



Dr. Larry Wallace Jr., Mayor
Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1
Anne Weir, Place 2
Sonia Wallace, Place 4
Deja Hill, Place 5
Gene Kruppa, Place 6

City Council Regular Meeting

Wednesday, September 15, 2021 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 the month of October 2021, as “*Breast Cancer Awareness Month*”
- B.** Declaring the month of October 2021, as “*Domestic Violence Awareness Month*”
- C.** Declaring September 15 – October 15, 2021, 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. CapMetro**
Submitted by: Mayor Wallace

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:

- Sections 551.087 Deliberations regarding Economic Development Negotiations – Holley-Smith PID

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.

PUBLIC HEARINGS

- 1. Conduct a public hearing on the FY2021-2022 Proposed Annual Budget of the City of Manor, Texas.**
Submitted by: Scott Dunlop, Interim City Manager
- 2. Conduct a public hearing on the FY2021-2022 Proposed Property Tax Rate of the City of Manor, Texas.**
Submitted by: Scott Dunlop, Interim City Manager
- 3. Conduct a public hearing on an ordinance annexing 93.983 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.**
Submitted by: Scott Dunlop, Interim City Manager
- 4. Conduct a public hearing on an ordinance annexing 42.921 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.**
Submitted by: Scott Dunlop, Interim City Manager
- 5. Conduct a public hearing on an ordinance rezoning 137 acres, more or less, out of the Sumner Bacon Survey, Abstract No. 63, and being located near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX to Single Family Standard (SF-2).**
Applicant: Carlson, Brigance & Doering, Inc.
Owner: Estate of Mary Ruth Arnold Holley
Submitted by: Scott Dunlop, Interim City Manager
- 6. Conduct a public hearing on an ordinance annexing 30.8643 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.**
Submitted by: Scott Dunlop, Interim City Manager
- 7. Conduct a public hearing on an ordinance rezoning 30.89 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2).**
Applicant: Jackson Walker, LLP
Owner: Manor RV Park, LLC
Submitted by: Scott Dunlop, Interim City Manager

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.

8. Consideration, discussion, and possible action to approve the City Council Minutes of the September 1, 2021, City Council Regular Meeting.

Submitted by: Lluvia T. Almaraz, City Secretary

9. Consideration, discussion, and possible action on the acceptance of the August 2021 Departmental Reports.

Submitted by: Scott Dunlop, Interim City Manager

- **Police – Ryan Phipps, Chief of Police**
- **Development Services – Scott Dunlop, Development Services Director**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Michael Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**

REGULAR AGENDA

10. Consideration, discussion, and possible action on a resolution authorizing publication of notice of intention to issue combination tax and revenue certificates of obligation for improvements to the City’s water and wastewater systems.

Submitted by: Scott Dunlop, Interim City Manager

11. Consideration, discussion, and possible action on the Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor being a 93.983 acre tract located in Travis County, Texas.

Submitted by: Scott Dunlop, Interim City Manager

12. Consideration, discussion, and possible action on the Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor being a 42.921 acre tract located in Travis County, Texas.

Submitted by: Scott Dunlop, Interim City Manager

13. First Reading: Consideration, discussion, and possible action on an ordinance annexing 93.983 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

Submitted by: Scott Dunlop, Interim City Manager

14. First Reading: Consideration, discussion, and possible action on an ordinance annexing 42.921 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

Submitted by: Scott Dunlop, Interim City Manager

- 15. First Reading: Consideration, discussion, and possible action on an ordinance rezoning 137 acres, more or less, out of the Sumner Bacon Survey, Abstract No. 63, and being located near the intersection of N. FM 973 and Arnham Lane, Manor, TX to Single Family Standard (SF-2).**
Applicant: Carlson, Brigance & Doering, Inc.
Owner: Estate of Mary Ruth Arnold Holley
Submitted by: Scott Dunlop, Interim City Manager
- 16. Consideration, discussion, and possible action on the Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor being a 30.8643 acre tract located in Travis County, Texas.**
Submitted by: Scott Dunlop, Interim City Manager
- 17. First Reading: Consideration, discussion, and possible action on an ordinance annexing 30.8643 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.**
Submitted by: Scott Dunlop, Interim City Manager
- 18. First Reading: Consideration, discussion, and possible action on of an ordinance zoning 30.8643 acres of land, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2).**
Applicant: Jackson Walker, LLP
Owner: Manor RV Park, LLC
Submitted by: Scott Dunlop, Interim City Manager
- 19. Consideration, discussion, and possible action on the Deposit Agreement Supplement – Public Improvement District, Lagos PID Improvement Area #1 Bonds.**
Submitted by: Scott Dunlop, Interim City Manager
- 20. Consideration, discussion, and possible action on renewing the re-rate notice and benefits verification form for FY 2021-2022 between the City of Manor and the health insurance pool, TML-Health; and authorize the interim City Manager to execute the re-rate notice and benefits verification form.**
Submitted by: Tracey Vasquez, HR Manager
- 21. Acknowledge the resignation of Planning and Zoning Commissioner’s Philip Tryon, Place No. 3; and Commissioner Tasha Green, Place No. 2; and declare vacancies.**
Submitted by: Scott Dunlop, Interim 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 551.074 (Personnel Matters) to deliberate the performance of the City Manager; and to deliberate the employment of Human Resources Specialist, Planning Coordinator, Social Resource Specialist, Assistant Chief, Crime Analyst Tech, Emergency Management Specialist, Police Clerk, MS4 Inspector, Utility Inspector, Heavy Equipment Operator, and Parks Crewman

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.

REGULAR AGENDA

22. Consideration, discussion, and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

Submitted by: Scott Dunlop, Interim City Manager

23. Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

Submitted by: Scott Dunlop, Interim City Manager

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 10, 2021, by 5:00 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, Breast Cancer Awareness Month is a worldwide annual campaign in October, involving thousands of organizations, to highlight the importance of breast cancer awareness, education and research; and

WHEREAS, breast cancer is the second most commonly diagnosed form of cancer for women in the United States and remains the second leading cause of cancer death among women; and

WHEREAS, researchers, scientists, and numerous nonprofit organizations, are dedicated to discovering the cure for breast cancer. During the month of October, we acknowledge the extraordinary commitment and effort invested in this cause; and

WHEREAS, we recognize that over two and a half million Americans are breast cancer survivors that give us hope of a better future; and

WHEREAS, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education and regular screening.

NOW, THEREFORE, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of October 2021, as:

“Breast Cancer Awareness Month”

in the City of Manor and encourage all citizens to talk to family and friends about getting screened and to join in on activities that will increase awareness and prevention of breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 15th day of September 2021.

Dr. Larry Wallace Jr., Mayor
City of Manor



PROCLAMATION

WHEREAS, Since 1981, October has been recognized as National Domestic Violence Awareness Month to bring attention to lifesaving resources for family violence survivors; and

WHEREAS, in just one day, across the U.S. and its territories, nearly 75,000 victims of domestic violence sought services from domestic violence programs and shelters. At Texas Health and Human Services (HHS), the Family Violence Program (FVP) provides services at eight nonresidential centers and 70 shelters throughout Texas; and

WHEREAS, the impact of domestic violence is wide ranging, directly affecting individuals and society as a whole, here in this community, throughout the United States and the world; and

WHEREAS, domestic violence does not discriminate and touches all communities regardless of age, race, disability, gender identity, or socioeconomic status; and

WHEREAS, City of Manor joins with others across Texas and the nation in supporting victims of domestic violence, as well as local programs, state coalitions, national organizations, and other agencies nationwide who are committed to increasing public awareness of domestic violence and sending a clear message to abusers that domestic violence is not tolerated in Manor.

NOW THEREFORE, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of October 2021, as:

“Domestic Violence Awareness Month”

in the City of Manor, Texas and urges all residents to become involved in efforts to prevent and respond to domestic violence and recognize the impact of domestic violence in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 15th day September 2021.

Dr. Larry Wallace Jr., 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. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim September 15 – October 15, 2021, 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 15th day of September 2021.

Dr. Larry Wallace Jr., Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Public Hearing: Conduct a public hearing on the FY2021-2022 Proposed Annual Budget of the City of Manor, Texas.

BACKGROUND/SUMMARY:

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

- FY 2021-2022 Proposed Annual Budget

STAFF RECOMMENDATION:

It is city staff's recommendation that the City Council conduct the second public hearing on the FY2021-2022 Proposed Annual Budget of the City of Manor, Texas.

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

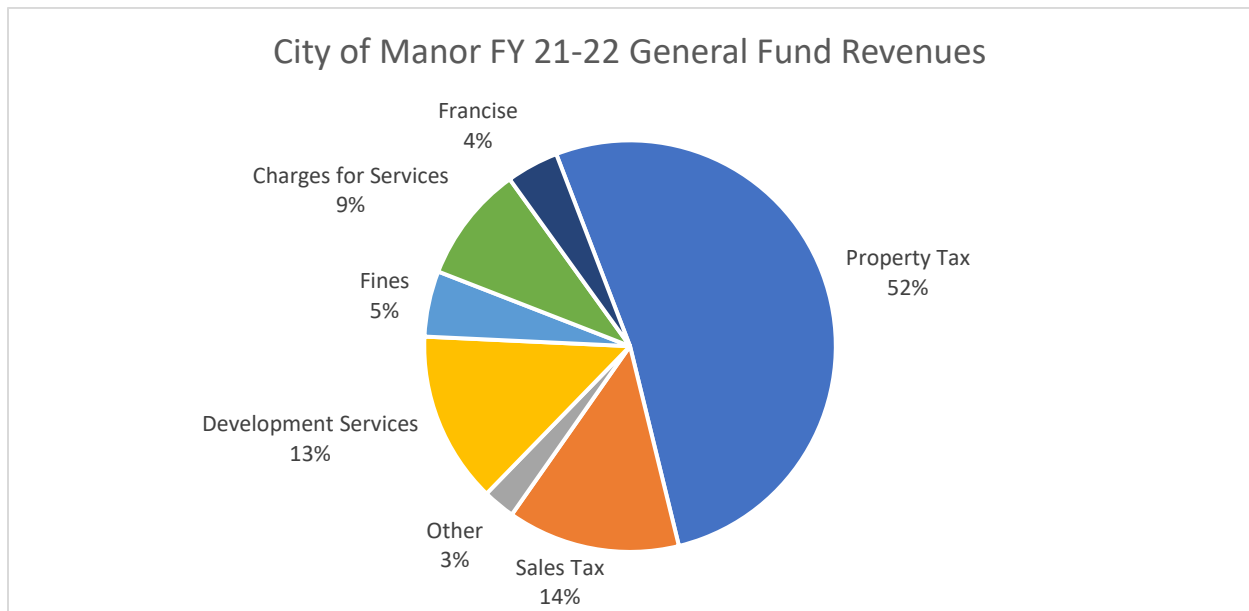


City Manager’s FY 21-22 Annual Budget Summary

Dear Mayor Wallace and City Councilmembers,

The proposed FY 2021-2022 Annual Budget presents a balanced plan that funds existing city services and programs and provides for the enhancements and additions of services and community benefits to meet the demands of our fast-growing city. As presented, this plan allocates \$275,015 specifically for a new community amenity, service, or program which is in addition to the community services and programs within existing department’s funding. The total General Fund revenue from all sources is **\$14,275,439** with a total General Fund expenditure of **\$14,275,439**, for a balanced budget that does not incur debt spending.

FY 21-22 General Fund Revenue

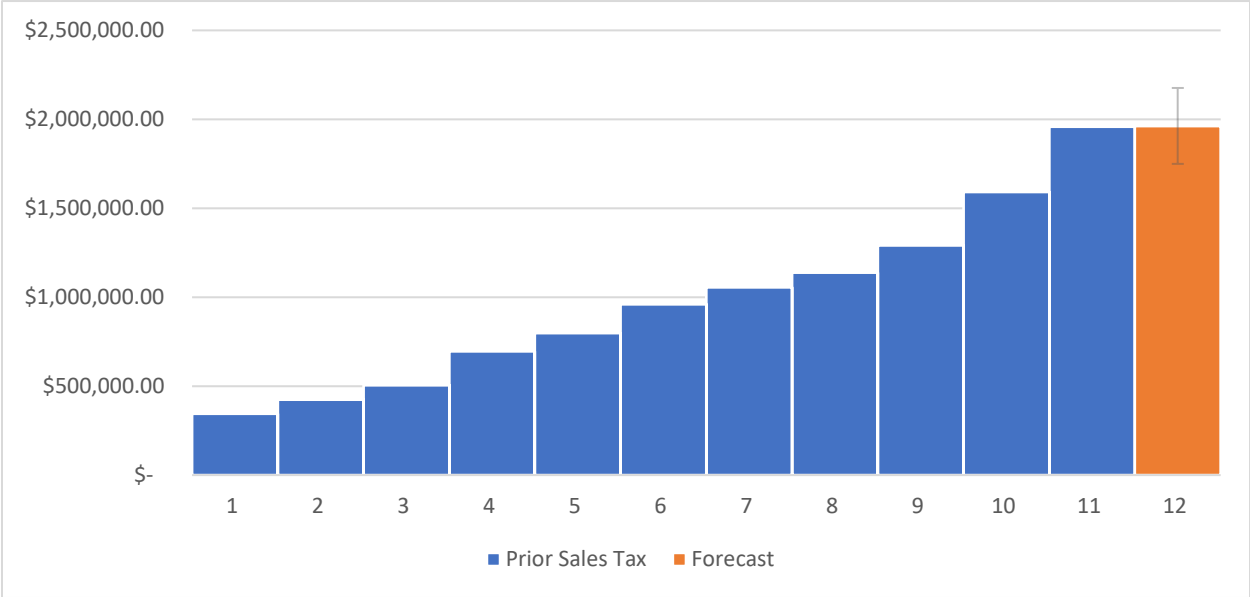


Revenue into the city’s General Fund is the primary funding source for the city’s basic operations including Police, Streets, Parks, Administration (which include Finance, HR, and IT), Development Services, and Court. Property taxes make up the largest share of the city’s General Fund (\$7,411,430.00) with sales tax (\$1,932,496.0) and Development Services fees (\$1,918,842.00) second and third, respectively. Water and Wastewater expenditures are largely funded through revenue from the Utility account, which is separate from the General Fund.

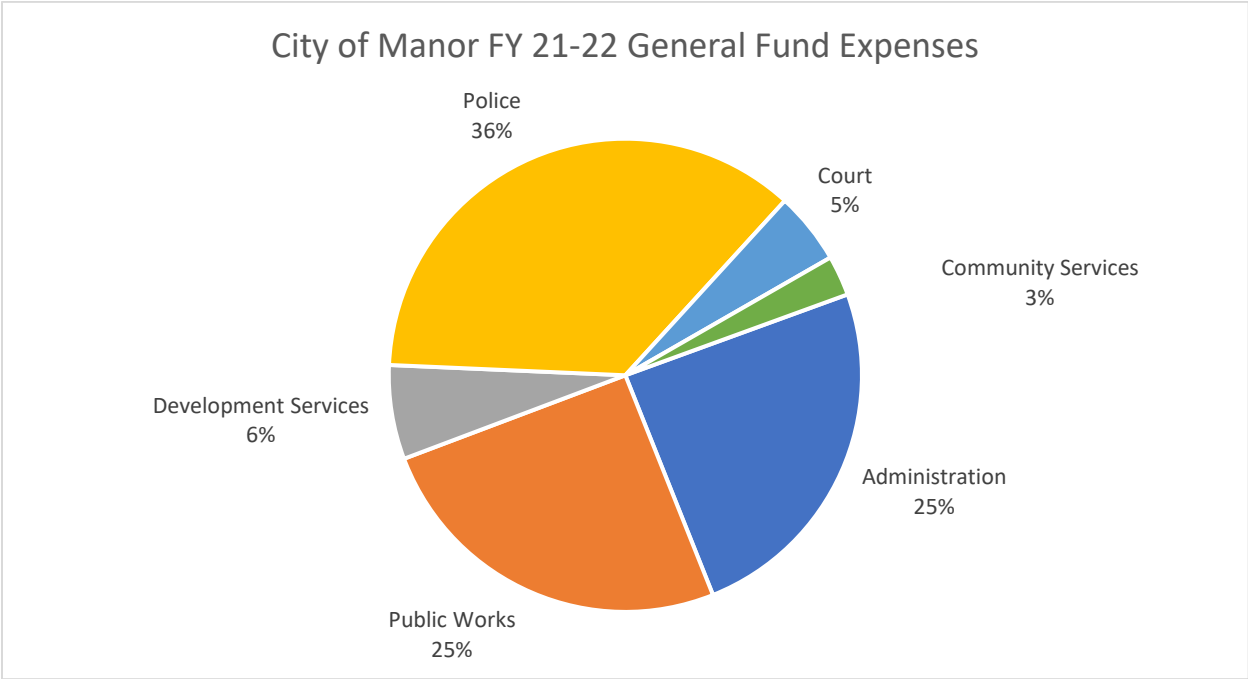
The **property tax rate for FY 21-22 is proposed to be reduced to \$0.7827** per \$100.00 of valuation. The current/prior tax rate is \$0.8161, therefore a reduction of \$0.0334 per \$100.00 of valuation represents a **4.27% decrease** in property tax. The decrease in property taxes is driven by the increased valuation of homes and businesses within the city as well as the continued construction of new homes and businesses. The property tax rate is anticipated to continue to be reduced as larger projects such as apartments, a hotel, and industrial projects are completed over the next 2 years. Additionally, valuations are predicted to continue to increase year-over-year.

The city continues to receive **increased sales tax revenue** year-over-year, with last fiscal year (20-21) when an allocation of \$1,958,096.83 was received. The FY 21-22 budget, as prior city budgets have done, maintains this level of revenue with an **estimated sales tax revenue of \$1,932,496.00**. While the city receives higher sales tax receipts each year than the prior year, when proposing a new FY budget, we maintain the prior year’s sales tax because sales tax revenue can be highly variable, with some years seeing large increases and some smaller. This budget proposal maintains a conservative approach to sales tax revenue by maintaining the prior fiscal year’s total. When we revise the budget in the Spring and bring to the City Council an Amended Budget, we have a better understanding of our sales tax revenue (as well as other revenue sources), so we can allocate additional money accordingly, such as to additional community services and programs.

The city only receives half of the 2% sales tax imposed by the city as 1% is allocated to Capital Metro. Additionally, in some portions of the city Travis County Emergency Services District 12 (ESD 12) has claimed the full 2% sales but through an agreement with them, the city receives half, or 1%, of their collected sales tax revenue in those areas.



FY 21-22 General Fund Expenditures



The city’s General Fund is the main source of funding for most of the city’s operations. The FY 21-22 budget anticipates expenditures of **\$14,275,439** including Police (\$5,194,500), Public Works – Streets and Parks (\$3,642,060) and Administration – Finance, HR, IT, Economic Development, City Management (\$3,528,640). Water and Wastewater expenditures (\$4,408,683) come out of the Utility Fund, not the General Fund.

Within the General Fund expenditures are new and existing community services and programs. **New expenditures include:**

- The allocation of **\$394,377** towards a new Council determined community amenity, service, or program

- **5 new community programs** administered by the Police Department
 - After 5 (Teenage focused program for after school, targeting apartment living teenagers)
 - New Driver Traffic Basics (Law Enforcement interaction for new driving Teenagers)
 - It’s My Card (Elderly scam prevention program)
 - Alguna Pregunta (Any Questions) Spanish program targeting our immigrant community to build connection, trust and understanding of local law enforcement role in the immigration process.
 - The Cliff (Teenager focused program on life guidance as a teenager comes of age to leave home. Program will bring in specialty guest covering topics of Finance & life skills)

- Increasing our Street Contracted Repairs by \$96,900 to \$516,900, which in addition to the non-contracted Street Repair allocation of \$150,000, **totals \$666,900 for street repairs and maintenance.** This also includes the on-going Streets Assessment Program to create a data-driven prioritization of streets and their conditions so the city can allocate street repair funds to the highest priority roadways.
- **Small Business Programs** administered by our Heritage and Tourism Manager
 - Small Business Leadership Series
 - Façade Reimbursement Grant Program – this will be funded in the FY 21-22 budget with an initial allocation of **\$50,000**. The Program documents are being finalized and will be presented to Council for consideration.
 - Qwally – Manor Biz 101
 - Downtown Small Business Coffee
 - Travis County Thrive grant referrals to support local businesses with County provided pandemic grant funding – this **directly impacted Maxine’s Gumbo House and Libation Station.**
 - Quarterly newsletter
- The funding of a **Grant Writing Consultant at \$50,000** who can potentially bring in grant money to the city for new community programs or partnerships as well as grants for mobility improvements and utility infrastructure.
- Additionally, within the Utility Fund, Wastewater Contracted Services was **increased by \$222,802 to a total of \$239,002** to fund a complete study of our wastewater system to identify areas where stormwater is entering the system. This will allow the city to begin correcting areas where intrusions are occurring, which helps keep our wastewater plant running efficiently and as cost-effective as possible.

Existing expenditures within the FY 21-22 budget that support community services and programs include:

- **Community outreach programs and activities** lead by the Police Department. This does not include all the events and activities in which the department participates, these are the programs and services directly run by the Police Department to engage with the Manor community.
 - Manor Night Out
 - Citizens Police Academy (Adult 18+) 10 weeks
 - Youth Citizen Police Academy (Children 8-16) 3 weeks
 - Coffee With A Cop
 - Christmas 4 You (Adopted Family)
 - Birthday Drive By request
 - Manor Faith Based Alliance
 - Rainbow Warriors (School Based LGBTQ+)
- The installation of a **Splash Pad at Timmermann Park** using Parkland Funds
- The installation of **restrooms at Timmermann Park** utilizing Park Expenditures

- **Programs and events** administered by our Heritage and Tourism Manager
 - Sesquicentennial 2022
 - Leadership Manor
 - Small business promotion programs like: Shop Small, Shop Local, Spring Fling, and Summer Fun

The proposed FY 21-22 Annual Budget includes the **funding of 11 positions and creation of 4 other positions** within the city across four departments: Administration, Development Services, Police, and Public Works. These positions, more specifically detailed in the appendix following the budget, will make the city operate more efficiently and allow our employees to better serve the community with our new and existing programs and services.

The funded and unfunded positions within the 2021-2022 budget include:

Administration:

Human Resources Specialist – Funded

Development Services:

Planning Coordinator – Funded

Police:

- Patrol Offices x4 – Funded
- Social Resource Specialist – Funded
- Assistant Chief – Unfunded
- Crime Analyst Tech – Unfunded
- Emergency Management Specialist - Unfunded
- Police Clerk – Unfunded

Public Works:

- MS4 Inspector – Funded
- Utility Inspector – Funded
- Heavy Equipment Operator - Funded
- Parks Crewman – Funded

The FY 21-22 Annual Budget also has the inclusion of **\$30,000 for a Needs Assessment** to determine the future capacity needs of public buildings including Police and City Hall, but it would forecast all public facilities as well as including a **10% Cost of Living Adjustment** for all positions.

The 2021-2022 Annual Budget achieves the City Council’s direction for funding community benefits, grant services, and a needs assessment, all while achieving appropriate staffing levels to increase efficiency, responsiveness, and outreach to our community and keep Manor moving forward.

Thank you,

Scott Dunlop
Interim City Manager

**10 -GENERAL FUND
FINANCIAL SUMMARY**
**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

REVENUE SUMMARY	91.67 % OF YEAR COMPLETE						PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
ADMINISTRATION								
TAXES	7,970,828	7,970,828	7,970,828	8,719,686	109.4	(748,858)	13,079,529	9,955,027
MISCELLANEOUS	100,442	100,442	100,442	124,384	123.8	(23,942)	186,577	215,000
PERMITS/LICENSES	6,290	6,290	6,290	425	6.8	5,865	638	6,290
OTHER	71,729	71,729	71,729	98,422	137.2	(26,693)	147,633	100,129
TOTAL ADMINISTRATION	8,149,289	8,149,289	8,149,289	8,942,918	109.7	(793,629)	13,414,377	10,276,446
STREET								
MISCELLANEOUS	84,500	84,500	84,500	187,474	221.9	(102,974)	281,211	187,474
SANITATION CHARGES	914,500	914,500	914,500	1,102,437	120.6	(187,937)	1,653,656	1,117,130
TOTAL STREET	999,000	999,000	999,000	1,289,911	129.1	(290,911)	1,934,867	1,304,604
DEVELOPMENT SERVICES								
MISCELLANEOUS	27,500	27,500	27,500	35,373	128.6	(7,873)	31,823	38,345
PERMITS/LICENSES	1,457,567	1,457,567	1,457,567	2,155,826	147.9	(698,259)	3,233,739	1,880,497
TOTAL DEVELOPMENT SERVICES	1,485,067	1,485,067	1,485,067	2,191,199	147.5	(706,132)	3,265,561	1,918,842
PARKS/RECREATION								
MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL PARKS/RECREATION	40,000	40,000	40,000	40,000	100	0	60,000	40,000
COURT								
MISCELLANEOUS	6,500	6,500	6,500	1,584	24.4	4,916	2,376	1,096
COURT FEES	623,650	623,650	623,650	400,110	64.2	223,540	594,270	403,660
TOTAL COURT	630,150	630,150	630,150	401,694	63.7	228,456	596,646	404,756
POLICE								
MISCELLANEOUS	211,644	211,644	211,644	101,023	47.7	110,621	151,535	272,661
POLICE CHARGES/FEES	57,635	57,635	57,635	43,200	75.0	14,435	64,800	57,730
TOTAL POLICE	269,279	269,279	269,279	144,224	53.6	125,055	216,335	330,391
ECONOMIC DEV SVCS								
TAXES				400	0.0	(400)	600	400
TOTAL COMMUNITY SERVICES	0	0	0	400	0	(400)	600	400
TOTAL REVENUES	11,572,785	11,572,785	11,572,785	13,010,345	112.4	(1,437,560)	19,427,785	14,275,439

**10 -GENERAL FUND
FINANCIAL SUMMARY**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

EXPENDITURE SUMMARY	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
ADMINISTRATION								
PERSONNEL	547,474	547,474	547,474	411,853	75.2	135,621	617,780	430,840
OPERATING	195,782	195,782	195,782	110,895	56.6	84,888	166,342	601,510
REPAIRS & MAINTENANCE	44,000	44,000	44,000	6,691	15.2	37,309	10,037	44,000
CONTRACTED SERVICES	459,798	459,798	459,798	533,004	115.9	(73,206)	799,506	651,800
TOTAL ADMINISTRATION	1,247,054	1,247,054	1,247,054	1,062,443	85.2	184,611	1,593,664	1,728,150
FINANCE								
PERSONNEL	554,944	554,944	554,944	398,814	71.9	156,130	598,221	603,665
OPERATING	148,965	148,965	148,965	114,770	77.0	34,195	172,155	151,365
REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,630	131.5	(630)	3,944	2,700
CONTRACTED SERVICES	47,500	47,500	47,500	40,410	85.1	7,090	60,615	57,900
TOTAL FINANCE	753,409	753,409	753,409	556,624	73.9	196,785	834,936	815,631
STREET								
PERSONNEL	335,054	335,054	335,055	273,595	81.7	61,460	410,392	531,300
OPERATING	163,595	163,595	163,595	118,250	72.3	45,345	177,376	183,495
REPAIRS & MAINTENANCE	168,400	168,400	168,400	42,055	25.0	126,345	63,082	175,000
CONTRACTED SERVICES	1,462,000	1,462,000	1,462,000	1,065,917	72.9	396,083	1,598,875	1,923,250
DEBT PAYMENTS	36,359	36,359	36,359	36,349	100.0	10	54,523	36,359
CAPITAL OUTLAY < \$5K	10,000	10,000	10,000	1,400	14.0	8,600	2,100	10,000
CAPITAL OUTLAY > \$5K	240,810	240,810	240,810	0	0.0	240,810	0	50,000
TOTAL STREET	2,416,216	2,416,217	2,416,219	1,537,565	63.6	878,654	2,306,348	2,909,404
DEVELOPMENT SERVICES								
PERSONNEL	393,589	393,589	393,589	330,473	84.0	63,116	23,480	550,904
OPERATING	91,621	91,621	91,621	50,712	55.4	40,909	0	100,121
REPAIRS & MAINTENANCE	3,000	3,000	3,000	4,471	149.0	(1,471)	30	4,400
CONTRACTED SERVICES	519,168	519,168	519,168	273,635	52.7	245,533	0	270,000
TOTAL DEVELOPMENT SERVICES	1,007,378	1,007,378	1,007,378	659,292	65.4	348,086	23,510	925,425
PARKS								
PERSONNEL	421,771	421,771	421,771	244,887	58.1	176,884	367,331	417,152
OPERATING	20,850	20,850	20,850	15,779	75.7	5,071	23,480	25,850
REPAIRS & MAINTENANCE	157,500	157,500	157,500	23,224	14.7	134,276	34,835	183,000
CONTRACTED SERVICES				1,073				1,500
DEBT PAYMENTS	24,518	24,518	24,518	24,517	100.0	1	36,776	24,518
CAPITAL OUTLAY < \$5K	5,750	5,750	5,750	20	0.3	5,730	30	10,750
CAPITAL OUTLAY > \$5K	46,600	46,600	46,600	0	0.0	46,600	0	67,000
TOTAL PARKS	676,989	676,989	676,989	309,500	248.8	368,562	462,452	729,770

COURT

PERSONNEL	323,456	323,456	323,456	157,095	48.6	166,361	235,643	350,202
OPERATING	51,245	51,245	51,245	29,252	57.1	21,993	43,878	51,245
CONTRACTED SERVICES	291,500	291,500	291,500	141,603	48.6	149,897	212,404	291,500
CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0.0	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	13,307	0	0.0	13,307	0	13,307
TOTAL COURT	681,128	681,128	681,128	327,950	48.1	353,178	491,925	707,874

POLICE

PERSONNEL	3,067,434	3,067,434	3,067,434	2,427,384	79.1	640,050	3,641,075	3,861,713
OPERATING	310,094	310,094	310,094	210,735	68.0	99,359	316,103	336,444
REPAIRS & MAINTENANCE	96,500	96,500	96,500	52,898	54.8	43,602	79,346	96,500
CONTRACTED SERVICES	268,463	268,463	268,463	255,977	95.3	12,486	383,965	306,207
DEBT PAYMENTS	373,500	373,500	373,500	335,984	90.0	37,516	503,977	453,500
CAPITAL OUTLAY < \$5K	6,000	6,000	6,000	509	8.5	5,491	764	6,200
CAPITAL OUTLAY > \$5K	66,470	66,470	66,470	47,326	71.2	19,144	70,990	125,470
TOTAL POLICE	4,188,461	4,188,461	4,188,461	3,330,814	79.5	857,647	4,996,220	5,186,034

INFORMATION TECHNOLOGY (I.T.)

PERSONNEL	147,985	147,985	147,985	117,921	79.7	30,064	176,881	274,649
OPERATING	169,500	169,500	169,500	211,258	124.6	(41,758)	0	174,500
REPAIRS & MAINTENANCE	6,085	6,085	6,085	0	0.0	6,085	0	11,085
CONTRACTED SERVICES	169,780	169,780	169,780	176,806	104.1	(7,026)	0	190,000
CAPITAL OUTLAY < \$5K	65,000	65,000	65,000	1,818	2.8	63,182	156	35,000
CAPITAL OUTLAY > \$5K	105,000	105,000	105,000	0	0.0	105,000	1,246	70,000
TOTAL I.T	663,350	663,350	663,350	507,802	76.6	155,548	65,212	755,234

ECONOMIC DEV. SVCS

PERSONNEL	236,340	236,340	236,340	77,368	33	158,972	116,051	246,129
OPERATING	55,350	55,350	55,350	29,710	0	25,640	0	137,850
TOTAL COMMUNITY DEV	291,690	291,690	291,690	107,077	36.7	184,613	116,051	383,979

HUMAN RESOURCES

PERSONNEL	0	0	0	0	0	0	0	109,938
OPERATING	0	0	0	0	0	0	0	24,000
TOTAL COMMUNITY DEV	0	0	0	0	0.0	0	0	133,938

TOTAL EXPENDITURES	11,925,675	11,925,676	11,925,678	8,399,066	492	3,527,684	10,246,603	14,275,439
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REVENUES OVER/(UNDER) EXPENDITURES	(352,890)	(352,891)	(352,893)	4,611,279	(4,964,172)	9,181,182	(0)
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**10 -GENERAL FUND
REVENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

ADMINISTRATION REVENUES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
TAXES								
10-4100-40-40000 AD VALOREM TAXES - CURRENT	6,024,493	6,024,493	6,024,493	6,197,145	103	-172,652	9,295,717	7,346,430
10-4100-40-40010 AD VALOREM TAXES - PRIOR	15,000	15,000	15,000	98,824	659	-83,824	148,237	15,000
10-4100-40-40015 RENDITION PAYMENTS	0	0	0	0	0	0	0	0
10-4100-40-40016 VEHICLE DEALER INVENTORY	5,000	5,000	5,000	1,256	25	3,744	1,884	1,200
10-4100-40-40020 AD VALOREM TAXES P&I	57,750	57,750	57,750	49,779	86	7,971	74,668	50,000
10-4100-40-40025 SALES TAX COMPTROLLER	1,381,300	1,381,300	1,381,300	1,803,414	131	-422,114	2,705,122	1,932,496
10-4100-40-40040 FRANCHISE TAX-ELECTRIC	250,000	250,000	250,000	299,134	120	-49,134	448,701	300,000
10-4100-40-40043 FRANCHISE TAX-CABLE TE	64,000	64,000	64,000	95,270	149	-31,270	142,905	96,000
10-4100-40-40044 FRANCHISE PEG TAX - CABLE TV	9,000	9,000	9,000	13,511	150	-4,511	20,267	13,511
10-4100-40-40045 FRANCHISE TAX-GAS/PROP	25,000	25,000	25,000	24,993	100	7	37,489	25,000
10-4100-40-40047 FRANCHISE TAX-TELEPHONE	100,000	100,000	100,000	62,768	63	37,232	94,153	100,000
10-4100-40-40050 FRANCHISE TAX-SOLID WASTE	20,000	20,000	20,000	53,953	270	-33,953	80,929	55,000
10-4100-40-40051 SIGN KIOSK FEES	5,885	5,885	5,885	4,030	68	1,855	6,045	5,885
10-4100-40-40060 MIXED BEVERAGE TAXES	12,200	12,200	12,200	12,247	100	-47	18,370	12,200
10-4100-40-40061 OPEN RECORD FEES	1,200	1,200	1,200	3,362	280	-2,162	5,043	2,305
TOTAL TAXES	7,970,828	7,970,828	7,970,828	8,719,686	109	-748,858	13,079,529	9,955,027
MISCELLANEOUS								
10-4100-42-42099 MISCELLANEOUS	100,442	100,442	100,442	124,384	124	-23,942	186,577	215,000
10-4100-42-42100 GRANTS	0	0	0	0	0	0	0	0
10-4100-42-42500 DONATIONS	0	0	0	0	0	0	0	0
10-4100-42-48100 UNCLAIMED PROPERTY	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	100,442	100,442	100,442	124,384	124	-23,942	186,577	215,000
PERMITS/LICENSES								
10-4100-45-42010 PERMITS-PET	440	440	440	110	25	330	165	440
10-4100-45-42020 HEALTH PERMITS	0	0	0	0	0	0	0	0
10-4100-45-42040 PERMITS- CITY MISC	150	150	150	0	0	150	0	150
10-4100-45-42050 LICENSES- ALCHOLIC BEV	5,700	5,700	5,700	315	6	5,385	473	5,700
TOTAL PERMITS/LICENSES	6,290	6,290	6,290	425	7	5,865	638	6,290
OTHER								
10-4100-48-42050 NOTARY FEES	129	129	129	72	56	57	108	129
10-4100-48-42100 REIMBURSED EXPENSES	0	0	0	0	0	0	0	0
10-4100-48-48000 INTEREST INCOME	71,600	71,600	71,600	98,350	137	-26,750	147,525	100,000
TOTAL OTHER	71,729	71,729	71,729	98,422	137	-26,693	147,633	100,129
TOTAL ADMINISTRATION REVENUES	8,149,289	8,149,289	8,149,289	8,942,918	110	-793,629	13,414,377	10,276,446

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
STREET REVENUES								
MISCELLANEOUS								
10-4225-42-42098 CAP METRO BCT	84,500	84,500	84,500	169,000	200	-84,500	253,500	169,000
10-4225-42-42099 MISCELLANEOUS	0	0	0	18,474	0	-18,474	27,711	18,474
TOTAL MISCELLANEOUS	84,500	84,500	84,500	187,474	222	-102,974	281,211	187,474
SANITATION CHARGES								
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	1,086,473	120	-182,473	1,629,709	1,100,000
10-4225-44-44025 LATE FEES TRASH	10,500	10,500	10,500	15,964	152	-5,464	23,946	17,130
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0
TOTAL SANITATION CHARGES	914,500	914,500	914,500	1,102,437	121	-187,937	1,653,656	1,117,130
TOTAL STREET REVENUES	999,000	999,000	999,000	1,289,911	129	-290,911	1,934,867	1,304,604
DEVELOPMENT SERVICES REVENUES								
MISCELLANEOUS								
10-4300-42-42090 TECHNOLOGY FEES	25,000	25,000	25,000	21,215	85	3,785	31,823	25,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,500	2,500	2,500	3,408	136	-908	5,112	2,600
10-4300-42-42099 MISCELLANEOUS				10,750	0	-10,750	16,125	10,745
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	27,500	27,500	27,500	35,373	129	-7,873	31,823	38,345
PERMITS/LICENSES								
10-4300-45-42040 PERMITS-CITY MISC.	0	0	0	0	0	0	0	0
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	3,070	201	-1,544	4,605	3,000
10-4300-45-44096 SITE PLAN	9,000	9,000	9,000	19,091	212	-10,091	28,637	19,000
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	6,450	215	-3,450	9,675	4,675
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	127,696	238	-74,127	191,543	100,000
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	801,377	401	-601,377	1,202,065	550,000
10-4300-45-45077 ZONING	3,072	3,072	3,072	3,641	119	-569	5,461	3,072
10-4300-45-45100 BUILDING PERMITS	821,700	821,700	821,700	704,833	86	116,867	1,057,250	821,700
10-4300-45-45101 R.O.W. PEMITS	900	900	900	3,900	433	-3,000	5,850	2,250
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	0	0	1,600	0	1,600
10-4300-45-45200 BUILDINGS INSPECTION FEES	363,000	363,000	363,000	485,768	134	-122,768	728,652	375,000
10-4300-45-45201 SUBDIV CONSTRUCTION	0	0	0	0	0	0	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	0	0	100	0	100
TOTAL PERMITS/LICENSES	1,457,567	1,457,567	1,457,567	2,155,826	148	-698,259	3,233,739	1,880,497
TOTAL DEVELOPMENT SERVICES REVENUES	1,485,067	1,485,067	1,485,067	2,191,199	148	-706,132	3,265,561	1,918,842

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PARKS/RECREATION								
MISCELLANEOUS								
PARKS MISCELLANEOUS								
10-4400-42-42101 PARK LAND MAINT PMNTS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL PARKS REVENUES	40,000	40,000	40,000	40,000	100	0	60,000	40,000
COURT REVENUES								
MISCELLANEOUS								
10-4500-42-42090 ONLINE PAYMENT FEES	6,500	6,500	6,500	1,584	24	4,916	2,376	1,096
10-4500-42-42099 TCDC REVENUES	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,500	6,500	6,500	1,584	24	4,916	2,376	1,096
COURT FEES								
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	12,000	5,118	43	6,882	7,677	12,000
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	8,600	5,302	62	3,298	7,954	8,600
10-4500-46-46300 COURT COSTS EARNED	600,000	600,000	600,000	385,759	64	214,241	578,639	380,000
10-4500-46-46301 JUVENILE CASE MGR FUND	3,000	3,000	3,000	3,853	128	-853	5,779	3,000
10-4500-46-46302 JURY FUND	50	50	50	77	154	-27	116	60
TOTAL COURT FEES	623,650	623,650	623,650	400,110	64	223,540	594,270	403,660
TOTAL COURT REVENUES	630,150	630,150	630,150	401,694	64	228,456	596,646	404,756
POLICE REVENUES								
MISCELLANEOUS								
10-4600-42-41015 GRANT PROCEEDS - POLIC	22,513	22,513	22,513	0	0	22,513	0	22,513
10-4600-42-41016 OVC 2018-V3-GX-0024	57,207	57,207	57,207	0	0	57,207	0	57,207
10-4600-42-41017 VOCA GRANT	91,924	91,924	91,924	0	0	91,924	0	91,924
10-4600-42-42099 MISCELLANEOUS	40,000	40,000	40,000	101,023	253	-61,023	151,535	101,017
TOTAL MISCELLANEOUS	211,644	211,644	211,644	101,023	48	110,621	151,535	272,661
POLICE CHARGES/FEES								
10-4600-47-47000 ASSET SEIZURES	1,250	1,250	1,250	0	0	1,250	0	1,250
10-4600-47-47009 ALARM PERMIT	7,000	7,000	7,000	6,965	100	35	10,448	7,000
10-4600-47-47010 POLICE REPORTS	1,350	1,350	1,350	0	0	1,350	0	1,350
10-4600-47-47011 FINGER PRINTING	100	100	100	140	140	-40	210	100
10-4600-47-47110 MOTOR VEHICLE DISB	4,500	4,500	4,500	5,496	122	-996	8,244	4,500
10-4600-47-47200 WARRANT AND FTA FEES	2,410	2,410	2,410	403	17	2,007	604	2,410
10-4600-47-47310 IMPOUNDS	11,025	11,025	11,025	17,600	160	-6,575	26,400	11,120
10-4600-47-47325 AUCTIONS	0	0	0	0	0	0	0	0
10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	30,000	12,596	42	17,404	18,894	30,000
TOTAL POLICE CHARGES/FEES	57,635	57,635	57,635	43,200	75	14,435	64,800	57,730
TOTAL POLICE REVENUES	269,279	269,279	269,279	144,224	54	125,055	216,335	330,391

ECONOMIC DEV SVCS	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	YTD ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
TAXES								
10-4800-40-40040 EVENT FEES	400	0	400	400	100	0	600	400
TOTAL ECONOMIC DEV SVCS REVENUE	400	0	400	400	100	0	600	400
TOTAL REVENUES	11,573,185	11,572,785	11,573,185	13,010,345	112	-1,437,160	19,427,785	14,275,439

**10 -GENERAL FUND
DEPARTMENTAL EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

ADMINISTRATION EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5100-50-50010 SALARIES	415,747	415,747	415,747	330,524	80	85,223	495,787	325,363
10-5100-50-50050 OVERTIME				220	0	-220	330	628
10-5100-50-50075 LONGEVITY	3,100	3,100	3,100	3,100	100	0	4,650	1,000
10-5100-50-50200 EMPLOYER PAID TAXES	28,176	28,176	28,176	22,139	79	6,037	33,209	25,015
10-5100-50-50255 WORKERS' COMPENSATION	1,979	1,979	1,979	219	11	1,760	329	1,379
10-5100-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	16,089	54	13,656	24,133	22,651
10-5100-50-50335 HEALTH ASSISTANCE	260	260	260	250	96	10	375	260
10-5100-50-50410 EMPLOYER RETIREMENT CO	33,381	33,381	33,381	29,015	87	4,366	43,522	28,298
10-5100-50-50520 EMPLOYEE EDUCATION	7,500	7,500	7,500	2,774	37	4,726	4,161	5,360
10-5100-50-50521 COUNCIL EDUCATION	12,886	12,886	12,886	670	5	12,216	1,005	12,886
10-5100-50-50650 VEHICLE ALLOWANCE	7,500	7,500	7,500	6,092	81	1,408	9,138	7,500
10-5100-50-50655 CELL PHONE ALLOWANCE	1,200	1,200	1,200	761	63	439	1,142	0
10-5100-50-50700 REIMBURSABLE UNEMPLOYM	6,000	6,000	6,000	0	0	6,000	0	500
TOTAL PERSONNEL	547,474	547,474	547,474	411,853	75	135,621	617,780	430,840

OPERATING

10-5100-51-51010 ADVER/NOTIFICATION/PUBLIC HE	14,500	14,500	14,500	10,543	73	3,957	15,814	14,500
10-5100-51-51011 PRE-EMPLO SCREENING	50	50	50	0	0	50	0	50
10-5100-51-51012 ADMIN RENT	50	50	50	0	0	50	0	3,800
10-5100-51-51xxx COMMUNITY PROGRAMS	0	0	0	0	0	0	0	394,977
10-5100-51-51043 CITY EVENTS	12,500	12,500	12,500	12,738	102	-238	19,107	12,600
10-5100-51-51160 ELECTION EXPENSES	6,500	6,500	6,500	0	0	6,500	0	6,500
10-5100-51-51335 INSURANCE-PROPERTY, CA	3,720	3,720	3,720	1,736	47	1,984	2,604	3,720
10-5100-51-51480 MEETING EXPENSES	1,000	1,000	1,000	4,078	408	-3,078	6,117	3,901
10-5100-51-51485 MISCELLANEOUS	21,200	21,200	21,200	36,065	170	-14,865	54,097	21,200
10-5100-51-51602 PENALTIES & INTEREST	150	150	150	0	0	150	0	150
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	650	0	0	650	0	650
10-5100-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	573	29	1,427	859	2,000
10-5100-51-51634 EDC BEAUTIFICATION	50,000	50,000	50,000	0	0	50,000	0	50,000
10-5100-51-51635 PROFESSIONAL & MEMBERS	7,500	7,500	7,500	6,633	88	867	9,949	5,500
10-5100-51-51746 SUPPLIES-OFFICE	8,562	8,562	8,562	3,901	46	4,661	5,852	7,562
10-5100-51-51747 COVID 19 SUPPLIES	20,000	20,000	20,000	8,940	45	11,060	13,409	20,000
10-5100-51-51748 GRANTS FOR SIX PATHWAYS	25,000	25,000	25,000	0	0	25,000	0	25,000
10-5100-51-51780 TRAVEL	7,500	7,500	7,500	240	3	7,260	361	2,500
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	9,500	7,126	75	2,374	10,689	9,500
10-5100-51-51817 UTILITIES-NATURAL GAS	1,000	1,000	1,000	973	97	27	1,459	1,000
10-5100-51-52110 OFFICE EQUIPMENT LEASE	4,400	4,400	4,400	3,563	81	837	5,345	4,400
10-5100-51-52111 EMERGENCY PROTECTION				13,786	0	-13,786	20,679	12,000
TOTAL OPERATING	195,782	195,782	195,782	110,895	57	84,888	166,342	601,510

REPAIRS & MAINTENANCE

10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	30,000	3,538	12	26,462	5,307	30,000
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	14,000	3,154	23	10,846	4,730	14,000
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	44,000	6,691	15	37,309	10,037	44,000

CONTRACTED SERVICES

10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	85,000	48,608	57	36,392	72,912	85,000
10-5100-54-51440 LEGAL FEES	65,000	65,000	65,000	31,006	48	33,994	46,510	65,000
10-5100-54-51441 JUSTFOIA	3,250	3,250	3,250	0	0	3,250	0	5,000
10-5100-54-51442 MEETING/AGENDA MANAGEMEN	3,800	3,800	3,800	4,150	109	-350	6,225	3,800
10-5100-54-51502 SALES TAX REBATE GREENVIEW	200,000	200,000	200,000	253,731	127	-53,731	380,596	300,000
10-5100-54-51503 AD VALEROM REBATE GREENVIEW	67,448	67,448	67,448	0	0	67,448	0	75,000
10-5100-54-51504 MUNICODE	15,000	15,000	15,000	4,740	32	10,260	7,109	15,000
10-5100-54-51520 R.O.W. PURCHASE				160,970	0	-160,970	241,455	0
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCT	1,800	1,800	1,800	4,434	246	-2,634	6,650	4,500
10-5100-54-51998 NEEDS ASSESMENT								30,000
10-5100-54-51999 GRANT WRITER SERVICE								50,000
10-5100-54-51760 TAXING DISTRICT FEES	18,500	18,500	18,500	25,365	137	-6,865	38,048	18,500
TOTAL CONTRACTED SERVICES	459,798	459,798	459,798	533,004	116	-73,206	799,506	651,800

TOTAL ADMINISTRATION EXPENDITURES	1,247,054	1,247,054	1,247,054	1,062,443	85	184,611	1,593,664	1,728,150
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FINANCE EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5150-50-50010 SALARIES	420,262	420,262	420,262	309,663	74	110,599	464,495	462,288
10-5150-50-50050 OVERTIME	3,443	3,443	3,443	1,784	52	1,659	2,677	3,443
10-5150-50-50075 LONGEVITY	3,900	3,900	3,900	2,800	72	1,100	4,200	4,600
10-5150-50-50200 EMPLOYER PAID TAXES	32,681	32,681	32,681	23,403	72	9,278	35,105	36,007
10-5150-50-50255 WORKERS' COMPENSATION	1,900	1,900	1,900	437	23	1,463	656	1,900
10-5150-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	32,137	62	19,917	48,206	52,851
10-5150-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5150-50-50410 EMPLOYER RETIREMENT CO	37,946	37,946	37,946	26,924	71	11,022	40,386	39,819
10-5150-50-50520 EMPLOYEE EDUCATION	2,500	2,500	2,500	1,414	57	1,086	2,121	2,500
TOTAL PERSONNEL	554,944	554,944	554,944	398,814	72	156,130	598,221	603,665

OPERATING

10-5150-51-51010 ADVER/POSTING/PUBLIC HEARIN	4,500	4,500	4,500	460	10	4,041	689	4,500
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	100	0	0	100	0	100
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	65,000	65,000	65,000	59,608	92	5,393	89,411	65,000
10-5150-51-51080 CASH SHORT & OVER	500	500	500	29	6	471	44	500
10-5150-51-51335 INSURANCE-PROPERTY, CA	3,305	3,305	3,305	2,727	83	578	4,090	3,305
10-5150-51-51338 INSURANCE LIABILITY	110	110	110	69	63	41	103	110
10-5150-51-51480 MEETING EXPENSES	500	500	500	93	19	407	139	500
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	1,250	718	57	532	1,077	1,250
10-5150-51-51602 PENALTIES & INTEREST	600	600	600	0	0	600	0	600
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	100	0	0	100	0	100
10-5150-51-51625 POSTAGE/DELIVERY	58,100	58,100	58,100	38,925	67	19,175	58,387	60,000
10-5150-51-51635 PROFESSIONAL & MEMBERS	240	240	240	0	0	240	0	240
10-5150-51-51746 SUPPLIES-OFFICE	3,000	3,000	3,000	3,311	110	-311	4,966	3,500
10-5150-51-51780 TRAVEL	5,000	5,000	5,000	4,416	88	584	6,623	5,000
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,475	2,573	74	902	3,860	3,475
10-5150-51-52340 VEHICLE FUEL & OIL	3,185	3,185	3,185	1,843	58	1,342	2,765	3,185
TOTAL OPERATING	148,965	148,965	148,965	114,770	77	34,195	172,155	151,365

REPAIRS & MAINTENANCE

10-5150-52-52000 OFFICE EQUIPMENT REPAI	0	0	0	0	0	0	0	0
10-5150-52-52320 VEHICLE REPAIRS & MAINT	2,000	2,000	2,000	2,630	131	-630	3,944	2,700
TOTAL REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,630	131	-630	3,944	2,700

CONTRACTED SERVICES

10-5150-54-51000 ACCOUNTING & AUDITING	45,000	45,000	45,000	37,696	84	7,305	56,543	45,000
10-5150-54-5xxxx PAYROLL SERVICE	0	0	0					10,000
10-5150-54-51440 LEGAL FEES	1,200	1,200	1,200	1,050	88	150	1,575	1,200
10-5150-54-51590 DOCUMENT STORAGE	1,300	1,300	1,300	1,665	128	-365	2,497	1,700
TOTAL CONTRACTED SERVICES	47,500	47,500	47,500	40,410	85	7,090	60,615	57,900

TOTAL FINANCE EXPENDITURES	753,409	753,409	753,409	556,624	74	196,785	834,936	815,631
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STREET EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5225-50-50010 SALARIES	222,211	222,211	222,211	188,531	85	33,679	282,797	370,857
10-5225-50-50011 COVID 19 SALARIES	0	0	0	0	0	0	0	0
10-5225-50-50050 OVERTIME	6,666	6,666	6,666	6,134	92	532	9,201	11,126
10-5225-50-50051 COVID 19 OVERTIME	0	0	0	0	0	0	0	0
10-5225-50-50075 LONGEVITY	2,200	2,200	2,200	2,300	105	-100	3,450	2,800
10-5225-50-50200 EMPLOYER PAID TAXES	17,677	17,677	17,677	14,981	85	2,696	22,472	29,436
10-5225-50-50255 WORKERS' COMPENSATION	9,830	9,830	9,830	11,781	120	-1,951	17,671	14,000
10-5225-50-50325 HEALTH INSURANCE	44,618	44,618	44,618	32,116	72	12,502	48,174	60,402
10-5225-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	9	375	258
10-5225-50-50410 EMPLOYER RETIREMENT CO	20,525	20,525	20,525	16,878	82	3,647	25,317	32,553
10-5225-50-50520 EMPLOYEE EDUCATION	2,000	2,000	2,000	624	31	1,376	936	800
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	9,069	0	0	9,069	0	9,069
TOTAL PERSONNEL	335,054	335,054	335,055	273,595	82	61,460	410,392	531,300
OPERATING								
10-5225-51-51011 PRE-EMPLOYMENT SCREENING	200	200	200	0	0	200	0	200
10-5225-51-51335 INSURANCE-PROPERTY, CA	1,820	1,820	1,820	1,997	110	-177	2,996	1,820
10-5225-51-51338 INSURANCE LIABILITY	2,290	2,290	2,290	1,584	69	706	2,376	2,290
10-5225-51-51610 LICENSES	250	250	250	125	50	125	188	250
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200
10-5225-51-51640 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	45,000	45,000	45,000	23,214	52	21,786	34,820	45,000
10-5225-51-51746 SUPPLIES-OFFICE	500	500	500	0	0	500	0	500
10-5225-51-51780 TRAVEL	200	200	200	0	0	200	0	100
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	3,135	1,584	51	1,551	2,376	3,135
10-5225-51-51813 UTILITIES-ELECTRIC BLU	68,000	68,000	68,000	58,574	86	9,426	87,861	81,500
10-5225-51-51815 UTILITIES-ELECTRIC TX	10,000	10,000	10,000	8,211	82	1,789	12,316	12,500
10-5225-51-52340 FUEL & OIL	20,000	20,000	20,000	17,168	86	2,832	25,751	24,000
10-5225-51-52440 EQUIPMENT RENTAL	5,000	5,000	5,000	0	0	5,000	0	5,000
10-5225-51-54020 STREET SIGNS	7,000	7,000	7,000	5,794	83	1,206	8,691	7,000
TOTAL OPERATING	163,595	163,595	163,595	118,250	72	45,345	177,376	183,495
REPAIRS & MAINTENANCE								
10-5225-52-52010 BUILDING REPAIRS & MAI	3,400	3,400	3,400	418	12	2,982	628	5,000
10-5225-52-52320 VEH REPAIRS & MAINTENA	5,000	5,000	5,000	8,628	173	-3,628	12,942	10,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	10,000	4,667	47	5,333	7,001	10,000
10-5225-52-54010 STREET REPAIRS & MAINT	150,000	150,000	150,000	28,341	19	121,659	42,512	150,000
TOTAL REPAIRS & MAINTENANCE	168,400	168,400	168,400	42,055	25	126,345	63,082	175,000

CONTRACTED SERVICES

10-5225-54-51165 ENGINEERING/PLANNING S	22,000	22,000	22,000	18,520	84	3,480	27,780	56,350
10-5225-54-51166 STREET CONTRACTED REPAIRS	420,000	420,000	420,000	78,013	19	341,987	117,019	516,900
10-5225-54-54100 TRASH COLLECTION FEES	1,020,000	1,020,000	1,020,000	969,384	95	50,616	1,454,076	1,350,000
TOTAL CONTRACTED SERVICES	1,462,000	1,462,000	1,462,000	1,065,917	73	396,083	1,598,875	1,923,250

DEBT PAYMENTS

10-5225-55-52310 VEHICLE LEASE EXPENSE	6,609	6,609	6,609	6,609	100	0	9,913	6,609
10-5225-55-52410 MACHINERY EQUIPMENT LE	29,750	29,750	29,750	29,740	100	10	44,610	29,750
TOTAL DEBT PAYMENTS	36,359	36,359	36,359	36,349	100	10	54,523	36,359

CAPITAL OUTLAY < \$5K

10-5225-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	5,000	0	0	5,000	0	5,000
10-5225-57-52450 TOOLS	5,000	5,000	5,000	1,400	28	3,600	2,100	5,000
TOTAL CAPITAL OUTLAY < \$5K	10,000	10,000	10,000	1,400	14	8,600	2,100	10,000

CAPITAL OUTLAY > \$5K

10-5225-58-52400 MACHINERY EQUIPMENT-PU	240,810	240,810	240,810	0	0	240,810	0	50,000
TOTAL CAPITAL OUTLAY > \$5K	240,810	240,810	240,810	0	0	240,810	0	50,000

TOTAL STREET EXPENDITURES	2,416,218	2,416,218	2,416,219	1,537,565	64	878,654	2,306,348	2,909,404
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DEVELOPMENT SERVICES EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5300-50-50010 SALARIES	293,952	293,952	293,952	257,042	87	36,910	385,563	424,746
10-5300-50-50011 COVID 19 SALARIES	0	0	0		0	0	0	0
10-5300-50-50050 OVERTIME	1,845	1,845	1,845	499	27	1,346	749	1,845
10-5300-50-50075 LONGEVITY	3,100	3,100	3,100	3,100	100	0	4,650	3,600
10-5300-50-50200 EMPLOYER PAID TAXES	25,070	25,070	25,070	19,234	77	5,836	28,852	32,924
10-5300-50-50255 WORKERS' COMPENSATION	720	720	720	579	80	141	868	720
10-5300-50-50325 HEALTH INSURANCE	37,182	37,182	37,182	26,656	72	10,526	39,983	45,301
10-5300-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5300-50-50410 EMPLOYER RETIREMENT CO	26,362	26,362	26,362	22,246	84	4,116	33,368	36,410
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	4,600	868	19	3,732	1,302	4,600
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	393,589	393,589	393,589	330,473	84	63,116	495,710	550,904

OPERATING

10-5300-51-51011 PRE-EMPLOYMENT SCREENING	20	20	20	0	0	20	0	20
10-5300-51-51042 CREDIT CARD MERCHANT	32,100	32,100	32,100	29,560	92	2,540	44,340	32,100
10-5300-51-51330 BLDG INSPECTION FEES	7,000	7,000	7,000	0	0	7,000	0	15,000
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	10,000	0	0	10,000	0	10,000
10-5300-51-51332 OVERPAYMENT/REFUNDS	10,500	10,500	10,500	5,632	54	4,868	8,448	10,500
10-5300-51-51335 INSURANCE-PROPERTY, CA	210	210	210	179	85	31	269	210
10-5300-51-51338 INSURANCE LIABILITY	930	930	930	574	62	356	861	930
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	1,250	20	2	1,230	30	1,250
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	4,516	3,075	68	1,441	4,613	4,516
10-5300-51-51610 PERMITS & LICENSES	120	120	120	0	0	120	0	120
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,500	2,500	2,500	0	0	2,500	0	2,500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,475	700	47	775	1,050	1,475
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	2,000	809	40	1,191	1,214	2,000
10-5300-51-51746 SUPPLIES-OFFICE	2,500	2,500	2,500	3,090	124	-590	4,635	3,000
10-5300-51-51780 TRAVEL	7,000	7,000	7,000	2,694	38	4,306	4,041	7,000
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	0	0	2,000	0	2,000
10-5300-51-52110 OFFICE EQUIP LEASES	2,500	2,500	2,500	1,613	65	887	2,420	2,500
10-5300-51-52340 VEHICLE FUEL & OIL	5,000	5,000	5,000	2,765	55	2,235	4,148	5,000
TOTAL OPERATING	91,621	91,621	91,621	50,712	55	40,909	31,728	100,121

REPAIRS & MAINTENANCE

10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400
TOTAL REPAIRS & MAINTENANCE	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400

CONTRACTED SERVICES

10-5300-54-51165 ENG/PLANNING SERVICES	150,000	150,000	150,000	216,755	145	-66,755	325,132	200,000
10-5300-54-51440 LEGAL FEES	50,000	50,000	50,000	36,847	74	13,153	55,270	50,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	319,168	319,168	319,168	19,968	0	0	0	20,000
10-5300-54-51590 DOCUMENT STORAGE	0	0	0	65	0	-65	98	0
TOTAL CONTRACTED SERVICES	519,168	519,168	519,168	273,635	53	245,533	380,500	270,000

DEBT PAYMENTS

10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	0	0	0

TOTAL DEVELOPMENT SERVICES EXPENDITURES	1,007,378	1,007,378	1,007,378	659,292	341	348,086	914,645	925,425
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PARKS EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5400-50-50010 SALARIES	291,443	291,443	291,443	175,203	60	116,240	262,805	291,443
10-5400-50-50011 COVID 19 SALARIES	1,000	1,000	1,000	0	0	1,000	0	0
10-5400-50-50050 OVERTIME	8,744	8,744	8,744	2,770	32	5,974	4,155	6,000
10-5400-50-50075 LONGEVITY	4,100	4,100	4,100	3,600	88	500	5,400	4,200
10-5400-50-50200 EMPLOYER PAID TAXES	23,279	23,279	23,279	13,398	58	9,881	20,097	23,286
10-5400-50-50255 WORKERS' COMPENSATION	9,900	9,900	9,900	6,310	64	3,590	9,465	9,900
10-5400-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	27,830	53	24,224	41,746	52,851
10-5400-50-50335 HEALTH ASSISTANCE	221	221	221	250	113	-29	375	221
10-5400-50-50410 EMPLOYER RETIREMENT CO	27,030	27,030	27,030	15,229	56	11,801	22,843	25,751
10-5400-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,000	297	30	703	445	500

10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	3,000	0	0	3,000	0	3,000
TOTAL PERSONNEL	421,771	421,771	421,771	244,887	58	176,884	367,331	417,152
OPERATING								
10-5400-51-51011 PRE-EMPLOYMENT SCREENING	250	250	250	126	50	124	189	250
10-5400-51-51485 MISCELLANEOUS	100	100	100	0	0	100	0	100
10-5400-51-51610 LICENSES	0	0	0	50	0	-50	75	100
10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200
10-5400-51-51640 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
10-5400-51-51740 SUPPLIES	10,000	10,000	10,000	9,901	99	99	14,852	15,000
10-5400-51-51780 TRAVEL	200	200	200	0	0	200	0	100
10-5400-51-51800 UNIFORMS & ACCESSORIES	2,600	2,600	2,600	2,118	81	482	3,176	2,600
10-5400-51-51813 UTILITIES-ELECTRIC BLU	1,200	1,200	1,200	1,737	145	-537	2,606	1,200
10-5400-51-52340 FUEL & OIL	3,000	3,000	3,000	1,330	44	1,670	1,995	3,000
10-5400-51-52440 EQUIPMENT RENTAL	2,700	2,700	2,700	0	0	2,700	0	2,700
10-5400-51-54020 PARKS SIGNS	600	600	600	517	86	83	776	600
TOTAL OPERATING	20,850	20,850	20,850	15,779	76	5,071	23,480	25,850
REPAIRS & MAINTENANCE								
10-5400-52-52010 BUILDING REPAIRS & MAI	2,500	2,500	2,500	157	6	2,343	235	5,000
10-5400-52-52320 VEH REPAIRS & MAINTENA	3,000	3,000	3,000	5,911	197	-2,911	8,867	7,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	7,000	7,000	7,000	5,605	80	1,395	8,408	8,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	140,000	140,000	140,000	11,551	8	128,449	17,326	140,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENAN	5,000	5,000	5,000	0	0	5,000	0	23,000
TOTAL REPAIRS & MAINTENANCE	157,500	157,500	157,500	23,224	15	134,276	34,835	183,000

CONTRACTED SERVICES

10-5400-54-51165 ENGINEERING/PLANNING S	0	0	0	488	0	-488	731	500
10-5400-54-51440 LEGAL FEES	0	0	0	585	0	-585	878	1,000
10-5400-54-54100 TRASH COLLECTION FEES	0	0	0	0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	0	1,073	0	-1,073	1,609	1,500

DEBT PAYMENTS

10-5400-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	15,000	100	0	22,500	15,000
10-5400-55-52410 MACHINERY EQUIPMENT LE	9,518	9,518	9,518	9,517	100	1	14,276	9,518
TOTAL DEBT PAYMENTS	24,518	24,518	24,518	24,517	100	1	36,776	24,518

CAPITAL OUTLAY < \$5K

10-5400-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	5,000	0	0	5,000	0	10,000
10-5400-57-52450 TOOLS	750	750	750	20	3	730	30	750
TOTAL CAPITAL OUTLAY < \$5K	5,750	5,750	5,750	20	0	5,730	30	10,750

CAPITAL OUTLAY > \$5K

10-5400-58-52400 MACHINERY EQUIPMENT-PU	46,600	46,600	46,600	0	0	46,600	0	67,000
TOTAL CAPITAL OUTLAY > \$5K	46,600	46,600	46,600	0	0	46,600	0	67,000

TOTAL PARKS EXPENDITURES	676,987	676,988	676,989	309,500	46	367,489	464,060	729,770
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MUNICIPAL COURT EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5500-50-50010 SALARIES	198,166	198,166	198,166	109,035	55	89,131	163,552	221,469
10-5500-50-50011 COVID 19 SALARIES	0	0	0	0	0	0	0	0
10-5500-50-50050 OVERTIME	16,000	16,000	16,000	1,072	7	14,928	1,608	16,000
10-5500-50-50075 LONGEVITY	1,500	1,500	1,500	1,500	100	0	2,250	1,500
10-5500-50-50150 MUNICIPAL JUDGES SALAR	42,600	42,600	42,600	11,600	27	31,000	17,400	42,600
10-5500-50-50200 EMPLOYER PAID TAXES	15,449	15,449	15,449	8,510	55	6,939	12,764	17,211
10-5500-50-50255 WORKERS' COMPENSATION	480	480	480	314	66	166	472	480
10-5500-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	14,502	49	15,243	21,753	30,201
10-5500-50-50335 HEALTH ASSITANCE	258	258	258	250	97	8	375	258
10-5500-50-50410 EMPLOYER RETIREMENT CO	15,758	15,758	15,758	9,648	61	6,110	14,472	16,983
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	3,000	665	22	2,335	998	3,000
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	323,456	323,456	323,456	157,095	49	166,361	235,643	350,202

OPERATING

10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	25	0	0	25	0	25
10-5500-51-51042 COURT TECHNOLOGY EXPEN	36,300	36,300	36,300	22,250	61	14,050	33,375	36,300
10-5500-51-51080 CASH SHORT (OVER)	100	100	100	0	0	100	0	100
10-5500-51-51485 MISCELLANEOUS	500	500	500	1,151	230	-651	1,727	500
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	100	0	0	100	0	100
10-5500-51-51625 POSTAGE/DELIVERY	3,600	3,600	3,600	991	28	2,609	1,487	3,600
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320	320	262	82	58	393	320
10-5500-51-51746 SUPPLIES-OFFICE	4,500	4,500	4,500	2,643	59	1,857	3,965	4,500
10-5500-51-51780 TRAVEL	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5500-51-52100 COURT SECURITY	1,900	1,900	1,900	0	0	1,900	0	1,900
10-5500-51-52110 OFFICE EQUIPMENT LEASE	2,400	2,400	2,400	1,955	81	445	2,932	2,400
TOTAL OPERATING	51,245	51,245	51,245	29,252	57	21,993	43,878	51,245

CONTRACTED SERVICES

10-5500-54-51440 LEGAL FEES	37,000	37,000	37,000	22,845	62	14,155	34,268	37,000
10-5500-54-51595 COLLECTION FEES	32,000	32,000	32,000	31,357	98	643	47,035	32,000
10-5500-54-56010 STATE COURT COST	222,000	222,000	222,000	87,401	39	134,599	131,101	222,000
10-5500-54-56425 JURY EXPENSE	500	500	500	0	0	500	0	500
TOTAL CONTRACTED SERVICES	291,500	291,500	291,500	141,603	49	149,897	212,404	291,500

CAPITAL OUTLAY < \$5K

10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0	1,620	0	1,620

CAPITAL OUTLAY > \$5K

10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000	6,000	6,000	0	0	6,000	0	6,000
10-5500-58-56108 CAP OUTLAY-COURT TECH	7,307	7,307	7,307	0	0	7,307	0	7,307
TOTAL CAPITAL OUTLAY > \$5K	13,307	13,307	13,307	0	0	13,307	0	13,307

TOTAL MUNICIPAL COURT EXPENSES	681,128	681,128	681,128	327,950	154	353,178	491,925	707,874
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POLICE EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5600-50-50010 SALARIES	2,185,841	2,185,841	2,185,841	1,708,443	78	477,398	2,562,665	2,852,197
10-5600-50-50011 COVID 19 SALARIES	20,000	20,000	20,000	3,542	18	16,458	5,313	
10-5600-50-50050 OVERTIME	89,617	89,617	89,617	138,718	155	-49,101	208,076	117,988
10-5600-50-50051 COVID 19 OVERTIME	15,000	15,000	15,000	12,987	87	2,013	19,480	0
10-5600-50-50075 LONGEVITY PAY	28,204	28,204	28,204	24,956	88	3,248	37,434	27,364
10-5600-50-50200 EMPLOYER PAID TAXES	175,291	175,291	175,291	138,363	79	36,929	207,544	228,604
10-5600-50-50255 WORKERS' COMPENSATION	38,202	38,202	38,202	41,409	108	-3,207	62,113	45,000
10-5600-50-50325 HEALTH INSURANCE	275,145	275,145	275,145	176,751	64	98,394	265,126	332,209
10-5600-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5600-50-50410 EMPLOYER RETIREMENT CO	204,376	204,376	204,376	161,931	79	42,445	242,897	253,593
10-5600-50-50520 EMPLOYEE EDUCATION	35,000	35,000	35,000	20,035	57	14,965	30,052	4,000
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	3,067,434	3,067,434	3,067,434	2,427,384	79	640,050	3,641,075	3,861,713
OPERATING								
10-5600-51-51010 ADVER/POSTING NOTIFICATIONS	500	500	500	0	0	500	0	500
10-5600-51-51335 INSURANCE-PROPERTY, CA	1,940	1,940	1,940	907	47	1,033	1,360	1,940
10-5600-51-51338 INSURANCE LIABILITY	35,000	35,000	35,000	45,319	129	-10,319	67,978	35,000
10-5600-51-51485 MISCELLANEOUS	6,500	6,500	6,500	5,252	81	1,248	7,878	7,500
10-5600-51-51603 PERIODICALS & PUBLICAT	250	250	250	212	85	38	318	500
10-5600-51-51610 LICENSING	500	500	500	245	49	255	368	500
10-5600-51-51620 PHYSICALS/DRUG TESTING	1,500	1,500	1,500	885	59	615	1,327	2,000
10-5600-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	797	40	1,203	1,196	4,000
10-5600-51-51635 PROFESSIONAL & MEMBERS	4,400	4,400	4,400	545	12	3,855	818	5,500
10-5600-51-51746 SUPPLIES-OFFICE	10,000	10,000	10,000	8,995	90	1,005	13,492	13,000
10-5600-51-51748 SUPPLIES-POLICE SPECIA	20,000	20,000	20,000	9,912	50	10,088	14,869	20,000
10-5600-51-51780 TRAVEL	10,000	10,000	10,000	8,797	88	1,203	13,195	15,000
10-5600-51-51798 CRIME LAB	7,500	7,500	7,500	768	10	6,732	1,152	7,500
10-5600-51-51799 CID SPECIALTY EQUIPMENT	8,500	8,500	8,500	8,004	94	496	12,007	22,000
10-5600-51-51800 UNIFORMS & ACCESSORIES	42,133	42,133	42,133	26,862	64	15,271	40,293	42,133
10-5600-51-51801 SAFETY & ACCESSORIES	3,000	3,000	3,000	789	26	2,211	1,184	3,000
10-5600-51-51802 AMMO/RANGE	25,000	25,000	25,000	2,367	9	22,633	3,550	25,000
10-5600-51-51803 HONOR GUARD	4,000	4,000	4,000	1,117	28	2,883	1,676	4,000
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	7,500	1,107	15	6,393	1,661	7,500
10-5600-51-51805 POLICE BANQUET	3,371	3,371	3,371	3,433	102	-62	5,149	3,371
10-5600-51-51806 TRAFFIC SPECIALTY EQUP	10,000	10,000	10,000	8,031	80	1,969	12,046	10,000
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	6,095	51	5,905	9,142	12,000
10-5600-51-52110 OFFICE EQUIPMENT LEASE	14,000	14,000	14,000	11,772	84	2,228	17,658	14,000
10-5600-51-52340 FUEL & OIL	80,000	80,000	80,000	57,961	72	22,039	86,942	80,000
10-5600-51-57400 WRECKER SERVICE	500	500	500	565	113	-65	848	500
TOTAL OPERATING	310,094	310,094	310,094	210,735	68	99,359	316,103	336,444

REPAIRS & MAINTENANCE

10-5600-52-52010 BUILDING REPAIRS & MAI	17,500	17,500	17,500	5,382	31	12,118	8,073	17,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	4,000	2,336	58	1,664	3,504	4,000
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	60,000	40,264	67	19,736	60,396	60,000
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	15,000	4,916	33	10,084	7,374	15,000
TOTAL REPAIRS & MAINTENANCE	96,500	96,500	96,500	52,898	55	43,602	79,346	96,500

CONTRACTED SERVICES

10-5600-54-51440 LEGAL FEES	2,500	2,500	2,500	9,270	371	-6,770	13,905	5,000
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	1,000	0	0	1,000	0	1,000
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	1,000	250	25	750	375	1,000
10-5600-54-57001 RRS EMERGENCY RADIO SYS	29,000	29,000	29,000	11,494	40	17,506	17,241	29,000
10-5600-54-57350 EMERGENCY DISPATCH SER	234,963	234,963	234,963	234,963	100	0	352,445	270,207
TOTAL CONTRACTED SERVICES	268,463	268,463	268,463	255,977	95	12,486	383,965	306,207

DEBT PAYMENTS

10-5600-55-52310 VEHICLE LEASE EXPENSE	373,500	373,500	373,500	335,984	90	37,516	503,977	453,500
TOTAL DEBT PAYMENTS	373,500	373,500	373,500	335,984	90	37,516	503,977	453,500

CAPITAL OUTLAY < \$5K

10-5600-57-57100 ANIMAL CONTROL EQUIPME	5,000	5,000	5,000	484	10	4,516	726	5,200
10-5600-57-57101 OFFICE EQUIP PURCHASE	1,000	1,000	1,000	25	2	975	37	1,000
TOTAL CAPITAL OUTLAY < \$5K	6,000	6,000	6,000	509	8	5,491	764	6,200

CAPITAL OUTLAY > \$5K

10-5600-58-52101 PD CONSTRUCTION SITE	1,000	1,000	1,000	0	0	1,000	0	50,000
10-5600-58-52330 POLICE SPECIALTY EQUIP	20,000	20,000	20,000	19,907	100	93	29,860	30,000
10-5600-58-57300 POLICE COMMUNICATION E	36,000	36,000	36,000	1,495	4	34,505	2,243	36,000
10-5600-58-58000 GRANT EXPENDITURES	9,470	9,470	9,470	25,925	274	-16,455	38,887	9,470
10-5600-58-58001 OVC GRANT 2018-V3-GX-0024	0	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	66,470	66,470	66,470	47,326	71	19,144	70,990	125,470

TOTAL POLICE EXPENDITURES	4,188,461	4,188,461	4,188,461	3,330,814	80	857,647	4,996,220	5,186,034
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IT EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5700-50-50010 SALARIES	101,900	101,900	101,900	87,241	86	14,659	130,861	227,334
10-5700-50-50050 OVERTIME	2,000	2,000	2,000	1,021	51	979	1,531	2,000
10-5700-50-50075 LONGEVITY PAY	700	700	700	700	100	0	1,050	900
10-5700-50-50200 EMPLOYER PAID TAXES	7,929	7,929	7,929	6,602	83	1,327	9,903	8,732
10-5700-50-50255 WORKERS' COMPENSATION	1,150	1,150	1,150	188	16	962	282	1,150
10-5700-50-50325 HEALTH INSURANCE	14,873	14,873	14,873	10,273	69	4,600	15,410	15,100
10-5700-50-50410 EMPLOYER RETIREMENT CO	9,633	9,633	9,633	7,944	82	1,689	11,916	9,633
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	4,500	75	2	4,425	113	4,500
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	3,877	81	923	5,815	4,800
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	147,985	147,985	147,985	117,921	80	30,064	176,881	274,649
OPERATING								
10-5700-51-51625 POSTAGE/DELIVERY	100	100	100	0	0	100	0	100
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	900	900	900	104	12	796	156	900
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	831	42	1,169	1,246	2,000
10-5700-51-51769 INTERNET SERVICE	35,000	35,000	35,000	78,289	224	-43,289	117,433	50,000
10-5700-51-51770 TELEPHONE COMMUNICATION	15,000	15,000	15,000	43,475	290	-28,475	65,212	5,000
10-5700-51-51775 WIRELESS COMMUNICATION	115,000	115,000	115,000	88,559	77	26,441	132,839	115,000
10-5700-51-51780 TRAVEL	1,500	1,500	1,500	0	0	1,500	0	1,500
TOTAL OPERATING	169,500	169,500	169,500	211,258	125	-41,758	316,886	174,500
REPAIRS & MAINTENANCE								
10-5600-52-52011 BUILDING SECURITY								5,000
10-5700-52-52000 COMPUTER R & M	6,085	6,085	6,085	0	0	6,085	0	6,085
TOTAL REPAIRS & MAINTENANCE	6,085	6,085	6,085	0	0	6,085	0	11,085
CONTRACTED SERVICES								
10-5700-54-51500 COMPUTER/HARDWARE LEASE	0	0	0	60	0	-60	90	0
10-5700-54-51501 IT CONSULTING SERVICES	15,000	15,000	15,000	16,942	113	-1,942	25,414	10,000
10-5700-54-52005 EMERGENCY NOTIFICATION	5,000	5,000	5,000	4,371	87	629	6,556	5,000
10-5700-54-52240 SOFTWARE ANNUAL FEES	149,780	149,780	149,780	155,433	104	-5,653	233,149	175,000
TOTAL CONTRACTED SERVICES	169,780	169,780	169,780	176,806	104	-7,026	265,119	190,000
CAPITAL OUTLAY <\$5K								
10-5700-57-52200 COMPUTER EQUIPMENT	65,000	65,000	65,000	1,818	3	63,182	2,727	35,000
TOTAL CAPITAL OUTLAY<\$5K	65,000	65,000	65,000	1,818	3	63,182	2,727	35,000
CAPITAL OUTLAY >\$5K								
10-5700-58-52200 COMPUTER EQUIPMENT	105,000	105,000	105,000	0	0	105,000	0	70,000
TOTAL CAPITAL OUTLAY>\$5K	105,000	105,000	105,000	0	0	105,000	0	70,000
TOTAL IT EXPENDITURES	663,350	663,350	663,350	507,802	77	155,548	761,613	755,234

ECONOMIC DEV. SVCS	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5800-50-50010 SALARIES	190,777	190,777	190,777	65,971	35	124,806	98,957	201,606
10-5800-50-50075 LONGEVITY PAY	200	200	200	0	0	200	0	300
10-5800-50-50200 EMPLOYER PAID TAXES	14,610	14,610	14,610	5,010	34	9,600	7,515	15,423
10-5800-50-50255 WORKERS' COMPENSATION	694	694	694	89	13	605	134	694
10-5800-50-50325 HEALTH INSURANCE	7,994	7,994	7,994	425	5	7,569	637	7,550
10-5800-50-50410 EMPLOYER RETIREMENT CO	17,390	17,390	17,390	5,647	32	11,743	8,470	17,056
10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	225	5	4,450	338	3,500
TOTAL PERSONNEL	236,340	236,340	236,340	77,368	33	158,972	116,051	246,129
OPERATING								
10-5800-51-51011 SMALL BUSINESS RENTAL ASST	5,000	5,000	5,000	1,915	38	3,085	2,873	25,000
10-5800-51-51043 CITY EVENTS	37,500	37,500	37,500	27,294	73	10,206	40,941	100,000
10-5800-51-51480 MEETING EXPENSES	2,500	2,500	2,500	126	5	2,375	188	2,500
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	245	13	1,605	368	1,850
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	130	7	1,870	196	2,000
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	0	0	5,000	0	5,000
TOTAL OPERATING	55,350	55,350	55,350	29,710	54	25,640	563	137,850
TOTAL ECONOMIC DEV SVCS EXPENDITURES	291,690	291,690	291,690	107,077	86	184,613	116,614	383,979

