testing. This task may not be necessary if all sources of I/I are identified during smoke testing.

SUBTASK 8: The ENGINEER will field verify unusual or unclear conditions such as routing, asset locations, or utility conflicts on an as-needed basis. This time is also to be used to communicate with homeowners who may have questions about the field work being performed.

TASK 300: GIS DATABASE PREPARATION AND DATA ENTRY

SUBTASK 1: Develop GIS Database and Shapefiles: The ENGINEER will develop GIS databases for the field work being performed. These databases will include information such as assets being inspected, results of inspections, rehabilitation recommendations, and issues found during field investigations.

SUBTASK 2: The ENGINEER will transfer the databases set up under Subtask 1 to the CITY for their use and incorporation into their own asset management software.

TASK 400: DATA ANALYSIS AND RECOMMENDATIONS

SUBTASK 1: Identification of I/I Parameters: Flow parameters will be determined for each metering site to gain an understanding of how the system reacts to rainfall events. The flow parameters will include average daily dry-weather flow (ADDF), infiltration, peak inflow rates and rain-to-sewer volumetric analysis.

SUBTASK 2: Identification of Excessive I/I: Based on results of the I/I parameter calculations, ENGINEER will compare findings to established excessive I/I flow thresholds for each parameter.

SUBTASK 3: The ENGINEER will perform I/I analysis on the other field work completed including manhole condition assessments, CCTV, and smoke/dyed water testing. I/I parameters will be assigned to defects found in the assets and total volumetric I/I values will be calculated.

SUBTASK 4: Draft Report: The ENGINEER will prepare a report that summarizes findings of the monitoring period as well as the other field investigations, I/I determination, recommended I/I rehabilitation methods and locations, and high-level cost estimates of rehabilitation.

SUBTASK 5: Draft Report Review Meeting: The ENGINEER will schedule a meeting with the CITY to go over the results of the field investigations and analysis.

SUBTASK 6: Final Report: The ENGINEER will prepare a final report based on the report review meeting with the CITY and any comments received from the CITY.

SUBTASK 7: The ENGINEER will present the findings of this project at a City Council meeting.

ADDITIONAL SERVICES:

Services specifically excluded under this Agreement include:

1. Hydraulic Capacity Spreadsheet Model with Growth Expectations Included.
2. Any designs or reports not specifically listed.
3. Additional meetings and site visits not specifically listed.
4. Any other service not specifically listed.

COMPENSATION:

TASK 100 FEE:	\$22,500
TASK 200 FEE:	\$233,700
TASK 300 FEE:	\$4,400
TASK 400 FEE:	\$30,200

TOTAL: \$290,800

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____

By: Frank T. Phelon

Date: _____

Date: 8/30/2022



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 23 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the FY2022 Bond-Funded Water, Wastewater and Roadway Improvement Projects.

BACKGROUND/SUMMARY:

Project scope for the FY2022 Bond-Funded Water, Wastewater and Roadway Improvements Projects, includes the oversizing and expansion of water and sewer lines, the construction of new water and sewer lines, the addition of new ground storage tanks and pumps, the expansion of one or more lift stations and improvements to certain roadways, including safety feature improvements, throughout the city.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: The project will be bond-funded.
PRESENTATION: Yes
ATTACHMENTS: Yes

- Statement of Work

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the proposed Statement of Work No. 23 to the existing Master Services Agreement with George Butler Associates, Inc. for the FY2022 Bond-Funded Water, Wastewater and Roadway Improvement Projects.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



1500 County Road
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

EXHIBIT A

Statement of Work (SOW) No. 23

TO MASTER SERVICES AGREEMENT

Statement of Work No. 23 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: FY 2022 FUNDED WATER, WASTEWATER AND ROADWAY IMPROVEMENT PROJECTS

SCOPE OF SERVICES:

Scope as defined: Prepare drawings, specifications and contract documents for FY2022 funded Water, Wastewater and Roadway Improvements Projects, including: improvement and expansion of the City’s water and sewer systems, including the oversizing and expansion of water and sewer lines, the construction of new water and sewer lines, the addition of new ground storage tanks and pumps, the expansion of one or more lift stations and improvements to certain roadways, including safety feature improvements, throughout the City. Design surveys, construction observation, inspection and testing are included herein. Boundary or easement survey work for land acquisition are not included herein.