HUMAN RESOURCES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5810-50-50010 SALARIES					0	0	0	73,653
10-5810-50-50075 LONGEVITY PAY					0	0	0	800
10-5810-50-50200 EMPLOYER PAID TAXES					0	0	0	5,696
10-5810-50-50255 WORKERS' COMPENSATION					0	0	0	300
10-5810-50-50325 HEALTH INSURANCE					0	0	0	7,550
10-5810-50-50410 EMPLOYER RETIREMENT CO					0	0	0	6,299
10-5810-50-50411 HR REQUIRED EDUCATION								13,500
10-5810-50-50520 EMPLOYEE EDUCATION					0	0	0	2,140
TOTAL PERSONNEL	0	0	0	0	0	0	0	109,938
OPERATING								
10-5810-51-51041 EMPLOYEE APPRECIATION								15,000
10-5810-51-51635 PERIODICALS & PUBLICATIONS								1,000
10-5810-51-51635 PROFESSIONAL/MEMBERSHIP					0	0	0	2,000
10-5810-51-51746 SUPPLIES-OFFICES					0	0	0	1,000
10-5810-51-51780 TRAVEL					0	0	0	5,000
TOTAL OPERATING	0	0	0	0	0	0	0	24,000
TOTAL HUMAN RESOURCES EXPENDITURES	0	0	0	0	0	0	0	133,938

TOTAL EXPENDITURES	11,925,675	11,925,676	11,925,678	8,399,066	1,006	3,526,612	12,480,026	14,275,439
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REVENUES OVER/(UNDER) EXPENDITURES	-352,490	-352,891	-352,493	4,611,279	-4,963,772	6,947,759	0
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UTILITY FUND
FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS
FY 2021-22

REVENUE SUMMARY	91.67 % OF YEAR COMPLETE						PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
WATER								
MISCELLANEOUS	525	525	525	0				
WATER/SEWER CHARGES	2,089,796	2,089,796	2,089,796	2,411,018	115.4	(321,222)	2,411,018	2,448,158
OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WATER	2,090,321	2,090,321	2,090,321	2,411,018	115.3	(320,697)	2,411,018	2,448,158
WASTEWATER								
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
WATER/SEWER CHARGES	1,660,250	1,660,250	1,660,250	2,036,426	122.7	(376,176)	2,036,426	2,040,250
OTHER	81,588	81,588	81,588	641	0.8	80,947	641	641
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER	1,741,838	1,741,838	1,741,838	2,037,067	116.9	(295,229)	2,037,067	2,040,891
TOTAL REVENUES	3,832,159	3,832,159	3,832,159	4,448,085	116.1	(615,926)	4,448,085	4,489,049

91.67 % OF YEAR COMPLETE

EXPENDITURE SUMMARY	FY 2020-21	FY 2020-21	FY 2020-21	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 08/06/2021	BUDGET	BALANCE	YEAR END	2021-22 BUDGET
PUBLIC WORKS								
PERSONNEL	407,122	407,122	407,123	321,473	79.0	85,650	321,473	437,744
OPERATING	25,750	25,750	25,750	30,425	118.2	(4,675)	30,425	28,350
REPAIRS & MAINTENANCE	74,500	74,500	74,500	52,080	69.9	22,420	52,080	36,000
CONTRACTED SERVICES	6,500	6,500	6,500	3,058	47.0	3,443	3,058	3,500
TOTAL PUBLIC WORKS	513,872	513,872	513,873	407,036	79.2	106,838	407,036	505,594
WATER								
PERSONNEL	382,544	382,544	382,544	272,144	71.1	110,400	272,144	501,561
OPERATING	186,169	186,169	186,169	158,662	85.2	27,507	158,662	214,934
REPAIRS & MAINTENANCE	53,000	53,000	53,000	90,452	170.7	(37,452)	90,452	66,500
WATER/WASTEWATER	1,584,000	1,584,000	1,584,000	1,407,369	88.8	176,631	1,407,369	2,053,750
CONTRACTED SERVICES	150	150	150	3,188	2,125.5	(3,038)	3,188	3,800
DEBT PAYMENTS	80,353	80,353	80,353	80,222	99.8	131	80,222	80,353
CAPITAL OUTLAY < \$5K	8,000	8,000	8,000	1,365	17.1	6,635	1,365	10,000
CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	20,000
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WATER	2,303,216	2,303,216	2,303,216	2,013,403	87.4	289,813	2,013,403	2,950,898
WASTEWATER								
PERSONNEL	193,584	193,584	193,584	152,889	79.0	40,695	152,889	196,338
OPERATING	245,390	245,390	245,390	300,206	122.3	(54,816)	300,144	360,315
REPAIRS & MAINTENANCE	57,500	57,500	57,500	33,848	58.9	23,652	33,848	59,000
WATER/WASTEWATER	157,650	157,650	157,650	416,562	264.2	(258,912)	416,562	59,650
CONTRACTED SERVICES	16,200	16,200	16,200	98,010	605.0	(81,810)	98,010	239,002
DEBT PAYMENTS	0	0	0	0	0.0	0	0	0
CAPITAL OUTLAY < \$5K	0	0	8,000	0	0.0	8,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	0	30,000
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER	700,324	700,324	708,324	1,001,515	141.4	(293,191)	1,001,453	949,305
NON-DEPARTMENTAL								
CAPITAL OUTLAY > \$5K	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	236,704	1,302,397	550.2	(1,065,693)	1,953,595	0
TOTAL EXPENDITURES	3,517,412	3,517,412	3,762,117	4,724,350	125.6	(962,232)	5,375,486	4,400,370

VENUES OVER/(UNDER) EXPENDITURES	314,746	314,746	70,042	(276,264)	346,306	(927,400)	83,252
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**-UTILITY FUND
VENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
WATER REVENUES								
WATER/SEWER CHARGES								
-4250-42-42099 MISCELLANEOUS	525	525	525	0	0.0	525	0	525
TOTAL MISCELLANEOUS	525	525	525	0	0	525	0	525
-4250-43-42099 CREDIT CARD PAYMENT FEE	40,000	40,000	40,000	67,851	169.6	(27,851)	67,851	64,855
-4250-43-43000 ADJUSTMENTS	0	0	0	0	0.0	0	0	0
-4250-43-43010 WATER SALES	1,725,954	1,725,954	1,725,954	2,049,961	118.8	(324,007)	2,049,961	2,049,961
-4250-43-43015 BULK WATER SALES	92	92	92	0	0.0	92	0	92
-4250-43-43025 LATE FEES WATER	35,000	35,000	35,000	43,271	123.6	(8,271)	43,271	45,000
-4250-43-43028 RETURN CHECK FEES	1,000	1,000	1,000	350	35.0	650	350	500
-4250-43-43075 WATER TAP FEES	225,000	225,000	225,000	174,750	77.7	50,250	174,750	225,000
-4250-43-43076 WATER METER FEE	250	250	250	0	0.0	250	0	250
-4250-43-43080 CONNECTION CHARGES	62,500	62,500	62,500	74,835	119.7	(12,335)	74,835	62,500
TOTAL WATER/SEWER CHARGES	2,089,796	2,089,796	2,089,796	2,411,018	115.4	(321,222)	2,411,018	2,448,158
TOTAL WATER REVENUES	2,090,321	2,090,321	2,090,321	2,411,018	115.3	(320,697)	2,411,018	2,448,683
WASTEWATER REVENUES								
WATER/SEWER CHARGES								
-4275-43-41320 SLUDGE DUMP FEES	25,000	25,000	25,000	0	0.0	25,000	0	0
-4275-43-43000 ADJUSTMENTS	0	0	0	0	0.0	0	0	0
-4275-43-43110 SEWER SERVICE	1,400,000	1,400,000	1,400,000	1,804,702	128.9	(404,702)	1,804,702	1,805,000
-4275-43-43125 LATE FEES SEWER	35,000	35,000	35,000	36,725	104.9	(1,725)	36,725	35,000
-4275-43-43175 SEWER TAP FEES	200,250	200,250	200,250	195,000	97.4	5,250	195,000	200,250
TOTAL WATER/SEWER CHARGES	1,660,250	1,660,250	1,660,250	2,036,426	122.7	(376,176)	2,036,426	2,040,250
OTHER								
-4275-48-48000 INTEREST INCOME	81,588	81,588	81,588	641	0.8	80,947	641	641
TOTAL OTHER	81,588	81,588	81,588	641	0.8	80,947	641	641
TRANSFERS								
-4275-49-50010 TRANSFERS FROM CPF	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER REVENUES	1,741,838	1,741,838	1,741,838	2,037,067	116.9	(295,229)	2,037,067	2,040,891
TOTAL REVENUES	3,832,159	3,832,159	3,832,159	4,448,085	116.1	(615,926)	4,448,085	4,489,574

**-UTILITY FUND
EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

PUBLIC WORKS EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
-5200-50-50010 SALARIES	305,091	305,091	305,091	253,285	83.0	51,806	253,285	335,601
-5200-50-50011 COVID 19 SALARIES	0	0	0	0				0
-5200-50-50050 OVERTIME	560	560	560	0	0.0	560	0	560
-5200-50-50075 LONGEVITY	4,900	4,900	4,900	4,800	98.0	100	4,800	5,300
-5200-50-50200 EMPLOYER PAID TAXES	23,757	23,757	23,757	20,005	84.2	3,752	20,005	26,126
-5200-50-50255 WORKERS' COMPENSATION	5,000	5,000	5,000	406	8.1	4,594	406	600
-5200-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	15,749	52.9	13,997	15,749	30,201
-5200-50-50335 HEALTH ASSISTANCE	258	258	258	250	96.7	9	250	258
-5200-50-50410 EMPLOYER RETIREMENT CO	28,011	28,011	28,011	22,664	80.9	5,347	22,664	29,298
-5200-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,000	252	25.2	748	252	1,000
-5200-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	4,061	84.6	739	4,061	4,800
-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000	4,000	4,000	0	0.0	4,000	0	4,000
TOTAL PERSONNEL	407,122	407,122	407,123	321,473	79.0	85,650	321,473	437,744
OPERATING								
-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	2,400	2,400	2,400	893	37.2	1,507	893	2,400
-5200-51-51011 PRE-EMPLOYMENT SCREENING	65	65	65	0	0.0	65	0	65
-5200-51-51012 SAFETY & ACCESSORIES	1,200	1,200	1,200	2,077	173.1	(877)	2,077	2,000
-5200-51-51040 BAD DEBTS	0	0	0	0	0.0	0	0	0
-5200-51-51485 MISCELLANEOUS	1,000	1,000	1,000	40	4.0	960	40	1,000
-5200-51-51610 LICENSES	400	400	400	222	55.5	178	222	200
-5200-51-51620 PHYSICALS/DRUG TESTING	85	85	85	0	0.0	85	0	85
-5200-51-51625 POSTAGE/DELIVERY	200	200	200	8	3.8	193	8	200
-5200-51-51635 PROFESSIONAL & MEMBERS	100	100	100	0	0.0	100	0	100
-5200-51-51743 SUPPLIES-EQUIPMENT	0	0	0	0	0.0	0	0	0
-5200-51-51746 SUPPLIES-OFFICE	5,500	5,500	5,500	5,420	98.5	80	5,420	5,500
-5200-51-51780 TRAVEL	300	300	300	0	0.0	300	0	300
-5200-51-51800 UNIFORMS & ACCESSORIES	1,500	1,500	1,500	384	25.6	1,116	384	1,500
-5200-51-51813 UTILITIES-ELECTRIC BLU	10,000	10,000	10,000	1,616	16.2	8,384	1,616	12,000
-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000	3,000	3,000	1,399	46.6	1,602	1,399	3,000
TOTAL OPERATING	25,750	25,750	25,750	30,425	118.2	(4,675)	30,425	28,350

PAIRS & MAINTENANCE

-5200-52-52010 BUILDING REPAIRS & MAI	70,000	70,000	70,000	48,749	69.6	21,251	48,749	30,000
-5200-52-52012 CLEANING & MAINTENANCE	4,500	4,500	4,500	3,331	74.0	1,169	3,331	6,000
TOTAL REPAIRS & MAINTENANCE	74,500	74,500	74,500	52,080	69.9	22,420	52,080	36,000

CONTRACTED SERVICES

-5200-54-51001 CONSULTANT FEES - RATE STUDY	0	0	0	0	0.0	0	0	0
-5200-54-51165 ENGINEERING/PLANNING SVCS	3,500	3,500	3,500	3,058	87.4	443	3,058	3,500
-5200-54-51440 LEGAL FEES	3,000	3,000	3,000	0	0.0	3,000	0	0
-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0	0.0	0	0	0
-5200-54-51590 DOCUMENT STORAGE	0	0	0	0	0.0	0	0	0
TOTAL CONTRACTED SERVICES	6,500	6,500	6,500	3,058	47.0	3,443	3,058	3,500

TOTAL PUBLIC WORKS EXPENDITURES	513,872	513,872	513,873	407,036	79.2	106,838	407,036	505,594
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	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

-5250-50-50010 SALARIES	260,010	260,010	260,010	180,339	69.4	79,671	180,339	349,223
-5250-50-50011 COVID 19 SALARIES	0	0	0	0	0.0	0	0	0
-5250-50-50050 OVERTIME	11,050	11,050	11,050	20,291	183.6	(9,241)	20,291	17,500
-5250-50-50051 COVID 19 OVERTIME	0	0	0	0	0.0	0	0	0
-5250-50-50075 LONGEVITY PAY	2,400	2,400	2,400	2,400	100.0	0	2,400	3,200
-5250-50-50200 EMPLOYER PAID TAXES	20,920	20,920	20,920	15,450	73.9	5,470	15,450	28,096
-5250-50-50255 WORKERS' COMPENSATION	10,070	10,070	10,070	7,180	71.3	2,890	7,180	10,070
-5250-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	26,683	51.3	25,371	26,683	60,402
-5250-50-50410 EMPLOYER RETIREMENT CO	24,290	24,290	24,290	17,603	72.5	6,687	17,603	31,071
-5250-50-50520 EMPLOYEE EDUCATION	1,750	1,750	1,750	2,198	125.6	(448)	2,198	2,000
-5250-50-50700 REIMB UNEMPLOYMENT	0	0	0	0	0.0	0	0	0
TOTAL PERSONNEL	382,544	382,544	382,544	272,144	71.1	110,400	272,144	501,561

OPERATING

-5250-51-51011 PRE-EMPLOYMENT SCREENING	200	200	200	3	1.5	197	3	200
-5250-51-51335 INSURANCE-PROPERTY, CA	15,844	15,844	15,844	13,737	86.7	2,107	13,737	15,844
-5250-51-51338 INSURANCE LIABILITY	4,640	4,640	4,640	3,933	84.8	707	3,933	4,640
-5250-51-51485 MISCELLANEOUS	500	500	500	294	58.8	206	294	500
-5250-51-51610 PERMITS & LICENSES	11,000	11,000	11,000	9,707	88.2	1,293	9,707	12,000
-5250-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0.0	200	0	200
-5250-51-51635 PROFESSIONAL & MEMBERS	360	360	360	525	145.8	(165)	525	600
-5250-51-51740 SUPPLIES - CHEMICALS &	40,000	40,000	40,000	37,414	93.5	2,586	37,414	42,000
-5250-51-51743 SUPPLIES-EQUIPMENT	1,000	1,000	1,000	517	51.7	483	517	1,000
-5250-51-51746 SUPPLIES-OFFICE	0	0	0	0	0.0	0	0	0
-5250-51-51747 METER PURCHASE	61,250	61,250	61,250	45,077	73.6	16,173	45,077	80,750
-5250-51-51780 TRAVEL	2,000	2,000	2,000	5	0.3	1,995	5	500
-5250-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	1,789	89.5	211	1,789	2,000
-5250-51-51809 R.O.W FEES	675	675	675	643	95.3	32	643	700
-5250-51-51810 UTILITIES-ELECTRIC AUS	22,000	22,000	22,000	20,410	92.8	1,590	20,410	23,000
-5250-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	11,319	94.3	681	11,319	16,000
-5250-51-52340 FUEL & OIL	6,000	6,000	6,000	7,439	124.0	(1,439)	7,439	8,000
-5250-51-52440 EQUIPMENT RENTAL	500	500	500	1,016	203.2	(516)	1,016	500
-5250-51-53010 TESTING WATER AND WAST	6,000	6,000	6,000	4,835	80.6	1,165	4,835	6,500
TOTAL OPERATING	186,169	186,169	186,169	158,662	85.2	27,507	158,662	214,934

PAIRS & MAINTENANCE

-5250-52-52010 BUILDING REPAIRS & MAI	1,000	1,000	1,000	1,947	194.7	(947)	1,947	4,000
-5250-52-52320 VEHICLE REPAIRS & MAIN	6,500	6,500	6,500	4,648	71.5	1,852	4,648	6,500
-5250-52-52430 MACHINERY EQUIPMENT-RE	5,500	5,500	5,500	15,988	290.7	(10,488)	15,988	16,000
-5250-52-52460 REPAIRS-WELLS,PUMPS,MO	40,000	40,000	40,000	67,870	169.7	(27,870)	67,870	40,000
TOTAL REPAIRS & MAINTENANCE	53,000	53,000	53,000	90,452	170.7	(37,452)	90,452	66,500

WATER/WASTEWATER									
-5250-53-53030 WATER FEES-AUSTIN	500	500	500	507	101.5	(7)	507	500	
-5250-53-53040 WATER FEES-MANVILLE	320,000	320,000	320,000	408,539	127.7	(88,539)	408,539	532,250	
-5250-53-53050 WATER FEES-EPCOR	1,250,000	1,250,000	1,250,000	982,214	78.6	267,786	982,214	1,500,000	
-5250-53-53060 WELL ROYALTIES-FOWLER	9,500	9,500	9,500	12,017	126.5	(2,517)	12,017	14,000	
-5250-53-53070 WELL ROYALTIES-LEE	4,000	4,000	4,000	4,092	102.3	(92)	4,092	7,000	
TOTAL WATER/WASTEWATER	1,584,000	1,584,000	1,584,000	1,407,369	88.8	176,631	1,407,369	2,053,750	
CONTRACTED SERVICES									
-5250-54-51165 ENGINEERING/PLANNING S	0	0	0	2,510	0.0	(2,510)	2,510	3,000	
-5250-54-51440 LEGAL FEES	0	0	0	15	0.0	(15)	15	0	
-5250-54-51595 MVBA UTIL COLLECTION	150	150	150	663	442.2	(513)	663	800	
TOTAL CONTRACTED SERVICES	150	150	150	3,188	2,125.5	(3,038)	3,188	3,800	
DEBT PAYMENTS									
-5250-55-52310 VEHICLE LEASE EXPENSE	30,000	30,000	30,000	29,870	99.6	130	29,870	30,000	
-5250-55-52410 MACHINERY EQUIPMENT LE	50,353	50,353	50,353	50,352	100.0	1	50,352	50,353	
TOTAL DEBT PAYMENTS	80,353	80,353	80,353	80,222	99.8	131	80,222	80,353	
CAPITAL OUTLAY < \$5K									
-5250-57-52200 COMPUTER EQUIP PURCHAS	0	0	0	0	0.0	0	0	0	
-5250-57-52400 MACHINERY EQUIPMENT-PU	3,000	3,000	3,000	1	0.0	2,999	1	5,000	
-5250-57-52450 TOOLS	5,000	5,000	5,000	1,364	27.3	3,636	1,364	5,000	
TOTAL CAPITAL OUTLAY < \$5K	8,000	8,000	8,000	1,365	17.1	6,635	1,365	10,000	
CAPITAL OUTLAY > \$5K									
-5250-58-52400 MACHINERY EQUIPMENT-PU	9,000	9,000	9,000	0	0.0	9,000	0	20,000	
TOTAL CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	20,000	
TOTAL WATER EXPENDITURES	2,303,216	2,303,216	2,303,216	2,013,403	87.4	289,813	2,013,403	2,950,898	

WASTEWATER EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
-5275-50-50010 SALARIES	125,495	125,495	125,495	97,982	78.1	27,513	97,982	125,739
-5275-50-50011 COVID 19 SALARIES	0	0	0	0				0
-5275-50-50050 OVERTIME	14,432	14,432	14,432	13,974	96.8	458	13,974	16,000
-5275-50-50051 COVID 19 OVERTIME	0	0	0	0				0
-5275-50-50075 LONGEVITY PAY	1,900	1,900	1,900	2,000	105.3	(100)	2,000	2,400
-5275-50-50200 EMPLOYER PAID TAXES	10,850	10,850	10,850	8,346	76.9	2,504	8,346	10,909
-5275-50-50255 WORKERS' COMPENSATION	3,400	3,400	3,400	3,566	104.9	(166)	3,566	3,600
-5275-50-50325 HEALTH INSURANCE	22,309	22,309	22,309	15,734	70.5	6,575	15,734	22,651
-5275-50-50410 EMPLOYER RETIREMENT CO	12,598	12,598	12,598	9,768	77.5	2,830	9,768	12,064
-5275-50-50520 EMPLOYEE EDUCATION	600	600	600	1,521	253.5	(921)	1,521	975
-5275-50-50700 UNEMPLOYMENT CLAIMS	2,000	2,000	2,000	0	0.0	2,000	0	2,000
TOTAL PERSONNEL	193,584	193,584	193,584	152,889	79.0	40,695	152,889	196,338
OPERATING								
-5275-51-51011 PRE-EMPLOYMENT SCREENING	100	100	100	62	62.0	38	62	100
-5275-51-51335 INSURANCE-PROPERTY, CA	9,800	9,800	9,800	22,912	233.8	(13,112)	22,912	9,800
-5275-51-51338 INSURANCE LIABILITY	2,995	2,995	2,995	2,549	85.1	446	2,549	2,995
-5275-51-51603 PERIODICALS & PUBLICATIONS	100	100	100	0	0.0	100	0	100
-5275-51-51610 PERMITS & LICENSES	5,200	5,200	5,200	4,913	94.5	287	4,913	5,500
-5275-51-51620 PHYSICALS/DRUG TESTING	120	120	120	0	0.0	120	0	120
-5275-51-51635 PROFESSIONAL & MEMBERS	150	150	150	0	0.0	150	0	0
-5275-51-51740 SUPPLIES PARTS AND MATERIALS	52,000	52,000	52,000	113,912	219.1	(61,912)	113,912	140,000
-5275-51-51800 UNIFORMS & ACCESSORIES	1,250	1,250	1,250	1,107	88.5	143	1,107	1,500
-5275-51-51809 R.O.W. FEES	675	675	675	643	95.3	32	643	700
-5275-51-51813 UTILITIES-ELECTRIC BLU	160,000	160,000	160,000	143,659	89.8	16,341	143,659	185,000
-5275-51-51815 UTILITIES-ELECTRIC TX	9,000	9,000	9,000	8,017	89.1	983	8,017	11,000
-5275-51-52340 FUEL & OIL	4,000	4,000	4,000	2,432	60.8	1,568	2,432	3,500
TOTAL OPERATING	245,390	245,390	245,390	300,206	122.3	(54,816)	300,144	360,315
REPAIRS & MAINTENANCE								
-5275-52-52010 BUILDING REPAIRS & MAINTENANCE	1,000	1,000	1,000	411	41.1	589	411	2,500
-5275-52-52320 VEHICLE REPAIRS & MAINTENANCE	1,500	1,500	1,500	214	14.3	1,286	214	1,500
-5275-52-52430 MACHINERY EQUIPMENT-REPAIRS	20,000	20,000	20,000	7,459	37.3	12,541	7,459	20,000
-5275-52-52460 REPAIRS-WELLS,PUMPS,MO	35,000	35,000	35,000	25,763	73.6	9,237	25,763	35,000
TOTAL REPAIRS & MAINTENANCE	57,500	57,500	57,500	33,848	58.9	23,652	33,848	59,000

WATER/WASTEWATER								
5275-53-53010 TESTING WATER AND WAST	32,000	32,000	32,000	33,078	103.4	(1,078)	33,078	56,650
5275-53-53040 WATER FEES-MANVILLE	650	650	650	2,220	341.6	(1,570)	2,220	3,000
5275-53-53160 WASTEWATER FEES-AUSTIN	125,000	125,000	125,000	381,264	305.0	(256,264)	381,264	0
TOTAL WATER/WASTEWATER	157,650	157,650	157,650	416,562	264.2	(258,912)	416,562	59,650
CONTRACTED SERVICES								
5275-54-51165 ENGINEERING/PLANNING S	1,200	1,200	1,200	2,076	173.0	(876)	2,076	112,002
5275-54-51440 LEGAL FEES	0	0	0	15	0.0	(15)	15	0
5275-54-53150 SLUDGE DISPOSAL	15,000	15,000	15,000	95,919	639.5	(80,919)	95,919	127,000
TOTAL CONTRACTED SERVICES	16,200	16,200	16,200	98,010	605.0	(81,810)	98,010	239,002
CAPITAL OUTLAY < \$5K								
5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000
TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	5,000	0	0.0	5,000	0	5,000
CAPITAL OUTLAY > \$5K								
5275-58-52400 MACHINERY EQUIPMENT-PU	15,000	15,000	15,000	0	0.0	15,000	0	15,000
5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000
TOTAL CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	0	30,000
TOTAL WASTEWATER EXPENDITURES	705,324	705,324	705,324	1,001,515	142.0	(296,191)	1,001,453	949,305
NON-DEPARTMENTAL EXPENDITURES								
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
CAPITAL OUTLAY > \$5K								
5999-58-58005 2016 CO BOND EXPENSES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	
TOTAL CAPITAL OUTLAY > \$5K	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TRANSFERS								
5999-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL EXPENDITURES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TOTAL EXPENDITURES	3,759,116	3,759,116	3,759,117	4,724,350	125.7	(965,232)	4,724,288	4,405,797
REVENUES OVER/(UNDER) EXPENDITURES	73,042	73,042	73,042	-276,264		349,306	(276,202)	83,777



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Public Hearing: Conduct a public hearing on the FY2021-2022 Proposed Property Tax Rate of the City of Manor, Texas.

BACKGROUND/SUMMARY:

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

- FY 2021-2022 Proposed Property Tax Rate

STAFF RECOMMENDATION:

It is city staff's recommendation that the City Council conduct the second public hearing on the FY2021-2022 Proposed Property Tax Rate of the City of Manor, Texas.

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

CERTIFICATION OF 2021 TAX RATE AND HEARING UPLOAD

The following information was certified to the TX taxing unit portal for use on the tax transparency website by lcollins@cityofmanor.org on 2021-08-09 10:57:51

<p>CITY OF MANOR 5122725555 105 E Eggleston St/ PO Box 387 www.cityofmanor.org ASSESSOR COLLECTOR BRUCE ELFANT</p>	TAXING UNIT
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WEBSITE RATES

ADOPTED RATE	0.7827
PROPOSED RATE	0.7827
VOTER APPROVAL RATE	0.7667
NO NEW REVENUE RATE	0.7617

ADOPTED RATE DOCUMENTS UPLOADED (YES OR NO)	NO
NO NEW REVENUE RATE DOCUMENTS UPLOADED (YES OR NO)	NO

HEARINGS

Description	Date & Time	Location	Hearing Notice Document
Public Hearing Tax Rate 2021-2022	2021-09-01 19:00:00	105 E Eggleston St Manor, TX 78653	NO
Public Hearing Tax Rate 2021-2022	2021-09-15 19:00:00	105 E Eggleston St Manor, TX 78653	NO

PREPARED BY



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance annexing 93.983 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 93.983 acres into the city limits. The attached ordinance is submitted to the City Council for first reading consideration to annex 93.983 acres into the city limits and complies with the City’s Charter and Chapter 43 of the Texas Local Government Code.

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

- Annexation Ordinance for 93.983 acre tract
- Area map

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council conduct a public hearing on the first reading of an ordinance annexing 93.983 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 93.983 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas, is a home rule municipality authorized by State law to annex territory lying adjacent and contiguous to the City;

WHEREAS, the owners of the property, as hereinafter described, made written request for the City to annex such property in compliance with the *Tex. Loc. Gov't. Code*;

WHEREAS, the property is adjacent and contiguous to the present city limits;

WHEREAS, the City Council heard and has decided to grant the owners' request that the City annex said property;

WHEREAS, a public hearing was conducted prior to consideration of this Ordinance in accordance with §43.0673 of the *Tex. Loc. Gov't. Code*;

WHEREAS, notice of the public hearing was published not more than twenty (20) nor less than ten (10) days prior to the public hearing;

WHEREAS, the City intends to provide services to the property to be annexed according to the agreement for the provision of services attached hereto as Exhibit "B".

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

SECTION 1. That all of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. All portions of the following described properties (hereinafter referred to as the "Annexed Property"), not previously annexed into the City, including the abutting streets, roadways and rights-of-way, are hereby annexed into the corporate limits of the City of Manor:

Being 93.983 acres of a tract of land situated in the Sumner Bacon Survey, Abstract Number 63, in Travis County, Texas, said land being more particularly described as the remainder of a called 39.135 acre tract of land (Tract One), the remainder of a called 39.135 acre tract of land (Tract Two), and the remainder of a called 20 acre tract of land (Tract three), conveyed to Mary Ruth Holley in Document No. 2009125123 and Document No. 2009125124, both of the Official Public Records of Travis County, Texas, and described in Volume 4234, Page 732, Deed Records of Travis County, Texas, said 93.983 tract of land being more

ORDINANCE NO.

Page 2

particularly shown and described in the Exhibit “A” attached hereto and incorporated herein for all purposes.

SECTION 3. That the provision of services agreement submitted herewith is hereby approved as part of this Ordinance, made a part hereof and attached hereto as Exhibit “B”.

SECTION 4. That the future owners and inhabitants of the Annexed Property shall be entitled to all of the rights and privileges of the City as set forth in the provisions of services agreement attached hereto as Exhibit “B”, and are further bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

SECTION 5. That the official map and boundaries of the City, heretofore adopted and amended be and hereby are amended so as to include the Annexed Property as part of the City of Manor.

SECTION 6. That the Annexed Property shall be temporarily zoned Agricultural District “A” as provided in the City Zoning Ordinance, as amended, until permanent zoning is established therefore.

SECTION 7. That if any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

SECTION 9. 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, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this 15th day of September 2021.

FINALLY PASSED AND APPROVED on this ____ day of _____, 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

ORDINANCE NO.

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Exhibit "A"

ANNEXED PROPERTY DESCRIPTION

93.983 ACRES
 (4,093,912 SQ. FT.)
 SUMNER BACON SURVEY, ABSTRACT NO. 63
 TRAVIS COUNTY TEXAS
 HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 93.983 (4,093,912 SQ. FT.) ACRE TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT TWO), AND THE REMAINDER OF A CALLED 20 ACRE TRACT OF LAND (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENT NUMBER 2009125123 AND DOCUMENT NUMBER 2009125124, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY TEXAS, SAID 93.983 ACRE (4,093,912 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch aluminum capped iron rod found, stamped "TXDOT" in the southwest line of said 39.135 acre Tract One, being in the west right-of way line of F.M. 973 (R.O.W. varies), same being the northeast corner of a called 75.37 acre tract conveyed to the Board of Trustees of Manor Independent School District in Document Number 2008031946 Official Public Records of Travis County Texas, for the southeast corner and **POINT OF BEGINNING** of the herein described tract of land, from which a 3/8 inch capped iron rod found, stamped "BGE" in the east right-of-way line of said F.M. 973, bears S14°48'15"E a distance of 302.09 feet,

THENCE, With the common line of said 39.135 acre Tract One and said 75.37 acre tract, N62°32'47"W, a distance of 2808.00 feet to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", being in the northeastern line of said 75.37 acre tract, also being the southernmost corner of a called 40.00 acre tract conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802, Real Property Records of Travis County, Texas, for the westernmost corner of the herein described tract of land, from which a 3/4 inch iron pipe found bears N62°32'47"W, a distance of 553.37 feet, being in the southwestern line of said 40.00 acre tract, also being the northernmost corner of a 3.56 acre tract conveyed to Aqua Water Supply Corporation in Document Number 2009010572 Official Public Records of Travis County, Texas,

THENCE, with the northwest line of said 39.135 acre Tract One, the northwest line of said 39.135 acre Tract two, and the southeast line of said 40.00 acre tract, N26°45'24"E, passing at a distance of 3.02 feet a 1/2 inch iron rod found, continuing for a total distance of 1462.16 feet to a 1/2 inch iron rod found, being the westernmost corner of a 29.682 acre tract of land conveyed to Robert and Lindsey Smith in Document Number 2016022751, Official Public Records of Travis County, Texas, for the northernmost corner of the herein described tract of land, from which a capped 1/2 inch iron rod found, stamped "BRYAN TECH", being in the eastern line of said 40.00 acre tract, also being the westernmost corner of a 25.585 acre tract conveyed to Robert and Lindsey Smith in Document Number 2016022747, Official Public Records of Travis County, Texas also being the northernmost corner of said 29.682 acre tract, bears N26°48'38"E, a distance of 765.12 feet

THENCE, continuing with the common boundary line of said 93.983 acre tract and said 29.682 acre tract, S62°13'24"E, passing at a distance of 1005.54 feet a 1/2 inch capped iron rod found stamped "BRYAN TECH" for the southernmost corner of said 29.682 acre tract, being at the westernmost corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667, Official Public Records of Travis County, Texas, continuing for a total distance of 2809.36 feet to a 1/2 inch iron rod found in the west right-of-way line of said F.M. 973 (R.O.W. Varies), being at the southernmost corner of said 12.334 acre tract of land, same being at the beginning of a point of curvature to the right, for the easternmost corner of the herein described tract of land,

93.983 ACRES
(4,093,912 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, along said curve to the right, with the west right-of-way line of said F.M. 973 (R.O.W. Varies) over and across said 39.135 acre Tract Two, having an arc length of 282.38 feet, a radius of 2764.79 feet, and whose chord bears S24°12'52"W, a distance of 282.26 feet to a 1/2 inch iron rod found for corner,

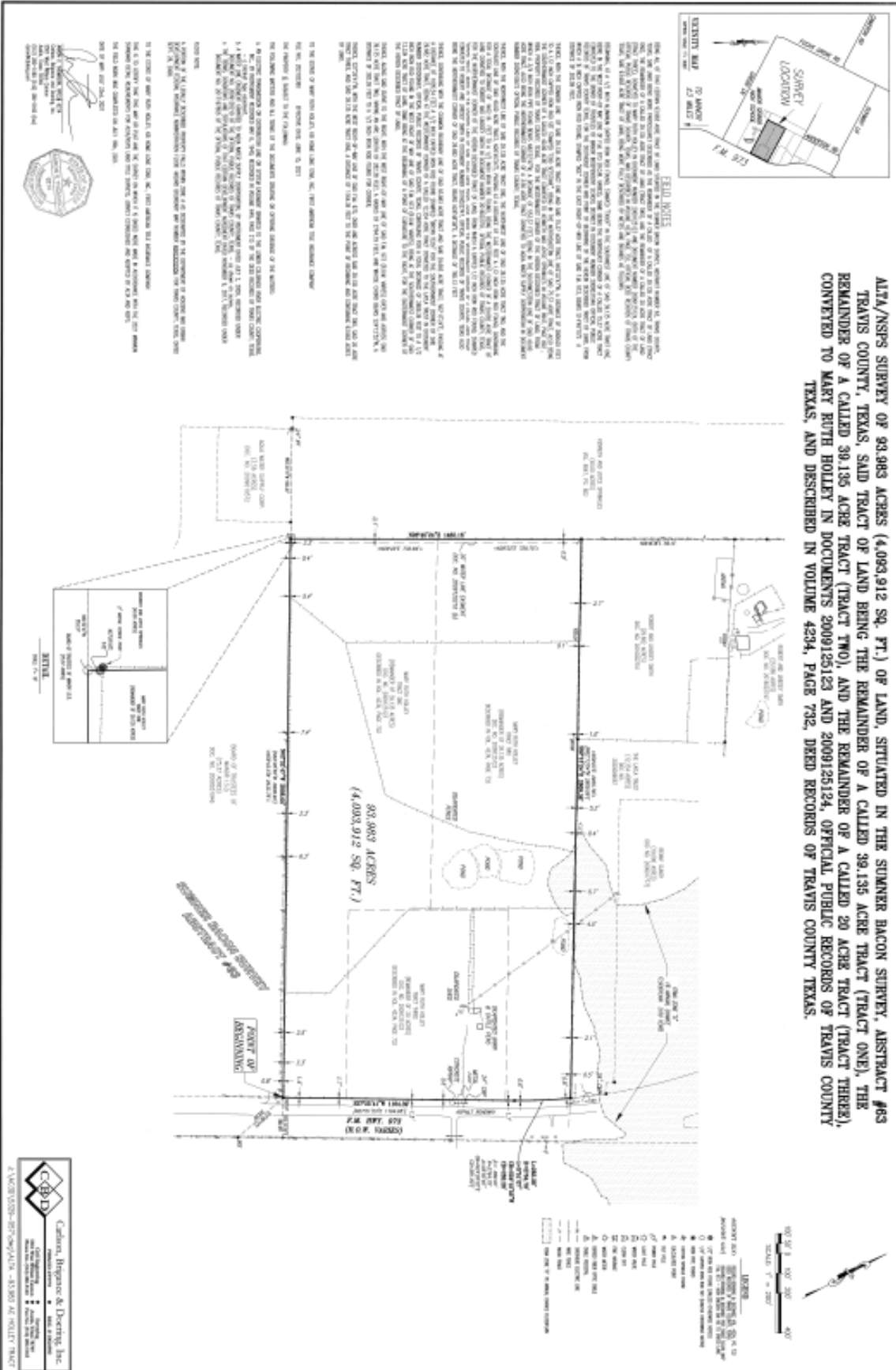
THENCE, S27°25'41"W, with the west right-of-way line of said F.M. 973, over and across said 39.135 acre Tract Two, said 20 acre Tract Three, and said 39.135 acre Tract One, a distance of 1164.39 feet to the **POINT OF BEGINNING** and containing 93.983 acres (4,093,912 SQ. FT.) of land.

Surveyed by:  7/27/2021

AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigrance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

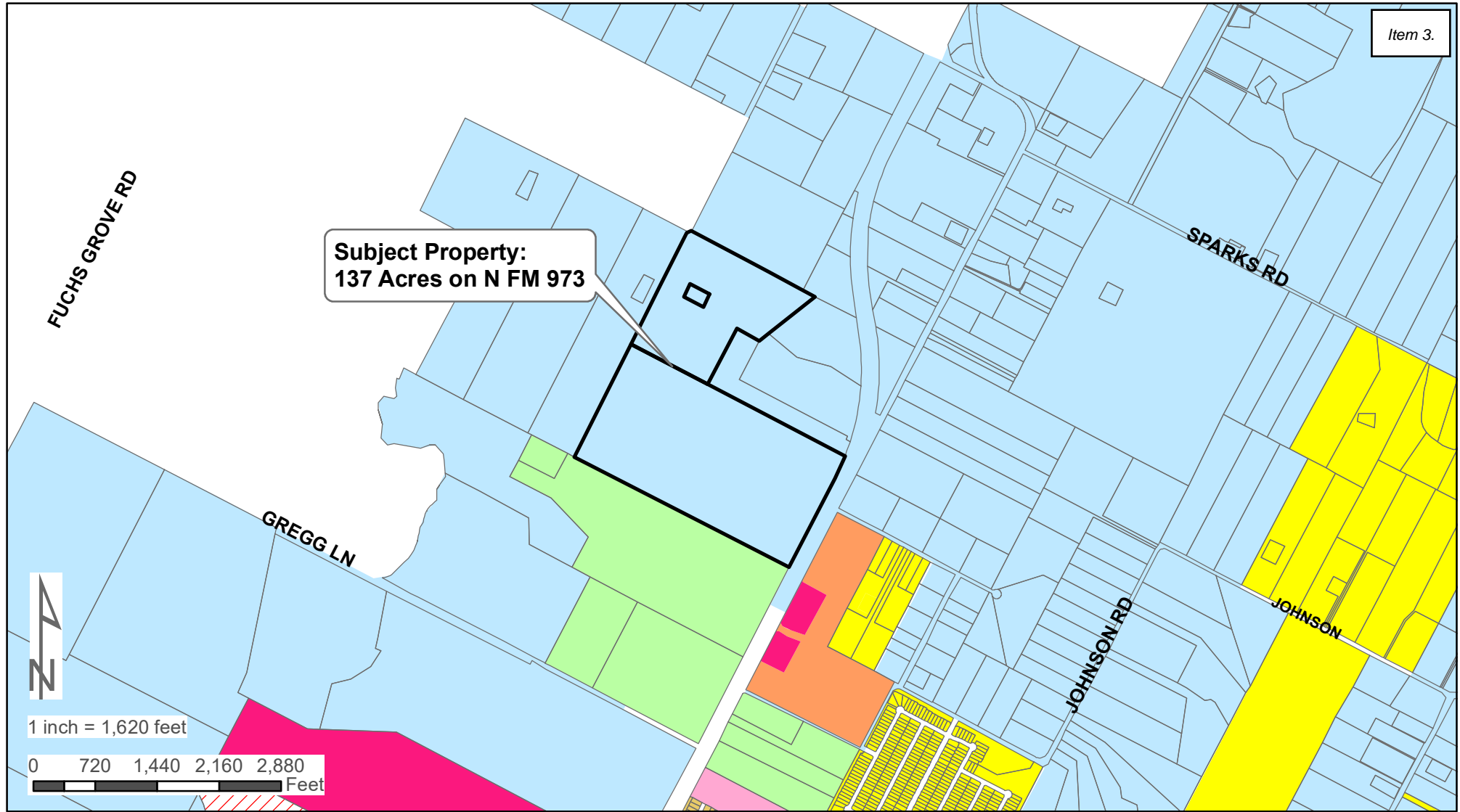


ORDINANCE NO.

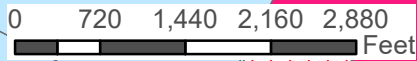
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Exhibit "B"
**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

[Insert executed Agreement]



1 inch = 1,620 feet



Proposed Zoning: SF-2 Single Family Standard

Zone					
	A - Agricultural		MH-1 - Manufactured Home		C-3 - Heavy Commercial
	SF-1 - Single Family Suburban		I-1 - Institutional Small		NB - Neighborhood Business
	SF-2 - Single Family Standard		I-2 - Institutional Large		DB - Downtown Business
	TF - Two Family		GO - General Office		IN-1 - Light Industrial
	MF-1 - Multi-Family 15		C-1 - Light Commercial		IN-2 - Heavy Industrial
	MF-2 - Multi-Family 25		C-2 - Medium Commercial		PUD - Planned Unit Development
					ETJ



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance annexing 42.921 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 42.921 acres into the city limits. The attached ordinance is submitted to the City Council for first reading consideration to annex 93.983 acres into the city limits and complies with the City’s Charter and Chapter 43 of the Texas Local Government Code.

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

- Annexation Ordinance for 42.921 acre tract
- Area map

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council conduct a public hearing on the first reading of an ordinance annexing 42.921 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 42.921 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas, is a home rule municipality authorized by State law to annex territory lying adjacent and contiguous to the City;

WHEREAS, the owners of the property, as hereinafter described, made written request for the City to annex such property in compliance with the *Tex. Loc. Gov't. Code*;

WHEREAS, the property is adjacent and contiguous to the present city limits;

WHEREAS, the City Council heard and has decided to grant the owners' request that the City annex said property;

WHEREAS, a public hearing was conducted prior to consideration of this Ordinance in accordance with §43.0673 of the *Tex. Loc. Gov't. Code*;

WHEREAS, notice of the public hearing was published not more than twenty (20) nor less than ten (10) days prior to the public hearing;

WHEREAS, the City intends to provide services to the property to be annexed according to the agreement for the provision of services attached hereto as Exhibit "B".

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

SECTION 1. That all of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. All portions of the following described properties (hereinafter referred to as the "Annexed Property"), not previously annexed into the City, including the abutting streets, roadways and rights-of-way, are hereby annexed into the corporate limits of the City of Manor:

Being 42.921 acres of a tract of land situated in the Sumner Bacon Survey, Abstract Number 63, in Travis County, Texas, said land being more particularly described as all of a called 25.585 acre tract of land conveyed to Robert and Lindsey Smith in Document No. 2016022747 of the Official Public Records of Travis County, Texas, and the remainder of a called 29.682 acre tract of land conveyed to Robert and Lindsey Smith in Document No. 2016022751 of the

ORDINANCE NO. _____

Page 2

Official Public Records of Travis County, Texas, said 42.921 tract of land being more particularly shown and described in the Exhibit “A” attached hereto and incorporated herein for all purposes.

SECTION 3. That the provision of services agreement submitted herewith is hereby approved as part of this Ordinance, made a part hereof and attached hereto as Exhibit “B”.

SECTION 4. That the future owners and inhabitants of the Annexed Property shall be entitled to all of the rights and privileges of the City as set forth in the provisions of services agreement attached hereto as Exhibit “B”, and are further bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

SECTION 5. That the official map and boundaries of the City, heretofore adopted and amended be and hereby are amended so as to include the Annexed Property as part of the City of Manor.

SECTION 6. That the Annexed Property shall be temporarily zoned Agricultural District “A” as provided in the City Zoning Ordinance, as amended, until permanent zoning is established therefore.

SECTION 7. That if any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

SECTION 9. 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, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this 15th day of September 2021.

FINALLY PASSED AND APPROVED on this _____ day of _____, 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

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Exhibit "A"

ANNEXED PROPERTY DESCRIPTION

42.921 ACRES
 (1,869,634 SQ. FT.)
 SUMNER BACON SURVEY, ABSTRACT NO. 63
 TRAVIS COUNTY TEXAS
 HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, SITUATED IN TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS ALL OF A CALLED 25.585 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022747 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND THE REMAINDER OF A CALLED 29.682 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch iron rod found, being in the south right-of-way line of Anderson Road (R.O.W. Varies), also being in the southeast line of a called 40.00 acre tract of land conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802 of the Real Property Records of Travis County, Texas, being also a northwest corner of said 25.585 acre tract for a northwest corner and the **POINT OF BEGINNING** of the herein described tract of land,

THENCE, with the common line of said 25.585 acre tract and said Anderson Road (ROW Varies), the following two (2) courses and distances, numbered 1 and 2

- 1.) N62°25'38"E, a distance of 55.03 feet to a 1/2 inch iron rod found, for corner, and
- 2.) S63°17'54"E, a distance of 5.96' to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", for corner, being the westernmost corner of a called 35.469 acre tract conveyed to Hau Wu and Lanfang Zhang in Document Number 2014104874 of the Official Public Records of Travis County, Texas, from which a 1/2 inch iron rod found bears N27°03'02"E, a distance of 1034.56 feet, being the northernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 12.000 acre tract of land conveyed to Olmer Orellana in Document Number 2014160204 of the Official Public Records of Travis County, Texas

THENCE, with the common line of said 25.585 acre tract and said 35.469 acre tract the following three (3) courses and distances, numbered 1 through 3,

- 1.) S61°52'16"E, a distance of 742.87 feet to a 1/2 capped inch iron rod found, stamped "BRYAN TECH", for corner,
- 2.) S61°40'48"E, passing at a distance of 33.53 feet and 1.6 feet to the left a 1/2 inch iron rod found, and continuing for a total distance of 285.29 feet to a 1/2 capped inch iron rod found, for corner and
- 3.) S61°37'58"E, passing at a distance of 128.53 feet and 2.3 feet to the right a 1/2 inch iron rod found, and continuing for a total distance of 439.53 feet to a 4" concrete monument found, being the southernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 6.789 acre tract conveyed to Vladimir M. Haviar in Document Number 2009019842 of the Official Public Records of Travis County, Texas,

THENCE, with the common line of said 25.585 acre tract and said 6.789 acre tract, S62°05'57"E, a distance of 162.99 feet to a capped 1/2 inch iron rod set stamped "CBD SETSTONE" for corner, being the easternmost corner of said 25.585 acre tract and being also the northernmost corner of a called 14.044 acres conveyed to Don Bayer and Jimmy Bayer in Document Number 2009122122 of the Official Public Records of Travis County, Texas,

42.921 ACRES
(1,869,634 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, with the common line of said 25.585 acre tract, said 14.044 acre tract, and a called 19.000 acre tract conveyed to Benny Gundy in Document Number 2009017772, Official Public Records of Travis County, Texas, S51°49'49"W, passing at a distance of 690.10 feet a capped 1/2 inch iron found, being the northernmost corner of said 19.000 acre tract, same being the westernmost corner of said 14.044 acre tract and continuing for a total distance of 828.24 feet to a capped 1/2 inch iron rod found, being a northwest corner of said 19.000 acre tract, same being a northeast corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667 of the Official Public Records of Travis County, Texas, for corner,

THENCE, with the common line of said 25.585 acre tract and said 12.334 acre tract, N60°12'14"W, a distance of 299.26 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for corner, same being the northernmost corner of said 12.334 acre tract and the westernmost corner of the remainder of said 29.682 acre tract,

THENCE, with the common line of said 12.334 acre tract and the remainder of said 29.682 acre tract, S27°51'07"W, a distance of 734.09 feet to a capped 1/2 inch iron rod found stamped "BRYAN TECH", for the southernmost corner of the herein described tract of land, being the westernmost corner of said 12.334 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the northeast line of a called 39.135 acre tract (Tract Two) conveyed to Mary Ruth Holley in Document Number 2009125123 of the Official Public Records of Travis County, Texas and described in Volume 4234, Page 732, Deed Records of Travis County, Texas

THENCE, with the common line of said 39.135 acre tract and the remainder of said 29.682 acre tract, N62°13'53"W, a distance of 1005.54 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for the westernmost corner of the herein described tract of land, same being the northernmost corner of said 39.125 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the southeast line of a said 40.00 acre tract,

THENCE, with the common line of said 40.00 acre tract and the remainder of said 29.682 acre tract, N26°47'53"E, passing at a distance of 765.16 feet a capped 1/2 inch iron rod found, stamped "BRYAN TECH", also passing at a distance of 926.85 feet and 0.32 feet to the right of a capped 1/2 inch iron rod found, stamped "BRUSSEL", and continuing for a total distance of 1446.99 feet to the **POINT OF BEGINNING** and containing 42.921 acres (1,869,634 SQ. FT.) of land.

Surveyed by:  7/27/2021

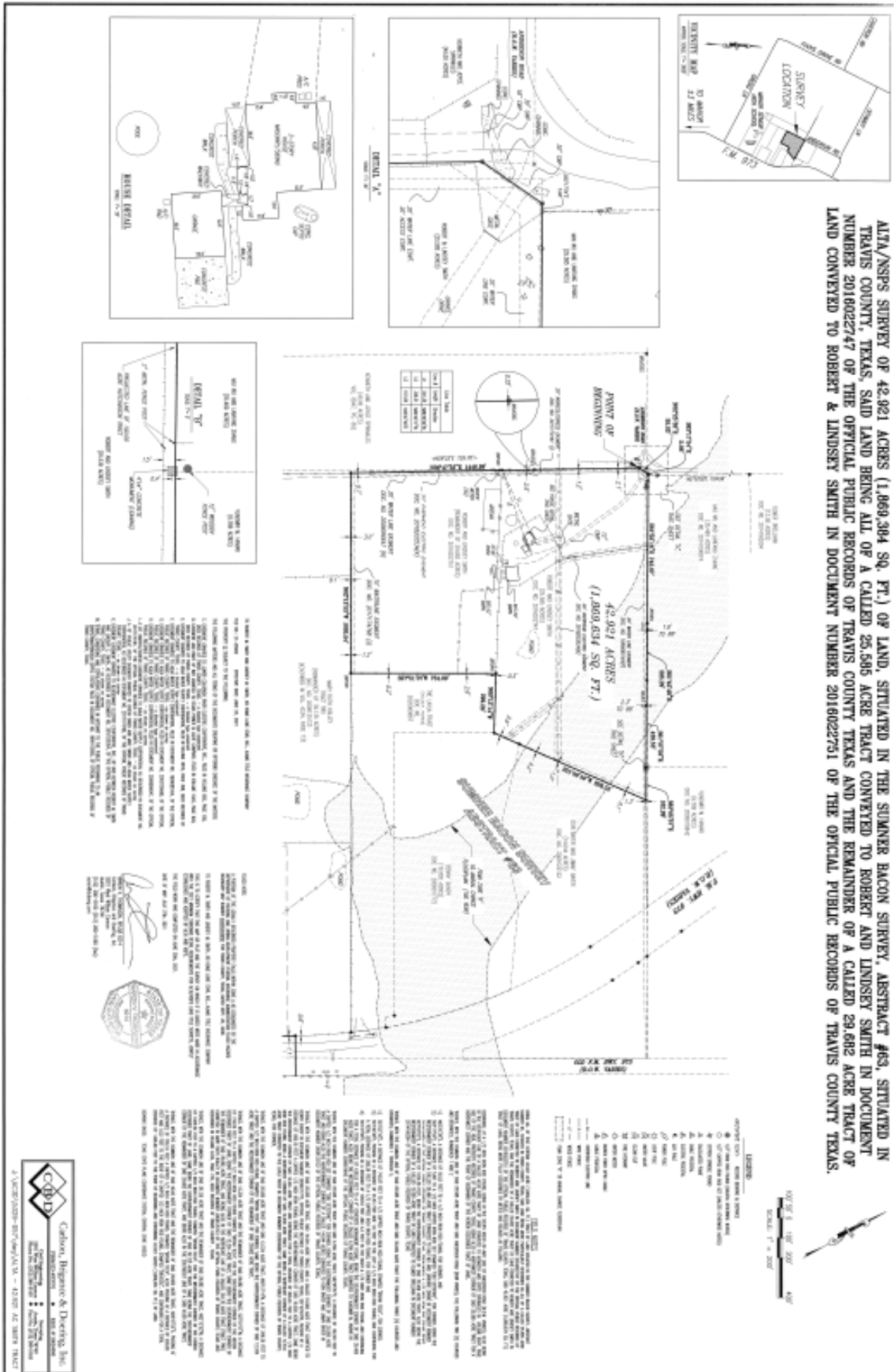
AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigrance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

ORDINANCE NO. ____

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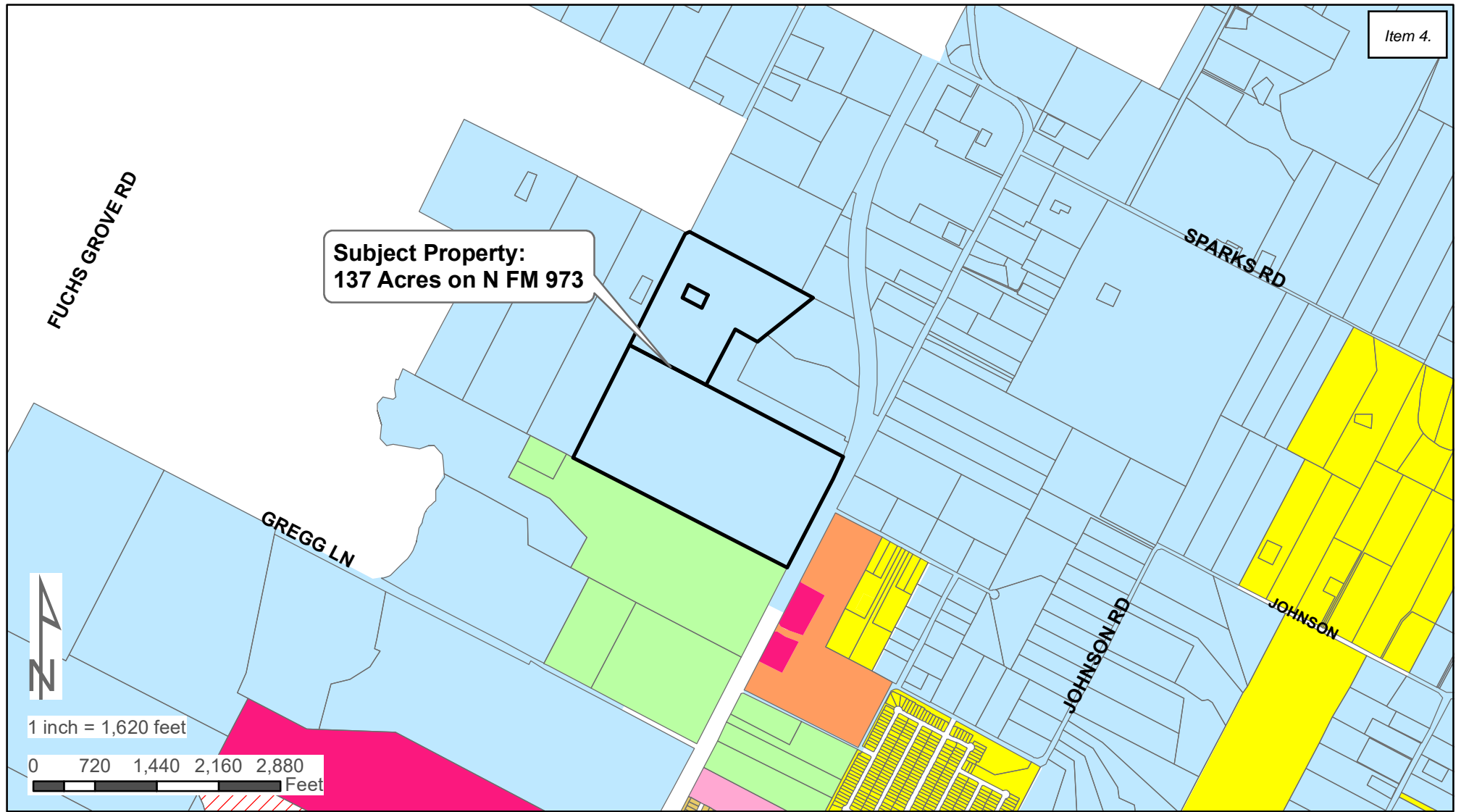


ORDINANCE NO. ____

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Exhibit "B"
**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

[Insert executed Agreement]



Proposed Zoning: SF-2 Single Family Standard

Zone					
	A - Agricultural		MH-1 - Manufactured Home		C-3 - Heavy Commercial
	SF-1 - Single Family Suburban		I-1 - Institutional Small		NB - Neighborhood Business
	SF-2 - Single Family Standard		I-2 - Institutional Large		DB - Downtown Business
	TF - Two Family		GO - General Office		IN-1 - Light Industrial
	MF-1 - Multi-Family 15		C-1 - Light Commercial		IN-2 - Heavy Industrial
	MF-2 - Multi-Family 25		C-2 - Medium Commercial		PUD - Planned Unit Development
					ETJ



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance rezoning 137 acres, more or less, out of the Sumner Bacon Survey, Abstract No. 63, and being located near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX to Single Family Standard (SF-2).

Applicant: Carlson, Brigance & Doering, Inc.
Owner: Estate of Mary Ruth Arnold Holley

BACKGROUND/SUMMARY:

This property is in the process of being annexed into the city. This zoning has been filed to run concurrent with the annexation so process so when the City Council finalizes the annexation of the land into the city limits, they would also approve permanent zoning. The applicant is requesting SF-2 for the entirety of the property which is minimum 60' wide single-family lots.

P&Z voted 6-0 to approve with the recommendation that additional parkland be included in the design.

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

- Letter of Intent
- Rezoning Map
- Notice
- Labels

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing on a first reading of an ordinance rezoning 137 acres, more or less, out of the Sumner Bacon Survey, Abstract No. 63, and being located near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX to Single Family Standard (SF-2).

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



August 13, 2021

City of Manor
Development Services Department
Attn: Mr. Scott Dunlop, Director
105 E. Eggleston Street
Manor, Texas 78653

RE: Holley-Smith Tracts

Re-Zoning Application Letter of Intent

Dear Mr. Dunlop,

On behalf of the owner, Carlson, Brigance & Doering, Inc. respectfully submits this application for a re-zoning of the Holley and Smith properties. The collective properties are a total of 136.90 acres of land currently in the ETJ of the City of Manor. A separate petition for annexation has already been submitted for these respective tracts and is scheduled for processing at the next City of Manor City Council meeting. This request for re-zoning is to enter into the City of Manor city limits as a SF-2 zoned development.

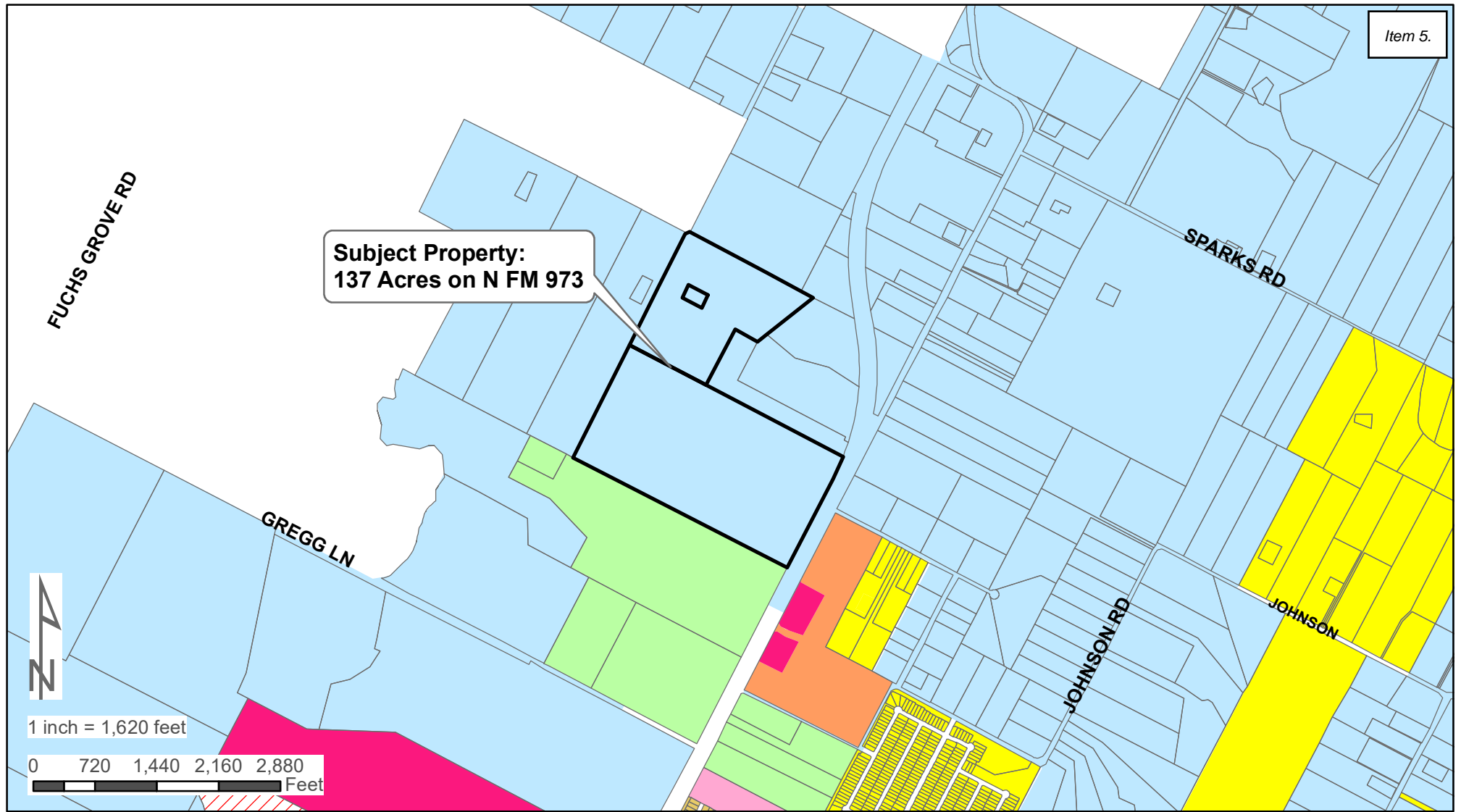
The property under consideration is located immediately adjacent to the Manor ISD Senior High School and Athletic Complex. The other surrounding land uses are residential in scope either within the Manor city limits or further ETJ. The request for SF-2 zoning is compatible with these surrounding land uses as it would present a transitional development of single-family residential into the more rural residential development in the city's ETJ.

Thank you for your time and review of this project. Please let me know if you need any additional information in order to process this application.

Respectfully,

Carlson, Brigance & Doering, Inc.

Geoff Guerrero
Senior Planner



Proposed Zoning: SF-2 Single Family Standard

Zone					
	A - Agricultural		MH-1 - Manufactured Home		C-3 - Heavy Commercial
	SF-1 - Single Family Suburban		I-1 - Institutional Small		NB - Neighborhood Business
	SF-2 - Single Family Standard		I-2 - Institutional Large		DB - Downtown Business
	TF - Two Family		GO - General Office		IN-1 - Light Industrial
	MF-1 - Multi-Family 15		C-1 - Light Commercial		IN-2 - Heavy Industrial
	MF-2 - Multi-Family 25		C-2 - Medium Commercial		PUD - Planned Unit Development
					ETJ



August 19, 2021

City of Manor Development Services

Notification for a Rezoning Application

Case Number: 2021-P-1360-ZO

Case Manager: Scott Dunlop

Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 137 acres +/- near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a rezoning request for 137 acres, more or less, out of the Sumner Back Survey, Abstract No. 63, and being located near the intersection of N. FM 973 and Arnhamn Lane, Manor, TX to Single Family Standard (SF-2).

***Applicant:* Carlson, Brigance & Doering, Inc.**

***Owner:* Estate of Mary Ruth Arnold Holley**

The Planning and Zoning Commission will meet at 6:30PM on September 8, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on September 15, 2021 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 Rezoning Application 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 and Council Members during the discussion of this item.

Robert & Lindsey Smith
15801 Anderson Road
Manor, Texas 78653

Aqua Water Supply Corporation
Attn: Property Tax Department
PO Box P
Bastrop, Texas 78602

Layla Trust
2008 Heritage Well Lane
Pflugerville, Texas 78660

Don & Jimmy Bayer
1334 County Road 405
Lexington, Texas 78947

Kenneth & Joyce Sprinkles
15777 Anderson Road
Manor, Texas 78653

Hua Wu & Zhang Lanfang
15821 Anderson Road
Manor, Texas 78653

Geraldine & Edward Wolf
2868 County Road 267
Cameron, Texas 76520

Mary Ruth Holley
PO Box 1209
Manor, Texas 78653

Benny, Paul & Mark Gundy
1552 Payton Falls Drive
Austin, Texas 78754

Kyle Nguyen
1523 Bradbury Lane
Austin, Texas 78753

Margaret & Emil Vorwerk
PO Box 935
Pflugerville, Texas 78691

Vladimir Haviar
15420 N FM Road 973
Manor, Texas 78653

John & Sandy Kerr
1301 Lost Creek Boulevard
Austin, Texas 78746

Manor Independent School District
PO Box 359
Manor, Texas 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manger
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance annexing 30.8643 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 30.8643 acres into the city limits. The attached ordinance is submitted to the City Council for first reading consideration to annex 30.8643 acres into the city limits and complies with the City’s Charter and Chapter 43 of the Texas Local Government Code.

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

- Annexation Ordinance for 30.8643 acre tract
- Area map

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council conduct a public hearing on the first reading of an ordinance annexing 30.8643 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 30.8643 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas, is a home rule municipality authorized by State law to annex territory lying adjacent and contiguous to the City;

WHEREAS, the owners of the property, as hereinafter described, made written request for the City to annex such property in compliance with the *Tex. Loc. Gov't. Code*;

WHEREAS, the property is adjacent and contiguous to the present city limits;

WHEREAS, the City Council heard and has decided to grant the owners' request that the City annex said property;

WHEREAS, a public hearing was conducted prior to consideration of this Ordinance in accordance with §43.0673 of the *Tex. Loc. Gov't. Code*;

WHEREAS, notice of the public hearing was published not more than twenty (20) nor less than ten (10) days prior to the public hearing;

WHEREAS, the City intends to provide services to the property to be annexed according to the agreement for the provision of services attached hereto as Exhibit "B".

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

SECTION 1. That all of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. All portions of the following described properties (hereinafter referred to as the "Annexed Property"), not previously annexed into the City, including the abutting streets, roadways and rights-of-way, are hereby annexed into the corporate limits of the City of Manor:

Being 30.8643 acres of a tract of land out of the Greenberry Gates Survey No. 63, Abstract No. 315, in Travis County, Texas and being all of a called 31.02 acre tract conveyed to Elsie Frances Wier in Document No. 1999148737, Official Public Records of Travis County, Texas, said 30.8643 tract of land being more particularly shown and described in the Exhibit "A" attached hereto and incorporated herein for all purposes.

ORDINANCE NO. _____

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SECTION 3. That the provision of services agreement submitted herewith is hereby approved as part of this Ordinance, made a part hereof and attached hereto as Exhibit “B”.

SECTION 4. That the future owners and inhabitants of the Annexed Property shall be entitled to all of the rights and privileges of the City as set forth in the provisions of services agreement attached hereto as Exhibit “B”, and are further bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

SECTION 5. That the official map and boundaries of the City, heretofore adopted and amended be and hereby are amended so as to include the Annexed Property as part of the City of Manor.

SECTION 6. That the Annexed Property shall be temporarily zoned Agricultural District “A” as provided in the City Zoning Ordinance, as amended, until permanent zoning is established therefore.

SECTION 7. That if any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

SECTION 9. 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, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this 15th day of September 2021.

FINALLY PASSED AND APPROVED on this _____ day of _____, 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

ORDINANCE NO. _____

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Exhibit "A"

ANNEXED PROPERTY DESCRIPTION

Exhibit "A" – Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 30.8643 ACRES (1,344,450 SQUARE FEET) OUT OF THE GREENBERRY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 31.02 ACRE TRACT CONVEYED TO ELSIE FRANCES WIER IN DOCUMENT #1999148737 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), SAVE AND EXCEPT A 1.5 CALLED ACRE TRACT CONVEYED TO GREYSTONE HOLDINGS, LLC, IN DOCUMENT #2005016761 (O.P.R.T.C.T.), SAID 30.8643 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:



PO Box 90876
Austin, TX 78709
512.554.3371
jward@4wards.com
www.4wards.com

BEGINNING, at a 1/2-inch iron rod with "4Ward Boundary" cap set in the south right-of-way line of US Highway 290 (240' right-of-way), and being the northeast corner of said Greystone tract, and being the northwest corner of the remainder of said Wier tract, for the northwest corner and **POINT OF BEGINNING** hereof, from which a 3/8-inch iron rod found bears, S11°00'39"W, a distance of 1.00 feet, and also from which, a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the northeast corner of a called 1.002 acre tract partially conveyed to Daniel Perez in Document #2012110051 (O.P.R.T.C.T.), and to Celia Enriquez-Felipe in Document #2015030029 (O.P.R.T.C.T.), and being the northwest corner of said Greystone tract, and being the northwest corner of said Wier tract bears, S85°56'14"W, a distance of 155.12 feet;

THENCE, with the south right-of-way line of said US 290 and the north line of said Wier tract, the following three (3) courses and distances:

- 1) **N85°56'14"E**, a distance of **778.45** feet to a disturbed TxDot Type 1 concrete monument found for the northeast corner hereof, and
- 2) **S03°55'51"E**, a distance of **158.46** feet to a leaning TxDot Type 1 concrete monument found for an angle point hereof, said point being in the called west line of an abandoned County Road (no dedication/vacation information found), and
- 3) **S61°43'23"E**, a distance of **30.06** feet to a 1/2-inch iron rod found for an angle point hereof, said point being in the called centerline of said abandoned County Road, and being a corner in the east line of said Wier tract;

THENCE, with the called centerline of said abandoned County Road and the east line of said Wier tract, **S27°05'58"W**, a distance of **1,791.29** feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for an angle point hereof, said point being at the intersection of the west line of a called 94.339 acre tract conveyed to Ginsel Family Ltd., in Document #2006248015 (O.P.R.T.C.T.), said tract being described by metes and bounds in Document #2004055639 (O.P.R.T.C.T.), and in Volume 3120, Page 698 of the Deed Records of Travis County, Texas (D.R.T.C.T.), with the called centerline of said abandoned County Road and the east line of said Wier tract;

THENCE, with the west line of said Ginsel tract, in conflict with the called centerline of said abandoned County Road and the east line of said Wier tract, **S27°58'47"W**, a distance of **334.74** feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for the southeast corner hereof, said point being at the intersection of the north line of Lot 22, Block I of Bell Farms, Phase Two-A, recorded in Document #200700061 (O.P.R.T.C.T.), with the west line of said Ginsel tract, from which a 1/2-inch iron rod with illegible cap found for the southwest corner of said Ginsel tract, and being the northwest corner of Lot 83, Block C of Final Plat of Carriage Hills Section Three, recorded in Document #201000127 (O.P.R.T.C.T.) bears, S27°58'47"W, a distance of 166.08 feet, and also from which, a calculated point for the northeast corner of said Lot 22, and being the southeast corner of said Wier tract bears, S73°23'16"E, a distance of 5.23 feet;

THENCE, with the common line of said Bell Farms, Phase Two-A, and said Wier tract, **N73°23'16"W**, passing at a distance of 173.07 feet, a 1/2-inch iron rod found at the northeast terminus of Carillon Way (60'

ORDINANCE NO. _____

Page 5

right-of-way), and being the northwest corner of said Lot 22, and continuing for a total distance of 374.66 feet to a 1/2-inch iron rod found for the southwest corner hereof, said point being at the southeast corner of a called 3.20 acre tract conveyed to Faustino Canamero Cardero in Document #2018099283 (O.P.R.T.C.T.), and being in the north line of Lot 50, Block "D" of said Bell Farms, Phase Two-A, and being the southwest corner of said Wier tract;

THENCE, in part with the east line of said Cardero tract, in part with the east line of a called 1.0004 acre tract conveyed to Timothy W. Walker, Sr., in Document #2019011268 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Sammie Hutchinson in Volume 11789, Page 292 of the Real Property Records of Travis County, Texas (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Aguster Powell in Volume 5086, Page 1826 (D.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Jesse and Barbara Robertson in Volume 8731, Page 506 (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Pablo R. and Ana M. Mijares in Document #2014174956 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Anselma and San Juana Castro in Volume 13218, Page 4385 (R.P.R.T.C.T.), said tract described further in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Lupe Hernandez in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Jose Guadalupe and Soni Hernandez in Document #2002181992 (O.P.R.T.C.T.), said tract described further in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Frank D. Muniz in Volume 12117, Page 263 (R.P.R.T.C.T.), said tract described in Volume 2958, Page 888 (D.R.T.C.T.) and in Volume 4998, Page 777 (D.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Amy G. and Joseph Carlos Deleon in Document #2008194463 (O.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Hilaria Reyes in Volume 11799, Page 26 (R.P.R.T.C.T.), and with the west line of said Wier tract, N10°53'27"E, a distance of 1,486.93 feet to a calculated point for an exterior ell-corner hereof, said point being at the common corner of said Greystone tract, said Perez tract and said Reyes tract, from which a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the common north corner of said Greystone tract and said Perez tract, and being the northwest corner of said Wier tract bears, N10°53'27"E, a distance of 437.05 feet;

THENCE, over and across said Wier tract, with the south and east lines of the Greystone tract, the following two (2) courses and distances:

- 1) N85°57'43"E, a distance of 154.15 feet to a 1-inch iron pipe found for an interior ell-corner hereof, and
- 2) N11°00'39"E, passing at a distance of 436.36 feet, a 3/8-inch iron rod found, and continuing for a total distance of 437.36 feet to the POINT OF BEGINNING, and containing 30.8643 Acres (1,344,450 Square Feet) more or less.

NOTE:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203); all distances were adjusted to surface using a combined scale factor of 1.000079893396. See attached sketch (reference drawing: 00835.dwg)



 7/31/2019

 Steven M. Duarte, RPLS #5940

 4Ward Land Surveying, LLC

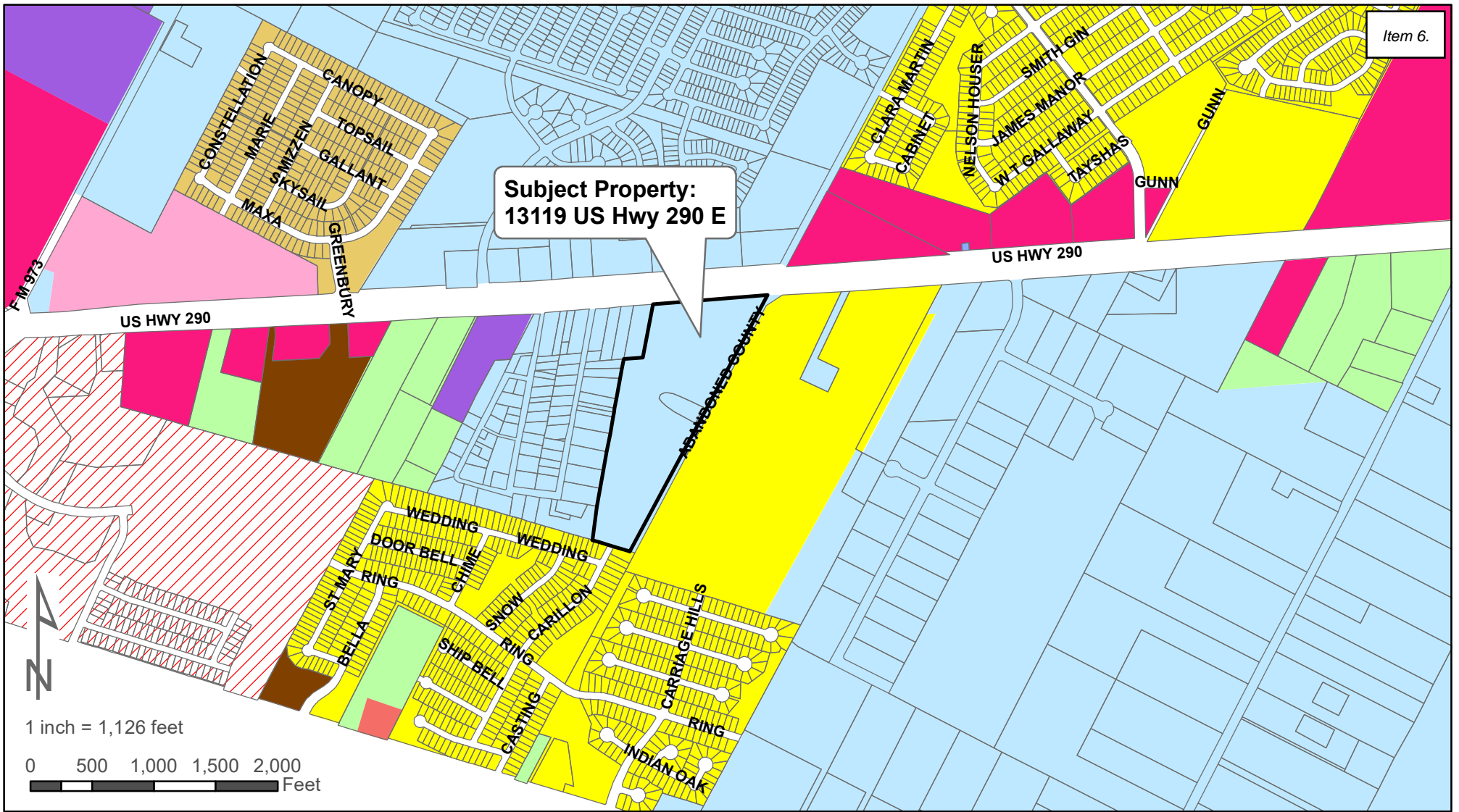


ORDINANCE NO. _____

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Exhibit "B"
**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

[Insert executed Agreement]



Proposed Zoning:

C-2 Medium Commercial

MF-2 Multi-Family 25

Zone		
 A - Agricultural	 MH-1 - Manufactured Home	 C-3 - Heavy Commercial
 SF-1 - Single Family Suburban	 I-1 - Institutional Small	 NB - Neighborhood Business
 SF-2 - Single Family Standard	 I-2 - Institutional Large	 DB - Downtown Business
 TF - Two Family	 GO - General Office	 IN-1 - Light Industrial
 MF-1 - Multi-Family 15	 C-1 - Light Commercial	 IN-2 - Heavy Industrial
 MF-2 - Multi-Family 25	 C-2 - Medium Commercial	 PUD - Planned Unit Development
	 ETJ	



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance rezoning 30.89 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2).
Applicant: Jackson Walker, LLP
Owner: Manor RV Park, LLC

BACKGROUND/SUMMARY:

This property is in the process of being annexed into the city and along with their annexation they have filed this rezoning request. This property has a vest (grandfathered) use as an RV Park with the County and under State regulations they are still permitted that entitlement. If the zoning is approved, their use of the property as an RV Park, if developed, would be a non-conforming use that if discontinued for a 90-day period could not be resumed.

P&Z voted 6-0 to approve with the condition that the use if discontinued for a 90-day period could not be resumed.

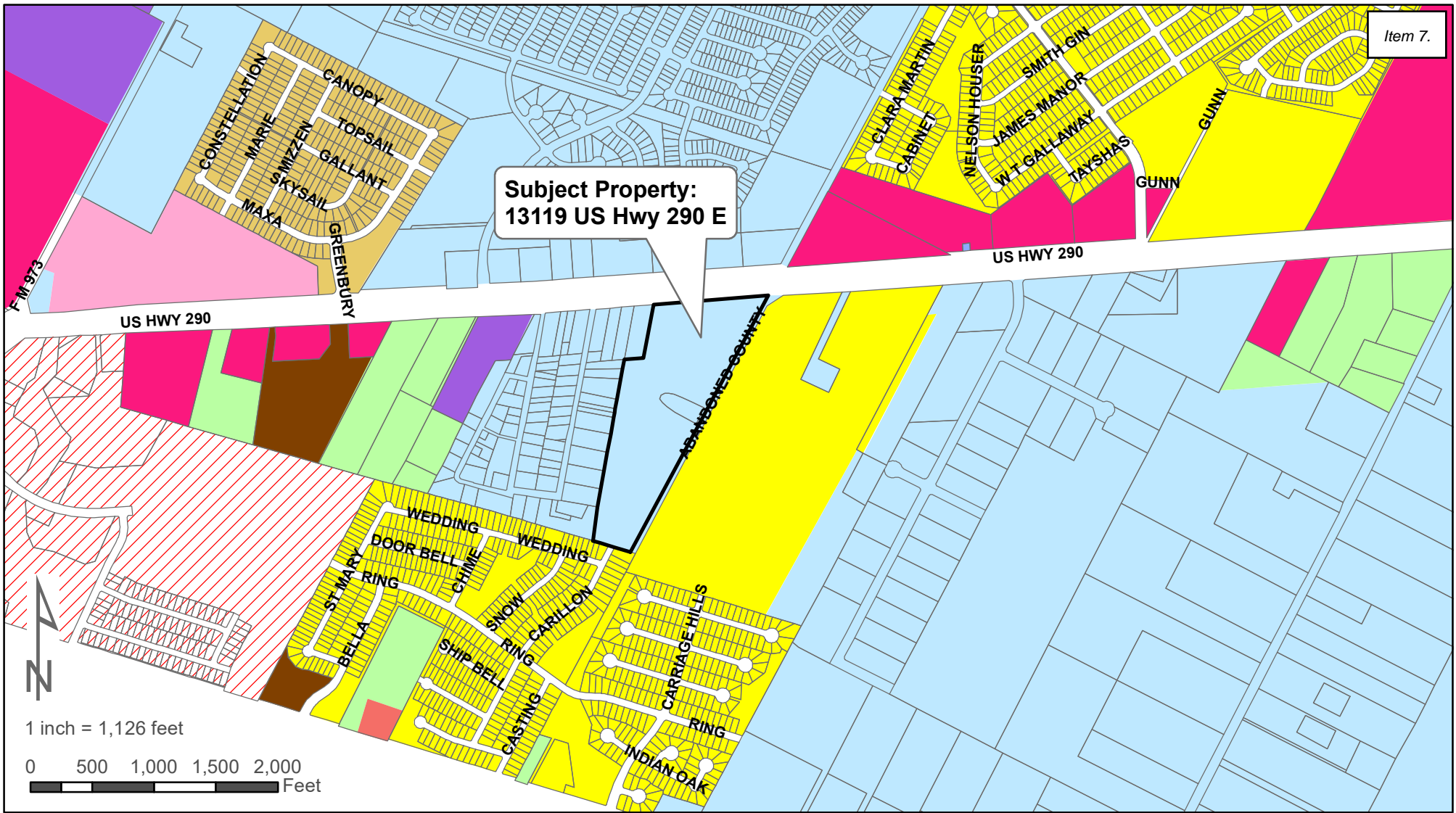
- LEGAL REVIEW:** No
- FISCAL IMPACT:** No
- PRESENTATION:** No
- ATTACHMENTS:** Yes

- Rezoning Map
- Notice
- Labels

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council conduct a public hearing on a first reading of an ordinance rezoning 30.89 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2).

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		



Proposed Zoning:

C-2 Medium Commercial

MF-2 Multi-Family 25

Zone			
	A - Agricultural		C-3 - Heavy Commercial
	SF-1 - Single Family Suburban		NB - Neighborhood Business
	SF-2 - Single Family Standard		DB - Downtown Business
	TF - Two Family		IN-1 - Light Industrial
	MF-1 - Multi-Family 15		IN-2 - Heavy Industrial
	MF-2 - Multi-Family 25		PUD - Planned Unit Development
			C-2 - Medium Commercial
			ETJ



August 19, 2021

City of Manor Development Services

Notification for a Rezoning Application

Case Number: 2021-P-1359-ZO
Case Manager: Scott Dunlop
Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 30.86 acres +/- at 13119 US Hwy 290 E, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a rezoning request for 30.89 acres, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2).

***Applicant:* Jackson Walker, LLP**

***Owner:* Manor RV Park, LLC**

The Planning and Zoning Commission will meet at 6:30PM on September 8, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on September 15, 2021 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 Rezoning Application 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 and Council Members during the discussion of this item.

PID 706103
Greystone Holdings, LLC
10016 37th Ave., Apt 1B
Corona, NY 11368-1812

PID 241013
Aguster Powell
c/o Albert Louise Hill
709 Delmar Avenue
Austin, TX 78752

PID 730652
David Valencia-Gonzales
13005 Carillon Way
Manor, TX 78653

PID 241021
Daniel Perez & Celia Enriquez-Felipe
Perez
12200 Johnson Road
Manor, TX 78653

PID 241012
Rafael Hernandez & Samira Cardona
13600 John F. Kennedy
Manor, TX 78653

PID 73061
Kelly Anne Baker
P.O. Box 10933
Austin, TX 78766

PID 241018
Hilaria Reyes
P.O. Box 169
Manor, TX 78653

PID 241009
Timothy W. Walker, Sr.
3006 Royster Avenue
Del Valle, TX 78617

PID 743335
Ginsel Family LTD
c/o Stan Ginsel
7111 Creighton Lane
Austin, TX 78723

PID 779648
Amy G. & Joseph Carlos Deleon
12915 Ceder St.
Manor, TX 78653

PID 241010, 241022
Faustino Canamero Cardero
12932 Wedding Drive
Manor, TX 78653

PID 730560
Christian Munn
12956 Wedding
Manor, TX. 78653

PID 241017
Frank D. Muniz Life Estate
501 N. Lockhart Street
Manor, TX 78653

PID 730554
Dionne I & Raleigh C. Upshur
13020 Wedding
Manor, TX 78653

PID 241028
Alberto O. & Juanita V. Fernandez, Sr.
6311 Capriola Drive
Austin, TX. 78745

PID 241027
Jose G & Soni Hernandez
12907 Ceder St.
Manor, TX 78653

PID 730555
Steven M. & Zhanna A. Albarracin
13016 Wedding Drive
Manor, TX 78653

PID 241019
Paul Lopez
12917 U.S. Hwy 290 East
Manor, TX. 78653

PID 241026
Lupe Hernandez
12907 Cedar St.
Manor, TX 78653

PID 730556
Juan Octavio Vazquez
13012 Wedding drive
Manor, TX 78653

PID 730562
Linda Y. Williams
12952 Wedding
Manor, TX. 78653

PID 241016
Anselma & San Juana Castro
12901 Ceder St.
Manor, TX 78653

PID 730557
Jose Dolores Lopez Sifuentes & Ma Del
Rosario Martinez Punte
13088 Wedding Drive
Manor, TX 78653

PID 730563
City of Manor
105 E. Eggleston Street
Manor, TX. 78653

PID 241015
Pablo R. & Ana M. Mijares
17005 John Michael Drive
Manor, TX 78653

PID 730558
Lorena Gomez
13004 Wedding Drive
Manor, TX 78653

PID 730650
Justin Lee Powell
12937 Carillon Way
Manor, TX. 78653

PID 241014
Jessie & Barbara Robertson
10406 Leaning Willow Drive
Manor, TX 78658

PID 730559
Rene & Alejandra Arellano
13000 wedding Drive
Manor, TX 78653

PID 730649
Joe & Susie Aros
12933 Carillon Way
Manor, TX. 78654

PID 730648
 Brandon Parry
 12929 Carillon Way
 Manor, TX. 787653

PID 730647
 Johnny C. & Marable Castro, Jr.
 12925 Carillon Way
 Manor, TX. 78653

PID 730648
 Brandon Parry
 12929 Carillon Way
 Manor, TX. 78653

PID 730646
 Pablo & Andrea Montes
 12921 Carillon Way
 Manor, TX. 78653

PID 730615
 Ivy & Phinga Ta Vu
 7906 Issac Pryor Drive
 Austin, TX. 78749

PID 730614
 Sheryl A. McGlory
 13013 Wedding Drive
 Manor, TX. 78653

PID 730613
 Marietta T. Russell
 13009 Wedding Drive
 Manor, TX. 78653

PID 730610
 Lynn & Carlene Sanders
 20625 Adobe Trail
 Lago Vista, TX. 78645

PID 730612
 Michelle L. Schreiber
 12933 Snow Lane
 Manor, TX. 78653

PID 730611
 Renato Luna & Maria D. Carmen
 Pedraza
 12929 Snow Lane
 Manor, TX. 78653

PID 730578
 Juan J Orellana & Paola M Reyes
 12949 Wedding Drive
 Manor, TX. 78653

PID 730577
 Yeri Daniel Ramirez Lira & Laura
 Lizbeth Galan Jaquez
 12945 Wedding Drive
 Manor, TX. 78653

PID 795916
 Carriage Hills Homeowners Association
 Inc.
 c/o Realmanage
 P.O. Box 700128
 Dallas, TX. 75370

PID 795917
 Riga R. Reyes
 13201 Pine Needle Street
 Manor, TX. 78653

PID 795915
 Rita Cedillo Lopez
 13204 Pine Needle Street
 Manor, TX. 78653

PID 795914
 Moise Kwane & Nicole Reed
 13208 Pine Needle Street
 Manor, TX. 78653

PID 795913
 Cain Espinosa
 13212 Pine Needle Street
 Manor, TX. 78653

PID 795912
 Jorge Morales
 13216 Pine Needle Street
 Manor, TX. 78653

PID 756006
 Lion Capital LLC
 433 W. North Loop
 Houston, TX. 77008

PID 756005
 IBC Partners LTD
 9900 U.S. Hwy 290 East
 Manor, TX. 78653

PID 756012
 Presidential Glen LTD.
 Attn: Pete Dwyer
 9900 U.S. Hwy 290 East
 Manor, TX. 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the September 1, 2021, City Council Regular Meeting.

BACKGROUND/SUMMARY:

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

- September 1, 2021, City Council Regular Meeting

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the City Council Minutes of the September 1 2021, City Council Regular Meeting.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
SEPTEMBER 1, 2021**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

- Dr. Christopher Harvey, Mayor Pro Tem, Place 3
- Emily Hill, Place 1 (Absent)
- Anne Weir, Place 2
- Sonia Wallace, Place 4 (Arrived at 7:19 p.m.)
- Deja Hill, Place 5
- Gene Kruppa, Place 6 (Absent)

CITY STAFF:

- Scott Dunlop, Interim City Manager
- Lluvia T. Almaraz, City Secretary
- Ryan Phipps, Chief of Police
- Lydia Collins, Director of Finance
- Denver Collins, Captain
- Michael Tulley, Direct of Public Works
- Heath Ferguson, IT Manager
- Veronica Rivera, Assistant 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 Wallace at 7:10 p.m. on Wednesday, September 1, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Wallace led the Pledge of Allegiance.

PUBLIC HEARINGS

1. **Public Hearing: Conduct a public hearing on the FY2021-2022 Proposed Annual Budget of the City of Manor, Texas.**

The City staff recommended that the City Council conduct the first Public Hearing on the FY2021-2022 Proposed Annual Budget of the City of Manor, Texas.

Mayor Wallace opened the public hearing.

Director of Finance Collins discussed the attached proposed budget summary report.

The discussion was held regarding the proposed 11 new staff positions.

The discussion was held regarding the needs assessment process.

Mayor Wallace asked for additional justification on each proposed staff positions.

The discussion was held regarding a community library and other potential community programs for the city.

The discussion was held regarding the proposed positions of police officers.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir, to close the first public hearing on the FY2021-2022 Proposed Annual Budget of City of Manor, Texas.

There was no further discussion.

Motion to close carried 5-0

2. **Public Hearing: Conduct a public hearing on the FY2021-2022 Proposed Property Tax Rate of the City of Manor, Texas.**

The City staff recommended that the City Council conduct the first Public Hearing on the FY2021-2022 Proposed Tax Rate of the City of Manor, Texas.

Mayor Wallace opened the public hearing.

Director of Finance Collins discussed the attached Certified Tax Rate Sheet for the City of Manor.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace, to close the first public hearing on the FY2021-2022 Proposed Tax Rate of the City of Manor, Texas.

There was no further discussion.

Motion to close carried 5-0

CONSENT AGENDA

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

- August 18, 2021, City Council Regular Meeting; and
- August 23, 2021, City Council Called Special Session3.

4. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 1.103 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Johnson Road, Manor, TX from Two-Family (TF) to Medium Commercial (C-2). Applicant: BGE, Inc., Owner: DR Horton

Ordinance No. 618: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Two-Family (TF) to Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

5. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 39.995 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX from Light Industrial (IN-1) to Institutional Large (I-2). Applicant: ADM Group, Owner: Manor Independent School District

Ordinance No. 619: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Light Industrial (IN-1) to Institutional Large (I-2); Making Findings of Fact; and Providing for Related Matters.

6. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 75.37 acres, more or less, out of the Sumner Bacon Survey No. 62, and being located at 14832 N. FM 973, Manor, TX from Agricultural (A) to Institutional Large (I-2). Applicant: Claycomb Associates, Owner: Manor Independent School District

Ordinance No. 620: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Institutional Large (I-2); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve the Consent Agenda.

There was no further discussion.

Motion to approve carried 5-0

REGULAR AGENDA

7. Consideration, discussion, and possible action on a resolution accepting the petition for annexation of 30.8643 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

The City staff recommended that the City Council adopt Resolution No. 2021-17 accepting the petition for annexation of 30.8643 acres of land, more of less being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

Chris Bradford, 100 Congress Avenue, Suite 1100, Austin, Texas, submitted a card in support of this item but did not wish to speak; however, he was available to answer any questions posed by the City Council.

Resolution No. 2021-17: A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 30.8643 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve Resolution No. 2021-17 accepting the petition for annexation of 30.8643 acres of land, more of less being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

There was no further discussion.

Motion to approve carried 5-0

8. Consideration, discussion, and possible action on a resolution accepting the petition for annexation of 93.983 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

The City staff recommended that the City Council adopt Resolution No. 2021-18 accepting the petition for annexation of 93.983 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

Resolution No. 2021-18: A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 93.983 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to approve Resolution No. 2021-18 accepting the petition for annexation of 93.983 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

There was no further discussion.

Motion to approve carried 5-0

9. Consideration, discussion, and possible action on a resolution accepting the petition for annexation of 42.921 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

The City staff recommended that the City Council adopt Resolution No. 2021-19 accepting the petition for annexation of 42.921 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

Resolution No. 2021-19: A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 42.921 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to approve Resolution No. 2021-19 accepting the petition for annexation of 93.983 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits; and providing for open meetings and other related matters.

There was no further discussion.

Motion to approve carried 5-0

10. Consideration, discussion, and possible action on the Consulting Firm for City Manager's position.

The City staff recommended that the City Council approve SGR Consulting Firm for City Manager's position.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Weir, to approve SGR Consulting Firm for City Manager's position.

The discussion was held regarding the time frame for filling position.

There was no further discussion.

Motion to approve carried 5-0

11. Consideration, discussion, and possible action on renewing the contract between the City of Manor and AVESIS for the employee vision plan and authorize the Interim City Manager to sign the contract.

The City staff recommended that the City Council approve and renew the contract between the City of Manor and AVESIS for the employee vision plan and authorized the Interim City Manager to sign the contract.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir, to approve and renew the contract between the City of Manor and AVESIS for the employee vision plan and authorized the Interim City Manager to sign the contract.

There was no further discussion.

Motion to approve carried 5-0

12. Consideration, discussion, and possible action on renewing the contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP) and authorize the Interim City Manager to sign the contract.

The City staff recommended that the City Council approve and renew the contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP) and authorize the Interim City Manager to sign the contract.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill, to approve and renew the contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP) and authorize the Interim City Manager to sign the contract.

The discussion was held regarding the use of EAP benefits by employees.

The discussion was held regarding the EAP benefits for employee's immediate family.

There was no further discussion.

Motion to approve carried 5-0

13. Consideration, discussion, and possible action on proposed additions to the City of Manor Personnel Policies and Procedures Handbook.

The City staff recommended that the City Council approve the proposed additions to the City of Manor Personnel Policies and Procedures Handbook.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir, to approve the proposed additions to the City of Manor Personnel Policies and Procedures Handbook.

There was no further discussion.

Motion to approve carried 5-0

14. Consideration, discussion, and possible action on City Council Attendance Reports.

Mayor Wallace discussed the City Council Attendance reports.

The discussion was held regarding changing policy regarding determining consecutive absences.

Council Member Deja Hill proposed a self-analysis survey for elected officials regarding time commitment.

The discussion was held regarding a proposed percentage to be included in the Charter regarding attendance for elected officials.

The discussion was held regarding the topic to be discussed in charter review in 2022.

There was no action taken.

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 9:02 p.m. on Wednesday, September 1, 2021, 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 551.074 (Personnel Matters) to deliberate the performance of the City Manager* at 9:02 p.m. on Wednesday, September 1, 2021.

The Executive Session was adjourned at 11:15 p.m. on Wednesday, September 1, 2021.

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 11:15 p.m. on Wednesday, September 1, 2021.

Mayor Wallace 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 11:15 p.m. on Wednesday, September 1, 2021.

These minutes approved by the Manor City Council on the 15th day of September 2021.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

2021-2022 Budget Executive Summary

The 2021-2022 budget includes the funding and/or creation of 15 positions within the City of Manor across four departments: Administration, Development Services, Police, and Public Works. These positions, more specifically detailed in the following report, will make the city operate more efficiently and allow our employees to better serve the community. As the city grows year over year staffing levels need to be maintained so we can be as responsive as possible to the taxpayers but also to maintain a quality work environment as employees who are overloaded with duties become stressed and more likely to produce substandard work or leave the city all together. We, as a city, should be providing our current employees the resources and staffing they need to achieve the goals set out by the City Council, the City Manager's office, and the public.

The current budget includes the funding of 11 positions and the creation, but unfunded at this time, of 4 other positions. Funding these 11 positions across multiple departments still maintains a positive balance of \$275,015 towards which we can fund a community benefit, such as a skate park and/or basketball court at Timmermann Park.

The funded and unfunded positions within the 2021-2022 budget include:

Administration:

Human Resources Specialist – Funded

Development Services:

Planning Coordinator – Funded

Police:

Patrol Offices x4 – Funded

Social Resource Specialist – Funded

Assistant Chief – Unfunded

Crime Analyst Tech – Unfunded

Emergency Management Specialist - Unfunded

Police Clerk – Unfunded

Public Works:

MS4 Inspector – Funded

Utility Inspector – Funded

Heavy Equipment Operator - Funded

Parks Crewman – Funded

The 2021-2022 Budget also has the inclusion of \$30,000 for a Needs Assessment to determine the future capacity needs of public buildings including Police and City Hall, but it would forecast all public facilities. The Budget also includes \$50,000 for Grant Writing Consultants. Lastly, this Budget includes a 10% Cost of Living Adjustment for all positions. This adjustment was necessary due to inflation and the city did not provide a COLA last year fiscal year. This adjustment helps to keep the city competitive to neighboring jurisdictions, retain our already trained and knowledgeable employees, and helps attract new employees.

This 2021-2022 Budget achieves the Council's direction for grant services, a needs assessment, and funding for community benefits all while achieving appropriate and necessary staffing levels to increase efficiency and responsiveness to our community.



HUMAN RESOURCES SPECIALIST – Funded x1

The Human Resource Department is requesting to add the Human Resource Specialist position. In 2017 the first full-time Human Resource Manager was approved by City Council to manage the increased demand of city employees as well as revise the City Personnel Handbook and monitor the changes in labor regulations. In that time the City of Manor has gone from 55 employees to 88, this does not include the approved positions in this budget year.

The Specialist will assist in the posting and hiring of vacant positions, oversee mandatory training for city staff and elected officials, evaluate risk management with city insurance policies, assist in benefits and wellness programs and schedule and maintain employee team building exercises.

This specialist will allow the Human Resource Manager to devote more time to appropriate and required training for all employees and will make the on-staffing of new employees more efficient as to getting the new employees to their position working to better the community.



Human Resources Specialist Job Description

Under the direct supervision of the Human Resource Manager, the Human Resource Specialist assists in organizing and coordinating human resource activities including performing a wide variety of complex administrative, technical, and professional human resource functions. This individual must have a working knowledge and thorough understanding of basic human resource principles including employment laws, benefit plans, workers compensation, recruitment, selection, and retention of qualified candidates.

Reports to:

Human Resources Manager

Salary:

\$40,451- \$54,729

Exempt:

Yes

Essential Functions:

NOTEL Regular attendance is considered an Essential Function for this position.

Duties include, but are not limited, to:

- Handles routine labor relations and human resource inquiries related to policies, procedures, and bargaining agreements; refers complex matters to appropriate management staff.
- Serves as the initial contact and liaison for intake and assessment of employee complaints.
- Assist in maintaining personnel files including creating new employee folders, record retention according to law and best practice.
- Serve as back to the Human Resources Manager to ensure integrity within the department.
- Assists with recordkeeping related to hiring, termination, leave, transfer, and promotion.
- Assists with preparation of plans, policies, documents, and reports including Affordable Care Act 1095.
- Performs research upon request and maintains professional knowledge of state and federal legislation.
- Assist with administering and coordinating proper safety and risk training programs to ensure quality education for staff and Council.

- Run regular personnel and benefits reports, gather data for regulatory reporting, and provide data updates as needed.
- High commitment to the City's mission and dedication to the service management philosophy to ensure service excellence is provided to all areas of the Human Resources operations.
- Assists with conducting or participating in local school job fairs and events; may assist Community Officer in other community events.
- Assist each department on challenges in hiring and/or recruiting.
- Other duties as assigned.

Qualification Requirements:

- Knowledge of principles and practices of public personnel administration including classification, compensation, recruitment and recruitment, labor and employer/employee relations, worker's compensation; employee benefits, training, and organizational development.
- Knowledge of applicable local, State and Federal laws, rules and regulations, e.g., EEO, ADA, FLSA, etc.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of principles and practices of a municipal organization, administration, and public personnel management.
- Typical administrative practices and processes associated with local government offices or functions or possess ability to acquire and put such knowledge into practice.
- Interpret and apply City policies, procedures, rules, and regulations.
- Operate office machines, such as scanner, computer, copier, and fax machine, and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast-paced environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Associate degree in human resources, public administration, or related combination of training, education, and experience that provides the required knowledge, skills, and abilities.
- Experience: 1-2 years of experience in performing Human Resources benefits, annual enrollment, benefit administration, workers compensation management and tracking, wellness programming and initiatives, training and development or related Human Resources functions.
- HIPAA Certified

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Preferred Certification

- First Aid and CPR/AED

Supervisory Responsibilities:

Yes

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.

- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Development Services New Funded Position: Planning Coordinator

The Development Services Department is seeking funding for the currently unfunded position of Planning Coordinator. With development project accelerating year over year, the Department has become less efficient in keeping our records up to date as well being as responsive as we should be to the public and those seeking to develop within the city. By funding and hiring a Planning Coordinator, they would be public face for planning related inquires to the Department by assisting individuals to navigate our development codes and providing them information on zoning and what can be developed on properties. Their functions would also include keeping the city's maps and exhibits up-to-date and processing subdivision and site plan applications.

Having the Planning Coordinator position filled would allow the Director to focus on the 2050 Comprehensive Plan, development and economic development negotiations, PIDs, TIRZs, capital projects, open records requests, budgets, and updating ordinances including the Subdivision Code, Vendor regulations, Special Event regulations, Parking regulations, and researching and potentially implementing new codes like the EV Charging requirements, Business and Multi-Family recycling requirements, and Dollar Type Store regulations which had been previously discussed to the City Council.

This position would also serve as a backup to the Director's position where currently none exists thereby creating resilience within the Department but also a person whom the public can engage with directly when the Director is out rather than them only be accessible via email.



Planning Coordinator Job Description

Under the direction of the Development Services Director and project lead of the Building Official, the Planning Coordinator performs professional city planning work in the development, administration, and enforcement of the City's current and long-range plans and related laws, regulations, and guidelines. Incumbents conduct planning studies, collect and present data and prepare reports; and perform related duties as assigned.

Reports to:

Building Official

Salary:

\$49,169- \$66,524

Exempt:

No

Essential Functions:

Duties include, but are not limited, to:

- Plans and conducts research studies, and collects and analyzes data regarding current and long-range planning issues such as land use, transportation, urban design, population, housing, economic development, and community service needs.
- Reviews, investigates, and processes applications for planning permits including conditional use permits, design review, variances, planned unit developments, re-zonings, and subdivisions.
- Conducts field investigations of current planning applications and long-range planning issues.
- Prepares a variety of written communications, including analytical reports, correspondence, commentary, tabulations and summaries, and drafts of revisions to local ordinances, policies, and procedures.
- Prepares staff reports to the Planning Commission and City Council concerning current planning applications and long-range planning issues, with recommendations, findings, and conditions of approval.
- Prepares maps, graphs, charts, and other visual aids to illustrate planning studies and concepts; develops and prepares materials for pamphlets, brochures, and publications.
- Makes oral presentations to the Planning Commission, City Council, other boards and committees, community groups, boards of other governmental agencies, and others.
- Meets with and provides assistance to developers, property owners, community organizations, and other groups and individuals regarding planning concepts and the planning process, including application requirements, applicable zoning regulations and other policies and standards, and conflict resolution.
- Provides staff support to various City boards and committees, including meeting scheduling, preparation of agendas and meeting materials, facilitating discussion, taking minutes, making presentations, and timely notification of appropriate parties.

- Uses computers and software programs for various technical planning projects and studies.
- May instruct others in work procedures and may provide direction to others on a project basis.
- Performs related work as assigned.

Qualification Requirements:

- Knowledge of principles, standards, practices, procedures, information sources, and trends in the field of city planning; planning concepts such as land use, urban design, transportation, housing, demographics, environmental issues, social issues, economics, and real estate development Ability to understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Knowledge of mathematical concepts, including statistical analysis and techniques for gathering and analyzing data related to the planning process.
- Knowledge of graphics methods and techniques used in plan and map drafting.
- Knowledge of local government organization and the functions and practices of a municipal planning unit
- Ability to interpret maps, site and building plans and specifications, graphs and statistical data, aerial photographs, and other graphic and technical information.
- Research, analyze, summarize, and present technical statistical and related information pertaining to planning and zoning issues.
- Ability to prepare clear, concise and complete technical documents, reports, correspondence, other written materials and visual displays, such as maps, graphs, and illustrations.
- Able to instruct others in work procedures and provide specific project direction.
- Typical administrative practices and processes associated with local government offices or functions, or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Education requirements include a Bachelor's degree or equivalent in urban design, regional planning, public or business administration, or related field.

- Two (2) years of experience of professional planning preferably in a development services department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Preferred experience with Building Permitting Software – MY PERMIT NOW.

Preferred Certification:

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including week-ends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict

the tasks that may be assigned.

This job description is subject to change at any time.

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Employee Name: _____ Date: _____

HR Director: _____ Date: _____

POSITION DATA REPORT

PATROL OFFICER – FUNDED X 4

The Manor Police Department is asking to increase the sworn personnel roster to 34, an increase of 4 positions. This gives the department the ability to add one officer to the four patrol shifts. Though there's a need for more positions to reach national standards; these additions will assist with the departments high call volume and relieve some of the workload stress on current patrol shifts. These additions will not have an immediate impact due to hiring, background and training processes that can take upwards of 10 months. This increase will also be the first increase to Patrol since 2018 from which we have seen the addition of thousands in population.

When comparing the statistical data of calls-for-service in Travis County, the Manor Police Department's workload is among the highest. The Manor police officers are handling more calls for service than most agencies. Below is a list of the 2020 Calls for Service for the following agencies. Listed are the total calls per agency, total number of sworn officers, officer to citizen ratio, number of calls per officer in a year, and city populations.

CITY	POPULATION	2020 CALLS FOR SERVICE	NUMBER OF SWORN OFFICERS	OFFICER TO CITIZEN RATIO	2020 AVERAGE CALLS PER OFFICER
MANOR	15,520	19,430	30	1.93 PER 1,000 POP.	647
LAKEWAY	15,673	12,088	35	2.23 PER 1,000 POP.	345
WEST LAKE HILLS	3,350	5,168	16	4.77 PER 1,000 POP.	322
ROLLINGWOOD	1,607	1,457	12	7.46 PER 1,000 POP.	121
SUNSET VALLEY	606	3,145	13	19.69 PER 1,000 POP.	241
AUSTIN	988,218	366,544	1,959	1.98 PER 1,000 POP.	187

After reviewing the 2020 Calls for Service Statistics, there is a strong indication that the Manor Police Department on average handles more calls for service than any department in Travis County while maintaining the lowest officer to citizen (O/C) ratio, indicating a need for more officer positions.

The numbers above do not take into account the conservative estimate increase (10% vacancy rate & estimated housing permits) to our population over the next fiscal year at over 5800 residents. This increase will push our O/C Ratio to less than 1.63 which is the smallest for any community in our research area. The International association of Chief of Police (IACP) recommends at least 2.2 officers per 1,000 residents. The FBI's UCR statistical report shows that agencies in the southern region of the US have an average of 2.3.

Also not factored into the O/C Ration is the ETJ population who travel through, work, shop and play in Manor as well as the over 65,000 (2020 TxDOT Count) commuters that cross the intersection of US290 at FM973 each day.

By funding these positions we will still fall under the recommended 2.2-2.3 ratio as well as under the ratios of surrounding departments who respond to fewer calls for service per capita.

Year	City of Manor			Shadowglen			Presidential Meadows			TOTAL		
	Households	MF Units	Population	Households	MF Units	Population	Households	Population	Households	Population	Households	Population
2006	1,548	33	3,946	385		970	261	658	2,227	5,573		
2007	1,625	33	4,140	500		1,260	310	781	2,468	6,181		607
2008	1,630	33	4,152	599		1,509	360	907	2,622	6,569		388
2009	1,651	33	4,205	618		1,557	384	968	2,686	6,730		161
2010	1,735	33	5,037	641		1,615	384	968	2,793	7,620		890
2011	1,803	33	5,562	669		2,047	384	1,175	2,889	8,784		1,164
2012	1,878	33	5,791	724		2,215	384	1,175	3,019	9,182		398
2013	2,137	33	6,584	757		2,316	496	1,518	3,423	10,418		1,236
2014	2,306	33	7,246	760		2,373	496	1,549	3,595	11,169		751
2015	2,572	33	8,378	766		2,482	581	1,882	3,952	12,742		1,573
2016	2,794	33	9,097	787		2,550	776	2,514	4,390	14,161		1,419
2017	3,194	33	10,393	981		3,178	1,041	3,373	5,249	16,944		2,783
2018	3,583	33	11,653	1,122		3,635	1,041	3,373	5,779	18,662		1,717
2019	3,948	33	12,821	1,372	124	4,668	1,041	3,373	6,394	20,863		2,201
2020	4,443	33	14,425	1,588	248	5,592	1,416	4,588	7,447	24,604		3,742
May-21	4,781	33	15,520	1,673	248	5,867	1,513	4,902	7,967	26,289		FIVE YR. AVG 2016 - 2020 = 2,372

CITY LIMITS CHANGES	2000 pop.	1,204	2000/2010 diff.	3,833	2000 - 2010 % change	318%
	2010 pop.	5,037	2010/2020 diff.	9,388	2010 - 2020 % change	186%
	2030 pop. est.	23,813	2010/2030 diff. est.	18,776	2010 - 2030 % change est.	373%

CITY LIMITS, SHADOWGLEN, PRESIDENTIAL MEADOWS CHANGES	2000 pop.	1,204	2000/2010 diff.	6,416	2000 - 2010 % change	533%
	2010 pop.	7,620	2010/2020 diff.	16,984	2010 - 2020 % change	223%
	2030 pop. est.	41,589	2010/2030 diff. est.	33,969	2010 - 2030 % change est.	446%

CITY LIMITS AVERAGES	2010-2020 year avg. month avg. day avg.	9,388 939 78 2.6	CITY LIMITS, SHADOWGLEN, PRES. MEADOWS AVERAGES	2010-2020 year avg. month avg. day avg.	16,984 1,698 142 4.7
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Notes: Shadowglen & Presidential Meadows are in the Manor ETJ. Certificates of Occupancy are issued in Shadowglen but not in Presidential Meadows so residential totals in Presidential Meadows are based on planned lots. Prior to 2010 the residential multiplier was 2.80, 2010-2013 the multiplier is 3.40, 2014 is 3.47, 2015 on is 3.6. Persons per household is provided by the US Census Bureau. Occupancy rate for all years is 90%. 2030 projections are based on simple linear equations with growth rates based on 2010-2020 estimates. Multi-family is averaged at 2 residents per unit. 33 of the total units are senior multi-family averaged at 1 resident per unit.



Manor Police Department

Ryan S. Phipps - Chief of Police

P.O. BOX 317

Manor, TX 78653

Phone (512)272-8177

Email police@cityofmanor.org

Job Posting **PATROL OFFICER – FUNDED X 4**

Position: Patrol Officer

Salary range: \$23.64-\$31.98

Exempt: No

Closing Date: Until filled

The City of Manor Police Department is accepting applications for the position of Patrol Officer. This position is a Full-Time Peace Officer position.

Applicants must meet all the requirements of the Texas Commission on Law Enforcement for holding a peace officer license, and must be a licensed peace officer in the State of Texas.

Job Summary:

Under the immediate supervision of the Patrol Sergeant, the patrol officer preserves order, arrest offenders, and protects the residents and visitors to the City of Manor without favor or prejudice. The patrol officer achieves this mission by enforcing federal and state laws, local ordinances, conducting traffic enforcement and investigating traffic collisions, initiates proactive patrols, performs preliminary investigations, and other related duties or assignments.

Essential Functions:

Essential Functions may include, but are not limited to, the following:

- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.

- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Direct traffic flow and reroute traffic in case of emergencies.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- Provide road information to assist motorists.

Minimum Qualifications:

Applicant must have a minimum of:

- Applicants must meet all the requirements of the Texas Commission on Law Enforcement for holding a peace officer license, and must be a licensed peace officer in the State of Texas.
- Be at least 21 years of age.
- Must be a citizen of the United States and have permanent residence in the State of Texas prior to becoming appointed as an officer. Residence within 30 minutes from the City is preferred but not required.
- Must be able to perform the duties as described in the job description and successfully complete the medical physical, drug screening and psychological examination.
- A thorough background investigation is conducted on all aspects of your Personal History Statement. You must be able to establish evidence of your good moral character and a well-adjusted personality. There cannot be any traits displayed which do not meet the standards of acceptable conduct. Evidence of conduct which could bring discredit upon the reputation of this department, is grounds for rejection or termination if appointed and later found.
- Past employment history, number of jobs, reasons for leaving, and employment references will be considered. Unfavorable records may be grounds for rejections. All cases will be evaluated.
- Any applicant who has been charged with a crime above a class "C" misdemeanor within the past six (6) months will not be considered.
- Applicants convicted of a crime above a class "C" within the last five (5) years may be rejected.
- A felony conviction will be cause for rejection.
- Discovery of bad moral character, membership in an organization advocating the overthrow of the government, dishonorable discharge from the U.S. Military, mental or emotional instability, excessive traffic convictions, DWI or DUID charges, along with DWLS charges are grounds for rejection.

Position Requirements:

Standing, sitting, lying down, kneeling, twisting upper body, climbing, crawling, bending, stretching, walking, running, jumping, carrying, listening, using radios, talking, telephone use, use of computers extensively, qualifying with duty weapons, carrying of a duty weapon and other assigned tools, exposure to all outdoor conditions as well as inclement weather to include but not limited to sun, rain, heat or cold, possibility of exposure to bio-hazard and hazardous materials, exposure to animals (wild & domestic) and has the ability to take physical control of another person as required and needed.

Note:

Applicant must perform all of the above duties and responsibility without any bias or prejudice against any person because of age, race, religion, sex, color, national origin, citizenship, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or other unlawful basis and applicant must perform and accomplish any other duties as directed by the Administrative Staff or the Chief of Police.

Applicant Process:

Applicants shall submit a City of Manor application for employment and a personal history background packet. An eligibility list will then be established to fill positions as they become available at the discretion of the Chief of Police. The eligibility list will be good for 1 year from the closing date of the position posting but may require additional testing or review prior to appointment.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION DATA REPORT

SOCIAL RESOURCE SPECIALIST – FUNDED X 1

By funding the Social Resource Specialist (SRS) position it would create a fourth SRS employee. This would allow for there to be an SRS on each patrol shift providing 24-hour coverage for victim and resource services to the citizens of Manor. This would create the Social Resource Team (SRT).

The Manor Police Department (MPD) created the victim services program to better serve the victims of crime in the City of Manor. This was to fill the gaps that victims often fell through. What was found that service provision increased. In 2018, 208 clients were served and in 2019, 447 clients were served. The advocates provided services for victims of crimes primarily covering violent crimes and in some cases clients in distress.

The events of 2020 raised questions regarding how law enforcement could better serve the broader needs of the community while ensuring officer and public safety. The idea of the MPD SRT is to create a multidisciplinary approach to calls involving non-criminal social issues, non-violent mental health crisis, substance abuse, and homelessness. This means expanding the roles of MPD's current Victim Service Specialist (VSS) to include these greater social ills while still meeting the needs of crime victims. According to a New York Times article, police agencies have reported that officers spent on average 4 percent of their time handling violent crimes and on average 35 percent of their time responding to noncriminal calls (Asher and Horwitz, 2020).¹ Police over the years have been called upon to respond to the social ills of society when lacking a better alternative. Police respond to calls involving mental illness and homelessness where no crime has been committed. In one report it was found that 21.7% of "legal intervention deaths" were related to mental health or substance abuse (p. S180 2016).² This model proposes to offer an alternative.

By staffing this position MPD will be able to shift its approach from on call victim service provision to a call-based system of trauma informed victim services and social resources provision. This model would allow for less response time for SRS and reducing gaps in services.

¹ <https://www.nytimes.com/2020/06/19/upshot/unrest-police-time-violent-crime.html>

² Deaths Due to Use of Lethal Force by Law Enforcement, DeGue et al. 2016



Manor Police Department

Ryan S. Phipps - Chief of Police

P.O. BOX 317

Manor, TX 78653

Phone (512)272-8177

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Job Posting SOCIAL RESOURCE SPECIALIST – FUNDED X 1

Opening Date:

Closing Date: Until Filled

Position: *Social Resource Specialist*

Salary range: \$40,451 - \$54,729

Effective Requirements for Position (July 21, 2020)

The City of Manor Police Department is accepting applications for the position of Social Resource Specialist. This position is a Full-Time position.

Job Summary:

Under general supervision, the Social Resource Specialist will work to serve the broader social needs of the community. This will be accomplished by responding to calls to assist persons in crisis through a multidisciplinary approach to more effectively address underlying issues, to provide direction and help with services, and coordinate services and community resources. This position will act as a liaison for frontline policing, community resources, service providers, and people experiencing crisis. This individual would be part of a shift team and would report to the on-duty shift supervisor.

Essential Functions:

Essential Functions may include, but are not limited to, the following:

- Respond to calls for service involving persons in crisis
- Respond to calls for service involving situations that may not be criminal in nature
- Assist complainants with non-criminal or information reports
- Provides proactive outreach and assistance to those experiencing homelessness
- Conduct crisis intervention, assessment, and referral
- Participate in co-response to psychiatric calls for service
- Coordinate care and aid in navigating between agencies and systems
- Perform assessments and provide referrals for services and other available community and social resources
- Conduct thorough case follow ups to determine the outcome of referrals, providing additional advocacy as appropriate and reduce calls for service
- Coordinate emergency and case management services with community partners as applicable and ensure that appropriate continuity of care and crisis follow-up are completed
- Maintain the ability to assess and determine which services best meet ongoing needs
- Maintain records and case management and complete all necessary reports.

- Conduct community outreach, engagement and training activities which result in increased program utilization
- Perform other job duties or responsibilities as requested or assigned

Minimum Qualifications:

Applicant must have a minimum of:

- Bachelor's degree in Social or Behavioral Sciences or a directly related field and (1) year experience in counseling, human, or social services.

Minimum Certifications and Licenses

- Valid Texas Class C driver's license.
- Applicants must meet the requirements of the Texas Commission on Law Enforcement Telecommunicator certification within 6 months of hire.

Suitable substitutions for Qualifications and Experience

- Possess LMSW, LPC, or LMFT
- An LPC Intern or Associate MSW

Knowledge, Skills, and Abilities

Knowledge of:

- Policies, practices and procedures within the criminal justice system.
- Counseling techniques and resources.
- Advocacy groups, clinical and other service providers and community outreach services.
- Procedures for gathering evidence and researching information.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Counseling and providing assistance to clients.
- Coordinating client court appearances.
- Processing court related documents.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other City employees and officials, community outreach, other organizations, clinical service providers, law enforcement personnel, and the general public.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; hazardous biological material; extreme cold; extreme heat; risk of electrical shock; explosives; graphic evidence or scenes; risk of radiation and vibration. The noise level in the work environment is usually loud (moderate, loud, very loud).

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other

Employee is required to work overtime as the need arises, may have to answer subpoenaed appearances in court on employee's day off or before and/or after a regularly scheduled work shift.

Note:

Applicant must perform all of the above duties and responsibility without any bias or prejudice against any person because of race, gender, creed, sexual orientation, mental deficiencies or religion, and applicant must perform and accomplish any other duties as directed by the Administrative Staff or the Chief of Police.

Applicant Process:

Applicants shall submit a City of Manor application for employment and a personal history background packet. An eligibility list will then be established to fill positions as they become available at the discretion of the Chief of Police. The eligibility list will be good for 1 year from the closing date of the position posting but may require additional testing or review prior to appointment.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION DATA REPORT

ASSISTANT CHIEF OF POLICE – NOT FUNDED

The police department is requesting the creation of the Assistant Chief of Police position. The increased demand of law enforcement services also includes the increased demands of the operational requirements of the department. This includes leadership roles to see that the department is meeting the needs of the community, its employees and the city.

The department currently lacks a named assistant executive for a natural progression of leadership as traditionally laid out in law enforcement. The addition of an Assistant Chief will also open availability to meet the growing demand for a titled “Chief” to attend community events and meetings as well as executive level planning and meetings with criminal justice partners.

This addition will also allow our internal mentoring to increase giving current employees the desire to remain with our department and see value in opportunities within. The Assistant Chief will also have working knowledge of policy, budget, training requirements, purchasing and daily operational tasks.



Manor Police Department

Ryan S. Phipps - Chief of Police

402 W Parsons Street

Manor, TX 78653

Phone (512)272-8177

www.cityofmanor.org

Job Posting - **ASSISTANT CHIEF OF POLICE – NOT FUNDED**

Opening Date: TBD

Closing Date: TBD

Position: Assistant Chief of Police

Salary Range: TBD

Job Summary:

The purpose of the Assistant Chief is to assist the Chief of Police in the leadership, management and operation of the department; assists in the development, administration, coordination and implementation of departmental policies, procedures and activities. The Assistant Chief is responsible for the overall daily operation of any one or all divisions or special assignments. The Assistant Chief assumes command in the absence of the Chief of Police.

The Assistant Chief must demonstrate strong ethical, professional, and service oriented leadership and inter-personal skills; commands the respect of, and sets a good example for, his/her supervisors, peers, and subordinates; understands, accepts, and correctly applies the tenets of the department's philosophy and values; and the City's Code of Ethics and Values; has established and maintains a good rapport with other City departments and Department Heads; exercises good independent judgment and discretion; manages and directs employees as required; formulates and oversees administrative policy for the effective use of assigned personnel and budgets; and consistently demonstrates a willingness to cooperate with the remainder of the management team, other members of the department, and other City officials.

Essential Functions:

Essential functions may include, but are not limited to, the following:

Assists in supervision and coordinating the various functions of all divisions, and formulating and revising policy and procedures, and analyzing operations, and the assignment of personnel; assisting the training coordinator by recommending advanced training to personnel.

Studies and does research on Police field activities and in administrative matters;

Takes over responsibility of personnel, activities and equipment of the police department in the absence of a Chief of Police;

Maintains discipline;

Confers with officers, supervisors, and mid-managers in regard to departmental working relationships;

Assists in the preparation of the annual budget and the annual report;

Receives reports forwarded to the Chief's Office and refers to the Chief of Police all matters of importance requiring his/her attention;

Receives reports forwarded to the Chief's Office and refers to the Chief of Police all matters of importance requiring his/her attention;

Gives such information as may be desired upon Police questions; and acts on or disposes of them in accordance with the policy of the Chief of Police;

Maintains effective public relations in the field and in the office, including public gatherings;

Initiates correspondence, prepares special reports, coordinates the investigation of complaints referred to the Chiefs office;

Handles routine assignments; prepares Staff Reports as directed; assists in Staff Development; acts as public liaison as assigned; facilities oversight; plans and trains department personnel; staff development;

Makes innovative recommendations in order to promote maximum efficiency in the utilization of personnel and material resources; Counsels and evaluates the performance of assigned personnel; Recommends discipline for personnel when necessary; Performs special studies as assigned by the Chief of Police; Works cooperatively and harmoniously with others; Attends and participates in professional conferences;

Accomplish other duties as assigned by the Chief of Police.

Requirements

Must meet all requirements of Police Officer and:

15 years of experience or more

Advanced Certificate or higher

Supervisory experience = 2 years at rank of Lieutenant or higher with Manor PD or at another agency equal to or larger in size than Manor PD.

POSITION DATA REPORT

CRIME INTELLIGENCE ANALYST TECHNICIAN – NOT FUNDED X 1

The Manor Police Department produces tremendous amounts of data, but that data is only as good as the Department's ability to make sense of the data. A Crime Intelligence Analyst Technician (CIAT) would be able to collate, dissect, and analyze that data to create a useful work product that will help the department to respond to and reduce crime as well as public safety needs.

The CIAT can fulfill numerous roles within the agency to include tactical, operational, and strategic.

Tactical – providing monthly and yearly crime statistics and comparisons as well as producing crime mapping

Operationally – Aiding in identifying problem areas to better enable the direction of resources such as hot spot analysis

Strategic – Utilized to perform long term planning for better workforce optimization

The CIAT can also be utilized as a conduit with the Austin Regional Intelligence Center (ARIC), providing greater access to intelligence data and tools within ARIC.

What this means for the community is the CIAT can help the department become more efficient and effective in the overall reduction and prevention of crime.



Manor Police Department

Ryan S. Phipps - Chief of Police

402 W Parsons St.

Manor, TX 78653

Phone (512)272-8177

Fax (512)215-8409

Job Posting – CRIME INTELLIGENCE ANALYST TECHNICIAN – NOT FUNDED X 1

Opening Date:

Closing Date: Until Filled

Position: *Crime Intelligence Analyst Technician*

Salary range: \$34,943 – \$47,277

Effective Requirements for Position (June 29, 2021)

The City of Manor Police Department is accepting applications for the position of Crime Intelligence Analyst Technician. This position is a Full-Time position.

Job Summary:

Under general supervision, performs crime and intelligence analysis for reporting and presenting crime information, statistical trends, and criminal intelligence in support of the Police Department. Supports criminal investigations by collection and processing of a wide variety of data and enhances public through assessments of threats and vulnerabilities across the jurisdiction. Performs all duties using independent judgment and maintains a high level of security and confidentiality.

Essential Functions:

Essential Functions may include, but are not limited to, the following:

- Evaluate information, select essential elements, and correlate new information with existing information. Analyze findings, make interpretations, and write comprehensive reports based on these data.
- Performs tactical crime and intelligence analysis to support investigations and patrol efforts. Works as part of a team with other analysts, sworn personnel, and personnel from other agencies to provide analytical assistance, collect and disseminate intelligence, and share resources.
- Thinks critically, questions assumptions, and avoids bias with respect to sources, research methods, and document creation.
- Develops a variety of analytical products and facilitates the transfer of information between local, state, and federal agencies.
- Uses a variety of software applications and resources – most at an intermediate level.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Minimum Qualifications:

Applicant must have a minimum of:

- Graduation from an accredited four (4) year college or university with major course work in Criminal Justice, Social Science, or in a related field with 1-year experience as a crime analyst or intelligence analyst working for a local, state or federal law enforcement agency.

Equivalent Education and/or Experience

- Four (4) years of experience as a crime analyst or intelligence analyst working for a local, state or federal law enforcement agency.
- An associate degree (or higher) non-specified field plus two (2) years of the required experience will meet the education and experience requirements.
- A master's degree or higher in a specified field will meet the education and experience requirements.

Certifications and Licenses

- Valid Texas Class C driver's license.
- Ability to pass a background investigation. May be required to obtain federal secret security clearance.

Preferred:

- Certification by the International Association of Crime Analysts or the International Association of Law Enforcement Intelligence Analysts.

Knowledge, Skills, and Abilities

- Knowledge of principles and techniques of crime analysis and/or data analysis.
- Ability to conduct statistical analysis using computer and applicable software.
- Ability to collect, analyze, interpret, and effectively report any intelligence obtained from the analysis.
- Must be organized, flexible, and able to effectively prioritize in a multi-demand and constantly changing environment; able to meet multiple and sometimes conflicting deadlines without sacrificing accuracy, timeliness or professionalism.
- Must be able to construct and deliver clear, concise, and professional presentations to a variety of audiences and/or individuals. Ability to work in close liaison with other law enforcement agencies.
- Knowledge of general municipal police operations, City and Departmental Policies and Procedures, all appropriate laws, including city ordinances, use and care of city equipment, and contemporary police technologies, methods, and practices.
- General office knowledge and skills including but not limited to contemporary computer skills in word processing, data collection systems and related software, spread sheets and specialized programs utilized by the department.
- Skill/Ability to establish and maintain effective working relationships with coworkers, other agencies, officials, and general public; analyze situations and develop quick, effective and reasonable courses of action that comply with law and policy; communicate effectively in all mediums; perform all computer tasks effectively and maintain acceptable operational knowledge of standard software programs utilized by the department.
- Normal speech, normal or corrected vision, and normal or corrected hearing.
- Experience in using computer, typewriter, calculator, telephone, tape recorder, fax machine, copier, and postage machine. Police car, police radio, pager, first aid

equipment, personal computer including word processing software and other equipment as required.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; hazardous biological material; extreme cold; extreme heat; risk of electrical shock; explosives; graphic evidence or scenes; risk of radiation and vibration. The noise level in the work environment is usually loud (moderate, loud, very loud).

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other

Employee is required to work overtime as the need arises, may have to answer subpoenaed appearances in court on employee's day off or before and/or after a regularly scheduled work shift.

Note:

Applicant must perform all of the above duties and responsibility without any bias or prejudice against any person because of race, gender, creed, sexual orientation, mental deficiencies or religion, and applicant must perform and accomplish any other duties as directed by the Administrative Staff or the Chief of Police.

Applicant Process:

Applicants shall submit a City of Manor application for employment and a personal history background packet. An eligibility list will then be established to fill positions as they become available at the discretion of the Chief of Police. The eligibility list will be good for 1 year from the closing date of the position posting but may require additional testing or review prior to appointment.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYEE

POSITION DATA REPORT

EMERGENCY MANAGEMENT SPECIALIST – NOT FUNDED X 1

The creation of the Emergency Management Specialist (EMS) position is in the expectation of the increased need for the future planning and emergency management needs of the Manor community. While the City of Manor is a member of the greater Travis County Division of Emergency Management recent events have demonstrated the necessity for the City to become less reliant upon County resources. This was never more evident than during the winter storm in February 2021. The outcomes from COVID, the winter storm, the various floods, droughts, Gulf Coast hurricane evacuations, and other disasters Manor has faced have gone relatively well. The City has been able to manage these with the local resources. With the EMS employee in place the preparedness and response to disasters will be more thought out, better managed, more efficient, and effective.

This employee will help develop and maintain the City's Emergency Operations Plan, assist in training city employees and elected officials, and help coordinate with county and state officials. They will assist in conducting threat and needs assessments and help coordinate table top all the way to full scale exercises. Through these efforts the city and community will become more resilient from an all-hazards approach to disaster response.



Manor Police Department

Ryan S. Phipps - Chief of Police

402 W Parsons St.

Manor, TX 78653

Phone (512)272-8177

Fax (512)215-8409

Job Posting – EMERGENCY MANAGEMENT SPECIALIST – NOT FUNDED X 1

Opening Date:

Closing Date: Until Filled

Position: *Emergency Management Specialist*

Salary range: \$40,451 - \$54,729

Effective Requirements for Position (July 7, 2021)

The City of Manor Police Department is accepting applications for the position of Crime Intelligence Analyst Technician. This position is a Full-Time position.

Job Summary:

Under general supervision, assists in emergency management work including coordination with other entities, the prevention, preparedness, response, recovery, and/or mitigation of intentional and unintentional crisis, disasters, other humanitarian emergencies, or of all-hazards, natural and man-made/technological (chemical, biological, radiological, nuclear, high explosives) events. Performs all duties using independent judgment and maintains a high level of security and confidentiality.

Essential Functions:

Essential Functions may include, but are not limited to, the following:

- Assists with the development, implementation, and periodic review of emergency management plans.
- Supports emergency management goals through specific tasks including but not limited to maintaining records, compiling documentation, and generating reports or other data products.
- Maintains proficiency in job tasks through regular training attendance and participation in exercises.
- Assist with citywide preparations and activities in the event of an emergency and assists in the implementation of continuity plans.
- Assists with evaluation and design of workflow, processes, and various emergency plans.
- Supports requests for information or resources to the appropriate City department or outside agency.
- Is available for 24-hour on-call response during emergencies to perform emergency management functions and related duties.
- Performs other job-related duties as required.

Minimum Qualifications:

Applicant must have a minimum of:

- Training in emergency management relevant job duties, or ability to obtain within one year of hire.
- Graduation from an accredited four (4) year college or university with major course work in emergency management, emergency response, public safety, public health, criminal justice, or public administration.

Equivalent Education and/or Experience

- Three years of experience in emergency management, emergency response, public safety, public health, criminal justice, or public administration may substitute for the educational requirement.
- Or,
- One year of experience and an Associate degree with major course work in emergency management, emergency response, public safety, public health, criminal justice, or public administration.

Certifications and Licenses

- Valid Texas Class C driver's license.
- Ability to pass a background investigation. May be required to obtain a federal secret security clearance.

Knowledge, Skills, and Abilities

- Ability to perform under pressure and meet deadlines
- Intermediate skill level in Microsoft Office - Word, PowerPoint, Excel, and Outlook
- Experience with emergency mass notification software preferred
- Ability to communicate effectively with a broad range of diverse people, ability, culture, ethnic background, and to maintain good working relationships.
- Must have 24-hour response availability seven days per week for emergencies
- Knowledge of the Incident Command System, including completion of IS-100 B, ICS-200 B, ICS-700 A, and ICS-800 within 6 months of hire.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; hazardous biological material; extreme cold; extreme heat; risk of electrical shock; explosives; graphic evidence or scenes; risk of radiation and vibration. The noise level in the work environment is usually loud (moderate, loud, very loud).

The work environment characteristic described here is representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other

The employee is required to work overtime as the need arises, may have to answer subpoenaed appearances in court on the employee's day off or before and/or after a regularly scheduled work shift.

Note:

Applicant must perform all of the above duties and responsibilities without any bias or prejudice against any person because of race, gender, creed, sexual orientation, mental deficiencies, or religion, and the applicant must perform and accomplish any other duties as directed by the Administrative Staff or the Chief of Police.

Applicant Process:

Applicants shall submit a City of Manor application for employment and a personal history background packet. An eligibility list will then be established to fill positions as they become available at the discretion of the Chief of Police. The eligibility list will be good for 1 year from the closing date of the position posting but may require additional testing or review prior to appointment.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYEE

POSITION DATA REPORT

POLICE CLERK – NOT FUNDED

The Manor Police Department has seen an increased demand for records and processes. The addition of this requested police clerk will make the police department's records team operate more efficiently to meet the timely needs of the citizens and court system.

The police department's current records team has two records clerks that have taken on additional tasks to meet the growing needs of the community and to meet the requirements set by legislation for our response to records and court documentation. With the increase in hiring, case load and calls for service, clerical tasks have also seen a sharp increase to the team's workload. Record redaction requirements have nearly converted one of these positions as its sole responsibility. This task is very daunting and time consuming, in some instances taking more than 24 hours to properly redact a single video.

By adding this clerk, we will be able to distribute the teams workload to operate more efficiently resulting in a more timely and community friendly process.



Manor Police Department

Ryan S. Phipps - Chief of Police

402 W Parsons Street

Manor, TX 78653

Phone (512)272-8177

www.cityofmanor.org

Job Posting – **POLICE CLERK – NOT FUNDED**

Opening Date: TBD

Closing Date: TBD

Position: Police Clerk

Salary Range: TBD

Job Summary

Serves as the first point of contact, responsible for the administrative and the ongoing daily operations required within the Police Department. Duties include but are not limited to the following: provide information and services to general public and visitors with professional courtesy and respect; data entry; typing and filing; creating letters for review; preparing mailings; processing incoming calls and messages; assists public with documentation; conduct all duties with integrity, pride, innovation, and a “can do” attitude; accomplish teamwork by working cohesively with all Department and City staff; performs other related duties as may be assigned.

Reports to:

Police Lieutenant

Hourly Rate:

\$16.79- \$ 22.72

Exempt:

No

Essential Functions:

Duties include, but are not limited, to:

- Serves as first point of contact for Police Department for walk-in and phone customers.
- Answer general questions for processes and services provided by Police Department.
- Receives requests and dispatches requests or information to the Officers.
- Perform general administrative duties as required, including but not limited to: answering phones, data entry, filing, photocopying, faxing, etc.

- Reviews, validates and processes a wide variety of documents.
- Creates and maintains manual and computerized records and files.
- Must be able to establish priorities and manage workload with minimal supervision.
- May work as dispatcher when required.
- Assists when necessary (approved by the Director) other departments during intense work cycles and/or emergency situations.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Education requirements include an associate degree or equivalent in public or business administration, or related field.
- Must obtain Telecommunicator Certification as required by TCOLE (Texas Commission of Law Enforcement) within one (1) year of employment. Must be able to maintain certification, to include at minimum, required training and licensing under regulations promulgated by TCOLE.
- Must be able to pass all Police Department requirements, including: Background Investigation as required by TCOLE, criminal history check, a psychological evaluation, medical and drug screening, oral board interview.
- Two (2) years of experience in administrative work preferably in a public works department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.

Preferred Education/Experience:

- Prior experience in a Law Enforcement related field preferred.

Preferred Certification

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10 -GENERAL FUND**Street****Street/MS4 Inspector- New Position**

One of our street foremen has been doing all the MS4 inspections. We have not been able this year to be efficient on all projects that we had planned in the street department such as striping, repair, and paving.

Duties included are-

MS4 inspection – required by TCEQ daily inspection of over 20 sites

Street inspection- new subdivisions -Inspect ms4, curbs, sidewalks, driveways, densities and proof roll of subgrades, installation storm drain, inspect all drainage area, and paving streets. commercial - Inspect curbs, sidewalks, driveways,

Street rehab projects- daily inspection of street rehabilitation of selected streets approved in annual budget. Inspect ms4, curbs, sidewalks, driveways, densities and proof roll of subgrades, installation storm drain, inspect all drainage area, and paving streets. - Inspect curbs, sidewalks, driveway approaches

Heavy Equipment Operator- Replace one of two Street Foreman

We have only one CDL license that is required for some of our equipment. We will not have to depend on one person to operate several pieces of our equipment and would be able to finish projects sooner.

10 -GENERAL FUND**Park****Crewman – New Position**

This position is needed because of growth and the addition of new equipment, preparation for events, and the maintenance of facilities in the parks.

20 -GENERAL FUND**Utility****Utility Inspector- New Position**

One of our operators has been doing all the inspections of the wastewater and water mains in the subdivision and commercial developments. With this position we can be at the jobsites daily making sure our contractors are following the details we require and are installing utility lines properly without taking short cuts.

Utility inspection duties - new subdivisions construction

Water- Inspect construction of water line, service line, presser test water lines, densities on trenches backfill, installation of fire hydrant, and valves.

Wastewater- Inspect construction of wastewater mains, wastewater laterals, presser test wastewater lines, manhole, and densities on trenches backfill.

Utility inspection duties - Installation water line and wastewater by the city.

Water- Inspect construction of water line, service line, presser test water lines, densities on trenches backfill, installation of fire hydrant, and valves.

Wastewater- Inspect construction of wastewater mains, wastewater laterals, presser test wastewater lines, manhole, and densities on trenches backfill. Inspect construction new Cottonwood wastewater plant and new lift stations.

Scott Dunlop

From: Dr. Christopher Harvey
Sent: Tuesday, August 31, 2021 12:39 AM
To: Scott Dunlop
Subject: Re: Budget Committee Agenda 8/31 at 5:30 pm

Thank you.

Requests should always be supported with data and presented in writing, prior to meetings, so we can come to the table prepared to support the team.

I'm still not clear on the HR specialist position need. What will be happening when we aren't hiring? Can "Training for Elected officials" be elaborated on?

Growth, from a reactive perspective and using historical statistics may suggest the need for more police officers. However, just like we exceed other law enforcement agencies because of the training we require above the minimum, I'd like for us to also be innovative and unique in our approach to growth.

This is an opportunity to put into place preventative programming for our middle school and high school youth. Can these additional officers and others be charged with creating community engagement with teens?

In addition, can funds from the apartment complexes that aren't meeting parking or green space requirements be used to fund community programs for the youth and adults in those areas?

Confirming the financial manager position has been pulled... It is not listed.

Thank you again for the data.
 See you all soon.

Always working to make the world a better place,

Dr. Christopher Harvey
 Mayor Pro Tem - Place 3
 Via Apple Phone

O. [\(512\) 272-5555](tel:(512)272-5555)

D. [\(512\) 230-9827](tel:(512)230-9827)

F. [\(512\) 272-8636](tel:(512)272-8636)

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[Manor, TX. 78653](#)

ATTENTION ELECTED OFFICIALS: A "Reply All" of this e-mail could lead to violations of the Texas Open Meetings Act, please reply only to the sender.

Scott Dunlop

From: Scott Dunlop
Sent: Tuesday, August 31, 2021 11:40 AM
To: Dr. Christopher Harvey
Subject: RE: Budget Committee Agenda 8/31 at 5:30 pm

Dr. Harvey,

Thank you for the additional feedback. I've provided Tracey and Chief your questions and they should be responding to you on those.

For the apartments funding community programs, the fees they pay are specifically for parkland and parkland improvements like bathrooms, playgrounds and trails.

[Vhfwrq#7;#05dun#0dgg#Ghg1fdwlrq1##](#)

(a) *Dedication of Public Park Land Required.* It shall be required that a developer of any residential subdivision within the City's territorial jurisdiction set aside and dedicate to the public sufficient and suitable lands for the purpose of public park land or make an in-lieu financial contribution for the acquisition of such park land and/or improvements and amenities in accordance with the provisions of this Ordinance.

(h) *Park Fund Established.* A separate fund to be entitled "Park Fund" shall be and is hereby created and the 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. Such fund shall be invested or held in an interest-bearing account and all earnings and interest shall accrue to the Park Fund.

Additionally, if the money from apartments were available for programing it is not consistent year over year to continually fund those programs.

The Financial Manager position was pulled for this budget and may be considered during the amended budget.

Thanks,

Scott Dunlop, AICP
Interim City Manager
Development Services Director



T. (512) 272-5555 Ext. 4
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Scott Dunlop

From: Tracey Vasquez
Sent: Tuesday, August 31, 2021 3:24 PM
To: Dr. Christopher Harvey; Anne Weir; Deja Hill; Emily Hill; Sonia Wallace; Gene Kruppa; Dr. Larry Wallace Jr.
Cc: Scott Dunlop
Subject: HR Specialist

Thank you Mayor and Council for the opportunity to elaborate on the need for an HR Specialist. Seeing the year to year growth of the number of employees it is taking to assure the continuity of operations here at the City is astounding and exciting, along with all the new parks the City has retained from the subdivisions and other contributors, vehicles, small and large equipment, new facilities and treatment plants, etc. All of which are under each different department throughout the City. HR is responsible for managing recruitment, compensation, benefits administration, workers compensation program, vehicle and property liability coverages, records management, oversee risk management, and training for each department, and actively participating in each departments budget. Being a department of one and the increased growth of the City of Manor itself, the department is becoming less efficient in records management, (several audits regarding current and past employee files along with updating spreadsheet data on finance), training and risk management,(for City staff and Council) (Council-FEMA; Economic Development ;AED/CPR; Sexual Harassment in the Workplace; Diversity in the Workplace; Reset the Clock, to name a few) (Staff- MS4 training; AED/CPR; New Supervisor Training; HIPAA; Rest the Clock, etc) compliance is currently at 35%.

Day to day coaching and investigations:

1 example-

I recently had a Supervisor having issues with a new hire in regards to missing work; per our policy you can not use time within the first 90 days of employment, all unpaid time must've pre-approved. The Supervisor was continuously having verbal communications and written warnings with him in regards to his tardiness and absenteeism, at this point was a possible termination. The discussion with the Supervisor led me to believe there was more going on. Once the investigation had begun the employee had disclosed he and his family were homeless! As the Human Resources Manager this turned into action for resources. Reaching out to our Resource Specialist, other agencies in the County, and meeting with the family, the City was able to keep a hard working employee. This one daily task that started out as a couple hours of work, ended as a couple days of work that was well worth it!

The HR Specialist will not merely be someone for new hires, this person will re-evaluate current interview questionnaire for each department, re-evaluate and update each job description according to department needs, assist in the day to day activities such as, filing, checking emails, employee engagement, updating spreadsheets (FMLA tracking; WorkersComp compliance, Toll Accounts, etc.), audit current vehicle titles and equipment registration, answering the phones, along with auditing current and previous files for destruction or retention.

With the HR Specialist on board, this will allow the Manager to focus on Employee Evaluations (was removed by previous management), formal audit compliance, community and special events, job fairs, policies and procedures revamping, proposed program with the schools regarding summer employment project (Parks and internships), department directives to be established, departmental training processes to be established (how is this tracked- step by step- ratings).

The HR Specialist will serve as back up to HR Manager when unavailable. At this time the Finance Director serves as back up in a limited capacity, as you all well see, even on vacation or sick there things only HR can respond to.

Thank you for your time and consideration,

Tracey Vasquez

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Scott Dunlop

From: Ryan Phipps
Sent: Tuesday, August 31, 2021 4:49 PM
To: Scott Dunlop
Subject: RE: Budget Committee Agenda 8/31 at 5:30 pm

This is an opportunity to put into place preventative programming for our middle school and high school youth. Can these additional officers and others be charged with creating community engagement with teens?

We are always open to providing any community programs especially that find a young audience. All officers are charged with community engagement and I don't think any other city department has better outreach or community relations. In essence, the addition of these officers are going to help in the community outreach and programs by allowing workload to be spread and freeing up some time for all officers to do community programs and engagement.

Hope this helps, let me know if you need anything else.

R

From: Scott Dunlop <sdunlop@cityofmanor.org>
Sent: Tuesday, August 31, 2021 1:53 PM
To: Ryan Phipps <rphipps@cityofmanor.org>
Subject: FW: Budget Committee Agenda 8/31 at 5:30 pm

From: Dr. Christopher Harvey <CouncilMember3@cityofmanor.org>
Sent: Tuesday, August 31, 2021 12:39 AM
To: Scott Dunlop <sdunlop@cityofmanor.org>
Subject: Re: Budget Committee Agenda 8/31 at 5:30 pm

Thank you.

Requests should always be supported with data and presented in writing, prior to meetings, so we can come to the table prepared to support the team.

I'm still not clear on the HR specialist position need. What will be happening when we aren't hiring? Can "Training for Elected officials" be elaborated on?

Growth, from a reactive perspective and using historical statistics may suggest the need for more police officers. However, just like we exceed other law enforcement agencies because of the training we require above the minimum, I'd like for us to also be innovative and unique in our approach to growth.

This is an opportunity to put into place preventative programming for our middle school and high school youth. Can these additional officers and others be charged with creating community engagement with teens?

In addition, can funds from the apartment complexes that aren't meeting parking or green space requirements be used to fund community programs for the youth and adults in those areas?

**10 -GENERAL FUND
FINANCIAL SUMMARY**
**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

REVENUE SUMMARY	91.67 % OF YEAR COMPLETE						PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
ADMINISTRATION								
TAXES	7,970,828	7,970,828	7,970,828	8,719,686	109.4	(748,858)	13,079,529	9,955,027
MISCELLANEOUS	100,442	100,442	100,442	124,384	123.8	(23,942)	186,577	215,000
PERMITS/LICENSES	6,290	6,290	6,290	425	6.8	5,865	638	6,290
OTHER	71,729	71,729	71,729	98,422	137.2	(26,693)	147,633	100,129
TOTAL ADMINISTRATION	8,149,289	8,149,289	8,149,289	8,942,918	109.7	(793,629)	13,414,377	10,276,446
STREET								
MISCELLANEOUS	84,500	84,500	84,500	187,474	221.9	(102,974)	281,211	187,474
SANITATION CHARGES	914,500	914,500	914,500	1,102,437	120.6	(187,937)	1,653,656	1,117,130
TOTAL STREET	999,000	999,000	999,000	1,289,911	129.1	(290,911)	1,934,867	1,304,604
DEVELOPMENT SERVICES								
MISCELLANEOUS	27,500	27,500	27,500	35,373	128.6	(7,873)	31,823	38,345
PERMITS/LICENSES	1,457,567	1,457,567	1,457,567	2,155,826	147.9	(698,259)	3,233,739	1,880,497
TOTAL DEVELOPMENT SERVICES	1,485,067	1,485,067	1,485,067	2,191,199	147.5	(706,132)	3,265,561	1,918,842
PARKS/RECREATION								
MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL PARKS/RECREATION	40,000	40,000	40,000	40,000	100	0	60,000	40,000
COURT								
MISCELLANEOUS	6,500	6,500	6,500	1,584	24.4	4,916	2,376	1,096
COURT FEES	623,650	623,650	623,650	400,110	64.2	223,540	594,270	403,660
TOTAL COURT	630,150	630,150	630,150	401,694	63.7	228,456	596,646	404,756
POLICE								
MISCELLANEOUS	211,644	211,644	211,644	101,023	47.7	110,621	151,535	272,661
POLICE CHARGES/FEES	57,635	57,635	57,635	43,200	75.0	14,435	64,800	57,730
TOTAL POLICE	269,279	269,279	269,279	144,224	53.6	125,055	216,335	330,391
ECONOMIC DEV SVCS								
TAXES				400	0.0	(400)	600	400
TOTAL COMMUNITY SERVICES	0	0	0	400	0	(400)	600	400
TOTAL REVENUES	11,572,785	11,572,785	11,572,785	13,010,345	112.4	(1,437,560)	19,427,785	14,275,439

10 -GENERAL FUND
FINANCIAL SUMMARY

PROPOSED BUDGET WORK Item 8.

FY 2021-22

91.67 % OF YEAR COMPLETE

EXPENDITURE SUMMARY	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
ADMINISTRATION								
PERSONNEL	547,474	547,474	547,474	411,853	75.2	135,621	617,780	431,417
OPERATING	205,782	205,782	205,782	117,174	56.9	88,608	175,760	206,533
REPAIRS & MAINTENANCE	44,000	44,000	44,000	6,691	15.2	37,309	10,037	44,000
CONTRACTED SERVICES	459,798	459,798	459,798	533,004	115.9	(73,206)	799,506	671,800
TOTAL ADMINISTRATION	1,257,054	1,257,054	1,257,054	1,068,722	85.0	188,332	1,603,083	1,353,750
FINANCE								
PERSONNEL	554,944	554,944	554,944	398,814	71.9	156,130	598,221	605,012
OPERATING	148,965	148,965	148,965	114,770	77.0	34,195	172,155	151,365
REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,630	131.5	(630)	3,944	2,700
CONTRACTED SERVICES	47,500	47,500	47,500	40,410	85.1	7,090	60,615	57,900
TOTAL FINANCE	753,409	753,409	753,409	556,624	73.9	196,785	834,936	816,977
STREET								
PERSONNEL	335,054	335,054	335,055	273,595	81.7	61,460	410,392	532,839
OPERATING	163,595	163,595	163,595	118,250	72.3	45,345	177,376	183,495
REPAIRS & MAINTENANCE	168,400	168,400	168,400	42,055	25.0	126,345	63,082	175,000
CONTRACTED SERVICES	1,462,000	1,462,000	1,462,000	1,065,917	72.9	396,083	1,598,875	1,923,250
DEBT PAYMENTS	36,359	36,359	36,359	36,349	100.0	10	54,523	36,359
CAPITAL OUTLAY < \$5K	10,000	10,000	10,000	1,400	14.0	8,600	2,100	10,000
CAPITAL OUTLAY > \$5K	240,810	240,810	240,810	0	0.0	240,810	0	50,000
TOTAL STREET	2,416,216	2,416,217	2,416,219	1,537,565	63.6	878,654	2,306,348	2,910,943
DEVELOPMENT SERVICES								
PERSONNEL	393,589	393,589	393,589	330,473	84.0	63,116	23,480	552,059
OPERATING	91,621	91,621	91,621	50,712	55.4	40,909	0	100,121
REPAIRS & MAINTENANCE	3,000	3,000	3,000	4,471	149.0	(1,471)	30	4,400
CONTRACTED SERVICES	519,168	519,168	519,168	273,635	52.7	245,533	0	270,000
TOTAL DEVELOPMENT SERVICES	1,007,378	1,007,378	1,007,378	659,292	65.4	348,086	23,510	926,580
PARKS								
PERSONNEL	420,771	420,771	420,771	244,887	58.2	175,884	367,331	418,499
OPERATING	20,850	20,850	20,850	15,779	75.7	5,071	23,480	25,850
REPAIRS & MAINTENANCE	157,500	157,500	157,500	23,224	14.7	134,276	34,835	183,000
CONTRACTED SERVICES				1,073				1,500
DEBT PAYMENTS	24,518	24,518	24,518	24,517	100.0	1	36,776	24,518
CAPITAL OUTLAY < \$5K	5,750	5,750	5,750	20	0.3	5,730	30	10,750
CAPITAL OUTLAY > \$5K	46,600	46,600	46,600	0	0.0	46,600	0	67,000
TOTAL PARKS	675,989	675,989	675,989	309,500	249.0	367,562	462,452	731,117

COURT

PERSONNEL	323,456	323,456	323,456	157,095	48.6	166,361	235,643	350,971
OPERATING	51,245	51,245	51,245	29,252	57.1	21,993	43,878	51,245
CONTRACTED SERVICES	291,500	291,500	291,500	141,603	48.6	149,897	212,404	291,500
CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0.0	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	13,307	0	0.0	13,307	0	13,307
TOTAL COURT	681,128	681,128	681,128	327,950	48.1	353,178	491,925	708,643

POLICE

PERSONNEL	3,067,434	3,067,434	3,067,434	2,427,384	79.1	640,050	3,641,075	3,870,179
OPERATING	310,094	310,094	310,094	210,735	68.0	99,359	316,103	336,444
REPAIRS & MAINTENANCE	96,500	96,500	96,500	52,898	54.8	43,602	79,346	96,500
CONTRACTED SERVICES	268,463	268,463	268,463	255,977	95.3	12,486	383,965	306,207
DEBT PAYMENTS	373,500	373,500	373,500	335,984	90.0	37,516	503,977	453,500
CAPITAL OUTLAY < \$5K	6,000	6,000	6,000	509	8.5	5,491	764	6,200
CAPITAL OUTLAY > \$5K	66,470	66,470	66,470	47,326	71.2	19,144	70,990	125,470
TOTAL POLICE	4,188,461	4,188,461	4,188,461	3,330,814	79.5	857,647	4,996,220	5,194,500

INFORMATION TECHNOLOGY (I.T.)