COMPENSATION:

- Lump Sum Fee of _____
- 13.1* (%) Preset Percent of Construction Cost
- TSPE/ACEC Fees of Median Compensation (fee determined by actual construction cost)

***Fee breakdown:**

Engineering:	9.6%
Surveying:	1.8%
<u>Testing and Inspection:</u>	<u>2.1%</u>

Total Fee **13.5%**

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: _____

By: _____

Date: _____

Date: 8/30/2022



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: James Allen, Lieutenant
DEPARTMENT: Police

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution to authorize the Manor Police Department to apply for grant funds for the purpose of purchasing bullet-resistant shields for the Manor Police Department.

BACKGROUND/SUMMARY:

The Office of the Governor has authorized a grant to provide ballistic shields to departments in the State of Texas.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT:

PRESENTATION: No

ATTACHMENTS: No

- Resolution No. 2022-14

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve Resolution No. 2022-14 Authorizing the Filing of a Grant Application for the Bullet-Resistant Shield Grant Program to the Office of The Governor of Texas, Public Safety Office, Criminal Justice Division; and Authorizing the City Manager to Act as the Grantee’s Authorized Official in all Matters Pertaining to the City’s Participation in the Grant.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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RESOLUTION NO. 2022-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF A GRANT APPLICATION FOR THE BULLET-RESISTANT SHIELD GRANT PROGRAM TO THE OFFICE OF THE GOVERNOR OF TEXAS, PUBLIC SAFETY OFFICE, CRIMINAL JUSTICE DIVISION; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE’S AUTHORIZED OFFICIAL IN ALL MATTERS PERTAINING TO THE CITY’S PARTICIPATION IN THE GRANT.

Whereas, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas to authorize the Manor Police Department to apply for grant funds for the purpose of purchasing bullet-resistant shields for the Manor Police Department; and

Whereas, the City of Manor agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of Manor assures that the funds will be returned to the Criminal Justice Division in full; and

Whereas, the City of Manor designates the City Manager as the grantee’s authorized official;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;

City of Manor, Texas approves submission of the grant application for the Bullet-Resistant Grant Program in the Office of the Governor, Public Safety Office, Criminal Justice Division. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

PASSED AND APPROVED this 7th day of September 2022.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

Grant Number: 4651301



Office of the Governor, Public Safety Office Criminal Justice Division Funding Announcement: ***Bullet-Resistant Shield Grant Program, FY2023***

Purpose

The purpose of this announcement is to solicit applications from law enforcement agencies to equip peace officers with bullet-resistant shields.

Available Funding

State funds for these projects are authorized by a Budget Execution Order proposed by the Legislative Budget Board and ratified by Governor Abbott on June 28, 2022, pursuant to Texas Government Code, Section 317.002 and Section 317.005(b). All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. The Public Safety Office (PSO) expects to make available \$50M for FY2023.

Eligible Organizations

Applications may be submitted by independent school districts, institutions of higher education, units of local government, the Texas Department of Public Safety and other educational institutions that operate law enforcement agencies employing peace officers under Article 2.12, Texas Code of Criminal Procedure.

All applications submitted by local law enforcement agencies/offices must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply under their municipal government, and community supervision and corrections departments, district attorneys, and judicial districts must apply through their affiliated county government (or one of the counties, in the case of agencies that serve more than one county).

Application Process

Applicants must access the PSO's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding. For more instructions and information, see *eGrants User Guide to Creating an Application*, available [here](#).

Key Dates

Action	Date
Funding Announcement Release	08/17/2022
Online System Opening Date	08/17/2022
Final Date to Submit and Certify an Application	09/19/2022 at 5:00PM CST
Earliest Project Start Date	09/01/2022

Project Period

Projects must begin on or after 09/01/2022 and may not exceed a 12-month project period.

Funding Levels

Minimum: None

Maximum: None

Match Requirement: None

Standards

Grantees must comply with standards applicable to this fund source cited in the Texas Grant Management Standards ([TxGMS](#)), [Federal Uniform Grant Guidance](#), and all statutes, requirements, and guidelines applicable to this funding.

Eligible Activities and Costs

Funds may only be used for obtaining bullet-resistant shields compliant with the National Institute of Justice (NIJ) Level III, III+, or IV.

Applicants are encouraged to consider the reasonable cost of their request. PSO will evaluate applications based on the number of frontline peace officers and the average cost per shield.

Program-Specific Requirements

Eligible officers. Grant funds may only be used to equip peace officers (as defined by Article 2.12, Texas Code of Criminal Procedure) directly employed by a law enforcement agency operated by the applicant.