PERSONNEL	147,985	147,985	147,985	117,921	79.7	30,064	176,881	274,421
OPERATING	169,500	169,500	169,500	211,258	124.6	(41,758)	0	174,500
REPAIRS & MAINTENANCE	6,085	6,085	6,085	0	0.0	6,085	0	11,085
CONTRACTED SERVICES	169,780	169,780	169,780	176,806	104.1	(7,026)	0	190,000
CAPITAL OUTLAY < \$5K	65,000	65,000	65,000	1,818	2.8	63,182	156	35,000
CAPITAL OUTLAY > \$5K	105,000	105,000	105,000	0	0.0	105,000	1,246	70,000
TOTAL I.T.	663,350	663,350	663,350	507,802	76.6	155,548	65,212	755,006

ECONOMIC DEV. SVCS

PERSONNEL	236,340	236,340	236,340	77,368	33	158,972	116,051	246,573
OPERATING	55,350	55,350	55,350	29,710	0	25,640	0	137,850
TOTAL COMMUNITY DEV	291,690	291,690	291,690	107,077	36.7	184,613	116,051	384,423

HUMAN RESOURCES

PERSONNEL	0	0	0	0	0	0	0	194,484
OPERATING	0	0	0	0	0	0	0	24,000
TOTAL COMMUNITY DEV	0	0	0	0	0.0	0	0	218,484

TOTAL EXPENDITURES	11,934,675	11,934,676	11,934,678	8,405,345	492	3,530,405	10,256,022	14,000,424
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REVENUES OVER/(UNDER) EXPENDITURES	(361,890)	(361,891)	(361,893)	4,605,000	(4,966,893)	9,171,763	275,015
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**10 -GENERAL FUND
REVENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

ADMINISTRATION REVENUES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	91.67 % OF YEAR COMPLETE			PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
				Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
TAXES								
10-4100-40-40000 AD VALOREM TAXES - CURRENT	6,024,493	6,024,493	6,024,493	6,197,145	103	-172,652	9,295,717	7,346,430
10-4100-40-40010 AD VALOREM TAXES - PRIOR	15,000	15,000	15,000	98,824	659	-83,824	148,237	15,000
10-4100-40-40015 RENDITION PAYMENTS	0	0	0	0	0	0	0	0
10-4100-40-40016 VEHICLE DEALER INVENTORY	5,000	5,000	5,000	1,256	25	3,744	1,884	1,200
10-4100-40-40020 AD VALOREM TAXES P&I	57,750	57,750	57,750	49,779	86	7,971	74,668	50,000
10-4100-40-40025 SALES TAX COMPTROLLER	1,381,300	1,381,300	1,381,300	1,803,414	131	-422,114	2,705,122	1,932,496
10-4100-40-40040 FRANCHISE TAX-ELECTRIC	250,000	250,000	250,000	299,134	120	-49,134	448,701	300,000
10-4100-40-40043 FRANCHISE TAX-CABLE TE	64,000	64,000	64,000	95,270	149	-31,270	142,905	96,000
10-4100-40-40044 FRANCHISE PEG TAX - CABLE TV	9,000	9,000	9,000	13,511	150	-4,511	20,267	13,511
10-4100-40-40045 FRANCHISE TAX-GAS/PROP	25,000	25,000	25,000	24,993	100	7	37,489	25,000
10-4100-40-40047 FRANCHISE TAX-TELEPHONE	100,000	100,000	100,000	62,768	63	37,232	94,153	100,000
10-4100-40-40050 FRANCHISE TAX-SOLID WASTE	20,000	20,000	20,000	53,953	270	-33,953	80,929	55,000
10-4100-40-40051 SIGN KIOSK FEES	5,885	5,885	5,885	4,030	68	1,855	6,045	5,885
10-4100-40-40060 MIXED BEVERAGE TAXES	12,200	12,200	12,200	12,247	100	-47	18,370	12,200
10-4100-40-40061 OPEN RECORD FEES	1,200	1,200	1,200	3,362	280	-2,162	5,043	2,305
TOTAL TAXES	7,970,828	7,970,828	7,970,828	8,719,686	109	-748,858	13,079,529	9,955,027
MISCELLANEOUS								
10-4100-42-42099 MISCELLANEOUS	100,442	100,442	100,442	124,384	124	-23,942	186,577	215,000
10-4100-42-42100 GRANTS	0	0	0	0	0	0	0	0
10-4100-42-42500 DONATIONS	0	0	0	0	0	0	0	0
10-4100-42-48100 UNCLAIMED PROPERTY	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	100,442	100,442	100,442	124,384	124	-23,942	186,577	215,000
PERMITS/LICENSES								
10-4100-45-42010 PERMITS-PET	440	440	440	110	25	330	165	440
10-4100-45-42020 HEALTH PERMITS	0	0	0	0	0	0	0	0
10-4100-45-42040 PERMITS- CITY MISC	150	150	150	0	0	150	0	150
10-4100-45-42050 LICENSES- ALCHOLIC BEV	5,700	5,700	5,700	315	6	5,385	473	5,700
TOTAL PERMITS/LICENSES	6,290	6,290	6,290	425	7	5,865	638	6,290
OTHER								
10-4100-48-42050 NOTARY FEES	129	129	129	72	56	57	108	129
10-4100-48-42100 REIMBURSED EXPENSES	0	0	0	0	0	0	0	0
10-4100-48-48000 INTEREST INCOME	71,600	71,600	71,600	98,350	137	-26,750	147,525	100,000
TOTAL OTHER	71,729	71,729	71,729	98,422	137	-26,693	147,633	100,129
TOTAL ADMINISTRATION REVENUES	8,149,289	8,149,289	8,149,289	8,942,918	110	-793,629	13,414,377	10,276,446

STREET REVENUES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
MISCELLANEOUS								
10-4225-42-42098 CAP METRO BCT	84,500	84,500	84,500	169,000	200	-84,500	253,500	169,000
10-4225-42-42099 MISCELLANEOUS	0	0	0	18,474	0	-18,474	27,711	18,474
TOTAL MISCELLANEOUS	84,500	84,500	84,500	187,474	222	-102,974	281,211	187,474
SANITATION CHARGES								
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	1,086,473	120	-182,473	1,629,709	1,100,000
10-4225-44-44025 LATE FEES TRASH	10,500	10,500	10,500	15,964	152	-5,464	23,946	17,130
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0
TOTAL SANITATION CHARGES	914,500	914,500	914,500	1,102,437	121	-187,937	1,653,656	1,117,130
TOTAL STREET REVENUES	999,000	999,000	999,000	1,289,911	129	-290,911	1,934,867	1,304,604
DEVELOPMENT SERVICES REVENUES								
MISCELLANEOUS								
10-4300-42-42090 TECHNOLOGY FEES	25,000	25,000	25,000	21,215	85	3,785	31,823	25,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,500	2,500	2,500	3,408	136	-908	5,112	2,600
10-4300-42-42099 MISCELLANEOUS				10,750	0	-10,750	16,125	10,745
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	27,500	27,500	27,500	35,373	129	-7,873	31,823	38,345
PERMITS/LICENSES								
10-4300-45-42040 PERMITS-CITY MISC.	0	0	0	0	0	0	0	0
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	3,070	201	-1,544	4,605	3,000
10-4300-45-44096 SITE PLAN	9,000	9,000	9,000	19,091	212	-10,091	28,637	19,000
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	6,450	215	-3,450	9,675	4,675
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	127,696	238	-74,127	191,543	100,000
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	801,377	401	-601,377	1,202,065	550,000
10-4300-45-45077 ZONING	3,072	3,072	3,072	3,641	119	-569	5,461	3,072
10-4300-45-45100 BUILDING PERMITS	821,700	821,700	821,700	704,833	86	116,867	1,057,250	821,700
10-4300-45-45101 R.O.W. PERMITS	900	900	900	3,900	433	-3,000	5,850	2,250
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	0	0	1,600	0	1,600
10-4300-45-45200 BUILDINGS INSPECTION FEES	363,000	363,000	363,000	485,768	134	-122,768	728,652	375,000
10-4300-45-45201 SUBDIV CONSTRUCTION	0	0	0	0	0	0	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	0	0	100	0	100
TOTAL PERMITS/LICENSES	1,457,567	1,457,567	1,457,567	2,155,826	148	-698,259	3,233,739	1,880,497
TOTAL DEVELOPMENT SERVICES REVENUES	1,485,067	1,485,067	1,485,067	2,191,199	148	-706,132	3,265,561	1,918,842

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PARKS/RECREATION								
MISCELLANEOUS								
PARKS MISCELLANEOUS								
10-4400-42-42101 PARK LAND MAINT PMNTS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL PARKS REVENUES	40,000	40,000	40,000	40,000	100	0	60,000	40,000

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
COURT REVENUES								
10-4500-42-42090 ONLINE PAYMENT FEES	6,500	6,500	6,500	1,584	24	4,916	2,376	1,096
10-4500-42-42099 TDCD REVENUES	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,500	6,500	6,500	1,584	24	4,916	2,376	1,096
COURT FEES								
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	12,000	5,118	43	6,882	7,677	12,000
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	8,600	5,302	62	3,298	7,954	8,600
10-4500-46-46300 COURT COSTS EARNED	600,000	600,000	600,000	385,759	64	214,241	578,639	380,000
10-4500-46-46301 JUVENILE CASE MGR FUND	3,000	3,000	3,000	3,853	128	-853	5,779	3,000
10-4500-46-46302 JURY FUND	50	50	50	77	154	-27	116	60
TOTAL COURT FEES	623,650	623,650	623,650	400,110	64	223,540	594,270	403,660
TOTAL COURT REVENUES	630,150	630,150	630,150	401,694	64	228,456	596,646	404,756

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
POLICE REVENUES								
MISCELLANEOUS								
10-4600-42-41015 GRANT PROCEEDS - POLIC	22,513	22,513	22,513	0	0	22,513	0	22,513
10-4600-42-41016 OVC 2018-V3-GX-0024	57,207	57,207	57,207	0	0	57,207	0	57,207
10-4600-42-41017 VOCA GRANT	91,924	91,924	91,924	0	0	91,924	0	91,924
10-4600-42-42099 MISCELLANEOUS	40,000	40,000	40,000	101,023	253	-61,023	151,535	101,017
TOTAL MISCELLANEOUS	211,644	211,644	211,644	101,023	48	110,621	151,535	272,661
POLICE CHARGES/FEES								
10-4600-47-47000 ASSET SEIZURES	1,250	1,250	1,250	0	0	1,250	0	1,250
10-4600-47-47009 ALARM PERMIT	7,000	7,000	7,000	6,965	100	35	10,448	7,000
10-4600-47-47010 POLICE REPORTS	1,350	1,350	1,350	0	0	1,350	0	1,350
10-4600-47-47011 FINGER PRINTING	100	100	100	140	140	-40	210	100
10-4600-47-47110 MOTOR VEHICLE DISB	4,500	4,500	4,500	5,496	122	-996	8,244	4,500
10-4600-47-47200 WARRANT AND FTA FEES	2,410	2,410	2,410	403	17	2,007	604	2,410
10-4600-47-47310 IMPOUNDS	11,025	11,025	11,025	17,600	160	-6,575	26,400	11,120
10-4600-47-47325 AUCTIONS	0	0	0	0	0	0	0	0
10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	30,000	12,596	42	17,404	18,894	30,000
TOTAL POLICE CHARGES/FEES	57,635	57,635	57,635	43,200	75	14,435	64,800	57,730
TOTAL POLICE REVENUES	269,279	269,279	269,279	144,224	54	125,055	216,335	330,391

ECONOMIC DEV SVCS	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	YTD ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
TAXES								
10-4800-40-40040 EVENT FEES	400	0	400	400	100	0	600	400
TOTAL ECONOMIC DEV SVCS REVENUE	400	0	400	400	100	0	600	400
TOTAL REVENUES	11,573,185	11,572,785	11,573,185	13,010,345	112	-1,437,160	19,427,785	14,275,439

**10 -GENERAL FUND
DEPARTMENTAL EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

ADMINISTRATION EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5100-50-50010 SALARIES	415,747	415,747	415,747	330,524	80	85,223	495,787	325,363
10-5100-50-50050 OVERTIME				220	0	-220	330	628
10-5100-50-50075 LONGEVITY	3,100	3,100	3,100	3,100	100	0	4,650	1,000
10-5100-50-50200 EMPLOYER PAID TAXES	28,176	28,176	28,176	22,139	79	6,037	33,209	25,015
10-5100-50-50255 WORKERS' COMPENSATION	1,979	1,979	1,979	219	11	1,760	329	1,379
10-5100-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	16,089	54	13,656	24,133	23,228
10-5100-50-50335 HEALTH ASSISTANCE	260	260	260	250	96	10	375	260
10-5100-50-50410 EMPLOYER RETIREMENT CO	33,381	33,381	33,381	29,015	87	4,366	43,522	28,298
10-5100-50-50520 EMPLOYEE EDUCATION	7,500	7,500	7,500	2,774	37	4,726	4,161	5,360
10-5100-50-50521 COUNCIL EDUCATION	12,886	12,886	12,886	670	5	12,216	1,005	12,886
10-5100-50-50650 VEHICLE ALLOWANCE	7,500	7,500	7,500	6,092	81	1,408	9,138	7,500
10-5100-50-50655 CELL PHONE ALLOWANCE	1,200	1,200	1,200	761	63	439	1,142	0
10-5100-50-50700 REIMBURSABLE UNEMPLOYM	6,000	6,000	6,000	0	0	6,000	0	500
TOTAL PERSONNEL	547,474	547,474	547,474	411,853	75	135,621	617,780	431,417

OPERATING

10-5100-51-51010 ADVER/NOTIFICATION/PUBLIC HE	14,500	14,500	14,500	10,543	73	3,957	15,814	14,500
10-5100-51-51011 PRE-EMPLO SCREENING	50	50	50	0	0	50	0	50
10-5100-51-51012 ADMIN RENT	50	50	50	0	0	50	0	3,800
10-5100-51-51043 CITY EVENTS	12,500	12,500	12,500	12,738	102	-238	19,107	12,600
10-5100-51-51160 ELECTION EXPENSES	6,500	6,500	6,500	0	0	6,500	0	6,500
10-5100-51-51335 INSURANCE-PROPERTY, CA	3,720	3,720	3,720	1,736	47	1,984	2,604	3,720
10-5100-51-51480 MEETING EXPENSES	1,000	1,000	1,000	4,078	408	-3,078	6,117	3,901
10-5100-51-51485 MISCELLANEOUS	21,200	21,200	21,200	36,065	170	-14,865	54,097	21,200
10-5100-51-51602 PENALTIES & INTEREST	150	150	150	0	0	150	0	150
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	650	0	0	650	0	650
10-5100-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	573	29	1,427	859	2,000
10-5100-51-51634 EDC BEAUTIFICATION	50,000	50,000	50,000	0	0	50,000	0	50,000
10-5100-51-51635 PROFESSIONAL & MEMBERS	7,500	7,500	7,500	6,633	88	867	9,949	5,500
10-5100-51-51746 SUPPLIES-OFFICE	8,562	8,562	8,562	3,901	46	4,661	5,852	7,562
10-5100-51-51747 COVID 19 SUPPLIES	20,000	20,000	20,000	8,940	45	11,060	13,409	20,000
10-5100-51-51748 GRANTS FOR SIX PATHWAYS	25,000	25,000	25,000	0	0	25,000	0	25,000
10-5100-51-51780 TRAVEL	7,500	7,500	7,500	240	3	7,260	361	2,500
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	9,500	7,126	75	2,374	10,689	9,500
10-5100-51-51817 UTILITIES-NATURAL GAS	1,000	1,000	1,000	973	97	27	1,459	1,000
10-5100-51-52110 OFFICE EQUIPMENT LEASE	4,400	4,400	4,400	3,563	81	837	5,345	4,400
10-5100-51-52111 EMERGENCY PROTECTION				13,786	0	-13,786	20,679	12,000
TOTAL OPERATING	205,782	205,782	205,782	117,174	57	88,608	175,760	206,533

REPAIRS & MAINTENANCE

10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	30,000	3,538	12	26,462	5,307	30,000
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	14,000	3,154	23	10,846	4,730	14,000
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	44,000	6,691	15	37,309	10,037	44,000

CONTRACTED SERVICES

10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	85,000	48,608	57	36,392	72,912	85,000
10-5100-54-51440 LEGAL FEES	65,000	65,000	65,000	31,006	48	33,994	46,510	65,000
10-5100-54-51441 JUSTFOIA	3,250	3,250	3,250	0	0	3,250	0	5,000
10-5100-54-51442 MEETING/AGENDA MANAGEMEN	3,800	3,800	3,800	4,150	109	-350	6,225	3,800
10-5100-54-51502 SALES TAX REBATE GREENVIEW	200,000	200,000	200,000	253,731	127	-53,731	380,596	300,000
10-5100-54-51503 AD VALEROM REBATE GREENVIEW	67,448	67,448	67,448	0	0	67,448	0	75,000
10-5100-54-51504 MUNICODE	15,000	15,000	15,000	4,740	32	10,260	7,109	15,000
10-5100-54-51520 R.O.W. PURCHASE				160,970	0	-160,970	241,455	20,000
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCT	1,800	1,800	1,800	4,434	246	-2,634	6,650	4,500
10-5100-54-51998 NEEDS ASSESMENT								30,000
10-5100-54-51999 GRANT WRITER SERVICE								50,000
10-5100-54-51760 TAXING DISTRICT FEES	18,500	18,500	18,500	25,365	137	-6,865	38,048	18,500
TOTAL CONTRACTED SERVICES	459,798	459,798	459,798	533,004	116	-73,206	799,506	671,800

TOTAL ADMINISTRATION EXPENDITURES	1,257,054	1,257,054	1,257,054	1,068,722	85	188,332	1,603,083	1,353,750
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FINANCE EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5150-50-50010 SALARIES	420,262	420,262	420,262	309,663	74	110,599	464,495	462,288
10-5150-50-50050 OVERTIME	3,443	3,443	3,443	1,784	52	1,659	2,677	3,443
10-5150-50-50075 LONGEVITY	3,900	3,900	3,900	2,800	72	1,100	4,200	4,600
10-5150-50-50200 EMPLOYER PAID TAXES	32,681	32,681	32,681	23,403	72	9,278	35,105	36,007
10-5150-50-50255 WORKERS' COMPENSATION	1,900	1,900	1,900	437	23	1,463	656	1,900
10-5150-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	32,137	62	19,917	48,206	54,198
10-5150-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5150-50-50410 EMPLOYER RETIREMENT CO	37,946	37,946	37,946	26,924	71	11,022	40,386	39,819
10-5150-50-50520 EMPLOYEE EDUCATION	2,500	2,500	2,500	1,414	57	1,086	2,121	2,500
TOTAL PERSONNEL	554,944	554,944	554,944	398,814	72	156,130	598,221	605,012

OPERATING

10-5150-51-51010 ADVER/POSTING/PUBLIC HEARIN	4,500	4,500	4,500	460	10	4,041	689	4,500
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	100	0	0	100	0	100
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	65,000	65,000	65,000	59,608	92	5,393	89,411	65,000
10-5150-51-51080 CASH SHORT & OVER	500	500	500	29	6	471	44	500
10-5150-51-51335 INSURANCE-PROPERTY, CA	3,305	3,305	3,305	2,727	83	578	4,090	3,305
10-5150-51-51338 INSURANCE LIABILITY	110	110	110	69	63	41	103	110
10-5150-51-51480 MEETING EXPENSES	500	500	500	93	19	407	139	500
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	1,250	718	57	532	1,077	1,250
10-5150-51-51602 PENALTIES & INTEREST	600	600	600	0	0	600	0	600
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	100	0	0	100	0	100
10-5150-51-51625 POSTAGE/DELIVERY	58,100	58,100	58,100	38,925	67	19,175	58,387	60,000
10-5150-51-51635 PROFESSIONAL & MEMBERS	240	240	240	0	0	240	0	240
10-5150-51-51746 SUPPLIES-OFFICE	3,000	3,000	3,000	3,311	110	-311	4,966	3,500
10-5150-51-51780 TRAVEL	5,000	5,000	5,000	4,416	88	584	6,623	5,000
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,475	2,573	74	902	3,860	3,475
10-5150-51-52340 VEHICLE FUEL & OIL	3,185	3,185	3,185	1,843	58	1,342	2,765	3,185
TOTAL OPERATING	148,965	148,965	148,965	114,770	77	34,195	172,155	151,365

REPAIRS & MAINTENANCE

10-5150-52-52000 OFFICE EQUIPMENT REPAI	0	0	0	0	0	0	0	0
10-5150-52-52320 VEHICLE REPAIRS & MAINT	2,000	2,000	2,000	2,630	131	-630	3,944	2,700
TOTAL REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,630	131	-630	3,944	2,700

CONTRACTED SERVICES

10-5150-54-51000 ACCOUNTING & AUDITING	45,000	45,000	45,000	37,696	84	7,305	56,543	45,000
10-5150-54-5xxxx PAYROLL SERVICE	0	0	0					10,000
10-5150-54-51440 LEGAL FEES	1,200	1,200	1,200	1,050	88	150	1,575	1,200
10-5150-54-51590 DOCUMENT STORAGE	1,300	1,300	1,300	1,665	128	-365	2,497	1,700
TOTAL CONTRACTED SERVICES	47,500	47,500	47,500	40,410	85	7,090	60,615	57,900

TOTAL FINANCE EXPENDITURES	753,409	753,409	753,409	556,624	74	196,785	834,936	816,977
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STREET EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5225-50-50010 SALARIES	222,211	222,211	222,211	188,531	85	33,679	282,797	370,857
10-5225-50-50050 OVERTIME	6,666	6,666	6,666	6,134	92	532	9,201	11,126
10-5225-50-50075 LONGEVITY	2,200	2,200	2,200	2,300	105	-100	3,450	2,800
10-5225-50-50200 EMPLOYER PAID TAXES	17,677	17,677	17,677	14,981	85	2,696	22,472	29,436
10-5225-50-50255 WORKERS' COMPENSATION	9,830	9,830	9,830	11,781	120	-1,951	17,671	14,000
10-5225-50-50325 HEALTH INSURANCE	44,618	44,618	44,618	32,116	72	12,502	48,174	61,941
10-5225-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	9	375	258
10-5225-50-50410 EMPLOYER RETIREMENT CO	20,525	20,525	20,525	16,878	82	3,647	25,317	32,553
10-5225-50-50520 EMPLOYEE EDUCATION	2,000	2,000	2,000	624	31	1,376	936	800
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	9,069	0	0	9,069	0	9,069
TOTAL PERSONNEL	335,054	335,054	335,055	273,595	82	61,460	410,392	532,839
OPERATING								
10-5225-51-51011 PRE-EMPLOYMENT SCREENING	200	200	200	0	0	200	0	200
10-5225-51-51335 INSURANCE-PROPERTY, CA	1,820	1,820	1,820	1,997	110	-177	2,996	1,820
10-5225-51-51338 INSURANCE LIABILITY	2,290	2,290	2,290	1,584	69	706	2,376	2,290
10-5225-51-51610 LICENSES	250	250	250	125	50	125	188	250
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200
10-5225-51-51640 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	45,000	45,000	45,000	23,214	52	21,786	34,820	45,000
10-5225-51-51746 SUPPLIES-OFFICE	500	500	500	0	0	500	0	500
10-5225-51-51780 TRAVEL	200	200	200	0	0	200	0	100
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	3,135	1,584	51	1,551	2,376	3,135
10-5225-51-51813 UTILITIES-ELECTRIC BLU	68,000	68,000	68,000	58,574	86	9,426	87,861	81,500
10-5225-51-51815 UTILITIES-ELECTRIC TX	10,000	10,000	10,000	8,211	82	1,789	12,316	12,500
10-5225-51-52340 FUEL & OIL	20,000	20,000	20,000	17,168	86	2,832	25,751	24,000
10-5225-51-52440 EQUIPMENT RENTAL	5,000	5,000	5,000	0	0	5,000	0	5,000
10-5225-51-54020 STREET SIGNS	7,000	7,000	7,000	5,794	83	1,206	8,691	7,000
TOTAL OPERATING	163,595	163,595	163,595	118,250	72	45,345	177,376	183,495
REPAIRS & MAINTENANCE								
10-5225-52-52010 BUILDING REPAIRS & MAI	3,400	3,400	3,400	418	12	2,982	628	5,000
10-5225-52-52320 VEH REPAIRS & MAINTENA	5,000	5,000	5,000	8,628	173	-3,628	12,942	10,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	10,000	4,667	47	5,333	7,001	10,000
10-5225-52-54010 STREET REPAIRS & MAINT	150,000	150,000	150,000	28,341	19	121,659	42,512	150,000
TOTAL REPAIRS & MAINTENANCE	168,400	168,400	168,400	42,055	25	126,345	63,082	175,000

CONTRACTED SERVICES

10-5225-54-51165 ENGINEERING/PLANNING S	22,000	22,000	22,000	18,520	84	3,480	27,780	56,350
10-5225-54-51166 STREET CONTRACTED REPAIRS	420,000	420,000	420,000	78,013	19	341,987	117,019	516,900
10-5225-54-54100 TRASH COLLECTION FEES	1,020,000	1,020,000	1,020,000	969,384	95	50,616	1,454,076	1,350,000
TOTAL CONTRACTED SERVICES	1,462,000	1,462,000	1,462,000	1,065,917	73	396,083	1,598,875	1,923,250

DEBT PAYMENTS

10-5225-55-52310 VEHICLE LEASE EXPENSE	6,609	6,609	6,609	6,609	100	0	9,913	6,609
10-5225-55-52410 MACHINERY EQUIPMENT LE	29,750	29,750	29,750	29,740	100	10	44,610	29,750
TOTAL DEBT PAYMENTS	36,359	36,359	36,359	36,349	100	10	54,523	36,359

CAPITAL OUTLAY < \$5K

10-5225-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	5,000	0	0	5,000	0	5,000
10-5225-57-52450 TOOLS	5,000	5,000	5,000	1,400	28	3,600	2,100	5,000
TOTAL CAPITAL OUTLAY < \$5K	10,000	10,000	10,000	1,400	14	8,600	2,100	10,000

CAPITAL OUTLAY > \$5K

10-5225-58-52400 MACHINERY EQUIPMENT-PU	240,810	240,810	240,810	0	0	240,810	0	50,000
TOTAL CAPITAL OUTLAY > \$5K	240,810	240,810	240,810	0	0	240,810	0	50,000

TOTAL STREET EXPENDITURES	2,416,218	2,416,218	2,416,219	1,537,565	64	878,654	2,306,348	2,910,943
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DEVELOPMENT SERVICES EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5300-50-50010 SALARIES	293,952	293,952	293,952	257,042	87	36,910	385,563	424,746
10-5300-50-50011 COVID 19 SALARIES	0	0	0	0	0	0	0	0
10-5300-50-50050 OVERTIME	1,845	1,845	1,845	499	27	1,346	749	1,845
10-5300-50-50075 LONGEVITY	3,100	3,100	3,100	3,100	100	0	4,650	3,600
10-5300-50-50200 EMPLOYER PAID TAXES	25,070	25,070	25,070	19,234	77	5,836	28,852	32,924
10-5300-50-50255 WORKERS' COMPENSATION	720	720	720	579	80	141	868	720
10-5300-50-50325 HEALTH INSURANCE	37,182	37,182	37,182	26,656	72	10,526	39,983	46,456
10-5300-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5300-50-50410 EMPLOYER RETIREMENT CO	26,362	26,362	26,362	22,246	84	4,116	33,368	36,410
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	4,600	868	19	3,732	1,302	4,600
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	393,589	393,589	393,589	330,473	84	63,116	495,710	552,059

OPERATING

10-5300-51-51011 PRE-EMPLOYMENT SCREENING	20	20	20	0	0	20	0	20
10-5300-51-51042 CREDIT CARD MERCHANT	32,100	32,100	32,100	29,560	92	2,540	44,340	32,100
10-5300-51-51330 BLDG INSPECTION FEES	7,000	7,000	7,000	0	0	7,000	0	15,000
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	10,000	0	0	10,000	0	10,000
10-5300-51-51332 OVERPAYMENT/REFUNDS	10,500	10,500	10,500	5,632	54	4,868	8,448	10,500
10-5300-51-51335 INSURANCE-PROPERTY, CA	210	210	210	179	85	31	269	210
10-5300-51-51338 INSURANCE LIABILITY	930	930	930	574	62	356	861	930
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	1,250	20	2	1,230	30	1,250
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	4,516	3,075	68	1,441	4,613	4,516
10-5300-51-51610 PERMITS & LICENSES	120	120	120	0	0	120	0	120
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,500	2,500	2,500	0	0	2,500	0	2,500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,475	700	47	775	1,050	1,475
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	2,000	809	40	1,191	1,214	2,000
10-5300-51-51746 SUPPLIES-OFFICE	2,500	2,500	2,500	3,090	124	-590	4,635	3,000
10-5300-51-51780 TRAVEL	7,000	7,000	7,000	2,694	38	4,306	4,041	7,000
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	0	0	2,000	0	2,000
10-5300-51-52110 OFFICE EQUIP LEASES	2,500	2,500	2,500	1,613	65	887	2,420	2,500
10-5300-51-52340 VEHICLE FUEL & OIL	5,000	5,000	5,000	2,765	55	2,235	4,148	5,000
TOTAL OPERATING	91,621	91,621	91,621	50,712	55	40,909	31,728	100,121

REPAIRS & MAINTENANCE

10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400
TOTAL REPAIRS & MAINTENANCE	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400

CONTRACTED SERVICES

10-5300-54-51165 ENG/PLANNING SERVICES	150,000	150,000	150,000	216,755	145	-66,755	325,132	200,000
10-5300-54-51440 LEGAL FEES	50,000	50,000	50,000	36,847	74	13,153	55,270	50,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	319,168	319,168	319,168	19,968	0	0	0	20,000
10-5300-54-51590 DOCUMENT STORAGE	0	0	0	65	0	-65	98	0
TOTAL CONTRACTED SERVICES	519,168	519,168	519,168	273,635	53	245,533	380,500	270,000

DEBT PAYMENTS

10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	0	0	0

TOTAL DEVELOPMENT SERVICES EXPENDITURES	1,007,378	1,007,378	1,007,378	659,292	341	348,086	914,645	926,580
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PARKS EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5400-50-50010 SALARIES	291,443	291,443	291,443	175,203	60	116,240	262,805	291,443
10-5400-50-50050 OVERTIME	8,744	8,744	8,744	2,770	32	5,974	4,155	6,000
10-5400-50-50075 LONGEVITY	4,100	4,100	4,100	3,600	88	500	5,400	4,200
10-5400-50-50200 EMPLOYER PAID TAXES	23,279	23,279	23,279	13,398	58	9,881	20,097	23,286
10-5400-50-50255 WORKERS' COMPENSATION	9,900	9,900	9,900	6,310	64	3,590	9,465	9,900
10-5400-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	27,830	53	24,224	41,746	54,198
10-5400-50-50335 HEALTH ASSISTANCE	221	221	221	250	113	-29	375	221
10-5400-50-50410 EMPLOYER RETIREMENT CO	27,030	27,030	27,030	15,229	56	11,801	22,843	25,751
10-5400-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,000	297	30	703	445	500
10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	3,000	0	0	3,000	0	3,000

TOTAL PERSONNEL	420,771	420,771	420,771	244,887	58	175,884	367,331	418,499
OPERATING								
10-5400-51-51011 PRE-EMPLOYMENT SCREENING	250	250	250	126	50	124	189	250
10-5400-51-51485 MISCELLANEOUS	100	100	100	0	0	100	0	100
10-5400-51-51610 LICENSES	0	0	0	50	0	-50	75	100
10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200
10-5400-51-51640 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
10-5400-51-51740 SUPPLIES	10,000	10,000	10,000	9,901	99	99	14,852	15,000
10-5400-51-51780 TRAVEL	200	200	200	0	0	200	0	100
10-5400-51-51800 UNIFORMS & ACCESSORIES	2,600	2,600	2,600	2,118	81	482	3,176	2,600
10-5400-51-51813 UTILITIES-ELECTRIC BLU	1,200	1,200	1,200	1,737	145	-537	2,606	1,200
10-5400-51-52340 FUEL & OIL	3,000	3,000	3,000	1,330	44	1,670	1,995	3,000
10-5400-51-52440 EQUIPMENT RENTAL	2,700	2,700	2,700	0	0	2,700	0	2,700
10-5400-51-54020 PARKS SIGNS	600	600	600	517	86	83	776	600
TOTAL OPERATING	20,850	20,850	20,850	15,779	76	5,071	23,480	25,850
REPAIRS & MAINTENANCE								
10-5400-52-52010 BUILDING REPAIRS & MAI	2,500	2,500	2,500	157	6	2,343	235	5,000
10-5400-52-52320 VEH REPAIRS & MAINTENA	3,000	3,000	3,000	5,911	197	-2,911	8,867	7,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	7,000	7,000	7,000	5,605	80	1,395	8,408	8,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	140,000	140,000	140,000	11,551	8	128,449	17,326	140,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENAN	5,000	5,000	5,000	0	0	5,000	0	23,000
TOTAL REPAIRS & MAINTENANCE	157,500	157,500	157,500	23,224	15	134,276	34,835	183,000

CONTRACTED SERVICES

10-5400-54-51165 ENGINEERING/PLANNING S	0	0	0	488	0	-488	731	500
10-5400-54-51440 LEGAL FEES	0	0	0	585	0	-585	878	1,000
TOTAL CONTRACTED SERVICES	0	0	0	1,073	0	-1,073	1,609	1,500

DEBT PAYMENTS

10-5400-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	15,000	100	0	22,500	15,000
10-5400-55-52410 MACHINERY EQUIPMENT LE	9,518	9,518	9,518	9,517	100	1	14,276	9,518
TOTAL DEBT PAYMENTS	24,518	24,518	24,518	24,517	100	1	36,776	24,518

CAPITAL OUTLAY < \$5K

10-5400-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	5,000	0	0	5,000	0	10,000
10-5400-57-52450 TOOLS	750	750	750	20	3	730	30	750
TOTAL CAPITAL OUTLAY < \$5K	5,750	5,750	5,750	20	0	5,730	30	10,750

CAPITAL OUTLAY > \$5K

10-5400-58-52400 MACHINERY EQUIPMENT-PU	46,600	46,600	46,600	0	0	46,600	0	67,000
TOTAL CAPITAL OUTLAY > \$5K	46,600	46,600	46,600	0	0	46,600	0	67,000

TOTAL PARKS EXPENDITURES	675,987	675,988	675,989	309,500	46	366,489	464,060	731,117
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MUNICIPAL COURT EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5500-50-50010 SALARIES	198,166	198,166	198,166	109,035	55	89,131	163,552	221,469
10-5500-50-50050 OVERTIME	16,000	16,000	16,000	1,072	7	14,928	1,608	16,000
10-5500-50-50075 LONGEVITY	1,500	1,500	1,500	1,500	100	0	2,250	1,500
10-5500-50-50150 MUNICIPAL JUDGES SALAR	42,600	42,600	42,600	11,600	27	31,000	17,400	42,600
10-5500-50-50200 EMPLOYER PAID TAXES	15,449	15,449	15,449	8,510	55	6,939	12,764	17,211
10-5500-50-50255 WORKERS' COMPENSATION	480	480	480	314	66	166	472	480
10-5500-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	14,502	49	15,243	21,753	30,970
10-5500-50-50335 HEALTH ASSITANCE	258	258	258	250	97	8	375	258
10-5500-50-50410 EMPLOYER RETIREMENT CO	15,758	15,758	15,758	9,648	61	6,110	14,472	16,983
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	3,000	665	22	2,335	998	3,000
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	323,456	323,456	323,456	157,095	49	166,361	235,643	350,971

OPERATING

10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	25	0	0	25	0	25
10-5500-51-51042 COURT TECHNOLOGY EXPEN	36,300	36,300	36,300	22,250	61	14,050	33,375	36,300
10-5500-51-51080 CASH SHORT (OVER)	100	100	100	0	0	100	0	100
10-5500-51-51485 MISCELLANEOUS	500	500	500	1,151	230	-651	1,727	500
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	100	0	0	100	0	100
10-5500-51-51625 POSTAGE/DELIVERY	3,600	3,600	3,600	991	28	2,609	1,487	3,600
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320	320	262	82	58	393	320
10-5500-51-51746 SUPPLIES-OFFICE	4,500	4,500	4,500	2,643	59	1,857	3,965	4,500
10-5500-51-51780 TRAVEL	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5500-51-52100 COURT SECURITY	1,900	1,900	1,900	0	0	1,900	0	1,900
10-5500-51-52110 OFFICE EQUIPMENT LEASE	2,400	2,400	2,400	1,955	81	445	2,932	2,400
TOTAL OPERATING	51,245	51,245	51,245	29,252	57	21,993	43,878	51,245

CONTRACTED SERVICES

10-5500-54-51440 LEGAL FEES	37,000	37,000	37,000	22,845	62	14,155	34,268	37,000
10-5500-54-51595 COLLECTION FEES	32,000	32,000	32,000	31,357	98	643	47,035	32,000
10-5500-54-56010 STATE COURT COST	222,000	222,000	222,000	87,401	39	134,599	131,101	222,000
10-5500-54-56425 JURY EXPENSE	500	500	500	0	0	500	0	500
TOTAL CONTRACTED SERVICES	291,500	291,500	291,500	141,603	49	149,897	212,404	291,500

CAPITAL OUTLAY < \$5K

10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0	1,620	0	1,620

CAPITAL OUTLAY > \$5K

10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000	6,000	6,000	0	0	6,000	0	6,000
10-5500-58-56108 CAP OUTLAY-COURT TECH	7,307	7,307	7,307	0	0	7,307	0	7,307
TOTAL CAPITAL OUTLAY > \$5K	13,307	13,307	13,307	0	0	13,307	0	13,307

TOTAL MUNICIPAL COURT EXPENSES	681,128	681,128	681,128	327,950	154	353,178	491,925	708,643
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POLICE EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5600-50-50010 SALARIES	2,185,841	2,185,841	2,185,841	1,708,443	78	477,398	2,562,665	2,852,197
10-5600-50-50050 OVERTIME	89,617	89,617	89,617	138,718	155	-49,101	208,076	117,988
10-5600-50-50075 LONGEVITY PAY	28,204	28,204	28,204	24,956	88	3,248	37,434	27,364
10-5600-50-50200 EMPLOYER PAID TAXES	175,291	175,291	175,291	138,363	79	36,929	207,544	228,604
10-5600-50-50255 WORKERS' COMPENSATION	38,202	38,202	38,202	41,409	108	-3,207	62,113	45,000
10-5600-50-50325 HEALTH INSURANCE	275,145	275,145	275,145	176,751	64	98,394	265,126	340,675
10-5600-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5600-50-50410 EMPLOYER RETIREMENT CO	204,376	204,376	204,376	161,931	79	42,445	242,897	253,593
10-5600-50-50520 EMPLOYEE EDUCATION	35,000	35,000	35,000	20,035	57	14,965	30,052	4,000
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	3,067,434	3,067,434	3,067,434	2,427,384	79	640,050	3,641,075	3,870,179
OPERATING								
10-5600-51-51010 ADVER/POSTING NOTIFICATIONS	500	500	500	0	0	500	0	500
10-5600-51-51335 INSURANCE-PROPERTY, CA	1,940	1,940	1,940	907	47	1,033	1,360	1,940
10-5600-51-51338 INSURANCE LIABILITY	35,000	35,000	35,000	45,319	129	-10,319	67,978	35,000
10-5600-51-51485 MISCELLANEOUS	6,500	6,500	6,500	5,252	81	1,248	7,878	7,500
10-5600-51-51603 PERIODICALS & PUBLICAT	250	250	250	212	85	38	318	500
10-5600-51-51610 LICENSING	500	500	500	245	49	255	368	500
10-5600-51-51620 PHYSICALS/DRUG TESTING	1,500	1,500	1,500	885	59	615	1,327	2,000
10-5600-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	797	40	1,203	1,196	4,000
10-5600-51-51635 PROFESSIONAL & MEMBERS	4,400	4,400	4,400	545	12	3,855	818	5,500
10-5600-51-51746 SUPPLIES-OFFICE	10,000	10,000	10,000	8,995	90	1,005	13,492	13,000
10-5600-51-51748 SUPPLIES-POLICE SPECIA	20,000	20,000	20,000	9,912	50	10,088	14,869	20,000
10-5600-51-51780 TRAVEL	10,000	10,000	10,000	8,797	88	1,203	13,195	15,000
10-5600-51-51798 CRIME LAB	7,500	7,500	7,500	768	10	6,732	1,152	7,500
10-5600-51-51799 CID SPECIALTY EQUIPMENT	8,500	8,500	8,500	8,004	94	496	12,007	22,000
10-5600-51-51800 UNIFORMS & ACCESSORIES	42,133	42,133	42,133	26,862	64	15,271	40,293	42,133
10-5600-51-51801 SAFETY & ACCESSORIES	3,000	3,000	3,000	789	26	2,211	1,184	3,000
10-5600-51-51802 AMMO/RANGE	25,000	25,000	25,000	2,367	9	22,633	3,550	25,000
10-5600-51-51803 HONOR GUARD	4,000	4,000	4,000	1,117	28	2,883	1,676	4,000
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	7,500	1,107	15	6,393	1,661	7,500
10-5600-51-51805 POLICE BANQUET	3,371	3,371	3,371	3,433	102	-62	5,149	3,371
10-5600-51-51806 TRAFFIC SPECIALTY EQUIP	10,000	10,000	10,000	8,031	80	1,969	12,046	10,000
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	6,095	51	5,905	9,142	12,000
10-5600-51-52110 OFFICE EQUIPMENT LEASE	14,000	14,000	14,000	11,772	84	2,228	17,658	14,000
10-5600-51-52340 FUEL & OIL	80,000	80,000	80,000	57,961	72	22,039	86,942	80,000
10-5600-51-57400 WRECKER SERVICE	500	500	500	565	113	-65	848	500
TOTAL OPERATING	310,094	310,094	310,094	210,735	68	99,359	316,103	336,444

REPAIRS & MAINTENANCE

10-5600-52-52010 BUILDING REPAIRS & MAI	17,500	17,500	17,500	5,382	31	12,118	8,073	17,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	4,000	2,336	58	1,664	3,504	4,000
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	60,000	40,264	67	19,736	60,396	60,000
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	15,000	4,916	33	10,084	7,374	15,000
TOTAL REPAIRS & MAINTENANCE	96,500	96,500	96,500	52,898	55	43,602	79,346	96,500

CONTRACTED SERVICES

10-5600-54-51440 LEGAL FEES	2,500	2,500	2,500	9,270	371	-6,770	13,905	5,000
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	1,000	0	0	1,000	0	1,000
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	1,000	250	25	750	375	1,000
10-5600-54-57001 RRS EMERGENCY RADIO SYS	29,000	29,000	29,000	11,494	40	17,506	17,241	29,000
10-5600-54-57350 EMERGENCY DISPATCH SER	234,963	234,963	234,963	234,963	100	0	352,445	270,207
TOTAL CONTRACTED SERVICES	268,463	268,463	268,463	255,977	95	12,486	383,965	306,207

DEBT PAYMENTS

10-5600-55-52310 VEHICLE LEASE EXPENSE	373,500	373,500	373,500	335,984	90	37,516	503,977	453,500
TOTAL DEBT PAYMENTS	373,500	373,500	373,500	335,984	90	37,516	503,977	453,500

CAPITAL OUTLAY < \$5K

10-5600-57-57100 ANIMAL CONTROL EQUIPME	5,000	5,000	5,000	484	10	4,516	726	5,200
10-5600-57-57101 OFFICE EQUIP PURCHASE	1,000	1,000	1,000	25	2	975	37	1,000
TOTAL CAPITAL OUTLAY < \$5K	6,000	6,000	6,000	509	8	5,491	764	6,200

CAPITAL OUTLAY > \$5K

10-5600-58-52101 PD CONSTRUCTION SITE	1,000	1,000	1,000	0	0	1,000	0	50,000
10-5600-58-52330 POLICE SPECIALTY EQUIP	20,000	20,000	20,000	19,907	100	93	29,860	30,000
10-5600-58-57300 POLICE COMMUNICATION E	36,000	36,000	36,000	1,495	4	34,505	2,243	36,000
10-5600-58-58000 GRANT EXPENDITURES	9,470	9,470	9,470	25,925	274	-16,455	38,887	9,470
10-5600-58-58001 OVC GRANT 2018-V3-GX-0024	0	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	66,470	66,470	66,470	47,326	71	19,144	70,990	125,470

TOTAL POLICE EXPENDITURES	4,188,461	4,188,461	4,188,461	3,330,814	80	857,647	4,996,220	5,194,500
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IT EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5700-50-50010 SALARIES	101,900	101,900	101,900	87,241	86	14,659	130,861	227,334
10-5700-50-50050 OVERTIME	2,000	2,000	2,000	1,021	51	979	1,531	2,000
10-5700-50-50075 LONGEVITY PAY	700	700	700	700	100	0	1,050	900
10-5700-50-50200 EMPLOYER PAID TAXES	7,929	7,929	7,929	6,602	83	1,327	9,903	8,732
10-5700-50-50255 WORKERS' COMPENSATION	1,150	1,150	1,150	188	16	962	282	1,150
10-5700-50-50325 HEALTH INSURANCE	14,873	14,873	14,873	10,273	69	4,600	15,410	14,873
10-5700-50-50410 EMPLOYER RETIREMENT CO	9,633	9,633	9,633	7,944	82	1,689	11,916	9,633
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	4,500	75	2	4,425	113	4,500
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	3,877	81	923	5,815	4,800
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	147,985	147,985	147,985	117,921	80	30,064	176,881	274,421
OPERATING								
10-5700-51-51625 POSTAGE/DELIVERY	100	100	100	0	0	100	0	100
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	900	900	900	104	12	796	156	900
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	831	42	1,169	1,246	2,000
10-5700-51-51769 INTERNET SERVICE	35,000	35,000	35,000	78,289	224	-43,289	117,433	50,000
10-5700-51-51770 TELEPHONE COMMUNICATION	15,000	15,000	15,000	43,475	290	-28,475	65,212	5,000
10-5700-51-51775 WIRELESS COMMUNICATION	115,000	115,000	115,000	88,559	77	26,441	132,839	115,000
10-5700-51-51780 TRAVEL	1,500	1,500	1,500	0	0	1,500	0	1,500
TOTAL OPERATING	169,500	169,500	169,500	211,258	125	-41,758	316,886	174,500
REPAIRS & MAINTENANCE								
10-5600-52-52011 BUILDING SECURITY								5,000
10-5700-52-52000 COMPUTER R & M	6,085	6,085	6,085	0	0	6,085	0	6,085
TOTAL REPAIRS & MAINTENANCE	6,085	6,085	6,085	0	0	6,085	0	11,085
CONTRACTED SERVICES								
10-5700-54-51500 COMPUTER/HARDWARE LEASE	0	0	0	60	0	-60	90	0
10-5700-54-51501 IT CONSULTING SERVICES	15,000	15,000	15,000	16,942	113	-1,942	25,414	10,000
10-5700-54-52005 EMERGENCY NOTIFICATION	5,000	5,000	5,000	4,371	87	629	6,556	5,000
10-5700-54-52240 SOFTWARE ANNUAL FEES	149,780	149,780	149,780	155,433	104	-5,653	233,149	175,000
TOTAL CONTRACTED SERVICES	169,780	169,780	169,780	176,806	104	-7,026	265,119	190,000
CAPITAL OUTLAY <\$5K								
10-5700-57-52200 COMPUTER EQUIPMENT	65,000	65,000	65,000	1,818	3	63,182	2,727	35,000
TOTAL CAPITAL OUTLAY<\$5K	65,000	65,000	65,000	1,818	3	63,182	2,727	35,000
CAPITAL OUTLAY >\$5K								
10-5700-58-52200 COMPUTER EQUIPMENT	105,000	105,000	105,000	0	0	105,000	0	70,000
TOTAL CAPITAL OUTLAY>5K	105,000	105,000	105,000	0	0	105,000	0	70,000
TOTAL IT EXPENDITURES	663,350	663,350	663,350	507,802	77	155,548	761,613	755,006

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
ECONOMIC DEV. SVCS								
PERSONNEL								
10-5800-50-50010 SALARIES	190,777	190,777	190,777	65,971	35	124,806	98,957	201,606
10-5800-50-50075 LONGEVITY PAY	200	200	200	0	0	200	0	300
10-5800-50-50200 EMPLOYER PAID TAXES	14,610	14,610	14,610	5,010	34	9,600	7,515	15,423
10-5800-50-50255 WORKERS' COMPENSATION	694	694	694	89	13	605	134	694
10-5800-50-50325 HEALTH INSURANCE	7,994	7,994	7,994	425	5	7,569	637	7,994
10-5800-50-50410 EMPLOYER RETIREMENT CO	17,390	17,390	17,390	5,647	32	11,743	8,470	17,056
10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	225	5	4,450	338	3,500
TOTAL PERSONNEL	236,340	236,340	236,340	77,368	33	158,972	116,051	246,573
OPERATING								
10-5800-51-51011 SMALL BUSINESS RENTAL ASST	5,000	5,000	5,000	1,915	38	3,085	2,873	25,000
10-5800-51-51043 CITY EVENTS	37,500	37,500	37,500	27,294	73	10,206	40,941	100,000
10-5800-51-51480 MEETING EXPENSES	2,500	2,500	2,500	126	5	2,375	188	2,500
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	245	13	1,605	368	1,850
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	130	7	1,870	196	2,000
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	0	0	5,000	0	5,000
TOTAL OPERATING	55,350	55,350	55,350	29,710	54	25,640	563	137,850
TOTAL ECONOMIC DEV SVCS EXPENDITURES	291,690	291,690	291,690	107,077	86	184,613	116,614	384,423

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
HUMAN RESOURCES								
PERSONNEL								
10-5810-50-50010 SALARIES					0	0	0	146,329
10-5810-50-50075 LONGEVITY PAY					0	0	0	800
10-5810-50-50200 EMPLOYER PAID TAXES					0	0	0	11,225
10-5810-50-50255 WORKERS' COMPENSATION					0	0	0	300
10-5810-50-50325 HEALTH INSURANCE					0	0	0	7,743
10-5810-50-50410 EMPLOYER RETIREMENT CO					0	0	0	12,447
10-5810-50-50411 HR REQUIRED EDUCATION								13,500
10-5810-50-50520 EMPLOYEE EDUCATION					0	0	0	2,140
TOTAL PERSONNEL	0	0	0	0	0	0	0	194,484
OPERATING								
10-5810-51-51041 EMPLOYEE APPRECIATION								15,000
10-5810-51-51635 PERIODICALS & PUBLICATIONS								1,000
10-5810-51-51635 PROFESSIONAL/MEMBERSHIP					0	0	0	2,000
10-5810-51-51746 SUPPLIES-OFFICES					0	0	0	1,000
10-5810-51-51780 TRAVEL					0	0	0	5,000
TOTAL OPERATING	0	0	0	0	0	0	0	24,000
TOTAL HUMAN RESOURCES EXPENDITURES	0	0	0	0	0	0	0	218,484

TOTAL EXPENDITURES	11,934,675	11,934,676	11,934,678	8,405,345	1,006	3,529,333	12,489,445	14,000,424
REVENUES OVER/(UNDER) EXPENDITURES	-361,490	-361,891	-361,493	4,605,000		-4,966,493	6,938,341	275,015

**20 -UTILITY FUND
FINANCIAL SUMMARY**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

REVENUE SUMMARY	91.67 % OF YEAR COMPLETE						PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
WATER								
MISCELLANEOUS	525	525	525	0				
WATER/SEWER CHARGES	2,089,796	2,089,796	2,089,796	2,411,018	115.4	(321,222)	2,411,018	2,448,158
OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WATER	2,090,321	2,090,321	2,090,321	2,411,018	115.3	(320,697)	2,411,018	2,448,158
WASTEWATER								
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
WATER/SEWER CHARGES	1,660,250	1,660,250	1,660,250	2,036,426	122.7	(376,176)	2,036,426	2,040,250
OTHER	81,588	81,588	81,588	641	0.8	80,947	641	641
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER	1,741,838	1,741,838	1,741,838	2,037,067	116.9	(295,229)	2,037,067	2,040,891
TOTAL REVENUES	3,832,159	3,832,159	3,832,159	4,448,085	116.1	(615,926)	4,448,085	4,489,049

91.67 % OF YEAR COMPLETE

EXPENDITURE SUMMARY	FY 2020-21	FY 2020-21	FY 2020-21	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 08/06/2021	BUDGET	BALANCE	YEAR END	2021-22 BUDGET
PUBLIC WORKS								
PERSONNEL	407,122	407,122	407,123	321,473	79.0	85,650	321,473	438,514
OPERATING	25,750	25,750	25,750	30,425	118.2	(4,675)	30,425	28,350
REPAIRS & MAINTENANCE	74,500	74,500	74,500	52,080	69.9	22,420	52,080	36,000
CONTRACTED SERVICES	6,500	6,500	6,500	3,058	47.0	3,443	3,058	3,500
TOTAL PUBLIC WORKS	513,872	513,872	513,873	407,036	79.2	106,838	407,036	506,364
WATER								
PERSONNEL	382,544	382,544	382,544	272,144	71.1	110,400	272,144	503,101
OPERATING	186,169	186,169	186,169	158,662	85.2	27,507	158,662	214,934
REPAIRS & MAINTENANCE	53,000	53,000	53,000	90,452	170.7	(37,452)	90,452	66,500
WATER/WASTEWATER	1,584,000	1,584,000	1,584,000	1,407,369	88.8	176,631	1,407,369	2,053,750
CONTRACTED SERVICES	150	150	150	3,188	2,125.5	(3,038)	3,188	3,800
DEBT PAYMENTS	80,353	80,353	80,353	80,222	99.8	131	80,222	80,353
CAPITAL OUTLAY < \$5K	8,000	8,000	8,000	1,365	17.1	6,635	1,365	10,000
CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	20,000
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WATER	2,303,216	2,303,216	2,303,216	2,013,403	87.4	289,813	2,013,403	2,952,437
WASTEWATER								
PERSONNEL	193,584	193,584	193,584	152,889	79.0	40,695	152,889	196,915
OPERATING	245,390	245,390	245,390	300,206	122.3	(54,816)	300,144	360,315
REPAIRS & MAINTENANCE	57,500	57,500	57,500	33,848	58.9	23,652	33,848	59,000
WATER/WASTEWATER	157,650	157,650	157,650	416,562	264.2	(258,912)	416,562	59,650
CONTRACTED SERVICES	16,200	16,200	16,200	98,010	605.0	(81,810)	98,010	239,002
DEBT PAYMENTS	0	0	0	0	0.0	0	0	0
CAPITAL OUTLAY < \$5K	0	0	8,000	0	0.0	8,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	0	30,000
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER	700,324	700,324	708,324	1,001,515	141.4	(293,191)	1,001,453	949,882
NON-DEPARTMENTAL								
CAPITAL OUTLAY > \$5K	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	236,704	1,302,397	550.2	(1,065,693)	1,953,595	0
TOTAL EXPENDITURES	3,517,412	3,517,412	3,762,117	4,724,350	125.6	(962,232)	5,375,486	4,408,683

REVENUES OVER/(UNDER) EXPENDITURES	314,746	314,746	70,042	(276,264)	346,306	(927,400)	80,366
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**20 -UTILITY FUND
REVENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

WATER REVENUES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
WATER/SEWER CHARGES								
20-4250-42-42099 MISCELLANEOUS	525	525	525	0	0.0	525	0	525
TOTAL MISCELLANEOUS	525	525	525	0	0	525	0	525
20-4250-43-42099 CREDIT CARD PAYMENT FEE	40,000	40,000	40,000	67,851	169.6	(27,851)	67,851	64,855
20-4250-43-43000 ADJUSTMENTS	0	0	0	0	0.0	0	0	0
20-4250-43-43010 WATER SALES	1,725,954	1,725,954	1,725,954	2,049,961	118.8	(324,007)	2,049,961	2,049,961
20-4250-43-43015 BULK WATER SALES	92	92	92	0	0.0	92	0	92
20-4250-43-43025 LATE FEES WATER	35,000	35,000	35,000	43,271	123.6	(8,271)	43,271	45,000
20-4250-43-43028 RETURN CHECK FEES	1,000	1,000	1,000	350	35.0	650	350	500
20-4250-43-43075 WATER TAP FEES	225,000	225,000	225,000	174,750	77.7	50,250	174,750	225,000
20-4250-43-43076 WATER METER FEE	250	250	250	0	0.0	250	0	250
20-4250-43-43080 CONNECTION CHARGES	62,500	62,500	62,500	74,835	119.7	(12,335)	74,835	62,500
TOTAL WATER/SEWER CHARGES	2,089,796	2,089,796	2,089,796	2,411,018	115.4	(321,222)	2,411,018	2,448,158
TOTAL WATER REVENUES	2,090,321	2,090,321	2,090,321	2,411,018	115.3	(320,697)	2,411,018	2,448,683
WASTEWATER REVENUES								
WATER/SEWER CHARGES								
20-4275-43-41320 SLUDGE DUMP FEES	25,000	25,000	25,000	0	0.0	25,000	0	0
20-4275-43-43000 ADJUSTMENTS	0	0	0	0	0.0	0	0	0
20-4275-43-43110 SEWER SERVICE	1,400,000	1,400,000	1,400,000	1,804,702	128.9	(404,702)	1,804,702	1,805,000
20-4275-43-43125 LATE FEES SEWER	35,000	35,000	35,000	36,725	104.9	(1,725)	36,725	35,000
20-4275-43-43175 SEWER TAP FEES	200,250	200,250	200,250	195,000	97.4	5,250	195,000	200,250
TOTAL WATER/SEWER CHARGES	1,660,250	1,660,250	1,660,250	2,036,426	122.7	(376,176)	2,036,426	2,040,250
OTHER								
20-4275-48-48000 INTEREST INCOME	81,588	81,588	81,588	641	0.8	80,947	641	641
TOTAL OTHER	81,588	81,588	81,588	641	0.8	80,947	641	641
TRANSFERS								
20-4275-49-50010 TRANSFERS FROM CPF	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER REVENUES	1,741,838	1,741,838	1,741,838	2,037,067	116.9	(295,229)	2,037,067	2,040,891
TOTAL REVENUES	3,832,159	3,832,159	3,832,159	4,448,085	116.1	(615,926)	4,448,085	4,489,574

**20 -UTILITY FUND
EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

PUBLIC WORKS EXPENDITURES	91.67 % OF YEAR COMPLETE						PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
PERSONNEL								
20-5200-50-50010 SALARIES	305,091	305,091	305,091	253,285	83.0	51,806	253,285	335,601
20-5200-50-50011 COVID 19 SALARIES	0	0	0	0				0
20-5200-50-50050 OVERTIME	560	560	560	0	0.0	560	0	560
20-5200-50-50075 LONGEVITY	4,900	4,900	4,900	4,800	98.0	100	4,800	5,300
20-5200-50-50200 EMPLOYER PAID TAXES	23,757	23,757	23,757	20,005	84.2	3,752	20,005	26,126
20-5200-50-50255 WORKERS' COMPENSATION	5,000	5,000	5,000	406	8.1	4,594	406	600
20-5200-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	15,749	52.9	13,997	15,749	30,970
20-5200-50-50335 HEALTH ASSISTANCE	258	258	258	250	96.7	9	250	258
20-5200-50-50410 EMPLOYER RETIREMENT CO	28,011	28,011	28,011	22,664	80.9	5,347	22,664	29,298
20-5200-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,000	252	25.2	748	252	1,000
20-5200-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	4,061	84.6	739	4,061	4,800
20-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000	4,000	4,000	0	0.0	4,000	0	4,000
TOTAL PERSONNEL	407,122	407,122	407,123	321,473	79.0	85,650	321,473	438,514
OPERATING								
20-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	2,400	2,400	2,400	893	37.2	1,507	893	2,400
20-5200-51-51011 PRE-EMPLOYMENT SCREENING	65	65	65	0	0.0	65	0	65
20-5200-51-51012 SAFETY & ACCESSORIES	1,200	1,200	1,200	2,077	173.1	(877)	2,077	2,000
20-5200-51-51040 BAD DEBTS	0	0	0	0	0.0	0	0	0
20-5200-51-51485 MISCELLANEOUS	1,000	1,000	1,000	40	4.0	960	40	1,000
20-5200-51-51610 LICENSES	400	400	400	222	55.5	178	222	200
20-5200-51-51620 PHYSICALS/DRUG TESTING	85	85	85	0	0.0	85	0	85
20-5200-51-51625 POSTAGE/DELIVERY	200	200	200	8	3.8	193	8	200
20-5200-51-51635 PROFESSIONAL & MEMBERS	100	100	100	0	0.0	100	0	100
20-5200-51-51743 SUPPLIES-EQUIPMENT	0	0	0	0	0.0	0	0	0
20-5200-51-51746 SUPPLIES-OFFICE	5,500	5,500	5,500	5,420	98.5	80	5,420	5,500
20-5200-51-51780 TRAVEL	300	300	300	0	0.0	300	0	300
20-5200-51-51800 UNIFORMS & ACCESSORIES	1,500	1,500	1,500	384	25.6	1,116	384	1,500
20-5200-51-51813 UTILITIES-ELECTRIC BLU	10,000	10,000	10,000	1,616	16.2	8,384	1,616	12,000
20-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000	3,000	3,000	1,399	46.6	1,602	1,399	3,000
TOTAL OPERATING	25,750	25,750	25,750	30,425	118.2	(4,675)	30,425	28,350

REPAIRS & MAINTENANCE

20-5200-52-52010 BUILDING REPAIRS & MAI	70,000	70,000	70,000	48,749	69.6	21,251	48,749	30,000
20-5200-52-52012 CLEANING & MAINTENANCE	4,500	4,500	4,500	3,331	74.0	1,169	3,331	6,000
TOTAL REPAIRS & MAINTENANCE	74,500	74,500	74,500	52,080	69.9	22,420	52,080	36,000

CONTRACTED SERVICES

20-5200-54-51001 CONSULTANT FEES - RATE STUDY	0	0	0	0	0.0	0	0	0
20-5200-54-51165 ENGINEERING/PLANNING SVCS	3,500	3,500	3,500	3,058	87.4	443	3,058	3,500
20-5200-54-51440 LEGAL FEES	3,000	3,000	3,000	0	0.0	3,000	0	0
20-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0	0.0	0	0	0
20-5200-54-51590 DOCUMENT STORAGE	0	0	0	0	0.0	0	0	0
TOTAL CONTRACTED SERVICES	6,500	6,500	6,500	3,058	47.0	3,443	3,058	3,500

TOTAL PUBLIC WORKS EXPENDITURES	513,872	513,872	513,873	407,036	79.2	106,838	407,036	506,364
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WATER EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

20-5250-50-50010 SALARIES	260,010	260,010	260,010	180,339	69.4	79,671	180,339	349,223
20-5250-50-50011 COVID-19 SALARIES	0	0	0	0	0.0	0	0	0
20-5250-50-50050 OVERTIME	11,050	11,050	11,050	20,291	183.6	(9,241)	20,291	17,500
20-5250-50-50051 COVID-19 OVERTIME	0	0	0	0	0.0	0	0	0
20-5250-50-50075 LONGEVITY PAY	2,400	2,400	2,400	2,400	100.0	0	2,400	3,200
20-5250-50-50200 EMPLOYER PAID TAXES	20,920	20,920	20,920	15,450	73.9	5,470	15,450	28,096
20-5250-50-50255 WORKERS' COMPENSATION	10,070	10,070	10,070	7,180	71.3	2,890	7,180	10,070
20-5250-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	26,683	51.3	25,371	26,683	61,941
20-5250-50-50410 EMPLOYER RETIREMENT CO	24,290	24,290	24,290	17,603	72.5	6,687	17,603	31,071
20-5250-50-50520 EMPLOYEE EDUCATION	1,750	1,750	1,750	2,198	125.6	(448)	2,198	2,000
20-5250-50-50700 REIMB UNEMPLOYMENT	0	0	0	0	0.0	0	0	0
TOTAL PERSONNEL	382,544	382,544	382,544	272,144	71.1	110,400	272,144	503,101

OPERATING

20-5250-51-51011 PRE-EMPLOYMENT SCREENING	200	200	200	3	1.5	197	3	200
20-5250-51-51335 INSURANCE-PROPERTY, CA	15,844	15,844	15,844	13,737	86.7	2,107	13,737	15,844
20-5250-51-51338 INSURANCE LIABILITY	4,640	4,640	4,640	3,933	84.8	707	3,933	4,640
20-5250-51-51485 MISCELLANEOUS	500	500	500	294	58.8	206	294	500
20-5250-51-51610 PERMITS & LICENSES	11,000	11,000	11,000	9,707	88.2	1,293	9,707	12,000
20-5250-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0.0	200	0	200
20-5250-51-51635 PROFESSIONAL & MEMBERS	360	360	360	525	145.8	(165)	525	600
20-5250-51-51740 SUPPLIES - CHEMICALS &	40,000	40,000	40,000	37,414	93.5	2,586	37,414	42,000
20-5250-51-51743 SUPPLIES-EQUIPMENT	1,000	1,000	1,000	517	51.7	483	517	1,000
20-5250-51-51746 SUPPLIES-OFFICE	0	0	0	0	0.0	0	0	0
20-5250-51-51747 METER PURCHASE	61,250	61,250	61,250	45,077	73.6	16,173	45,077	80,750
20-5250-51-51780 TRAVEL	2,000	2,000	2,000	5	0.3	1,995	5	500
20-5250-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	1,789	89.5	211	1,789	2,000
20-5250-51-51809 R.O.W FEES	675	675	675	643	95.3	32	643	700
20-5250-51-51810 UTILITIES-ELECTRIC AUS	22,000	22,000	22,000	20,410	92.8	1,590	20,410	23,000
20-5250-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	11,319	94.3	681	11,319	16,000
20-5250-51-52340 FUEL & OIL	6,000	6,000	6,000	7,439	124.0	(1,439)	7,439	8,000
20-5250-51-52440 EQUIPMENT RENTAL	500	500	500	1,016	203.2	(516)	1,016	500
20-5250-51-53010 TESTING WATER AND WAST	6,000	6,000	6,000	4,835	80.6	1,165	4,835	6,500
TOTAL OPERATING	186,169	186,169	186,169	158,662	85.2	27,507	158,662	214,934

REPAIRS & MAINTENANCE

20-5250-52-52010 BUILDING REPAIRS & MAI	1,000	1,000	1,000	1,947	194.7	(947)	1,947	4,000
20-5250-52-52320 VEHICLE REPAIRS & MAIN	6,500	6,500	6,500	4,648	71.5	1,852	4,648	6,500
20-5250-52-52430 MACHINERY EQUIPMENT-RE	5,500	5,500	5,500	15,988	290.7	(10,488)	15,988	16,000
20-5250-52-52460 REPAIRS-WELLS,PUMPS,MO	40,000	40,000	40,000	67,870	169.7	(27,870)	67,870	40,000
TOTAL REPAIRS & MAINTENANCE	53,000	53,000	53,000	90,452	170.7	(37,452)	90,452	66,500

WATER/WASTEWATER

20-5250-53-53030 WATER FEES-AUSTIN	500	500	500	507	101.5	(7)	507	500
20-5250-53-53040 WATER FEES-MANVILLE	320,000	320,000	320,000	408,539	127.7	(88,539)	408,539	532,250
20-5250-53-53050 WATER FEES-EPCOR	1,250,000	1,250,000	1,250,000	982,214	78.6	267,786	982,214	1,500,000
20-5250-53-53060 WELL ROYALTIES-FOWLER	9,500	9,500	9,500	12,017	126.5	(2,517)	12,017	14,000
20-5250-53-53070 WELL ROYALTIES-LEE	4,000	4,000	4,000	4,092	102.3	(92)	4,092	7,000
TOTAL WATER/WASTEWATER	1,584,000	1,584,000	1,584,000	1,407,369	88.8	176,631	1,407,369	2,053,750

CONTRACTED SERVICES

20-5250-54-51165 ENGINEERING/PLANNING S	0	0	0	2,510	0.0	(2,510)	2,510	3,000
20-5250-54-51440 LEGAL FEES	0	0	0	15	0.0	(15)	15	0
20-5250-54-51595 MVBA UTIL COLLECTION	150	150	150	663	442.2	(513)	663	800
TOTAL CONTRACTED SERVICES	150	150	150	3,188	2,125.5	(3,038)	3,188	3,800

DEBT PAYMENTS

20-5250-55-52310 VEHICLE LEASE EXPENSE	30,000	30,000	30,000	29,870	99.6	130	29,870	30,000
20-5250-55-52410 MACHINERY EQUIPMENT LE	50,353	50,353	50,353	50,352	100.0	1	50,352	50,353
TOTAL DEBT PAYMENTS	80,353	80,353	80,353	80,222	99.8	131	80,222	80,353

CAPITAL OUTLAY < \$5K

20-5250-57-52200 COMPUTER EQUIP PURCHAS	0	0	0	0	0.0	0	0	0
20-5250-57-52400 MACHINERY EQUIPMENT-PU	3,000	3,000	3,000	1	0.0	2,999	1	5,000
20-5250-57-52450 TOOLS	5,000	5,000	5,000	1,364	27.3	3,636	1,364	5,000
TOTAL CAPITAL OUTLAY < \$5K	8,000	8,000	8,000	1,365	17.1	6,635	1,365	10,000

CAPITAL OUTLAY > \$5K

20-5250-58-52400 MACHINERY EQUIPMENT-PU	9,000	9,000	9,000	0	0.0	9,000	0	20,000
TOTAL CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	20,000

TOTAL WATER EXPENDITURES	2,303,216	2,303,216	2,303,216	2,013,403	87.4	289,813	2,013,403	2,952,437
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WASTEWATER EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
20-5275-50-50010 SALARIES	125,495	125,495	125,495	97,982	78.1	27,513	97,982	125,739
20-5275-50-50011 COVID-19 SALARIES	0	0	0	0				0
20-5275-50-50050 OVERTIME	14,432	14,432	14,432	13,974	96.8	458	13,974	16,000
20-5275-50-50051 COVID-19 OVERTIME-	0	0	0	0				0
20-5275-50-50075 LONGEVITY PAY	1,900	1,900	1,900	2,000	105.3	(100)	2,000	2,400
20-5275-50-50200 EMPLOYER PAID TAXES	10,850	10,850	10,850	8,346	76.9	2,504	8,346	10,909
20-5275-50-50255 WORKERS' COMPENSATION	3,400	3,400	3,400	3,566	104.9	(166)	3,566	3,600
20-5275-50-50325 HEALTH INSURANCE	22,309	22,309	22,309	15,734	70.5	6,575	15,734	23,228
20-5275-50-50410 EMPLOYER RETIREMENT CO	12,598	12,598	12,598	9,768	77.5	2,830	9,768	12,064
20-5275-50-50520 EMPLOYEE EDUCATION	600	600	600	1,521	253.5	(921)	1,521	975
20-5275-50-50700 UNEMPLOYMENT CLAIMS	2,000	2,000	2,000	0	0.0	2,000	0	2,000
TOTAL PERSONNEL	193,584	193,584	193,584	152,889	79.0	40,695	152,889	196,915
OPERATING								
20-5275-51-51011 PRE-EMPLOYMENT SCREENING	100	100	100	62	62.0	38	62	100
20-5275-51-51335 INSURANCE-PROPERTY, CA	9,800	9,800	9,800	22,912	233.8	(13,112)	22,912	9,800
20-5275-51-51338 INSURANCE LIABILITY	2,995	2,995	2,995	2,549	85.1	446	2,549	2,995
20-5275-51-51603 PERIODICALS & PUBLICATIONS	100	100	100	0	0.0	100	0	100
20-5275-51-51610 PERMITS & LICENSES	5,200	5,200	5,200	4,913	94.5	287	4,913	5,500
20-5275-51-51620 PHYSICALS/DRUG TESTING	120	120	120	0	0.0	120	0	120
20-5275-51-51635 PROFESSIONAL & MEMBERS	150	150	150	0	0.0	150	0	0
20-5275-51-51740 SUPPLIES PARTS AND MATERIALS	52,000	52,000	52,000	113,912	219.1	(61,912)	113,912	140,000
20-5275-51-51800 UNIFORMS & ACCESSORIES	1,250	1,250	1,250	1,107	88.5	143	1,107	1,500
20-5275-51-51809 R.O.W. FEES	675	675	675	643	95.3	32	643	700
20-5275-51-51813 UTILITIES-ELECTRIC BLU	160,000	160,000	160,000	143,659	89.8	16,341	143,659	185,000
20-5275-51-51815 UTILITIES-ELECTRIC TX	9,000	9,000	9,000	8,017	89.1	983	8,017	11,000
20-5275-51-52340 FUEL & OIL	4,000	4,000	4,000	2,432	60.8	1,568	2,432	3,500
TOTAL OPERATING	245,390	245,390	245,390	300,206	122.3	(54,816)	300,144	360,315
REPAIRS & MAINTENANCE								
20-5275-52-52010 BUILDING REPAIRS & MAINTENANCE	1,000	1,000	1,000	411	41.1	589	411	2,500
20-5275-52-52320 VEHICLE REPAIRS & MAINTENANCE	1,500	1,500	1,500	214	14.3	1,286	214	1,500
20-5275-52-52430 MACHINERY EQUIPMENT-REPAIRS	20,000	20,000	20,000	7,459	37.3	12,541	7,459	20,000
20-5275-52-52460 REPAIRS-WELLS,PUMPS,MO	35,000	35,000	35,000	25,763	73.6	9,237	25,763	35,000
TOTAL REPAIRS & MAINTENANCE	57,500	57,500	57,500	33,848	58.9	23,652	33,848	59,000

WATER/WASTEWATER

20-5275-53-53010 TESTING WATER AND WAST	32,000	32,000	32,000	33,078	103.4	(1,078)	33,078	56,650
20-5275-53-53040 WATER FEES-MANVILLE	650	650	650	2,220	341.6	(1,570)	2,220	3,000
20-5275-53-53160 WASTEWATER FEES-AUSTIN	125,000	125,000	125,000	381,264	305.0	(256,264)	381,264	0
TOTAL WATER/WASTEWATER	157,650	157,650	157,650	416,562	264.2	(258,912)	416,562	59,650

CONTRACTED SERVICES

20-5275-54-51165 ENGINEERING/PLANNING S	1,200	1,200	1,200	2,076	173.0	(876)	2,076	112,002
20-5275-54-51440 LEGAL FEES	0	0	0	15	0.0	(15)	15	0
20-5275-54-53150 SLUDGE DISPOSAL	15,000	15,000	15,000	95,919	639.5	(80,919)	95,919	127,000
TOTAL CONTRACTED SERVICES	16,200	16,200	16,200	98,010	605.0	(81,810)	98,010	239,002

CAPITAL OUTLAY < \$5K

20-5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000
TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	5,000	0	0.0	5,000	0	5,000

CAPITAL OUTLAY > \$5K

20-5275-58-52400 MACHINERY EQUIPMENT-PU	15,000	15,000	15,000	0	0.0	15,000	0	15,000
20-5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000
TOTAL CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	0	30,000

TOTAL WASTEWATER EXPENDITURES	705,324	705,324	705,324	1,001,515	142.0	(296,191)	1,001,453	949,882
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NON-DEPARTMENTAL EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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CAPITAL OUTLAY > \$5K

20-5999-58-58005 2016 CO BOND EXPENSES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	
TOTAL CAPITAL OUTLAY > \$5K	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0

TRANSFERS

20-5999-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0

TOTAL NON-DEPARTMENTAL EXPENDITURES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
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TOTAL EXPENDITURES	3,759,116	3,759,116	3,759,117	4,724,350	125.7	(965,232)	4,724,288	4,408,683
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REVENUES OVER/(UNDER) EXPENDITURES	73,042	73,042	73,042	-276,264		349,306	(276,202)	80,891
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CERTIFICATION OF 2021 TAX RATE AND HEARING UPLOAD

The following information was certified to the TX taxing unit portal for use on the tax transparency website by lcollins@cityofmanor.org on 2021-08-09 10:57:51

<p>CITY OF MANOR 5122725555 105 E Eggleston St/ PO Box 387 www.cityofmanor.org ASSESSOR COLLECTOR BRUCE ELFANT</p>	TAXING UNIT
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WEBSITE RATES

ADOPTED RATE	0.7827
PROPOSED RATE	0.7827
VOTER APPROVAL RATE	0.7667
NO NEW REVENUE RATE	0.7617

ADOPTED RATE DOCUMENTS UPLOADED (YES OR NO)	NO
NO NEW REVENUE RATE DOCUMENTS UPLOADED (YES OR NO)	NO

HEARINGS

Description	Date & Time	Location	Hearing Notice Document
Public Hearing Tax Rate 2021-2022	2021-09-01 19:00:00	105 E Eggleston St Manor, TX 78653	NO
Public Hearing Tax Rate 2021-2022	2021-09-15 19:00:00	105 E Eggleston St Manor, TX 78653	NO

PREPARED BY



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the August 2021 Departmental Reports.

BACKGROUND/SUMMARY:

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Development Services Director
- Community Development – Debbie Charbonneau, Heritage and Tourism Manager
- Municipal Court – Sarah Friberg, Court Clerk
- Public Works – Michael Tuley, Director of Public Works
- Finance – Lydia Collins, Director of Finance

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- August 2021 Department Monthly Reports

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve and accept the August 2021 Departmental Reports.

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



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting: 9/15/2021

August 2021

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	2951	2239	31.79↑	Patrol Car Rental Last Month \$6,297 YTD \$19,066
Average CFS per day	95.1	53.1	79.09↑	
Open Cases	32	25	28↑	
Charges Filed	61	39	56.41↑	
Alarm Responses	31	37	16.21↓	
Drug Cases	9	9	0	
Family Violence	8	7	14.28↑	
Arrests Fel/Misd	11 FEL/50 MISD	16 FEL/ 23 MISD	31.25↓	
Animal Control	20	81	75.30↓	
Traffic Accidents	49	27	81.48↑	
DWI Arrests	17	10	70↑	
Traffic Violations	622	228	172.80↑	
Impounds	51	40	27.50↑	
Ordinance Violations	88	53	66.03↑	
Victim Services Cases	14	46	69.56↓	
Total Victims Served	11	35	68.57↓	
Laboratory Submissions	8	8	0	

Notes:

**DEVELOPMENT SERVICES DEPARTMENT REPORT
PROJECT VALUATION AND FEE REPORT**

August 1-31, 2021

Description	Projects	Valuation	Fees	Detail
Certificate of Occupancy	1	\$5,000.00	\$170.00	The Playground @ 973
Commercial Electric	1	\$3,000.00	\$252.00	
Commercial Irrigation	1	\$73,820.00	\$11,522.00	
Commercial Sign	1	\$3,000.00	\$248.50	
Residential Deck/Patio	5	\$25,228.00	\$595.00	
Residential Demolition	1	\$21,000.00	\$97.00	
Residential Driveway	1	\$2,200.00	\$97.00	
Residential Electrical	12	\$158,789.73	\$1,344.00	
Residential Fence	4	\$9,500.00	\$428.00	
Residential Foundation Repair	2	\$20,520.00	\$194.00	
Residential Irrigation	10	\$27,111.36	\$1,070.00	
Residential Mechanical-HVAC	6	\$18,037.00	\$642.00	
Residential New	28	\$8,323,404.75	\$80,124.00	
Residential Plumbing	5	\$14,584.00	\$535.00	
Residential Swimming Pool/Spa	1	\$32,000.00	\$247.00	
Totals	79	\$8,737,194.84	\$97,565.50	

Total Certificate of Occupancies Issued: 19

Total Inspections(Comm & Res): 1,000

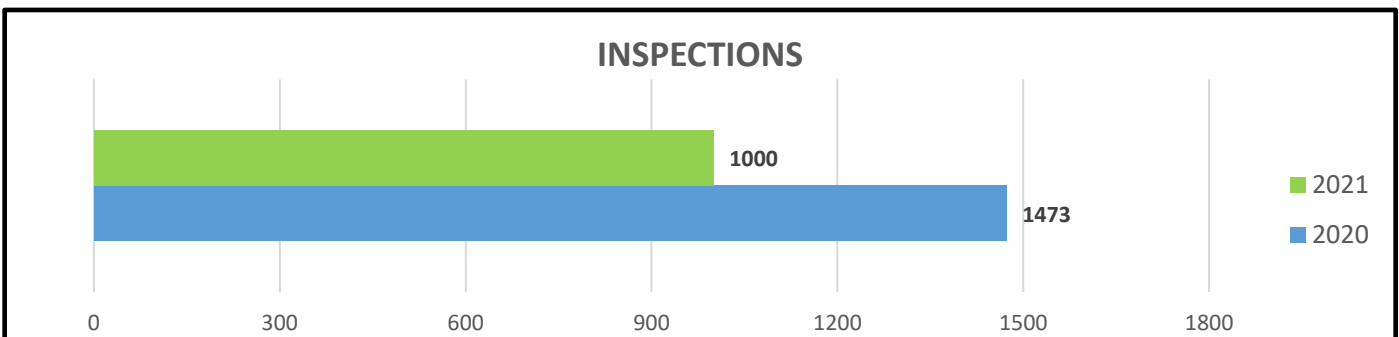
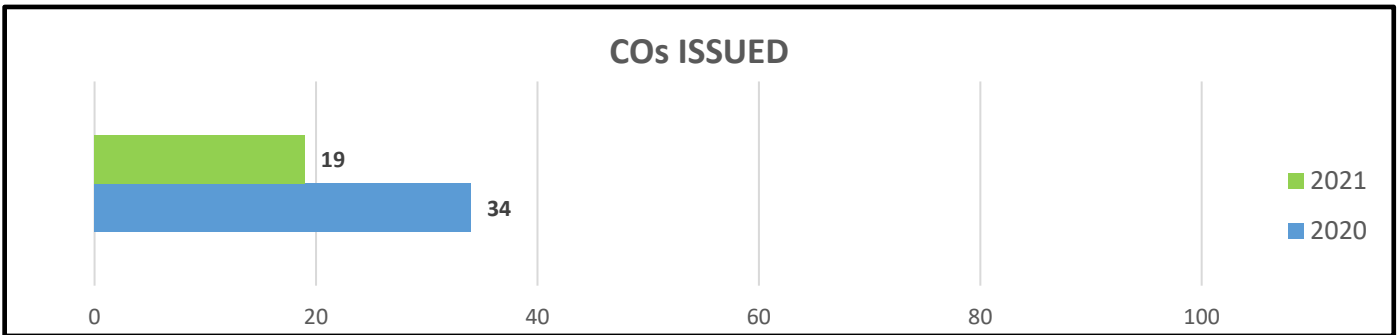
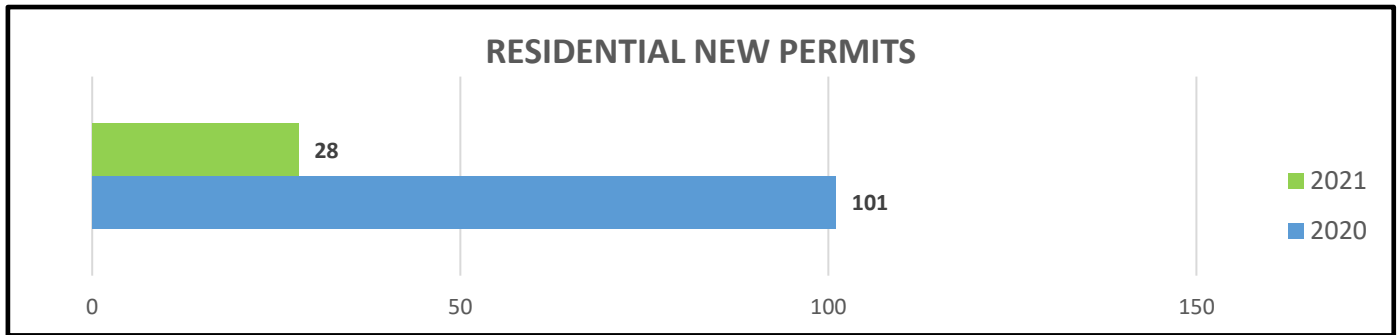
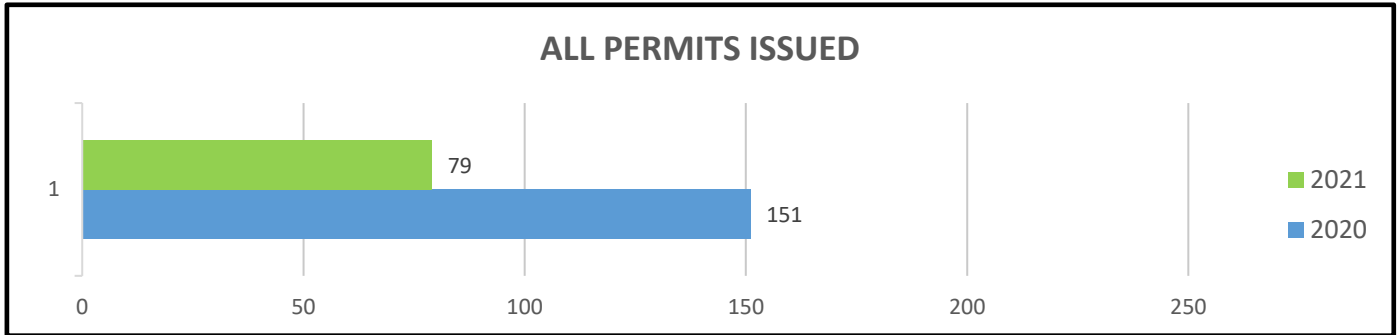
Scott Dunlop, Interim City Manager





August 2021

DEPARTMENT OF DEVELOPMENT SERVICES
SCOTT DUNLOP, DIRECTOR



*Charts displayed at different scales



MEMO

To: Mayor and City Council Members
 From: Debbie Charbonneau, Heritage & Tourism Manager
 Date: September 15, 2021
 RE: **August 2021 & September 2021**

COMMUNITY MEETINGS

Chamber of Commerce August Board of Directors Meeting – Monday, August 30, 2021
 Chamber of Commerce Member Lunch Meeting – Thursday, August 12, 2021
 Chamber of Commerce Events Committee Meeting – Thursday, August 19, 2021
 2022 Sesquicentennial Planning Meeting – Tuesday, August 10, 2021
 Keep Manor Beautiful – Tuesday, August 17, 2021

BUSINESS CONTACTS/VISITS

I made twenty 30 business contacts/visits for the months of July & August.

EVENTS

“**Summer Fun**” – The event is now over, and the winners are 1st Place – Ricky Bertelson who got his ticket from Café 290 and 2nd Place Mario De Jesus who got his ticket from Golden Beijing. Congratulations!

The participating businesses were – Libation Station, Duett’s Tire Service, Maxine’s Gumbo House, Golden Beijing, I’Wayne’s Caribbean Kitchen and Modisett & Sons.

SESQUICENTENNIAL 2022

The Friends of Manor Parks and the City of Manor have decided to move all events downtown.

The Steering Committee has been meeting monthly and working on making this a great event for 2022. There will be an event every month, some small and some larger.

The Steering Committee Members are:
 Lluvia Almaraz (City Secretary)



MEMO

- Michelle Anderson, (Dwyer Realty)
- Debbie Charbonneau (Heritage & Tourism Manager and Co-Chair, City of Manor)
- Lydia Collins (Finance Director, City of Manor)
- Sean Donnelly (Vice-President, Frontier Bank)
- Scott Dunlop (Development Services Director, City of Manor)
- Heath Ferguson (IT Manager, City of Manor)
- Michelle Glaze (Director, Public Relations, Principal Professional Communications & Community Affairs/SAS, Samsung Electronics)
- Grant Hutchison (Owner, Shadow Glen Golf Club)
- Becky Lott
- Chief Ryan Phipps (Chief of Police and Co-Chair, City of Manor)
- Mike Tuley (Public Works Director, City of Manor)
- Tim Schultz (Community & Economic Development Representative, Bluebonnet Electric Co-Op)
- Tracey Vasquez (Human Resources Manager, City of Manor)
- Anne Weir (Councilwoman Place 2, City of Manor)
- Lance Zeplin (Public Works Superintendent, City of Manor)

The Sponsorship Committee is actively seeking sponsors for this event. We are pleased to announce our first “James Manor” sponsor at \$10,00.00 – a huge THANK YOU to Frontier Bank!

MANORPALOOZA 2022 – MAY 6 & 7, 2022

The Friends of Manor Parks Board of Directors have been meeting and planning the event.

LEADERSHIP MANOR – ORIENTATION – SATURDAY, AUGUST 21, 2021

Leadership Manor Class #2 – The Sesquicentennial Class kicked off with their Orientation. Alysia Cook from Opportunity Strategies was the facilitator. The class members are:

Lluvia Almaraz (LT)	City of Manor	City Secretary
Anthony Butler	Dairy Queen – Manor	Assistant Manager
Brandon Drayden	Lower Colorado River Authority	Category Buyer
Neal Edwards	Citizen	
Grant Loveless	Elevate Your Essence, LLC	CEO & Founder
Bobby Orr	Remax Posh Properties	Real Estate Agent
Gloria Rock	City of Manor	Community Programs Officer
Sonia Wallace	City of Manor	Councilwoman, Place 4



MEMO

OTHER DUTIES

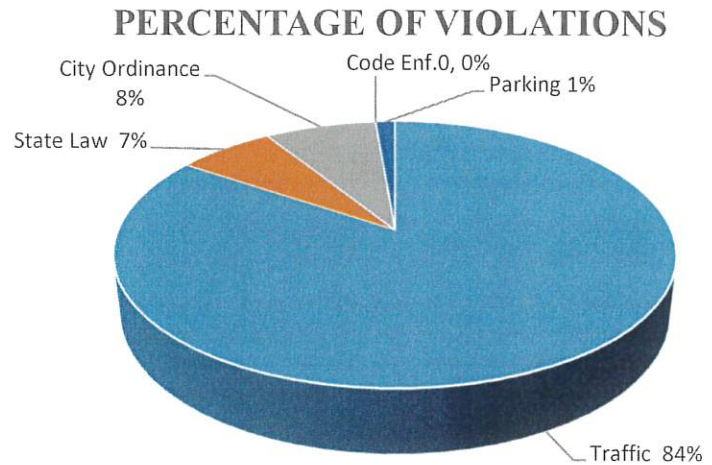
Qwally Meeting – August 10, 2021 – Bi-Weekly meeting and update. Qwally inquired about adding the link to the city main webpage and IT said that was not a problem. Once we are ready to go live, there will be more promotion on social media and will focus on Facebook and Next Door. I asked them to work on a contract for the next fiscal year that would run from October 1, 2021 through September 30, 2022. We are hoping to go live on Wednesday, September 1, 2021.

Qwally Meeting – Tuesday, August 24, 2021 – Bi-Weekly meeting and updated. Qwally took us through the website and asked for any changes and/or comments. It looks really good and will definitely benefit not only our existing businesses but new businesses looking at coming to Manor as well.

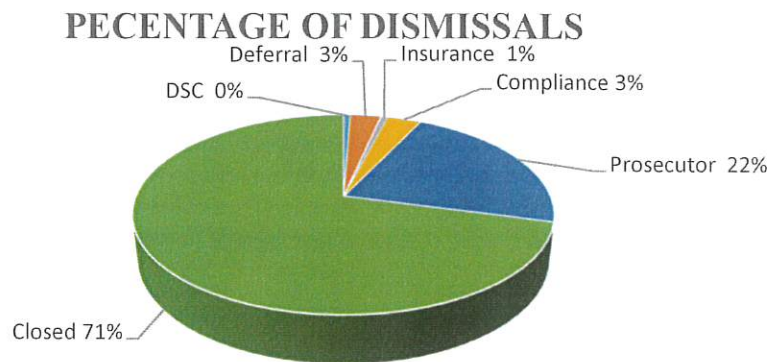
NOTE – This report is shorter than normal due to my vacation from September 4th – September 19, 2021.

City of Manor Municipal Court AUGUST 2021

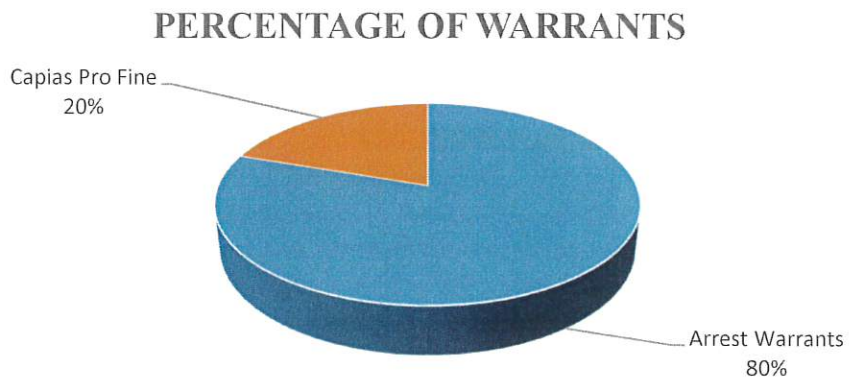
Violations Filed	Aug-21	Aug-20
Traffic	254	83
State Law	20	16
City Ordinance	23	8
Code Enforcement	0	0
Parking	4	0
Total	301	107



Dismissals	Aug-21	Aug-20
DSC	2	2
Deferral	9	24
Insurance	2	0
Compliance	10	0
Prosecutor	70	17
Closed	227	102
Total	320	145



Warrants	Aug-21	Aug-20
Arrest Warrants	997	0
Capias Pro Fine	246	0
Total	1243	0



Money Collected in August 2021

Kept By City	\$26,240.57
kept By State	\$10,055.53
Total	\$36,296.10

Money Collected in August 2020

Kept By City	\$21,704.41
Kept By State	\$7,396.08
Total	\$29,100.49



MEMO

To: Mayor and City Council Members
From: Mike Tuley, Director of Public Works
Date: September 8, 2021
RE: August Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In August, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city’s facilities and parks. They performed all maintenance on city vehicles and heavy equipment and the Street Department repaired streets, curbs, and signs.

Water and Wastewater Department

In August, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In August, 45% of the water we supplied to our residents was from our wells, and we purchased 55% from EPCOR and Manville WSC.

Population

City of Manor- 16,510
ShadowGlen- 5,918

Subdivision Inspections

- Street Inspections- 23
- MS4 – 20 Inspection per working day.
- Water Inspections- 6
- Wastewater Inspections- 7

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 1	Wilbarger WWTP, Onsite LS, Public Works Bldg.	Final punch list items being corrected	99%
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 2	Creekside Lift Station improvements, Carrie Manor Lift Station	Carrie Manor lift station wet well set, equipment installation under way	85%
2017 Water Distribution System Improvements	12" water transmission main along Gregg Lane, FM973 and Tower Road	Scope of work substantially complete, project closeout items remain	100%
2020 Cap Metro Paving Improvements	Paving improvements on Burnet, Rector and Townes Streets	Weather events have impacted construction; however, prosecution of the work is being conducted diligently and timely completion is anticipated	60%
Park Bathroom	Public restroom for Timmerman Park	Supplier selected	Contracting Phase
Cottonwood Creek Wastewater Treatment Plant	200,000 GPD wastewater treatment plant and lift station	Equipment installation ongoing	60%
Cottonwood Creek Wastewater Improvements Project	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	Pre-Con was held onsite July 30, 2021 and Notice to Proceed was issued for August 2, 2021.	5%

US 290 Water Line	12" water line extension from Presidential Glen along US 290 to past Kimbro Road	Change order to reflect pipe cost increases due to the force majeure has been executed by the City and Contractor. Notice to proceed was issued for July 1 with a September 29 completion date	40%
FM 973 Water and Wastewater Lines	12" water line and 12"/15" gravity wastewater line in FM 973	Design complete and submitted to TCEQ for review	Contract/Bidding Phase
Bastrop/Parsons Gravity Main	12" gravity wastewater main	Due to conflict with AT&T line we are preparing a change order to finish the line replacement in Parsons using pipe bursting	55%
CIP W-15 FM973 WL	12" Water Line from downtown to Manor Commons area	Final design nearing completion	Design
Pavement Management Program	Pavement Assessment and Management Program	Mapping of roadway network in GIS complete, field data collection completed, data processing completed	Evaluation Phase
I&I Program	Phase 1 and Phase 2 Inflow and Infiltration Program	System mapping and GIS data entry completed, report generation under way	Phase 1
Cottonwood Creek Wastewater Line Extension	Northern extension of gravity wastewater line in Cottonwood Creek Basin	Engineering contract issued August 4, 2021	Design Phase

Streets and Parks Monthly Report August 2021

Daily Duties and Projects 8-1-2021 / 8-31-2021

Street Maintenance – West Lane St between Bastrop St and Lexington St continued milling and removing old asphalt.

Street Maintenance- West Lane St between Bastrop St and Lexington St added and prepped new road base for asphalt overlay.

Street Maintenance- West Browning St between Bastrop St & Lexington St added and prepped new road base for Asphalt overlay.

Street Maintenance- West Townes St between Bastrop St & Lexington St added and prepped road base for asphalt overlay.

Streets Maintenance – prepped water cuts at Snow Ln, Greenbury Dr for asphalt repair.

Streets Maintenance- repaired waster cuts at Snow Ln, and Greenbury Dr with asphalt.

Streets Maintenance- cut down leaning tree next to PD before it fell onto Parsons St.

Streets Maintenance – replaced section of sidewalk from water cut on Snow Ln.

Parks Maintenance – Sprayed weeds in granite trail at Bell Farms Park.

Weekly irrigation checks.

Playground and play scape monthly safety checks.

Scheduled weekly Park mowing maintenance completed.

Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds @ park facilities completed.

Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

-20 locations inspected once a day.

-3 MS4 reports submitted per month per location as required by TCEQ.

Concrete Pre pour Inspection

Logos Phase 2 – 8 inspections

Logos Phase 4 & 5 – 0 inspections

Manor Heights Phase 2 Sec 1&2 – 1 inspection

N. Burnet St. paving project - 1 inspections

Ring Dr. Holiday Inn – 0 inspection

Density Test

Lagos Phase 2 – 0 inspections

Lagos Phase 4 & 5 - 3 inspections

Manor Heights Phase 2 Sec 2 – 1 inspection

Proof Rolls

N. Burnet St. – 0 inspections

Lagos Phase 2 – 0 inspections

Lagos Phase 4 & 5 – 9 inspections

Manor Heights Phase 2 sec 2 – 0 inspection

Pre-Pave Inspections

Logos Phase 2 – 2 inspections

Manor Heights Phase 2 Sec 2 – 1 inspection

Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings.

Presidential Heights Phase 3 – homes are still being built.

Presidential Heights Phase 3- 2-year walkthrough has been done, contractor in process of repairs.

Presidential Heights Phase 5 – Homes are being built.

Stonewater North Phase 2- Homes are being built.

Stonewater North Phase 3-1-year Walkthrough has been done, contractor in process of repairs.

Lagos Phase 2- Contractor in development process

Manor Commons – Phase 1- homes are still being built.

Manor Heights – Phase I Sec. 1 - Contractor in building process.

Manor Heights – Phase I Sec. 2 - Contractor hasn't started building process.

Manor Heights – Phase II Sec. 1- Contractor in development process.

Manor Heights – Phase III Sec. 1- development process.

Manor Heights Phase III Sec. 2 – development process.

Grass Dale Manor Apartment - is in building process.

Manor Grand Apartments - is in building process.

Prose Manor Commons Apartments – Contractor is in building process.

Dairy Queen – Contractor in building process.

Manor Commons wastewater and water improvements in process.

Logos Phase 4 and 5 in development process.

Logos Village Clusters in development process.

Lagos TIA improvements on San Marcos St. in process.

Shadowglen Phase 2 Sec 22 & 23A walkthrough punch list.

Shadowglen Phase 2 Sec 25 & 26 walkthrough punch list.

Shadowglen Phase 2 Sec 27A & 27B and 28 walkthrough punch list.

Water Monthly Report August 2021

For the month of August, the Water Department had 55 service calls, 14 repair jobs, 12 maintenance jobs and 6 inspections.

Service calls include: Low water pressure calls, meter leaks, line locates, brown water calls, disconnect water services, and connected water services.

Repairs

400 W. Parsons - city yard booster pump room - replaced leaking hose on booster pump number 3 by JB,CD,FZ 8-2-21.

106 West Parsons - replaced a broken 3/4-meter stop reset meter box to ground level by FZ,CD,AM 7-3-21.

12805 Snow Ln. - 1 1/2 service line break - replaced 1 1/2 cts fitting and 10 ft of 1 1/2 poly service by FZ,JB,AM 8-6-21.

12613 Carillon Way - raised meter box and leveled to ground level installed a meter riser by CD,AM 8-9-21.

16709 Hamilton Point - replaced a 5/8 x 1 meter shut off by CD,AM 9-8-21.

12218 Walter Vaughn - repaired meter leak -replaced meter seals by DD 8-17-21.

604 Samripa St. - (tap fees have been paid) made a new 1" water tap ran new service line and installed meter and meter box on property line by CD,JB,AM 8-18-21.

Browning and Lexington SE corner - repaired a 1" service line break used 1x6 full circle repair clamp by CD,JB 8-19-21.

308 East Parsons - repaired a 2" main break used 2x6 full circle collar leak clamp by CD,AM,DD 8-20-21.

11907 Bastrop St - replaced 1 x 3/4 broken meter curb stop by CD,JB 8-20-21.

11905 Bastrop St -replaced 1 x 3/4 broken meter curb stop by CD,JB 8-20-21.

13225 Forest Sage - repaired a 1" service line break replaced 6 ft of 1" poly by CD,JB 8-27-21.

12900 1/2 Greg Ln - 10" backflow preventer -under warranty-replaced gasket and seals by fire and water group (Ryan Hurst) JT,CD 8-19-21.

Murray and Lexington SW corner- repaired a 6" water main break used 6 x 12 full circle repair clamp by FZ,CD,AM,JB 8-27-21.

Maintenance

Quarterly samples with Georgia Parks TCEQ sampler at 18320 Maxa Dr, 14400 Boudin st, 12301 Waterford Run and East elevated water Tower on Tower Ln by JT, DD 7-3-21.

Aqua Tech Lab - took first set of 5 Bac T Samples and dropped off at lab by DD, JB 8-10-21.

Old HWY 20 and Joyce Turner Ln - locate utilities for Lantel communications they are making bore to run cable by FZ, AM 8-11-21.

604 Samariopa St - called for locates so we can make a new water tap for empty lot in front of property by CD 8-12-21.

Clearwell - changed out cl2 bottle #2 150 lbs. by CD, JB 8-17-21.

308 East Parsons - called 811 for locates so we can repair 2" main break by JB 8-19-21.

18228 Canopy Ln to 18200 Canopy Ln - locate water main and service lines for Midway Boring (Andrew Harvey 817-797-8756) laying cable by FZ, AM 8-20-21.

Browning and Lexington SW corner - raised 2 water valves to grade on SW corner for paving improvement project by CD, JB, AM 8-23-21.

Turn off day - shut off 30 services for non-pay by CD, JB, FZ 8-26-21.

Greenbury subdivision - Located utilities in the front easement on the north side of Canopy Ln. from address 18044 Canopy Ln. to 18004 Canopy Ln. for midway boring laying cable contact Andrew Harvey (817) 797-8756 by FZ, AM 8-23-21.

Greenbury subdivision - Located utilities in the front easement on the north side of Canopy Ln. from address 18100 Canopy Ln. to 18140 Canopy Ln. by FZ, AM 8-23-21.

Greenbury subdivision - Located utilities starting at 18212 Maxa Dr. locate entire front easement heading W/NW approximately 500 ft. through 18100 Maxa Dr. for midway boring contact Andrew Harvey (817) 797-8756 by FZ, AM 8-25-21.

Inspections

Lagos Section 2 and 3 - raising of castings water valves by DD 8-2-21.

Presidential Heights Phase 6 - water main and services by JL Gray construction by DD 8-9-21 to 8-13-21.

Ring Drive Lots 12 A and B (Holiday Inn Express) blocking on fire hydrant and service line to hydrant by JT, DD 8-13-21.

Presidential Heights Phase 6 - shut water main off for an hour (affected one customer notified customer 48 hrs. prior to making tie in) so JL Gray construction could install a valve by DD 8-19-21.

Lagos Phase 2 - Walk thru inspection by JL Gray Construction PG, DD 8-26-21.

Enclave north and south side - pressure test water main and services by DD 8-30-21.

Wastewater Monthly Report August 2021

For the month of August, the Wastewater Department had 2 service calls, 3 repair jobs, 16 maintenance jobs and 7 inspections.

Service Calls

505 North Burnet - sewer clog - jetted service and cleared by FZ,CD,AM 8-10-21.

13516 Nelson Houser - sewer clog - city side was clear notified customer by DD 8-23-21.

Repairs

429 West Parsons Behind Lion's Club - repaired two manholes re-cement manhole ring and lid by FZ,CD,AM 8-13-21.

12115 Greywacke Dr - replaced broken sewer clean out cap and lid by CD 8-13-21.

604 Samripa St. - (tap fees have been paid) made a new wastewater tap and installed a new clean out cap and lid on property line by CD,JB,AM 8-19-21.

Maintenance

Carriage Hills Lift Station - clean grease and rags out of lift station by FZ,CD,AM 8-3-21.

Gregg Manor to Parsons (behind Lion's club) locate wastewater for main marked with green flags and paint for JL Gray construction for Las Entradas project.

604 Samaripa St. - called for locates so we can make a new wastewater tap for empty lot in rear of property by CD 8-12-21.

Wilbarger Plant - ordered 4,500 gallons of Alum for Wilbarger Plant by RM 8-6-21.

Wilbarger Plant -ordered 4,500 gallons of Sodium Bisulfite for Wilbarger Plant by RM 8-6-21.

Wilbarger Plant -received load of Sodium Bisulfite 4,500 gallons for Wilbarger Plant by RM 8-13-21.

Wilbarger Plant-ordered DPD- Chlorine secondary standard kit for DR 900 meter at Wilbarger Plant current secondary standard kit expires in October 2021 by JT 8-17-21.

18228 Canopy Ln to 18200 Canopy Ln - locate wastewater main and service lines for Midway Boring (Andrew Harvey 817-797-8756) laying cable by FZ,AM 8-20-21.

Stonewater Lift Station - cleaned grease and rags out of lift station by JT,DD WWTS 8-19-21.

Presidential Heights Lift Station -cleaned grease and rags out of lift station by JT,DD WWTS 8-19-21.

Presidential Glen Lift Station on Woodrow Wilson St. -cleaned grease and rags out of lift station by JT,DD WWTS 8-19-21.

Presidential Glen Lift Station HWY 290-cleaned grease and rags out of lift station by JT,DD WWTS 8-19-21.

Greenbury subdivision - Located wastewater mains and services in the front easement on the north side of Canopy Ln from address 18044 Canopy Ln. to 18004 Canopy Ln. for midway boring laying cable contact Andrew Harvey (817) 797-8756 by FZ,AM 8-23-21.

Greenbury subdivision -Located wastewater mains and services located in the front easement on the north side of Canopy Ln. from address 18100 Canopy Ln. to 18140 Canopy Ln. by FZ,AM 8-23-21.

Greenbury subdivision - Located utilities starting at 18212 Maxa Dr. located the front side of easement heading W/NW approximately 500 FT through 18100 Maxa Dr. for midway boring contact Andrew Harvey (817) 797-8756 by FZ,AM 8-25-21.

Bell Farms Lift Station - received pump number 1 fail to start alarm - reset overload switch pump is back in operation by AM 8-27-21.

Training

Wilbarger Plant New Lab Equipment Training -SOPs and Bench Sheets for TSS, VSS, and Total Solids/ %Solids. Equipment check sheets for the balance, oven, desiccator and muffle furnace were discussed.

We calibrated and used the balance and pH meter by JT,RM,JR,GS 8-12-21.

Inspections

Lagos Section 2 and 3 -raising of castings wastewater manholes by DD 8-2-21.

13613 Allen Shivers St - inspect where city side meets customer side clean out plumber had made repairs by JT,DD 8-13-21.

Shadow Glen section 25 - raisings of the castings by JL Gray construction by JTY,DD 8-11-21.

Lagos section 4 and 5 - started construction on lift station by DD 8-11-21.

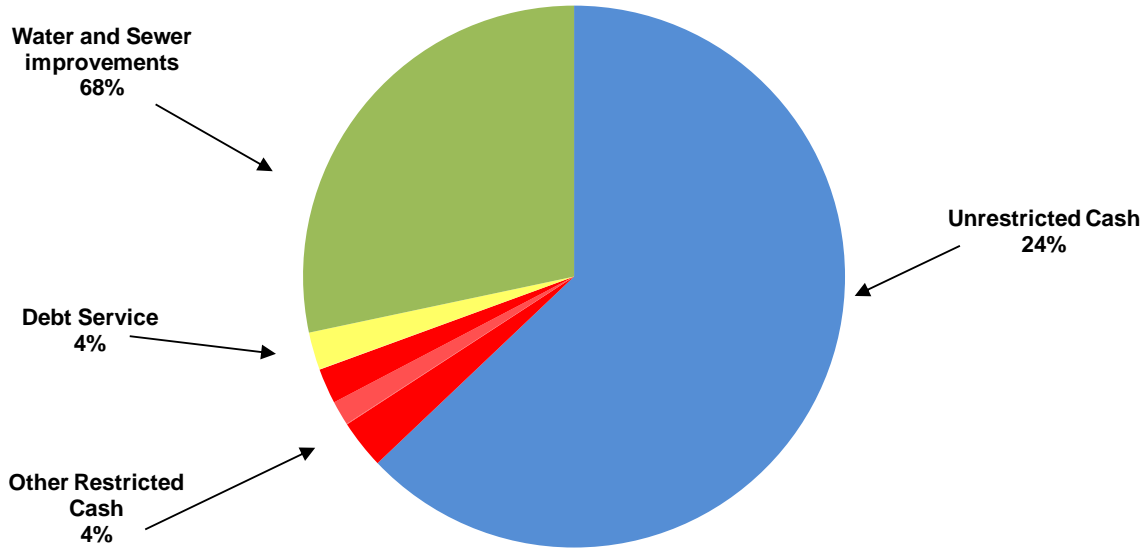
Lagos Phase 2 - Walk thru inspection by JL Gray Construction PG,DD 8-26-21.

Cottonwood wastewater treatment plant - pressure test wastewater mains with Excel Construction and DD 8-25-21.

Enclave north and south side - pressure test wastewater main and services vacuum test manholes by DD 8-30-21.

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of August, 2021**

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
Unrestricted:						
Cash for operations	\$12,779,302	\$ 9,227,566			\$ -	\$ 22,006,868
Restricted:						
Tourism				1,016,326		1,016,326
Court security and technology	11,299					11,299
Rose Hill PID				513,593		513,593
Customer Deposits Park	8,933	736,610				736,610
Debt service			781,003			781,003
Capital Projects						
Water and sewer improvements		-		9,905,703		9,905,703
TOTAL CASH AND INVESTMENTS	\$12,799,535	\$ 9,964,176	\$ 781,003	\$ 11,435,621	\$ -	\$ 34,980,335



Overview of funds:
 \$219,156.68 sales tax collected
 GF is in a favorable status.
 UF is in a favorable status
 DSF is in a favorable status
 CIP Fund is in a favorable status



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution authorizing publication of notice of intention to issue combination tax and revenue certificates of obligation for improvements to the City’s water and wastewater systems.

BACKGROUND/SUMMARY:

The Capital Improvements Committee has approved 3 different bond packages for the Council to consider. Only 1 of the 3 options can be chosen and it will be attached to the Resolution as Exhibit A. For water and wastewater projects, there are 2 options (A & B) for water and two options (A & B) for wastewater. The 3 bond packages are 3 different configurations of these options (AA, BA, and AB).

- Option 1: \$5,555,000 (configuration AA)
- Option 2: \$6,610,000 (configuration BA)
- Option 3: \$6,360,000 (configuration AB)

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

- Resolution No. 2021-20
- Exhibit A
- Projects list
- CIP water and wastewater maps
- Estimate total costs

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve Resolution 2021-20 authorizing publication of notice of intention to issue combination tax and revenue certificates of obligation for improvements to the City’s water and wastewater systems and choose Option 3 in the amount of \$6,360,000.

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

RESOLUTION NO. 2021-20
RESOLUTION AUTHORIZING PUBLICATION
OF NOTICE OF INTENTION TO ISSUE
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

THE STATE OF TEXAS §
COUNTY OF TRAVIS §
CITY OF MANOR §

WHEREAS, the City Council of the City of Manor, Texas (the "City Council") deems it advisable to give notice of intention to issue combination tax and revenue certificates of obligation of said City, as hereinafter provided; and

WHEREAS, it is officially found and determined that the meeting at which this Resolution has been considered and acted upon was open to the public and public notice of the time, place and subject of said meeting was given, all as required by Chapter 551, Texas Government Code, as amended;

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

Section 1. FORM OF NOTICE. Attached hereto and marked Exhibit "A" is a form of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation, the form and substance of which are hereby adopted and approved.

Section 2. PUBLICATION OF NOTICE. Said Notice shall be published, in substantially the form attached hereto, in a newspaper, as defined in Subchapter C of Chapter 2051, Texas Government Code, of general circulation in said City once a week for two consecutive weeks, the date of the first publication thereof to be at least forty-five (45) days prior to the date tentatively set for passage of the ordinance authorizing the issuance of such certificates.

Section 3. POSTING OF NOTICE ON WEBSITE. Further, said Notice shall be posted in substantially the form attached hereto continuously on the City's website for at least forty-five (45) days prior to the date tentatively set for passage of the ordinance authorizing the issuance of such certificates.

PASSED AND APPROVED THIS 15TH DAY OF SEPTEMBER 2021.

Dr. Larry Wallace Jr., Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

Exhibit "A"

NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Manor, Texas, will convene at the Manor City Hall, Council Chambers, 105 E. Eggleston Street, Manor, Texas at 7:00 p.m. on November 17, 2021, and, during such meeting, the City Council will consider passage of an ordinance and take such other actions as may be deemed necessary to authorize the issuance of combination tax and revenue certificates of obligation in an aggregate principal amount not to exceed \$5,555,000 for the purpose of paying contractual obligations of the City to be incurred for (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 existing 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; and (2) the payment of professional services and costs of issuance related thereto. The certificates of obligation will be payable from the levy of an annual ad valorem tax, within the limitations prescribed by law, upon all taxable property within the City and a limited pledge (not to exceed \$1,000) of the surplus revenues of the City's Water and Sewer System. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of the Certificate of Obligation Act of 1971, as amended, Local Government Code, Section 271.041, et seq.

As further required by Local Government Code Section 271.049(b)(4), the following additional information is provided:

- (A) The current principal of all outstanding debt obligations of the City is \$19,475,000.
- (B) The current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is \$22,040,583.
- (C) The maximum principal amount of the certificates to be authorized is \$5,555,000.
- (D) The estimated combined principal and interest required to pay the certificates to be authorized on time and in full is approximately \$6,474,641.
- (E) The estimated interest rate for the certificates to be authorized is 2.00%.
- (F) The maximum maturity date of the certificates to be authorized is September 1, 2036.

Pursuant to Texas Local Government Code Section 271.049(c), an election on the question of the issuance of the certificates will be called if before the time tentatively set for the authorization and issuance or if before the authorization of the certificates, the City Secretary receives a petition signed by at least five percent of the qualified voters of the City protesting the issuance of the certificates, the City may not issue the certificates unless the issuance is approved at an election ordered, held and conducted in the manner provided for bond elections under Chapter 1251, Government Code.

/s/ Dr. Larry Wallace Jr.
Mayor, City of Manor, Texas

Exhibit "A"

NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Manor, Texas, will convene at the Manor City Hall, Council Chambers, 105 E. Eggleston Street, Manor, Texas at 7:00 p.m. on November 17, 2021, and, during such meeting, the City Council will consider passage of an ordinance and take such other actions as may be deemed necessary to authorize the issuance of combination tax and revenue certificates of obligation in an aggregate principal amount not to exceed \$6,610,000 for the purpose of paying contractual obligations of the City to be incurred for (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 existing 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; and (2) the payment of professional services and costs of issuance related thereto. The certificates of obligation will be payable from the levy of an annual ad valorem tax, within the limitations prescribed by law, upon all taxable property within the City and a limited pledge (not to exceed \$1,000) of the surplus revenues of the City's Water and Sewer System. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of the Certificate of Obligation Act of 1971, as amended, Local Government Code, Section 271.041, et seq.

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- (B) The current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is \$22,040,583.
- (C) The maximum principal amount of the certificates to be authorized is \$6,610,000.
- (D) The estimated combined principal and interest required to pay the certificates to be authorized on time and in full is approximately \$7,704,583.
- (E) The estimated interest rate for the certificates to be authorized is 2.00%.
- (F) The maximum maturity date of the certificates to be authorized is September 1, 2036.

Pursuant to Texas Local Government Code Section 271.049(c), an election on the question of the issuance of the certificates will be called if before the time tentatively set for the authorization and issuance or if before the authorization of the certificates, the City Secretary receives a petition signed by at least five percent of the qualified voters of the City protesting the issuance of the certificates, the City may not issue the certificates unless the issuance is approved at an election ordered, held and conducted in the manner provided for bond elections under Chapter 1251, Government Code.

/s/ Dr. Larry Wallace Jr.
Mayor, City of Manor, Texas

Exhibit "A"

NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Manor, Texas, will convene at the Manor City Hall, Council Chambers, 105 E. Eggleston Street, Manor, Texas at 7:00 p.m. on November 17, 2021, and, during such meeting, the City Council will consider passage of an ordinance and take such other actions as may be deemed necessary to authorize the issuance of combination tax and revenue certificates of obligation in an aggregate principal amount not to exceed \$6,360,000 for the purpose of paying contractual obligations of the City to be incurred for (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 existing 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; and (2) the payment of professional services and costs of issuance related thereto. The certificates of obligation will be payable from the levy of an annual ad valorem tax, within the limitations prescribed by law, upon all taxable property within the City and a limited pledge (not to exceed \$1,000) of the surplus revenues of the City's Water and Sewer System. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of the Certificate of Obligation Act of 1971, as amended, Local Government Code, Section 271.041, et seq.

As further required by Local Government Code Section 271.049(b)(4), the following additional information is provided:

- (A) The current principal of all outstanding debt obligations of the City is \$19,475,000.
- (B) The current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is \$22,040,583.
- (C) The maximum principal amount of the certificates to be authorized is \$6,360,000.
- (D) The estimated combined principal and interest required to pay the certificates to be authorized on time and in full is approximately \$7,412,400.
- (E) The estimated interest rate for the certificates to be authorized is 2.00%.
- (F) The maximum maturity date of the certificates to be authorized is September 1, 2036.

Pursuant to Texas Local Government Code Section 271.049(c), an election on the question of the issuance of the certificates will be called if before the time tentatively set for the authorization and issuance or if before the authorization of the certificates, the City Secretary receives a petition signed by at least five percent of the qualified voters of the City protesting the issuance of the certificates, the City may not issue the certificates unless the issuance is approved at an election ordered, held and conducted in the manner provided for bond elections under Chapter 1251, Government Code.

/s/ Dr. Larry Wallace Jr.
Mayor, City of Manor, Texas



CITY OF MANOR WATER CIP PROJECTS RANKED

Client: City of Manor

Job No.: 14667

Project: CIP PROJECTS - WATER OPTION A

Date Prepared: 09/07/21

RANK	PROJECT #	CIP PROJECT NAME	PROJECTED YEAR NEEDED	ESTIMATED TOTAL CONSTRUCTION COSTS *
1	W-15	FM 973 12" WATERLINE	2021/2022	\$ 525,320.00
2	W-31	FM 973 WATERLINE (Oversizing from 12" to 16")	2021/2022	\$ 230,000.00
3	W-14	GREGG MANOR WATER STORAGE SUPPLY - GROUND STORAGE TANK AND PUMPS	2021/2022	\$ 3,126,620.00
4	W-16	US 290 12" WATERLINE	2021/2022	\$ 380,765.00
TOTAL \$				4,262,705.00

* Project cost includes construction, design soft costs and contingencies.



CITY OF MANOR WATER CIP PROJECTS RANKED

Client: City of Manor

Job No.: 14667

Project: CIP PROJECTS - WATER OPTION B

Date Prepared: 09/07/21

RANK	PROJECT #	CIP PROJECT NAME	PROJECTED YEAR NEEDED	ESTIMATED TOTAL CONSTRUCTION COSTS *
1	W-15	FM 973 12" WATERLINE	2021/2022	\$ 525,320.00
2	W-31	FM 973 WATERLINE (Oversizing from 12" to 16")	2021/2022	\$ 230,000.00
3	W-14	GREGG MANOR WATER STORAGE SUPPLY - GROUND STORAGE TANK AND PUMPS	2021/2022	\$ 3,126,620.00
4	W-16	US 290 12" WATERLINE	2021/2022	\$ 380,765.00
5	W-13	US 290 CROSSING AT GOLF COURSE	2023/2024	\$ 170,660.00
6	W-22	BOIS D'ARC 12" WATERLINE	2023/2024	\$ 358,340.00
7	W-20	BOIS D'ARC 16" WATERLINE	2023/2024	\$ 516,005.00
TOTAL \$				5,307,710.00

* Project cost includes construction, design soft costs and contingencies.



CITY OF MANOR WASTEWATER MASTER CIP PROJECTS RANKED

Client: City of Manor

Job No.: 14667

Project: CIP PROJECTS - WASTEWATER OPTION A

Date Prepared: 9/7/2021

RANK	PROJECT #	CIP PROJECT NAME	PROJECTED YEAR NEEDED	ESTIMATED TOTAL CONSTRUCTION COSTS
1	S-19	FM 973 Gravity Wastewater Line (Oversizing from 8" to 12" and 12" to 15")	2021/2022	\$ 417,910.00
3	CIP-3	Presidential Glen Lift Station Expansion	2021/2022	\$ 799,250.00
TOTAL \$				1,217,160.00

* Project cost includes construction, design soft costs, estimated issuance costs and contingencies.



CITY OF MANOR WASTEWATER MASTER CIP PROJECTS RANKED

Client: City of Manor

Job No.: 14667

Project: CIP PROJECTS - WASTEWATER OPTION B

Date Prepared: 9/7/2021

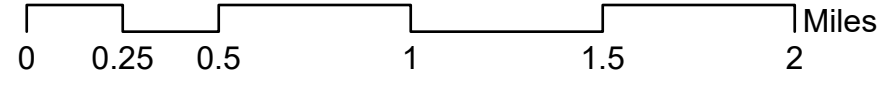
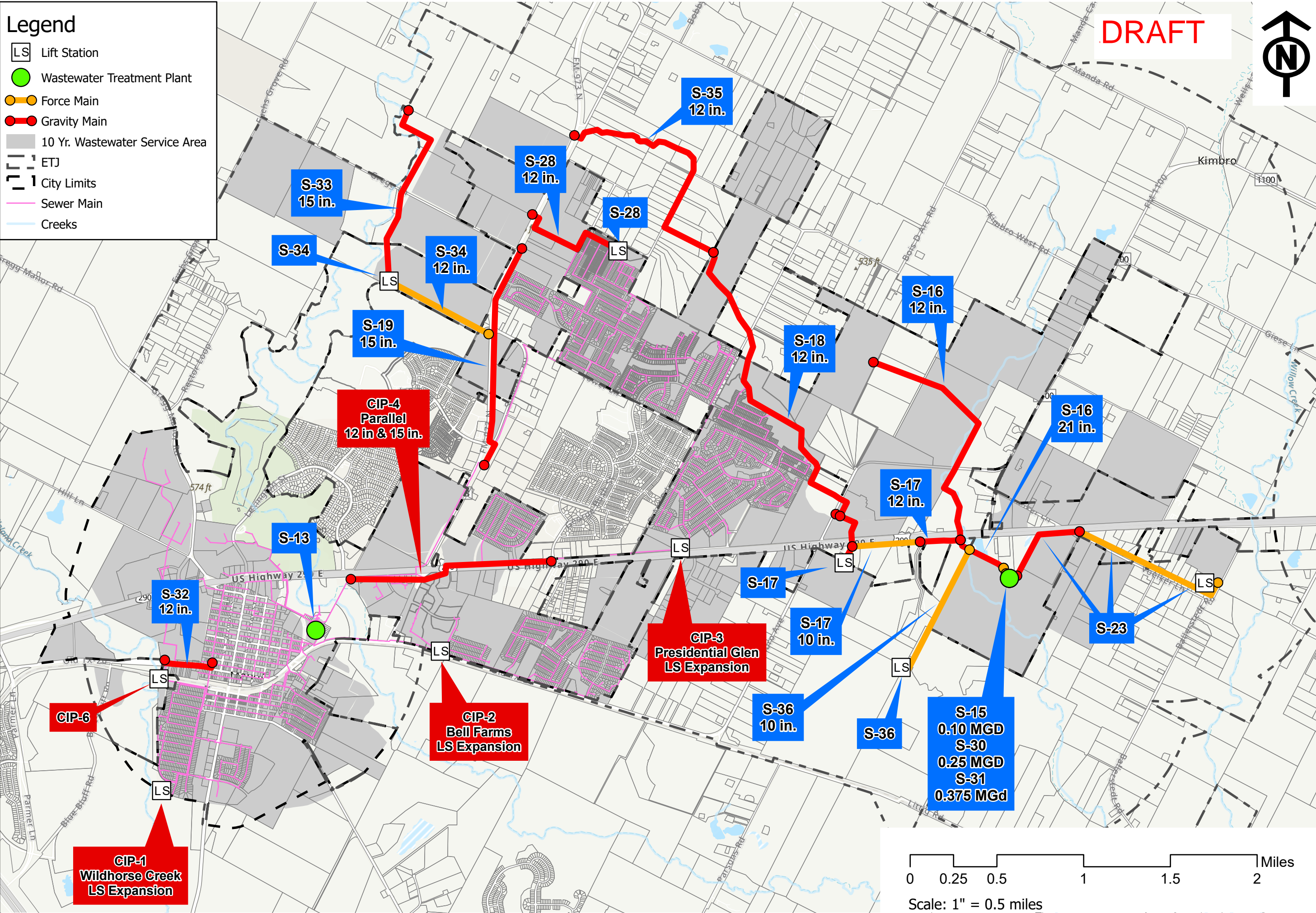
RANK	PROJECT #	CIP PROJECT NAME	PROJECTED YEAR NEEDED	ESTIMATED TOTAL CONSTRUCTION COSTS
1	S-19	FM 973 Gravity Wastewater Line (Oversizing from 8" to 12" and 12" to 15")	2021/2022	\$ 417,910.00
2	CIP-2	Bell Farms Lift Station Expansion	2021/2022	\$ 799,250.00
3	CIP-3	Presidential Glen Lift Station Expansion	2021/2022	\$ 799,250.00
TOTAL \$				2,016,410.00

* Project cost includes construction, design soft costs and contingencies.

Legend











- LS Lift Station
- Wastewater Treatment Plant
- Force Main
- Gravity Main
- 10 Yr. Wastewater Service Area
- ETJ
- City Limits
- Sewer Main
- Creeks

DRAFT

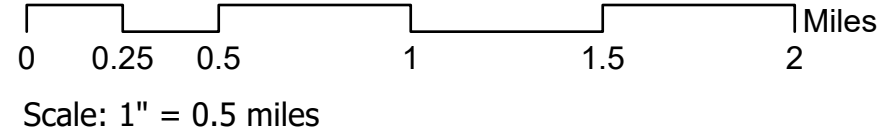
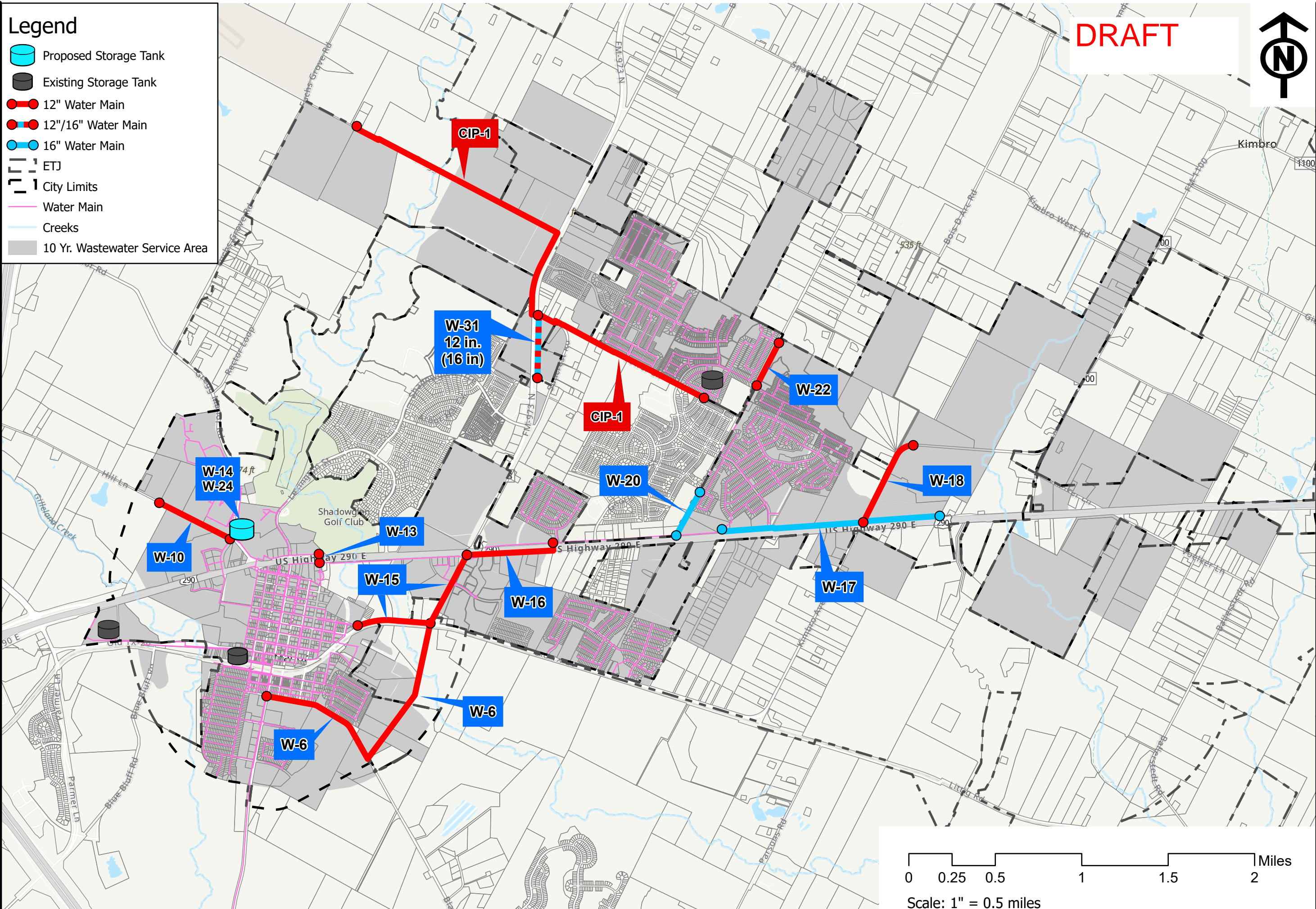


Scale: 1" = 0.5 miles

Legend

-  Proposed Storage Tank
-  Existing Storage Tank
-  12" Water Main
-  12"/16" Water Main
-  16" Water Main
-  ETJ
-  City Limits
-  Water Main
-  Creeks
-  10 Yr. Wastewater Service Area

DRAFT



**CITY OF MANOR CERTIFICATES OF OBLIGATION
UTILITY BOND OPTIONS**

	Option (1)	Option (2)	Option (3)
Est. Engineering; Design; Construction; Contingency; etc.:	\$ 5,479,865	\$ 6,524,870	\$ 6,279,115
Est. Bond Counsel Fee:	\$ 27,108	\$ 28,423	\$ 28,175
Est. Bond Counsel Expenses:	\$ 3,000	\$ 3,000	\$ 3,000
Est. Attorney General Fee:	\$ 5,555	\$ 6,610	\$ 6,360
Est. Financial Advisory Fee:	\$ 33,300	\$ 39,660	\$ 38,160
Est. Bank Counsel Fee:	\$ 3,500	\$ 3,500	\$ 3,500
Est. Muni. Advis. Council Fee:	\$ 956	\$ 1,061	\$ 1,036
Est. Paying Agent Fee:	\$ 500	\$ 500	\$ 500
Est. Misc:	\$ 1,216	\$ 2,376	\$ 154
ESTIMATED TOTAL BOND ISSUE:	\$ 5,555,000	\$ 6,610,000	\$ 6,360,000



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor being a 93.983 acre tract located in Travis County, Texas.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 93.983 acres into the city limits. This agreement is being entered into between the City and the property owner to comply with Chapter 43 of the Texas Local Government Code prior to the City Council’s consideration of an ordinance annexing the property.

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

- Services Agreement for 93.983-acre tract

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the Agreement Regarding Post-Annexation Provision of Services for Property to Be Annexed Into the City of Manor being a 93.983 acre tract located in Travis County, Texas.

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

**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

This Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor (the “Agreement”) is entered into by and between the City of Manor, Texas, a municipal corporation (“City”), and the Estate of Mary Ruth Arnold Holley, Leslie B. Ray, Independent Executor, (“Landowner”), both of which may be referred to herein singularly as “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, upon the request of the Landowner, the City intends to institute annexation proceedings for an area of land described more fully hereinafter and attached hereto (the “subject property”);

WHEREAS, Section 43.0672, Loc. Gov't. Code, requires the Parties to enter into a written agreement identifying a list of public services to be provided to the subject property and a schedule for the provision of those services that are not otherwise provided on the effective date of the annexation;

WHEREAS, this Agreement is being entered into by and between the Parties to comply with Texas Local Government Code, Chapter 43, Sub-Chapter C-3, Section 43.0672, prior to the City’s consideration of an ordinance annexing the subject property, it being understood, acknowledged and agreed by the Parties that annexation of the subject property is a condition precedent to this Agreement becoming effective;

WHEREAS, this Agreement shall be deemed effective on the effective date of an ordinance approved by the City annexing the subject property (the “Effective Date”).

WHEREAS, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

WHEREAS, infrastructure provided for herein and that existing are sufficient to service the subject property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City; and

WHEREAS, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapter 43, Loc. Gov't. Code*, to annex the subject property into the City;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

The following services and schedule represent the provision of services agreed to between the Landowner of the subject property and the City establishing a program under which the City will

provide municipal services to the subject property, as required by section 43.0672 of the Texas Local Government Code. The services detailed herein will be provided at a level consistent with service levels provided to other similarly situated areas within the City.

The following services will be provided for the subject property on the Effective Date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Agreement, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City. Upon annexation, police protection will be provided to the subject property at a level consistent with the service to other areas of the City with similar population density and characteristics. The City's police services include neighborhood patrols, criminal investigations, crime prevention, community services and school programs.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD's present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City. The City provides residential solid waste collection services within the City limits for a fee under a contract between the City and private refuse collection operator. The residential solid waste collection services include garbage collection, recycling, bulky item collection and yard waste collection. Commercial solid waste collection services are also available. This service will be provided for a fee to any person within the subject property requesting the service after the Effective Date of annexation, provided that a privately owned solid waste management service provider is unavailable. If the subject property is already receiving service, the City may not prohibit solid waste collection by the privately owned solid waste management service provider, nor may the City offer solid waste collection services for a period of two (2) years following the Effective Date of the annexation unless a privately owned solid waste management service provider is or becomes unavailable, as established by Texas Local Government Code section 43.0661. If a landowner uses the services of a privately owned solid waste management service provider or services are available from a privately owned solid waste management service provider during the two (2) years following annexation, the City will not provide solid waste collection services to that landowner.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

E. Maintenance of City-owned parks and playgrounds within the City.

F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities. Municipal Court and General Administration services will also be available to property owners and residents in the subject property on the same basis those facilities are available to current City property owners and residents.

G. Maintenance of other City facilities, buildings and service.

H. Land use regulation as follows:

On the effective date of annexation, the zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned "Agricultural District "A"" with the intent to rezone the subject property upon request of the landowner or staff. The Planning & Zoning Commission and the City Council will consider rezoning the subject property at future times in response to requests submitted by the landowner(s) or authorized city staff. The City will impose and enforce its adopted ordinances, including but not limited to, zoning, subdivision development, site development and building code regulations within the subject property upon the Effective Date of the annexation. Enforcement will be in accordance with City ordinances. Development plans and plats for projects within the subject property will be reviewed for compliance with City standards.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided herein:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the subjects properties, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the subject properties, or portions thereof as applicable, or absent a water CCN, by the utility in whose jurisdiction the subject properties, or portions thereof as applicable, are located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the subject properties' owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject properties as required in City ordinances. Upon acceptance of the water lines within the subject properties and any off-site improvements, water service will be provided by the City

utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the subject properties' owner requests and is able to connect to the City's water utility system.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the subjects properties, or applicable portions thereof, by the utility holding a wastewater CCN for the subject properties, or portions thereof as applicable, or absent a wastewater CCN, by the utility in whose jurisdiction the subject properties, or portions thereof as applicable, are located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. If connected to the City's wastewater utility system, the subject properties' owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject properties as required in City ordinances. Upon acceptance of the wastewater lines within the subject properties and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

(A) As provided in C(i)(A)&(B) above;

(B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(D) Installation and maintenance of street lighting in accordance with established policies of the City;

(iii) The outer boundaries of the subject property abut existing roadways. The Landowner agrees that no improvements are required on such roadways to service the subject property.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the subject property or redevelopment, the landowner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the subject property the same as similarly situated properties. When deemed necessary, capital improvement acquisition or construction will occur in accordance with applicable ordinances and regulations and the adopted capital improvement plans of the City, as applicable and amended, which are incorporated herein by reference.

(4) **Term.** If not previously expired, this agreement expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the subject property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Agreement is attached.

(6) **Binding Effect/Authority.** This Agreement binds and inures to the benefit of the Parties and

their respective heirs, successors, and permitted assigns. Each Party further warrants that each signatory to this Agreement is legally authorized to bind the respective individual or entity for the purposes established herein.

(7) **Choice of Law.** This Agreement will be construed under the laws of the State of Texas, without regard to choice-of-law rules of any jurisdiction. Venue for any dispute shall lie exclusively in Travis County, Texas.

(8) **Counterparts.** This Agreement may be executed in any number of counterparts with the same effect as if all signatory Parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

(9) **Legal Construction.** If any provision in this Agreement is for any reason found to be unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the Parties, the unenforceability will not affect any other provision hereof, and this Agreement will be construed as if the unenforceable provision had never been a part of the Agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Headings in this Agreement are for reference only and are not intended to restrict or define the text of any section. This Agreement will not be construed more or less favorably between the Parties by reason of authorship or origin of language.

(10) **Entire Agreement.** This Agreement contains the entire Agreement between the Parties relating to the rights herein granted and the obligations herein assumed and cannot be varied except by written agreement of the Parties. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the Party to be charged.

[signature pages follow]

EXECUTED and AGREED to by the Parties this the ___ day of _____, 20__.

ATTEST:

THE CITY OF MANOR, TEXAS

Lluvia T. Almaraz, City Secretary

Dr. Larry Wallace, Jr., Mayor

LANDOWNER(S):

By: _____

Name (print): _____

Title: _____

Date: _____

Subject Property Description

93.983 ACRES
 (4,093,912 SQ. FT.)
 SUMNER BACON SURVEY, ABSTRACT NO. 63
 TRAVIS COUNTY TEXAS
 HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 93.983 (4,093,912 SQ. FT.) ACRE TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT TWO), AND THE REMAINDER OF A CALLED 20 ACRE TRACT OF LAND (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENT NUMBER 2009125123 AND DOCUMENT NUMBER 2009125124, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY TEXAS, SAID 93.983 ACRE (4,093,912 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch aluminum capped iron rod found, stamped "TXDOT" in the southwest line of said 39.135 acre Tract One, being in the west right-of way line of F.M. 973 (R.O.W. varies), same being the northeast corner of a called 75.37 acre tract conveyed to the Board of Trustees of Manor Independent School District in Document Number 2008031946 Official Public Records of Travis County Texas, for the southeast corner and **POINT OF BEGINNING** of the herein described tract of land, from which a 1/2 inch capped iron rod found, stamped "BGE" in the east right-of-way line of said F.M. 973, bears S14°48'15"E a distance of 302.09 feet,

THENCE, With the common line of said 39.135 acre Tract One and said 75.37 acre tract, N62°32'47"W, a distance of 2808.00 feet to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", being in the northeastern line of said 75.37 acre tract, also being the southernmost corner of a called 40.00 acre tract conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802, Real Property Records of Travis County, Texas, for the westernmost corner of the herein described tract of land, from which a 3/4 inch iron pipe found bears N62°32'47"W, a distance of 553.37 feet, being in the southwestern line of said 40.00 acre tract, also being the northernmost corner of a 3.56 acre tract conveyed to Aqua Water Supply Corporation in Document Number 2009010572 Official Public Records of Travis County, Texas,

THENCE, with the northwest line of said 39.135 acre Tract One, the northwest line of said 39.135 acre Tract two, and the southeast line of said 40.00 acre tract, N26°45'24"E, passing at a distance of 3.02 feet a 1/2 inch iron rod found, continuing for a total distance of 1462.16 feet to a 1/2 inch iron rod found, being the westernmost corner of a 29.682 acre tract of land conveyed to Robert and Lindsey Smith in Document Number 2016022751, Official Public Records of Travis County, Texas, for the northernmost corner of the herein described tract of land, from which a capped 1/2 inch iron rod found, stamped "BRYAN TECH", being in the eastern line of said 40.00 acre tract, also being the westernmost corner of a 25.585 acre tract conveyed to Robert and Lindsey Smith in Document Number 2016022747, Official Public Records of Travis County, Texas also being the northernmost corner of said 29.682 acre tract, bears N26°48'38"E, a distance of 765.12 feet

THENCE, continuing with the common boundary line of said 93.983 acre tract and said 29.682 acre tract, S62°13'24"E, passing at a distance of 1005.54 feet a 1/2 inch capped iron rod found stamped "BRYAN TECH" for the southernmost corner of said 29.682 acre tract, being at the westernmost corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667, Official Public Records of Travis County, Texas, continuing for a total distance of 2809.36 feet to a 1/2 inch iron rod found in the west right-of-way line of said F.M. 973 (R.O.W. Varies), being at the southernmost corner of said 12.334 acre tract of land, same being at the beginning of a point of curvature to the right, for the easternmost corner of the herein described tract of land,

93.983 ACRES
(4,093,912 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, along said curve to the right, with the west right-of-way line of said F.M. 973 (R.O.W. Varies) over and across said 39.135 acre Tract Two, having an arc length of 282.38 feet, a radius of 2764.79 feet, and whose chord bears S24°12'52"W, a distance of 282.26 feet to a 1/2 inch iron rod found for corner,

THENCE, S27°25'41"W, with the west right-of-way line of said F.M. 973, over and across said 39.135 acre Tract Two, said 20 acre Tract Three, and said 39.135 acre Tract One, a distance of 1164.39 feet to the **POINT OF BEGINNING** and containing 93.983 acres (4,093,912 SQ. FT.) of land.

Surveyed by:  7/27/2021

AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigrance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



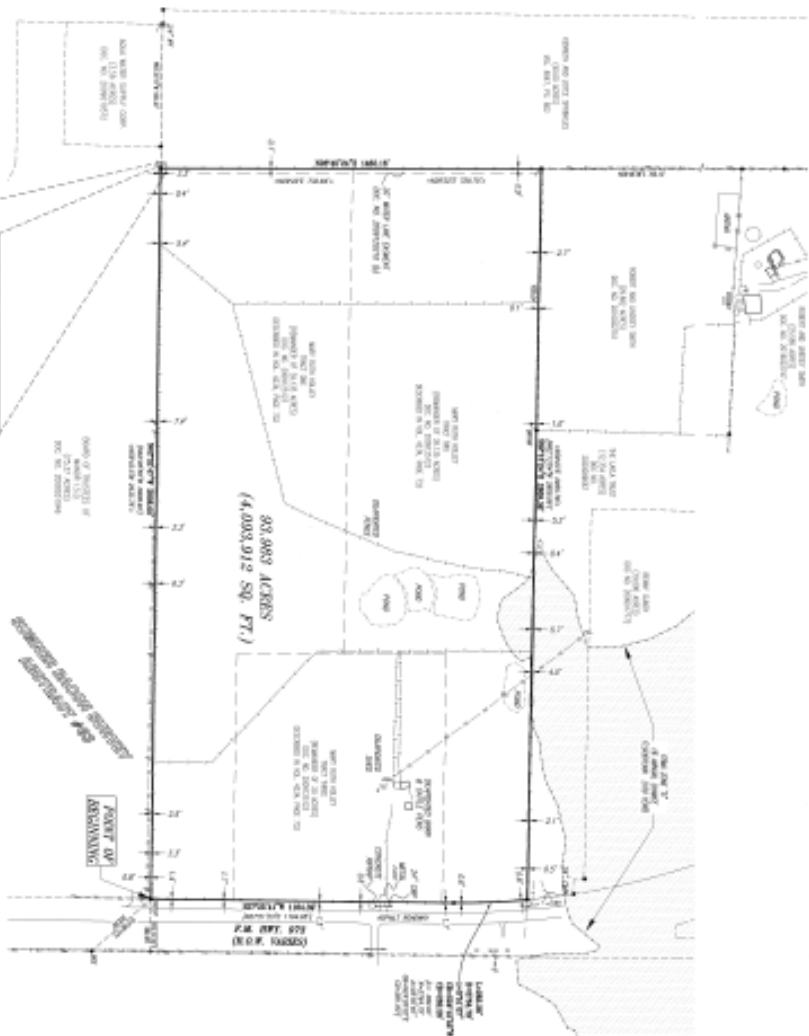
BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

ALTA/SURV SURVEY OF 93.983 ACRES (4,093,912 SQ. FT.) OF LAND, SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT #63 TRAVIS COUNTY, TEXAS, SAID TRACT OF LAND BEING THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT TWO), AND THE REMAINDER OF A CALLED 20 ACRE TRACT (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENTS 2009125123 AND 2009125124, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY TEXAS.



FIELD NOTES

THIS IS A SURVEY OF THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT TWO), AND THE REMAINDER OF A CALLED 20 ACRE TRACT (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENTS 2009125123 AND 2009125124, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY TEXAS. THIS SURVEY IS A RECONSTRUCTION OF THE ORIGINAL SURVEY OF THE SUMNER BACON SURVEY, ABSTRACT #63, TRAVIS COUNTY, TEXAS, AS SHOWN ON THE ORIGINAL SURVEY MAPS AND FIELD NOTES. THE ORIGINAL SURVEY WAS CONDUCTED BY JAMES BACON IN 1857. THE ORIGINAL SURVEY MAPS AND FIELD NOTES ARE ON FILE IN THE OFFICE OF THE COUNTY CLERK, TRAVIS COUNTY, TEXAS. THIS SURVEY IS A RECONSTRUCTION OF THE ORIGINAL SURVEY OF THE SUMNER BACON SURVEY, ABSTRACT #63, TRAVIS COUNTY, TEXAS, AS SHOWN ON THE ORIGINAL SURVEY MAPS AND FIELD NOTES. THE ORIGINAL SURVEY WAS CONDUCTED BY JAMES BACON IN 1857. THE ORIGINAL SURVEY MAPS AND FIELD NOTES ARE ON FILE IN THE OFFICE OF THE COUNTY CLERK, TRAVIS COUNTY, TEXAS. THIS SURVEY IS A RECONSTRUCTION OF THE ORIGINAL SURVEY OF THE SUMNER BACON SURVEY, ABSTRACT #63, TRAVIS COUNTY, TEXAS, AS SHOWN ON THE ORIGINAL SURVEY MAPS AND FIELD NOTES. THE ORIGINAL SURVEY WAS CONDUCTED BY JAMES BACON IN 1857. THE ORIGINAL SURVEY MAPS AND FIELD NOTES ARE ON FILE IN THE OFFICE OF THE COUNTY CLERK, TRAVIS COUNTY, TEXAS.



NOTES

1. THIS SURVEY IS A RECONSTRUCTION OF THE ORIGINAL SURVEY OF THE SUMNER BACON SURVEY, ABSTRACT #63, TRAVIS COUNTY, TEXAS, AS SHOWN ON THE ORIGINAL SURVEY MAPS AND FIELD NOTES. THE ORIGINAL SURVEY WAS CONDUCTED BY JAMES BACON IN 1857. THE ORIGINAL SURVEY MAPS AND FIELD NOTES ARE ON FILE IN THE OFFICE OF THE COUNTY CLERK, TRAVIS COUNTY, TEXAS.

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 Surveyors
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 Houston, Texas 77042
 Phone: 281.416.1000
 Fax: 281.416.1001
 Website: www.chd-surveyors.com



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor being a 42.921 acre tract located in Travis County, Texas.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 42.921 acres into the city limits. This agreement is being entered into between the City and the property owner to comply with Chapter 43 of the Texas Local Government Code prior to the City Council’s consideration of an ordinance annexing the property.

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

- Services Agreement for 42.921 acre tract

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the Agreement Regarding Post-Annexation Provision of Services For Property To Be Annexed Into the City of Manor being a 42.921 acre tract located in Travis County, Texas.

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

**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

This Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor (the “Agreement”) is entered into by and between the City of Manor, Texas, a municipal corporation (“City”), and Robert M. Smith and Lindsey C. Smith, (collectively, “Landowner”), both of which may be referred to herein singularly as “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, upon the request of the Landowner, the City intends to institute annexation proceedings for an area of land described more fully hereinafter and attached hereto (the “subject property”);

WHEREAS, Section 43.0672, Loc. Gov't. Code, requires the Parties to enter into a written agreement identifying a list of public services to be provided to the subject property and a schedule for the provision of those services that are not otherwise provided on the effective date of the annexation;

WHEREAS, this Agreement is being entered into by and between the Parties to comply with Texas Local Government Code, Chapter 43, Sub-Chapter C-3, Section 43.0672, prior to the City’s consideration of an ordinance annexing the subject property, it being understood, acknowledged and agreed by the Parties that annexation of the subject property is a condition precedent to this Agreement becoming effective;

WHEREAS, this Agreement shall be deemed effective on the effective date of an ordinance approved by the City annexing the subject property (the “Effective Date”).

WHEREAS, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

WHEREAS, infrastructure provided for herein and that existing are sufficient to service the subject property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City; and

WHEREAS, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapter 43, Loc. Gov't. Code*, to annex the subject property into the City;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

The following services and schedule represent the provision of services agreed to between the Landowner of the subject property and the City establishing a program under which the City will

provide municipal services to the subject property, as required by section 43.0672 of the Texas Local Government Code. The services detailed herein will be provided at a level consistent with service levels provided to other similarly situated areas within the City.

The following services will be provided for the subject property on the Effective Date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Agreement, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City. Upon annexation, police protection will be provided to the subject property at a level consistent with the service to other areas of the City with similar population density and characteristics. The City's police services include neighborhood patrols, criminal investigations, crime prevention, community services and school programs.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD's present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City. The City provides residential solid waste collection services within the City limits for a fee under a contract between the City and private refuse collection operator. The residential solid waste collection services include garbage collection, recycling, bulky item collection and yard waste collection. Commercial solid waste collection services are also available. This service will be provided for a fee to any person within the subject property requesting the service after the Effective Date of annexation, provided that a privately owned solid waste management service provider is unavailable. If the subject property is already receiving service, the City may not prohibit solid waste collection by the privately owned solid waste management service provider, nor may the City offer solid waste collection services for a period of two (2) years following the Effective Date of the annexation unless a privately owned solid waste management service provider is or becomes unavailable, as established by Texas Local Government Code section 43.0661. If a landowner uses the services of a privately owned solid waste management service provider or services are available from a privately owned solid waste management service provider during the two (2) years following annexation, the City will not provide solid waste collection services to that landowner.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

E. Maintenance of City-owned parks and playgrounds within the City.

F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities. Municipal Court and General Administration services will also be available to property owners and residents in the subject property on the same basis those facilities are available to current City property owners and residents.

G. Maintenance of other City facilities, buildings and service.

H. Land use regulation as follows:

On the effective date of annexation, the zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned "Agricultural District "A"" with the intent to rezone the subject property upon request of the landowner or staff. The Planning & Zoning Commission and the City Council will consider rezoning the subject property at future times in response to requests submitted by the landowner(s) or authorized city staff. The City will impose and enforce its adopted ordinances, including but not limited to, zoning, subdivision development, site development and building code regulations within the subject property upon the Effective Date of the annexation. Enforcement will be in accordance with City ordinances. Development plans and plats for projects within the subject property will be reviewed for compliance with City standards.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided herein:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the subjects properties, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the subject properties, or portions thereof as applicable, or absent a water CCN, by the utility in whose jurisdiction the subject properties, or portions thereof as applicable, are located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the subject properties' owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject properties as required in City ordinances. Upon acceptance of the water lines within the subject properties and any off-site improvements, water service will be provided by the City

utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the subject properties' owner requests and is able to connect to the City's water utility system.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the subjects properties, or applicable portions thereof, by the utility holding a wastewater CCN for the subject properties, or portions thereof as applicable, or absent a wastewater CCN, by the utility in whose jurisdiction the subject properties, or portions thereof as applicable, are located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. If connected to the City's wastewater utility system, the subject properties' owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject properties as required in City ordinances. Upon acceptance of the wastewater lines within the subject properties and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

(A) As provided in C(i)(A)&(B) above;

(B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(D) Installation and maintenance of street lighting in accordance with established policies of the City;

(iii) The outer boundaries of the subject property abut existing roadways. The Landowner agrees that no improvements are required on such roadways to service the subject property.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the subject property or redevelopment, the landowner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the subject property the same as similarly situated properties. When deemed necessary, capital improvement acquisition or construction will occur in accordance with applicable ordinances and regulations and the adopted capital improvement plans of the City, as applicable and amended, which are incorporated herein by reference.

(4) **Term.** If not previously expired, this agreement expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the subject property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Agreement is attached.

(6) **Binding Effect/Authority.** This Agreement binds and inures to the benefit of the Parties and

their respective heirs, successors, and permitted assigns. Each Party further warrants that each signatory to this Agreement is legally authorized to bind the respective individual or entity for the purposes established herein.

(7) **Choice of Law.** This Agreement will be construed under the laws of the State of Texas, without regard to choice-of-law rules of any jurisdiction. Venue for any dispute shall lie exclusively in Travis County, Texas.

(8) **Counterparts.** This Agreement may be executed in any number of counterparts with the same effect as if all signatory Parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

(9) **Legal Construction.** If any provision in this Agreement is for any reason found to be unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the Parties, the unenforceability will not affect any other provision hereof, and this Agreement will be construed as if the unenforceable provision had never been a part of the Agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Headings in this Agreement are for reference only and are not intended to restrict or define the text of any section. This Agreement will not be construed more or less favorably between the Parties by reason of authorship or origin of language.

(10) **Entire Agreement.** This Agreement contains the entire Agreement between the Parties relating to the rights herein granted and the obligations herein assumed and cannot be varied except by written agreement of the Parties. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the Party to be charged.

[signature pages follow]

EXECUTED and AGREED to by the Parties this the ___ day of _____, 20__.

ATTEST:

THE CITY OF MANOR, TEXAS

Lluvia T. Almaraz, City Secretary

Dr. Larry Wallace, Jr., Mayor

LANDOWNER(S):

By: _____

Name (print): _____

Title: _____

Date: _____

LANDOWNER(S):

By: _____

Name (print): _____

Title: _____

Date: _____

Subject Property Description

42.921 ACRES
 (1,869,634 SQ. FT.)
 SUMNER BACON SURVEY, ABSTRACT NO. 63
 TRAVIS COUNTY TEXAS
 HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, SITUATED IN TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS ALL OF A CALLED 25.585 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022747 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND THE REMAINDER OF A CALLED 29.682 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch iron rod found, being in the south right-of-way line of Anderson Road (R.O.W. Varies), also being in the southeast line of a called 40.00 acre tract of land conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802 of the Real Property Records of Travis County, Texas, being also a northwest corner of said 25.585 acre tract for a northwest corner and the **POINT OF BEGINNING** of the herein described tract of land,

THENCE, with the common line of said 25.585 acre tract and said Anderson Road (ROW Varies), the following two (2) courses and distances, numbered 1 and 2

- 1.) N62°25'38"E, a distance of 55.03 feet to a 1/2 inch iron rod found, for corner, and
- 2.) S63°17'54"E, a distance of 5.96' to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", for corner, being the westernmost corner of a called 35.469 acre tract conveyed to Hau Wu and Lanfang Zhang in Document Number 2014104874 of the Official Public Records of Travis County, Texas, from which a 1/2 inch iron rod found bears N27°03'02"E, a distance of 1034.56 feet, being the northernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 12.000 acre tract of land conveyed to Olmer Orellana in Document Number 2014160204 of the Official Public Records of Travis County, Texas

THENCE, with the common line of said 25.585 acre tract and said 35.469 acre tract the following three (3) courses and distances, numbered 1 through 3,

- 1.) S61°52'16"E, a distance of 742.87 feet to a 1/2 capped inch iron rod found, stamped "BRYAN TECH", for corner,
- 2.) S61°40'48"E, passing at a distance of 33.53 feet and 1.6 feet to the left a 1/2 inch iron rod found, and continuing for a total distance of 285.29 feet to a 1/2 capped inch iron rod found, for corner and
- 3.) S61°37'58"E, passing at a distance of 128.53 feet and 2.3 feet to the right a 1/2 inch iron rod found, and continuing for a total distance of 439.53 feet to a 4" concrete monument found, being the southernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 6.789 acre tract conveyed to Vladimir M. Haviar in Document Number 2009019842 of the Official Public Records of Travis County, Texas,

THENCE, with the common line of said 25.585 acre tract and said 6.789 acre tract, S62°05'57"E, a distance of 162.99 feet to a capped 1/2 inch iron rod set stamped "CBD SETSTONE" for corner, being the easternmost corner of said 25.585 acre tract and being also the northernmost corner of a called 14.044 acres conveyed to Don Bayer and Jimmy Bayer in Document Number 2009122122 of the Official Public Records of Travis County, Texas,

42.921 ACRES
(1,869,634 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, with the common line of said 25.585 acre tract, said 14.044 acre tract, and a called 19.000 acre tract conveyed to Benny Gundy in Document Number 2009017772, Official Public Records of Travis County, Texas, S51°49'49"W, passing at a distance of 690.10 feet a capped 1/2 inch iron found, being the northernmost corner of said 19.000 acre tract, same being the westernmost corner of said 14.044 acre tract and continuing for a total distance of 828.24 feet to a capped 1/2 inch iron rod found, being a northwest corner of said 19.000 acre tract, same being a northeast corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667 of the Official Public Records of Travis County, Texas, for corner,

THENCE, with the common line of said 25.585 acre tract and said 12.334 acre tract, N60°12'14"W, a distance of 299.26 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for corner, same being the northernmost corner of said 12.334 acre tract and the westernmost corner of the remainder of said 29.682 acre tract,

THENCE, with the common line of said 12.334 acre tract and the remainder of said 29.682 acre tract, S27°51'07"W, a distance of 734.09 feet to a capped 1/2 inch iron rod found stamped "BRYAN TECH", for the southernmost corner of the herein described tract of land, being the westernmost corner of said 12.334 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the northeast line of a called 39.135 acre tract (Tract Two) conveyed to Mary Ruth Holley in Document Number 2009125123 of the Official Public Records of Travis County, Texas and described in Volume 4234, Page 732, Deed Records of Travis County, Texas

THENCE, with the common line of said 39.135 acre tract and the remainder of said 29.682 acre tract, N62°13'53"W, a distance of 1005.54 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for the westernmost corner of the herein described tract of land, same being the northernmost corner of said 39.125 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the southeast line of a said 40.00 acre tract,

THENCE, with the common line of said 40.00 acre tract and the remainder of said 29.682 acre tract, N26°47'53"E, passing at a distance of 765.16 feet a capped 1/2 inch iron rod found, stamped "BRYAN TECH", also passing at a distance of 926.85 feet and 0.32 feet to the right of a capped 1/2 inch iron rod found, stamped "BRUSSEL", and continuing for a total distance of 1446.99 feet to the **POINT OF BEGINNING** and containing 42.921 acres (1,869,634 SQ. FT.) of land.

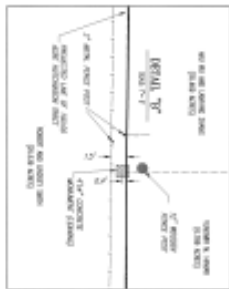
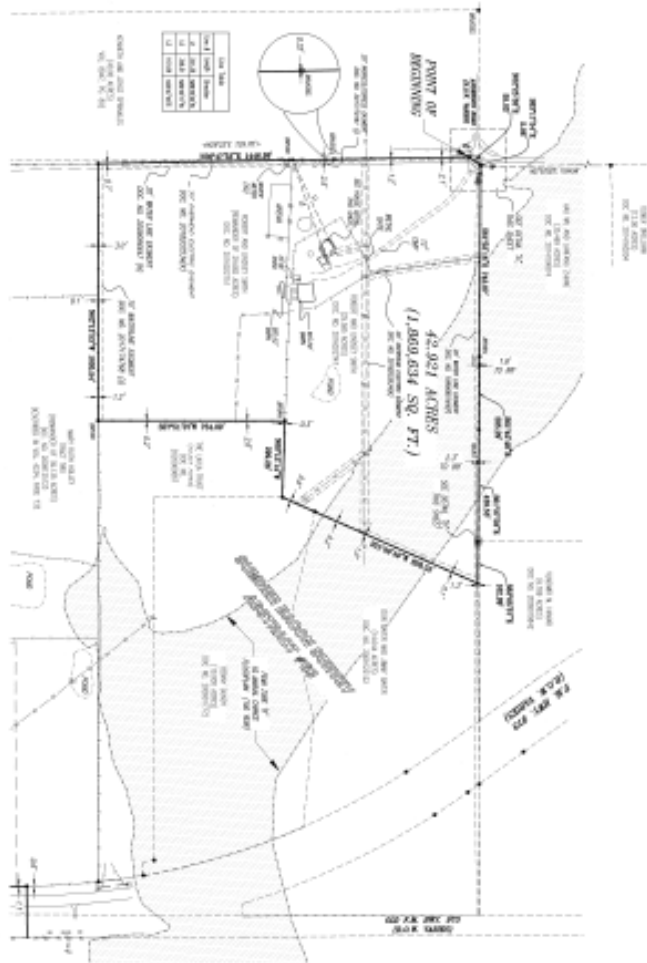
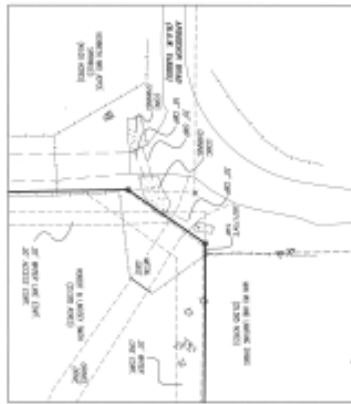
Surveyed by:  7/27/2021

AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigrance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

ALTA/NSPS SURVEY OF 42,921 ACRES (1,869,384 SQ. FT.) OF LAND, SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT #63, SITUATED IN TRAVIS COUNTY, TEXAS, SAID LAND BEING ALL OF A CALLED 25,596 ACRE TRACT CONVERTED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022747 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS AND THE REMAINDER OF A CALLED 29,682 ACRE TRACT OF LAND CONVERTED TO ROBERT & LINDSEY SMITH IN DOCUMENT NUMBER 2016022751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS.



TO HAVE AND TO HOLD TO THE SAID ROBERT AND LINDSEY SMITH, HEIRS AND ASSIGNS, THE PART DESCRIBED ABOVE.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of my office, at Austin, Texas, this 15th day of August, 2016.

[Signature]
 Surveyor General
 State of Texas



- LEGEND:
- 1. BOUNDARY LINE
 - 2. EASEMENT
 - 3. ADJACENT TRACT
 - 4. ROAD
 - 5. RAILROAD
 - 6. POWER LINE
 - 7. WATER
 - 8. SURVEY POINT
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THIS IS TO CERTIFY THAT THE ABOVE DESCRIBED SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE REQUIREMENTS OF THE SURVEYING ACTS OF THE STATE OF TEXAS. I HEREBY CERTIFY THAT THE SURVEY WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SURVEYING ACTS OF THE STATE OF TEXAS AND THAT THE SURVEY IS CORRECT AND ACCURATE.