PSO will prioritize the equipping of certain types of officers in the following order:

- 1) Peace officers directly employed by school districts;
- 2) Peace officers contracted by school districts; and
- 3) Other peace officers that may respond to school safety emergencies.

Active Shooter Policy. All eligible organizations that apply for grant funds will ensure its law enforcement agency adopts a Critical Incidents In-Progress (Active Shooter) policy implementing, at a minimum, protocols for assessing an active threat or violent encounter and immediately responding in order to stop the killing, stop the dying, and provide rapid casualty evacuation. The policy should include procedures that address:

- Concepts and Principles

- Community/First Responder Agency Notifications
- Mutual Aid Implementation
- Solo Officer Deployment
- Officer Team Deployment
- Follow-On Responders (Rescue Task Force)
- Incident Command - Unified Command Considerations
- Incident Debriefing
- Training

ALERT Training. All officers provided with a grant-funded ballistic shield must have either attended 16 hours of ALERT (Advanced Law Enforcement Rapid Response Training) training within the last 24 months or commit to attend within the next 24 months. ALERT's upcoming course schedule can be found here: <https://alerrt.org/Upcoming>.

Note: Funding is available through the Public Safety Office to offset travel expenditures associated with attending ALERT Training. Please refer to the [ALERT Travel Assistance Funding Announcement](#) for more information on how to apply for these funds.

Eligibility Requirements

1. Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources [Statewide Cybersecurity Awareness Training](#) page.
2. Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

3. Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-

mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

4. Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (“DHS”) to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency’s custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2023 or the end of the grant period, whichever is later.

5. In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS’s [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating.
6. Eligible applicants must be registered in the federal System for Award Management (SAM) database and have an UEI (Unique Entity ID) number assigned to its agency (to get registered in the SAM database and request an UEI number, go to <https://sam.gov/>).

Failure to comply with program eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.

Prohibitions

Grant funds may not be used to support the unallowable costs listed in the [Guide to Grants](#) or any of the following unallowable costs:

1. Any costs ancillary to the purchase of eligible ballistic shields, such as policy development, training costs, and staff; and
2. Any other prohibition imposed by federal, state or local law or regulation.

Selection Process

Application Screening: The Office of the Governor will screen all applications to ensure that they meet the requirements included in the funding announcement.

Peer/Merit Review: The Office of the Governor will review applications to understand the overall demand for the program and for significant variations in costs per item. After this review, the Office of the Governor will determine if all eligible applications can be funded based on funds available, if there are cost-effectiveness benefits to normalizing or setting limits on the range of costs, and if other fair-share cuts may allow for broader distribution and a higher number of projects while still remaining effective.

Final Decisions: The Office of the Governor will consider these factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, or state government priorities and strategies, legislative directives, need, geographic distribution, or other relevant factors.

The Office of the Governor may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, the Office of the Governor may revise projects to address a more limited focus.

Contact Information

For more information, contact the eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on funding after-school programs.

BACKGROUND/SUMMARY: The city has had a strong interest over the past several years seeking a partnership with Manor Independent School District and their afterschool program coordinators. The goal of creating a vibrant and inclusive community for families with school aged children is to support programs that achieve outcomes that increase literacy and provide job readiness skills. The City Council can assist in achieving these afterschool programs by providing funding and utilizing school facilities to reach a greater number of youths that are not involved in scholastic or athletic activities.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT:

PRESENTATION: No

ATTACHMENTS: No

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council direct the Administration to identify resources by September 30, 2022 that could fund afterschool programs and activities for Manor students.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 7, 2022
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on supporting a community health care annual calendar of events.

BACKGROUND/SUMMARY: the city’s Health Care Committee is organized to identify health care programs that could bring those dedicated resources to the Manor residents through partnership efforts with Travis County and Austin Public Health agencies. The goal of creating a healthy community can be accomplished by utilizing the best health care practices through effective education methods and access to all citizens. The City Council has committed resources to the Senior Access agency to assist the Manor senior citizens in transporting them to their medical appointments and transport to local businesses for their household needs. The Health Care Committee will provide their input for services the 2050 Comp Plan should include for future implementation.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT:

PRESENTATION: No

ATTACHMENTS: No

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council direct the Health Care Committee to establish a list of calendar of events for the FY2022-23 year and work with the Administration to plan and organize health care activities for the community.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**