CP&D
 Carlson, Bergquist & Davidson, Inc.
 Surveyors
 10000 North Loop West, Suite 1000
 Houston, Texas 77037
 Phone: 281.465.1000
 Fax: 281.465.1001
 Website: www.carlsonbergquist.com



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an ordinance annexing 93.983 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 93.983 acres into the city limits. The attached ordinance is submitted to the City Council for first reading consideration to annex 93.983 acres into the city limits and complies with the City’s Charter and Chapter 43 of the Texas Local Government Code.

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

- Annexation Ordinance for 93.983 acre tract

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the first reading of an ordinance annexing 93.983 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 93.983 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas, is a home rule municipality authorized by State law to annex territory lying adjacent and contiguous to the City;

WHEREAS, the owners of the property, as hereinafter described, made written request for the City to annex such property in compliance with the *Tex. Loc. Gov't. Code*;

WHEREAS, the property is adjacent and contiguous to the present city limits;

WHEREAS, the City Council heard and has decided to grant the owners' request that the City annex said property;

WHEREAS, a public hearing was conducted prior to consideration of this Ordinance in accordance with §43.0673 of the *Tex. Loc. Gov't. Code*;

WHEREAS, notice of the public hearing was published not more than twenty (20) nor less than ten (10) days prior to the public hearing;

WHEREAS, the City intends to provide services to the property to be annexed according to the agreement for the provision of services attached hereto as Exhibit "B".

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

SECTION 1. That all of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. All portions of the following described properties (hereinafter referred to as the "Annexed Property"), not previously annexed into the City, including the abutting streets, roadways and rights-of-way, are hereby annexed into the corporate limits of the City of Manor:

Being 93.983 acres of a tract of land situated in the Sumner Bacon Survey, Abstract Number 63, in Travis County, Texas, said land being more particularly described as the remainder of a called 39.135 acre tract of land (Tract One), the remainder of a called 39.135 acre tract of land (Tract Two), and the remainder of a called 20 acre tract of land (Tract three), conveyed to Mary Ruth Holley in Document No. 2009125123 and Document No. 2009125124, both of the Official Public Records of Travis County, Texas, and described in Volume 4234, Page 732, Deed Records of Travis County, Texas, said 93.983 tract of land being more

ORDINANCE NO. _____

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particularly shown and described in the Exhibit "A" attached hereto and incorporated herein for all purposes.

SECTION 3. That the provision of services agreement submitted herewith is hereby approved as part of this Ordinance, made a part hereof and attached hereto as Exhibit "B".

SECTION 4. That the future owners and inhabitants of the Annexed Property shall be entitled to all of the rights and privileges of the City as set forth in the provisions of services agreement attached hereto as Exhibit "B", and are further bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

SECTION 5. That the official map and boundaries of the City, heretofore adopted and amended be and hereby are amended so as to include the Annexed Property as part of the City of Manor.

SECTION 6. That the Annexed Property shall be temporarily zoned Agricultural District "A" as provided in the City Zoning Ordinance, as amended, until permanent zoning is established therefore.

SECTION 7. That if any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

SECTION 9. 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, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this 15th day of September 2021.

FINALLY PASSED AND APPROVED on this ____ day of _____, 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

Exhibit "A"

ANNEXED PROPERTY DESCRIPTION

93.983 ACRES
 (4,093,912 SQ. FT.)
 SUMNER BACON SURVEY, ABSTRACT NO. 63
 TRAVIS COUNTY TEXAS
 HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 93.983 (4,093,912 SQ. FT.) ACRE TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT TWO), AND THE REMAINDER OF A CALLED 20 ACRE TRACT OF LAND (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENT NUMBER 2009125123 AND DOCUMENT NUMBER 2009125124, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY TEXAS, SAID 93.983 ACRE (4,093,912 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch aluminum capped iron rod found, stamped "TXDOT" in the southwest line of said 39.135 acre Tract One, being in the west right-of way line of F.M. 973 (R.O.W. varies), same being the northeast corner of a called 75.37 acre tract conveyed to the Board of Trustees of Manor Independent School District in Document Number 2008031946 Official Public Records of Travis County Texas, for the southeast corner and **POINT OF BEGINNING** of the herein described tract of land, from which a 1/8 inch capped iron rod found, stamped "BGE" in the east right-of-way line of said F.M. 973, bears S14°48'15"E a distance of 302.09 feet,

THENCE, With the common line of said 39.135 acre Tract One and said 75.37 acre tract, N62°32'47"W, a distance of 2808.00 feet to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", being in the northeastern line of said 75.37 acre tract, also being the southernmost corner of a called 40.00 acre tract conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802, Real Property Records of Travis County, Texas, for the westernmost corner of the herein described tract of land, from which a 3/4 inch iron pipe found bears N62°32'47"W, a distance of 553.37 feet, being in the southwestern line of said 40.00 acre tract, also being the northernmost corner of a 3.56 acre tract conveyed to Aqua Water Supply Corporation in Document Number 2009010572 Official Public Records of Travis County, Texas,

THENCE, with the northwest line of said 39.135 acre Tract One, the northwest line of said 39.135 acre Tract two, and the southeast line of said 40.00 acre tract, N26°45'24"E, passing at a distance of 3.02 feet a 1/2 inch iron rod found, continuing for a total distance of 1462.16 feet to a 1/2 inch iron rod found, being the westernmost corner of a 29.682 acre tract of land conveyed to Robert and Lindsey Smith in Document Number 2016022751, Official Public Records of Travis County, Texas, for the northernmost corner of the herein described tract of land, from which a capped 1/2 inch iron rod found, stamped "BRYAN TECH", being in the eastern line of said 40.00 acre tract, also being the westernmost corner of a 25.585 acre tract conveyed to Robert and Lindsey Smith in Document Number 2016022747, Official Public Records of Travis County, Texas also being the northernmost corner of said 29.682 acre tract, bears N26°48'38"E, a distance of 765.12 feet

THENCE, continuing with the common boundary line of said 93.983 acre tract and said 29.682 acre tract, S62°13'24"E, passing at a distance of 1005.54 feet a 1/2 inch capped iron rod found stamped "BRYAN TECH" for the southernmost corner of said 29.682 acre tract, being at the westernmost corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667, Official Public Records of Travis County, Texas, continuing for a total distance of 2809.36 feet to a 1/2 inch iron rod found in the west right-of-way line of said F.M. 973 (R.O.W. Varies), being at the southernmost corner of said 12.334 acre tract of land, same being at the beginning of a point of curvature to the right, for the easternmost corner of the herein described tract of land,

ORDINANCE NO. _____

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93.983 ACRES
(4,093,912 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, along said curve to the right, with the west right-of-way line of said F.M. 973 (R.O.W. Varies) over and across said 39.135 acre Tract Two, having an arc length of 282.38 feet, a radius of 2764.79 feet, and whose chord bears S24°12'52"W, a distance of 282.26 feet to a 1/2 inch iron rod found for corner,

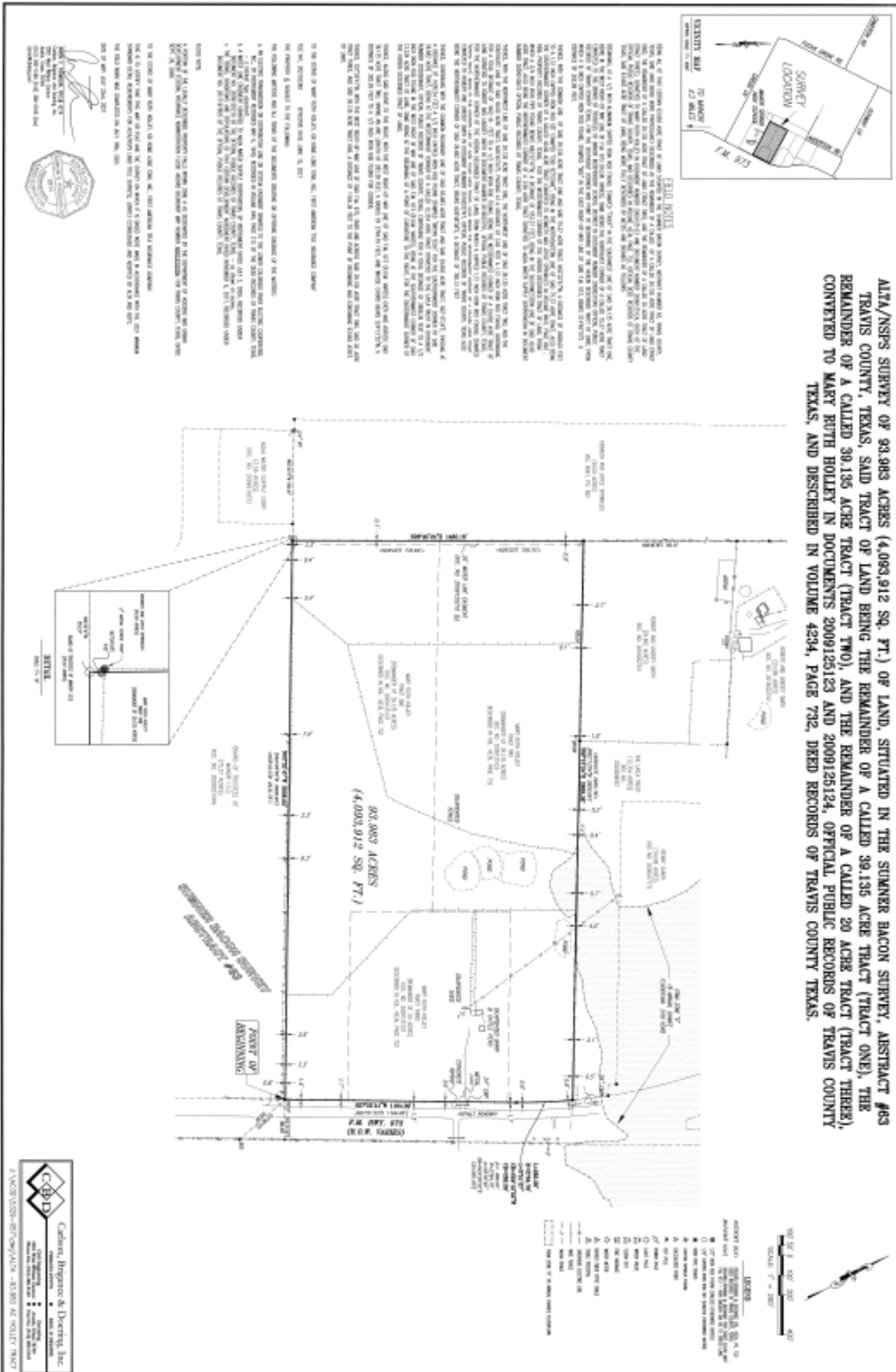
THENCE, S27°25'41"W, with the west right-of-way line of said F.M. 973, over and across said 39.135 acre Tract Two, said 20 acre Tract Three, and said 39.135 acre Tract One, a distance of 1164.39 feet to the **POINT OF BEGINNING** and containing 93.983 acres (4,093,912 SQ. FT.) of land.

Surveyed by:  7/27/2021

AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigrance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)



ORDINANCE NO. _____

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Exhibit "B"
**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

[Insert executed Agreement]



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an ordinance annexing 42.921 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 42.921 acres into the city limits. The attached ordinance is submitted to the City Council for first reading consideration to annex 93.983 acres into the city limits and complies with the City’s Charter and Chapter 43 of the Texas Local Government Code.

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

- Annexation Ordinance for 42.921 acre tract

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the first reading of an ordinance annexing 42.921 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 42.921 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas, is a home rule municipality authorized by State law to annex territory lying adjacent and contiguous to the City;

WHEREAS, the owners of the property, as hereinafter described, made written request for the City to annex such property in compliance with the *Tex. Loc. Gov't. Code*;

WHEREAS, the property is adjacent and contiguous to the present city limits;

WHEREAS, the City Council heard and has decided to grant the owners' request that the City annex said property;

WHEREAS, a public hearing was conducted prior to consideration of this Ordinance in accordance with §43.0673 of the *Tex. Loc. Gov't. Code*;

WHEREAS, notice of the public hearing was published not more than twenty (20) nor less than ten (10) days prior to the public hearing;

WHEREAS, the City intends to provide services to the property to be annexed according to the agreement for the provision of services attached hereto as Exhibit "B".

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

SECTION 1. That all of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. All portions of the following described properties (hereinafter referred to as the "Annexed Property"), not previously annexed into the City, including the abutting streets, roadways and rights-of-way, are hereby annexed into the corporate limits of the City of Manor:

Being 42.921 acres of a tract of land situated in the Sumner Bacon Survey, Abstract Number 63, in Travis County, Texas, said land being more particularly described as all of a called 25.585 acre tract of land conveyed to Robert and Lindsey Smith in Document No. 2016022747 of the Official Public Records of Travis County, Texas, and the remainder of a called 29.682 acre tract of land conveyed to Robert and Lindsey Smith in Document No. 2016022751 of the Official Public Records of Travis County, Texas, said 42.921 tract of land being

ORDINANCE NO. _____

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more particularly shown and described in the Exhibit "A" attached hereto and incorporated herein for all purposes.

SECTION 3. That the provision of services agreement submitted herewith is hereby approved as part of this Ordinance, made a part hereof and attached hereto as Exhibit "B".

SECTION 4. That the future owners and inhabitants of the Annexed Property shall be entitled to all of the rights and privileges of the City as set forth in the provisions of services agreement attached hereto as Exhibit "B", and are further bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

SECTION 5. That the official map and boundaries of the City, heretofore adopted and amended be and hereby are amended so as to include the Annexed Property as part of the City of Manor.

SECTION 6. That the Annexed Property shall be temporarily zoned Agricultural District "A" as provided in the City Zoning Ordinance, as amended, until permanent zoning is established therefore.

SECTION 7. That if any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

SECTION 9. 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, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this 15th day of September 2021.

FINALLY PASSED AND APPROVED on this ____ day of _____, 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

ORDINANCE NO. _____

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Exhibit "A"

ANNEXED PROPERTY DESCRIPTION

ORDINANCE NO. _____

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42.921 ACRES
 (1,869,634 SQ. FT.)
 SUMNER BACON SURVEY, ABSTRACT NO. 63
 TRAVIS COUNTY TEXAS
 HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, SITUATED IN TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS ALL OF A CALLED 25.585 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022747 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND THE REMAINDER OF A CALLED 29.682 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch iron rod found, being in the south right-of-way line of Anderson Road (R.O.W. Varies), also being in the southeast line of a called 40.00 acre tract of land conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802 of the Real Property Records of Travis County, Texas, being also a northwest corner of said 25.585 acre tract for a northwest corner and the **POINT OF BEGINNING** of the herein described tract of land,

THENCE, with the common line of said 25.585 acre tract and said Anderson Road (ROW Varies), the following two (2) courses and distances, numbered 1 and 2

- 1.) N62°25'38"E, a distance of 55.03 feet to a 1/2 inch iron rod found, for corner, and
- 2.) S63°17'54"E, a distance of 5.96' to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", for corner, being the westernmost corner of a called 35.469 acre tract conveyed to Hau Wu and Lanfang Zhang in Document Number 2014104874 of the Official Public Records of Travis County, Texas, from which a 1/2 inch iron rod found bears N27°03'02"E, a distance of 1034.56 feet, being the northernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 12.000 acre tract of land conveyed to Olmer Orellana in Document Number 2014160204 of the Official Public Records of Travis County, Texas

THENCE, with the common line of said 25.585 acre tract and said 35.469 acre tract the following three (3) courses and distances, numbered 1 through 3,

- 1.) S61°52'16"E, a distance of 742.87 feet to a 1/2 capped inch iron rod found, stamped "BRYAN TECH", for corner,
- 2.) S61°40'48"E, passing at a distance of 33.53 feet and 1.6 feet to the left a 1/2 inch iron rod found, and continuing for a total distance of 285.29 feet to a 1/2 capped inch iron rod found, for corner and
- 3.) S61°37'58"E, passing at a distance of 128.53 feet and 2.3 feet to the right a 1/2 inch iron rod found, and continuing for a total distance of 439.53 feet to a 4" concrete monument found, being the southernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 6.789 acre tract conveyed to Vladimir M. Haviar in Document Number 2009019842 of the Official Public Records of Travis County, Texas,

THENCE, with the common line of said 25.585 acre tract and said 6.789 acre tract, S62°05'57"E, a distance of 162.99 feet to a capped 1/2 inch iron rod set stamped "CBD SETSTONE" for corner, being the easternmost corner of said 25.585 acre tract and being also the northernmost corner of a called 14.044 acres conveyed to Don Bayer and Jimmy Bayer in Document Number 2009122122 of the Official Public Records of Travis County, Texas,

42.921 ACRES
(1,869,634 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, with the common line of said 25.585 acre tract, said 14.044 acre tract, and a called 19.000 acre tract conveyed to Benny Gundy in Document Number 2009017772, Official Public Records of Travis County, Texas, S51°49'49"W, passing at a distance of 690.10 feet a capped 1/2 inch iron found, being the northernmost corner of said 19.000 acre tract, same being the westernmost corner of said 14.044 acre tract and continuing for a total distance of 828.24 feet to a capped 1/2 inch iron rod found, being a northwest corner of said 19.000 acre tract, same being a northeast corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667 of the Official Public Records of Travis County, Texas, for corner,

THENCE, with the common line of said 25.585 acre tract and said 12.334 acre tract, N60°12'14"W, a distance of 299.26 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for corner, same being the northernmost corner of said 12.334 acre tract and the westernmost corner of the remainder of said 29.682 acre tract,

THENCE, with the common line of said 12.334 acre tract and the remainder of said 29.682 acre tract, S27°51'07"W, a distance of 734.09 feet to a capped 1/2 inch iron rod found stamped "BRYAN TECH", for the southernmost corner of the herein described tract of land, being the westernmost corner of said 12.334 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the northeast line of a called 39.135 acre tract (Tract Two) conveyed to Mary Ruth Holley in Document Number 2009125123 of the Official Public Records of Travis County, Texas and described in Volume 4234, Page 732, Deed Records of Travis County, Texas

THENCE, with the common line of said 39.135 acre tract and the remainder of said 29.682 acre tract, N62°13'53"W, a distance of 1005.54 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for the westernmost corner of the herein described tract of land, same being the northernmost corner of said 39.125 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the southeast line of a said 40.00 acre tract,

THENCE, with the common line of said 40.00 acre tract and the remainder of said 29.682 acre tract, N26°47'53"E, passing at a distance of 765.16 feet a capped 1/2 inch iron rod found, stamped "BRYAN TECH", also passing at a distance of 926.85 feet and 0.32 feet to the right of a capped 1/2 inch iron rod found, stamped "BRUSSEL", and continuing for a total distance of 1446.99 feet to the **POINT OF BEGINNING** and containing 42.921 acres (1,869,634 SQ. FT.) of land.

Surveyed by:  7/27/2021

AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

ORDINANCE NO. _____

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Exhibit "B"
**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

[Insert executed Agreement]

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND TO SINGLE FAMILY STANDARD (SF-2); 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 the temporary zoning district Agricultural (A) to zoning district Single Family Standard (SF-2). The Property is accordingly hereby rezoned to Single Family Standard (SF-2).

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.

PASSED AND APPROVED FIRST READING on this the 15th day of September 2021.

PASSED AND APPROVED SECOND AND FINAL READING on this the 20th day of October 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT "A"

Property Legal Description:

93.983 ACRES
(4,093,912 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 93.983 (4,093,912 SQ. FT.) ACRE TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT OF LAND (TRACT TWO), AND THE REMAINDER OF A CALLED 20 ACRE TRACT OF LAND (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENT NUMBER 2009125123 AND DOCUMENT NUMBER 2009125124, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY TEXAS, SAID 93.983 ACRE (4,093,912 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch aluminum capped iron rod found, stamped "TXDOT" in the southwest line of said 39.135 acre Tract One, being in the west right-of way line of F.M. 973 (R.O.W. varies), same being the northeast corner of a called 75.37 acre tract conveyed to the Board of Trustees of Manor Independent School District in Document Number 2008031946 Official Public Records of Travis County Texas, for the southeast corner and **POINT OF BEGINNING** of the herein described tract of land, from which a 1/2 inch capped iron rod found, stamped "BGE" in the east right-of-way line of said F.M. 973, bears S14°48'15"E a distance of 302.09 feet,

THENCE, With the common line of said 39.135 acre Tract One and said 75.37 acre tract, N62°32'47"W, a distance of 2808.00 feet to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", being in the northeastern line of said 75.37 acre tract, also being the southernmost corner of a called 40.00 acre tract conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802, Real Property Records of Travis County, Texas, for the westernmost corner of the herein described tract of land, from which a 3/4 inch iron pipe found bears N62°32'47"W, a distance of 553.37 feet, being in the southwestern line of said 40.00 acre tract, also being the northernmost corner of a 3.56 acre tract conveyed to Aqua Water Supply Corporation in Document Number 2009010572 Official Public Records of Travis County, Texas,

THENCE, with the northwest line of said 39.135 acre Tract One, the northwest line of said 39.135 acre Tract two, and the southeast line of said 40.00 acre tract, N26°45'24"E, passing at a distance of 3.02 feet a 1/2 inch iron rod found, continuing for a total distance of 1462.16 feet to a 1/2 inch iron rod found, being the westernmost corner of a 29.682 acre tract of land conveyed to Robert and Lindsey Smith in Document Number 2016022751, Official Public Records of Travis County, Texas, for the northernmost corner of the herein described tract of land, from which a capped 1/2 inch iron rod found, stamped "BRYAN TECH", being in the eastern line of said 40.00 acre tract, also being the westernmost corner of a 25.585 acre tract conveyed to Robert and Lindsey Smith in Document Number 2016022747, Official Public Records of Travis County, Texas also being the northernmost corner of said 29.682 acre tract, bears N26°48'38"E, a distance of 765.12 feet

THENCE, continuing with the common boundary line of said 93.983 acre tract and said 29.682 acre tract, S62°13'24"E, passing at a distance of 1005.54 feet a 1/2 inch capped iron rod found stamped "BRYAN TECH" for the southernmost corner of said 29.682 acre tract, being at the westernmost corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667, Official Public Records of Travis County, Texas, continuing for a total distance of 2809.36 feet to a 1/2 inch iron rod found in the west right-of-way line of said F.M. 973 (R.O.W. Varies), being at the southernmost corner of said 12.334 acre tract of land, same being at the beginning of a point of curvature to the right, for the easternmost corner of the herein described tract of land,

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93.983 ACRES
(4,093,912 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

THENCE, along said curve to the right, with the west right-of-way line of said F.M. 973 (R.O.W. Varies) over and across said 39.135 acre Tract Two, having an arc length of 282.38 feet, a radius of 2764.79 feet, and whose chord bears S24°12'52"W, a distance of 282.26 feet to a 1/2 inch iron rod found for corner,

THENCE, S27°25'41"W, with the west right-of-way line of said F.M. 973, over and across said 39.135 acre Tract Two, said 20 acre Tract Three, and said 39.135 acre Tract One, a distance of 1164.39 feet to the **POINT OF BEGINNING** and containing 93.983 acres (4,093,912 SQ. FT.) of land.

Surveyed by:  7/27/2021

AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)



FIELD NOTES

THIS IS A FIELD SURVEY MADE BY ME AND MY ASSISTANT, JOHN W. HARRIS, ON THE 15TH DAY OF MARCH, 2011, FOR THE PURPOSE OF SURVEYING THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT TWO), AND THE REMAINDER OF A CALLED 39 ACRE TRACT (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENTS 2009125123 AND 2009125124, OPTICAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY, TEXAS.

THE SURVEY WAS MADE BY ME AND MY ASSISTANT, JOHN W. HARRIS, ON THE 15TH DAY OF MARCH, 2011, FOR THE PURPOSE OF SURVEYING THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT TWO), AND THE REMAINDER OF A CALLED 39 ACRE TRACT (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENTS 2009125123 AND 2009125124, OPTICAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY, TEXAS.

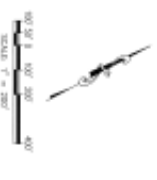
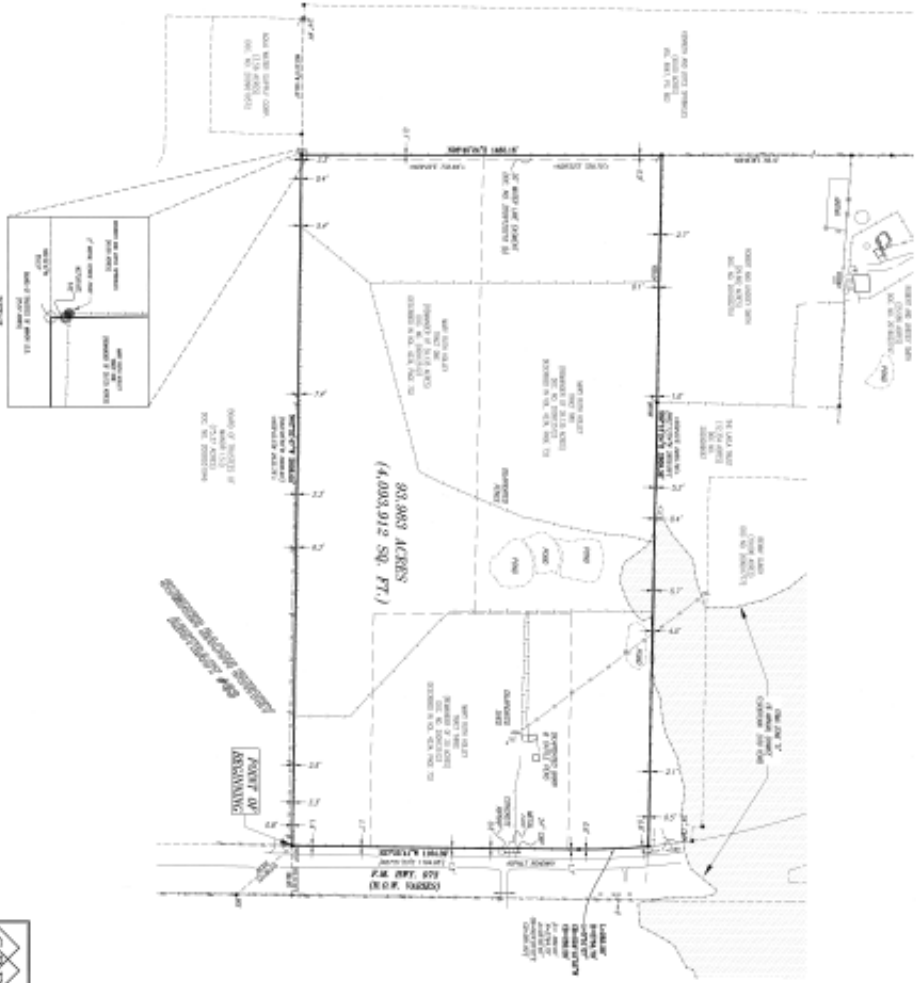
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ALTA/SURV SURVEY OF 39.983 ACRES (4,093,912 SQ. FT.) OF LAND, SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT #63 TRAVIS COUNTY, TEXAS, SAID TRACT OF LAND BEING THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT ONE), THE REMAINDER OF A CALLED 39.135 ACRE TRACT (TRACT TWO), AND THE REMAINDER OF A CALLED 39 ACRE TRACT (TRACT THREE), CONVEYED TO MARY RUTH HOLLEY IN DOCUMENTS 2009125123 AND 2009125124, OPTICAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND DESCRIBED IN VOLUME 4234, PAGE 732, DEED RECORDS OF TRAVIS COUNTY, TEXAS.



- LEGEND
- 1. SURVEYED AND BOUNDARIES BY THIS SURVEY
 - 2. SURVEYED AND BOUNDARIES BY OTHER SURVEYS
 - 3. EXISTING ROAD
 - 4. EXISTING FENCE
 - 5. EXISTING UTILITY
 - 6. EXISTING DRAINAGE
 - 7. EXISTING EASEMENT
 - 8. EXISTING RIGHT-OF-WAY
 - 9. EXISTING CORNER
 - 10. EXISTING MONUMENT
 - 11. EXISTING SURVEY
 - 12. EXISTING ADJACENT
 - 13. EXISTING ADJACENT
 - 14. EXISTING ADJACENT
 - 15. EXISTING ADJACENT
 - 16. EXISTING ADJACENT
 - 17. EXISTING ADJACENT
 - 18. EXISTING ADJACENT
 - 19. EXISTING ADJACENT
 - 20. EXISTING ADJACENT

42.921 ACRES
(1,869,634 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT

FIELD NOTES

BEING ALL OF THAT CERTAIN 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND SITUATED IN THE SUMNER BACON SURVEY, ABSTRACT NUMBER 63, SITUATED IN TRAVIS COUNTY, TEXAS, SAID LAND BEING MORE PARTICULARLY DESCRIBED AS ALL OF A CALLED 25.585 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022747 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND THE REMAINDER OF A CALLED 29.682 ACRE TRACT OF LAND CONVEYED TO ROBERT AND LINDSEY SMITH IN DOCUMENT NUMBER 2016022751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 42.921 ACRE (1,869,634 SQ. FT.) TRACT OF LAND, BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch iron rod found, being in the south right-of-way line of Anderson Road (R.O.W. Varies), also being in the southeast line of a called 40.00 acre tract of land conveyed to Kenneth and Joyce Sprinkles in Volume 8947, Page 802 of the Real Property Records of Travis County, Texas, being also a northwest corner of said 25.585 acre tract for a northwest corner and the **POINT OF BEGINNING** of the herein described tract of land,

THENCE, with the common line of said 25.585 acre tract and said Anderson Road (ROW Varies), the following two (2) courses and distances, numbered 1 and 2

- 1.) N62°25'38"E, a distance of 55.03 feet to a 1/2 inch iron rod found, for corner, and
- 2.) S63°17'54"E, a distance of 5.96' to a 1/2 inch capped iron rod set stamped "CBD SETSTONE", for corner, being the westernmost corner of a called 35.469 acre tract conveyed to Hau Wu and Lanfang Zhang in Document Number 2014104874 of the Official Public Records of Travis County, Texas, from which a 1/2 inch iron rod found bears N27°03'02"E, a distance of 1034.56 feet, being the northernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 12.000 acre tract of land conveyed to Olmer Orellana in Document Number 2014160204 of the Official Public Records of Travis County, Texas

THENCE, with the common line of said 25.585 acre tract and said 35.469 acre tract the following three (3) courses and distances, numbered 1 through 3,

- 1.) S61°52'16"E, a distance of 742.87 feet to a 1/2 capped inch iron rod found, stamped "BRYAN TECH", for corner,
- 2.) S61°40'48"E, passing at a distance of 33.53 feet and 1.6 feet to the left a 1/2 inch iron rod found, and continuing for a total distance of 285.29 feet to a 1/2 capped inch iron rod found, for corner and
- 3.) S61°37'58"E, passing at a distance of 128.53 feet and 2.3 feet to the right a 1/2 inch iron rod found, and continuing for a total distance of 439.53 feet to a 4" concrete monument found, being the southernmost corner of said 35.469 acre tract, also being the westernmost corner of a called 6.789 acre tract conveyed to Vladimir M. Haviar in Document Number 2009019842 of the Official Public Records of Travis County, Texas,

THENCE, with the common line of said 25.585 acre tract and said 6.789 acre tract, S62°05'57"E, a distance of 162.99 feet to a capped 1/2 inch iron rod set stamped "CBD SETSTONE" for corner, being the easternmost corner of said 25.585 acre tract and being also the northernmost corner of a called 14.044 acres conveyed to Don Bayer and Jimmy Bayer in Document Number 2009122122 of the Official Public Records of Travis County, Texas,

42.921 ACRES
(1,869,634 SQ. FT.)
SUMNER BACON SURVEY, ABSTRACT NO. 63
TRAVIS COUNTY TEXAS
HOLLEY TRACT


THENCE, with the common line of said 25.585 acre tract, said 14.044 acre tract, and a called 19.000 acre tract conveyed to Benny Gundy in Document Number 2009017772, Official Public Records of Travis County, Texas, S51°49'49"W, passing at a distance of 690.10 feet a capped 1/2 inch iron found, being the northernmost corner of said 19.000 acre tract, same being the westernmost corner of said 14.044 acre tract and continuing for a total distance of 828.24 feet to a capped 1/2 inch iron rod found, being a northwest corner of said 19.000 acre tract, same being a northeast corner of a called 12.334 acre tract conveyed to The Layla Trust in Document Number 2020009667 of the Official Public Records of Travis County, Texas, for corner,

THENCE, with the common line of said 25.585 acre tract and said 12.334 acre tract, N60°12'14"W, a distance of 299.26 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for corner, same being the northernmost corner of said 12.334 acre tract and the westernmost corner of the remainder of said 29.682 acre tract,

THENCE, with the common line of said 12.334 acre tract and the remainder of said 29.682 acre tract, S27°51'07"W, a distance of 734.09 feet to a capped 1/2 inch iron rod found stamped "BRYAN TECH", for the southernmost corner of the herein described tract of land, being the westernmost corner of said 12.334 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the northeast line of a called 39.135 acre tract (Tract Two) conveyed to Mary Ruth Holley in Document Number 2009125123 of the Official Public Records of Travis County, Texas and described in Volume 4234, Page 732, Deed Records of Travis County, Texas

THENCE, with the common line of said 39.135 acre tract and the remainder of said 29.682 acre tract, N62°13'53"W, a distance of 1005.54 feet to a capped 1/2 inch iron rod found, stamped "BRYAN TECH", for the westernmost corner of the herein described tract of land, same being the northernmost corner of said 39.125 acre tract, same being the southernmost corner of the remainder of said 29.682 acre tract, and being also in the southeast line of a said 40.00 acre tract,

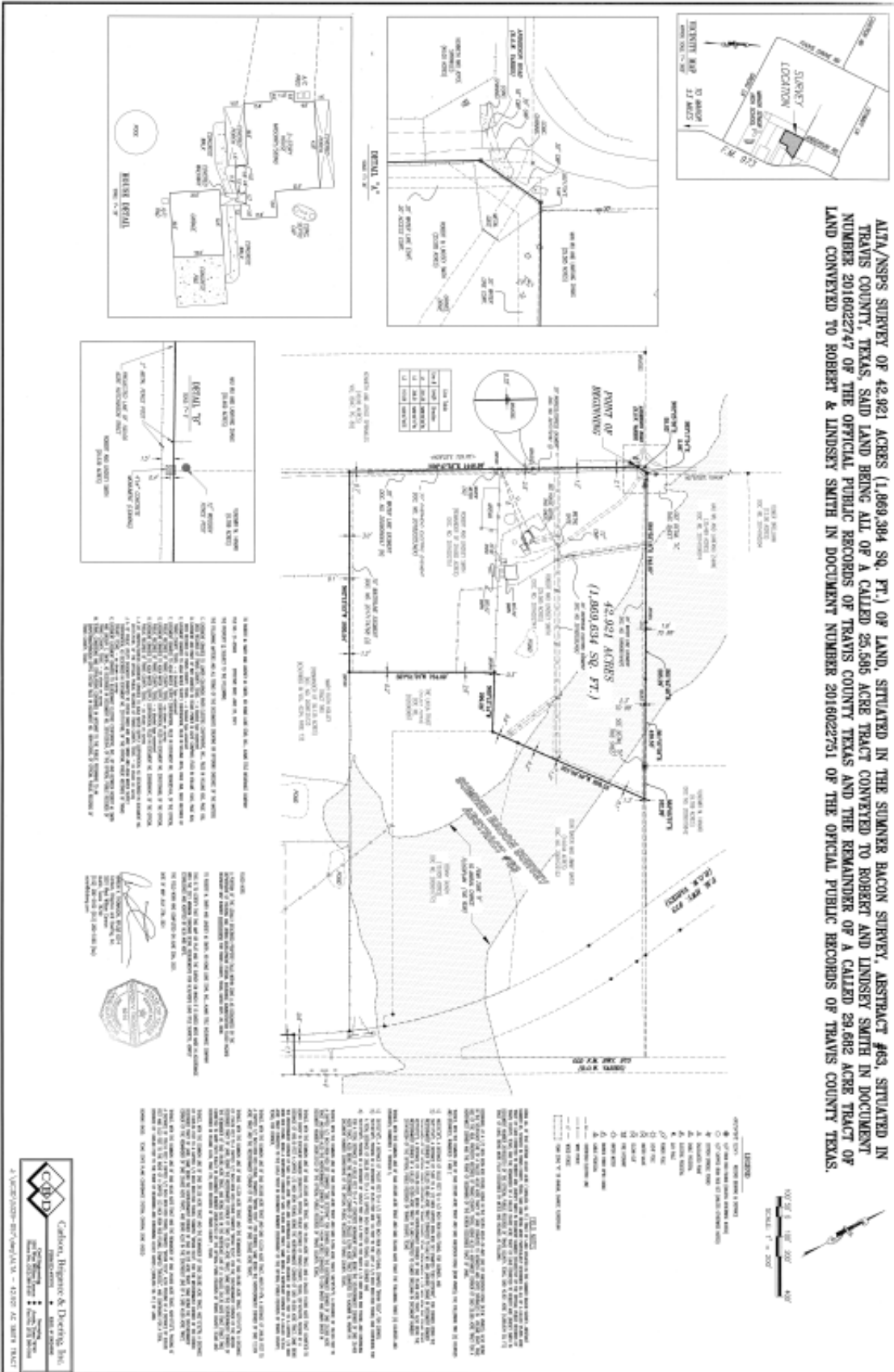
THENCE, with the common line of said 40.00 acre tract and the remainder of said 29.682 acre tract, N26°47'53"E, passing at a distance of 765.16 feet a capped 1/2 inch iron rod found, stamped "BRYAN TECH", also passing at a distance of 926.85 feet and 0.32 feet to the right of a capped 1/2 inch iron rod found, stamped "BRUSSEL", and continuing for a total distance of 1446.99 feet to the **POINT OF BEGINNING** and containing 42.921 acres (1,869,634 SQ. FT.) of land.

Surveyed by:  7/27/2021
AARON V. THOMASON, R.P.L.S. NO. 6214
Carlson, Brigance and Doering, Inc.
REG. #100248900
5501 West William Cannon
Austin, TX 78749
Ph: 512-280-5160 Fax: 512-280-5165
aaron@cbdeng.com



BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

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Carlson, Brigance & Doering, Inc.
Civil Engineering ♦ Surveying

August 13, 2021

City of Manor
Development Services Department
Attn: Mr. Scott Dunlop, Director
105 E. Eggleston Street
Manor, Texas 78653

RE: Holley-Smith Tracts

Re-Zoning Application Letter of Intent

Dear Mr. Dunlop,

On behalf of the owner, Carlson, Brigance & Doering, Inc. respectfully submits this application for a re-zoning of the Holley and Smith properties. The collective properties are a total of 136.90 acres of land currently in the ETJ of the City of Manor. A separate petition for annexation has already been submitted for these respective tracts and is scheduled for processing at the next City of Manor City Council meeting. This request for re-zoning is to enter into the City of Manor city limits as a SF-2 zoned development.

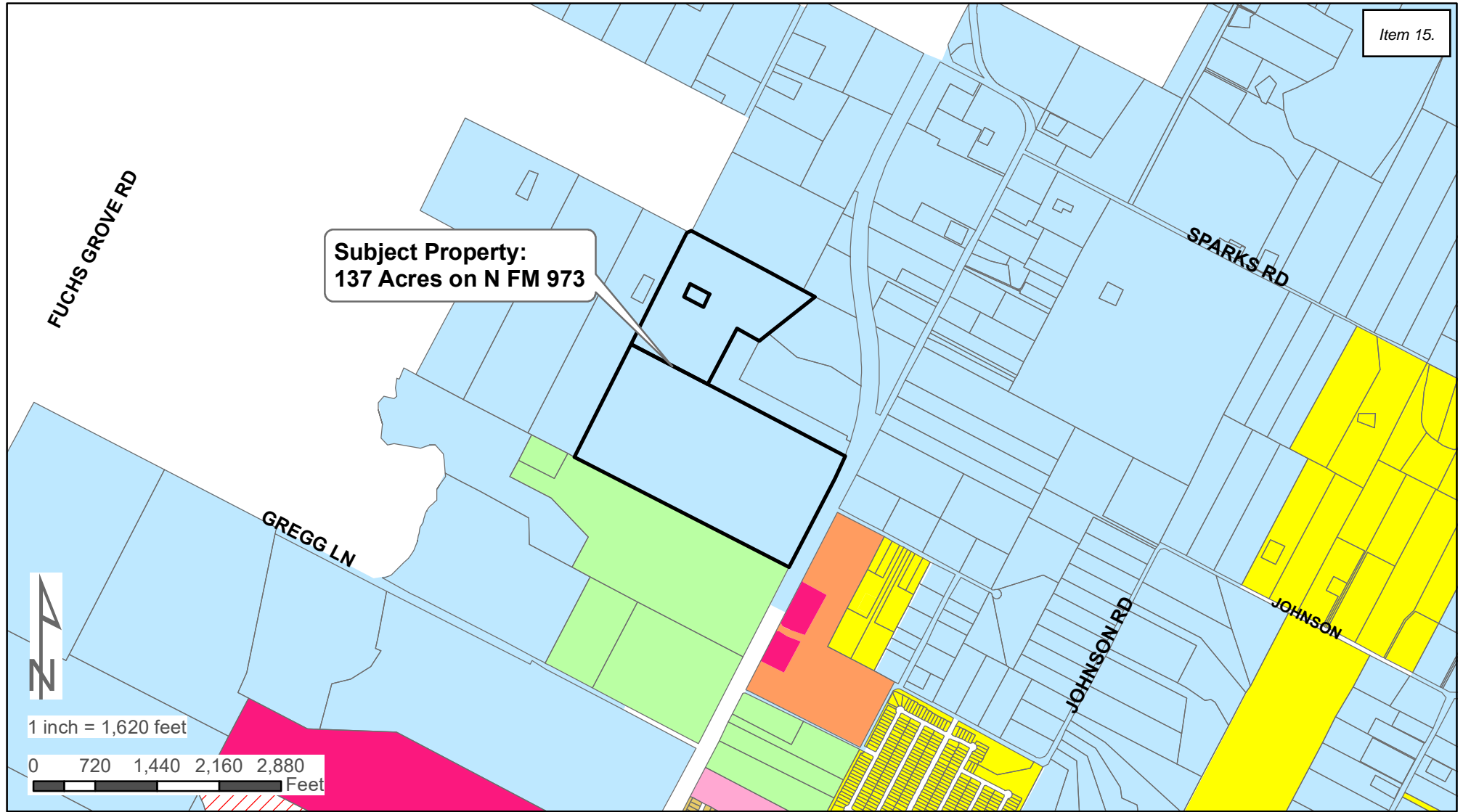
The property under consideration is located immediately adjacent to the Manor ISD Senior High School and Athletic Complex. The other surrounding land uses are residential in scope either within the Manor city limits or further ETJ. The request for SF-2 zoning is compatible with these surrounding land uses as it would present a transitional development of single-family residential into the more rural residential development in the city's ETJ.

Thank you for your time and review of this project. Please let me know if you need any additional information in order to process this application.

Respectfully,

Carlson, Brigance & Doering, Inc.

Geoff Guerrero
Senior Planner



Proposed Zoning: SF-2 Single Family Standard

Zone			
	A - Agricultural		C-3 - Heavy Commercial
	SF-1 - Single Family Suburban		NB - Neighborhood Business
	SF-2 - Single Family Standard		DB - Downtown Business
	TF - Two Family		I-2 - Institutional Large
	MF-1 - Multi-Family 15		GO - General Office
	MF-2 - Multi-Family 25		C-1 - Light Commercial
			C-2 - Medium Commercial
			MH-1 - Manufactured Home
			I-1 - Institutional Small
			C-3 - Heavy Commercial
			NB - Neighborhood Business
			DB - Downtown Business
			IN-1 - Light Industrial
			IN-2 - Heavy Industrial
			PUD - Planned Unit Development
			Un - Undeveloped
			De - Detached
			ETC



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Agreement Regarding Post-Annexation Provision of Services for Property to be Annexed into the City of Manor being a 30.8643 acre tract located in Travis County, Texas.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 30.8643 acres into the city limits. This agreement is being entered into between the City and the property owner to comply with Chapter 43 of the Texas Local Government Code prior to the City Council’s consideration of an ordinance annexing the property.

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

- Services Agreement

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the Agreement Regarding Post-Annexation Provision of Services For Property To Be Annexed Into the City of Manor being a 30.8643 acre tract located in Travis County, Texas.

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

**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

This Services Agreement (the “Agreement”) is entered into between the City of Manor, a Texas municipal corporation (the “City”) and Manor RV Park, LLC, a Texas limited liability company (the “Owner”). The City and the Owner are collectively referred to as the Parties.

RECITALS

WHEREAS, upon the request of the Owner, the City intends to institute annexation proceedings for the tract(s) and parcel(s) of land described more fully hereinafter (the “Subject Property”);

WHEREAS, the City and the Owner are parties to that lawsuit styled *Manor RV Park, LLC v. City of Manor, et al.*, Case No. 1:20-cv-01017-JRN in the United States District Court for the Western District of Texas, and the City and Owner have entered into a settlement agreement addressing, among other things, the annexation and zoning of the Subject Property and the provision of wastewater service to the Subject Property (the “Settlement Agreement”);

WHEREAS, this Agreement is being entered into by and between the Parties to comply with Texas Local Government Code, Chapter 43, Sub-Chapter C-3, Section 43.0672, prior to the City’s consideration of an ordinance annexing the Subject Property, it being understood, acknowledged and agreed by the Parties that annexation of the Subject Property is a condition precedent to this Agreement becoming effective;

WHEREAS, this Agreement shall be deemed effective on the effective date of an ordinance approved by the City annexing the subject property (the “Effective Date”).

WHEREAS, the Subject Property is not included in the municipal annexation plan and is exempt from the requirements thereof;

WHEREAS, infrastructure provided for herein and that are existing are sufficient to service the Subject Property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City;

WHEREAS, the City and the Owner agree each will benefit from the City’s development restrictions and zoning requirements, as well as other municipal services provided by the City which are good and valuable consideration for the Owner to request annexation and for the Parties to enter into this Agreement for the City to provide the listed services upon annexation and in accordance with this Agreement; and

WHEREAS, it is found that all requirements have been satisfied and the City is authorized by the City Charter and *Ch. 43, Loc. Gov’t. Code*, to annex the Subject Property into the City;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties hereto agree as follows:

Section 1. Property Description. The legal description of the Subject Property is as set forth in Exhibit “A” attached hereto and incorporated herein.

Section 2. Services. The following services and schedule represent the provision of services agreed to between the Landowner of the subject property and the City establishing a program under which the City will provide municipal services to the subject property, as required by section 43.0672 of the Texas Local Government Code. The services detailed herein will be provided at a level consistent with service levels provided to other similarly situated areas within the City.

The following services will be provided for the subject property on the Effective Date of annexation:

(a) **General Municipal Services.** Pursuant to the requests of the Owner and this Agreement, the following services shall be provided immediately from the effective date of the annexation:

(1) Police protection as follows:

Routine patrols of accessible areas, radio response to calls for police service and all other police services now being offered to the citizens of the City. Upon annexation, police protection will be provided to the subject property at a level consistent with the service to other areas of the City with similar population density and characteristics. The City's police services include neighborhood patrols, criminal investigations, crime prevention, community services and school programs.

(2) Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD's present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

(3) Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City.

(4) Animal control as follows:

Service by present personnel, equipment and facilities, or by contract with a third party, as provided within the City.

(5) Maintenance of City-owned parks and playgrounds within the City.

(6) Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities. Municipal Court and General Administration services will also be available to property owners and residents in the Subject Property on the same basis those facilities are available to current City property owners and residents.

(7) Maintenance of other City facilities, buildings and service.

(8) Land use regulation as follows:

On the effective date of annexation, the zoning jurisdiction of the City shall be extended to include the Subject Property. It is the City's intent to zone the subject property at the Owner's request in a manner that is consistent with the terms of the Settlement Agreement. The Planning & Zoning Commission and the City Council will consider the applicant's request to process a zoning application and zone the Subject Property for such use and development following final annexation of the Subject Property. The Owner shall apply for and obtain zoning for the Subject Property prior to proceeding with the platting of the Subject Property. The Owner may not obtain approval of a plat until such time as the zoning for the proposed use(s) has been obtained and the Owner agrees to develop in compliance with the City ordinances, rules and regulations within the city limits applicable to the Subject Property as set forth in more detail in the Settlement Agreement, and zoning approved by the City.

(b) **Scheduled Municipal Services.** Due to the size and vacancy of the Subject Property, the plans and schedule for the development of the Subject Property, the following municipal services will be provided on a schedule and at increasing levels of service as provided in this Agreement:

(1) Water service and maintenance of water facilities as follows:

(A) Inspection of water distribution lines as provided by statutes of the State of Texas.

(B) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the Subject Property, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the Subject Property, or portions thereof as applicable, or absent a water CCN, by the utility in whose jurisdiction the Subject Property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. The Subject Property Owner shall construct the internal water lines and be responsible for the costs of line extension and construction of such facilities necessary to provide water service to the subject property as required in City ordinances, if applicable. Upon acceptance of the water lines within the Subject Property and any off-site improvements, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies, if agreed to by the CCN holder. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City, as permitted by the CCN holder. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service, except as provided by the Settlement Agreement.

(2) Wastewater service and maintenance of wastewater facilities as follows:

- (A) Inspection of sewer lines as provided by statutes of the State of Texas.
- (B) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the Subject Property, or applicable portions thereof, by the City in accordance with the terms of the Settlement Agreement. If connected to the City's wastewater utility system, the Subject Property Owner shall construct the internal wastewater lines and be responsible for the costs of line extension. The City shall be responsible for the oversize and expansion of the lift station serving the Property in accordance with the terms of the Settlement Agreement. Upon acceptance of the wastewater lines within the Subject Property and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service, except as provided by the Settlement Agreement.

(3) Maintenance of streets and rights-of-way as appropriate as follows:

- (A) Provide maintenance services on existing public streets within the Subject Property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the existing streets and roads will be limited as follows:
 - (i) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and
 - (ii) Routine maintenance as presently performed by the City.
- (B) The outer boundaries of the Subject Property abut existing roadways. The Owner agrees that no improvements are required by the City on such roadways to service the Subject Property.

(c) **Capital Improvements.** Construction of the following capital improvements shall be initiated by the City after the effective date of the annexation: oversizing of the lift station serving the Property in accordance with the terms of the Settlement Agreement. Upon development of the Subject Property or redevelopment, the Owner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the Subject Property the same as similarly situated properties. When deemed necessary, capital improvement acquisition or construction will occur in

accordance with applicable ordinances and regulations and the adopted capital improvement plans of the City, as applicable and amended, which are incorporated herein by reference.

Section 3. Conflicts. In the event of a conflict between this Agreement and the Settlement Agreement for the Subject Property, the terms and provisions of the Settlement Agreement shall govern and control.

Section 4. Term. The term of this Agreement (the “Term”) is ten (10) years from the Effective Date.

Section 5. Vested Rights Claims. This Agreement is not a permit for the purposes of Chapter 245, Texas Local Government Code.

Section 6. Authorization. All parties and officers signing this Agreement warrant to be duly authorized to execute this Agreement.

Section 7. Covenant Running with the Land. This Agreement shall run with the Subject Property, and this Agreement shall be recorded in the Official Public Records of Travis County, Texas. The Owner and the City acknowledge and agree that this Agreement is binding upon the City and the Owner and their respective successors, executors, heirs, and assigns, as applicable, for the term of this Agreement.

Section 8. Severability. If any provision of this Agreement is held by a court of competent and final jurisdiction to be invalid or unenforceable for any reason, then the remainder of the Agreement shall be deemed to be valid and enforceable as if the invalid portion had not been included.

Section 9. Amendment and Modifications. This Agreement may be amended or modified only in a written instrument that is executed by both the City and the Owner after it has been authorized by the City Council.

Section 10. Gender, Number and Headings. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires. The headings and section numbers are for convenience only and shall not be considered in interpreting or construing this Agreement.

Section 11. Governmental Immunity; Defenses. Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or in equity to either the City or Owner, including governmental immunity, nor to create any legal rights or claims on behalf of any third party.

Section 12. Enforcement; Waiver. This Agreement may be enforced by Owner or the City by any proceeding at law or in equity. Failure to do so shall not be deemed a waiver to enforce the provisions of this Agreement thereafter.

Section 13. Effect of Future Laws. No subsequent change in the law regarding annexation shall affect the enforceability of this Agreement.

Section 14. Venue and Applicable Law. Venue for this Agreement shall be in Travis County, Texas. This Agreement shall be construed under and in accordance with the laws of the State of Texas.

Section 15. Counterparts. This Agreement may be separately executed in individual counterparts and, upon execution, shall constitute one and same instrument.

Section 16. Effective Date. This Agreement shall be in full force and effect as of the date of approval of this Agreement by the City Council, from and after its execution by the parties.

Section 17. Sections to Survive Termination. This Agreement shall survive its termination to the extent necessary for the implementation of the provisions related to wastewater service to the Subject Property by the City.

[signature pages follow]

Entered into this ____ day of _____, 2021.

CITY:

THE CITY OF MANOR,
a Texas municipal corporation

Dr. Larry Wallace, Jr., Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

THIS INSTRUMENT is acknowledged before me on this ____ day of _____, 2021, by Dr. Larry Wallace, Jr., as Mayor of the City of Manor, Texas and attested to by Lluvia T. Almaraz, City Secretary of the City of Manor, Texas, on behalf of the City.

(SEAL)

Notary Public – State of Texas

OWNER:

MANOR RV PARK, LLC,
a Texas limited liability company

By: Laureate Capital Management, LLC, its
Managing Member

By: _____
Jeremy Boynton, Managing Member

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on this _____ day of _____, 2021, by
Jeremy Boynton, Managing Member of Laureate Capital Management, LLC, the Managing Member of
Manor RV Park, LLC, a Texas limited liability company, on behalf of said company.

(SEAL)

Notary Public – State of Texas

AFTER RECORDING RETURN TO:

City of Manor
Attn: City Secretary
105 East Eggleston Street
Manor, TX 78653

EXHIBIT "A"**Legal Description of Subject Property****Exhibit "A" – Legal Description**

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 30.8643 ACRES (1,344,450 SQUARE FEET) OUT OF THE GREENBERRY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 31.02 ACRE TRACT CONVEYED TO ELSIE FRANCES WIER IN DOCUMENT #1999148737 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), SAVE AND EXCEPT A 1.5 CALLED ACRE TRACT CONVEYED TO GREYSTONE HOLDINGS, LLC, IN DOCUMENT #2005016761 (O.P.R.T.C.T.), SAID 30.8643 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:



PO Box 90876
Austin, TX 78709
512.554.3371
jward@4wards.com
www.4wards.com

BEGINNING, at a 1/2-inch iron rod with "4Ward Boundary" cap set in the south right-of-way line of US Highway 290 (240' right-of-way), and being the northeast corner of said Greystone tract, and being the northwest corner of the remainder of said Wier tract, for the northwest corner and **POINT OF BEGINNING** hereof, from which a 3/8-inch iron rod found bears, S11°00'39"W, a distance of 1.00 feet, and also from which, a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the northeast corner of a called 1.002 acre tract partially conveyed to Daniel Perez in Document #2012110051 (O.P.R.T.C.T.), and to Celia Enriquez-Felipe in Document #2015030029 (O.P.R.T.C.T.), and being the northwest corner of said Greystone tract, and being the northwest corner of said Wier tract bears, S85°56'14"W, a distance of 155.12 feet;

THENCE, with the south right-of-way line of said US 290 and the north line of said Wier tract, the following three (3) courses and distances:

- 1) **N85°56'14"E**, a distance of **778.45** feet to a disturbed TxDot Type 1 concrete monument found for the northeast corner hereof, and
- 2) **S03°55'51"E**, a distance of **158.46** feet to a leaning TxDot Type 1 concrete monument found for an angle point hereof, said point being in the called west line of an abandoned County Road (no dedication/vacation information found), and
- 3) **S61°43'23"E**, a distance of **30.06** feet to a 1/2-inch iron rod found for an angle point hereof, said point being in the called centerline of said abandoned County Road, and being a corner in the east line of said Wier tract;

THENCE, with the called centerline of said abandoned County Road and the east line of said Wier tract, **S27°05'58"W**, a distance of **1,791.29** feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for an angle point hereof, said point being at the intersection of the west line of a called 94.339 acre tract conveyed to Ginsel Family Ltd., in Document #2006248015 (O.P.R.T.C.T.), said tract being described by metes and bounds in Document #2004055639 (O.P.R.T.C.T.), and in Volume 3120, Page 698 of the Deed Records of Travis County, Texas (D.R.T.C.T.), with the called centerline of said abandoned County Road and the east line of said Wier tract;

THENCE, with the west line of said Ginsel tract, in conflict with the called centerline of said abandoned County Road and the east line of said Wier tract, **S27°58'47"W**, a distance of **334.74** feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for the southeast corner hereof, said point being at the intersection of the north line of Lot 22, Block I of Bell Farms, Phase Two-A, recorded in Document #200700061 (O.P.R.T.C.T.), with the west line of said Ginsel tract, from which a 1/2-inch iron rod with illegible cap found for the southwest corner of said Ginsel tract, and being the northwest corner of Lot 83, Block C of Final Plat of Carriage Hills Section Three, recorded in Document #201000127 (O.P.R.T.C.T.) bears, S27°58'47"W, a distance of 166.08 feet, and also from which, a calculated point for the northeast corner of said Lot 22, and being the southeast corner of said Wier tract bears, S73°23'16"E, a distance of 5.23 feet;

THENCE, with the common line of said Bell Farms, Phase Two-A, and said Wier tract, **N73°23'16"W**, passing at a distance of 173.07 feet, a 1/2-inch iron rod found at the northeast terminus of Carillon Way (60'

right-of-way), and being the northwest corner of said Lot 22, and continuing for a total distance of **374.66** feet to a 1/2-inch iron rod found for the southwest corner hereof, said point being at the southeast corner of a called 3.20 acre tract conveyed to Faustino Canamero Cardero in Document #2018099283 (O.P.R.T.C.T.), and being in the north line of Lot 50, Block "D" of said Bell Farms, Phase Two-A, and being the southwest corner of said Wier tract;


THENCE, in part with the east line of said Cardero tract, in part with the east line of a called 1.0004 acre tract conveyed to Timothy W. Walker, Sr., in Document #2019011268 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Sammie Hutchinson in Volume 11789, Page 292 of the Real Property Records of Travis County, Texas (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Aguster Powell in Volume 5086, Page 1826 (D.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Jesse and Barbara Robertson in Volume 8731, Page 506 (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Pablo R. and Ana M. Mijares in Document #2014174956 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Anselma and San Juana Castro in Volume 13218, Page 4385 (R.P.R.T.C.T.), said tract described further in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Lupe Hernandez in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Jose Guadalupe and Soni Hernandez in Document #2002181992 (O.P.R.T.C.T.), said tract described further in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Frank D. Muniz in Volume 12117, Page 263 (R.P.R.T.C.T.), said tract described in Volume 2958, Page 888 (D.R.T.C.T.) and in Volume 4998, Page 777 (D.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Amy G. and Joseph Carlos Deleon in Document #2008194463 (O.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Hilaria Reyes in Volume 11799, Page 26 (R.P.R.T.C.T.), and with the west line of said Wier tract, **N10°53'27"E**, a distance of **1,486.93** feet to a calculated point for an exterior ell-corner hereof, said point being at the common corner of said Greystone tract, said Perez tract and said Reyes tract, from which a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the common north corner of said Greystone tract and said Perez tract, and being the northwest corner of said Wier tract bears, **N10°53'27"E**, a distance of 437.05 feet;

THENCE, over and across said Wier tract, with the south and east lines of the Greystone tract, the following two (2) courses and distances:

- 1) **N85°57'43"E**, a distance of **154.15** feet to a 1-inch iron pipe found for an interior ell-corner hereof, and
- 2) **N11°00'39"E**, passing at a distance of 436.36 feet, a 3/8-inch iron rod found, and continuing for a total distance of **437.36** feet to the **POINT OF BEGINNING**, and containing 30.8643 Acres (1,344,450 Square Feet) more or less.

NOTE:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203); all distances were adjusted to surface using a combined scale factor of 1.000079893396. See attached sketch (reference drawing: 00835.dwg)



 Steven M. Duarte, RPLS #5940
 4Ward Land Surveying, LLC

7/31/2019





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an ordinance annexing 30.8643 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

BACKGROUND/SUMMARY:

A voluntary annexation petition was submitted by petitioners to annex 30.8643 acres into the city limits. The attached ordinance is submitted to the City Council for first reading consideration to annex 30.8643 acres into the city limits and complies with the City’s Charter and Chapter 43 of the Texas Local Government Code.

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

- Annexation Ordinance for 30.8643 acre tract

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the first reading of an ordinance annexing 30.8643 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of Manor, Texas, at the request of the property owner, approving an agreement for the provision of services for the annexed area and providing for other related matters.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 30.8643 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

WHEREAS, the City of Manor, Texas, is a home rule municipality authorized by State law to annex territory lying adjacent and contiguous to the City;

WHEREAS, the owners of the property, as hereinafter described, made written request for the City to annex such property in compliance with the *Tex. Loc. Gov't. Code*;

WHEREAS, the property is adjacent and contiguous to the present city limits;

WHEREAS, the City Council heard and has decided to grant the owners' request that the City annex said property;

WHEREAS, a public hearing was conducted prior to consideration of this Ordinance in accordance with §43.0673 of the *Tex. Loc. Gov't. Code*;

WHEREAS, notice of the public hearing was published not more than twenty (20) nor less than ten (10) days prior to the public hearing;

WHEREAS, the City intends to provide services to the property to be annexed according to the agreement for the provision of services attached hereto as Exhibit "B".

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

SECTION 1. That all of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. All portions of the following described properties (hereinafter referred to as the "Annexed Property"), not previously annexed into the City, including the abutting streets, roadways and rights-of-way, are hereby annexed into the corporate limits of the City of Manor:

Being 30.8643 acres of a tract of land out of the Greenberry Gates Survey No. 63, Abstract No. 315, in Travis County, Texas and being all of a called 31.02 acre tract conveyed to Elsie Frances Wier in Document No. 1999148737, Official Public Records of Travis County, Texas, said 30.8643 tract of land being more particularly shown and described in the Exhibit "A" attached hereto and incorporated herein for all purposes.

ORDINANCE NO.

SECTION 3. That the provision of services agreement submitted herewith is hereby approved as part of this Ordinance, made a part hereof and attached hereto as Exhibit “B”.

SECTION 4. That the future owners and inhabitants of the Annexed Property shall be entitled to all of the rights and privileges of the City as set forth in the provisions of services agreement attached hereto as Exhibit “B”, and are further bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

SECTION 5. That the official map and boundaries of the City, heretofore adopted and amended be and hereby are amended so as to include the Annexed Property as part of the City of Manor.

SECTION 6. That the Annexed Property shall be temporarily zoned Agricultural District “A” as provided in the City Zoning Ordinance, as amended, until permanent zoning is established therefore.

SECTION 7. That if any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code*.

SECTION 9. 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, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this 15th day of September 2021.

FINALLY PASSED AND APPROVED on this ____ day of _____, 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

ORDINANCE NO.

Page 3

Exhibit "A"

ANNEXED PROPERTY DESCRIPTION

Exhibit "A" – Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 30.8643 ACRES (1,344,450 SQUARE FEET) OUT OF THE GREENBERRY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 31.02 ACRE TRACT CONVEYED TO ELSIE FRANCES WIER IN DOCUMENT #1999148737 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), SAVE AND EXCEPT A 1.5 CALLED ACRE TRACT CONVEYED TO GREYSTONE HOLDINGS, LLC, IN DOCUMENT #2005016761 (O.P.R.T.C.T.), SAID 30.8643 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:



PO Box 90876
Austin, TX 78709
512.554.3371
jward@4wards.com
www.4wards.com

BEGINNING, at a 1/2-inch iron rod with "4Ward Boundary" cap set in the south right-of-way line of US Highway 290 (240' right-of-way), and being the northeast corner of said Greystone tract, and being the northwest corner of the remainder of said Wier tract, for the northwest corner and **POINT OF BEGINNING** hereof, from which a 3/8-inch iron rod found bears, S11°00'39"W, a distance of 1.00 feet, and also from which, a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the northeast corner of a called 1.002 acre tract partially conveyed to Daniel Perez in Document #2012110051 (O.P.R.T.C.T.), and to Celia Enriquez-Felipe in Document #2015030029 (O.P.R.T.C.T.), and being the northwest corner of said Greystone tract, and being the northwest corner of said Wier tract bears, S85°56'14"W, a distance of 155.12 feet;

THENCE, with the south right-of-way line of said US 290 and the north line of said Wier tract, the following three (3) courses and distances:

- 1) **N85°56'14"E**, a distance of **778.45** feet to a disturbed TxDot Type 1 concrete monument found for the northeast corner hereof, and
- 2) **S03°55'51"E**, a distance of **158.46** feet to a leaning TxDot Type 1 concrete monument found for an angle point hereof, said point being in the called west line of an abandoned County Road (no dedication/vacation information found), and
- 3) **S61°43'23"E**, a distance of **30.06** feet to a 1/2-inch iron rod found for an angle point hereof, said point being in the called centerline of said abandoned County Road, and being a corner in the east line of said Wier tract;

THENCE, with the called centerline of said abandoned County Road and the east line of said Wier tract, **S27°05'58"W**, a distance of **1,791.29** feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for an angle point hereof, said point being at the intersection of the west line of a called 94.339 acre tract conveyed to Ginsel Family Ltd., in Document #2006248015 (O.P.R.T.C.T.), said tract being described by metes and bounds in Document #2004055639 (O.P.R.T.C.T.), and in Volume 3120, Page 698 of the Deed Records of Travis County, Texas (D.R.T.C.T.), with the called centerline of said abandoned County Road and the east line of said Wier tract;

THENCE, with the west line of said Ginsel tract, in conflict with the called centerline of said abandoned County Road and the east line of said Wier tract, **S27°58'47"W**, a distance of **334.74** feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for the southeast corner hereof, said point being at the intersection of the north line of Lot 22, Block I of Bell Farms, Phase Two-A, recorded in Document #200700061 (O.P.R.T.C.T.), with the west line of said Ginsel tract, from which a 1/2-inch iron rod with illegible cap found for the southwest corner of said Ginsel tract, and being the northwest corner of Lot 83, Block C of Final Plat of Carriage Hills Section Three, recorded in Document #201000127 (O.P.R.T.C.T.) bears, S27°58'47"W, a distance of 166.08 feet, and also from which, a calculated point for the northeast corner of said Lot 22, and being the southeast corner of said Wier tract bears, S73°23'16"E, a distance of 5.23 feet;

THENCE, with the common line of said Bell Farms, Phase Two-A, and said Wier tract, **N73°23'16"W**, passing at a distance of 173.07 feet, a 1/2-inch iron rod found at the northeast terminus of Carillon Way (60'

ORDINANCE NO.

right-of-way), and being the northwest corner of said Lot 22, and continuing for a total distance of **374.66** feet to a 1/2-inch iron rod found for the southwest corner hereof, said point being at the southeast corner of a called 3.20 acre tract conveyed to Faustino Canamero Cardero in Document #2018099283 (O.P.R.T.C.T.), and being in the north line of Lot 50, Block "D" of said Bell Farms, Phase Two-A, and being the southwest corner of said Wier tract;

THENCE, in part with the east line of said Cardero tract, in part with the east line of a called 1.0004 acre tract conveyed to Timothy W. Walker, Sr., in Document #2019011268 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Sammie Hutchinson in Volume 11789, Page 292 of the Real Property Records of Travis County, Texas (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Aguster Powell in Volume 5086, Page 1826 (D.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Jesse and Barbara Robertson in Volume 8731, Page 506 (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Pablo R. and Ana M. Mijares in Document #2014174956 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Anselma and San Juana Castro in Volume 13218, Page 4385 (R.P.R.T.C.T.), said tract described further in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Lupe Hernandez in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Jose Guadalupe and Soni Hernandez in Document #2002181992 (O.P.R.T.C.T.), said tract described further in Document #2003291901 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Frank D. Muniz in Volume 12117, Page 263 (R.P.R.T.C.T.), said tract described in Volume 2958, Page 888 (D.R.T.C.T.) and in Volume 4998, Page 777 (D.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Amy G. and Joseph Carlos Deleon in Document #2008194463 (O.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Hilaria Reyes in Volume 11799, Page 26 (R.P.R.T.C.T.), and with the west line of said Wier tract, **N10°53'27"E**, a distance of **1,486.93** feet to a calculated point for an exterior ell-corner hereof, said point being at the common corner of said Greystone tract, said Perez tract and said Reyes tract, from which a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the common north corner of said Greystone tract and said Perez tract, and being the northwest corner of said Wier tract bears, **N10°53'27"E**, a distance of 437.05 feet;

THENCE, over and across said Wier tract, with the south and east lines of the Greystone tract, the following two (2) courses and distances:

- 1) **N85°57'43"E**, a distance of **154.15** feet to a 1-inch iron pipe found for an interior ell-corner hereof, and
- 2) **N11°00'39"E**, passing at a distance of 436.36 feet, a 3/8-inch iron rod found, and continuing for a total distance of **437.36** feet to the **POINT OF BEGINNING**, and containing 30.8643 Acres (1,344,450 Square Feet) more or less.

NOTE:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203); all distances were adjusted to surface using a combined scale factor of 1.000079893396. See attached sketch (reference drawing: 00835.dwg)



 7/31/2019

 Steven M. Duarte, RPLS #5940

 4Ward Land Surveying, LLC



ORDINANCE NO.

Page 6

Exhibit "B"
**AGREEMENT REGARDING POST-ANNEXATION PROVISION OF SERVICES
FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

[Insert executed Agreement]



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on of an ordinance zoning 30.8643 acres of land, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2).

Applicant: Jackson Walker, LLP

Owner: Manor RV Park, LLC

BACKGROUND/SUMMARY:

This property is in the process of being annexed and along with their annexation, the property owner has filed this zoning request. The property has a vested (grandfathered) use as an RV Park with the County and under State regulations they are permitted that entitlement. If the zoning is approved, their use of the property as an RV Park, if developed, would be a non-conforming use that if discontinued for a 90-day period could not be resumed.

P&Z voted 6-0 to approve with the condition that the use if discontinued for a 90-day period could not be resumed.

LEGAL REVIEW: Yes

FISCAL IMPACT:

PRESENTATION: No

ATTACHMENTS: Yes

- Zoning Ordinance for 30.8643 acre tract
- Rezoning Map
- C-2 and MF areas map

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the First Reading of an ordinance zoning 30.8643 acres of land, more or less, out of the Greenbury Gates Survey No. 63, Abstract No. 315, and being located at 13119 US Hwy 290 E, Manor, TX to Medium Commercial (C-2) and Multi-Family 25 (MF-2), with a condition that the use of the property as an RV Park, if developed, shall be a non-conforming use which shall not terminate upon the sale or conveyance of the property or damage to or destruction of the RV Park, but shall terminate only when the RV Park use ceases for a period of 90 consecutive days or longer.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY ZONING A PARCEL OF LAND TO MEDIUM COMMERCIAL (C-2) AND MULTI-FAMILY 25 (MF-2); 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 zoned;

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 zoning and forwarded its recommendation on the zoning to the City Council;

WHEREAS, after publishing notice of the public hearing 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 zoning the Property as set forth in Section 3.

SECTION 3. Zoned Property. The Zoning Ordinance is hereby amended by providing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property") changed from the temporary zoning of Agricultural District "A" to Medium Commercial (C-2) and Multi-Family 25 (MF-2), with a condition that the use of the Property as an RV Park, if developed, shall be a non-conforming use which shall not terminate upon the sale or conveyance of the Property or damage to or destruction of the RV Park, but shall terminate only when the RV Park use ceases for a period of 90 consecutive days or longer.

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, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED FIRST READING on this the 15th day of September 2021.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of _____ 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT “A”

Property Address:
13119 US Hwy 290 E, Manor, TX 78653

Property Legal Description

Tract 1 - Medium Commercial (C-2):

Being a description of a tract of land containing 6.7962 acres (296,063 Square Feet) of land, being out of the Greenberry Gates Survey No. 63, Abstract No. 315 in Travis County, Texas, Being a portion of a called 30.8643 acre tract conveyed to Manor RV Park, LLC in Document No. 2019179489 of the Official Public Records of Travis County, Texas, said 6.7962 acres being more particularly described by metes and bounds in Exhibit “A”, Tract 1 attached hereto and incorporated herein for all purposes.

Tract 2 - Multi-Family 25 (MF-2):

Being a description of a tract of land containing 24.0681 acres (1,048,407 Square Feet) of land, being out of the Greenberry Gates Survey No. 63, Abstract No. 315 in Travis County, Texas, Being a portion of a called 30.8643 acre tract conveyed to Manor RV Park, LLC in Document No. 2019179489 of the Official Public Records of Travis County, Texas, said 24.0681 acres being more particularly described by metes and bounds in Exhibit “A”, Tract 2 attached hereto and incorporated herein for all purposes.

ORDINANCE NO.

EXHIBIT "A"
Tract 1

(Zoning Exhibit)
Greenberry Gates Survey No. 63, Abstract No. 315
City of Manor, Travis County, Texas

Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 6.7962 ACRES (296,063 SQUARE FEET) OF LAND, BEING OUT OF THE GREENBERRY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING A PORTION OF A CALLED 30.8643 ACRE TRACT CONVEYED TO MANOR RV PARK, LLC IN DOCUMENT NO. 2019179489 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), SAID 6.7962 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:



PO Box 90876
Austin, TX 78709
512.554.3371
jward@4wards.com
www.4wards.com

BEGINNING, at a 1/2-inch iron rod with "4Ward Boundary" cap set in the south right-of-way line of US Highway 290 (240' right-of-way), being the most northerly northwest corner of said 30.8643 acre tract, and being the northeast corner of a called 1.50 acre tract conveyed to Greystone Holdings, LLC in Document No. 2005016761 (O.P.R.T.C.T.), for the northwest corner and **POINT OF BEGINNING** hereof, from which a 3/8-inch iron rod found bears, S11°00'39"W, a distance of 1.00 feet, and also from which, a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the northeast corner of a called 1.002 acre tract partially conveyed to Daniel Perez in Document No. 2012110051 (O.P.R.T.C.T.), and partially to Celia Enriquez-Felipe in Document No. 2015030029 (O.P.R.T.C.T.), and being the northwest corner of said Greystone Holdings tract, bears, S85°56'14"W, a distance of 155.12 feet;

THENCE, with the south right-of-way line of said US 290 and the north line of said 30.8643 acre tract, the following three (3) courses and distances:

1. N85°56'14"E, a distance of 778.45 feet to a disturbed TxDot Type 1 concrete monument found for the northeast corner hereof,
2. S03°55'51"E, a distance of 158.46 feet to a leaning TxDot Type 1 concrete monument found for an angle point hereof, said point being in the called west line of an abandoned County Road (no dedication/vacation information found), and
3. S61°43'23"E, a distance of 30.06 feet to a 1/2-inch iron rod found for an angle point hereof, said point being in the called centerline of said abandoned County Road, and being a corner in the east line of said 30.8643 acre tract;

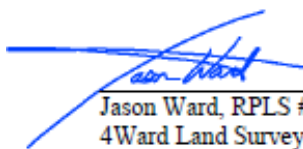
THENCE, with the called centerline of said abandoned County Road and the east line of said 30.8643 acre tract, S27°05'58"W, a distance of 222.57 feet to a calculated point for the southeast corner hereof;

THENCE, over and across said 30.8643 acre tract, S85°56'14"W, a distance of 786.61 feet to a calculated point for the southwest corner hereof, said point being in the west line of said 30.8643 acre tract, also being in the east line of said Greystone Holdings tract, from which a 1-inch iron pipe found for an internal ell-corner in the west line of said 30.8643 acre tract, being the southeast corner of said Greystone Holdings tract, bears, S11°00'39"W, a distance of 59.35 feet;

THENCE, with the common line of said 30.8643 acre tract and said Greystone Holdings tract, N11°00'39"E, a distance of 378.01 feet to the **POINT OF BEGINNING**, and containing 6.7962 Acres (296,063 Square Feet) more or less.

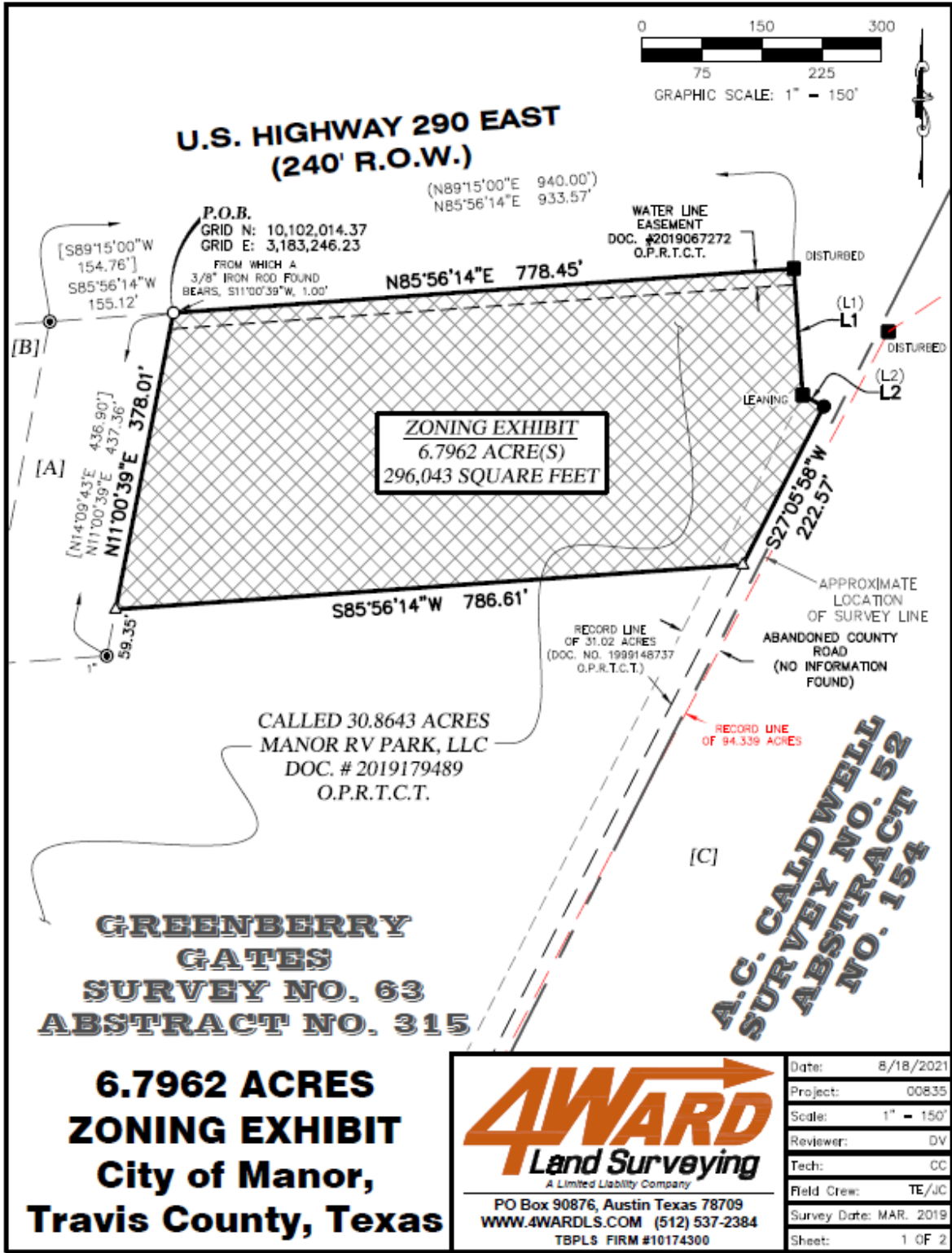
Notes:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203); all distances were adjusted to surface using a combined scale factor of 1.000079893396. See attached sketch (reference drawing: 00835_ZE-2.dwg.)


8/18/21
Jason Ward, RPLS #5811
4Ward Land Surveying, LLC



References:
TCAD Parcel #236864
COA GRID #U29 & V29



LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S03°55'51"E	158.46'
L2	S61°43'23"E	30.06'

RECORD LINE TABLE		
LINE #	DIRECTION	LENGTH
(L1)	S01°15'00"E	168.40'
(L2)	S60°00'00"E	30.00'

LEGEND	
	PROPERTY LINE
	EXISTING PROPERTY LINES
	1/2" IRON ROD FOUND (UNLESS NOTED)
	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET
	1/2" IRON PIPE FOUND (UNLESS NOTED)
	CALCULATED POINT
	TXDOT TYPE I CONCRETE MONUMENT FOUND
DOC. #	DOCUMENT NUMBER
VOL./PG.	VOLUME, PAGE
R.O.W.	RIGHT-OF-WAY
P.O.B.	POINT OF BEGINNING
R.P.R.T.C.T.	REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
D.R.T.C.T.	DEED RECORDS, TRAVIS COUNTY, TEXAS
(.....)	RECORD INFORMATION PER DOC. # 999148737
[.....]	RECORD INFORMATION PER DOC. # 2005016761

[A]
 CALLED 1.50 ACRES
 GREYSTONE
 HOLDINGS, LLC
 DOC. # 2005016761
 O.P.R.T.C.T.

[B]
 CALLED 1.002 ACRES
 DANIEL PEREZ
 DOC. # 2012110051
 O.P.R.T.C.T.
 CELIA ENRIQUEZ-FELIPE
 DOC. # 2015030029

[C]
 CALLED 94.339 ACRES
 GINSEL FAMILY, LTD.
 DOC. # 2006248015
 O.P.R.T.C.T.
 DESCRIBED IN
 METES & BOUNDS
 IN DOC. # 2004055639
 O.P.R.T.C.T.
 AND
 VOL. 3120, PG. 698
 D.R.T.C.T.

8/18/2021



NOTES:
 1) ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83, ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000079893396.
 2) SEE ATTACHED METES AND BOUNDS DESCRIPTION.

TCAD PARCEL #236864
 COA CITY GRID #U29 & V29

**6.7962 ACRES
 ZONING EXHIBIT
 City of Manor,
 Travis County, Texas**

4WARD
 Land Surveying
 A Limited Liability Company
 PO Box 90876, Austin Texas 78709
 WWW.4WARDLS.COM (512) 537-2384
 TBPLS FIRM #10174300

Date:	8/18/2021
Project:	00835
Scale:	N/A
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MAR. 2019
Sheet:	2 OF 2

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ORDINANCE NO.

EXHIBIT "A"
Tract 2

(Zoning Exhibit)
Greenberry Gates Survey No. 63, Abstract No. 315
City of Manor, Travis County, Texas

Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 24.0681 ACRES (1,048,407 SQUARE FEET) OF LAND, BEING OUT OF THE GREENBERRY GATES SURVEY NO. 63, ABSTRACT NO. 315, IN TRAVIS COUNTY, TEXAS, BEING A PORTION OF A CALLED 30.8643 ACRE TRACT CONVEYED TO MANOR RV PARK, LLC IN DOCUMENT NO. 2019179489 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), SAID 24.0681 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:



COMMENCING, at a 1/2-inch iron rod with "4Ward Boundary" cap set in the south right-of-way line of US Highway 290 (240' right-of-way), being the most northerly northwest corner of said 30.8643 acre tract, and being the northeast corner of a called 1.50 acre tract conveyed to Greystone Holdings, LLC in Document No. 2005016761 (O.P.R.T.C.T.), from which a 3/8-inch iron rod found bears, S11°00'39"W, a distance of 1.00 feet, and also from which, a 1/2-inch iron pipe found in the south right-of-way line of said US 290, and being the northeast corner of a called 1.002 acre tract partially conveyed to Daniel Perez in Document No. 2012110051 (O.P.R.T.C.T.), and partially to Celia Enriquez-Felipe in Document No. 2015030029 (O.P.R.T.C.T.), and being the northwest corner of said Greystone Holdings tract, bears, S85°56'14"W, a distance of 155.12 feet;

THENCE, leaving the south right-of-way US Highway 290, with the common line of said 30.8643 acre tract and the east line of said Greystone Holdings tract, S11°00'39"E, a distance of 378.01 feet to a calculated point for the most northerly northwest corner and POINT OF BEGINNING hereof;

THENCE, over and across said 30.8643 acre tract, N85°56'14"E, a distance of 786.61 feet to a calculated point for the northeast corner hereof, said point being in the called centerline of said abandoned County Road, and being in the east line of said 30.8643 acre tract;

THENCE, with the called centerline of said abandoned County Road and the east line of said 30.8643 acre tract, S27°05'58"W, a distance of 1,568.72 feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for an angle point hereof, said point being at the intersection of the west line of a called 94.339 acre tract conveyed to Ginsel Family Ltd., in Document No. 2006248015 (O.P.R.T.C.T.), said tract being described by metes and bounds in Document No. 2004055639 (O.P.R.T.C.T.), and in Volume 3120, Page 698 of the Deed Records of Travis County, Texas (D.R.T.C.T.), with the called centerline of said abandoned County Road and the east line of said 30.8643 acre tract;

THENCE, with the west line of said Ginsel tract, in conflict with the called centerline of said abandoned County Road and the east line of said 30.8643 acre tract, S27°58'47"W, a distance of 334.74 feet to a 1/2-inch iron rod with "4Ward Boundary" cap set for the southeast corner hereof, said point being at the intersection of the north line of Lot 22, Block I of Bell Farms, Phase Two-A, recorded in Document No. 200700061 (O.P.R.T.C.T.), with the west line of said Ginsel tract, from which a 1/2-inch iron rod with illegible cap found for the southwest corner of said Ginsel tract, and being the northwest corner of Lot 83, Block C of Final Plat of Carriage Hills Section Three, recorded in Document No. 201000127 (O.P.R.T.C.T.) bears, S27°58'47"W, a distance of 166.08 feet, and also from which, a calculated point for the northeast corner of said Lot 22, bears, S73°23'16"E, a distance of 5.23 feet;

THENCE, with the common line of said Bell Farms, Phase Two-A, and said 30.8643 acre tract, N73°23'16"W, passing at a distance of 173.10 feet, a 1/2-inch iron rod found at the northeast terminus of Carillon Way (50'

right-of-way), and being the northwest corner of said Lot 22, and continuing for a total distance of 374.66 feet to a 1/2-inch iron rod found for the southwest corner hereof, said point being at the southeast corner of a called 3.020 acre tract conveyed to Faustino Canamero Cardero in Document No. 2018099283 (O.P.R.T.C.T.), and being in the north line of Lot 50, Block "D" of said Bell Farms, Phase Two-A, and being the southwest corner of said 30.8643 acre tract;

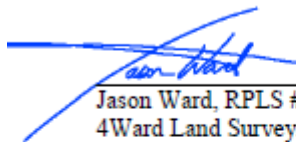
THENCE, in part with the east line of said Cardero tract, in part with the east line of a called 1.0004 acre tract conveyed to Timothy W. Walker, Sr., in Document No. 2019011268 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Sammie Hutchinson in Volume 11789, Page 292 of the Real Property Records of Travis County, Texas (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Aguster Powell in Volume 5086, Page 1826 (D.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Jesse and Barbara Robertson in Volume 8731, Page 506 (R.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Pablo R. and Ana M. Mijares in Document No. 2014174956 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Anselma and San Juana Castro in Volume 13218, Page 4385 (R.P.R.T.C.T.), said tract described further in Document No. 2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.25 acre tract conveyed to Lupe Hernandez in Document No. 2003291901 (O.P.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Jose Guadalupe and Soni Hernandez in Document No. 2002181992 (O.P.R.T.C.T.), said tract described further in Document No. 2003291901 (O.P.R.T.C.T.), in part with the east line of a called 1.00 acre tract conveyed to Frank D. Muniz in Volume 12117, Page 263 (R.P.R.T.C.T.), said tract described in Volume 2958, Page 888 (D.R.T.C.T.) and in Volume 4998, Page 777 (D.R.T.C.T.), in part with the east line of a called 0.50 acre tract conveyed to Amy G. and Joseph Carlos Deleon in Document No. 2008194463 (O.P.R.T.C.T.), in part with the east line of a called 1.0 acre tract conveyed to Hilaria Reyes in Volume 11799, Page 26 (R.P.R.T.C.T.), and with the west line of said 30.8643 acre tract, N10°53'27"E, a distance of 1,486.93 feet to a calculated point for an exterior ell-corner hereof, said point being an exterior ell-corner of said 30.8643 acre tract, also being the common corner of said Greystone tract, said Perez tract and said Reyes tract;

THENCE, with the west line of said 30.8643 acre tract, with the south and east lines of the Greystone tract, the following two (2) courses and distances:

- 1) N85°57'43"E, a distance of 154.15 feet to a 1-inch iron pipe found for an interior ell-corner hereof, and
- 2) N11°00'39"E, a distance of 59.35 feet to the POINT OF BEGINNING, and containing 24.0681 Acres (1,048,407 Square Feet) more or less.

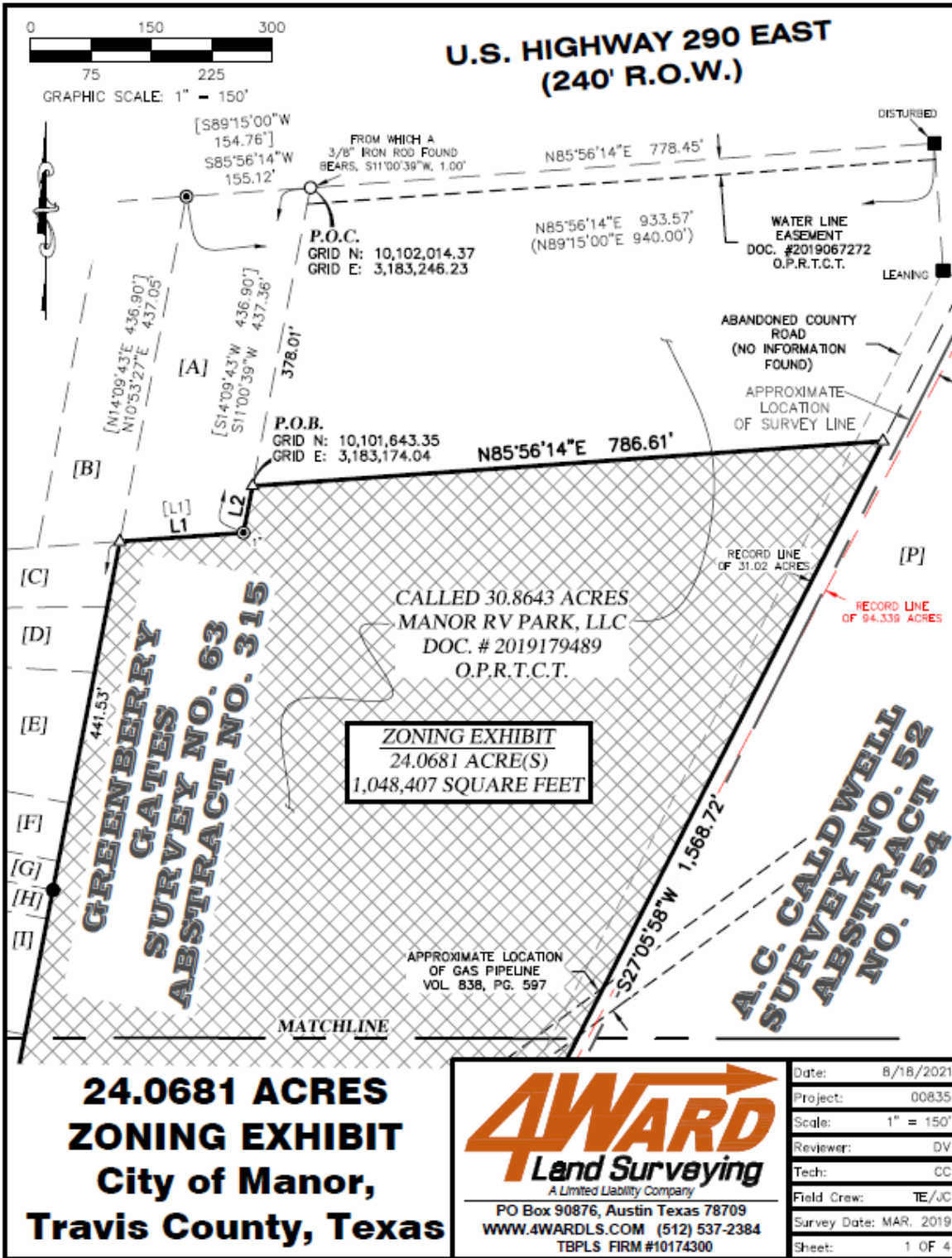
Notes:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203); all distances were adjusted to surface using a combined scale factor of 1.000079893396. See attached sketch (reference drawing: 00835_ZE-1.dwg.)


 8/18/21
 Jason Ward, RPLS #5811
 4Ward Land Surveying, LLC



References:
 TCAD Parcel #236864
 COA GRID #U29 & V29

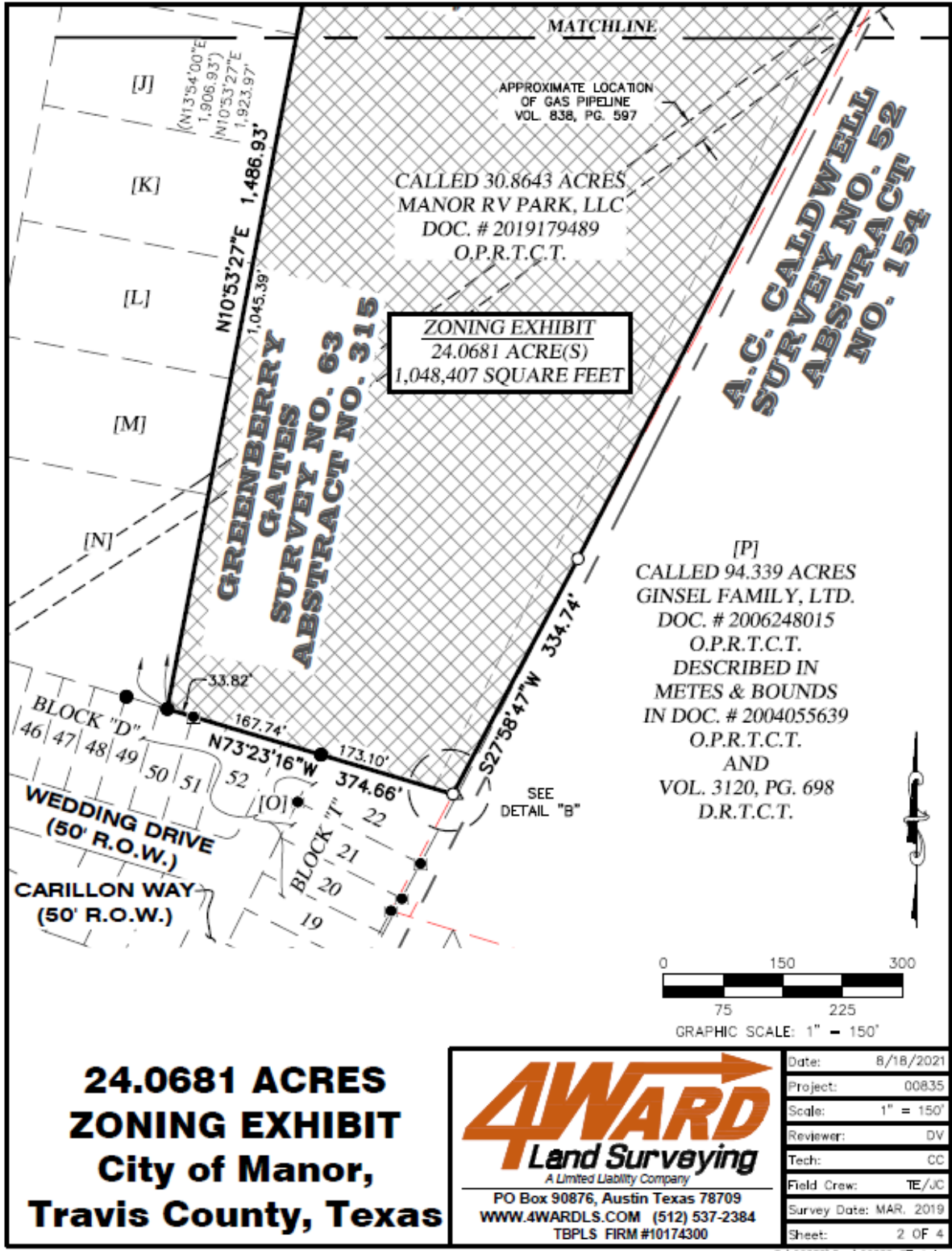


**24.0681 ACRES
ZONING EXHIBIT
City of Manor,
Travis County, Texas**

4WARD
Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	8/18/2021
Project:	00835
Scale:	1" = 150'
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MAR. 2019
Sheet:	1 OF 4

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<p>[A] CALLED 1.50 ACRES GREYSTONE HOLDINGS, LLC DOC. # 2005016761 O.P.R.T.C.T.</p>	<p>[F] CALLED .50 ACRE JOSE GUADALUPE & SONI HERNANDEZ DOC. # 2002181992 O.P.R.T.C.T. DESCRIBED ON MAP/PLAT IN DOC. # 2003291901 O.P.R.T.C.T.</p>	<p>[K] CALLED 1.0 ACRE AGUSTER POWELL VOL. 5086, PG. 1826, D.R.T.C.T.</p>
<p>[B] CALLED 1.002 ACRES DANIEL PEREZ DOC. # 2012110051 O.P.R.T.C.T. CELIA ENRIQUEZ-FELIPE DOC. # 2015030029 O.P.R.T.C.T.</p>	<p>[G] CALLED 0.25 ACRE LUPE HERNANDEZ DOC. # 2003291901 O.P.R.T.C.T.</p>	<p>[L] CALLED 0.998 ACRE RAFAEL HERNANDEZ AND SAMIRA CARDONA DOC. # 2019081857 O.P.R.T.C.T.</p>
<p>[C] CALLED 1.0 ACRE HILARIA REYES VOL. 11799, PG. 26 R.P.R.T.C.T.</p>	<p>[H] CALLED 0.25 ACRE ANSELMA & SAN JUANA CASTRO VOL. 13218, PG. 4385 R.P.R.T.C.T. SHOWN ON MAP/PLAT IN DOC. #2003291901, O.P.R.T.C.T.</p>	<p>[M] CALLED 1.0004 ACRES TIMOTHY W. WALKER, SR. DOC. # 2019011268 O.P.R.T.C.T.</p>
<p>[D] CALLED 0.50 ACRE AMY G. & JOSEPH CARLOS DELEON DOC. # 2008194463 O.P.R.T.C.T.</p>	<p>[I] CALLED 1.0 ACRE PABLO R. & ANA M. MIJARES DOC. # 2014174956 O.P.R.T.C.T.</p>	<p>[N] CALLED 3.020 ACRES FAUSTINO CANAMERO CARDERO DOC. # 2018099283 O.P.R.T.C.T.</p>
<p>[E] CALLED 1.00 ACRE FRANK D. MUNIZ VOL. 12117, PG. 263 R.P.R.T.C.T. DESCRIBED IN METES & BOUNDS IN VOL. 2958, PG. 888 D.R.T.C.T. AND ADDITIONALLY IN VOL. 4998, PG. 777 D.R.T.C.T.</p>	<p>[J] CALLED 1.0 ACRE JESSIE & BARBARA ROBERTSON VOL. 8731, PG. 506 R.P.R.T.C.T.</p>	<p>[O] BELL FARMS PHASE TWO-A DOC. #200700061 O.P.R.T.C.T.</p>
		<p>[Q] BLOCK C FINAL PLAT OF CARRIAGE HILLS SECTION THREE DOC. # 201000127 O.P.R.T.C.T.</p>

**24.0681 ACRES
ZONING EXHIBIT
City of Manor,
Travis County, Texas**



A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

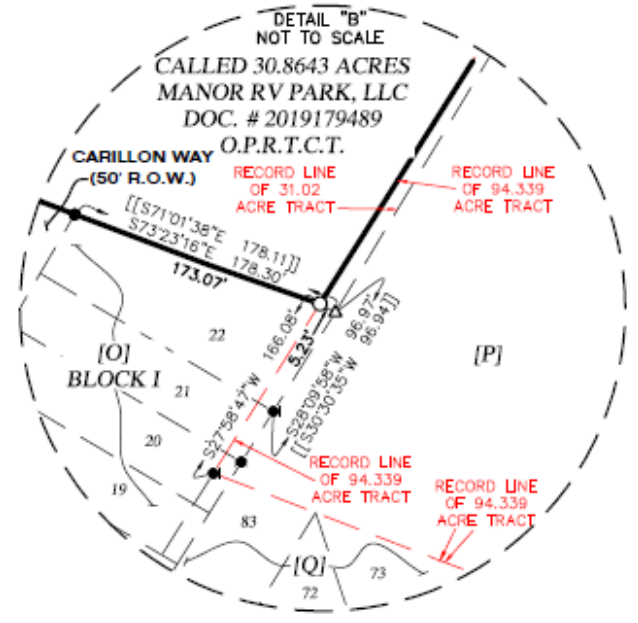
Date:	8/18/2021
Project:	00835
Scale:	N/A
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MAR. 2019
Sheet:	3 OF 4

P:\00835\dwg\00835_2E-1.dwg

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N85°57'43"E	154.15'
L2	N11°00'39"E	59.35'

LINE TABLE (RECORD)		
LINE #	DIRECTION	LENGTH
[L1]	N89°15'00"E	154.76'

LEGEND	
	PROPERTY LINE
	EXISTING PROPERTY LINES
	1/2" IRON ROD FOUND (UNLESS NOTED)
	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET
	1/2" IRON PIPE FOUND (UNLESS NOTED)
	IRON ROD WITH "POINT LINE RPLS 1587" CAP FOUND
	CALCULATED POINT
	TXDOT TYPE I CONCRETE MONUMENT FOUND
DOC. #	DOCUMENT NUMBER
VOL./PG.	VOLUME, PAGE
R.O.W.	RIGHT-OF-WAY
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
R.P.R.T.C.T.	REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
D.R.T.C.T.	DEED RECORDS, TRAVIS COUNTY, TEXAS
(.....)	RECORD INFORMATION PER DOC. #1999148737
[.....]	RECORD INFORMATION PER DOC. # 2005016761
[[.....]]	RECORD INFORMATION PER DOC. #200700061
(((.....)))	RECORD INFORMATION PER DOC. #2004055639



8/18/2021



NOTES:
 1) ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83, ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000079893396.
 2) SEE ATTACHED METES AND BOUNDS DESCRIPTION.

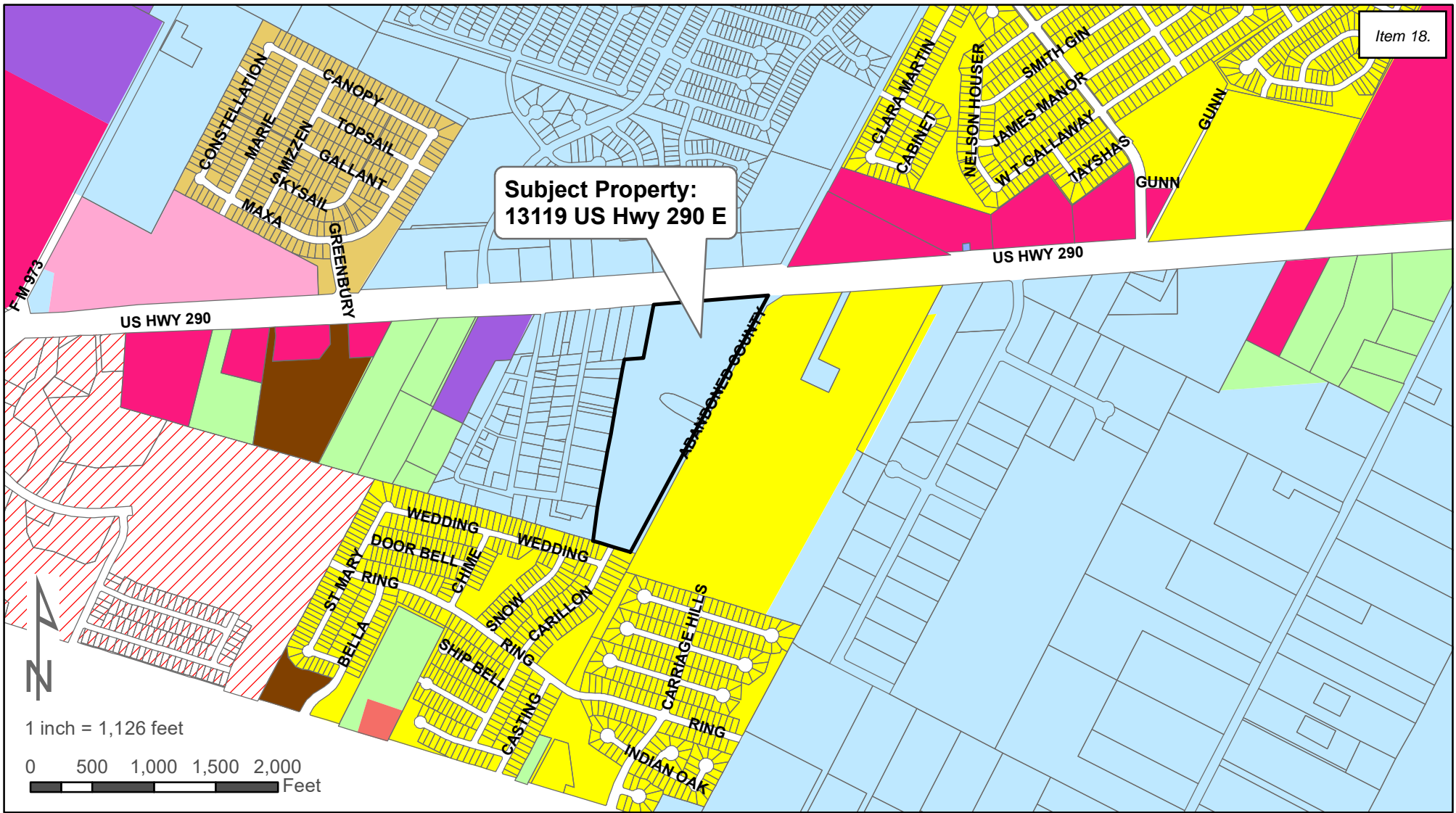
TCAD PARCEL #236864
 COA CITY GRID #J29 & V29

**24.0681 ACRES
 ZONING EXHIBIT
 City of Manor,
 Travis County, Texas**

4WARD
 Land Surveying
 A Limited Liability Company
 PO Box 90876, Austin Texas 78709
 WWW.4WARDLS.COM (512) 537-2384
 TBPLS FIRM #10174300

Date:	8/18/2021
Project:	00835
Scale:	N/A
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MAR, 2019
Sheet:	4 OF 4

P:\00835\0wg\00835_7E-1.dwg



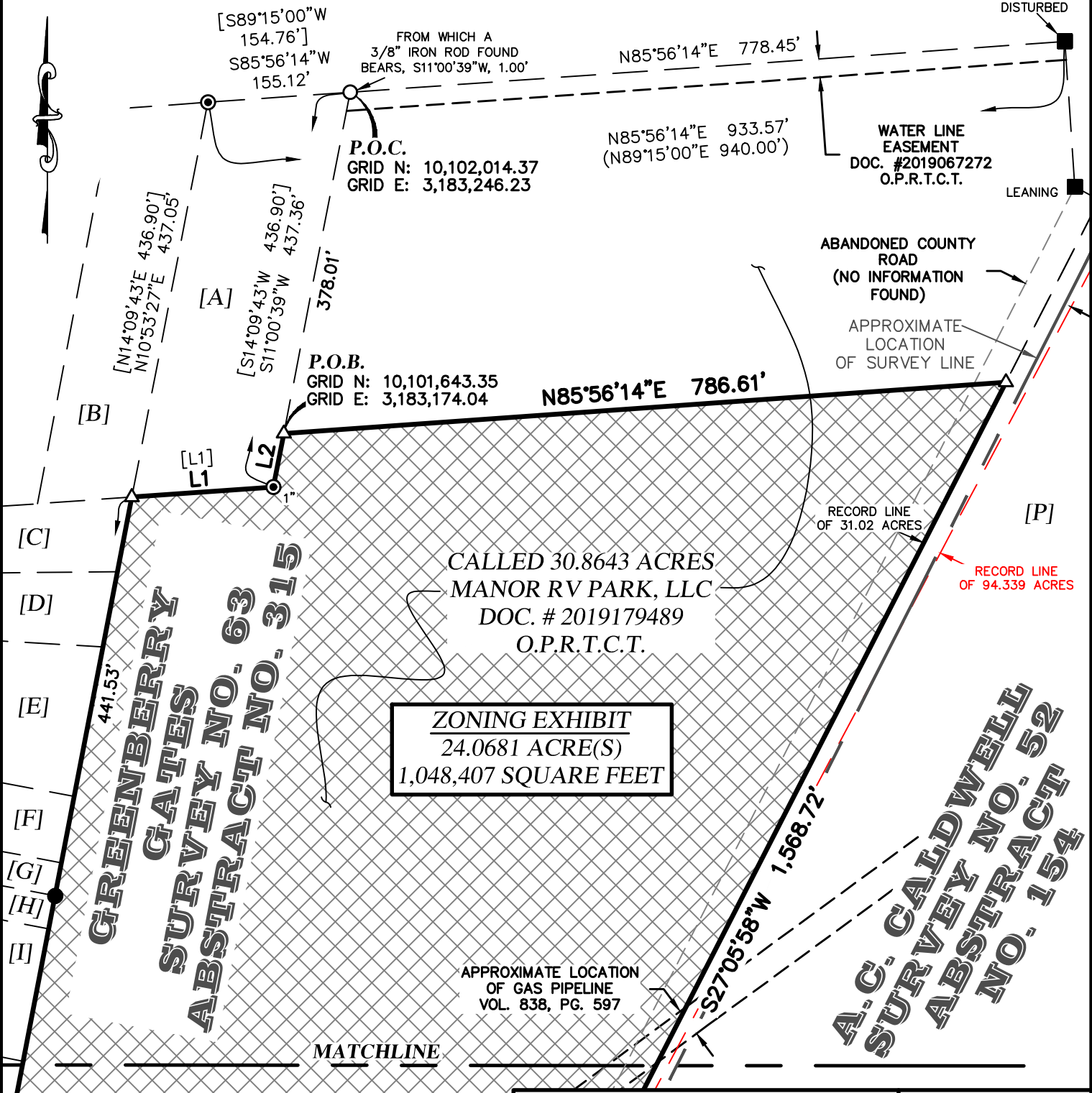
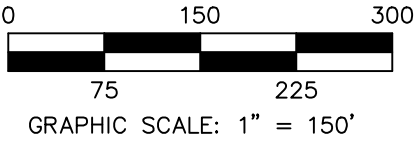
Proposed Zoning:

C-2 Medium Commercial

MF-2 Multi-Family 25

Zone		
■ A - Agricultural	■ MH-1 - Manufactured Home	■ C-3 - Heavy Commercial
■ SF-1 - Single Family Suburban	■ I-1 - Institutional Small	■ NB - Neighborhood Business
■ SF-2 - Single Family Standard	■ I-2 - Institutional Large	■ DB - Downtown Business
■ TF - Two Family	■ GO - General Office	■ IN-1 - Light Industrial
■ MF-1 - Multi-Family 15	■ C-1 - Light Commercial	■ IN-2 - Heavy Industrial
■ MF-2 - Multi-Family 25	■ C-2 - Medium Commercial	■ PUD - Planned Unit Development
		▨ Un
		■ ET

U.S. HIGHWAY 290 EAST (240' R.O.W.)



ZONING EXHIBIT
24.0681 ACRE(S)
1,048,407 SQUARE FEET

CALLED 30.8643 ACRES
MANOR RV PARK, LLC
DOC. # 2019179489
O.P.R.T.C.T.

**24.0681 ACRES
ZONING EXHIBIT
City of Manor,
Travis County, Texas**

4WARD
Land Surveying
A Limited Liability Company

PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	8/18/2021
Project:	00835
Scale:	1" = 150'
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MA
Sheet:	283

MATCHLINE

APPROXIMATE LOCATION
OF GAS PIPELINE
VOL. 838, PG. 597

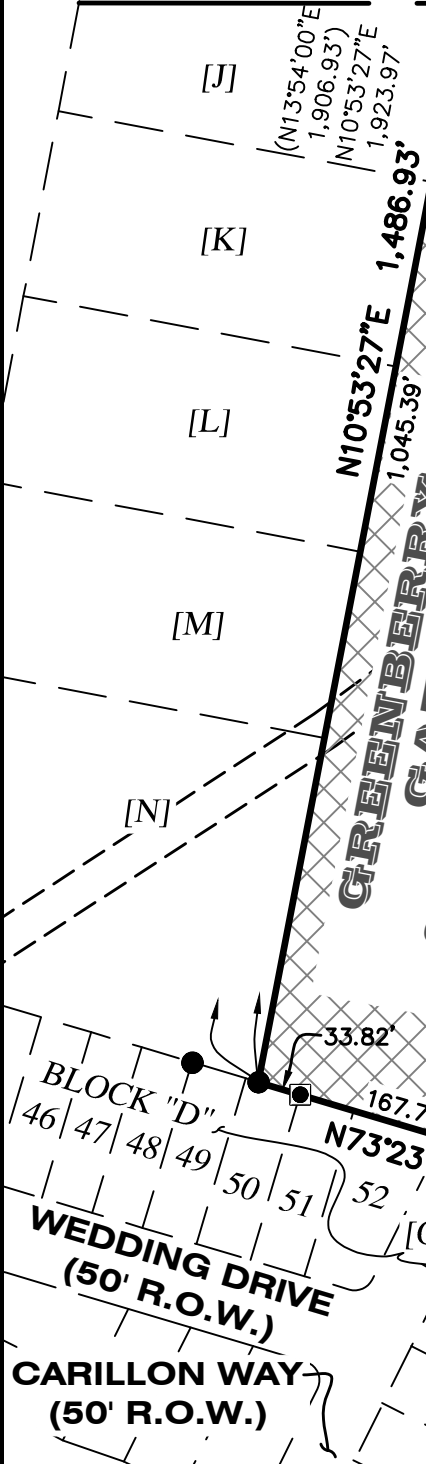
CALLED 30.8643 ACRES
MANOR RV PARK, LLC
DOC. # 2019179489
O.P.R.T.C.T.

ZONING EXHIBIT
24.0681 ACRE(S)
1,048,407 SQUARE FEET

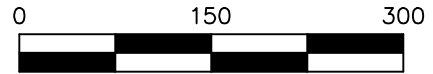
**A.C. CALDWELL
SURVEY NO. 52
ABSTRACT NO. 154**

**GREENBERRY
GATES
SURVEY NO. 63
ABSTRACT NO. 315**

[P]
CALLED 94.339 ACRES
GINSEL FAMILY, LTD.
DOC. # 2006248015
O.P.R.T.C.T.
DESCRIBED IN
METES & BOUNDS
IN DOC. # 2004055639
O.P.R.T.C.T.
AND
VOL. 3120, PG. 698
D.R.T.C.T.



SEE
DETAIL "B"



GRAPHIC SCALE: 1" = 150'

24.0681 ACRES ZONING EXHIBIT City of Manor, Travis County, Texas



PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	8/18/2021
Project:	00835
Scale:	1" = 150'
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MA
Sheet:	284



**U.S. HIGHWAY 290 EAST
(240' R.O.W.)**

(N89°15'00"E 940.00')
(N85°56'14"E 933.57')

P.O.B.
GRID N: 10,102,014.37
GRID E: 3,183,246.23
FROM WHICH A
3/8" IRON ROD FOUND
BEARS, S11°00'39"W, 1.00'

**WATER LINE
EASEMENT
DOC. #2019067272
O.P.R.T.C.T.**

DISTURBED

(L1)
L1
(L2)
L2

DISTURBED

LEANING

N85°56'14"E 778.45'

ZONING EXHIBIT
6.7962 ACRE(S)
296,043 SQUARE FEET

APPROXIMATE
LOCATION
OF SURVEY LINE

**ABANDONED COUNTY
ROAD
(NO INFORMATION
FOUND)**

RECORD LINE
OF 31.02 ACRES
(DOC. NO. 1999148737
O.P.R.T.C.T.)

RECORD LINE
OF 94.339 ACRES

CALLED 30.8643 ACRES
MANOR RV PARK, LLC
DOC. # 2019179489
O.P.R.T.C.T.

**GREENBERRY
GATES
SURVEY NO. 63
ABSTRACT NO. 315**

**A.C. CALDWELL
SURVEY NO. 52
ABSTRACT
NO. 154**

**6.7962 ACRES
ZONING EXHIBIT
City of Manor,
Travis County, Texas**



PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	8/18/2021
Project:	00835
Scale:	1" = 150'
Reviewer:	DV
Tech:	CC
Field Crew:	TE/JC
Survey Date:	MA
Sheet:	285



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Deposit Agreement Supplement – Public Improvement District, Lagos PID Improvement Area #1 Bonds.

BACKGROUND/SUMMARY:

The City Council previously approved the creation of the Lagos Public Improvement District (PID) and the issuance of bonds for the Major Improvement Area of the Lagos PID. The City and Developer entered into a deposit agreement to cover the cost of the previous bond issuance. This supplement deposit agreement is being entered to cover the costs to issue bonds for Improvement Area #1 (IA #1).

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

- Lagos PID Deposit Agreement Supplement

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the Deposit Agreement Supplement – Public Improvement District, Lagos PID Improvement Area #1 Bonds.

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

**CITY OF MANOR, TEXAS DEPOSIT AGREEMENT SUPPLEMENT -
PUBLIC IMPROVEMENT DISTRICT
Lagos PID Improvement Area #1 Bonds**

THIS DEPOSIT AGREEMENT (this “Agreement”) is made and entered into as of _____, 2021 by and between the **CITY OF MANOR, TEXAS** (the “City”) and **706 INVESTMENT PARTNERSHIP, LTD.**, a Texas limited partnership (including its Designated Successors and Assigns, the “Owner”).

WHEREAS, the Owner requested that the City create a public improvement district (the “District”) that included real property within the corporate limits of the City, enter into a PID financing agreement under which the City would, among other things, conduct proceedings pursuant to the provisions of Texas Local Government Code Chapter 372 (the “PID Act”) to levy special assessments, and issue one or more series of bonds (the “Bonds”) in accordance with the PID Act; and

WHEREAS, the City created the District, as approved in City Resolution No. 2019-02; and

WHEREAS, the City levied special assessments on property within the Major Improvement Area of the District, pursuant to City Ordinance No. 556, and issued bonds for the Major Improvement Area of the District, as authorized in City Ordinance No. 563; and

WHEREAS, the Owner previously agreed to advance moneys to be used by the City Manager of the City (the “City Manager”) to pay costs and expenses associated with retaining consultants to assist the City with evaluating the feasibility and desirability of creation of the District, levying assessments, and issuing bonds for the Major Improvement Area of the District; and

WHEREAS, the Owner has now agreed to advance additional moneys to be used by the City Manager to pay costs and expenses associated with retaining the Consultants (herein defined) to assist the City with assessing the feasibility and desirability of (i) levying assessments and (ii) issuing Bonds for Improvement Area #1 of the District (the “PID Feasibility Matters”), such advances being subject to reimbursement or credit as provided in other PID agreements; and

WHEREAS, the parties hereto wish to enter into the Agreement to define the terms and conditions under which moneys will be advanced by and reimbursed to the Owner.

NOW THEREFORE, the parties, for mutual consideration, agree as follows:

SECTION 1. DEPOSITS. The Owner shall deposit with the City the amount of \$69,000.00 (the “Moneys”) to the City Manager within five (5) business days after this Agreement is executed and delivered by the City, which Moneys shall be used by the City exclusively to pay costs incurred and costs generally described in Section 2 hereof. If the Moneys are not deposited in accordance with this Section 1, the City shall not proceed with evaluating the PID Feasibility. The City will notify the Owner if the costs generally described in Section 2 exceed or are expected to exceed

\$69,000.00. The City will draw from the deposit for the Consultant fees and other fees related to the PID Feasibility (the “**Consultant Deposit**”). Whenever the account for the Consultant Deposit reaches a balance below \$5,000.00, the Owner shall deposit an additional \$10,000.00 within five (5) business days of notification by the City Manager (the “Additional Moneys”). If the Additional Moneys are not deposited in accordance with this Section 1, the City shall not proceed with evaluating the PID Feasibility. The City Manager shall cause all Moneys received from the Owner to be deposited into a separate account maintained by or at the direction of the City Manager and the Office of the City Director of Finance. All interest or other amounts earned on Moneys (if any) in such account shall be held in such account for the payment of Project Costs or otherwise applied as set forth in Section 3 hereof.

SECTION 2. USE OF MONEYS ON DEPOSIT. The City has retained P3Works, LLC as assessment consultant; the City has engaged or will engage additional consultants, including but not limited to engineers and attorneys (collectively, “**Consultants**”). The Consultants will assist the City with evaluating the PID Feasibility. The Consultants will be responsible to, and will act as consultants to, the City in connection with the PID Feasibility. The City Manager will use the Moneys to pay costs and expenses of the Consultants that are associated with or incidental to evaluating the PID Feasibility (collectively, “**Project Costs**”). PID Feasibility does not include work by or on behalf of the City regarding development of real property within the District except as such development specifically relates to PID creation or PID matters. The scope of work and terms and conditions of the agreement for the Consultants is, or will be, set forth in an agreement on file in the City Secretary’s office. The City Manager shall maintain records of the payment of all Project Costs and keep such records on file and available for inspection and review by the Owner in the City Secretary’s office. Upon request, but not more than monthly, the City agrees to provide the Owner with copies of all invoices for evaluating the PID Feasibility that have been paid since the last request. If the Owner objects to any portion of an invoice, the City and the Owner agree in good faith to attempt to resolve the dispute within a reasonable period of time.

SECTION 3. UNEXPENDED MONEYS. If proceedings for approval of the PID Financing Agreement are unsuccessful and are terminated or abandoned prior to levying assessments or the issuance of the Bonds, the City Manager shall transfer to the Owner all Moneys, including any interest earnings thereon, then on deposit in the account established and maintained pursuant to Section 1, exclusive of Moneys necessary to pay Project Costs or portions thereof that (i) have been actually incurred and (ii) are due and owing as of the date of such termination or abandonment. Upon the successful issuance of the Bonds, the City shall return unexpended Moneys, and the interest thereon, if any, to Owner.

SECTION 4. RESERVED RIGHTS. This Agreement does not in any way create an obligation or commitment that the City will execute any agreements, and the City expressly reserves the right to terminate or abandon the proceedings at any time, if in the City's sole discretion, it deems such termination or abandonment to be in the best interests of the City.

SECTION 5. BINDING EFFECT. This Agreement shall be binding on the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date above written.

EXECUTED and ACCEPTED this ____ of _____ 2021.

CITY OF MANOR, TEXAS, a municipal corporation

By: _____

Dr. Larry Wallace, Jr., Mayor

Date: _____

ATTEST:

Lluvia T. Almaraz, City Secretary

AGREED TO and ACCEPTED this ____ of _____ 2021.

706 INVESTMENT PARTNERSHIP, LTD.,
a Texas limited partnership

By: 706 Investment GP, Inc.,
a Texas corporation, its General Partner

By: _____

Name: Peter A. Dwyer

Title: President



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Tracey Vasquez, HR Manager
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on renewing the re-rate notice and benefits verification form for FY 2021-2022 between the City of Manor and the health insurance pool, TML-Health; and authorize the interim City Manager to execute the re-rate notice and benefits verification form.

BACKGROUND/SUMMARY:

TML Health went out for an RFP and is switching to Blue Cross & Blue Shield. The City Council is being asked to renew the re-rate notice and benefits verification form with the various new plan options that HR will choose. The preferred option that HR will be choosing is Option 1, which is a 3.53% increase that is already factored into the FY 21-22 budget, and is the closest plan to the city’s existing plan package.

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

- TML Health Renewal Notice and Re-rate notice
- Benefits Summary

STAFF RECOMMENDATION:

It is City staff’s recommendation that the City Council renew the re-rate notice and benefits verification form for FY 2021-2022 between the City of Manor and the health insurance pool, TML-Health; and authorize the interim City Manager to execute the re-rate notice and benefits verification form.

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



2021
2022

Summary of Benefit Changes



Dear Valued TML Health Member,

This book summarizes the major changes in your medical, prescription, and optional dental benefits for the 2021-2022 plan year.

As we've worked to make healthcare better for you this past year, we have partnered with new vendors, bringing you an expanded medical and dental network through Blue Cross and Blue Shield of Texas and BlueCare DentalSM, and improved pharmacy benefits through Navitus.

If you'd like the rundown of what's different from your benefits last year, read on!

MEDICAL

Eligibility

Routine newborn care

Services incurred in a well-baby visit at the time of delivery, no longer covered as a part of the mother's charges and payable under the mother's file.

All newborns will be automatically covered under the plan for the first thirty-one (31) days and all services incurred will be payable under the baby's own file subject to deductible and coinsurance. For continued coverage, the baby must be enrolled under the plan within sixty (60) days of birth.

Covered Medical Expenses

Applied Behavioral Analysis (ABA) Therapy

Limited to 35 visits per year.

Colon cancer screening services with Cologuard

Cologuard lab test covered under the colon cancer screening preventive benefits at 100%. Lab Test limited to one every three years.

Cosmetic procedures

Certain potential Cosmetic procedures including but not limited to: Blepharoplasty, Uvulopalatoplasty, Reconstructive Surgery (facial/cosmetic/brows & chins/breasts). Strongly recommended that your physician submit a pre-determination of benefits request to confirm services will be covered.

Emergency Room fee for non-copay plans

For PPO and HDHP Plans, the Emergency Room Fee has increased to \$500. After the application of the Access Copay, services subject to Deductible and Co-insurance.

Emergency Room copay for copay plans

The emergency room copay has increased to \$500 for the facility fee.

Emergency Room benefit for copay plans

For True Emergency Treatment the facility benefit is a \$500 Copay and Plan pays 100% of eligible services. For Non-Emergency Treatment (In Network and Out-of-Network), the facility benefit is a \$500 Emergency Room fee followed by Deductible and Coinsurance.

Hearing aids

Hearing aid benefit allowance will be based upon the cost of the average standard model, limited to one paid every thirty-six (36) months.

Home health care

Home health care benefit of sixty (60) visits per year to include all services received within a home setting.

Benefits for cosmetic, reconstructive, or plastic surgery & benefits for the treatment of morbid obesity mandatory pre-determination

Your physician must submit a request for a pre-determination of benefits to determine the eligibility under the plan for the following services: Bariatric (weight-loss) surgery, and medically necessary cosmetic-types procedures.

Preferred lab-genetic testing

For Copay Plans, eligible genetic testing will be covered at no charge under the preferred lab benefit.

Preferred x-ray

For Copay Plans, the 100% x-ray benefit includes x-rays (excluding major imaging) and ultrasounds.

Bereavement counseling and respite care

Bereavement counseling and respite care are covered as a part of the Hospice benefit.

Dental accident

Services for dental accidents will be paid under the medical Plan for a period of twenty-four (24) months from the date of accident.

Diabetic footwear

Diabetic footwear is covered under the Plan with a diagnosis of diabetes.

Durable Medical Equipment

- Durable Medical Equipment will require a practitioner prescription.
- Non-standard equipment will be reviewed for medical necessity.
- Worn-out equipment is eligible for replacement after five years.

Nutritional counseling

Nutritional counseling from an In-Network practitioner is payable at 100%

Oncology bras and breast implants

Prosthetic bra, camisole, and/or breast prosthesis is covered following an oncology-related mastectomy.

Routine footcare

Routine footcare covered for the following diagnoses: diabetes, circulatory disorders of the lower extremities, peripheral vascular disease, peripheral neuropathy, or chronic arterial or venous insufficiency.

Surgical second opinion

Surgical second opinion paid at regular Plan benefits.

Congenital defect surgery

Surgical services to correct congenital defects covered for children under the age of nineteen (19) years.

Telemedicine

Teladoc telemedicine will be replaced with MDLIVE. Services offered by MDLIVE:

- **General Consult**
No charge unless HDHP, where access fee will be \$44
- **Psychiatric evaluation with medical service provided by an MD** \$175, (subject to regular plan benefits)
- **Behavioral health medication evaluation & management**
\$80 (subject to regular plan benefits)
- **Psychiatric evaluation from PhD/Masters Level practitioner**
\$80 (Subject to regular plan benefits)
- **Psychotherapy session 30 - 45 mins**
\$80 (Subject to regular plan benefits)

Bariatric Surgery

Bariatric, (weight-loss) surgery must be performed at a BCBSTX Center of Distinction. Benefits for bariatric surgery and related services limited to \$30,000 per lifetime. Strongly recommended that your physician submit a pre-determination of benefits request to confirm services will be covered.

Deductible and Out of Pocket Year End Confinement Carry-Over

The deductible and out-of-pocket will reset for a hospital inpatient confinement that spans two (2) years, (either calendar or plan year based on group accumulator start over date)

Out-of-Network Provider

Extenuating Circumstance Benefit

If a Member requires care from a specialist care provider but there is not an In-Network specialist care provider within a seventy-five (75) mile radius from the Member's home, the provider would be paid as In-Network Benefits subject to Reasonable and Customary allowable amounts.

Transplant

- Approved organ transplants must be performed at a BCBSTX Center of Distinction.
- A lodging and travel benefit is available up to \$15,000 per lifetime for the patient and companion having to travel more than seventy-five (75) miles one way based on Member's home address.

Ambulance

- Emergency ground ambulance benefit of \$2,500 allowed per trip.
- Emergency air ambulance benefit of \$12,00 allowed per trip.
- For multiple services received on the same day or for an air ambulance claim, you must call BCBSTX Customer Service (855-762-7084) after you receive your explanation of benefits for additional payment up to the listed benefit allowance.

Major Imaging Benefits Value Advisor, (BVA) Cost Comparison

The Benefit Value Advisor (BVA) program has been established to assist you in maximizing your benefits under the Plan and lowering your out-of-pocket costs for Major Imaging Service. BVAs are specially trained customer service representatives who assist you by comparing costs and providing information on Participating Providers for certain types of healthcare services. A BVA helps you navigate your benefits.

In addition to calling the BVA, you may have other call requirements. A call to a BVA does not satisfy any other call requirements you may have, including prior authorization requirements for MRI and CT Scan services.

A BVA may reach out to you about your pre-authorized MRI or CT scan. To search for information about your Participating Provider options and estimate costs, contact a BVA directly at the number shown on the back of your identification card, logging into the Blue Access for Members Provider Finder tool online, or through the mobile application.

Definitions

Primary Care Physicians

- For copay plans, the list of primary care physicians has been expanded to include Behavioral Health Specialists.
- Psychotherapy services have been added to the Primary Care Physician copay benefit. Services are subject to \$30 patient copay and Plan pays the remainder of 100%

Non-Network Providers

For a Provider who does not have a written agreement with the Claim Administrator or another Blue Cross and/or Blue Shield Plan to provide care to a Covered Person at the time Covered Services for medical benefits are rendered ("Non-Network Provider"), the Allowable Amount will be the lesser of:

1. The Non-Network Provider's Claim Charge, or;
2. Claim Administrator's Non-Contracting Allowable Amount. Except as otherwise provided in number 3, the Non-Contracting Allowable Amount is developed from base Medicare reimbursements adjusted by a predetermined factor established by Claim Administrator. Such factor shall be not less than seventy five percent (75%) and will exclude any Medicare adjustment(s) which is/are based on information on the Claim, or,
3. Services for Ambulance, Emergency Medicine, Lab, Pathology, and DME are covered at 200% of CMS.

When a Medicare reimbursement rate is not available or is unable to be determined based on the information submitted on a Claim, the non-contracting Allowable Amount for Non-Network Providers will represent an average contract rate in aggregate for Network Providers adjusted by a predetermined factor established by Claim Administrator. Such factor shall be not less than seventy five percent (75%) and shall be updated not less than every two years.

Prior Authorization Requirement

- Non-emergent air ambulance
- Home infusion therapy
- Outpatient electroconvulsive therapy
- Repetitive transcranial magnetic stimulation
- Psych/neuro testing, some non-defined instances
- Lipid apheresis
- Gastric electrical stimulation
- Sacral nerve stimulation
- Vagus nerve stimulation
- Deep brain stimulation
- Bone conduction hearing aids
- Surgical deactivation of headache trigger sites
- Orthopedic stem cell therapy
- Functional neuromuscular electrical stimulation
- Stress testing
- Nuclear medicine/myocardial perfusion imaging (MPI)
- Sleep studies
- Positive airway pressure (PAP) therapy
- Therapy compliance monitoring
- Artificial intervertebral disc surgery
- Genetic Testing: Sequencing tests (e.g., BRCA)

PRESCRIPTION

New Tier Classification

- Tier 1
- Tier 2
- Tier 3
- Tier 4
- Tier 5

Copay Tiers

- **Generic - Tier 1** (includes most generics and some lower cost brands) \$10 \$20 \$30
- **Preferred Brand - Tier 2** (includes preferred brand and higher cost generics) \$40 \$80 \$120
- **Non-Preferred Brand - Tier 3** (includes non-preferred products) \$70 \$140 \$210

Disease Management Copay

\$0 copayment for sixty (60) day(s) and ninety (90) day(s) prescription fills for generic drugs under this program.

DENTAL

Comprehensive Exams	Limited to once every thirty-six (36) months, if same dentist
Periapical X-rays	Limited to six (6) per year
Bitewing X-rays	Four (4) horizontal or eight (8) vertical images once per calendar year
Collection of micro-organisms	Not covered
Sealants	Three (3) per permanent molar per lifetime under age fourteen (14) years
Preventive resin restoration	Each code once per tooth per thirty-six (36) months
Amalgam restoration	Each code once per tooth per thirty-six (36) months
Resin-based composite restorations	Each code once per tooth per thirty-six (36) months
Recement/rebond appliance	Two (2) times per year
Prefabricated stainless steel and resin crowns	Replacement after five (5) years and unserviceable
Adjustments to dentures	After six (6) months
Rebase or reline of dentures	One procedure every thirty-six (36) months
Appliance therapy	Once per Lifetime
Treatment of complications – additional fee	Not covered

CONTACT INFORMATION

Questions about...	Access	Contact Info	Hours
<ul style="list-style-type: none"> • Medical benefits • Medical procedures • Major imaging like MRI, CT, etc. - <i>Call before your appointment</i> • Cost estimates for procedures • Medical claims, EOBs • Select or change PCP • Deductibles, co-payments, co-insurance 	BlueCross BlueShield of Texas Helpline	855-762-6084	24 hours a day 7 Days a week
<ul style="list-style-type: none"> • Enrolling in benefits • Adding, removing, or changing any TML Health administered benefit • Changing your contact information • Spending accounts, including balances • Life insurance • TML Health website • TML Health Online password reset • General questions 	TML Health Member Service	800-282-5385	Monday-Friday 7:00 am-6:00 pm CT
<ul style="list-style-type: none"> • Prescription drugs covered by the plan • Rx Copays and lower cost options • Mail-order pharmacy • Specialty pharmacy • Pharmacy network • Prescription drug plan benefits 	Navitus Customer Care	855-673-6504	24 hours a day 7 Days a week
<ul style="list-style-type: none"> • Medical procedures requiring prior approval (<i>also known as a prior authorization</i>) 	Medical Preauthorization Helpline	800-441-9188	Monday-Friday 6:00 am-6:00 pm CT
<ul style="list-style-type: none"> • Mental health prior authorization • Substance use prior authorization 	Mental Health/Chemical Dependency (SUD) Preauthorization Helpline	800-528-7264	24 hours a day 7 Days a week
<ul style="list-style-type: none"> • TML Health Online access • Access to benefits books • Health and wellness resources 	TML Health Website	www.tmlhb.org	24 hours a day 7 Days a week
<ul style="list-style-type: none"> • Blue Access for Members (BAM) • Find an in-network provider 	BCBSTX Website	www.BCBSTX.com	24 hours a day 7 Days a week



“From day one, our focus has never been on profit, but the service and lives of our members.”

Jay Stokes, TML Health Board Member



1821 Rutherford Lane, Suite 300
Austin, TX 78754-5151
(800) 282-5385

For more information, visit us at
tmlhealthbenefits.org

Follow us: @TMLHealth



TML Health Benefits Pool is a non-profit trust organization created by political subdivisions to provide group benefits services to participating political subdivisions and is not an insurance company.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Acknowledge the resignation of Planning and Zoning Commissioner’s Philip Tryon, Place No. 3; and Commissioner Tasha Green, Place No. 2; and declare vacancies.

BACKGROUND/SUMMARY:

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

- Resignation emails

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council acknowledge the resignation of Planning and Zoning Commissioner’s Philip Tryon, Place No. 3; and Commissioner Tasha Green, Place No. 2; and declare vacancies.

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

Lluvia Almaraz

From: Philip Tryon <
Sent: Tuesday, September 7, 2021 1:10 PM
To: Mandy Miller; Scott Dunlop; Lluvia Almaraz
Subject: Resignation from P&Z

Hello team,

I unfortunately need to announce that my last meeting with Manor's Planning and Zoning Commission will be Wednesday, September 8th. My family and I will be moving outside of Manor's city limits and will thus be ineligible to serve in that capacity any further.

It has been a privilege to work with each of you and I will miss the time that was spent here! We're just moving down the road so I will still pop in to visit from time to time!

Respectfully,
Philip Tryon

Lluvia Almaraz

From: Tasha Green [mailto:tashagreen@ymail.com]
Sent: Wednesday, September 8, 2021 6:29 PM
To: Lluvia Almaraz
Subject: P&Z Commission - Place 2

Hi

I wanted to notify you that I have sold my home & moved to Taylor. One of the other members said he moved too and can no longer serve. Is this true? If so, today would be my last meeting.

Thank you

Tasha Green



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

BACKGROUND/SUMMARY:

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

- Ordinance No. 621

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve Ordinance No. 621 adopting the Annual Budget for the City of Manor for the fiscal Year beginning October 1, 2021, and ending September 30, 2022.

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

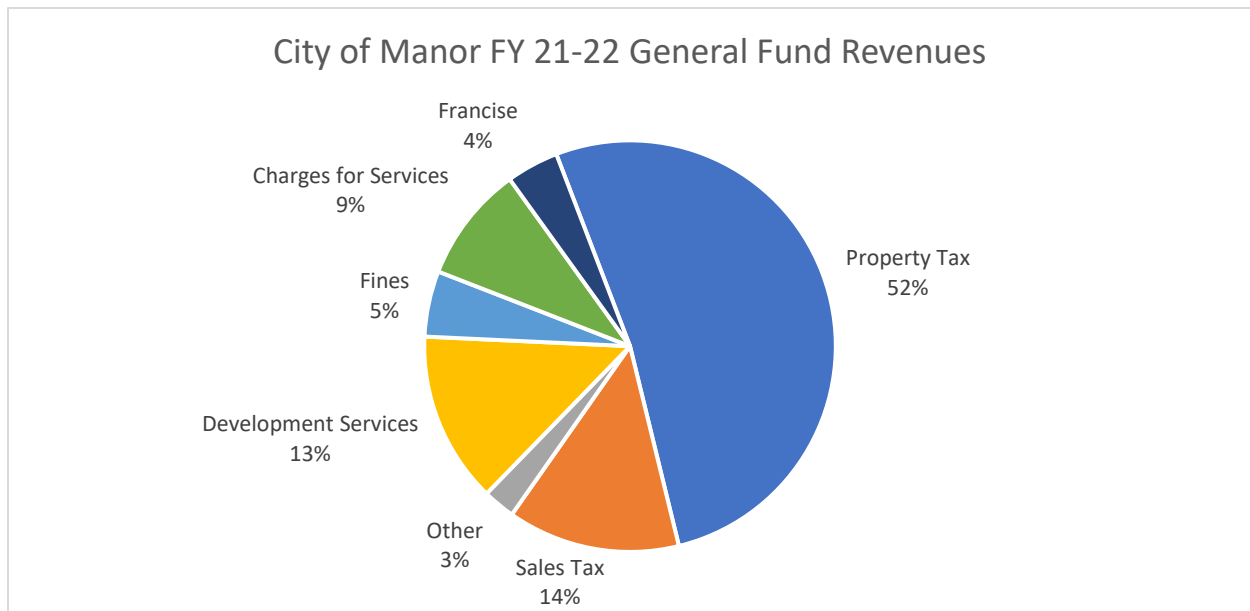


City Manager’s FY 21-22 Annual Budget Summary

Dear Mayor Wallace and City Councilmembers,

The proposed FY 2021-2022 Annual Budget presents a balanced plan that funds existing city services and programs and provides for the enhancements and additions of services and community benefits to meet the demands of our fast-growing city. As presented, this plan allocates \$275,015 specifically for a new community amenity, service, or program which is in addition to the community services and programs within existing department’s funding. The total General Fund revenue from all sources is **\$14,275,439** with a total General Fund expenditure of **\$14,275,439**, for a balanced budget that does not incur debt spending.

FY 21-22 General Fund Revenue

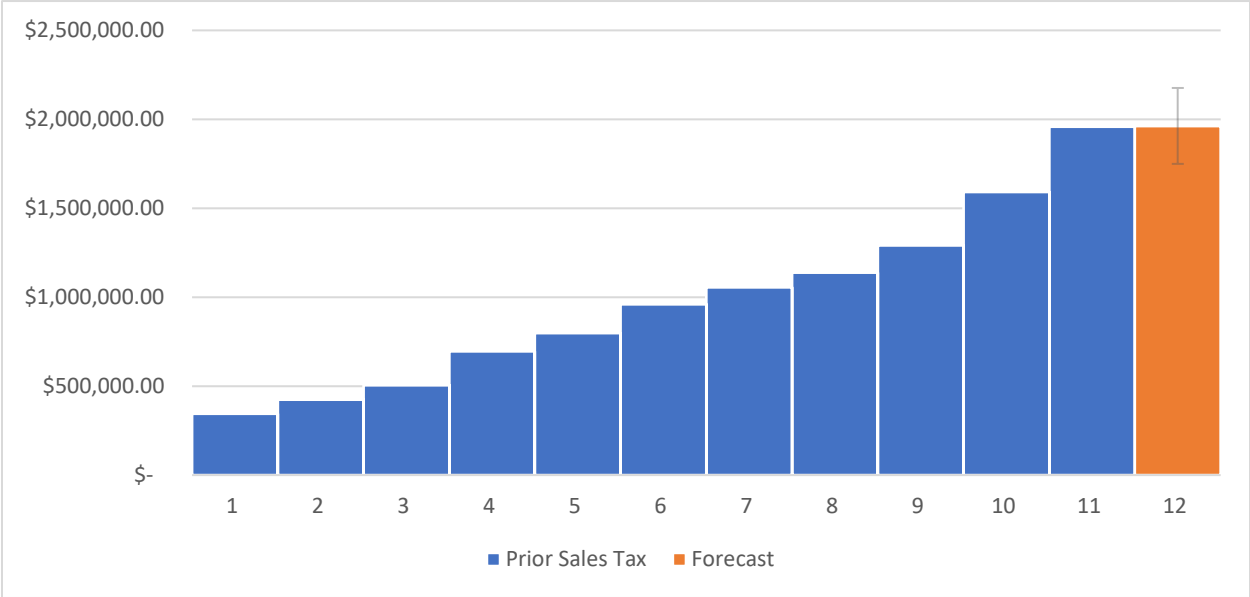


Revenue into the city’s General Fund is the primary funding source for the city’s basic operations including Police, Streets, Parks, Administration (which include Finance, HR, and IT), Development Services, and Court. Property taxes make up the largest share of the city’s General Fund (\$7,411,430.00) with sales tax (\$1,932,496.0) and Development Services fees (\$1,918,842.00) second and third, respectively. Water and Wastewater expenditures are largely funded through revenue from the Utility account, which is separate from the General Fund.

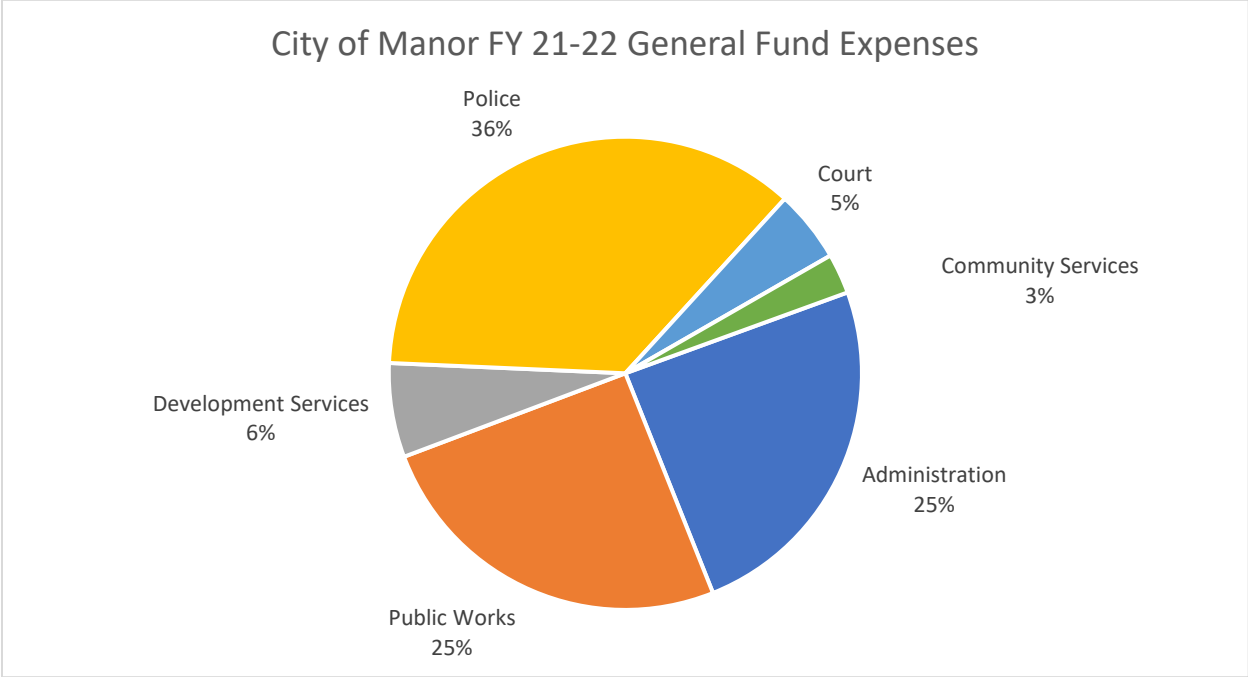
The **property tax rate for FY 21-22 is proposed to be reduced to \$0.7827** per \$100.00 of valuation. The current/prior tax rate is \$0.8161, therefore a reduction of \$0.0334 per \$100.00 of valuation represents a **4.27% decrease** in property tax. The decrease in property taxes is driven by the increased valuation of homes and businesses within the city as well as the continued construction of new homes and businesses. The property tax rate is anticipated to continue to be reduced as larger projects such as apartments, a hotel, and industrial projects are completed over the next 2 years. Additionally, valuations are predicted to continue to increase year-over-year.

The city continues to receive **increased sales tax revenue** year-over-year, with last fiscal year (20-21) when an allocation of \$1,958,096.83 was received. The FY 21-22 budget, as prior city budgets have done, maintains this level of revenue with an **estimated sales tax revenue of \$1,932,496.00**. While the city receives higher sales tax receipts each year than the prior year, when proposing a new FY budget, we maintain the prior year's sales tax because sales tax revenue can be highly variable, with some years seeing large increases and some smaller. This budget proposal maintains a conservative approach to sales tax revenue by maintaining the prior fiscal year's total. When we revise the budget in the Spring and bring to the City Council an Amended Budget, we have a better understanding of our sales tax revenue (as well as other revenue sources), so we can allocate additional money accordingly, such as to additional community services and programs.

The city only receives half of the 2% sales tax imposed by the city as 1% is allocated to Capital Metro. Additionally, in some portions of the city Travis County Emergency Services District 12 (ESD 12) has claimed the full 2% sales but through an agreement with them, the city receives half, or 1%, of their collected sales tax revenue in those areas.



FY 21-22 General Fund Expenditures



The city’s General Fund is the main source of funding for most of the city’s operations. The FY 21-22 budget anticipates expenditures of **\$14,275,439** including Police (\$5,194,500), Public Works – Streets and Parks (\$3,642,060) and Administration – Finance, HR, IT, Economic Development, City Management (\$3,528,640). Water and Wastewater expenditures (\$4,408,683) come out of the Utility Fund, not the General Fund.

Within the General Fund expenditures are new and existing community services and programs. **New expenditures include:**

- The allocation of **\$394,377** towards a new Council determined community amenity, service, or program
- **5 new community programs** administered by the Police Department
 - After 5 (Teenage focused program for after school, targeting apartment living teenagers)
 - New Driver Traffic Basics (Law Enforcement interaction for new driving Teenagers)
 - It’s My Card (Elderly scam prevention program)
 - Alguna Pregunta (Any Questions) Spanish program targeting our immigrant community to build connection, trust and understanding of local law enforcement role in the immigration process.
 - The Cliff (Teenager focused program on life guidance as a teenager comes of age to leave home. Program will bring in specialty guest covering topics of Finance & life skills)

- Increasing our Street Contracted Repairs by \$96,900 to \$516,900, which in addition to the non-contracted Street Repair allocation of \$150,000, **totals \$666,900 for street repairs and maintenance.** This also includes the on-going Streets Assessment Program to create a data-driven prioritization of streets and their conditions so the city can allocate street repair funds to the highest priority roadways.
- **Small Business Programs** administered by our Heritage and Tourism Manager
 - Small Business Leadership Series
 - Façade Reimbursement Grant Program – this will be funded in the FY 21-22 budget with an initial allocation of **\$50,000**. The Program documents are being finalized and will be presented to Council for consideration.
 - Qwally – Manor Biz 101
 - Downtown Small Business Coffee
 - Travis County Thrive grant referrals to support local businesses with County provided pandemic grant funding – this **directly impacted Maxine’s Gumbo House and Libation Station.**
 - Quarterly newsletter
- The funding of a **Grant Writing Consultant at \$50,000** who can potentially bring in grant money to the city for new community programs or partnerships as well as grants for mobility improvements and utility infrastructure.
- Additionally, within the Utility Fund, Wastewater Contracted Services was **increased by \$222,802 to a total of \$239,002** to fund a complete study of our wastewater system to identify areas where stormwater is entering the system. This will allow the city to begin correcting areas where intrusions are occurring, which helps keep our wastewater plant running efficiently and as cost-effective as possible.

Existing expenditures within the FY 21-22 budget that support community services and programs include:

- **Community outreach programs and activities** lead by the Police Department. This does not include all the events and activities in which the department participates, these are the programs and services directly run by the Police Department to engage with the Manor community.
 - Manor Night Out
 - Citizens Police Academy (Adult 18+) 10 weeks
 - Youth Citizen Police Academy (Children 8-16) 3 weeks
 - Coffee With A Cop
 - Christmas 4 You (Adopted Family)
 - Birthday Drive By request
 - Manor Faith Based Alliance
 - Rainbow Warriors (School Based LGBTQ+)
- The installation of a **Splash Pad at Timmermann Park** using Parkland Funds
- The installation of **restrooms at Timmermann Park** utilizing Park Expenditures

- **Programs and events** administered by our Heritage and Tourism Manager
 - Sesquicentennial 2022
 - Leadership Manor
 - Small business promotion programs like: Shop Small, Shop Local, Spring Fling, and Summer Fun

The proposed FY 21-22 Annual Budget includes the **funding of 11 positions and creation of 4 other positions** within the city across four departments: Administration, Development Services, Police, and Public Works. These positions, more specifically detailed in the appendix following the budget, will make the city operate more efficiently and allow our employees to better serve the community with our new and existing programs and services.

The funded and unfunded positions within the 2021-2022 budget include:

Administration:

Human Resources Specialist – Funded

Development Services:

Planning Coordinator – Funded

Police:

Patrol Offices x4 – Funded
 Social Resource Specialist – Funded
 Assistant Chief – Unfunded
 Crime Analyst Tech – Unfunded
 Emergency Management Specialist - Unfunded
 Police Clerk – Unfunded

Public Works:

MS4 Inspector – Funded
 Utility Inspector – Funded
 Heavy Equipment Operator - Funded
 Parks Crewman – Funded

The FY 21-22 Annual Budget also has the inclusion of **\$30,000 for a Needs Assessment** to determine the future capacity needs of public buildings including Police and City Hall, but it would forecast all public facilities as well as including a **10% Cost of Living Adjustment** for all positions.

The 2021-2022 Annual Budget achieves the City Council’s direction for funding community benefits, grant services, and a needs assessment, all while achieving appropriate staffing levels to increase efficiency, responsiveness, and outreach to our community and keep Manor moving forward.

Thank you,

Scott Dunlop
 Interim City Manager

**10 -GENERAL FUND
FINANCIAL SUMMARY**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

REVENUE SUMMARY	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
ADMINISTRATION								
TAXES	7,970,828	7,970,828	7,970,828	8,719,686	109.4	(748,858)	13,079,529	9,955,027
MISCELLANEOUS	100,442	100,442	100,442	124,384	123.8	(23,942)	186,577	215,000
PERMITS/LICENSES	6,290	6,290	6,290	425	6.8	5,865	638	6,290
OTHER	71,729	71,729	71,729	98,422	137.2	(26,693)	147,633	100,129
TOTAL ADMINISTRATION	8,149,289	8,149,289	8,149,289	8,942,918	109.7	(793,629)	13,414,377	10,276,446
STREET								
MISCELLANEOUS	84,500	84,500	84,500	187,474	221.9	(102,974)	281,211	187,474
SANITATION CHARGES	914,500	914,500	914,500	1,102,437	120.6	(187,937)	1,653,656	1,117,130
TOTAL STREET	999,000	999,000	999,000	1,289,911	129.1	(290,911)	1,934,867	1,304,604
DEVELOPMENT SERVICES								
MISCELLANEOUS	27,500	27,500	27,500	35,373	128.6	(7,873)	31,823	38,345
PERMITS/LICENSES	1,457,567	1,457,567	1,457,567	2,155,826	147.9	(698,259)	3,233,739	1,880,497
TOTAL DEVELOPMENT SERVICES	1,485,067	1,485,067	1,485,067	2,191,199	147.5	(706,132)	3,265,561	1,918,842
PARKS/RECREATION								
MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL PARKS/RECREATION	40,000	40,000	40,000	40,000	100	0	60,000	40,000
COURT								
MISCELLANEOUS	6,500	6,500	6,500	1,584	24.4	4,916	2,376	1,096
COURT FEES	623,650	623,650	623,650	400,110	64.2	223,540	594,270	403,660
TOTAL COURT	630,150	630,150	630,150	401,694	63.7	228,456	596,646	404,756
POLICE								
MISCELLANEOUS	211,644	211,644	211,644	101,023	47.7	110,621	151,535	272,661
POLICE CHARGES/FEES	57,635	57,635	57,635	43,200	75.0	14,435	64,800	57,730
TOTAL POLICE	269,279	269,279	269,279	144,224	53.6	125,055	216,335	330,391
ECONOMIC DEV SVCS								
TAXES				400	0.0	(400)	600	400
TOTAL COMMUNITY SERVICES	0	0	0	400	0	(400)	600	400
TOTAL REVENUES	11,572,785	11,572,785	11,572,785	13,010,345	112.4	(1,437,560)	19,427,785	14,275,439

**10 -GENERAL FUND
FINANCIAL SUMMARY**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

EXPENDITURE SUMMARY	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
ADMINISTRATION								
PERSONNEL	547,474	547,474	547,474	411,853	75.2	135,621	617,780	430,840
OPERATING	195,782	195,782	195,782	110,895	56.6	84,888	166,342	601,510
REPAIRS & MAINTENANCE	44,000	44,000	44,000	6,691	15.2	37,309	10,037	44,000
CONTRACTED SERVICES	459,798	459,798	459,798	533,004	115.9	(73,206)	799,506	651,800
TOTAL ADMINISTRATION	1,247,054	1,247,054	1,247,054	1,062,443	85.2	184,611	1,593,664	1,728,150
FINANCE								
PERSONNEL	554,944	554,944	554,944	398,814	71.9	156,130	598,221	603,665
OPERATING	148,965	148,965	148,965	114,770	77.0	34,195	172,155	151,365
REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,630	131.5	(630)	3,944	2,700
CONTRACTED SERVICES	47,500	47,500	47,500	40,410	85.1	7,090	60,615	57,900
TOTAL FINANCE	753,409	753,409	753,409	556,624	73.9	196,785	834,936	815,631
STREET								
PERSONNEL	335,054	335,054	335,055	273,595	81.7	61,460	410,392	531,300
OPERATING	163,595	163,595	163,595	118,250	72.3	45,345	177,376	183,495
REPAIRS & MAINTENANCE	168,400	168,400	168,400	42,055	25.0	126,345	63,082	175,000
CONTRACTED SERVICES	1,462,000	1,462,000	1,462,000	1,065,917	72.9	396,083	1,598,875	1,923,250
DEBT PAYMENTS	36,359	36,359	36,359	36,349	100.0	10	54,523	36,359
CAPITAL OUTLAY < \$5K	10,000	10,000	10,000	1,400	14.0	8,600	2,100	10,000
CAPITAL OUTLAY > \$5K	240,810	240,810	240,810	0	0.0	240,810	0	50,000
TOTAL STREET	2,416,216	2,416,217	2,416,219	1,537,565	63.6	878,654	2,306,348	2,909,404
DEVELOPMENT SERVICES								
PERSONNEL	393,589	393,589	393,589	330,473	84.0	63,116	23,480	550,904
OPERATING	91,621	91,621	91,621	50,712	55.4	40,909	0	100,121
REPAIRS & MAINTENANCE	3,000	3,000	3,000	4,471	149.0	(1,471)	30	4,400
CONTRACTED SERVICES	519,168	519,168	519,168	273,635	52.7	245,533	0	270,000
TOTAL DEVELOPMENT SERVICES	1,007,378	1,007,378	1,007,378	659,292	65.4	348,086	23,510	925,425
PARKS								
PERSONNEL	421,771	421,771	421,771	244,887	58.1	176,884	367,331	417,152
OPERATING	20,850	20,850	20,850	15,779	75.7	5,071	23,480	25,850
REPAIRS & MAINTENANCE	157,500	157,500	157,500	23,224	14.7	134,276	34,835	183,000
CONTRACTED SERVICES				1,073				1,500
DEBT PAYMENTS	24,518	24,518	24,518	24,517	100.0	1	36,776	24,518
CAPITAL OUTLAY < \$5K	5,750	5,750	5,750	20	0.3	5,730	30	10,750
CAPITAL OUTLAY > \$5K	46,600	46,600	46,600	0	0.0	46,600	0	67,000
TOTAL PARKS	676,989	676,989	676,989	309,500	248.8	368,562	462,452	729,770

COURT

PERSONNEL	323,456	323,456	323,456	157,095	48.6	166,361	235,643	350,202
OPERATING	51,245	51,245	51,245	29,252	57.1	21,993	43,878	51,245
CONTRACTED SERVICES	291,500	291,500	291,500	141,603	48.6	149,897	212,404	291,500
CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0.0	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	13,307	0	0.0	13,307	0	13,307
TOTAL COURT	681,128	681,128	681,128	327,950	48.1	353,178	491,925	707,874

POLICE

PERSONNEL	3,067,434	3,067,434	3,067,434	2,427,384	79.1	640,050	3,641,075	3,861,713
OPERATING	310,094	310,094	310,094	210,735	68.0	99,359	316,103	336,444
REPAIRS & MAINTENANCE	96,500	96,500	96,500	52,898	54.8	43,602	79,346	96,500
CONTRACTED SERVICES	268,463	268,463	268,463	255,977	95.3	12,486	383,965	306,207
DEBT PAYMENTS	373,500	373,500	373,500	335,984	90.0	37,516	503,977	453,500
CAPITAL OUTLAY < \$5K	6,000	6,000	6,000	509	8.5	5,491	764	6,200
CAPITAL OUTLAY > \$5K	66,470	66,470	66,470	47,326	71.2	19,144	70,990	125,470
TOTAL POLICE	4,188,461	4,188,461	4,188,461	3,330,814	79.5	857,647	4,996,220	5,186,034

INFORMATION TECHNOLOGY (I.T.)

PERSONNEL	147,985	147,985	147,985	117,921	79.7	30,064	176,881	274,649
OPERATING	169,500	169,500	169,500	211,258	124.6	(41,758)	0	174,500
REPAIRS & MAINTENANCE	6,085	6,085	6,085	0	0.0	6,085	0	11,085
CONTRACTED SERVICES	169,780	169,780	169,780	176,806	104.1	(7,026)	0	190,000
CAPITAL OUTLAY < \$5K	65,000	65,000	65,000	1,818	2.8	63,182	156	35,000
CAPITAL OUTLAY > \$5K	105,000	105,000	105,000	0	0.0	105,000	1,246	70,000
TOTAL I.T.	663,350	663,350	663,350	507,802	76.6	155,548	65,212	755,234

ECONOMIC DEV. SVCS

PERSONNEL	236,340	236,340	236,340	77,368	33	158,972	116,051	246,129
OPERATING	55,350	55,350	55,350	29,710	0	25,640	0	137,850
TOTAL COMMUNITY DEV	291,690	291,690	291,690	107,077	36.7	184,613	116,051	383,979

HUMAN RESOURCES

PERSONNEL	0	0	0	0	0	0	0	109,938
OPERATING	0	0	0	0	0	0	0	24,000
TOTAL COMMUNITY DEV	0	0	0	0	0.0	0	0	133,938

TOTAL EXPENDITURES	11,925,675	11,925,676	11,925,678	8,399,066	492	3,527,684	10,246,603	14,275,439
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REVENUES OVER/(UNDER) EXPENDITURES	(352,890)	(352,891)	(352,893)	4,611,279	(4,964,172)	9,181,182	(0)
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**10 -GENERAL FUND
REVENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

ADMINISTRATION REVENUES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	91.67 % OF YEAR COMPLETE			PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
				Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE		
TAXES								
10-4100-40-40000 AD VALOREM TAXES - CURRENT	6,024,493	6,024,493	6,024,493	6,197,145	103	-172,652	9,295,717	7,346,430
10-4100-40-40010 AD VALOREM TAXES - PRIOR	15,000	15,000	15,000	98,824	659	-83,824	148,237	15,000
10-4100-40-40015 RENDITION PAYMENTS	0	0	0	0	0	0	0	0
10-4100-40-40016 VEHICLE DEALER INVENTORY	5,000	5,000	5,000	1,256	25	3,744	1,884	1,200
10-4100-40-40020 AD VALOREM TAXES P&I	57,750	57,750	57,750	49,779	86	7,971	74,668	50,000
10-4100-40-40025 SALES TAX COMPTROLLER	1,381,300	1,381,300	1,381,300	1,803,414	131	-422,114	2,705,122	1,932,496
10-4100-40-40040 FRANCHISE TAX-ELECTRIC	250,000	250,000	250,000	299,134	120	-49,134	448,701	300,000
10-4100-40-40043 FRANCHISE TAX-CABLE TE	64,000	64,000	64,000	95,270	149	-31,270	142,905	96,000
10-4100-40-40044 FRANCHISE PEG TAX - CABLE TV	9,000	9,000	9,000	13,511	150	-4,511	20,267	13,511
10-4100-40-40045 FRANCHISE TAX-GAS/PROP	25,000	25,000	25,000	24,993	100	7	37,489	25,000
10-4100-40-40047 FRANCHISE TAX-TELEPHONE	100,000	100,000	100,000	62,768	63	37,232	94,153	100,000
10-4100-40-40050 FRANCHISE TAX-SOLID WASTE	20,000	20,000	20,000	53,953	270	-33,953	80,929	55,000
10-4100-40-40051 SIGN KIOSK FEES	5,885	5,885	5,885	4,030	68	1,855	6,045	5,885
10-4100-40-40060 MIXED BEVERAGE TAXES	12,200	12,200	12,200	12,247	100	-47	18,370	12,200
10-4100-40-40061 OPEN RECORD FEES	1,200	1,200	1,200	3,362	280	-2,162	5,043	2,305
TOTAL TAXES	7,970,828	7,970,828	7,970,828	8,719,686	109	-748,858	13,079,529	9,955,027
MISCELLANEOUS								
10-4100-42-42099 MISCELLANEOUS	100,442	100,442	100,442	124,384	124	-23,942	186,577	215,000
10-4100-42-42100 GRANTS	0	0	0	0	0	0	0	0
10-4100-42-42500 DONATIONS	0	0	0	0	0	0	0	0
10-4100-42-48100 UNCLAIMED PROPERTY	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	100,442	100,442	100,442	124,384	124	-23,942	186,577	215,000
PERMITS/LICENSES								
10-4100-45-42010 PERMITS-PET	440	440	440	110	25	330	165	440
10-4100-45-42020 HEALTH PERMITS	0	0	0	0	0	0	0	0
10-4100-45-42040 PERMITS- CITY MISC	150	150	150	0	0	150	0	150
10-4100-45-42050 LICENSES- ALCHOLIC BEV	5,700	5,700	5,700	315	6	5,385	473	5,700
TOTAL PERMITS/LICENSES	6,290	6,290	6,290	425	7	5,865	638	6,290
OTHER								
10-4100-48-42050 NOTARY FEES	129	129	129	72	56	57	108	129
10-4100-48-42100 REIMBURSED EXPENSES	0	0	0	0	0	0	0	0
10-4100-48-48000 INTEREST INCOME	71,600	71,600	71,600	98,350	137	-26,750	147,525	100,000
TOTAL OTHER	71,729	71,729	71,729	98,422	137	-26,693	147,633	100,129
TOTAL ADMINISTRATION REVENUES	8,149,289	8,149,289	8,149,289	8,942,918	110	-793,629	13,414,377	10,276,446

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
STREET REVENUES								
MISCELLANEOUS								
10-4225-42-42098 CAP METRO BCT	84,500	84,500	84,500	169,000	200	-84,500	253,500	169,000
10-4225-42-42099 MISCELLANEOUS	0	0	0	18,474	0	-18,474	27,711	18,474
TOTAL MISCELLANEOUS	84,500	84,500	84,500	187,474	222	-102,974	281,211	187,474
SANITATION CHARGES								
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	1,086,473	120	-182,473	1,629,709	1,100,000
10-4225-44-44025 LATE FEES TRASH	10,500	10,500	10,500	15,964	152	-5,464	23,946	17,130
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0
TOTAL SANITATION CHARGES	914,500	914,500	914,500	1,102,437	121	-187,937	1,653,656	1,117,130
TOTAL STREET REVENUES	999,000	999,000	999,000	1,289,911	129	-290,911	1,934,867	1,304,604
DEVELOPMENT SERVICES REVENUES								
MISCELLANEOUS								
10-4300-42-42090 TECHNOLOGY FEES	25,000	25,000	25,000	21,215	85	3,785	31,823	25,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,500	2,500	2,500	3,408	136	-908	5,112	2,600
10-4300-42-42099 MISCELLANEOUS				10,750	0	-10,750	16,125	10,745
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	27,500	27,500	27,500	35,373	129	-7,873	31,823	38,345
PERMITS/LICENSES								
10-4300-45-42040 PERMITS-CITY MISC.	0	0	0	0	0	0	0	0
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	3,070	201	-1,544	4,605	3,000
10-4300-45-44096 SITE PLAN	9,000	9,000	9,000	19,091	212	-10,091	28,637	19,000
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	6,450	215	-3,450	9,675	4,675
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	127,696	238	-74,127	191,543	100,000
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	801,377	401	-601,377	1,202,065	550,000
10-4300-45-45077 ZONING	3,072	3,072	3,072	3,641	119	-569	5,461	3,072
10-4300-45-45100 BUILDING PERMITS	821,700	821,700	821,700	704,833	86	116,867	1,057,250	821,700
10-4300-45-45101 R.O.W. PEMITS	900	900	900	3,900	433	-3,000	5,850	2,250
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	0	0	1,600	0	1,600
10-4300-45-45200 BUILDINGS INSPECTION FEES	363,000	363,000	363,000	485,768	134	-122,768	728,652	375,000
10-4300-45-45201 SUBDIV CONSTRUCTION	0	0	0	0	0	0	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	0	0	100	0	100
TOTAL PERMITS/LICENSES	1,457,567	1,457,567	1,457,567	2,155,826	148	-698,259	3,233,739	1,880,497
TOTAL DEVELOPMENT SERVICES REVENUES	1,485,067	1,485,067	1,485,067	2,191,199	148	-706,132	3,265,561	1,918,842

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PARKS/RECREATION								
MISCELLANEOUS								
PARKS MISCELLANEOUS								
10-4400-42-42101 PARK LAND MAINT PMNTS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	60,000	40,000
TOTAL PARKS REVENUES	40,000	40,000	40,000	40,000	100	0	60,000	40,000
COURT REVENUES								
10-4500-42-42090 ONLINE PAYMENT FEES	6,500	6,500	6,500	1,584	24	4,916	2,376	1,096
10-4500-42-42099 TCDC REVENUES	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,500	6,500	6,500	1,584	24	4,916	2,376	1,096
COURT FEES								
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	12,000	5,118	43	6,882	7,677	12,000
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	8,600	5,302	62	3,298	7,954	8,600
10-4500-46-46300 COURT COSTS EARNED	600,000	600,000	600,000	385,759	64	214,241	578,639	380,000
10-4500-46-46301 JUVENILE CASE MGR FUND	3,000	3,000	3,000	3,853	128	-853	5,779	3,000
10-4500-46-46302 JURY FUND	50	50	50	77	154	-27	116	60
TOTAL COURT FEES	623,650	623,650	623,650	400,110	64	223,540	594,270	403,660
TOTAL COURT REVENUES	630,150	630,150	630,150	401,694	64	228,456	596,646	404,756
POLICE REVENUES								
MISCELLANEOUS								
10-4600-42-41015 GRANT PROCEEDS - POLIC	22,513	22,513	22,513	0	0	22,513	0	22,513
10-4600-42-41016 OVC 2018-V3-GX-0024	57,207	57,207	57,207	0	0	57,207	0	57,207
10-4600-42-41017 VOCA GRANT	91,924	91,924	91,924	0	0	91,924	0	91,924
10-4600-42-42099 MISCELLANEOUS	40,000	40,000	40,000	101,023	253	-61,023	151,535	101,017
TOTAL MISCELLANEOUS	211,644	211,644	211,644	101,023	48	110,621	151,535	272,661
POLICE CHARGES/FEES								
10-4600-47-47000 ASSET SEIZURES	1,250	1,250	1,250	0	0	1,250	0	1,250
10-4600-47-47009 ALARM PERMIT	7,000	7,000	7,000	6,965	100	35	10,448	7,000
10-4600-47-47010 POLICE REPORTS	1,350	1,350	1,350	0	0	1,350	0	1,350
10-4600-47-47011 FINGER PRINTING	100	100	100	140	140	-40	210	100
10-4600-47-47110 MOTOR VEHICLE DISB	4,500	4,500	4,500	5,496	122	-996	8,244	4,500
10-4600-47-47200 WARRANT AND FTA FEES	2,410	2,410	2,410	403	17	2,007	604	2,410
10-4600-47-47310 IMPOUNDS	11,025	11,025	11,025	17,600	160	-6,575	26,400	11,120
10-4600-47-47325 AUCTIONS	0	0	0	0	0	0	0	0
10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	30,000	12,596	42	17,404	18,894	30,000
TOTAL POLICE CHARGES/FEES	57,635	57,635	57,635	43,200	75	14,435	64,800	57,730
TOTAL POLICE REVENUES	269,279	269,279	269,279	144,224	54	125,055	216,335	330,391

ECONOMIC DEV SVCS	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	YTD ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
TAXES								
10-4800-40-40040 EVENT FEES	400	0	400	400	100	0	600	400
TOTAL ECONOMIC DEV SVCS REVENUE	400	0	400	400	100	0	600	400
TOTAL REVENUES	11,573,185	11,572,785	11,573,185	13,010,345	112	-1,437,160	19,427,785	14,275,439

**10 -GENERAL FUND
DEPARTMENTAL EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

ADMINISTRATION EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5100-50-50010 SALARIES	415,747	415,747	415,747	330,524	80	85,223	495,787	325,363
10-5100-50-50050 OVERTIME				220	0	-220	330	628
10-5100-50-50075 LONGEVITY	3,100	3,100	3,100	3,100	100	0	4,650	1,000
10-5100-50-50200 EMPLOYER PAID TAXES	28,176	28,176	28,176	22,139	79	6,037	33,209	25,015
10-5100-50-50255 WORKERS' COMPENSATION	1,979	1,979	1,979	219	11	1,760	329	1,379
10-5100-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	16,089	54	13,656	24,133	22,651
10-5100-50-50335 HEALTH ASSISTANCE	260	260	260	250	96	10	375	260
10-5100-50-50410 EMPLOYER RETIREMENT CO	33,381	33,381	33,381	29,015	87	4,366	43,522	28,298
10-5100-50-50520 EMPLOYEE EDUCATION	7,500	7,500	7,500	2,774	37	4,726	4,161	5,360
10-5100-50-50521 COUNCIL EDUCATION	12,886	12,886	12,886	670	5	12,216	1,005	12,886
10-5100-50-50650 VEHICLE ALLOWANCE	7,500	7,500	7,500	6,092	81	1,408	9,138	7,500
10-5100-50-50655 CELL PHONE ALLOWANCE	1,200	1,200	1,200	761	63	439	1,142	0
10-5100-50-50700 REIMBURSABLE UNEMPLOYM	6,000	6,000	6,000	0	0	6,000	0	500
TOTAL PERSONNEL	547,474	547,474	547,474	411,853	75	135,621	617,780	430,840

OPERATING

10-5100-51-51010 ADVER/NOTIFICATION/PUBLIC HE	14,500	14,500	14,500	10,543	73	3,957	15,814	14,500
10-5100-51-51011 PRE-EMPLO SCREENING	50	50	50	0	0	50	0	50
10-5100-51-51012 ADMIN RENT	50	50	50	0	0	50	0	3,800
10-5100-51-51xxx COMMUNITY PROGRAMS	0	0	0	0	0	0	0	394,977
10-5100-51-51043 CITY EVENTS	12,500	12,500	12,500	12,738	102	-238	19,107	12,600
10-5100-51-51160 ELECTION EXPENSES	6,500	6,500	6,500	0	0	6,500	0	6,500
10-5100-51-51335 INSURANCE-PROPERTY, CA	3,720	3,720	3,720	1,736	47	1,984	2,604	3,720
10-5100-51-51480 MEETING EXPENSES	1,000	1,000	1,000	4,078	408	-3,078	6,117	3,901
10-5100-51-51485 MISCELLANEOUS	21,200	21,200	21,200	36,065	170	-14,865	54,097	21,200
10-5100-51-51602 PENALTIES & INTEREST	150	150	150	0	0	150	0	150
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	650	0	0	650	0	650
10-5100-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	573	29	1,427	859	2,000
10-5100-51-51634 EDC BEAUTIFICATION	50,000	50,000	50,000	0	0	50,000	0	50,000
10-5100-51-51635 PROFESSIONAL & MEMBERS	7,500	7,500	7,500	6,633	88	867	9,949	5,500
10-5100-51-51746 SUPPLIES-OFFICE	8,562	8,562	8,562	3,901	46	4,661	5,852	7,562
10-5100-51-51747 COVID 19 SUPPLIES	20,000	20,000	20,000	8,940	45	11,060	13,409	20,000
10-5100-51-51748 GRANTS FOR SIX PATHWAYS	25,000	25,000	25,000	0	0	25,000	0	25,000
10-5100-51-51780 TRAVEL	7,500	7,500	7,500	240	3	7,260	361	2,500
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	9,500	7,126	75	2,374	10,689	9,500
10-5100-51-51817 UTILITIES-NATURAL GAS	1,000	1,000	1,000	973	97	27	1,459	1,000
10-5100-51-52110 OFFICE EQUIPMENT LEASE	4,400	4,400	4,400	3,563	81	837	5,345	4,400
10-5100-51-52111 EMERGENCY PROTECTION				13,786	0	-13,786	20,679	12,000
TOTAL OPERATING	195,782	195,782	195,782	110,895	57	84,888	166,342	601,510

REPAIRS & MAINTENANCE

10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	30,000	3,538	12	26,462	5,307	30,000
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	14,000	3,154	23	10,846	4,730	14,000
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	44,000	6,691	15	37,309	10,037	44,000

CONTRACTED SERVICES

10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	85,000	48,608	57	36,392	72,912	85,000
10-5100-54-51440 LEGAL FEES	65,000	65,000	65,000	31,006	48	33,994	46,510	65,000
10-5100-54-51441 JUSTFOIA	3,250	3,250	3,250	0	0	3,250	0	5,000
10-5100-54-51442 MEETING/AGENDA MANAGEMEN	3,800	3,800	3,800	4,150	109	-350	6,225	3,800
10-5100-54-51502 SALES TAX REBATE GREENVIEW	200,000	200,000	200,000	253,731	127	-53,731	380,596	300,000
10-5100-54-51503 AD VALEROM REBATE GREENVIEW	67,448	67,448	67,448	0	0	67,448	0	75,000
10-5100-54-51504 MUNICODE	15,000	15,000	15,000	4,740	32	10,260	7,109	15,000
10-5100-54-51520 R.O.W. PURCHASE				160,970	0	-160,970	241,455	0
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCT	1,800	1,800	1,800	4,434	246	-2,634	6,650	4,500
10-5100-54-51998 NEEDS ASSESMENT								30,000
10-5100-54-51999 GRANT WRITER SERVICE								50,000
10-5100-54-51760 TAXING DISTRICT FEES	18,500	18,500	18,500	25,365	137	-6,865	38,048	18,500
TOTAL CONTRACTED SERVICES	459,798	459,798	459,798	533,004	116	-73,206	799,506	651,800

TOTAL ADMINISTRATION EXPENDITURES	1,247,054	1,247,054	1,247,054	1,062,443	85	184,611	1,593,664	1,728,150
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FINANCE EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5150-50-50010 SALARIES	420,262	420,262	420,262	309,663	74	110,599	464,495	462,288
10-5150-50-50050 OVERTIME	3,443	3,443	3,443	1,784	52	1,659	2,677	3,443
10-5150-50-50075 LONGEVITY	3,900	3,900	3,900	2,800	72	1,100	4,200	4,600
10-5150-50-50200 EMPLOYER PAID TAXES	32,681	32,681	32,681	23,403	72	9,278	35,105	36,007
10-5150-50-50255 WORKERS' COMPENSATION	1,900	1,900	1,900	437	23	1,463	656	1,900
10-5150-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	32,137	62	19,917	48,206	52,851
10-5150-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5150-50-50410 EMPLOYER RETIREMENT CO	37,946	37,946	37,946	26,924	71	11,022	40,386	39,819
10-5150-50-50520 EMPLOYEE EDUCATION	2,500	2,500	2,500	1,414	57	1,086	2,121	2,500
TOTAL PERSONNEL	554,944	554,944	554,944	398,814	72	156,130	598,221	603,665

OPERATING

10-5150-51-51010 ADVER/POSTING/PUBLIC HEARIN	4,500	4,500	4,500	460	10	4,041	689	4,500
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	100	0	0	100	0	100
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	65,000	65,000	65,000	59,608	92	5,393	89,411	65,000
10-5150-51-51080 CASH SHORT & OVER	500	500	500	29	6	471	44	500
10-5150-51-51335 INSURANCE-PROPERTY, CA	3,305	3,305	3,305	2,727	83	578	4,090	3,305
10-5150-51-51338 INSURANCE LIABILITY	110	110	110	69	63	41	103	110
10-5150-51-51480 MEETING EXPENSES	500	500	500	93	19	407	139	500
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	1,250	718	57	532	1,077	1,250
10-5150-51-51602 PENALTIES & INTEREST	600	600	600	0	0	600	0	600
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	100	0	0	100	0	100
10-5150-51-51625 POSTAGE/DELIVERY	58,100	58,100	58,100	38,925	67	19,175	58,387	60,000
10-5150-51-51635 PROFESSIONAL & MEMBERS	240	240	240	0	0	240	0	240
10-5150-51-51746 SUPPLIES-OFFICE	3,000	3,000	3,000	3,311	110	-311	4,966	3,500
10-5150-51-51780 TRAVEL	5,000	5,000	5,000	4,416	88	584	6,623	5,000
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,475	2,573	74	902	3,860	3,475
10-5150-51-52340 VEHICLE FUEL & OIL	3,185	3,185	3,185	1,843	58	1,342	2,765	3,185
TOTAL OPERATING	148,965	148,965	148,965	114,770	77	34,195	172,155	151,365

REPAIRS & MAINTENANCE

10-5150-52-52000 OFFICE EQUIPMENT REPAI	0	0	0	0	0	0	0	0
10-5150-52-52320 VEHICLE REPAIRS & MAINT	2,000	2,000	2,000	2,630	131	-630	3,944	2,700
TOTAL REPAIRS & MAINTENANCE	2,000	2,000	2,000	2,630	131	-630	3,944	2,700

CONTRACTED SERVICES

10-5150-54-51000 ACCOUNTING & AUDITING	45,000	45,000	45,000	37,696	84	7,305	56,543	45,000
10-5150-54-5xxxx PAYROLL SERVICE	0	0	0					10,000
10-5150-54-51440 LEGAL FEES	1,200	1,200	1,200	1,050	88	150	1,575	1,200
10-5150-54-51590 DOCUMENT STORAGE	1,300	1,300	1,300	1,665	128	-365	2,497	1,700
TOTAL CONTRACTED SERVICES	47,500	47,500	47,500	40,410	85	7,090	60,615	57,900

TOTAL FINANCE EXPENDITURES	753,409	753,409	753,409	556,624	74	196,785	834,936	815,631
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STREET EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5225-50-50010 SALARIES	222,211	222,211	222,211	188,531	85	33,679	282,797	370,857
10-5225-50-50011 COVID 19 SALARIES	0	0	0	0	0	0	0	0
10-5225-50-50050 OVERTIME	6,666	6,666	6,666	6,134	92	532	9,201	11,126
10-5225-50-50051 COVID 19 OVERTIME	0	0	0	0	0	0	0	0
10-5225-50-50075 LONGEVITY	2,200	2,200	2,200	2,300	105	-100	3,450	2,800
10-5225-50-50200 EMPLOYER PAID TAXES	17,677	17,677	17,677	14,981	85	2,696	22,472	29,436
10-5225-50-50255 WORKERS' COMPENSATION	9,830	9,830	9,830	11,781	120	-1,951	17,671	14,000
10-5225-50-50325 HEALTH INSURANCE	44,618	44,618	44,618	32,116	72	12,502	48,174	60,402
10-5225-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	9	375	258
10-5225-50-50410 EMPLOYER RETIREMENT CO	20,525	20,525	20,525	16,878	82	3,647	25,317	32,553
10-5225-50-50520 EMPLOYEE EDUCATION	2,000	2,000	2,000	624	31	1,376	936	800
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	9,069	0	0	9,069	0	9,069
TOTAL PERSONNEL	335,054	335,054	335,055	273,595	82	61,460	410,392	531,300
OPERATING								
10-5225-51-51011 PRE-EMPLOYMENT SCREENING	200	200	200	0	0	200	0	200
10-5225-51-51335 INSURANCE-PROPERTY, CA	1,820	1,820	1,820	1,997	110	-177	2,996	1,820
10-5225-51-51338 INSURANCE LIABILITY	2,290	2,290	2,290	1,584	69	706	2,376	2,290
10-5225-51-51610 LICENSES	250	250	250	125	50	125	188	250
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200
10-5225-51-51640 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	45,000	45,000	45,000	23,214	52	21,786	34,820	45,000
10-5225-51-51746 SUPPLIES-OFFICE	500	500	500	0	0	500	0	500
10-5225-51-51780 TRAVEL	200	200	200	0	0	200	0	100
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	3,135	1,584	51	1,551	2,376	3,135
10-5225-51-51813 UTILITIES-ELECTRIC BLU	68,000	68,000	68,000	58,574	86	9,426	87,861	81,500
10-5225-51-51815 UTILITIES-ELECTRIC TX	10,000	10,000	10,000	8,211	82	1,789	12,316	12,500
10-5225-51-52340 FUEL & OIL	20,000	20,000	20,000	17,168	86	2,832	25,751	24,000
10-5225-51-52440 EQUIPMENT RENTAL	5,000	5,000	5,000	0	0	5,000	0	5,000
10-5225-51-54020 STREET SIGNS	7,000	7,000	7,000	5,794	83	1,206	8,691	7,000
TOTAL OPERATING	163,595	163,595	163,595	118,250	72	45,345	177,376	183,495
REPAIRS & MAINTENANCE								
10-5225-52-52010 BUILDING REPAIRS & MAI	3,400	3,400	3,400	418	12	2,982	628	5,000
10-5225-52-52320 VEH REPAIRS & MAINTENA	5,000	5,000	5,000	8,628	173	-3,628	12,942	10,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	10,000	4,667	47	5,333	7,001	10,000
10-5225-52-54010 STREET REPAIRS & MAINT	150,000	150,000	150,000	28,341	19	121,659	42,512	150,000
TOTAL REPAIRS & MAINTENANCE	168,400	168,400	168,400	42,055	25	126,345	63,082	175,000

CONTRACTED SERVICES

10-5225-54-51165 ENGINEERING/PLANNING S	22,000	22,000	22,000	18,520	84	3,480	27,780	56,350
10-5225-54-51166 STREET CONTRACTED REPAIRS	420,000	420,000	420,000	78,013	19	341,987	117,019	516,900
10-5225-54-54100 TRASH COLLECTION FEES	1,020,000	1,020,000	1,020,000	969,384	95	50,616	1,454,076	1,350,000
TOTAL CONTRACTED SERVICES	1,462,000	1,462,000	1,462,000	1,065,917	73	396,083	1,598,875	1,923,250

DEBT PAYMENTS

10-5225-55-52310 VEHICLE LEASE EXPENSE	6,609	6,609	6,609	6,609	100	0	9,913	6,609
10-5225-55-52410 MACHINERY EQUIPMENT LE	29,750	29,750	29,750	29,740	100	10	44,610	29,750
TOTAL DEBT PAYMENTS	36,359	36,359	36,359	36,349	100	10	54,523	36,359

CAPITAL OUTLAY < \$5K

10-5225-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	5,000	0	0	5,000	0	5,000
10-5225-57-52450 TOOLS	5,000	5,000	5,000	1,400	28	3,600	2,100	5,000
TOTAL CAPITAL OUTLAY < \$5K	10,000	10,000	10,000	1,400	14	8,600	2,100	10,000

CAPITAL OUTLAY > \$5K

10-5225-58-52400 MACHINERY EQUIPMENT-PU	240,810	240,810	240,810	0	0	240,810	0	50,000
TOTAL CAPITAL OUTLAY > \$5K	240,810	240,810	240,810	0	0	240,810	0	50,000

TOTAL STREET EXPENDITURES	2,416,218	2,416,218	2,416,219	1,537,565	64	878,654	2,306,348	2,909,404
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DEVELOPMENT SERVICES EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5300-50-50010 SALARIES	293,952	293,952	293,952	257,042	87	36,910	385,563	424,746
10-5300-50-50011 COVID 19 SALARIES	0	0	0		0	0	0	0
10-5300-50-50050 OVERTIME	1,845	1,845	1,845	499	27	1,346	749	1,845
10-5300-50-50075 LONGEVITY	3,100	3,100	3,100	3,100	100	0	4,650	3,600
10-5300-50-50200 EMPLOYER PAID TAXES	25,070	25,070	25,070	19,234	77	5,836	28,852	32,924
10-5300-50-50255 WORKERS' COMPENSATION	720	720	720	579	80	141	868	720
10-5300-50-50325 HEALTH INSURANCE	37,182	37,182	37,182	26,656	72	10,526	39,983	45,301
10-5300-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5300-50-50410 EMPLOYER RETIREMENT CO	26,362	26,362	26,362	22,246	84	4,116	33,368	36,410
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	4,600	868	19	3,732	1,302	4,600
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	393,589	393,589	393,589	330,473	84	63,116	495,710	550,904

OPERATING

10-5300-51-51011 PRE-EMPLOYMENT SCREENING	20	20	20	0	0	20	0	20
10-5300-51-51042 CREDIT CARD MERCHANT	32,100	32,100	32,100	29,560	92	2,540	44,340	32,100
10-5300-51-51330 BLDG INSPECTION FEES	7,000	7,000	7,000	0	0	7,000	0	15,000
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	10,000	0	0	10,000	0	10,000
10-5300-51-51332 OVERPAYMENT/REFUNDS	10,500	10,500	10,500	5,632	54	4,868	8,448	10,500
10-5300-51-51335 INSURANCE-PROPERTY, CA	210	210	210	179	85	31	269	210
10-5300-51-51338 INSURANCE LIABILITY	930	930	930	574	62	356	861	930
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	1,250	20	2	1,230	30	1,250
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	4,516	3,075	68	1,441	4,613	4,516
10-5300-51-51610 PERMITS & LICENSES	120	120	120	0	0	120	0	120
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,500	2,500	2,500	0	0	2,500	0	2,500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,475	700	47	775	1,050	1,475
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	2,000	809	40	1,191	1,214	2,000
10-5300-51-51746 SUPPLIES-OFFICE	2,500	2,500	2,500	3,090	124	-590	4,635	3,000
10-5300-51-51780 TRAVEL	7,000	7,000	7,000	2,694	38	4,306	4,041	7,000
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	0	0	2,000	0	2,000
10-5300-51-52110 OFFICE EQUIP LEASES	2,500	2,500	2,500	1,613	65	887	2,420	2,500
10-5300-51-52340 VEHICLE FUEL & OIL	5,000	5,000	5,000	2,765	55	2,235	4,148	5,000
TOTAL OPERATING	91,621	91,621	91,621	50,712	55	40,909	31,728	100,121

REPAIRS & MAINTENANCE

10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400
TOTAL REPAIRS & MAINTENANCE	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400

CONTRACTED SERVICES

10-5300-54-51165 ENG/PLANNING SERVICES	150,000	150,000	150,000	216,755	145	-66,755	325,132	200,000
10-5300-54-51440 LEGAL FEES	50,000	50,000	50,000	36,847	74	13,153	55,270	50,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	319,168	319,168	319,168	19,968	0	0	0	20,000
10-5300-54-51590 DOCUMENT STORAGE	0	0	0	65	0	-65	98	0
TOTAL CONTRACTED SERVICES	519,168	519,168	519,168	273,635	53	245,533	380,500	270,000

DEBT PAYMENTS

10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	0	0	0

TOTAL DEVELOPMENT SERVICES EXPENDITURES	1,007,378	1,007,378	1,007,378	659,292	341	348,086	914,645	925,425
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PARKS EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5400-50-50010 SALARIES	291,443	291,443	291,443	175,203	60	116,240	262,805	291,443
10-5400-50-50011 COVID 19 SALARIES	1,000	1,000	1,000	0	0	1,000	0	0
10-5400-50-50050 OVERTIME	8,744	8,744	8,744	2,770	32	5,974	4,155	6,000
10-5400-50-50075 LONGEVITY	4,100	4,100	4,100	3,600	88	500	5,400	4,200
10-5400-50-50200 EMPLOYER PAID TAXES	23,279	23,279	23,279	13,398	58	9,881	20,097	23,286
10-5400-50-50255 WORKERS' COMPENSATION	9,900	9,900	9,900	6,310	64	3,590	9,465	9,900
10-5400-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	27,830	53	24,224	41,746	52,851
10-5400-50-50335 HEALTH ASSISTANCE	221	221	221	250	113	-29	375	221
10-5400-50-50410 EMPLOYER RETIREMENT CO	27,030	27,030	27,030	15,229	56	11,801	22,843	25,751
10-5400-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,000	297	30	703	445	500

10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	3,000	0	0	3,000	0	3,000
TOTAL PERSONNEL	421,771	421,771	421,771	244,887	58	176,884	367,331	417,152
OPERATING								
10-5400-51-51011 PRE-EMPLOYMENT SCREENING	250	250	250	126	50	124	189	250
10-5400-51-51485 MISCELLANEOUS	100	100	100	0	0	100	0	100
10-5400-51-51610 LICENSES	0	0	0	50	0	-50	75	100
10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200
10-5400-51-51640 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
10-5400-51-51740 SUPPLIES	10,000	10,000	10,000	9,901	99	99	14,852	15,000
10-5400-51-51780 TRAVEL	200	200	200	0	0	200	0	100
10-5400-51-51800 UNIFORMS & ACCESSORIES	2,600	2,600	2,600	2,118	81	482	3,176	2,600
10-5400-51-51813 UTILITIES-ELECTRIC BLU	1,200	1,200	1,200	1,737	145	-537	2,606	1,200
10-5400-51-52340 FUEL & OIL	3,000	3,000	3,000	1,330	44	1,670	1,995	3,000
10-5400-51-52440 EQUIPMENT RENTAL	2,700	2,700	2,700	0	0	2,700	0	2,700
10-5400-51-54020 PARKS SIGNS	600	600	600	517	86	83	776	600
TOTAL OPERATING	20,850	20,850	20,850	15,779	76	5,071	23,480	25,850
REPAIRS & MAINTENANCE								
10-5400-52-52010 BUILDING REPAIRS & MAI	2,500	2,500	2,500	157	6	2,343	235	5,000
10-5400-52-52320 VEH REPAIRS & MAINTENA	3,000	3,000	3,000	5,911	197	-2,911	8,867	7,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	7,000	7,000	7,000	5,605	80	1,395	8,408	8,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	140,000	140,000	140,000	11,551	8	128,449	17,326	140,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENAN	5,000	5,000	5,000	0	0	5,000	0	23,000
TOTAL REPAIRS & MAINTENANCE	157,500	157,500	157,500	23,224	15	134,276	34,835	183,000

CONTRACTED SERVICES

10-5400-54-51165 ENGINEERING/PLANNING S	0	0	0	488	0	-488	731	500
10-5400-54-51440 LEGAL FEES	0	0	0	585	0	-585	878	1,000
10-5400-54-54100 TRASH COLLECTION FEES	0	0	0	0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	0	1,073	0	-1,073	1,609	1,500

DEBT PAYMENTS

10-5400-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	15,000	100	0	22,500	15,000
10-5400-55-52410 MACHINERY EQUIPMENT LE	9,518	9,518	9,518	9,517	100	1	14,276	9,518
TOTAL DEBT PAYMENTS	24,518	24,518	24,518	24,517	100	1	36,776	24,518

CAPITAL OUTLAY < \$5K

10-5400-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	5,000	0	0	5,000	0	10,000
10-5400-57-52450 TOOLS	750	750	750	20	3	730	30	750
TOTAL CAPITAL OUTLAY < \$5K	5,750	5,750	5,750	20	0	5,730	30	10,750

CAPITAL OUTLAY > \$5K

10-5400-58-52400 MACHINERY EQUIPMENT-PU	46,600	46,600	46,600	0	0	46,600	0	67,000
TOTAL CAPITAL OUTLAY > \$5K	46,600	46,600	46,600	0	0	46,600	0	67,000

TOTAL PARKS EXPENDITURES	676,987	676,988	676,989	309,500	46	367,489	464,060	729,770
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MUNICIPAL COURT EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

10-5500-50-50010 SALARIES	198,166	198,166	198,166	109,035	55	89,131	163,552	221,469
10-5500-50-50011 COVID 19 SALARIES	0	0	0	0	0	0	0	0
10-5500-50-50050 OVERTIME	16,000	16,000	16,000	1,072	7	14,928	1,608	16,000
10-5500-50-50075 LONGEVITY	1,500	1,500	1,500	1,500	100	0	2,250	1,500
10-5500-50-50150 MUNICIPAL JUDGES SALAR	42,600	42,600	42,600	11,600	27	31,000	17,400	42,600
10-5500-50-50200 EMPLOYER PAID TAXES	15,449	15,449	15,449	8,510	55	6,939	12,764	17,211
10-5500-50-50255 WORKERS' COMPENSATION	480	480	480	314	66	166	472	480
10-5500-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	14,502	49	15,243	21,753	30,201
10-5500-50-50335 HEALTH ASSITANCE	258	258	258	250	97	8	375	258
10-5500-50-50410 EMPLOYER RETIREMENT CO	15,758	15,758	15,758	9,648	61	6,110	14,472	16,983
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	3,000	665	22	2,335	998	3,000
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	323,456	323,456	323,456	157,095	49	166,361	235,643	350,202

OPERATING

10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	25	0	0	25	0	25
10-5500-51-51042 COURT TECHNOLOGY EXPEN	36,300	36,300	36,300	22,250	61	14,050	33,375	36,300
10-5500-51-51080 CASH SHORT (OVER)	100	100	100	0	0	100	0	100
10-5500-51-51485 MISCELLANEOUS	500	500	500	1,151	230	-651	1,727	500
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	100	0	0	100	0	100
10-5500-51-51625 POSTAGE/DELIVERY	3,600	3,600	3,600	991	28	2,609	1,487	3,600
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320	320	262	82	58	393	320
10-5500-51-51746 SUPPLIES-OFFICE	4,500	4,500	4,500	2,643	59	1,857	3,965	4,500
10-5500-51-51780 TRAVEL	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5500-51-52100 COURT SECURITY	1,900	1,900	1,900	0	0	1,900	0	1,900
10-5500-51-52110 OFFICE EQUIPMENT LEASE	2,400	2,400	2,400	1,955	81	445	2,932	2,400
TOTAL OPERATING	51,245	51,245	51,245	29,252	57	21,993	43,878	51,245

CONTRACTED SERVICES

10-5500-54-51440 LEGAL FEES	37,000	37,000	37,000	22,845	62	14,155	34,268	37,000
10-5500-54-51595 COLLECTION FEES	32,000	32,000	32,000	31,357	98	643	47,035	32,000
10-5500-54-56010 STATE COURT COST	222,000	222,000	222,000	87,401	39	134,599	131,101	222,000
10-5500-54-56425 JURY EXPENSE	500	500	500	0	0	500	0	500
TOTAL CONTRACTED SERVICES	291,500	291,500	291,500	141,603	49	149,897	212,404	291,500

CAPITAL OUTLAY < \$5K

10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0	1,620	0	1,620

CAPITAL OUTLAY > \$5K

10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000	6,000	6,000	0	0	6,000	0	6,000
10-5500-58-56108 CAP OUTLAY-COURT TECH	7,307	7,307	7,307	0	0	7,307	0	7,307
TOTAL CAPITAL OUTLAY > \$5K	13,307	13,307	13,307	0	0	13,307	0	13,307

TOTAL MUNICIPAL COURT EXPENSES	681,128	681,128	681,128	327,950	154	353,178	491,925	707,874
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POLICE EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5600-50-50010 SALARIES	2,185,841	2,185,841	2,185,841	1,708,443	78	477,398	2,562,665	2,852,197
10-5600-50-50011 COVID 19 SALARIES	20,000	20,000	20,000	3,542	18	16,458	5,313	
10-5600-50-50050 OVERTIME	89,617	89,617	89,617	138,718	155	-49,101	208,076	117,988
10-5600-50-50051 COVID 19 OVERTIME	15,000	15,000	15,000	12,987	87	2,013	19,480	0
10-5600-50-50075 LONGEVITY PAY	28,204	28,204	28,204	24,956	88	3,248	37,434	27,364
10-5600-50-50200 EMPLOYER PAID TAXES	175,291	175,291	175,291	138,363	79	36,929	207,544	228,604
10-5600-50-50255 WORKERS' COMPENSATION	38,202	38,202	38,202	41,409	108	-3,207	62,113	45,000
10-5600-50-50325 HEALTH INSURANCE	275,145	275,145	275,145	176,751	64	98,394	265,126	332,209
10-5600-50-50335 HEALTH ASSISTANCE	258	258	258	250	97	8	375	258
10-5600-50-50410 EMPLOYER RETIREMENT CO	204,376	204,376	204,376	161,931	79	42,445	242,897	253,593
10-5600-50-50520 EMPLOYEE EDUCATION	35,000	35,000	35,000	20,035	57	14,965	30,052	4,000
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	3,067,434	3,067,434	3,067,434	2,427,384	79	640,050	3,641,075	3,861,713
OPERATING								
10-5600-51-51010 ADVER/POSTING NOTIFICATIONS	500	500	500	0	0	500	0	500
10-5600-51-51335 INSURANCE-PROPERTY, CA	1,940	1,940	1,940	907	47	1,033	1,360	1,940
10-5600-51-51338 INSURANCE LIABILITY	35,000	35,000	35,000	45,319	129	-10,319	67,978	35,000
10-5600-51-51485 MISCELLANEOUS	6,500	6,500	6,500	5,252	81	1,248	7,878	7,500
10-5600-51-51603 PERIODICALS & PUBLICAT	250	250	250	212	85	38	318	500
10-5600-51-51610 LICENSING	500	500	500	245	49	255	368	500
10-5600-51-51620 PHYSICALS/DRUG TESTING	1,500	1,500	1,500	885	59	615	1,327	2,000
10-5600-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	797	40	1,203	1,196	4,000
10-5600-51-51635 PROFESSIONAL & MEMBERS	4,400	4,400	4,400	545	12	3,855	818	5,500
10-5600-51-51746 SUPPLIES-OFFICE	10,000	10,000	10,000	8,995	90	1,005	13,492	13,000
10-5600-51-51748 SUPPLIES-POLICE SPECIA	20,000	20,000	20,000	9,912	50	10,088	14,869	20,000
10-5600-51-51780 TRAVEL	10,000	10,000	10,000	8,797	88	1,203	13,195	15,000
10-5600-51-51798 CRIME LAB	7,500	7,500	7,500	768	10	6,732	1,152	7,500
10-5600-51-51799 CID SPECIALTY EQUIPMENT	8,500	8,500	8,500	8,004	94	496	12,007	22,000
10-5600-51-51800 UNIFORMS & ACCESSORIES	42,133	42,133	42,133	26,862	64	15,271	40,293	42,133
10-5600-51-51801 SAFETY & ACCESSORIES	3,000	3,000	3,000	789	26	2,211	1,184	3,000
10-5600-51-51802 AMMO/RANGE	25,000	25,000	25,000	2,367	9	22,633	3,550	25,000
10-5600-51-51803 HONOR GUARD	4,000	4,000	4,000	1,117	28	2,883	1,676	4,000
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	7,500	1,107	15	6,393	1,661	7,500
10-5600-51-51805 POLICE BANQUET	3,371	3,371	3,371	3,433	102	-62	5,149	3,371
10-5600-51-51806 TRAFFIC SPECIALTY EQUP	10,000	10,000	10,000	8,031	80	1,969	12,046	10,000
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	6,095	51	5,905	9,142	12,000
10-5600-51-52110 OFFICE EQUIPMENT LEASE	14,000	14,000	14,000	11,772	84	2,228	17,658	14,000
10-5600-51-52340 FUEL & OIL	80,000	80,000	80,000	57,961	72	22,039	86,942	80,000
10-5600-51-57400 WRECKER SERVICE	500	500	500	565	113	-65	848	500
TOTAL OPERATING	310,094	310,094	310,094	210,735	68	99,359	316,103	336,444

REPAIRS & MAINTENANCE

10-5600-52-52010 BUILDING REPAIRS & MAI	17,500	17,500	17,500	5,382	31	12,118	8,073	17,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	4,000	2,336	58	1,664	3,504	4,000
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	60,000	40,264	67	19,736	60,396	60,000
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	15,000	4,916	33	10,084	7,374	15,000
TOTAL REPAIRS & MAINTENANCE	96,500	96,500	96,500	52,898	55	43,602	79,346	96,500

CONTRACTED SERVICES

10-5600-54-51440 LEGAL FEES	2,500	2,500	2,500	9,270	371	-6,770	13,905	5,000
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	1,000	0	0	1,000	0	1,000
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	1,000	250	25	750	375	1,000
10-5600-54-57001 RRS EMERGENCY RADIO SYS	29,000	29,000	29,000	11,494	40	17,506	17,241	29,000
10-5600-54-57350 EMERGENCY DISPATCH SER	234,963	234,963	234,963	234,963	100	0	352,445	270,207
TOTAL CONTRACTED SERVICES	268,463	268,463	268,463	255,977	95	12,486	383,965	306,207

DEBT PAYMENTS

10-5600-55-52310 VEHICLE LEASE EXPENSE	373,500	373,500	373,500	335,984	90	37,516	503,977	453,500
TOTAL DEBT PAYMENTS	373,500	373,500	373,500	335,984	90	37,516	503,977	453,500

CAPITAL OUTLAY < \$5K

10-5600-57-57100 ANIMAL CONTROL EQUIPME	5,000	5,000	5,000	484	10	4,516	726	5,200
10-5600-57-57101 OFFICE EQUIP PURCHASE	1,000	1,000	1,000	25	2	975	37	1,000
TOTAL CAPITAL OUTLAY < \$5K	6,000	6,000	6,000	509	8	5,491	764	6,200

CAPITAL OUTLAY > \$5K

10-5600-58-52101 PD CONSTRUCTION SITE	1,000	1,000	1,000	0	0	1,000	0	50,000
10-5600-58-52330 POLICE SPECIALTY EQUIP	20,000	20,000	20,000	19,907	100	93	29,860	30,000
10-5600-58-57300 POLICE COMMUNICATION E	36,000	36,000	36,000	1,495	4	34,505	2,243	36,000
10-5600-58-58000 GRANT EXPENDITURES	9,470	9,470	9,470	25,925	274	-16,455	38,887	9,470
10-5600-58-58001 OVC GRANT 2018-V3-GX-0024	0	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	66,470	66,470	66,470	47,326	71	19,144	70,990	125,470

TOTAL POLICE EXPENDITURES	4,188,461	4,188,461	4,188,461	3,330,814	80	857,647	4,996,220	5,186,034
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IT EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5700-50-50010 SALARIES	101,900	101,900	101,900	87,241	86	14,659	130,861	227,334
10-5700-50-50050 OVERTIME	2,000	2,000	2,000	1,021	51	979	1,531	2,000
10-5700-50-50075 LONGEVITY PAY	700	700	700	700	100	0	1,050	900
10-5700-50-50200 EMPLOYER PAID TAXES	7,929	7,929	7,929	6,602	83	1,327	9,903	8,732
10-5700-50-50255 WORKERS' COMPENSATION	1,150	1,150	1,150	188	16	962	282	1,150
10-5700-50-50325 HEALTH INSURANCE	14,873	14,873	14,873	10,273	69	4,600	15,410	15,100
10-5700-50-50410 EMPLOYER RETIREMENT CO	9,633	9,633	9,633	7,944	82	1,689	11,916	9,633
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	4,500	75	2	4,425	113	4,500
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	3,877	81	923	5,815	4,800
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500
TOTAL PERSONNEL	147,985	147,985	147,985	117,921	80	30,064	176,881	274,649
OPERATING								
10-5700-51-51625 POSTAGE/DELIVERY	100	100	100	0	0	100	0	100
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	900	900	900	104	12	796	156	900
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	831	42	1,169	1,246	2,000
10-5700-51-51769 INTERNET SERVICE	35,000	35,000	35,000	78,289	224	-43,289	117,433	50,000
10-5700-51-51770 TELEPHONE COMMUNICATION	15,000	15,000	15,000	43,475	290	-28,475	65,212	5,000
10-5700-51-51775 WIRELESS COMMUNICATION	115,000	115,000	115,000	88,559	77	26,441	132,839	115,000
10-5700-51-51780 TRAVEL	1,500	1,500	1,500	0	0	1,500	0	1,500
TOTAL OPERATING	169,500	169,500	169,500	211,258	125	-41,758	316,886	174,500
REPAIRS & MAINTENANCE								
10-5600-52-52011 BUILDING SECURITY								5,000
10-5700-52-52000 COMPUTER R & M	6,085	6,085	6,085	0	0	6,085	0	6,085
TOTAL REPAIRS & MAINTENANCE	6,085	6,085	6,085	0	0	6,085	0	11,085
CONTRACTED SERVICES								
10-5700-54-51500 COMPUTER/HARDWARE LEASE	0	0	0	60	0	-60	90	0
10-5700-54-51501 IT CONSULTING SERVICES	15,000	15,000	15,000	16,942	113	-1,942	25,414	10,000
10-5700-54-52005 EMERGENCY NOTIFICATION	5,000	5,000	5,000	4,371	87	629	6,556	5,000
10-5700-54-52240 SOFTWARE ANNUAL FEES	149,780	149,780	149,780	155,433	104	-5,653	233,149	175,000
TOTAL CONTRACTED SERVICES	169,780	169,780	169,780	176,806	104	-7,026	265,119	190,000
CAPITAL OUTLAY <\$5K								
10-5700-57-52200 COMPUTER EQUIPMENT	65,000	65,000	65,000	1,818	3	63,182	2,727	35,000
TOTAL CAPITAL OUTLAY<\$5K	65,000	65,000	65,000	1,818	3	63,182	2,727	35,000
CAPITAL OUTLAY >\$5K								
10-5700-58-52200 COMPUTER EQUIPMENT	105,000	105,000	105,000	0	0	105,000	0	70,000
TOTAL CAPITAL OUTLAY>\$5K	105,000	105,000	105,000	0	0	105,000	0	70,000
TOTAL IT EXPENDITURES	663,350	663,350	663,350	507,802	77	155,548	761,613	755,234

ECONOMIC DEV. SVCS	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5800-50-50010 SALARIES	190,777	190,777	190,777	65,971	35	124,806	98,957	201,606
10-5800-50-50075 LONGEVITY PAY	200	200	200	0	0	200	0	300
10-5800-50-50200 EMPLOYER PAID TAXES	14,610	14,610	14,610	5,010	34	9,600	7,515	15,423
10-5800-50-50255 WORKERS' COMPENSATION	694	694	694	89	13	605	134	694
10-5800-50-50325 HEALTH INSURANCE	7,994	7,994	7,994	425	5	7,569	637	7,550
10-5800-50-50410 EMPLOYER RETIREMENT CO	17,390	17,390	17,390	5,647	32	11,743	8,470	17,056
10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	225	5	4,450	338	3,500
TOTAL PERSONNEL	236,340	236,340	236,340	77,368	33	158,972	116,051	246,129
OPERATING								
10-5800-51-51011 SMALL BUSINESS RENTAL ASST	5,000	5,000	5,000	1,915	38	3,085	2,873	25,000
10-5800-51-51043 CITY EVENTS	37,500	37,500	37,500	27,294	73	10,206	40,941	100,000
10-5800-51-51480 MEETING EXPENSES	2,500	2,500	2,500	126	5	2,375	188	2,500
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	245	13	1,605	368	1,850
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	130	7	1,870	196	2,000
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	0	0	5,000	0	5,000
TOTAL OPERATING	55,350	55,350	55,350	29,710	54	25,640	563	137,850
TOTAL ECONOMIC DEV SVCS EXPENDITURES	291,690	291,690	291,690	107,077	86	184,613	116,614	383,979

HUMAN RESOURCES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
10-5810-50-50010 SALARIES					0	0	0	73,653
10-5810-50-50075 LONGEVITY PAY					0	0	0	800
10-5810-50-50200 EMPLOYER PAID TAXES					0	0	0	5,696
10-5810-50-50255 WORKERS' COMPENSATION					0	0	0	300
10-5810-50-50325 HEALTH INSURANCE					0	0	0	7,550
10-5810-50-50410 EMPLOYER RETIREMENT CO					0	0	0	6,299
10-5810-50-50411 HR REQUIRED EDUCATION								13,500
10-5810-50-50520 EMPLOYEE EDUCATION					0	0	0	2,140
TOTAL PERSONNEL	0	0	0	0	0	0	0	109,938
OPERATING								
10-5810-51-51041 EMPLOYEE APPRECIATION								15,000
10-5810-51-51635 PERIODICALS & PUBLICATIONS								1,000
10-5810-51-51635 PROFESSIONAL/MEMBERSHIP					0	0	0	2,000
10-5810-51-51746 SUPPLIES-OFFICES					0	0	0	1,000
10-5810-51-51780 TRAVEL					0	0	0	5,000
TOTAL OPERATING	0	0	0	0	0	0	0	24,000
TOTAL HUMAN RESOURCES EXPENDITURES	0	0	0	0	0	0	0	133,938

TOTAL EXPENDITURES	11,925,675	11,925,676	11,925,678	8,399,066	1,006	3,526,612	12,480,026	14,275,439
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REVENUES OVER/(UNDER) EXPENDITURES	-352,490	-352,891	-352,493	4,611,279	-4,963,772	6,947,759	0
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UTILITY FUND
FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS
FY 2021-22

REVENUE SUMMARY	91.67 % OF YEAR COMPLETE						PROPOSED BUDGET WORKSHEETS	
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
WATER								
MISCELLANEOUS	525	525	525	0				
WATER/SEWER CHARGES	2,089,796	2,089,796	2,089,796	2,411,018	115.4	(321,222)	2,411,018	2,448,158
OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WATER	2,090,321	2,090,321	2,090,321	2,411,018	115.3	(320,697)	2,411,018	2,448,158
WASTEWATER								
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
WATER/SEWER CHARGES	1,660,250	1,660,250	1,660,250	2,036,426	122.7	(376,176)	2,036,426	2,040,250
OTHER	81,588	81,588	81,588	641	0.8	80,947	641	641
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER	1,741,838	1,741,838	1,741,838	2,037,067	116.9	(295,229)	2,037,067	2,040,891
TOTAL REVENUES	3,832,159	3,832,159	3,832,159	4,448,085	116.1	(615,926)	4,448,085	4,489,049

91.67 % OF YEAR COMPLETE								
EXPENDITURE SUMMARY	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PUBLIC WORKS								
PERSONNEL	407,122	407,122	407,123	321,473	79.0	85,650	321,473	437,744
OPERATING	25,750	25,750	25,750	30,425	118.2	(4,675)	30,425	28,350
REPAIRS & MAINTENANCE	74,500	74,500	74,500	52,080	69.9	22,420	52,080	36,000
CONTRACTED SERVICES	6,500	6,500	6,500	3,058	47.0	3,443	3,058	3,500
TOTAL PUBLIC WORKS	513,872	513,872	513,873	407,036	79.2	106,838	407,036	505,594
WATER								
PERSONNEL	382,544	382,544	382,544	272,144	71.1	110,400	272,144	501,561
OPERATING	186,169	186,169	186,169	158,662	85.2	27,507	158,662	214,934
REPAIRS & MAINTENANCE	53,000	53,000	53,000	90,452	170.7	(37,452)	90,452	66,500
WATER/WASTEWATER	1,584,000	1,584,000	1,584,000	1,407,369	88.8	176,631	1,407,369	2,053,750
CONTRACTED SERVICES	150	150	150	3,188	2,125.5	(3,038)	3,188	3,800
DEBT PAYMENTS	80,353	80,353	80,353	80,222	99.8	131	80,222	80,353
CAPITAL OUTLAY < \$5K	8,000	8,000	8,000	1,365	17.1	6,635	1,365	10,000
CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	20,000
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WATER	2,303,216	2,303,216	2,303,216	2,013,403	87.4	289,813	2,013,403	2,950,898
WASTEWATER								
PERSONNEL	193,584	193,584	193,584	152,889	79.0	40,695	152,889	196,338
OPERATING	245,390	245,390	245,390	300,206	122.3	(54,816)	300,144	360,315
REPAIRS & MAINTENANCE	57,500	57,500	57,500	33,848	58.9	23,652	33,848	59,000
WATER/WASTEWATER	157,650	157,650	157,650	416,562	264.2	(258,912)	416,562	59,650
CONTRACTED SERVICES	16,200	16,200	16,200	98,010	605.0	(81,810)	98,010	239,002
DEBT PAYMENTS	0	0	0	0	0.0	0	0	0
CAPITAL OUTLAY < \$5K	0	0	8,000	0	0.0	8,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	0	30,000
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER	700,324	700,324	708,324	1,001,515	141.4	(293,191)	1,001,453	949,305
NON-DEPARTMENTAL								
CAPITAL OUTLAY > \$5K	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	236,704	1,302,397	550.2	(1,065,693)	1,953,595	0
TOTAL EXPENDITURES	3,517,412	3,517,412	3,762,117	4,724,350	125.6	(962,232)	5,375,486	4,430

VENUES OVER/(UNDER) EXPENDITURES	314,746	314,746	70,042	(276,264)	346,306	(927,400)	83,252
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-UTILITY FUND
VENUES

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

91.67 % OF YEAR COMPLETE

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
WATER REVENUES								
WATER/SEWER CHARGES								
-4250-42-42099 MISCELLANEOUS	525	525	525	0	0.0	525	0	525
TOTAL MISCELLANEOUS	525	525	525	0	0	525	0	525
-4250-43-42099 CREDIT CARD PAYMENT FEE	40,000	40,000	40,000	67,851	169.6	(27,851)	67,851	64,855
-4250-43-43000 ADJUSTMENTS	0	0	0	0	0.0	0	0	0
-4250-43-43010 WATER SALES	1,725,954	1,725,954	1,725,954	2,049,961	118.8	(324,007)	2,049,961	2,049,961
-4250-43-43015 BULK WATER SALES	92	92	92	0	0.0	92	0	92
-4250-43-43025 LATE FEES WATER	35,000	35,000	35,000	43,271	123.6	(8,271)	43,271	45,000
-4250-43-43028 RETURN CHECK FEES	1,000	1,000	1,000	350	35.0	650	350	500
-4250-43-43075 WATER TAP FEES	225,000	225,000	225,000	174,750	77.7	50,250	174,750	225,000
-4250-43-43076 WATER METER FEE	250	250	250	0	0.0	250	0	250
-4250-43-43080 CONNECTION CHARGES	62,500	62,500	62,500	74,835	119.7	(12,335)	74,835	62,500
TOTAL WATER/SEWER CHARGES	2,089,796	2,089,796	2,089,796	2,411,018	115.4	(321,222)	2,411,018	2,448,158
TOTAL WATER REVENUES	2,090,321	2,090,321	2,090,321	2,411,018	115.3	(320,697)	2,411,018	2,448,683
WASTEWATER REVENUES								
WATER/SEWER CHARGES								
-4275-43-41320 SLUDGE DUMP FEES	25,000	25,000	25,000	0	0.0	25,000	0	0
-4275-43-43000 ADJUSTMENTS	0	0	0	0	0.0	0	0	0
-4275-43-43110 SEWER SERVICE	1,400,000	1,400,000	1,400,000	1,804,702	128.9	(404,702)	1,804,702	1,805,000
-4275-43-43125 LATE FEES SEWER	35,000	35,000	35,000	36,725	104.9	(1,725)	36,725	35,000
-4275-43-43175 SEWER TAP FEES	200,250	200,250	200,250	195,000	97.4	5,250	195,000	200,250
TOTAL WATER/SEWER CHARGES	1,660,250	1,660,250	1,660,250	2,036,426	122.7	(376,176)	2,036,426	2,040,250
OTHER								
-4275-48-48000 INTEREST INCOME	81,588	81,588	81,588	641	0.8	80,947	641	641
TOTAL OTHER	81,588	81,588	81,588	641	0.8	80,947	641	641
TRANSFERS								
-4275-49-50010 TRANSFERS FROM CPF	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL WASTEWATER REVENUES	1,741,838	1,741,838	1,741,838	2,037,067	116.9	(295,229)	2,037,067	2,040,891
TOTAL REVENUES	3,832,159	3,832,159	3,832,159	4,448,085	116.1	(615,926)	4,448,085	4,489,574

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**-UTILITY FUND
EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2021-22**

	91.67 % OF YEAR COMPLETE							
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PUBLIC WORKS EXPENDITURES								
PERSONNEL								
-5200-50-50010 SALARIES	305,091	305,091	305,091	253,285	83.0	51,806	253,285	335,601
-5200-50-50011 COVID 19 SALARIES	0	0	0	0				0
-5200-50-50050 OVERTIME	560	560	560	0	0.0	560	0	560
-5200-50-50075 LONGEVITY	4,900	4,900	4,900	4,800	98.0	100	4,800	5,300
-5200-50-50200 EMPLOYER PAID TAXES	23,757	23,757	23,757	20,005	84.2	3,752	20,005	26,126
-5200-50-50255 WORKERS' COMPENSATION	5,000	5,000	5,000	406	8.1	4,594	406	600
-5200-50-50325 HEALTH INSURANCE	29,745	29,745	29,745	15,749	52.9	13,997	15,749	30,201
-5200-50-50335 HEALTH ASSISTANCE	258	258	258	250	96.7	9	250	258
-5200-50-50410 EMPLOYER RETIREMENT CO	28,011	28,011	28,011	22,664	80.9	5,347	22,664	29,298
-5200-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,000	252	25.2	748	252	1,000
-5200-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	4,061	84.6	739	4,061	4,800
-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000	4,000	4,000	0	0.0	4,000	0	4,000
TOTAL PERSONNEL	407,122	407,122	407,123	321,473	79.0	85,650	321,473	437,744
OPERATING								
-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	2,400	2,400	2,400	893	37.2	1,507	893	2,400
-5200-51-51011 PRE-EMPLOYMENT SCREENING	65	65	65	0	0.0	65	0	65
-5200-51-51012 SAFETY & ACCESSORIES	1,200	1,200	1,200	2,077	173.1	(877)	2,077	2,000
-5200-51-51040 BAD DEBTS	0	0	0	0	0.0	0	0	0
-5200-51-51485 MISCELLANEOUS	1,000	1,000	1,000	40	4.0	960	40	1,000
-5200-51-51610 LICENSES	400	400	400	222	55.5	178	222	200
-5200-51-51620 PHYSICALS/DRUG TESTING	85	85	85	0	0.0	85	0	85
-5200-51-51625 POSTAGE/DELIVERY	200	200	200	8	3.8	193	8	200
-5200-51-51635 PROFESSIONAL & MEMBERS	100	100	100	0	0.0	100	0	100
-5200-51-51743 SUPPLIES-EQUIPMENT	0	0	0	0	0.0	0	0	0
-5200-51-51746 SUPPLIES-OFFICE	5,500	5,500	5,500	5,420	98.5	80	5,420	5,500
-5200-51-51780 TRAVEL	300	300	300	0	0.0	300	0	300
-5200-51-51800 UNIFORMS & ACCESSORIES	1,500	1,500	1,500	384	25.6	1,116	384	1,500
-5200-51-51813 UTILITIES-ELECTRIC BLU	10,000	10,000	10,000	1,616	16.2	8,384	1,616	12,000
-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000	3,000	3,000	1,399	46.6	1,602	1,399	3,000
TOTAL OPERATING	25,750	25,750	25,750	30,425	118.2	(4,675)	30,425	28,350

PAIRS & MAINTENANCE

-5200-52-52010 BUILDING REPAIRS & MAI	70,000	70,000	70,000	48,749	69.6	21,251	48,749	30,000
-5200-52-52012 CLEANING & MAINTENANCE	4,500	4,500	4,500	3,331	74.0	1,169	3,331	6,000
TOTAL REPAIRS & MAINTENANCE	74,500	74,500	74,500	52,080	69.9	22,420	52,080	36,000

CONTRACTED SERVICES

-5200-54-51001 CONSULTANT FEES - RATE STUDY	0	0	0	0	0.0	0	0	0
-5200-54-51165 ENGINEERING/PLANNING SVCS	3,500	3,500	3,500	3,058	87.4	443	3,058	3,500
-5200-54-51440 LEGAL FEES	3,000	3,000	3,000	0	0.0	3,000	0	0
-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0	0.0	0	0	0
-5200-54-51590 DOCUMENT STORAGE	0	0	0	0	0.0	0	0	0
TOTAL CONTRACTED SERVICES	6,500	6,500	6,500	3,058	47.0	3,443	3,058	3,500

TOTAL PUBLIC WORKS EXPENDITURES	513,872	513,872	513,873	407,036	79.2	106,838	407,036	505,594
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	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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PERSONNEL

-5250-50-50010 SALARIES	260,010	260,010	260,010	180,339	69.4	79,671	180,339	349,223
-5250-50-50011 COVID 19 SALARIES	0	0	0	0	0.0	0	0	0
-5250-50-50050 OVERTIME	11,050	11,050	11,050	20,291	183.6	(9,241)	20,291	17,500
-5250-50-50051 COVID 19 OVERTIME	0	0	0	0	0.0	0	0	0
-5250-50-50075 LONGEVITY PAY	2,400	2,400	2,400	2,400	100.0	0	2,400	3,200
-5250-50-50200 EMPLOYER PAID TAXES	20,920	20,920	20,920	15,450	73.9	5,470	15,450	28,096
-5250-50-50255 WORKERS' COMPENSATION	10,070	10,070	10,070	7,180	71.3	2,890	7,180	10,070
-5250-50-50325 HEALTH INSURANCE	52,054	52,054	52,054	26,683	51.3	25,371	26,683	60,402
-5250-50-50410 EMPLOYER RETIREMENT CO	24,290	24,290	24,290	17,603	72.5	6,687	17,603	31,071
-5250-50-50520 EMPLOYEE EDUCATION	1,750	1,750	1,750	2,198	125.6	(448)	2,198	2,000
-5250-50-50700 REIMB UNEMPLOYMENT	0	0	0	0	0.0	0	0	0
TOTAL PERSONNEL	382,544	382,544	382,544	272,144	71.1	110,400	272,144	501,561

OPERATING

-5250-51-51011 PRE-EMPLOYMENT SCREENING	200	200	200	3	1.5	197	3	200
-5250-51-51335 INSURANCE-PROPERTY, CA	15,844	15,844	15,844	13,737	86.7	2,107	13,737	15,844
-5250-51-51338 INSURANCE LIABILITY	4,640	4,640	4,640	3,933	84.8	707	3,933	4,640
-5250-51-51485 MISCELLANEOUS	500	500	500	294	58.8	206	294	500
-5250-51-51610 PERMITS & LICENSES	11,000	11,000	11,000	9,707	88.2	1,293	9,707	12,000
-5250-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0.0	200	0	200
-5250-51-51635 PROFESSIONAL & MEMBERS	360	360	360	525	145.8	(165)	525	600
-5250-51-51740 SUPPLIES - CHEMICALS &	40,000	40,000	40,000	37,414	93.5	2,586	37,414	42,000
-5250-51-51743 SUPPLIES-EQUIPMENT	1,000	1,000	1,000	517	51.7	483	517	1,000
-5250-51-51746 SUPPLIES-OFFICE	0	0	0	0	0.0	0	0	0
-5250-51-51747 METER PURCHASE	61,250	61,250	61,250	45,077	73.6	16,173	45,077	80,750
-5250-51-51780 TRAVEL	2,000	2,000	2,000	5	0.3	1,995	5	500
-5250-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	1,789	89.5	211	1,789	2,000
-5250-51-51809 R.O.W FEES	675	675	675	643	95.3	32	643	700
-5250-51-51810 UTILITIES-ELECTRIC AUS	22,000	22,000	22,000	20,410	92.8	1,590	20,410	23,000
-5250-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	11,319	94.3	681	11,319	16,000
-5250-51-52340 FUEL & OIL	6,000	6,000	6,000	7,439	124.0	(1,439)	7,439	8,000
-5250-51-52440 EQUIPMENT RENTAL	500	500	500	1,016	203.2	(516)	1,016	500
-5250-51-53010 TESTING WATER AND WAST	6,000	6,000	6,000	4,835	80.6	1,165	4,835	6,500
TOTAL OPERATING	186,169	186,169	186,169	158,662	85.2	27,507	158,662	214,934

PAIRS & MAINTENANCE

-5250-52-52010 BUILDING REPAIRS & MAI	1,000	1,000	1,000	1,947	194.7	(947)	1,947	4,000
-5250-52-52320 VEHICLE REPAIRS & MAIN	6,500	6,500	6,500	4,648	71.5	1,852	4,648	6,500
-5250-52-52430 MACHINERY EQUIPMENT-RE	5,500	5,500	5,500	15,988	290.7	(10,488)	15,988	16,000
-5250-52-52460 REPAIRS-WELLS,PUMPS,MO	40,000	40,000	40,000	67,870	169.7	(27,870)	67,870	40,000
TOTAL REPAIRS & MAINTENANCE	53,000	53,000	53,000	90,452	170.7	(37,452)	90,452	66,500

WATER/WASTEWATER									
-5250-53-53030 WATER FEES-AUSTIN	500	500	500	507	101.5	(7)	507	500	
-5250-53-53040 WATER FEES-MANVILLE	320,000	320,000	320,000	408,539	127.7	(88,539)	408,539	532,250	
-5250-53-53050 WATER FEES-EPCOR	1,250,000	1,250,000	1,250,000	982,214	78.6	267,786	982,214	1,500,000	
-5250-53-53060 WELL ROYALTIES-FOWLER	9,500	9,500	9,500	12,017	126.5	(2,517)	12,017	14,000	
-5250-53-53070 WELL ROYALTIES-LEE	4,000	4,000	4,000	4,092	102.3	(92)	4,092	7,000	
TOTAL WATER/WASTEWATER	1,584,000	1,584,000	1,584,000	1,407,369	88.8	176,631	1,407,369	2,053,750	
CONTRACTED SERVICES									
-5250-54-51165 ENGINEERING/PLANNING S	0	0	0	2,510	0.0	(2,510)	2,510	3,000	
-5250-54-51440 LEGAL FEES	0	0	0	15	0.0	(15)	15	0	
-5250-54-51595 MVBA UTIL COLLECTION	150	150	150	663	442.2	(513)	663	800	
TOTAL CONTRACTED SERVICES	150	150	150	3,188	2,125.5	(3,038)	3,188	3,800	
DEBT PAYMENTS									
-5250-55-52310 VEHICLE LEASE EXPENSE	30,000	30,000	30,000	29,870	99.6	130	29,870	30,000	
-5250-55-52410 MACHINERY EQUIPMENT LE	50,353	50,353	50,353	50,352	100.0	1	50,352	50,353	
TOTAL DEBT PAYMENTS	80,353	80,353	80,353	80,222	99.8	131	80,222	80,353	
CAPITAL OUTLAY < \$5K									
-5250-57-52200 COMPUTER EQUIP PURCHAS	0	0	0	0	0.0	0	0	0	
-5250-57-52400 MACHINERY EQUIPMENT-PU	3,000	3,000	3,000	1	0.0	2,999	1	5,000	
-5250-57-52450 TOOLS	5,000	5,000	5,000	1,364	27.3	3,636	1,364	5,000	
TOTAL CAPITAL OUTLAY < \$5K	8,000	8,000	8,000	1,365	17.1	6,635	1,365	10,000	
CAPITAL OUTLAY > \$5K									
-5250-58-52400 MACHINERY EQUIPMENT-PU	9,000	9,000	9,000	0	0.0	9,000	0	20,000	
TOTAL CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	20,000	
TOTAL WATER EXPENDITURES	2,303,216	2,303,216	2,303,216	2,013,403	87.4	289,813	2,013,403	2,950,898	

WASTEWATER EXPENDITURES	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
PERSONNEL								
-5275-50-50010 SALARIES	125,495	125,495	125,495	97,982	78.1	27,513	97,982	125,739
-5275-50-50011 COVID 19 SALARIES	0	0	0	0				0
-5275-50-50050 OVERTIME	14,432	14,432	14,432	13,974	96.8	458	13,974	16,000
-5275-50-50051 COVID 19 OVERTIME	0	0	0	0				0
-5275-50-50075 LONGEVITY PAY	1,900	1,900	1,900	2,000	105.3	(100)	2,000	2,400
-5275-50-50200 EMPLOYER PAID TAXES	10,850	10,850	10,850	8,346	76.9	2,504	8,346	10,909
-5275-50-50255 WORKERS' COMPENSATION	3,400	3,400	3,400	3,566	104.9	(166)	3,566	3,600
-5275-50-50325 HEALTH INSURANCE	22,309	22,309	22,309	15,734	70.5	6,575	15,734	22,651
-5275-50-50410 EMPLOYER RETIREMENT CO	12,598	12,598	12,598	9,768	77.5	2,830	9,768	12,064
-5275-50-50520 EMPLOYEE EDUCATION	600	600	600	1,521	253.5	(921)	1,521	975
-5275-50-50700 UNEMPLOYMENT CLAIMS	2,000	2,000	2,000	0	0.0	2,000	0	2,000
TOTAL PERSONNEL	193,584	193,584	193,584	152,889	79.0	40,695	152,889	196,338
OPERATING								
-5275-51-51011 PRE-EMPLOYMENT SCREENING	100	100	100	62	62.0	38	62	100
-5275-51-51335 INSURANCE-PROPERTY, CA	9,800	9,800	9,800	22,912	233.8	(13,112)	22,912	9,800
-5275-51-51338 INSURANCE LIABILITY	2,995	2,995	2,995	2,549	85.1	446	2,549	2,995
-5275-51-51603 PERIODICALS & PUBLICATIONS	100	100	100	0	0.0	100	0	100
-5275-51-51610 PERMITS & LICENSES	5,200	5,200	5,200	4,913	94.5	287	4,913	5,500
-5275-51-51620 PHYSICALS/DRUG TESTING	120	120	120	0	0.0	120	0	120
-5275-51-51635 PROFESSIONAL & MEMBERS	150	150	150	0	0.0	150	0	0
-5275-51-51740 SUPPLIES PARTS AND MATERIALS	52,000	52,000	52,000	113,912	219.1	(61,912)	113,912	140,000
-5275-51-51800 UNIFORMS & ACCESSORIES	1,250	1,250	1,250	1,107	88.5	143	1,107	1,500
-5275-51-51809 R.O.W. FEES	675	675	675	643	95.3	32	643	700
-5275-51-51813 UTILITIES-ELECTRIC BLU	160,000	160,000	160,000	143,659	89.8	16,341	143,659	185,000
-5275-51-51815 UTILITIES-ELECTRIC TX	9,000	9,000	9,000	8,017	89.1	983	8,017	11,000
-5275-51-52340 FUEL & OIL	4,000	4,000	4,000	2,432	60.8	1,568	2,432	3,500
TOTAL OPERATING	245,390	245,390	245,390	300,206	122.3	(54,816)	300,144	360,315
REPAIRS & MAINTENANCE								
-5275-52-52010 BUILDING REPAIRS & MAINTENANCE	1,000	1,000	1,000	411	41.1	589	411	2,500
-5275-52-52320 VEHICLE REPAIRS & MAINTENANCE	1,500	1,500	1,500	214	14.3	1,286	214	1,500
-5275-52-52430 MACHINERY EQUIPMENT-REPAIRS	20,000	20,000	20,000	7,459	37.3	12,541	7,459	20,000
-5275-52-52460 REPAIRS-WELLS,PUMPS,MO	35,000	35,000	35,000	25,763	73.6	9,237	25,763	35,000
TOTAL REPAIRS & MAINTENANCE	57,500	57,500	57,500	33,848	58.9	23,652	33,848	59,000

WATER/WASTEWATER								
5275-53-53010 TESTING WATER AND WAST	32,000	32,000	32,000	33,078	103.4	(1,078)	33,078	56,650
5275-53-53040 WATER FEES-MANVILLE	650	650	650	2,220	341.6	(1,570)	2,220	3,000
5275-53-53160 WASTEWATER FEES-AUSTIN	125,000	125,000	125,000	381,264	305.0	(256,264)	381,264	0
TOTAL WATER/WASTEWATER	157,650	157,650	157,650	416,562	264.2	(258,912)	416,562	59,650
CONTRACTED SERVICES								
5275-54-51165 ENGINEERING/PLANNING S	1,200	1,200	1,200	2,076	173.0	(876)	2,076	112,002
5275-54-51440 LEGAL FEES	0	0	0	15	0.0	(15)	15	0
5275-54-53150 SLUDGE DISPOSAL	15,000	15,000	15,000	95,919	639.5	(80,919)	95,919	127,000
TOTAL CONTRACTED SERVICES	16,200	16,200	16,200	98,010	605.0	(81,810)	98,010	239,002
CAPITAL OUTLAY < \$5K								
5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000
TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	5,000	0	0.0	5,000	0	5,000
CAPITAL OUTLAY > \$5K								
5275-58-52400 MACHINERY EQUIPMENT-PU	15,000	15,000	15,000	0	0.0	15,000	0	15,000
5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000
TOTAL CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	0	30,000
TOTAL WASTEWATER EXPENDITURES	705,324	705,324	705,324	1,001,515	142.0	(296,191)	1,001,453	949,305
NON-DEPARTMENTAL EXPENDITURES								
	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
CAPITAL OUTLAY > \$5K								
5999-58-58005 2016 CO BOND EXPENSES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	
TOTAL CAPITAL OUTLAY > \$5K	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TRANSFERS								
5999-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL EXPENDITURES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	0
TOTAL EXPENDITURES	3,759,116	3,759,116	3,759,117	4,724,350	125.7	(965,232)	4,724,288	4,405,797
REVENUES OVER/(UNDER) EXPENDITURES	73,042	73,042	73,042	-276,264		349,306	(276,202)	83,777

ORDINANCE NO. 621

FY 2021-2022 ANNUAL BUDGET ORDINANCE

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING AN ANNUAL BUDGET FOR THE ENSUING FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Manor, Texas (the "City") has submitted to the City Council a proposed annual budget of the revenues of said City and the expenditures necessary for conducting the affairs thereof, and providing a complete financial plan for FY 2021-2022, and which said proposed annual budget has been compiled from detailed information obtained from the several departments, divisions, and offices of the City; and

WHEREAS, the City Council has received said City Manager's proposed annual budget, a copy of which, along with all supporting schedules, have been filed with the City; and

WHEREAS, the City Council conducted a public hearing to discuss the proposed annual budget for FY 2021-2022 on September 1, 2021 and September 15, 2021, as provided by law;

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

Section 1. The proposed annual budget of the revenue of the City and the expenses of conducting the affairs thereof providing a complete financial plan for the ensuing fiscal year beginning October 1, 2021, and ending September 30, 2022, as submitted to the City Council by the City Manager of said City, and which budget is attached hereto as Exhibit "A", be and the same is in all things adopted and approved as the annual budget of all current expenditures/expenses as well as fixed charges against said City for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

Section 2. The sums shown on Exhibit "A" are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved annual budget document for the fiscal year ending September 30, 2022.

Section 3. Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. This Ordinance shall be and remain in full force and effect from and after its final passage and publication as herein provided.

PASSED, ADOPTED, AND APPROVED on this 15th day of September 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary

Exhibit "A"

FY 2020-2021 ANNUAL BUDGET



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 15, 2021
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for fiscal year beginning October 1, 2021 and ending September 30, 2022.

BACKGROUND/SUMMARY:

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

- Ordinance No. 622

STAFF RECOMMENDATION:

It is the City Staff’s recommendation that Council approve ordinance No. 622 for FY 2021-2022 Property Tax Rate
 “I move that the property tax rate be decreased by the adoption of a tax rate of \$0.7827 on each \$100.00 valuation of property, which is effectively a 4.27% decrease in the tax rate.”

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

ORDINANCE NO. 622

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, LEVYING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND ESTABLISHING WHEN TAXES SHALL BECOME DUE AND SAME SHALL BECOME DELINQUENT, IF NOT PAID.

WHEREAS, the City Council of the City of Manor, Texas approved the annual budget for the municipality's fiscal year beginning October 1, 2021, and ending September 30, 2022; and

WHEREAS, it is necessary that an Ordinance be passed levying an ad valorem tax on all property, real and personal, within the corporate limits of the City of Manor, Texas in accordance with such annual budget and the Texas Tax Code; and

WHEREAS, the City Council conducted two public hearings to discuss a proposal to increase total tax revenues on September 1, 2021 and September 15, 2021, as provided by law;

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

Section 1. There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Manor, Texas (herein the "City") and to provide an Interest and Sinking Fund for the fiscal year 2021-2022, upon all property, real, and personal, and mixed, within the corporate limits of said City on January 1, 2022 subject to taxation, a tax of **\$0.7827** on each \$100.00 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- A.** For the maintenance and operations of the municipal government (General Fund), **\$0.6034** on each \$100.00 valuation of property; and
- B.** For the debt service of the municipality (Interest and Sinking Fund), **\$0.1793** on each \$100.00 valuation of property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE DECREASED BY 4.27% PERCENT. AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$217,379 HOME BY APPROXIMATELY \$64.27.

Section 2. Taxes levied under this Ordinance shall be due October 1, 2021 and, if not paid on or before February 1, 2022, shall immediately become delinquent.

Section 3. All taxes shall become a lien upon the property against which assessed, and the Travis County Tax Assessor-Collector, as the assessor and collector for the City, is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the

State of Texas and Ordinances of the City, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the penalty and interest collected from such delinquent taxes shall be apportioned to the General Fund of the City. All delinquent taxes shall bear interest at the rate prescribed by State law.

Section 4. This Ordinance shall take effect and be in full force from and after its passage.

PASSED, ADOPTED, AND APPROVED on this 15th day of September 2021.

The motion to adopt was made by Councilmember _____, with the following language: "I move that the property tax rate be decreased by the adoption of a tax rate of \$0.7827 on each \$100.00 valuation of property, which is effectively a 4.27% percent decrease in the tax rate."

The motion was seconded by Councilmember _____, and the result of the vote by the Council was _____ FOR, _____ AGAINST, and _____ ABSTAINING.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary